CHANGE • GROWTH • ACHIEVEMENT

DELTA TECH

FOUNDED 1970

DELTA SCHOOL OF BUSINESS AND TECHNOLOGY

BULLETIN
2016

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ACCREDITATION, APPROVALS, AND MEMBERSHIPS

ACCREDITATION / ACCREDITED BY:

Delta School of Business & Technology /dba Delta Tech is accredited by the Accrediting Council for Independent Colleges and Schools to award Certificates, Diplomas, and Associate in Occupational Studies Degrees.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

The address and phone number is: Accrediting Council for Independent Colleges and Schools: 750 First Street, NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780.

APPROVALS / APPROVED BY:

- State of Louisiana Board of Regents.
  The address and phone number is: Louisiana Board of Regents: Proprietary School Division, P. O. Box 3677, Baton Rouge, LA 70821-3677, (225) 342-7084

- State of Louisiana Board of Regents under Chapter 35 Title 38 USC for the training of Veterans and dependents.

- United States Department of Justice, Immigrations and Naturalization Service for Training Foreign Students.

MEMBERSHIPS

The institutional and administrative staff members of Delta School of Business and Technology are affiliated with the following business and professional organizations:

1. American Association of Medical Assistants
2. American Dental Association
3. American Institute of Professional Bookkeepers
4. Association of Information Technology Professionals
5. Better Business Bureau of Southwest Louisiana
6. Calcasieu Parish Notary Public
7. Chamber Southwest Louisiana
8. Junior League of Lake Charles, Inc.
9. Louisiana Association of Student Financial Aid Administrators
10. Louisiana Association of Private Colleges and Schools
11. Louisiana Bar Association
12. Louisiana Dental Association
13. Microsoft Certified Trainer
14. National Association of Student Financial Aid Administrators
15. National Center for Competency Testing
16. Southwest Association of Student Financial Aid Administrators

HISTORY

Delta School of Business and Technology, a private co-educational school, was founded in 1970 and first housed at 502 Broad Street. In 1977, Delta Tech moved to its present location at 517 Broad Street, which is in the city's historical district. The school is listed in the city's register of historical structures.

Today the school offers basic business, medical and technical courses. Delta Tech was first accredited by the Accrediting Council for the Independent Colleges and Schools in 1976 and recognized by the Department of Education to participate in campus based student-aid programs in 1977.

PHILOSOPHY

Delta Tech's training involves the total person with emphasis on career skills and personal self-worth. Our career preparation provides individuals with quick access to the job market, and we strive to maintain a standard of excellence that promotes competence and success on the job. As a private institution, Delta Tech has the ability to make immediate responses to changes, which influence the needs of employers and students. Delta Tech recognizes a responsibility to the community it serves to provide educational programs, which meet the needs of the business sector. In following that responsibility, Delta Tech provides its students with a variety of learning experiences, business programs, and activities designed to promote the development of professional levels of conduct, attitude, values, and habits required for successful employment.

MISSION

The mission of Delta School of Business and Technology is to recruit, train, retain, graduate, and assist in placing students with the job skills that are in demand by employers and who have a work ethic that will promote success.

LEGAL CONTROL

Delta School of Business and Technology is wholly owned and operated by Delta School of Business, Lake Charles, Inc., a Louisiana Corporation owned by Gary J. Holt (100%). Delta School of Business, Lake Charles, Inc., assumes full responsibility for the educational agreement between the school and the student.

The officers of the corporation are: Chief Executive Officer, Jeff Edwards, Chief Fiscal Officer, Nina LeBlanc and President, Gary Holt.

The board of directors of the corporation are: Michelle Edwards, Barbara Holt, Jacquita Holt, Allen McLaughlin, and Suzanne McLaughlin.

ORGANIZATION & STRUCTURE

EXECUTIVE OFFICERS

Jeff Edwards……………………………………………………………Chief Executive Officer
Nina LeBlanc……………………………………….Corporate Secretary/Chief Fiscal Officer

ADMINISTRATIVE STAFF

Admissions
Kitty Roberts…………………………………………………Admissions Representative
Helen Zaunbrecher………………………………………….Admissions Representative
Erica Toussaint………………………………………………….Administrative Assistant

Education Department
Michelle Edwards………………………………………………Dean of Academics
Stacy Sonnier…..……………………………………….Administrative Coordinator

Financial Aid
Kitty Maybrier…………………………………………….…Director Financial Aid
Claudette White……………………………………………….Financial Aid Advisor

Graduate Services
Susan Davis………………………………...Community and Graduate Relations Specialist

Maintenance
Eric Johnson, Sr…………………………………………….. Maintenance Supervisor

Operations
Allen McLaughlin………………………………………..….. Director of Operations

Nursery
Barbara Holt…..………………………………………………….Nursery, Director
Shalonda Captain…………………………………………………….Nursery
Carolyn Deshotel……………………………………………..Nursery
Ramona Foreman……………………………………………….Nursery

FULL TIME FACULTY

Carl Beach
B.S. Nursing…...……………………………..…………………McNeese State University
B.A. Social Science……………………………………………..Northwestern State University
Teaching Area/Specialty: Medical

Jessica Bonilla
A.S. Computer Information Systems…………………………………Remington College
Teaching Area/Specialty: Computer & Information Technology

Rebecca Chapman
A.O.S Medical Office Assistant……………………Delta School of Business & Technology
Teaching Area/Specialty: Medical/Clinicals

Melonie Farber
B.S Office Systems………………………………………………McNeese State University
A.S. Office Administration…………………………………………McNeese State University
A.S. Word Processing…...…………………………………………McNeese State University
Teaching Area/Specialty: Computer Software

D. Cooper Fournet
Juris Doctor……………………………………………………Loyola University Law Center
B.A. Government…………………………………………………McNeese State University
Teaching Area/Specialty: Paralegal

Jone Johnson
Expanded Duty Dental Assistant…………………………Louisiana State Board of Dentistry
Teaching Area/Specialty: Dental

Hazel Logan
Expanded Duty Dental Assistant…………………………Louisiana State Board of Dentistry
Teaching Area/Specialty: Dental

PART TIME FACULTY

Michelle Arendt
M.A. English…………………………………………..…Northwestern State University
B.A. Sociology………………………………………………McNeese State University
Teaching Area/Specialty: Applied General Education/English

Henry Chaumont
B.S. Management...……………………………………..…McNeese State University
Teaching Area/Specialty: Accounting/Business/Computer Software

Susan Davis
B.S. Marketing………………………………………...….McNeese State University
A.A.T. Accounting………………………….…………SOWELA Technical Community College
Teaching Area/Specialty: Career Education

Paul DeStout
M.S. Health Sciences………………….….…………....Trident University International
B.S. Health Sciences…………………….….…………….Trident University International
Teaching Area/Specialty: Medical

Patrick Hardey
B.S. Business Management…………………………………..McNeese State University
Teaching Area/ Specialty:
Business Management

Rebecca McNabb
B.S. Business Administration ……………..……………..……Louisiana Technical University
Teaching Area/Specialty: Accounting/Business Management

Michael Romine
M. A. – Education………………….….……………………Louisiana Technical University
B.S. Engineering……………………….….…..……….….Louisiana Technical University
Teaching Area/Specialty: Math

ShaDawnya Semien
B.S. General Studies……………………………………..McNeese State University
A.S. Computer Information Technology………………………..McNeese State University
A.A.S. Computer Technology Network Specialist….Sowela Technical Community College
A.A.S. Computer Technology Program Specialist....Sowela Technical Community College
Teaching Area/Specialty: Computer & Information Technology

Stacey Simien
M. Ed.………………………………………..…….…..McNeese State University
M.A.Teaching..………………………………….…..…………..McNeese State University
B.A. English………………………………………….………....McNeese State University
Teaching Area/Specialty: Applied General Education/English

ACADEMIC CALENDAR

Holidays

Constitution Day – September 17, 2016

Daylight Savings

Spring Forward March 12-13	Fall Back November 5-6

Orientation Date (D)	Orientation (N)	Orientation (PHT)
December 21, 2015	December 21, 2015	December 28, 2015
February 12	March 24	February 15
March 24	June 23	March 28
May 6	September 22	May 9
June 24	December 29	June 27
August 5		August 8
September 23		September 26
November 4		November 7
December 30		January 3, 2017

CALENDAR CODE

- Holiday / Campus Closed
- No Classes in Session
- Quarter Start / Mid-Quarter Start
- NO Friday Plus
- Final or Mid-term Exams
- Class in Session / Make up Day

2016

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

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

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

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

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

June
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

September
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October
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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

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

517 Broad Street | Lake Charles, LA 70601 | (337) 439-5765

ADMISSIONS

ADMISSIONS POLICY

Delta Tech has an open door policy for admissions. Anyone who desires to attend Delta Tech will be considered for admissions on a nondiscriminatory basis. All applicants will be assigned an Admission Representative who will help the prospective student in developing an academic plan and then will assist with the application process.

ADMISSIONS PROCEDURE

Inquiries concerning admissions should be sent to:

Delta School of Business and Technology
517 Broad Street
Lake Charles, LA 70601-4334
(337) 439-5765
www.deltatech.edu

Upon receipt of such inquiries, the Department of Admissions will arrange for a personal interview. Upon completion of the interview and entrance examination, the formal application for admission may be submitted. The school will notify the applicant of his / her admission status.

ADMISSIONS REQUIREMENTS

The standard requirement for admissions is that the applicant be a high school graduate. Those who have not graduated from high school but who have satisfied graduation requirements through the General Education Development Test (GED) may also be considered for admission. Applicants must also achieve a minimum score of 60% on the entrance examination to be admitted.

Students entering all colleges, universities, vocational-technical schools and proprietary schools in Louisiana will be required to show proof of immunity against measles, mumps, rubella, and to have had a booster dose of tetanus-diphtheria (Td) vaccine within the past 10 years.

Applicants are required to submit a non-refundable $95.00 registration fee per each academic year.

FOREIGN APPLICANTS

Transcripts from the student's secondary schools must be submitted to the Director of Admissions. Whenever possible, an interview is required. If a proficiency test in English is needed, the student will be so advised.

TRANSFER OF CREDIT

Students transferring from other colleges or universities that are regionally or nationally accredited by an agency which is recognized by the US Department of Education are eligible for admission to Delta Tech with advanced standing. Credits for comparable courses in the student's prospective curriculum in which passing grades (C or better) have been earned at previous institutions, may be accepted in transfer pending Dean of Academics approval. Job Readiness Resumes and Interviews is a required class for each program and is not accepted as transfer credit by prospective students or previous graduates returning to enroll in another program.

Students who want to transfer credits to Delta Tech from an accredited college or university may do so by presenting transcripts from each institution attended to the Registrar's Office. Accepted transfer credits will be included in the cumulative hours of credits at Delta Tech and will also be calculated into your grade point average.

Students wishing to transfer credits earned at Delta Tech to another institution should check with that institution to understand their transfer of credit policy.

NON-TRADITIONAL CREDIT

Placement exams are offered in specified classes. Based on a student's score on these examinations, one or more classes may be waived. The student does not receive a grade for the class waived, but instead receives pre-test credit for the class. Students who score an 80% or above on the Math Placement exam will be given a pre-test credit for Business Math I.

RE-ENTRIES

Former students of Delta Tech who withdrew from school prior to completion will be considered for Re-entry into Delta Tech by contacting the Admissions Department. The student will be required to pay any outstanding financial obligations related to the student's previous enrollment at Delta Tech and will be responsible for a $95.00 re-entry fee which must be paid prior to the start of classes. The student must have met the minimum requirements set forth by Delta Tech's Satisfactory Academic Progress standards, depending upon what point the student was in his or her program at the time of his or her withdrawal from Delta Tech.

The student will also be charged any tuition differential that may have occurred while they were out of school. A consultation with the Financial Aid Department will also be required.

PROBATIONARY PERIOD

At Delta Tech, we make every effort to ensure that new students have the needed information and support for a successful transition into the Institution and into your program. We affirm that, for all matters relating to your success in the classroom, your instructors should be your primary "go to" persons relating to absences, illness, homework, exams and grade issues. When you find yourself in need of additional assistance for any reason related to your coursework, consult your instructor immediately.

In addition to your instructors, our admissions representative(s) and the director of admissions serve as a second layer of support during your probationary period. As needs or concerns arise, the admissions team is available to assist you with any concern, and to direct you to the appropriate Delta Tech department if one of us is not able to resolve or address your concern directly. Please feel free to come in or call us at any time.

All new students are responsible for ensuring that they successfully meet institutional expectations during probation in the following key areas:

- Maintain solid **satisfactory attendance** throughout your probation period;
- Maintain solid **satisfactory academic progress** earning grades of C or better;
- Remain in **good financial standing satisfying all financial obligations** with the institution;
- Ensure there are no **outstanding admissions requirements** which were not satisfied at entry.

Delta Tech has an expectation that you will attend required meetings, or that, in rare cases, you will take the initiative to let your admissions representative know when you will be unable to attend and meet with us as soon as practical thereafter, and to make up any missed content. You will be held responsible for any information provided in these meetings or activities required of you as a result of these meetings.

Failure to meet any of these requirements may result in your being withdrawn from the Institution. If withdrawn, you will be required to return all books and any excess funds to the Institution to avoid financial recourse.

ORIENTATION

Orientation is scheduled every six weeks. At that time students receive schedules, an explanation of school policies, and fill out required paperwork. Orientation is designed to enable the student to make an easy adjustment to the school environment and to acquaint the student with Delta Tech.

IDENTIFICATION BADGES

Delta Tech provides the initial identification and access badge to all new students and re-entries at no cost. Students are expected to wear the badge on their person at all times while on the Delta Tech campus. Identification badges must be unaltered and free of any other material, i.e., pin, stickers, etc. If badge is damaged or student changes course of study or name, student must bring old badge to the IT Department to have a new badge made without cost.

CAREER STARTER HIGH SCHOOL GRADUATE SCHOLARSHIP CRITERIA

All high school graduates are eligible to apply for this scholarship at Delta Tech. In addition to submitting a scholarship application packet as outlined below, each applicant must meet with an admissions representative for a formal interview.

Scholarship recipients must use their award no later than 12 months after their official high school graduation date. For example, if the graduation date is in May, the scholarship recipient would be eligible to start school and use their award no later than the following May. Scholarship awards not utilized during this 12 month period would become void, and the graduate would no longer be eligible to make future application.

Scholarship application packets should be delivered to the Delta Tech Administration Building located at 517 Broad Street, Lake Charles Louisiana, 70601.

There will be a limited number of scholarships awarded each year. Once all available scholarships have been awarded, applicants will be informed at the time of application.

Scholarship recipients will be notified within 10 days from the date their application was received of the pending scholarship award status.

Scholarship recipients may select any Associate in Occupational Studies Degree Program or Specialized Diploma Program and will receive a 50% tuition credit applied to the chosen program.

Scholarship recipients will be responsible for the cost of books, lab fees, registration fee, and for the 50% remaining tuition not covered by their scholarship. Financial Aid is available to those who qualify.

Scholarship application packets should be assembled in a portfolio binder and must consist of the following:

1. High school transcript.
2. One color photograph of the applicant.
3. One letter of reference from anyone outside of the high school.
4. One letter of reference from employer, if currently employed.
5. A completed Delta Tech scholarship application data sheet.
6. Typed essay from applicant outlining their career goals.
7. Any additional information the applicant would like considered.

TUITION AND FEES

(2015– 2016 School Year)

Tuition prices vary based on method of payments and amount of down payments. Prices do not include books or registration fees ($95.00).

CERTIFICATE PROGRAMS:

BASE TUITION	METHOD OF PAYMENT	DISCOUNT TUITION PRICE	DOWN PAYMENT AMOUNT
$1795.00 * (Phlebotomy)	Cash or Credit Card	N/A	N/A
$1495.00 * (IT Certification Courses)	Cash or Credit Card	N/A	N/A

* Tuition is inclusive of all fees.

DIPLOMA PROGRAMS:

BASE TUITION	METHOD OF PAYMENT	DISCOUNT TUITION PRICE	DOWN PAYMENT AMOUNT
$9590.00	Full Payment Upfront (30% off)	$6713.00	$6713.00
$9590.00	Half Payment Upfront (20% off)	$7672.00	$4795.00
$9590.00	Ten % Down (10% off)	$8631.00	$959.00
$9590.00	Federal Student Aid	N/A	N/A

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE

Per academic year options*

BASE TUITION	METHOD OF PAYMENT	DISCOUNT TUITION PRICE	DOWN PAYMENT AMOUNT
$9590.00	Full Payment Upfront (30% off)	$6713.00	$6713.00
$9590.00	Half Payment Upfront (20% off)	$7672.00	$4795.00
$9590.00	Ten % Down (10% off)	$8631.00	$959.00
$9590.00	Federal Student Aid	N/A	N/A

* Student has the option to change "method of payment" for second year funding.

*Academic Year Definition

Day	Diploma	48 weeks
Day	Associate in Occupational Studies Degree	36 weeks
Night	Diploma	60 weeks
Night	Associate in Occupational Studies Degree	48 weeks

FINANCIAL ASSISTANCE INFORMATION

Delta Tech participates in the Federal Title IV Program which consists of the following types of aid: Federal Pell Grant, Federal Work Study, TOPS Tech, and William D. Ford Federal Direct Loan Program. The primary purpose of financial aid is to provide monetary assistance to students who can benefit from post secondary education. It is believed that when these individuals have the opportunity to develop their capacity, they not only enhance themselves, but also contributes greatly to society.

The Financial Aid office at Delta Tech is dedicated to:

1. Helping to remove the financial barrier for those students who are unable to pay.
2. Easing the financial burden for those who are more able to pay, but are still in need of financial assistance.
3. Striving to realize the goal of equality of education opportunity.
4. Utilizing a consistent method for measuring the ability of families to pay for educational costs.
5. Providing all students the opportunity to apply for aid.

Students should submit the Federal Application for Federal Student Aid (FAFSA) annually to apply for financial aid. The FAFSA is a need analysis document published by the Department of Education. The information in this document is sent to the central processing center for an analysis of the expected family contribution (EFC). Federal aid may only be awarded based on the official results of the FAFSA. The Financial Aid office will use this information to put together an aid package for the student that may include more than one type of financial aid. Delta Tech provides student financial assistance to eligible applicants and priority is given to students who have the greatest financial need. Most awards are renewable if the financial need still exists, if academic and citizenship records are adequate, and if the student is making satisfactory progress. Delta Tech makes every effort to assist students who need financial assistance to complete his or her college program.

FEDERAL PELL GRANT

This is the largest Federal grant program. The amount of the grant depends on the family size and income. Estimates for grant amounts can be obtained in the Financial Aid Office. The U.S. Department of Education determines final notice of grant eligibility. To be eligible for the grant, a student must not have received a bachelor's degree from another institution, and must submit a FAFSA for award year.

FEDERAL DIRECT STAFFORD LOANS

This is a low fixed interest rate loan from the William D. Ford Federal Direct Loan Program. Repayment begins six months after student withdraws or graduates from school. The borrower can have 5 to 25 years to repay the loans, depending on the amount.

FEDERAL DIRECT PLUS LOANS

This loan enables a parent with an approved credit check to borrow for each child who is enrolled at least half time and is a dependent student. The PLUS loan is a fixed interest

rate loan from the William D. Ford Direct Loan Program.

NATIONAL STUDENT LOAD DATA SYSTEM (NSLDS)

It should be noted that when the institution enters into an agreement with a potential student, student, or parent of a student regarding a Title IB, HEA loan – the loan will be submitted to the National student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders and institutions determined to be authorized users of the data system.

FEDERAL WORK STUDY (FWS)

The FWS program provides part-time jobs for students to earn money while in school. FWS students work and earn at least the federal minimum hourly wage up to award amount. Delta Tech provides financial assistance to eligible applicants and priority is given to students who have the greatest financial need.

TOPS TECH AWARD

The TOPS Tech Award pays for tuition for skill or occupational training at any schools within the Louisiana Community and technical College System, Louisiana approved Proprietary and Cosmetology Schools or Louisiana Public Colleges and Universities that do not offer a baccalaureate degree. If a student pursues skill or occupational training at a college within the Louisiana Association of Independent Colleges and Universities or one within the Louisiana Public Colleges and Universities that offer baccalaureate degrees the award amount will be the average award paid to students attending public institutions that do not offer a baccalaureate degree.

FORMS / APPLICATION INFORMATION

Each student fills out the U.S. Department of Education's "Free Application for Federal Student Aid". This is a confidential financial statement of parental and student income. It is helpful to bring a copy of the appropriate U.S. Income Tax Return and W-2 for the most recent tax year to the Financial Aid office. If eligible for a student loan, a sample loan repayment schedule and the necessity for repaying the loan is included in the handouts you will receive from the Financial Aid office.

ELIGIBILITY

Enrollment as a regular student, U.S. citizen or eligible non-citizen and make satisfactory academic progress.

The student must sign a statement that one is not in default on any Federal, Title IV, Higher Education Assistance (HEA) Loan, that the student does not owe a Title IV overpayment at any institution, and that the student is not involved in unlawful drug manufacture, distribution, dispensing, possession or use.

The student must sign a statement of registration compliance indicating that a) the student has registered with the Selective Service; or b) that the student are not required to register.

AID RECIPIENT SELECTION

Awards are determined and granted based upon financial need. Need is determined by evaluating the information on the aid application. Students with greater need are given priority when awards are determined. The handicapped student must let Financial Aid know because your expense may be greater with the costs associated with the handicap.

HOW WILL MY AID BE PROCESSED?

During your financial aid interview, the Financial Aid Department will explain how and when his or her financial aid will be processed. The student will be told the types and amounts of aid that were awarded. The institution participates in electronic funds transfer for Direct Loans. When funds are credited to your account, the student will be notified in writing with a statement of date, amount and source of funds.

MAINTAIN ELIGIBILITY

Students must meet satisfactory academic progress standards printed in this catalog. The student must be enrolled when the Federal Funds are processed. The student cannot continue working on Federal Work-Study (FWS) if the student is not enrolled in school or on Leave of Absence.

If the student is allowed to re-enter the school on a probationary basis after failing to meet the satisfactory academic progress standards, the student must meet the terms and conditions of your probation in order to be eligible for further financial aid assistance.

Failure to remain in good financial standing during the first six weeks of school will result in withdrawal from the institution. After the probationary period ends, students must remain in good financial standing. If future financial obligations with the institution are not satisfied, the student will not be allowed to register or receive text books for subsequent quarters which may impact the students anticipated graduation date and the student will fall behind. Continued failure to satisfy financial obligations will result in the student being withdrawn. Should the student choose to reapply at a future date, all admissions requirements (registration fee, entrance examination, etc.) must be satisfied again.

TRANSFER STUDENTS

If a student transfers from one school to another, your financial aid does not automatically transfer. To receive aid at Delta Tech, check with the Financial Aid Officer to find out what steps must be taken. The student cannot duplicate federal aid at two different institutions in (1) one financial aid award year. If the student received aid from another school, our financial aid office will verify all financial aid paid to determine remaining eligibility.

VERIFICATION

Delta Tech will verify those students selected by the Department of Education's Central Processing System. If selected for verification, Delta Tech students will be notified by phone and/or mail. All requested documentation should be submitted to the Financial Aid office

within 15 days of the request. Failure to do so may result in the reduction and/or cancellation of any need-based federal or state aid. If CPS does not select the student and any conflicting information exists in the students file, Delta Tech will require the student to bring in documentation to clear up discrepancies. If the student is considered for special circumstances, the institution will automatically select the student for verification.

DETERMINING AID EARNED

Title IV funds earned are determined by dividing the calendar days completed in the payment period or period of enrollment by the total calendar days in the payment period or period of enrollment (excluding scheduled breaks of five days or more and days that the student was on approved leaves of absence). Through 60%, the percentage of Title IV aid earned is equal to percentage of payment period or period of enrollment completed. After 60%, the student has earned 100% of Title IV aid for the payment period or period of enrollment.

RETURN OF TITLE IV FUNDS

If a student begins attending and withdraws from the institution during a payment period or period of enrollment, federal regulations require an institution to determine the amount of the Title IV funds that were earned as of the student's withdrawal date. Title IV funds that were disbursed in excess of the earned amount must be returned.

DETERMINING WITHDRAWAL DATE

If the student fails to attend the institution prior to the end of the payment period or period of enrollment, a student's withdrawal date is:

- For students who provide notification to the institution of his or her intent to withdraw, the withdrawal date is the date that notification is received by the institution in writing or orally.

- For students who do not provide notification to the institution of his or her intent to withdraw, the withdraw date is the date that the institution becomes aware that the student has failed to attend. The institution will determine the withdrawal date as follows:

    1. The last date of recorded attendance.
    2. Any earlier or later date that the institution documents as the last date of academically related activity by the student.
    3. Another date, as determined by the institution, related to an accident, illness, grievous personal loss, or other circumstances beyond the student's control that prevented the student from withdrawing officially.

- For a student who does not return from an approved leave of absence, the withdrawal date is the earlier of the date of the end of the leave of absence or the date the student provides official notification to the institution that he or she will not be returning to the institution.

RETURN OF UNEARNED TITLE IV FUNDS

If the total amount of Total IV funds earned is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the Title IV program from which the student received aid during the payment period or period of enrollment, in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Federal Direct Loan
4. Subsidized Federal Direct Loan
5. Federal PLUS Loan
6. Federal Direct PLUS Loan
7. Federal PELL Grant
8. Other Title IV grant or loan assistance

UNEARNED TITLE IV FUNDS RETURNED BY INSTITUTION

If a student has received excess funds, the institution must return a portion of the excess equal to the lesser of:

- The student's institutional charges for the payment period or period of enrollment, multiplied by the unearned percentage of funds, or
- The entire amount of the excess funds.

The institution's portion of unearned Title IV aid returned will be charged back to the student's account.

UNEARNED TITLE IV FUNDS RETURNED BY STUDENT

In the event that there is additional unearned aid, the student is responsible for returning those funds. Loans can be repaid in accordance with the terms of the promissory note. Title IV grant overpayments require that students repay only 50% of the initial amount of overpayment.

POST-WITHDRAWAL DISBURSEMENTS

If the total amount of the Title IV funds earned is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. The student's account may be credited up to the amount of allowable charges. Any amount not credited to the student's account will be offered to the student within 30 days of the date that the institution determined that the student withdrew. If the student declines the disbursement or does not reply within the permitted timeframe, the institution will return any earned funds it is holding to the Title IV program. If the student responds after 14 days of the date that the notification was sent, the institution will inform the student in writing if it decides not to make the post-withdrawal disbursement.

REFUNDS / CANCELLATIONS

Per academic year, during the first week of classes the institution shall refund at least 90% of tuition; thereafter, during the next three weeks of classes, the institution shall refund at least 80% of tuition. Thereafter, during the first 25% of the period of financial obligation, the institution shall refund at least 55% of tuition; thereafter, during the second 25% of the period of financial obligation, the institution shall refund at least 30% of tuition. In cases of withdrawal after this, the institution may commit the student to the entire obligation.

36 week Program	Refund	48 week Program	Refund	60 week Program	Refund
1st week	90%	1st week	90%	1st week	90%
2nd–4th week	80%	2nd–4th week	80%	2nd–4th week	80%
5th-9th week	55%	5th-12th week	55%	5th-15th week	55%
10th-18th week	30%	13th-24th week	30%	16th-30th week	30%
19 or more weeks	0%	25 or more weeks	0%	31 or more weeks	0%

Cancellation within three business days: If for any reason a student is unable to begin classes, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

Cancellation after three-business days: Tuition or fees are collected in advance of entrance and if the student does not begin classes, the institution shall retain not more than $150. Refunds for a student who does not begin classes shall be made within 30 days of the start of a quarter, term, or semester.

VOCATIONAL REHABILITATION ASSISTANCE

Financial aid may be obtained for handicapped students through the local Vocational Rehabilitation offices.

GENERAL INFORMATION

STUDENT CONDUCT

Delta Tech is committed to providing an environment which is conducive to learning and professional growth. Our institution is focused on preparing students for entry into professional life and most importantly a long lasting career. Any student behavior on campus which compromises this environment and interferes with this institutional objective will not be tolerated. Any conduct unbecoming will be responded to swiftly and with stern disciplinary action. Unacceptable conduct includes but is not limited to: vulgar belligerent language, aggressive hostile behavior, noise disruptions, etc. Students who choose to display behavior and conduct unbecoming will jeopardize their enrollment status and can be expelled.

STUDENTS WITH DISABILITIES

Delta Tech maintains a campus environment which is conducive to supporting students with disabilities. Even though the campus buildings are historical and constructed at the turn of the century, enhancements such as handicap accessible restrooms, entrance/exit ramps, handicap parking spaces have been added to accommodate those students in need. Certain modification such as elevators were not installed due to extreme retrofitting challenges and feasibility. Therefore classrooms and/or office meetings are moved to the first level for those students in need when appropriate. For those students in need of intellectual disabilities, the Education Department works with those students in need on a case by case basis.

COLLEGE JURISDICTION

Delta Tech reserves the right to modify the offering of courses, programs of study, tuition, hours of classes, the calendar, and any other material listed in this catalog or herein attached or inserted. Changing conditions and requirements may dictate such changes at any time.

CLASS HOURS

Day classes are in session from 8:30 a.m. to 1:50 p.m., Monday through Thursday. Evening classes are held on Monday through Thursday from 6:00 to 9:45 p.m. "Friday Plus" is offered to students from 9:00 a.m. to 12:00 p.m. for makeup tests, individual and group tutoring, skill-building drills, and additional lab time on equipment.

CREDIT HOUR DEFINITION

The evaluation of credit hour programs as defined in 34 CFR 600.2, for purposes of financial aid is based on the following federal definition of a credit hour:

Except as provided in 34 CFR 668.8(K) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student

achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ten to twelve weeks for one quarter hour of credit.

The school evaluates each subject in terms of quarter credit hours. One quarter credit hour equals at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and/or 30 hours of Externship.

GENERAL EDUCATION REQUIREMENTS

Occupational Associate Degree students must take a minimum of 16.8 credits of Applied General Education courses. These Applied General Education Courses from which a student may choose are located on pages 61-63. All Applied General Education courses have no prerequisites and are rotated and available to students as they are needed to fulfill the general education requirements.

COURSE NUMBERING SYSTEM

All course numbers consist of a three-letter subject identifier and a three-digit number. The subject identifiers are designed to be easy to translate. For example: ACD = Accounting, GED = General Education, ITD = Information Technology, MED = Medical, and PRL = Paralegal Studies. While course sequencing may vary, most 100 level courses will be taken within the first or second quarter a student is enrolled. Courses that have a prerequisite will be sequenced, for example: CPT 101 = Introduction to Computers, CPT 201 = Word I, CPT 202 = Word II, and CPT 405 = Advanced Word.

GRADE AND GRADE POINTS

Students must maintain satisfactory academic progress at all times. Students are encouraged to consult their instructors regarding their grades and academic progress. The letter standing system and grade point values are as follows:

A Excellent	4.0 grade points	PC	Pre-test Credit
B Good	3.0 grade points	W	Withdraw
C Satisfactory	2.0 grade points	I	Incomplete
D Poor	1.0 grade points		
F Failure	0.0 grade points		

A student's cumulative grade-point average (GPA) is computed by dividing the total number of points earned by the total number of hours completed. A failing grade becomes part of the student's permanent record. Upon successful completion of the course, the previous grade is not computed in the student's GPA; but the prior grade remains on the transcript.

Students must achieve a grade of C or better in all courses to successfully complete their program.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

In order to receive Title IV funding, students must be making satisfactory academic progress (SAP) in their program. The following policy explains how Delta School of Business & Technology (Delta Tech) will measure your academic progress according to U.S. Department of Education guidelines.

Delta Tech is required to evaluate all students' progress by the length of time it takes to complete their program of study, the rate of completion and by cumulative grade point average (GPA.)

Length of Time: A student must complete the entire program in no more than one and one-half the normal time frame or a degree cannot be awarded. If the student exceeds the maximum program length, a certificate of completion will not be awarded. All periods of enrollment are included in the evaluation of time.

	Normal Program Length	Maximum Program Length		Normal Program Length	Maximum Program Length
Day	12 months	18 mo.	**Night**	15 months	22.5 mo.
	18 months	27 mo.		24 months	36 mo.

Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Rate (Pace) of Completion: The total number of credits attempted is compared to the total number of credits earned. Students must successfully complete at least two thirds (66.7%) of the total number of credits attempted as evaluated at the end of each quarter. Example: Total Number of credits attempted is 12 and the total number of credits earned is 9.6.

> 9.6 credits earned (divided by)   Result: 80% rate of completion
> 12.0 credits attempted

Cumulative Grade Point Average (GPA): All students must maintain a cumulative GPA of 2.0 or higher. Please note that the treatment of grades for SAP is different than the college policy on academic standing. Please refer to the grade and grade points section in the institution's catalog.

EVALUATION PROCESS

The Education Department will evaluate SAP at the end of each quarter. Written notification will be sent to any student placed on Financial Aid Warning, Financial Aid Probation, Financial Aid Termination and Financial Aid Reinstatement if making SAP status. In cases where the academic plan is required, the Education Department will monitor academic plans and provide a measurement for each student's pace based on the duration stated in each plan.

Financial Aid Warning Status: Defined as any student that is not making SAP.

- Students who do not have a cumulative 2.0 grade point average at the end of any quarter will be placed on Financial Aid Warning.
- Students who do not have a cumulative rate of completion of 66.7% or higher at the end of any quarter will be placed on Financial Aid Warning.
- The length of Financial Aid Warning is one quarter (12 weeks.)
- Student may receive aid for one quarter while on Financial Aid Warning.
- No appeal is necessary.
- All courses during Financial Aid Warning Status are counted towards the determination of GPA and credit hours attempted.

Financial Aid Probation Status (Extended Enrollment*): Defined as any student not making SAP standards who has appealed and eligibility for aid has been reinstated. Aid may be received for one payment period only. A student must be able to meet SAP standards by the completion of one quarter. If a student cannot mathematically achieve SAP standards in one payment period, an academic plan will be required. All courses during Financial Aid Probation Status are counted towards the determination of GPA and credit hours attempted.

Academic Plan: Defined as an action plan for a student following an appeal that when followed will allow the student to achieve SAP standards in a prescribed amount of time. Eligibility for aid has been reinstated and can be received as long as all conditions of the plan are met.

Financial Aid Termination: Defined as any student who is not making SAP standards and who either fails to appeal their status or has their SAP appeal denied. Aid cannot be received while on this status. This applies only to your financial aid eligibility, not to your academic standing.

Reinstating Financial Aid Eligibility: A student may reinstate their eligibility by achieving a 66.7% or higher overall completion rate and/or meet the required 2.0 grade point average, while on Financial Aid Warning; or through a granted SAP appeal.

Reestablishing Financial Aid Eligibility: A student may reestablish financial aid eligibility by enrolling and completing one or more quarters of at least half-time status without federal or state financial aid and achieve the applicable SAP standards.

Appealing Termination of Financial Aid Eligibility: Students who become ineligible for aid due to not meeting SAP standards at the end of a Financial Aid Warning status may appeal in writing to the Financial Aid Appeal Committee for Financial Aid Probation status. The student must explain the reason they were unable to make SAP and what has changed that will allow them to meet SAP at the end of the next quarter. Acceptable reasons for appeal include injury or illness, a death in the family or other unusual or unexpected circumstances.

Appeal forms may be obtained from the Education Department. Students must provide at least one professional reference letter or other document (such as a death certificate) supporting their changed circumstances. Such references may come from therapists, social workers, lawyers, clergy, counselors, doctors, etc. In the case of injury or illness, the

student should submit copies of medical records to support an appeal. The Financial Aid Appeals Committee will review each appeal and respond to the student via US Mail within 7-10 business days. All courses during Appeal process are counted towards the determination of GPA and credit hours attempted.

SAP DEFINITIONS AND INFORMATION

Successfully Completed grades: Grades of A, B, C, D, and PC are considered successfully completed grades with regards to SAP.

Failures: Failures are counted towards the determination of GPA and credit hours attempted.   The failing grade becomes a permanent part of the student's record. When the course is repeated, the failing grade is no longer calculated in the student's GPA.

Withdrawals and Incompletes: Grades of W (withdrawal) and I (Incomplete) will be considered (counted) in calculating credit hours attempted, but are not counted in calculating GPA. These grades are non-punitive. If the "I" is not changed to a grade by the second week after the start of the next period, the "I" will become an "F". At that point, the only way to remove the F will be to repeat the course.

Repeated Courses: If a student repeats a course, both courses will be counted as credit hours attempted. The higher of the two grades will be assigned as the permanent grade and that grade will be used in calculating the GPA.

Non-Punative/Pre-test Credits: Grades of PC (pre-test credit) will be considered (counted) in the determination of satisfactory progress and in the determination of the number of credits earned. Grades of PC are not used in the calculation of GPA.

Non Credit/Remedial Courses: Delta Tech does not have non-credit or remedial courses.

Warning Status: All courses during Financial Aid Warning Status are counted towards the determination of GPA and credit hours attempted.

Probationary Period: All courses during Financial Aid Probation Status are counted towards the determination of GPA and credit hours attempted.

Appeal Process: All courses during appeal process are counted towards the determination of GPA and credit hours attempted.

Extended Enrollment Status: All courses during Extended Enrollment Status are counted towards the determination of GPA and credit hours attempted.

Change of Program/Seeking Additional Degree: Any Delta Tech Graduate who wishes change their program/major or to gain an additional degree from Delta Tech will be required to meet Satisfactory Academic Progress standards as set forth by Delta Tech guidelines. In the event a student changes majors or seeks to earn an additional degree, Delta Tech will not include in the calculation of a student's SAP standing the credits attempted and grades earned that do not count toward the student's new major.

Transfer Credit. Transfer credit is used in calculating credit hours earned and attempted

as well as in the calculation of GPA.

*Extended Enrollment: If a student has been placed on Financial Aid Warning, did not improve following 12 weeks of Financial Aid Warning, and did not appeal the decision; they will lose their eligibility for Title IV Funds.

Students will be notified by the Education Department in writing that they are no longer eligible to receive Title IV funds. An account card will be pulled and an estimate of books and fees for the remainder of their program will be presented to the student. If the student has interest in continuing by securing their own financing they must provide evidence that they have the ability to pay for the remainder of their program to the Financial Aid Department within 14 days of notification.

Failure to respond to the notification within 14 days will result in withdrawal from the institution. In the case that a student meets the following criteria they may be exempt from the above policy:

- Balance of less than $500.00,
- Less than 6 months remaining in their program, and
- No Additional books to purchase

If a student meets these criteria they will be allowed to finish their program as scheduled. The student will be responsible to satisfy the remaining balance before being eligible to walk in the commencement ceremony or receive their transcripts or diploma.

In the case that a student will exceed 150% of the normal program length, an appeal letter may be submitted to the Dean of Academics for consideration of an extended enrollment status as long as all books and fees have already been charged to the student's account.

REGISTRATION

Registration will be held every six weeks. Schedules will be generated for a twelve week period and disseminated from the Education Department every six weeks; generally one week prior to midterms or finals.

ADD AND DROP PERIOD FOR CLASSES

Students can add or drop classes for a six or twelve week period only through the first week of classes, regardless of how many class days fall within the start week.

ATTENDANCE

Students are expected to arrive on time and attend class regularly. Regular attendance and active participation in class is essential to the learning process. Students who do not attend class will be marked absent. It is the responsibility of the student to find out what they missed when absent from class. Students who miss 21 consecutive days of school (including weekends and holidays) will be withdrawn.

CHANGE OF MAJOR

The Dean of Academics must approve all requests for change of major. To be eligible to change majors student must hold a 2.0GPA or higher and currently be in "good standing" with the Institution. Students will be required to complete their current schedule up through the end of their current quarter. Student must sign an amended application and pay a $95.00 change of major fee. At the start of the next quarter, student will enter into their new major. New financial aid paperwork will be processed for the student and their new major. The new financial aid paperwork must be signed and acknowledged prior to the student starting their new major. Tuition, books, and fees charged for the previous major for their period of enrollment will stand as charged according to the original financial aid paperwork. This will result in a prorate change for each quarter completed in the original major.

LEAVE OF ABSENCE

In some cases, a student may arrange to leave school temporarily, with the intention of returning at a later date. A student may obtain a Leave Of Absence (LOA) form from the Education Department. The Dean of Academics must approve all requests for LOA. Leave of absence will be granted based upon the student's individual situation. Maternity, surgery, severe illness, death in the family, and family emergencies are all just causes for leaves of absence. The Dean of Academics counsels students at the time written request is submitted and informs students that taking a Leave of Absence will extend the student's program length. The School will not charge the student for the leave time; however, the allowed time for a Leave of Absence cannot exceed one hundred eighty (180) days per year. The year begins on the first date of student's granted leave, which is also the student's last date of school attendance. Weekends and holidays are included in the calculation of the leave period.

If the student fails to return from the leave of absence as specified by the Education Department, the student will be dropped from school. The withdrawal determination date that the school will use in calculating the withdrawal settlement will be the date the student was scheduled to return from the leave of absence. The student's charges will be based on the actual time in school excluding the leave time.

INCOMPLETES

Grades of "Incomplete" can be assigned the letter grade of "I". Incompletes are only assigned under certain circumstances such as illness or hospitalization. It is up to the instructor to decide if an "I" will be assigned. The student is then given one week to complete any and all work lacking so that the instructor may assign a grade. If for some reason, the student fails to make up the work within five scheduled class days after the new class start, the "I" will turn to an "F". The instructor notifies the student that they have until Friday the 1st week to complete any work outstanding. That is until Friday, and then on Monday the instructor turns in a letter grade.

COURSE REPEATS

Students are expected to complete and pass all required subjects. Any required subject

failed must be repeated and passed before graduation. Any course in which a student receives a "D", "F" or "W" may be repeated at no additional charge.

WITHDRAWALS

Students withdrawing from a class should consult with the Education Department. Deadline for students being allowed to withdraw from classes will be the Friday of the first week of each six (6) week session, and the first week of each 12 week session for 12 week classes.

Students withdrawing from school should complete a withdrawal form at the Education Department. The school requests that a notice of cancellation or withdrawal be made in writing. The date of withdrawal shall be the last date of recorded attendance. If the student chooses not to withdraw in person or by writing, they may notify any faculty or staff member of their intent to withdraw.

"UNOFFICIAL" WITHDRAWALS

If and/or when a student "unofficially" withdraws from school, the date of determination will be established as no later than 21 days after the last date of attendance.

DESCRIPTION OF FACILITIES

Delta School of Business and Technology occupies four buildings over a four-acre area, Main Building (administration), Gayle Building (class rooms), the Annex (child care), and Student Center (student lounge), totaling approximately 34,000 square feet

DESCRIPTION OF EQUIPMENT

Delta Tech currently utilizes five computer labs equipped with full Internet access and laser printers for all computer application classes. The Information Technology Department is equipped with two computer labs, one computer lab with full Internet access, printers, and a training area complete with workstations and five routers to simulate a wide area network environment, two computer labs for training with network operating systems, and one computer lab for building computers and troubleshooting hardware. The Medical Department is equipped with computer lab, Internet access and laser printer. The Accounting Department is equipped with computer lab, Internet access and laser printer.

All instructors are equipped with desktop computers to aid in class presentations and research. All instructors have access to TV's and VCR's as well as LED projectors for computerized presentations.

Handicap parking is available on campus, as well as entrance ramps and ADA accessible restrooms.

SMOKING POLICY

Smoking is prohibited in all Delta Tech academic and business buildings (classrooms, laboratories, offices, lounges, restrooms, hallways, stairways, and common areas, meeting rooms) and in all areas where "No Smoking" signs are posted.

With the newly adopted Louisiana Smoke Free Air Act 815, persons choosing to smoke outside Delta Tech buildings and/or facilities shall avoid all main entrance and exit areas to prevent subjecting others to secondhand smoke. Designated smoking areas have been established in an effort to reduce litter, address health problems, and alleviate physical reactions by those susceptible to second-hand smoke. The two designated smoking areas are:

- East Side of Main Building, 1st Floor
- Between the Gayle Building and the Student Center

Additionally, any smoking shall occur at a reasonable distance outside any area where smoking is prohibited to insure that the smoke does not enter a facility through entrances, windows, and ventilation systems or by any other means. Any student who does not choose to comply with the above mentioned policy will be subject to Delta Tech disciplinary procedures.

FAMILY EDUCACTIONAL RIGHTS AND PRIVACY ACT (FERPA)

1. GENERAL POLICY

Under the authority of the Family Educational Rights and Privacy Act of 1974, a student has the right to examine certain files, records, or documents maintained by the school, which pertain to him/her. The school must permit a student to examine such records within 45 days after submission of a written request and to obtain copies of such records upon payment of the cost of reproduction.

A student may request that the school amend his education records on the grounds that they are inaccurate, misleading, or in violation of his right of privacy act. In the event that the school refuses to so amend the records, a student may request a hearing.

2. EDUCATIONAL RECORDS

Educational records are all files, records, or documents maintained by the school that contain information directly related to the student. Each student has two separate files, an Education and Financial Aid file. The records are maintained by each individual department (Education and Financial Aid). When the student completes or withdraws, the two (2) files are combined and stored in the campus vault. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

3. EXEMPTIONS

The following items are exempt for the Act:

A. Parents' Confidential Statement, Financial Need Analysis Report, and the Pell Eligibility Report.
B. Confidential letters of recommendation received by the school prior to January 1, 1975. As to such letters received after 1974, the Act permits a student to waive his right of access if the letters are related to admission, employment, or honors.

4. REVIEW OF RECORDS

It is the policy of the school to monitor educational records to ensure that they do not contain information that is inaccurate, misleading, or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the student's circumstances.

5. ACCESS WITHOUT STUDENT CONSENT

The school may release student information without written consent of the student to:

A. Other school officials who have legitimate interests.
B. Other schools where students have applied for admission. In this case, students must be advised that the records are being sent so that they may receive a copy and have an opportunity to review and challenge the records.
C. Authorized representative of the Department of Education and the Comptroller General of the United States.
D. State and local authorities, where required.
E. Accrediting agencies.
F. Parents of a student who is their dependent as defined in the Internal Revenue Code of 1954. However, the school is not required to release such records.
G. To comply with a court order or subpoena, provided that the student is notified prior to compliance.
H. In the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

MISREPRESENTATION

The institution is committed to providing clear and concise information to students, prospective students, and the general public. A misrepresentation is a false, erroneous or misleading statement about the nature of the institution's educational programs, the nature of financial charges, or the employability of the institution's graduates, and the institution will not tolerate any employee making false statements. Any violation of this directive will be taken seriously and the institution will take appropriate action to address any violation of this policy.

ANNUAL SECURITY REPORT – CAMPUS SAFETY & SECURITY

Information concerning Delta Tech's campus safety and security policies and procedures is made available in the Institution's Annual Security Report. This report also contains the three most recent years' worth of crime statistics for certain types of crimes that were reported to have occurred (if any) on campus or on adjacent off-campus property. The Annual Security Report is updated every year in the fall and posted on the Delta Tech website. See URL listed below to access the current Annual Security Report. http://deltatech.edu/about-us/consumer-information/.

ADDITIONAL COMPLIANCES

No qualified handicapped person shall (on the basis of handicap) be excluded from

participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any school related program or activity.

Delta Tech admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of sex, race, color, national and ethnic origin, the administration of its educational policies, admission policies, grant and loan programs, and any school administered programs. Inquiries concerning the application of these laws and regulations to the school may be directed to:

> Delta Tech
> 517 Broad Street
> Lake Charles La 70601
>
>   Or
>
> United States Department of Education
> Case Management and Oversight
> P.O. Box 44805
> L'Enfant Plaza Station
> Washington D.C. 20026-4805

COMPLAINT/GRIEVANCE PROCEDURE

Students should try to resolve any and all complaints with the individual department, or the Chief Executive Officer. Any student wishing to file a formal grievance should do so by submitting, in writing, a signed and dated statement describing the nature of the grievance. All written grievances submitted will be responded to in writing within 21 days of receipt by the institution.

Should a complaint/grievance remain unresolved, the complainant may file with:

1. State of Louisiana, Board of Regents
   Proprietary School Division
   P. O. Box 3677
   Baton Rouge, LA 70821-3677

2. Accrediting Council for Independent Colleges and Schools
    750 First Street, NE, Suite 980
    Washington, DC 20002-4241

STUDENT SERVICES

ACADEMIC COUNSELING

Academic counseling is a continuing experience between the student and teacher, and students are counseled relating to Academic Probation. The Dean of Academics counsels with students often to help with school and personal problems. Delta Tech has a sincere interest in the personal welfare of each student and promotes an open-door policy of communication to provide assistance when needed.

TUTORING

Tutoring is provided at no additional cost to all students who need assistance with his or her studies in order to achieve the desired results. Students in need of tutoring should consult with his or her instructor regarding the specific needs for tutoring.

FRIDAY PLUS

Friday is an extra day as it functions in conjunction with the four-day week. Fridays are for one-on-one instruction, make-up work, and accelerated opportunities for all students. Faculty members will be available from 9 a.m. until 12 noon on Fridays to assist students in a more personalized way.

STUDY TIME

The school believes that a student's main objective should be to further his or her education. In order to successfully complete the class requirements, a student must consider his or her obligation to studies and allow the necessary required amount of study time.

EXTERNSHIP

Externship students are placed in an actual job in the business community for part of his or her school day in his or her last quarter of training. The students are exposed to the many components of his or her chosen occupational field and have the opportunity for "hands-on" experience. Externship is considered a service to the student as well as curriculum requirement. As a result of externship training, the student receives valuable experience and the opportunity to relate in an actual job situation. Often, externship training is the beginning of many permanent jobs and job networking.

RESOURCE CENTER

Delta Tech maintains a bookstore where students may purchase all required texts. All expenses for books and supplies are in addition to tuition cost. The library and library resources are available to students and faculty for research and references. Computers, internet, and printers are available in the Resource Center, as well as, in individual classrooms and computer labs. The Resource Center is accessible from: 8:00 a.m. – 8:00 p.m. Monday – Thursday and 8:00 a.m. – 12:00 p.m. on Fridays.

NURSERY

Delta Tech offers nursery facilities to Delta Tech students to enable them to pursue his or her career goals. Students enrolled at Delta Tech may use the nursery facilities while they are in school on a first-come, first-serve basis as spaces are available. Students who withdraw may lose their nursery privileges due to limited space.

The daycare policies listed below must be followed at all times to remain in good standing. Failure to comply with these policies can result in denial of daycare service.

- ✓ Space is available on a first come first serve basis,
- ✓ No request for a space can be guaranteed at time of request,
- ✓ Spaces are awarded after all admissions requirements have been satisfied, based on availability,
- ✓ Only children ages 1 (walkers) up to 5 years of age are accepted,
- ✓ Student must be the biological parent or have legal custody of their child enrolled in daycare,
- ✓ Regular attendance is required by children who have been awarded a space in daycare,
- ✓ Students must be on campus at all times while their child is in daycare,
- ✓ Parents are required to spend their lunch break with their child and provide food for their lunch,
- ✓ There is a $20.00 fee per child per week, and
- ✓ All fees are to be paid weekly.

HONOR'S PROGRAM

DEAN'S LIST WITH DISTINCTION

The Dean's List with Distinction is composed of students earning a 4.0 grade point average and at least 12 credit hours (day) or 9 credit hours (night) per quarter or an overall 4.0 grade point average at the point of graduation.

DEAN'S LIST

Recognition is awarded to students who make a 3.50 to 3.99 grade point average and earn at least 12 credit hours (day) or 9 credit hours (night) per quarter or an overall grade point average of 3.50 to 3.99 at the point of graduation.

ATTENDANCE HONORS

An Attendance Award is presented to all students who have maintained perfect attendance during a term.

GRADUATE SERVICES

Delta Tech offers lifetime employment assistance and makes a sincere effort toward the successful employment of its graduates in the field in which they have been trained.

Delta Tech's Graduate Service process is two-fold: (1) graduates receive assistance from the Graduate Services Department, and (2) he or she enrolls in a Job Readiness course where they are taught job-search skills. The job-search skills prepare them to participate in the job-search in conjunction with Delta Tech's Graduate Services Department and to participate in self-directed job search.

The Graduate Services of Delta Tech may include but is not limited to:

1. Assistance with resumes.
2. Assistance with applications.
3. Assistance on how to conduct a job search.
4. Contacts with employers to identify job openings.
5. Contacts with prospective employers after interviews.
6. Information concerning employment opportunities with local, state, and federal agencies.
7. Communication with other career centers to seek employment assistance in other areas of the United States.
8. Lifetime placement assistance is available.

Placement rates are available upon request. Please contact the Graduate Services Department.

GRADUATION REQUIREMENTS

Students must complete the number of required credits with a 2.0 or above grade point average to be eligible for graduation. No student will be graduated with a grade point average below 2.0. A student cannot be awarded a degree or diploma if they have exceeded the maximum program length for their enrolled program. No degree, diploma or certificate will be awarded until all financial obligations are met.

A student is not permitted to participate in the commencement ceremony unless all financial obligations are met.

Completion and graduation rates are available upon request. Please contact the Education Department.

PROGRAMS OF STUDY

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE PROGRAMS

An Associate in Occupational Studies Degree is awarded for successful completion of a course of study, including subject concentration in a major area of an occupational field and additional general studies. The prescribed courses of instruction include subjects designed to prepare the student for a career and for the student's function in society. A degree program is at least 96 credit hours of academic instruction in length and includes introductory and advanced courses predicated on completion of specific foundation courses. Associate in occupational studies degree programs require at least 16.8 credits of General Education courses.

Currently, Delta School of Business and Technology offers an Associate in Occupational Studies Degree with emphasis in Accounting, Administrative Assistant, Business Management, Information Technology, Medical Assistant, and Paralegal Studies.

DIPLOMA PROGRAMS

A diploma is awarded for successful completion of the following programs: Bookkeeping, Dental Assistant, Information Technology, Medical Office Assistant, and Paralegal Studies.

CERTIFICATE PROGRAMS

A certificate is awarded for successful completion of the following program: Computer Hardware Technician, Network Plus Technician, Network Security Technician, Operating Systems Administration, and Phlebotomy Technician.

Program revision and modification disclaimer: In an effort to maintain up-to-date curriculum and coursework, the institution will revise program content on an ongoing basis. These changes include but are not limited to: entire programs or courses and content within a course. These improvements ultimately serve the student, ensuring our programs are current and in line with the needs of the professional community.

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ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE PROGRAMS

ACCOUNTING

The general objective of the Accounting Associate in Occupational Studies degree program is to train graduates who will be qualified for accounting positions in a variety of professional settings, which include payroll, accounts receivable, and accounts payable.

Curriculum 99.9 credit hours - 1212 clock hours
Normal program length: 18 months (day) 24 months (night)

Course No.	Subject Title	Clock Hours	Credit Hours
ACD-101	Introduction to Accounting	48	4.8
ACD-109	Business Math I	24	2.4
ACD-110	Business Math II	24	2.4
ACD-111	Business Math III	24	2.4
ACD-114	Principles of Accounting I	48	4.8
ACD-120	Introduction to Financial Statements	48	4.8
ACD-200	Payroll	48	4.8
ACD-201	Computerized Payroll	48	2.4
ACD-214	Income Tax I	48	4.8
ACD-300	Fundamentals of Peachtree	48	2.4
ACD-314	Income Tax II	48	4.8
ACD-414	Fundamentals of Quickbooks	48	2.4
CED-110	Critical Thinking	24	2.4
CED-303	Job Readiness – Resumes	24	2.4
CED-304	Job Readiness – Interviews	24	2.4
CED-600	Externship	180	6.0
CPT-101	Introduction to Computers	24	2.1
ENG-204	Business English I	24	2.4
ENG-205	Business English II	24	2.4
ENG-304	Business Communications	48	4.8
SED-102	Records Management	24	2.4
	Computer Courses	144	12.6
	General Education	168	16.8
		1212	**99.9**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

Program revision and modification disclaimer: In an effort to maintain up-to-date curriculum and coursework, the institution will revise program content on an ongoing basis. These changes include but are not limited to: entire programs or courses and content within a course. These improvements ultimately serve the student, ensuring our programs are current and in line with the needs of the professional community.

ADMINISTRATIVE ASSISTANT

The general objective of the Associate in Occupational Studies Degree Administrative Assistant-Computers program is to produce graduates who have business skills that qualify them for positions where they are an active participant on the team in a company. The opportunity to advance to higher salaries and responsibility is the primary goal for administrative assistant computer graduates.

Curriculum: 98.1 credit hours – 1164 clock hours
Normal program length: 18 months (day) 24 months (night)

Course No.	Subject Title	Clock Hours	Credit Hours
ACD-101	Introduction to Accounting	48	4.8
ACD-109	Business Math I	24	2.4
ACD-110	Business Math II	24	2.4
ACD-111	Business Math III	24	2.4
ACD-114	Principles of Accounting I	48	4.8
ACD-200	Payroll	48	4.8
CED-110	Critical Thinking	24	2.4
CED-303	Job Readiness - Resumes	24	2.4
CED-304	Job Readiness - Interviews	24	2.4
CED-600	Externship	180	6.0
CPT-101	Introduction to Computers	24	2.1
ENG-204	Business English I	24	2.4
ENG-205	Business English II	24	2.4
ENG-304	Business Communications	48	4.8
OPD-202	Office Procedures	48	4.8
SED-102	Records Management	24	2.4
SED-202	Keyboarding	48	2.4
	Computer Courses	288	25.2
	General Education	168	16.8
		1164	**98.1**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

Program revision and modification disclaimer: In an effort to maintain up-to-date curriculum and coursework, the institution will revise program content on an ongoing basis. These changes include but are not limited to: entire programs or courses and content within a course. These improvements ultimately serve the student, ensuring our programs are current and in line with the needs of the professional community.

BUSINESS MANAGEMENT

The objective of this program is to provide the graduate of this program with management skills that will play a primary role in the efficient running of an organization. The graduate will have the business, decision-making and human relations skills for entry-level jobs that will lead to careers in management. This program provides the broader base of academic skills necessary to enhance his/her success in the business management field.

Curriculum 107.7 credit hours – 1212 clock hours
Normal program length: 18 months (day) 24 months (night)

Course No.	Subject Title	Clock Hours	Credit Hours
ACD-101	Introduction to Accounting	48	4.8
ACD-109	Business Math I	24	2.4
ACD-110	Business Math II	24	2.4
ACD-111	Business Math III	24	2.4
ACD-114	Principles of Accounting I	48	4.8
ACD-214	Income Tax I	48	4.8
CED-110	Critical Thinking	24	2.4
CED-303	Job Readiness – Resumes	24	2.4
CED-304	Job Readiness – Interviews	24	2.4
CED-600	Externship	180	6
CPT-101	Introduction to Computers	24	2.1
CPT-201/202	Word I/II	48	4.2
CPT-301/302	Excel I/II	48	4.2
ENG-204	Business English I	24	2.4
ENG-205	Business English II	24	2.4
ENG-304	Business Communications	48	4.8
MGT-101	Management - A Practical Introduction	48	4.8
MGT-204	Small Business Management	48	4.8
MGT-301	Marketing Management	48	4.8
MGT-404	Supervision I	24	2.4
MGT-405	Supervision II	24	2.4
MGT-503	Personal Finance	48	4.8
MGT-601	Human Resource Management	48	4.8
PRL-103	Contract Law	48	4.8
SED-102	Records Management	24	2.4
	General Education	168	16.8
		1212	**107.7**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

Program revision and modification disclaimer: In an effort to maintain up-to-date curriculum and coursework, the institution will revise program content on an ongoing basis. These changes include but are not limited to: entire programs or courses and content within a course. These improvements ultimately serve the student, ensuring our programs are current and in line with the needs of the professional community.

INFORMATION TECHNOLOGY

The general objective of the Information Technology program is designed to provide students with the knowledge, training, and experience needed to obtain an entry-level position within the Information Technology field. The graduate will be able to effectively pursue a career as a Network Administrator, Computer Systems Analyst, Field Service Technician, Tech Support team member, and a Computer Hardware/Software Technician. Graduates will be prepared to sit for the Microsoft Certified Technology Specialist (MCTS) as well as CompTIA Network +, A+ and Security + certifications once completed with courses.

Curriculum 100.5 credit hours – 1236 clock hours
Normal program length: 18 months (day) 24 months (night)

Course No.	Subject Title	Clock Hours	Credit Hours
ACD-109/110/111	Business Math I/II/III	72	7.2
CED-110	Critical Thinking	24	2.4
CED-303/304	Job Readiness Resumes/Interviews	48	4.8
CED-600	Externship	180	6.0
CPT-101	Introduction to Computers	24	2.1
CPT-201/202	Word I/II	48	4.2
CPT-301/302	Excel I/II	48	4.2
CPT-403	Outlook	24	2.1
CPT-405	Advanced Word	24	2.1
CPT-406	Advanced Excel	24	2.1
CPT-413	Outlook Administration	24	2.1
ENG-204/205	Business English I/II	48	4.8
ITD-101	Computer Hardware & Maintenance I	24	2.0
ITD-102	Computer Hardware & Maintenance II	24	2.0
ITD-103	Computer Hardware & Maintenance III	24	2.0
ITD-215/225/235	Operating Systems I/II/III	72	6.0
ITD-310/311	Server I/II	48	4.2
ITD-405/415/425	Network Plus I/II/III	72	6.0
ITD-501/502	ADS Infrastructure I/II	48	4.2
ITD-505	Introduction to Programming I	48	4.8
ITD-505L	Introduction to Programming Lab	48	2.4
ITD-510/511/512	Network Security I/II/III	72	6.0
	General Education Courses	168	16.8
		1236	**100.5**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

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MEDICAL ASSISTANT

Medical Assistant program provides students with the knowledge and skills necessary to adapt to a challenging, ever changing work environment. This curriculum is designed for student's understanding in Human Anatomy and Physiology, terminology, which prepares the student to think, to make decisions, to interact effectively, and to accurately perform clinical duties under the direction of a physician and administrative skills needed in medical facilities. Upon completion of the learning materials student will perform competencies during an externship to employment. Graduates of this program will be eligible to complete the national certification examination.

Curriculum 97.5 credit hours – 1164 clock hours
Normal program length: 18 months (day) 24 months (night)

Course No.	Subject Title	Clock Hours	Credit Hours
ACD-109	Business Math I	24	2.4
ACD-110	Business Math II	24	2.4
ACD-111	Business Math III	24	2.4
CED-110	Critical Thinking	24	2.4
CED-303	Job Readiness Resumes	24	2.4
CED-304	Job Readiness Interviews	24	2.4
CED-600	Externship	180	6.0
CPT-101	Introduction to Computers	24	2.1
ENG-204	Business English I	24	2.4
ENG-205	Business English II	24	2.4
ENG-304	Business Communications	48	4.8
MED-100	Medical Science IA	24	2.4
MED-101	Medical Science IB	24	2.4
MED-200	Medical Science IIA	24	2.4
MED-201	Medical Science IIB	24	2.4
MED-310	Clinicals I	48	3.6
MED-410	Clinicals II	48	3.6
MED-510	Clinicals III	48	3.6
MED-610	Clinicals IV	48	3.6
MGT-101	Management, A Practical Introduction	48	4.8
OPD-202	Office Procedures	48	4.8
SED-102	Records Management	24	2.4
	Computer Courses	144	12.6
	General Education Courses	168	16.8
		1164	**97.5**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

Program revision and modification disclaimer: In an effort to maintain up-to-date curriculum and coursework, the institution will revise program content on an ongoing basis. These changes include but are not limited to: entire programs or courses and content within a course. These improvements ultimately serve the student, ensuring our programs are current and in line with the needs of the professional community.

PARALEGAL STUDIES

The general objective of the Paralegal Studies Associate in Occupational Studies degree program is to produce graduates who are capable of serving a variety of functions within a number of legal settings. Graduates of this program will have a basic understanding of key concepts in major areas of substantive law.

Curriculum 97.5 credit hours – 1188 clock hours
Normal program length: 18 months (day) 24 months (night)

Course No.	Subject Title	Clock Hours	Credit Hours
CED-110	Critical Thinking	24	2.4
CED-303	Job Readiness Resumes	24	2.4
CED-304	Job Readiness Interviews	24	2.4
CED-600	Externship	180	6.0
CPT-101	Introduction to Computers	24	2.1
ENG-204	Business English I	24	2.4
ENG-205	Business English II	24	2.4
ENG-304	Business Communications	48	4.8
PRL-100	Introduction to Paralegal Studies	48	4.8
PRL-103	Contract Law	48	4.8
PRL-105	Legal Research Writing & Analysis I	48	3.0
PRL-201	Criminal Law	48	4.8
PRL-202	Family Law	48	4.8
PRL-203	Tort Law	48	4.8
PRL-300	Alternative Dispute Resolution	48	4.8
PRL-305	Legal Research Writing & Analysis II	48	3.0
PRL-500	Legal Document Production	48	3.0
PRL-503	Litigation & Trial Practice	24	2.4
PRL-505	Legal Ethics for Paralegals	24	2.4
SED-102	Records Management	24	2.4
SED-202	Keyboarding	48	2.4
	Computer Courses	96	8.4
	General Education	168	16.8
		1188	**97.5**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

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DIPLOMA PROGRAMS

BOOKKEEPING

The general objective of the Bookkeeping Diploma program is to train graduates who will be qualified for positions as bookkeepers in a variety of professional settings, which include payroll, accounts receivable, and accounts payable.

Curriculum 65.7 credit hours – 720 clock hours
Normal program length: 12 months (day) 15 months (night)

Course No.	Subject Title	Clock Hours	Credit Hours
ACD-101	Introduction to Accounting	48	4.8
ACD-109	Business Math I	24	2.4
ACD-110	Business Math II	24	2.4
ACD-111	Business Math III	24	2.4
ACD-114	Principles of Accounting I	48	4.8
ACD-120	Introduction to Financial Statements	48	4.8
ACD-200	Payroll	48	4.8
ACD-201	Computerized Payroll	48	2.4
ACD-414	Fundamentals of QuickBooks	48	2.4
CED-110	Critical Thinking	24	2.4
CED-303	Job Readiness – Resumes	24	2.4
CED-304	Job Readiness - Interviews	24	2.4
CPT-101	Introduction to Computers	24	2.1
ENG-204	Business English I	24	2.4
ENG-205	Business English II	24	2.4
ENG-304	Business Communications	48	4.8
OPD-202	Office Procedures	48	4.8
SED-102	Records Management	24	2.1
	Computer Courses	96	8.4
		720	**65.7**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

Program revision and modification disclaimer: In an effort to maintain up-to-date curriculum and coursework, the institution will revise program content on an ongoing basis. These changes include but are not limited to: entire programs or courses and content within a course. These improvements ultimately serve the student, ensuring our programs are current and in line with the needs of the professional community.

COMPUTER APPLICATION SPECIALIST

The general objective of the Computer Application Specialist diploma program is to prepare graduates to utilize Microsoft Office products in the workplace for tasks such as word processing, maintaining spreadsheets and databases, and utilizing email software and communications. Students in this program will also have the opportunity to become a Microsoft Office Specialist in Word, Excel, Outlook, Powerpoint and Access.

Curriculum 82.5 credit hours
Normal program length: 12 months (day) 15 months (night)

Course No.	Subject Title	Clock Hours	Credit Hrs
ACD-109	Business Math I	24	2.4
ACD-110	Business Math II	24	2.4
ACD-111	Business Math III	24	2.4
CED-110	Critical Thinking	24	2.4
CED-303	Job Readiness – Resumes	24	2.4
CED-304	Job Readiness - Interviews	24	2.4
CPT-101	Introduction to Computers	24	2.1
CPT-201/202/405	Word I/II/Advanced	72	6.3
CPT-301/302/406	Excel I/II/Advanced	72	6.3
CPT-401	Access	48	4.2
CPT-402	Powerpoint	48	4.2
CPT-403	Outlook	24	2.1
CPT-404	Desktop Publishing	24	2.1
ENG-204	Business English I	24	2.4
ENG-205	Business English II	24	2.4
ENG-304	Business Communications	48	4.8
GED-310/311	Social Dynamics/Social Institutions	48	4.8
GED-501/502	Interpersonal Communication I/II	48	4.8
ITD-505/505L	Introduction to Programming/Lab	96	7.2
MGT-503	Personal Finance	48	4.8
OPD- 202	Office Procedures	48	4.8
SED-102	Records Management	24	2.4
SED-202	Keyboarding	48	2.4
		912	**82.5**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

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DENTAL ASSISTANT

The general objective of the Dental Assistant Diploma Program is to produce graduates who are capable of serving a variety of functions within a number of dental settings. Graduates of this program will have an understanding of key concepts in major areas of infection control, radiation health safety and comprehensive dental assisting. Upon completion of the program the student will have a valid x-ray license and CPR card. After graduation of this course and having 6 months work experience, graduates will be eligible to take the E.D.D.A weekend course for licensing.

Curriculum 78.3 credit hours – 912 clock hours
Normal program length: 12 months (day only)

Course No.	Subject Title	Clock Hours	Credit Hours
CED-110	Critical Thinking	24	2.4
CED-303	Job Readiness – Resumes	24	2.4
CED-304	Job Readiness – Interviews	24	2.4
CPT-101	Introduction to Computers	24	2.1
CPT-201/202	Word I/II	48	4.2
DEN-100	Dental Charting and Terminology	24	2.4
DEN-101	Biomedical Sciences	24	2.4
DEN-102	Dental Science	24	2.4
DEN-103	Radiation Health Safety	24	2.4
DEN-104A	Dental Assisting Lab IA	24	1.2
DEN-104B	Dental Assisting Lab IB	24	1.2
DEN-201	Intro to the Dental Office, Dental Law and Ethics	48	4.8
DEN-202	Infection Control	48	4.8
DEN-204	Dental Assisting Lab II	48	2.4
DEN-301	Comprehensive Dental Assisting	48	4.8
DEN-302	Dental Materials	48	4.8
DEN-304	Dental Assisting Lab III	48	2.4
DEN-314	Advanced Dental Assisting Lab	48	2.4
DEN-414	Dental Assisting Capstone	48	2.4
ENG-204/205	Business English I/II	48	4.8
ENG-304	Business Communications	48	4.8
OPD-202	Office Procedures	48	4.8
SED-102	Filing/Records Management	24	2.4
GED	General Education Courses	72	7.2
		912	**78.3**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

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INFORMATION TECHNOLOGY

The general objective of the Information Technology program is designed to provide students with the knowledge, training, and experience needed to obtain an entry-level position within the Information Technology field. The graduate will be able to effectively pursue a career as a Network Administrator, Computer Systems Analyst, Field Service Technician, Tech Support team member, and a Computer Hardware/Software Technician. Graduates will be prepared to sit for the Microsoft Certified Technology Specialist (MCTS) as well as CompTIA Network +, A+ and Security + certifications once completed with courses.

Curriculum 79.5 credit hours – 912 clock hours
Normal program length: 12 months (day) 15 months (night)

Course No.	Subject Title	Clock Hours	Credit Hours
CED-110	Critical Thinking	24	2.4
CED-303/304	Job Readiness Resumes/Interviews	48	4.8
CPT-101	Introduction to Computers	24	2.1
CPT-201/202	Word I/II	48	4.2
CPT-301/302	Excel I/II	48	4.2
CPT-401	Access	48	4.2
CPT-403/413	Outlook/Outlook Administration	48	4.2
CPT-405/406	Advanced Word/Excel	48	4.2
ENG-204/205	Business English I/II	48	4.8
GED-501/502	Interpersonal Communications I/II	48	4.8
ITD-101/102/103	Computer Hardware & Maintenance I/II/IIII	72	6.0
ITD-215/225/235	Operating Systems I/II/III	72	6.0
ITD-310/311	Server I/II	48	4.2
ITD-405/415/425	Network Plus I/II/III	72	6.0
ITD-501	ADS Infrastructure I	24	2.1
ITD-502	ADS Infrastructure II	24	2.1
ITD-505	Introduction to Programming I	48	4.8
ITD-505L	Introduction to Programming Lab	48	2.4
ITD-510/511/512	Network Security I/II/III	72	6.0
		912	**79.5**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

Program revision and modification disclaimer: In an effort to maintain up-to-date curriculum and coursework, the institution will revise program content on an ongoing basis. These changes include but are not limited to: entire programs or courses and content within a course. These improvements ultimately serve the student, ensuring our programs are current and in line with the needs of the professional community.

MEDICAL OFFICE ASSISTANT

The general objective of this program is to train graduates who will be qualified for positions as medical office assistants in a variety of professional settings, which include but are not limited to clinical settings, medical clerical settings, and administrative settings. Upon completion the student will also be able to create and update EMR, verify, complete, and submit medical claims, as well as manage day-to-day operations of the medical office.

Curriculum: 79.5 credit hours – 912 clock hours
Normal program length: 12 months (day) 15 months (night)

Course No.	Subject Title	Clock Hours	Credit Hours
ACD-109	Business Math I	24	2.4
ACD-110	Business Math II	24	2.4
ACD-111	Business Math III	24	2.4
CED-110	Critical Thinking	24	2.4
CED-303	Job Readiness – Resumes	24	2.4
CED-304	Job Readiness – Interviews	24	2.4
CPT-101	Introduction to Computers	24	2.1
ENG-204	Business English I	24	2.4
ENG-205	Business English II	24	2.4
ENG-304	Business Communications	48	4.8
MED-100	Medical Science IA	24	2.4
MED-101	Medical Science IB	24	2.4
MED-200	Medical Science IIA	24	2.4
MED-201	Medical Science IIB	24	2.4
MED-210	Electronic Medical Records	48	3.0
MED-303	Medical Office Procedures	48	4.8
MED-310	Clinicals I	48	3.6
MED-400	Medical Insurance Procedures I	48	3.0
MED-401	Medical Insurance Procedures II	48	3.0
MED-410	Clinicals II	48	3.6
MED-411	Medical Insurance Procedures III	48	3.0
MGT-101	Management, A Practical Introduction	48	4.8
SED-102	Records Management	24	2.4
	Computer Courses	144	12.6
		912	**79.5**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

Program revision and modification disclaimer: In an effort to maintain up-to-date curriculum and coursework, the institution will revise program content on an ongoing basis. These changes include but are not limited to: entire programs or courses and content within a course. These improvements ultimately serve the student, ensuring our programs are current and in line with the needs of the professional community.

PARALEGAL STUDIES

The general objective of the Paralegal Studies Diploma program is to produce graduates who are capable of serving a variety of functions within a number of legal settings. Graduates of this program will have a basic understanding of key concepts in major areas of substantive law.

Curriculum 60.9 credit hours – 648 clock hours
Normal program length: 12 months (day) 15 months (night)

Course No.	Subject Title	Clock Hours	Credit Hours
CED-110	Critical Thinking	24	2.4
CED-303	Job Readiness Resumes	24	2.4
CED-304	Job Readiness Interviews	24	2.4
CPT-101	Introduction to Computers	24	2.1
CPT-201	Word I	24	2.1
CPT-202	Word II	24	2.1
CPT-301	Excel I	24	2.1
CPT-302	Excel II	24	2.1
ENG-204	Business English I	24	2.4
ENG-205	Business English II	24	2.4
ENG-304	Business Communications	48	4.8
GED-400	Effective Speaking I	24	2.4
GED-402	Effective Speaking II	24	2.4
GED-501	Interpersonal Communications I	24	2.4
GED-502	Interpersonal Communications II	24	2.4
PRL-100	Introduction to Paralegal Studies	48	4.8
PRL-103	Contract Law	48	4.8
PRL-201	Criminal Law	48	4.8
PRL-202	Family Law	48	4.8
SED-102	Records Management	24	2.4
SED-202	Keyboarding	48	2.4
		648	**60.9**

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

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CERTIFICATE PROGRAMS

COMPUTER HARDWARE TECHNICIAN

This program will provide students with the knowledge required to understand the fundamentals of computer technology, networking, and security, and attain the skills required to identify and troubleshoot hardware, peripheral, networking, and security components; all which are required to successfully pass the CompTIA A+ Certification Exam. Upon completion of this program each student will have the opportunity to take the CompTIA A+ Certification Exam # 220-701 and # 220-702.

Curriculum: 6.0 credit hours
Normal program length: 72 hours

Course No.	Subject Title	Credit Hrs
ITD-101	Computer Hardware and Maintenance I	2.0
ITD-102	Computer Hardware and Maintenance II	2.0
ITD-103	Computer Hardware and Maintenance III	2.0
		6.0

INSURANCE AND CODING SPECIALIST

The general objectives of Insurance and Coding Specialist program is to train students in the areas of procedural and diagnostic coding utilizing CPT and ICD-9-CM, billing and software usage, insurance claims submission and management, HIPAA compliance, insurance guidelines, auditing, and fraud issues of both private and federal insurance carriers. Upon completion of this program each student will have the opportunity to take the National Center for Competency Testing (NCCT) National Certified Medical Office Assistant (NCMOA) and the National Certified Insurance and Coding Specialist (NCICS) exams.

Curriculum: 10.8 credit hours
Normal program length: 144 clock hours

Course No.	Subject Title	Credit Hrs
INS 101	Legal Issues / Introduction to ICD-9 Coding	.9
INS 102	ICD-9 Coding	.9
INS 103	CPT Coding / HCPCS Coding	.9
INS 104	Introduction to Health Insurance	.9
INS 105	Managed Health Care	.9
INS 106	Processing Insurance Claims	.9
INS 107	Commercial Insurance	.9
INS 108	Medicare Billing	.9
INS 109	Medicaid Billing	.9
INS 110	Workers Compensation Billing	.9
INS 111	Denial	.9
INS 112	Certification Prep / Billing Program usage	.9
		10.8

NETWORK PLUS TECHNICIAN

This program is designed to teach students the skills needed to design, build, and maintain small to medium-sized networks.   Topics covered include media and design, structured cabling and management. The student will also gain a thorough understanding of the OSI model and the TCP/IP protocol suite. <u>Upon completing this program each student will have the opportunity to take the Network + certification test.</u>

Curriculum: 6.0 credit hours
Normal program length: 72 hours

Course No.	Subject Title	Credit Hrs
ITD-405	Network Plus I	2.0
ITD-415	Network Plus II	2.0
ITD-425	Network Plus III	2.0
		6.0

NETWORK SECURITY TECHNICIAN

This program will equip students with the basic principles of I.T. security in an enterprise environment. Students will gain the foundational knowledge required to identify risks and develop mitigation actions. This program will combine lecture with hands-on lab exercises covering network security, identity management, cryptography, and compliance standards. Upon completing this course each student will have the opportunity to take the CompTIA Security+ certification test.

Curriculum: 6.0 credit hours
Normal program length: 72 hours

Course No.	Subject Title	Credit Hrs
ITD-510	Network Security I	2.0
ITD-511	Network Security II	2.0
ITD-512	Network Security III	2.0
		6.0

OPERATING SYSTEMS ADMINISTRATION

This program will introduce students to basic knowledge of operating systems for installing, upgrading, troubleshooting, and repairing computer systems. Students will also become familiar with function, structure, operation and file. Students will study memory management, diagnosing and troubleshooting, and networking for operating systems. This program includes hands-on instruction. Upon completing this program each student will have the opportunity to take the Windows 7 Microsoft Certified Technology Specialist (MCTS) certification test.

Curriculum: 6.0 credit hours
Normal program length: 72 hours

Course No.	Subject Title	Credit Hrs
ITD-215	Operating Systems I	2.0
ITD-225	Operating Systems II	2.0
ITD-235	Operating Systems III	2.0
		6.0

PHLEBOTOMY TECHNICIAN

This program first introduces students to understand the theory, principles, techniques and practicing procedure steps in the classroom setting. The second part of this course will provide hands-on practical training experience performing actual collection of capillary and venipunctures in local medical laboratories, clinics and hospitals under the direct supervision of lab supervisors and phlebotomy technicians. Upon completing this program each student will have the opportunity to take the national certification test to become a certified phlebotomist.

Curriculum: 8.1 credit hours
Normal program length: 12 weeks – 120 Clock hours

Course No.	Subject Title	Clock Hours	Credit Hours
PHT-100	Introduction to Phlebotomy	5	.45
PHT-101	Blood Circulation, Function, and Composition	5	.5
PHT-102	Equipment for Specimen Collection	9	.9
PHT-103	Venipuncture and Dermal Puncture	16	1.3.
PHT-104	Specimen Handling and Processing	12	1.0
PHT-105	Special Phlebotomy Procedures	9	.8
PHT-106	Practicing Phlebotomy	16	1.55
PHT-107	Phlebotomy Externship	48	1.6
		120	**8.1**

COURSE DESCRIPTIONS

ACCOUNTING DEPARTMENT

ACD 101 – INTRODUCTION TO ACCOUNTING (4.8 Credits) This course offers an introduction to financial accounting. Prerequisite: None, *ISBN: 9781884826252, $58.50, ISBN: 9781884826269, $58.50, and ISBN: 9781884826627, $28.50.*

ACD 109 - BUSINESS MATH I (2.4 Credits) This course is designed to refresh and enhance the basic skills of adding, subtracting, multiplying, and dividing whole numbers and fractions. Prerequisite: None, *ISBN: 9781133734147, $212.63.*

ACD 110 - BUSINESS MATH II (2.4 Credits) This course is a continuation of Business Math I and will include the study of the properties of whole numbers, addition, subtraction, multiplication, and division of whole numbers using real-world application problems. Prerequisite: ACD 109. *ISBN: 9781133734147, $212.63.*

ACD 111 - BUSINESS MATH III (2.4 Credits) This course is a continuation of Business Math II and will include the study of percents, statistics, graphs and real numbers using real-world application problems. Prerequisite: ACD 110. *ISBN: 9781133734147, $212.63.*

ACD 114 - PRINCIPLES OF ACCOUNTING I (4.8 Credits) This course introduces principles of accounting for a merchandising business. Prerequisite: ACD 101, *ISBN: 9781884826115, $73.50, ISBN: 9781884826290, $73.50, and ISBN: 9781884826313, $43.50.*

ACD 120 – INTRODUCTION TO FINANCIAL STATEMENTS (4.8 Credits) This course is designed to introduce students to the common financial statements used in an accounting office. Co/Pre-requisite: None. *ISBN: 9781884826511, $73.50.*

ACD 200 - PAYROLL (4.8 Credits) This course is designed to familiarize students with the basic payroll functions and procedures of a company. Students will be directed through the payroll procedures of a small corporation for a month. Students will learn the essential concepts of payroll, payroll records and reports, and payroll laws. Prerequisite: None, *ISBN: 9781285862071, $285.69 and ISBN: 9781884826764, $73.50.*

ACD 201 – COMPUTERIZED PAYROLL (2.4 Credits) [48 lab hours] This course consists of entering company payroll files onto the computer using a popular payroll program, maintaining employee earnings records, and printing payroll reports and W-2s. Co/Pre-requisite: ACD 200, *ISBN: 9781285862071, $285.69 and ISBN: 9781884826764, $73.50.*

ACD 214 - INCOME TAX I (4.8 Credits) This course is designed to help students understand tax laws and improve the reporting quality of tax returns. Prerequisite: None, *ISBN: 9781285439525, $275.57.*

ACD 300 – FUNDAMENTALS OF PEACHTREE (2.4 Credits) This course allows the application of fundamental principles in a computerized environment utilizing Sage 50 (Peachtree) software. Prerequisite: ACD 101, *ISBN: 9780078025723, $231.38.*

ACD 314 - INCOME TAX II (4.8 Credits) This course examines the taxation of income earned by corporations and partnerships, as well as sole proprietorships. This course will compare and contrast the tax challenges facing the different forms of business organizations. Prerequisite: ACD

214. *ISBN: 9781285439525, $275.57.*

ACD 414 – FUNDAMENTALS OF QUICKBOOKS (2.4 Credits) Students in this course will learn the principal functions of QuickBooks including accounts payable, accounts receivable, bank reconciliation, payroll and basic accounting reports. Emphasis will also be placed on source documents and maintaining accounting files. Prerequisite: ACD 101. *ISBN: 9781259620720 $222.00.*

CAREER EDUCATION DEPARTMENT

CED 110 - CRITICAL THINKING (2.4 Credits) This course is designed to aid students in the transition to college academia. This course will strengthen general study skills, cultivate personal motivation, teach prioritizing skills, assist in discovering learning styles as well as empower your understanding. Prerequisite: None, *ISBN: 9780132789356, $75.38.*

CED 303 – JOB READINESS - RESUMES (2.4 Credits) A course designed to help students develop good job search skills, inclusive of learning job search techniques and résumé preparation. This course is taken during the student's last quarter of coursework.
Prerequisite: None, *ISBN: 9781305401938, $78.69 and 9780940712041, $4.80.*

CED 304 – JOB READINESS – INTERVIEWS (2.4 Credits) A course designed to help students learn how to get an interview, the best answers for interview questions. This course is taken during the student's last quarter of coursework. Prerequisite: None, *ISBN: 9781305401938, $78.69 and 9780940712041, $4.80.*

CED 600 – EXTERNSHIP (6.0 Credits) This course is designed to allow students to gain occupational experience while still in school. The student works at an area business utilizing skills and training received in one of the following programs: **Accounting, Administrative Assistant, Information Technology, Business Management, Medical Assistant, or Paralegal Studies**. Students must complete 180 hours of related work experience as assigned by their on-site supervisor. A time sheet will be submitted weekly to record number of hours worked. Pre-requisite: None

COMPUTER TECHNOLOGY DEPARTMENT

CPT 101 – INTRODUCTION TO COMPUTERS (2.1 Credits) This course is designed to provide an introduction to computers and information processing. Students will learn what a computer is, how it functions, the parts of a computer, and the differences that exist between hardware, software, operating systems and application programs. Upon completion of this course, students will be proficient with the mouse, keyboard, Windows manipulation, basic operations and opening and saving files. Prerequisite: None. *ISBN: 9781423904618, $161.94.*

CPT 201 – WORD I (2.1 Credits) This course introduces the features of Microsoft Word 2013 with emphasis on hands-on training. Topics will include Understanding Word, Basic Editing, Character Formatting, Paragraph Formatting, and Managing Text Flow. Prerequisite: CPT 101. *ISBN: 9781118741214, $138.00.*

CPT 202 – WORD II (2.1 Credits) This course continues the study of Microsoft Word 2013 required to pass the Microsoft Office Specialist core exam. Prerequisite: CPT 201. *ISBN: 9781118741214, $138.00.*

CPT 301 – EXCEL I (2.1 Credits) This course introduces the student to the use of electronic

spreadsheets using Microsoft Excel 2013. The course will include Overview, Working with Microsoft Excel 2013, Using Office Backstage, Using Basic Formulas, and Using Functions. Prerequisite: CPT 101. *ISBN: 9780470133088, $120.00.*

CPT 302 – EXCEL II (2.1 Credits) Advanced features of Excel 2013 are covered with an intense emphasis on mastering skill sets necessary to pass the Microsoft Office Specialist core exam. Prerequisite: CPT 301. *ISBN: 9780470133088, $120.00.*

CPT 401 – ACCESS (4.2 Credits) This course studies database design and management utilizing Microsoft Access 2013. Course includes designing a database; access, searching, and updating files; and designing and producing printed reports. Advanced topics covered include creating sub forms, building relational databases, maintaining data integrity, and utilizing web capabilities. All skill sets covered on the Microsoft Office Specialist core exam will be presented. Prerequisite: CPT 101. *ISBN: 9780470133101, $120.00.*

CPT 402 – POWERPOINT (4.2 Credits) The content covers all skill sets covered on the Microsoft Office Specialist core exam for PowerPoint 2013. The student will learn about presentation graphics for business and design techniques for visual presentations. Prerequisite: CPT 101. *ISBN: 9780470133095, $120.00.*

CPT 403 – OUTLOOK (2.1 Credits) This course focuses on working with Microsoft Outlook 2013. Students learn to work with the e-mail and faxing services, as well as managing contacts. This course prepares the student for the Microsoft Office Specialist core exam for Outlook 2013. Prerequisite: CPT 101. *ISBN: 9780470133118, $120.00.*

CPT 404 - DESKTOP PUBLISHING (2.1 Credits) This course is designed to present an overview of desktop publishing and to train students in a major desktop publishing program. Students will learn the page layout skills needed to produce newsletters, brochures, flyers, and reports on the computer. Prerequisite: CPT 101. *ISBN: 9781118741214, $120.00.*

CPT 405 – ADVANCED WORD (2.1 Credits) This course focuses on mastering the most advanced features of Microsoft Word 2013 required to pass the Microsoft Office Specialist Expert certification exam, utilizing hands-on training. Prerequisite: CPT 202. *ISBN: 9781118741214, $138.00.*

CPT 406 – ADVANCED EXCEL (2.1 Credits) This course prepares the student for the Microsoft Office Specialist Expert certification exam using Excel 2013. The most advanced features will be covered, including auditing worksheets, extracting data, data validation, creating macros, and editing macros. Prerequisite: CPT 302. *ISBN: 9780470133088, $120.00.*

CPT 413 – OUTLOOK ADMINISTRATION (2.1 Credits) This course will provide the student with the knowledge to technically maintain Outlook user accounts and administration. The student will attain the knowledge to manage users and their accounts, connectivity, POP3, IMAP4, STMP, manage system performance and battle inbox overloads.   Prerequisite: CPT-403, *ISBN: 9780470133118, $120.00.*

DENTAL DEPARTMENT

DEN 100 – DENTAL CHARTING AND TERMINOLOGY (2.4 Credits) The class is designed to familiarize the student with dental terminology and dental office settings. Students will become familiar with the roles of dentists, registered dental hygienists, and dental assistants. Information is also given in the major areas of the dental office, instruments and equipment. Students will learn

tooth origin, morphology, how to identify primary and permanent teeth, parts of teeth and surrounding tissue. Upon completion of this course, the student will be able to identify landmarks of the face and oral cavities. The student will be able to recognize oral health and pathology issues as well as have the ability to chart and distinguish the different cavity classifications. Prerequisite: None, *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, ISBN: 9781418051990, $95.57.*

DEN 101 - BIOMEDICAL SCIENCES (2.4 Credits) Upon completion of this course, the student will be familiar with anatomy, physiology, microbiology, prevention and nutrition. Students will learn to identify head and neck muscles and bones. The student will become familiar with etiology of disease and microbiology. Nutrition and diet as it relates to dentistry will be discussed. It prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making, and to professional communication with colleagues and patients. Prerequisite: None *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, ISBN: 9781418051990, $95.57.*

DEN 102 - DENTAL SCIENCE (2.4 Credits) Upon completion of this course, the student will understand oral histology, oral embryology, oral pathology and pharmacology. Students will learn to identify the stages of development as it relates to the oral cavity. The student will become familiar with pathology, oral diseases and disorders. An introduction to pharmacology and its implications to dentistry will also be explored. Prerequisite: None, *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, and ISBN: 9781418051990, $95.57.*

DEN 103 - RADIATION HEALTH SAFETY (2.4 Credits) Upon completion of this course, the student will be able to apply the basic principles of radiation safety. The student will learn the techniques and safety precautions necessary for exposing, processing, and mounting dental x-rays. The student will be able to define the legal and ethical implications, health hazards and infection control methods. Upon successful completion of the course, students will gain the radiology certificate for the state of Louisiana. Prerequisite: DEN 100 & 101. *Book number: DR1025-W, $37.50, ISBN: 9781437723854, $74.93.*

DEN 104A - DENTAL ASSISTING LAB IA (1.2 Credits) Development of dental assisting skills, techniques and concepts in a laboratory or clinical setting. This course will assist in the improvement of manual dexterity and hand-eye coordination. Student will apply concepts identified in Dental Theory and Terminology, Radiation Health Safety, Biomedical Sciences and Dental Science. Prerequisite: None, *ISBN: 9780323225885, $232.50, ISBN: 9780212100120, $92.93, and ISBN: 9781418051990, $95.57.*

DEN 104B - DENTAL ASSISTING LAB IB (1.2 Credits) Development of dental assisting skills, techniques and concepts in a laboratory or clinical setting. This course will assist in the improvement of manual dexterity and hand-eye coordination. Student will apply concepts identified in Dental Theory and Terminology, Radiation Health Safety, Biomedical Sciences and Dental Science. Prerequisite: DEN 100, 101, 104A *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, and ISBN: 9781418051990, $95.57.*

DEN 201 - INTRODUCTION TO THE DENTAL OFFICE, DENTAL LAW AND ETHICS (4.8 Credits) Upon completion of this course, the student will be able to list and define the allowable duties of different team members as mandated by the state board. Student becomes acquainted with legal concepts of standard of care, criminal and civil acts, contract, negligence, and ethical concepts. The student will be able to describe the penalties for violating the dental practice act and know the mechanism to report violations. This course will also introduce the student to the

dental office, including both front and back office duties. The student will be able to complete front and back office duties. The student will be able to schedule an appointment and assist in the treatment of the patient. Prerequisite: DEN 100, 101, & 102. *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, and ISBN: 9781418051990, $95.57.*

DEN 202 - INFECTION CONTROL (4.8 Credits) Infection control and sterilization techniques will be discussed. Upon completion of this course, the students will have an understanding on OSHA standards, hazardous materials, environmental hazards and emergency management will be discussed in detail. This course will include lectures on CPR, emergencies in a dental office and information on vital signs. This course will allow students to practice techniques required by the American Heart Association for successful completion of Basic Life Support for Healthcare Providers. Prerequisite: DEN 100, 101, & 102. *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, and ISBN: 9781418051990, $95.57, BLS CPR, $18.00.*

DEN 204 - DENTAL ASSISTING LAB II (2.4 Credits) Upon completion of this couse, the students will learn to identify major hand instruments, burs and hand pieces, as well as learn instrumentation for different dental procedures. This course will include development of dental assisting skills, techniques and concepts in a laboratory or clinical setting, include lectures on CPR, emergencies in a dental office and information on how to take vital signs. This course will assist in the improvement of manual dexterity and hand-eye coordination. The student will apply concepts taught in Introduction to Dental Office, Dental Law and Ethics as well as Infection Control. Students will be learn charting, case scenarios, set up trays for treatment, sterilization techniques, schedule appointments, register a new patient, seat and dismiss a patient and learn morning and evening office routines. Prerequisite: DEN 104A & DEN104B. *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, and ISBN: 9781418051990, $95.57.*

DEN 301 - COMPREHENSIVE DENTAL ASSISTING (4.8 Credits) Upon completion of this course, the student will know the fundamentals of dental assisting. This course focuses on more clinical, rather than didactic applications. The students will learn data gathering, treatment planning and fourhanded instrument transfer techniques. Proper care of a medically compromised patient is also studied. The student will be familiar with general dentistry, job duties and everyday tasks. Students will understand specialty procedures as they relate to general dentistry. Prerequisite: DEN 100, 101, 102, 103, 201 & 202. *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, and ISBN: 9781418051990, $95.57.*

DEN 302 - DENTAL MATERIALS (4.8 Credits) The student will have an understanding of cements, bases, and liners, acid etch materials bonding systems and restorative materials. The student will be able to list the different impression materials and their uses. Proper manipulation of materials, their uses and proper storage will be practiced. Various lab procedures will be studied and practiced so the student will understand the importance of each step in a procedure. The student will be instructed in and expected to demonstrate the safe operation of laboratory equipment. Temporary materials will be discussed in detail. Upon completion of this course, they will be able to place a temporary filling or temporary crown/bridge, take and pour up impressions and will be familiar with basic materials. Prerequisite: DEN 100, 101, 102, 103, 201 & 202. *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, and ISBN: 9781418051990, $95.57.*

DEN 304 - DENTAL ASSISTING LAB III (2.4 Credits) This course will include development of dental assisting skills, techniques, and concepts in a laboratory or clinical setting. This course will assist in the improvement of manual dexterity and hand-eye coordination. Emphasis will be placed on four-handed dentistry, manipulating dental materials including cements, liners, bases. Students will be taking alginate impressions pouring and trimming models as well as constructing vacuum-

formed trays. Prerequisite: DEN 204. *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, and ISBN: 9781418051990, $95.57.*

DEN 314 – ADVANCED DENTAL ASSISTING LAB (2.4 Credits) This course will include development of dental assisting skills, techniques, and concepts in a laboratory or clinical setting. Emphasis will be placed on the improvement of manual dexterity and hand-eye coordination by allowing the student to perform specific skills encountered in a dental office. Scenarios and case studies will be used to better prepare the student for daily routine of a dental assistant. Students will apply concepts identified in previous lab courses including radiographs and charting. Prerequisite: DEN 201 & 301 *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, and ISBN: 9781418051990, $95.57.*

DEN 414 – DENTAL ASSISTING CAPSTONE (2.4 Credits) This course will include final development of dental assisting skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include: preliminary examination procedure, assisting chair side using fourhanded dentistry, charting, appointment scheduling, keeping patients records and sterilizing instruments. Explaining procedures to patients, along with taking and mounting x-rays. Graduates will be qualified to assume entry-level positions as a dental assistant in dental offices and clinics performing the lab techniques and office procedures described above. Prerequisite: DEN 204 & 304 *ISBN: 9780323225885, $232.50, ISBN: 9780323100120, $92.93, and ISBN: 9781418051990, $95.57.*

LANGUAGE ARTS DEPARTMENT

ENG 204 - BUSINESS ENGLISH I (2.4 Credits) This course is designed to enable students to use the basic rules of English in their writing and in their speech. It will also assist students in reviewing the basic principles of English grammar, learning the fundamentals of the English language, reviewing the basics of modern English usage, and expressing themselves effectively in oral or written communication. Prerequisite: None, *ISBN: 9780538728829, $105.69.*

ENG 205 - BUSINESS ENGLISH II (2.4 Credits) This course is a continuation of Business English I, with a focus on verb usage, vocabulary, and oral communication. Prerequisite: ENG 204. *ISBN: 9780538728829, $105.69.*

ENG 304 - BUSINESS COMMUNICATIONS (4.8 Credits) This course is designed to prepare students to communicate and write properly with special emphasis on punctuating correctly, organizing information, proofreading, and composing different types of correspondence commonly used in business. Prerequisites: None. *ISBN: 9781305401938, $78.69.*

GENERAL EDUCATION

GED 201 - CREATIVE WRITING I (2.4 Credits) This course is designed to further develop basic reading and writing skills of students. Students will prepare lively and thought-provoking essays. The student will work through activity sets to help them read, understand and write about essay topics. Prerequisite: None, *ISBN: 9780618642861, $76.44.*

GED 202 - CREATIVE WRITING II (2.4 Credits) **:** This course is designed to help students understand writing as a process, rather than an end product. Students will acquire the background knowledge needed to engage thoughtfully with writing. As students work on various writing tasks, they will acquire strategies to be employed in future writing, whether personal or professional in

nature. Prerequisite: None. *ISBN: 9780618642861, $76.44.*

GED 304 – PSYCHOLOGY I (2.4 Credits) This course is an introduction to basic psychology, which is the study of behavior and its applications in human development. Psychology I focuses on psychology and science, consciousness, sleep, hypnosis, drugs, and memory. Prerequisite: None. *ISBN: 9781305091924, $78.69.*

GED 305 – PSYCHOLOGY II (2.4 Credits) This course is an introduction to basic psychology, which is the study of behavior and its applications in human development. Psychology II focuses on personality theories and measurement, stress, health and coping, and psychological disorders. Prerequisite: None. *ISBN: 9781305091924, $78.69.*

GED 310 – SOCIAL DYNAMICS (2.4 Credits) This course is an overview of specific areas of sociology and the study of human social interaction. Sociology I examines culture, socialization, social structure and deviance. Prerequisite: None. *ISBN: 9781305094550, $78.69.*

GED 311 – SOCIAL INSTITUTIONS (2.4 Credits) This course is an overview of specific areas of sociology and the study of human social interaction. Sociology II looks at social stratification, global inequality, racial and ethnic inequality, sex and gender, and age inequality. Prerequisite: None. *ISBN: 9781305094550, $78.69.*

GED 400 – EFFECTIVE SPEAKING I (2.4 Credits) This course is designed to teach the student the fundamentals of responsible and effective oral communication with a focus on planning, composing, and delivering informative speeches. Students will learn how to analyze an audience, select an appropriate topic, establish their credibility as a speaker, research and organize relevant material, and introduce/conclude a speech appropriately. Students will also learn and apply tips and tricks for controlling nervousness. Prerequisite: None, *ISBN: 9781285077055, $78.69.*

GED 402 – EFFECTIVE SPEAKING II (2.4 Credits) This course is designed to teach the student the fundamentals of responsible and effective oral communication with a focus on planning, composing, and delivering persuasive speeches. Students will be introduced to the various ways of organizing persuasive presentations and which method is appropriate in a given circumstance. Students will learn the various fallacies that undercut persuasive presentation and how to avoid them. Additionally, students will learn the ethical obligations that are relevant when attempting to persuade others. Prerequisite: None. *ISBN: 9781285077055, $78.69.*

GED 501 – INTERPERSONAL COMMUNICATIONS I (2.4 Credits) This course provides a solid academic introduction to the field of interpersonal communication and contains information about how to communicate more effectively on the job and in everyday life. Prerequisite: None. *ISBN: 9781285077086, $78.69.*

GED 502 – INTERPERSONAL COMMUNICATIONS II (2.4 Credits) In this course, students develop in-depth insight into factors contributing to interpersonal communication knowledge and skills that enable students to communicate more effectively on the job and in everyday life. Topics include language barriers and bridges, nonverbal communication, listening, communication and relational dynamics, and managing interpersonal conflicts. Prerequisite: None. *ISBN: 9781285077086, $78.69.*

GED 510 – MACROECONOMICS (2.4 Credits) In this course the student will be introduced to the basics of economics dealing with topics such as government spending, employment, money supply, banking, etc. The student will also learn how the U.S. evolved from an agricultural economy into

the world's economic superpower. Prerequisite: None, *ISBN: 9781285087306, $78.69.*

GED 512 – MICROECONOMICS (2.4 Credits) This course is designed to introduce the student to the basic concepts of Microeconomics and how these concepts affect the individual units of the economy such as firms, households, individual markets, etc. The student will learn the history of the evolution of the American economy from an agricultural basis to becoming the world's economic superpower. Students will be exposed to topics such as supply and demand, price elasticity, and the theory of consumer behavior. Prerequisite: None, *ISBN: 9781285087306, $78.69.*

INFORMATION TECHNOLOGY DEPARTMENT

ITD 101 – COMPUTER HARDWARE AND MAINTENANCE I (2.0 Credits) This course will provide students with the knowledge required to understand the fundamentals of computer technology, networking, and security, and attain the skills required to identify and troubleshoot hardware, peripheral, networking, and security components; all which are required to successfully pass the CompTIA A+ Certification Exam. Prerequisite: None, *ISBN: 9781118388426, $89.99.*

ITD 102 – COMPUTER HARDWARE AND MAINTENANCE II (2.0 Credits) This course will be a continuation of Computer Hardware and Maintenance I. Prerequisite: ITD 101, *ISBN: 9781118388426, $89.99.*

ITD 103 – COMPUTER HARDWARE AND MAINTENANCE III (2.0 Credits) This course will be a continuation of Computer Hardware and Maintenance II. Prerequisite: ITD 102, *ISBN: 9781118388426, $89.99.*

ITD 215 – OPERATING SYSTEMS I (2.0 Credits) This course will introduce students to basic knowledge of operating systems for installing, upgrading, troubleshooting, and repairing computer systems. Students will also become familiar with function, structure, operation and file. Students will study memory management, diagnosing and troubleshooting, and networking for operating systems. This course includes hands-on instruction. Prerequisite: None, ISBN*: 9780470891247, $264.00.*

ITD 225 – OPERATING SYSTEMS II (2.0 Credits) This course will be a continuation of Operating Systems I. Prerequisite: ITD-215. *ISBN: 9780470891247, $264.00.*

ITD 235 – OPERATING SYSTEMS III (2.0 Credits) This course will be a continuation of Operating Systems II. Prerequisite: ITD-225. *ISBN: 9780470891247, $264.00.*

ITD 310 – SERVER I (2.1 Credits) The student will be introduced to a network operating system. Topics will include installation and configuration of the network operating system. Course will also cover creating and administering user and group accounts, planning and managing resource sharing, file system, security, and network architecture. Prerequisite: None, *ISBN: 9780470875063, $264.00.*

ITD 311 – SERVER II (2.1 Credits) This course will provide students the opportunity to learn how to troubleshoot network connectivity, setup and administer printing environment, monitor resources to obtain information, and using tapes to back up and restore files and folders. Prerequisite: ITD 310. *ISBN: 9780470875063, $264.00.*

ITD 405 – NETPLUS I (2.0 Credits) This course is designed to teach students the skills needed to design, build, and maintain small to medium-sized networks. Topics covered include media and

design, structured cabling and management. The student will also gain a thorough understanding of the OSI model and the TCP/IP protocol suite. Prerequisite: None, *ISBN: 9781111312527, $205.82.*

ITD 415 – NETPLUS II (2.0 Credits) This course will be a continuation of Network Plus I. Prerequisite: ITD-405. *ISBN: 9781111312527, $213.84.*

ITD 425 – NETPLUS III (2.0 Credits) This course will be a continuation of Network Plus II. Upon completing this course, each student will have the opportunity to take the CompTIA Network + certification test. Prerequisite: ITD-415. *ISBN: 9781111312527, $205.82.*

ITD 501 – ADS INFRASTRUCTURE I (2.1 Credits) This course covers network protocol administration. Topics include IP addressing, host name resolution, Dynamic Host Configuration Protocol, Windows Internet Name Service, Domain Name System. Upon completion of this course the student should be able to plan an Internetwork with multiple subnetworks, and implement IP routing and name resolution services. Prerequisite: None. *ISBN: 9780470874974, $264.00.*

ITD 502 – ADS INFRASTRUCTURE II (2.1 Credits) The student will learn optimizing the system, and troubleshooting DHCP, NAT, WINS, and TCP/IP utilities. Prerequisite: ITD 501. *ISBN: 9780470874974, $264.00.*

ITD 505 – INTRODUCTION TO PROGRAMMING (4.8 Credits) This course will introduce the student to basic web based programming. During this course, the student will be introduced to basic programming terminology, concepts, and best practices. The student will learn good programming habits, code architecture, and debugging techniques which can be easily applied to any complied or interpreted language. Prerequisite: None, *ISBN: 9780321784421, $39.38, ISBN: 9780735649705, $44.99.*

ITD 505L – INTRODUCTION TO PROGRAMMING LAB (2.4 Credits) This course will provide the student hands on approach to programming. Students will take the knowledge attained from Introductions to Programming class, and use that to correctly and efficiently write code. Students will use HTML and ASP.NET languages to be able to create web based pages and forms, as well as how to securely set up web forms and login in pages on the World Wide Web. Co-requisite/Prerequisite: ITD 505. *ISBN: 9780321784421, $39.38, ISBN: 9780735649705, $44.99.*

ITD 510 – NETWORK SECURITY I (2.0 Credits) This course will familiarize students with the basic principles of I.T. security in an enterprise environment. Students will gain the foundational knowledge required to identify risks and develop mitigation actions. This class will combine lecture with hands-on lab exercises covering network security, identity management, cryptography, and compliance standards. Prerequisite: None, *ISBN: 9780789748270, $89.99.*

ITD 511– NETWORK SECURITY II (2.0 Credits) This course will be a continuation of Network Security I. Prerequisite: ITD 510. *ISBN: 9780789748270, $89.99.*

ITD 512– NETWORK SECURITY III (2.0 Credits) This course will be a continuation of Network Security II. Upon completing this course each student will have the opportunity to take the CompTIA Security+ certification test. Prerequisite: ITD 511, *ISBN: 9780789748270, $89.99.*

MEDICAL SCIENCE DEPARTMENT

MED 100 - MEDICAL SCIENCE IA (2.4 Credits) This course will Introduce the student to an equal

balance of anatomical and physiological concepts of the human body by knowing levels of structural organization using the language of anatomy. Prerequisite: None, *ISBN: 9780321918758, $215.48, ISBN 9780321960771, $90.68, and ISBN 9781608316922, $53.99.*

MED 101 - MEDICAL SCIENCE IB (2.4 Credits) This course will introduce the normal structure and function of the body systems including the Muscular and Nervous system, special senses, the Endocrine System, and blood components. Discussions of diseases and dysfunctions to enhance and reinforce the understanding of normal human structure and function. Prerequisite: MED 100. *ISBN: 9780321918758, $215.48, ISBN 9780321960771, $90.68, and ISBN 9781608316922, $53.99.*

MED 200 - MEDICAL SCIENCE IIA (2.4 Credits) This course will emphasize the important terminology and the normal structure and functions of the body systems. Topics include cardiovascular system, the respiratory system, the digestive system, and the body defenses. Prerequisite: None. *ISBN: 9780321918758, $215.48, ISBN 9780321960771, $90.68, and ISBN 9781608316922, $53.99.*

MED 201 - MEDICAL SCIENCE IIB (2.4 Credits) This course will introduce the normal structure and functions of the Urinary and Reproduction systems. Discussions of diseases and dysfunctions to enhance and reinforce the understanding of normal human structure and function. The course will also introduce Medical Law and Ethics, and basic insurance/coding/billing principles. Prerequisite: MED 200. *ISBN: 9780321918758, $215.48, ISBN 9780321960771, $90.68, and ISBN 9781608316922, $53.99.*

MED 210 – ELECTRONIC MEDICAL RECORDS (3.0 Credits) The student will learn the functionality of EMR's through lecture, hands-on labs, and case studies. During the course students will begin to understand the function of EMR's in the medical office by creating personal EMR's and electronic progress notes, electronic history forms, electronic lab requisition forms, electronic prescriptions, electronic telephone notes, as well as other electronic forms utilized in the physician's office. Prerequisite/Co-requisite: MED 200.

MED 303 - MEDICAL OFFICE PROCEDURES (4.8 Credits) This course introduces and practices the clerical skills that are used in a medical office. Prerequisite: None.

MED 310 – CLINICALS I (3.6 Credits) The student will learn the guidelines for filling out the patients health history form and charting patients chief complaint using proper abbreviations that is used in a medical office. The student will know OSHA standards for infection control and medical asepsis through proper hand wash apply and remove gloves, and using alcohol hand sanitization. Know basic surgical instruments and how to prepare a minor surgery tray after properly sanitizing which leads to proper sterilization of instruments by use of the autoclave, set up the room for minor surgery, assist the physician during procedures, administer postoperative care to the patient and clean the room after the procedure is completed. Prerequisite: MED 100, 101. *ISBN: 9780323316248, $207.83.*

MED 400 – MEDICAL INSURANCE PROCEDURES I (3.0 Credits) This course introduces basic coding rules for the ICD-9-CM, HCPCS, and CPT coding systems and how to apply these rules to code patient services. The student will be instructed on how to properly assign the correct procedural code that is medically necessary for the diagnosis. Prerequisite/Co-requisite: MED 200.

MED 401 – MEDICAL INSURANCE PROCEDURES II (3.0 Credits) This course will instruct students on the proper use of billing software to enter patient demographics, process charges, and produce insurance claims. The course will also instruct students on how to properly audit medical

records and claims for correct filing with an emphasis on modifiers and linkage of service codes to diagnoses codes. Co/Prerequisite: MED-400

MED 410 – CLINICALS II (3.6 Credits) Students will prepare exam room for patient physical examination, interact professionally with patients, learn several methods of taking temperatures and pulses, along with the procedures for obtaining respirations rates, pulse oximetries, and blood pressures. Correctly measure height and weight, position and drape patients for comfort, and how to assist the physician during the exam. Also, they will know the steps for performing eye test for visual acuity, and know causes and types of hearing impairment including assisting with various hearing tests. Prerequisite: MED 100, 101. *ISBN: 9780323316248, $207.83.*

MED 411 – MEDICAL INSURANCE PROCEDURES III (3.0 Credits) This course will instruct students on how to properly submit "clean claims" to commercial, federal, and third party insurances. The student will also be instructed on how to fully comprehend and audit an EOB, understand the appeals process, and know the common problems and solutions for denied or delayed payments. Prerequisite MED-401

MED 510 – CLINICALS III (3.6 Credits) This is a continuation of Clinical II - emphasizing more specific basic procedure skills that a medical assistant can perform after receiving orders from the physician while working in his/her office. Performing the basic procedure skills such as: Electrocardiograms (ECG/EKG), Administration of medications given orally or parenteral routes (ID, SC, & IM), obtain blood samples for lab testing by learning Phlebotomy techniques. Prerequisite: MED 310 & 410, *ISBN: 9780323316248, $207.83, NCCT Review $56.93, BLS CPR, $18.00, and First Aid workbook, $13.50.*

MED 610 – CLINICALS IV (3.6 Credits) Students will obtain their CPR training and receive their card from American Heart Association and/or American Red Cross. They will learn some basic First Aid Skills they can use to help people when in emergency situations prior to receiving professional care. Upon completing these skills students will be competent in passing the National Certification Test for Medical Assisting. Prerequisite: MED 310 & 410, *ISBN: 9780323316248, $207.83, NCCT Review $56.93, BLS CPR, $18.00, and First Aid workbook, $13.50.*

MANAGEMENT DEPARTMENT

MGT 101 - MANAGEMENT - A PRACTICAL INTRODUCTION (4.8 Credits) This course is designed to teach the student the fundamentals of management principles and what is required to be a successful manager. Prerequisite: None, *ISBN: 9781285419664, $78.69.*

MGT 204 - SMALL BUSINESS MANAGEMENT (4.8 Credits) This course provides an overview of the knowledge and skills necessary to own, operate, and manage a small business. It is designed to introduce the students to the complexities and challenges of business ownership. Prerequisite: None, *ISBN: 9780078029097, $307.50.*

MGT 301 – MARKETING MANAGEMENT (4.8 Credits) This course is designed to enhance the student's knowledge of marketing management and to improve their skills in utilizing the knowledge gained in this course to develop and maintain successful marketing strategies. Prerequisite: None, *ISBN: 9781285432625, $78.69.*

MGT 404 - SUPERVISION I (2.4 Credits) This course introduces and examines supervisory skills by focusing on daily managerial job processes including: planning, communicating, time management, organizing, and staffing. Prerequisite: None, *ISBN: 9780078023170, $195.38.*

MGT 405 - SUPERVISION II (2.4 Credits) This course introduces and examines supervisory skills by focusing on daily managerial job processes involved in energizing the workforce, as well as employee appraisal and counseling. Prerequisite: MGT 404. *ISBN: 9780078023170, $195.38.*

MGT 503 - PERSONAL FINANCE (4.8 Credits) This course is designed to teach students the fundamentals of financial planning so they can make informed choices related to spending, saving, borrowing, and investing.   Financial planning tools are used in a step-by-step approach to help students identify and evaluate choices as well as understand the consequences of decisions in terms of opportunity costs. Prerequisite: None, *ISBN: 9780077861643, $311.63.*

MGT 601 – HUMAN RESOURCE MANAGEMENT (4.8 Credits) This course introduces the student to the basic precepts of human resource management and allows students to apply these concepts in "real" organizational settings and situations. A primary goal is to show how managers must be a human resource problem solver and diagnostician. Prerequisite: None, *ISBN: 9780133043549, $281.03.*

PHLEBOTOMY DEPARTMENT

PHT-100   INTRODUCTION TO PHLEBOTOMY (.45 Credits) This course is designed to teach students the Introduction and History of Phlebotomy, Roles and Responsibilities of the Phlebotomist, Safety and Infection Control and HIPAA, Ethics, and Law. *ISBN: 9780073513843, included in cost.*

PHT-101   BLOOD CIRCULATION, FUNCTION, AND COMPOSITION (.5 Credits) This course is designed to teach students the Introduction of Terminology, Circulation and the Vascular System, Blood Vessels, Blood and Blood Components, Homeostasis and Blood Coagulation, and ABO and Rh Blood Types. *ISBN: 9780073513843, included in cost.*

PHT-102   EQUIPMENT FOR SPECIMEN COLLECTION (.9 Credits) This course is designed to teach students the Introduction of Procedures - Hand wash and glove application, Laboratory Requisitions, and Specimen Collection Equipment. *ISBN: 9780073513843, included in cost.*

PHT-103   VENIPUNCTURE AND DERMAL PUNCTURE (1.3Credits) This course is designed to teach students about Preparing for Venipuncture, butterfly needle set and dermal puncture. *ISBN: 9780073513843, included in cost.*

PHT-104   SPECIMEN HANDLING AND PROCESSING (1.0 Credits) This course is designed to teach students the Special specimen handling procedures, Point-of-care testing, and Centrifuge Operations. *ISBN: 9780073513843, included in cost.*

PHT-105   SPECIAL PHLEBOTOMY PROCEDURES (.8 Credits) This course is designed to teach students about Timed Specimens, Glucose testing, PTT Functions, Blood Alcohol, Toxicology, Therapeutic Drug Monitoring, and Alternative Collection Sites.   *ISBN: 9780073513843, included in cost.*

PHT-106   PRACTICING PHLEBOTOMY (1.55 Credits) This course is designed to teach students the Competencies for procedures performance and will contain a Certification Review. *ISBN: 9780073513843, included in cost.*

PHT-107 PHLEBOTOMY EXTERNSHIP (1.6 Credits) Student must demonstrate 100 venipunctures (drawing blood) and 35 capillary collections (finger pricks). *ISBN: 9780073513843, included in cost.*

LEGAL DEPARTMENT

PRL 100 – INTRODUCTION TO PARALEGAL STUDIES (4.8 Credits) This course is designed to provide a historical overview of the law, a description of various legal theories, and an introduction to the legal process. Students are taught the distinctions between common and civil law, criminal and civil law, and tort and contract law. This course also introduces students to basic skills such as understanding basic legal terminology and reading and analyzing a case. Prerequisite: None, *ISBN: 9780132956055, $228.00.*

PRL 103 – CONTRACT LAW (4.8 Credits) This course is designed to teach the student the fundamentals of contract law. Prerequisite: None, *ISBN: 9780135109458, $186.75.*

PRL 105 – LEGAL RESEARCH WRITING AND ANALYSIS I (3.0 Credits) This course is designed to introduce students to the fundamentals of legal research. Students will learn how to locate primary and secondary sources using both fee- and non-fee-based services. Students will also learn the fundamentals of legal procedure including basic jurisdiction to determine the types of authority to provide in response to a legal issue. This course will also teach students to utilize procedural rules to ensure compliance with federal, state, and local court requirements. Additionally, students will gain knowledge of proper citation form using *The Bluebook: A Uniform Method of Citation.* Prerequisite: None, *ISBN: 9781454808909, $191.93, ISBN: 9780692400197, $43.50.*

PRL 201 – CRIMINAL LAW (4.8 Credits) This course is designed to teach the student the fundamentals of Criminal Law as well as the procedural aspects of the criminal justice system. Prerequisite: None, *ISBN: 9780735584877, $175.43, ISBN: Louisiana Criminal Law and Motor Vehicle Handbook, $64.50.*

PRL 202 – FAMILY LAW (4.8 Credits) This course is designed to teach the student the fundamentals of American and Louisiana Family Law. Prerequisite: None, *ISBN: 9780135109489, $197.33.*

PRL 203 – TORT LAW (4.8 Credits) This course is designed to introduce the paralegal student to intentional torts, the law of negligence and applicable defenses. Prerequisite: None, *ISBN: 9781401879624, $249.69.*

PRL 300 – ALTERNATIVE DISPUTE RESOLUTION (4.8 Credits) This course is designed to address a practical approach to dispute resolution. This class will address processes and techniques for resolving disputes, and will help individuals select the most suitable method when planning dispute resolution strategies. This class introduces the participants involved, and considers the complexity of each process, advancing from the least to most technical. Prerequisite: None *ISBN: 9780135064061, $159.98.*

PRL 305 – LEGAL RESEARCH WRITING AND ANALYSIS II (3.0 Credits) This course is a continuation of Legal Research, Writing and Analysis I. It is designed to instruct students in the understanding and preparation of formal legal prose and legal writing. Students will apply the research skills acquired in Legal Research, Writing and Analysis I to compose formal legal memoranda of law and other documents related to a law practice. This course will familiarize

students with the language and format of legal documents through the use of sample forms and practical application of classroom discussion to the drafting of formal legal documents. Students will also apply *The Bluebook* and *Shepard's Citations* to cite-check prepared documents. Prerequisite: PRL 105. *ISBN: 9781454808909, $191.93, ISBN: 9780615361161, $39.00.*

PRL 500 – LEGAL DOCUMENT PRODUCTION (3.0 Credits) This course is designed to provide students with an in-depth understanding of the role played by paralegals in the document production process. Students will participate in situations designed to mirror the real-life discovery process and receive hands-on experience designed to hone their ability to create and maintain discovery indexes; organize voluminous case files; calendar discovery deadlines; organize, review, and analyze document for production; prepare deposition summaries; organize, summarize, and analyze medical records and assist with e-discovery. Students are also introduced to the various rules and obligations that apply with respect to document production. Prerequisite: None, *ISBN: 9780132373159, $126.23.*

PRL 503 – LITIGATION AND TRIAL PRACTICE (2.4 Credits) This course is an introduction to the major steps and issues involved in the civil litigation process. Prerequisite: None, *ISBN: 9781454831341, $269.93.*

PRL 505 – LEGAL ETHICS FOR PARALEGALS (2.4 Credits) This course is designed to introduce the student to the ethical rules governing the conduct of lawyers and how these rules apply to paralegals, legal assistants, and other non-lawyers who work directly with attorneys. Prerequisite: None, *ISBN: 9780133109290, $165.60.*

ADMINISTRATIVE ASSISTANT DEPARTMENT

OPD 202 - OFFICE PROCEDURES (4.8 Credits) This course is designed to prepare students for employment opportunities in today's rapidly changing business environment. This course will help students acquire skills and knowledge of office procedures and equipment; apply skills and knowledge gained in other business courses; utilize time management principles, cost effective techniques, and decision-making skills in their work; develop personal characteristics, work attitudes, and communication skills essential for success on the job; and understand the interrelatedness of office systems, their procedures, equipment, and workers. Prerequisite: None, *ISBN: 9781111575861, $193.44.*

SED 102 - RECORDS MANAGEMENT (FILING) (2.4 Credits) This course introduces the student to several systems of filing including alphabetical, numerical, geographical, and governmental. Prerequisite: None, *ISBN: 9781305119161, $182.19.*

SED 202 - KEYBOARDING (2.4 Credits) Students will develop correct technique for "touch typing" on the alphabetic keys while building speed and accuracy. Prerequisite: None. N/A.