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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. René Cintrón *RC*
Chief Academic Affairs Officer

FROM: Dr. Adrienne Fontenot *AR*
Director of Adult Learning and Educational Programs

SUBJECT: Program Revisions at Delgado Community College (DCC)

DATE: 4/23/18

APPROVED

Slk 6/13/18
LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION:

Recommendation: Staff recommends the Board approve the following program revisions listed below.

Program Additions

1. Career and Technical Certificate (CTC) in Emergency Medical Technician – Basic with an Industry Based Credential in EMT-Basic (CIP 51.0904) – **2 STARS**
2. Career and Technical Certificate (CTC) in Dietary Manager Industry Based Credential in Certified Dietary Manager (CIP 51.3199) – **4 STARS**
3. Career and Technical Certificate (CTC) in Phlebotomy Technician Industry Based Credential in Phlebotomy Technician (CIP 51.1009) – **3 STARS**
4. Career and Technical Certificate (CTC) in EKG Technician Industry Based Credential in Nationally Registered Certified EKG Technician (CIP 51.0902) – **4 STARS**
5. Career and Technical Certificate (CTC) in Certified Nursing Assistant Industry Based Credential in Certified Nursing Assistant (CIP 51.3999) – **4 STARS**
6. Career and Technical Certificate (CTC) in Dialysis Technician Industry Based Credential in Hemodialysis Examination (CIP 51.1011) – **0 STARS**
7. Career and Technical Certificate (CTC) in Child Development Associate Industry Based Credential in Child Development Associate (CIP 19.0709) – **1 STAR**
8. Career and Technical Certificate (CTC) in A+ Certification Industry Based Credential in Comp TIA A+ (CIP 47.0104) – **4 STARS**
9. Career and Technical Certificate (CTC) in Application Programming Industry Based Credential in C++ Certified Associate Programmer (CIP 11.0901) – **5 STARS**
10. Career and Technical Certificate (CTC) in AutoCAD (CIP 15.1301) Industry Based Credential in Autodesk AutoCad Certified User – **4 STARS**

11. Career and Technical Certificate (CTC) in Information Security Industry Based Credential in Systems Security Certified Practitioner and Certified Information Security Professional (CIP 11.1003) – **4 STARS**
12. Career and Technical Certificate (CTC) in Information Technology Support Industry Based Credential in A+ Certification in Computer Help Desk (CIP 11.1006) – **5 STARS**
13. Career and Technical Certificate (CTC) in Motor Vehicle Maintenance and Light Repair Industry Based Credential in Automotive Service Excellence G1 Certification (CIP 47.0604) – **4 STARS**
14. Career and Technical Certificate (CTC) in NET+ Certification Industry Based Credential in Net+ Certification, CompTIA Network (CIP 11.0901) – **5 STARS**
15. Career and Technical Certificate (CTC) in Quickbooks Industry Based Credential in Certified Quickbooks User (CIP 52.0302) – **4 STARS**
16. Career and Technical Certificate (CTC) in Real Estate Sales Agent Industry Based Credential in Real Estate Sales Agent (CIP 52.1501) – **4 STARS**
17. Career and Technical Certificate (CTC) in Revit Industry Based Credential in Autodesk Revit Certified User (CIP 15.1301) – **5 STARS**
18. Career and Technical Certificate (CTC) in Web Programming Industry Based Credential in Microsoft Certified Professional Web Application (CIP 11.0801) – **5 STARS**
19. Career and Technical Certificate (CTC) in Welding: FCAW & GMAW Industry Based Credential in American Welding Society (CIP 48.0508) – **4 STARS**

Program Terminations

20. Technical Competency Area (TCA) in Emergency Medical Responder (CIP 51.0904) – **4 STARS**
21. Technical Competency Area (TCA) in Direct Support Professional (CIP 44.9999) – **0 STARS**
22. Technical Competency Area (TCA) in Emergency Telecommunicator (CIP 51.0904) – **4 STARS**
23. Technical Competency Area (TCA) in First Aid (CIP 51.2699) – **0 STARS**
24. Technical Competency Area (TCA) in Emergency Medical Technician-Intermediate (CIP 51.0904) – **4 STARS**
25. Technical Competency Area (TCA) in Audio Engineering (CIP 50.0999) – **2 STARS**
26. Technical Competency Area (TCA) in Music Business (CIP 50.1003) – **2 STARS**
27. Technical Competency Area (TCA) in Child Development Associate-Renewal (CIP 19.0709) – **1 STAR**

28. Technical Competency Area (TCA) in Homeland Security (CIP 43.0301) – **4 STARS**
29. Technical Competency Area (TCA) in Juvenile Justice (CIP 43.0110) – **4 STARS**
30. Technical Competency Area (TCA) in Culinary Cost Control (CIP 12.0505) – **2 STARS**
31. Technical Competency Area (TCA) in Culinary Supervision (CIP 12.0505) – **2 STARS**
32. Technical Competency Area (TCA) in Food and Beverage Purchasing (CIP 12.0505) – **2 STARS**
33. Technical Competency Area (TCA) in Food Safety and Sanitation (CIP 12.0505) – **2 STARS**
34. Technical Competency Area (TCA) in Architectural Contractor Practices (CIP 15.0101) – **0 STARS**
35. Technical Competency Area (TCA) in Automotive Gas Metal Arc Welding (CIP 48.0508) – **4 STARS**
36. Technical Competency Area (TCA) in Clerical Automation (CIP 52.0401) – **4 STARS**
37. Technical Competency Area (TCA) in Desktop Publishing (CIP 52.0401) – **4 STARS**
38. Technical Competency Area (TCA) in Digital Media Technologies (CIP 50.0102) – **4 STARS**
39. Technical Competency Area (TCA) in Management Trainee in General Business (CIP 52.0201) – **5 STARS**
40. Technical Competency Area (TCA) in NCCER Technical Core Studies (CIP 15.0000) – **4 STARS**
41. Technical Competency Area (TCA) in PLC Programming (CIP 15.0303) – **4 STARS**
42. Technical Competency Area (TCA) in Global Logistics Associate (CIP 52.0203) – **4 STARS**
43. Technical Competency Area (TCA) in Logistics Technology Entry Level (CIP 52.0203) – **4 STARS**
44. Technical Competency Area (TCA) in Logistics Technology Front Line supervisor (CIP 52.0203) – **4 STARS**

Background: DCC is requesting to terminate several TCAs to align with LCTCS Policy 1.024 and Louisiana Board of Regents' Academic Affairs Policy 2.15. There are few, if any, local, state, or national credentials associated with the above-listed TCAs. DCC is requesting to replace the TCA exit points of other programs with CTCs that include embedded Industry Based Credentials (IBCs).

Fiscal Impact: No additional cost will be incurred as a result of replacing the TCAs with CTCs.

History of Prior Actions: There is a history of revising programs to meet student and workforce needs.

Benefits to the System: The revisions will allow CLTCC to better meet student and workforce needs.



Approved for Recommendation to the Board
Dr. Monty Sullivan

6-13-18

Date

CURRICULUM AND PROGRAM DEVELOPMENT

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April 5, 2018

Board of Supervisors
The Louisiana Community and Technical College System
265 South Foster Drive
Baton Rouge, Louisiana 70806

Attention: Rene Cintron, Ph.D.
Interim Chief Academic Affairs Officer

Dear Dr. Cintron:

The following items from Delgado Community College are submitted to the Board of Supervisors for possible consideration at the May 9, 2018 Board Meeting.

Instructional Area Terminations:

Technical Competency Area in Emergency Medical Responder
CIP Code: 51.0904

Justification: Terminate the T.C.A. in Emergency Medical Responder; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved instructional credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

Technical Competency Area in Direct Support Professional
CIP Code: 44.9999

Justification: Terminate the T.C.A. in Direct Support Professional; while the total credit hours meet thresholds for the newly approved credential, the Career and Technical Certificate, (C.T.C.), successful completion of these courses does not, at this time, culminate in the awarding of a local, state, or national licensure/certification. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

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Technical Competency Area in Emergency Telecommunicator
CIP Code: 51.0904

Justification: Terminate the T.C.A. in Emergency Telecommunicator; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved instructional credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

Technical Competency Area in First Aid
CIP Code: 51.2699

Justification: Terminate the T.C.A. in First Aid; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure, the total credit hours do not meet thresholds as defined for approved instructional credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

Technical Competency Area in Emergency Medical Technician-Intermediate
CIP Code: 51.0904

Justification: Terminate the T.C.A. in Emergency Medical Technician-Intermediate, as this level of Emergency Medical professional is no longer used. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

Technical Competency Area in Audio Engineering
CIP Code: 50.0999

Justification: Terminate the T.C.A. in Audio Engineering; while the credit hours meet thresholds as defined for approved instructional credentials, no local, state, or national Industry-based Certification is awarded upon successful completion of the coursework. Note: the courses will continue to be offered, and may be used as concentrations/required related coursework in the Associate of General Studies degree. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

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**Technical Competency Area in Music Business
CIP Code: 50.1003**

Justification: Terminate the T.C.A. in Music Business; while the credit hours meet thresholds as defined for approved instructional credentials, no local, state, or national Industry-based Certification is awarded upon successful completion of the coursework. Note: the courses will continue to be offered, and continue to be used in the Associate of Applied Science in Business and Management, with a Concentration in Music Business. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

**Technical Competency Area in Child Development Associate-Renewal
CIP Code: 19.0709**

Justification: Terminate the T.C.A. in Child Development Associate-Renewal. Successful completion of the T.C.A. in Child Development Associate-Renewal allows current Child Development Associate practitioners to maintain/renew their licensure/certification, credit hour requirements do not meet the threshold required for approved instructional credentials. Note: the courses will continue to be offered, and completion/renewal of licensure will continue to be tracked. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

**Technical Competency Area in Homeland Security
CIP Code: 43.0301**

Justification: Terminate the T.C.A. in Homeland Security. While credit hour requirements meet the threshold as defined for the C.T.C., no awarding of a local, state, national, or international certification/licensure is awarded upon successful completion of the courses. Note: the courses will continue to be offered as part of the existing Associate of Arts degree in Criminal Justice. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

**Technical Competency Area in Juvenile Justice
CIP Code: 43.0110**

Justification: Terminate the T.C.A. in Juvenile Justice. While credit hour requirements meet the threshold as defined for the C.T.C., no awarding of a local, state, national, or international certification/licensure is awarded upon successful completion of the courses. Note: the courses will continue to be offered as part of the existing Associate of Arts degree in Criminal Justice. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

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Technical Competency Area in Culinary Cost Control
CIP Code: 12.0505

Justification: Terminate the T.C.A. in Culinary Cost Control; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved instructional credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

Technical Competency Area in Culinary Supervision
CIP Code: 12.0505

Justification: Terminate the T.C.A. in Culinary Supervision; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved instructional credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

Technical Competency Area in Food and Beverage Purchasing
CIP Code: 12.0505

Justification: Terminate the T.C.A. in Food and Beverage Purchasing; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved instructional credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

Technical Competency Area in Food Safety and Sanitation
CIP Code: 12.0505

Justification: Terminate the T.C.A. in Food Safety and Sanitation; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved instructional credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

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**Technical Competency Area in Architectural Contractor Practices
CIP Code: 15.0101**

Justification: Terminate the T.C.A. in Architectural Contractor Practices; while the total credit hours meet thresholds for the newly approved credential, the Career and Technical Certificate, (C.T.C.), successful completion of these courses does not, at this time, culminate in the awarding of a local, state, or national licensure/certification. Note: the courses will continue to be offered as part of the existing Associate of Applied Science in Architectural/Design Construction Technology. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

**Technical Competency Area in Automotive Gas Metal Arc Welding
CIP Code: 48.0508**

Justification: Terminate the T.C.A. in Automotive Gas Metal Arc Welding; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved instructional credentials. Note: the course will continue to be offered as part of the existing Certificate and Degree programs in Motor Vehicle Technology, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

**Technical Competency Area in Clerical Automation
CIP Code: 52.0401**

Justification: Terminate the T.C.A. in Clerical Automation; while the total credit hours meet thresholds for the newly approved credential, the Career and Technical Certificate, (C.T.C.), successful completion of these courses does not culminate in the awarding of a local, state, or national licensure/certification. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

**Technical Competency Area in Desktop Publishing
CIP Code: 52.0401**

Justification: Terminate the T.C.A. in Desktop Publishing; while the total credit hours meet thresholds for the newly approved credential, the Career and Technical Certificate, (C.T.C.), successful completion of these courses does not culminate in the awarding of a local, state, or national licensure/certification. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

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**Technical Competency Area in Digital Media Technologies
CIP Code: 50.0102**

Justification: Terminate the T.C.A. in Digital Media Technologies; while the total credit hours meet thresholds for the newly approved credential, the Career and Technical Certificate, (C.T.C.), successful completion of these courses does not culminate in the awarding of a local, state, or national licensure/certification. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

**Technical Competency Area in Management Trainee in General Business
CIP Code: 52.0201**

Justification: Terminate the T.C.A. in Management Trainee in General Business; while the total credit hours meet thresholds for the newly approved credential, the Career and Technical Certificate, (C.T.C.), successful completion of these courses does not culminate in the awarding of a local, state, or national licensure/certification. Courses will continue to be offered as components of the existing Associate of Applied Science degree in Business and Management. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

**Technical Competency Area in NCCER Technical Core Studies
CIP Code: 15.0000**

Justification: Terminate the T.C.A. in NCCER Technical Core Studies; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved instructional credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

**Technical Competency Area in PLC Programming
CIP Code: 15.0303**

Justification: Terminate the T.C.A. in PLC Programming; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

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**Technical Competency Area in Global Logistics Associate
CIP Code: 52.0203**

Justification: Terminate the T.C.A. in Global Logistics Associate; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved instructional credentials. Note: the course will continue to be offered as part of the existing Certificate of Technical Studies in Logistics Technology and the existing Associate of Applied Science in Business and Management, with a concentration in Logistics Management. The attainment of the Industry Based Certification (I.B.C.) will continue to be tracked; and, the College will submit proposals for new instructional program(s) in the future to address the needs of Logistics Technology/Logistics Management. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

**Technical Competency Area in Logistics Technology Entry-Level
CIP Code: 52.0203**

Justification: Terminate the T.C.A. in Logistics Technology Entry-Level; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved instructional credentials. Note: the course will continue to be offered as part of the existing Certificate of Technical Studies in Logistics Technology and the existing Associate of Applied Science in Business and Management, with a concentration in Logistics Management. The attainment of the Industry Based Certification (I.B.C.) will continue to be tracked; and, the College will submit proposals for new instructional program(s) in the future to address the needs of Logistics Technology/Logistics Management. The College requests termination of this T.C.A., effective at the conclusion of the 2017-2018 Academic Year.

**Technical Competency Area in Logistics Technology Front Line Supervisor
CIP Code: 52.0203**

Justification: Terminate the T.C.A. in Logistics Technology Front Line Supervisor; successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, and the total credit hours meet thresholds as defined for approved credentials, the Academic Division has requested to terminate this instructional area based on revised certification standards and availability. Note: the courses will continue to be offered as part of the existing Certificate of Technical Studies in Logistics Technology and the existing Associate of Applied Science in Business and Management, with a concentration in Logistics Management., and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked; and, Division will submit proposals for new instructional program(s) in the future to address the needs of Logistics Technology/Logistics Management.

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Change of Credential Designations:

Dialysis Technician

CIP Code: 51.1011

IBC: Hemodialysis Examination (for employment as Dialysis Technician), administered by the Board of Nephrology Examiners, Nursing, and Technology (BONENT)

Change the credential designation of the T.C.A. in Dialysis Technician *from* T.C.A. in Dialysis Technician *to* Career and Technical Certificate (C.T.C.) in Dialysis Technician.

Justification: Dialysis Technicians administer hemodialysis treatments to patients with renal failure under the supervision of a nurse or physician. The Dialysis Technician is involved in prescription interpretation, dialysite preparation, extracorporeal circuit and dialyzer set-up and maintenance, equipment monitoring, patient preparation, taking vital signs, documentation and communication, venipuncture and local anesthesia administration, emergency intervention, safety and sanitation, and professional standards and ethics. The goal of the program is to provide graduates with the skills necessary for entry into health services employment as Renal/Dialysis Technicians. Total Credit Hours: Eleven (11).

Curriculum Attached.

Emergency Medical Technician-Basic

CIP Code: 51.0904

IBC: EMT-Basic Certification/Licensure, awarded by Louisiana Office of Public Health, Bureau of EMS and/or EMT-Basic Registry, awarded by National Registry of Emergency Medical Technicians.

Change the credential designation of the T.C.A. in Emergency Medical Technician-Basic *from* T.C.A. in Emergency Medical Technician-Basic *to* Career and Technical Certificate (C.T.C.) in Emergency Medical Technician-Basic.

Justification: The Certificate program in EMT-Basic introduces the student to basic life support treatments of the sick and injured in the pre-hospital setting. Skills include treatment of cardiopulmonary arrest; application of bandages, splinting devices, traction devices, spinal immobilization, and pneumatic anti-shock garments. Successful completion allows the graduate to become state and nationally certified as an Emergency Medical Technician-Basic. Certified EMT-Basics are eligible to apply for positions in the oil and gas industry, safety response teams, prehospital healthcare, fire departments, police departments, emergency rooms, and any area in which a tiered response team is currently in use. Total Credit Hours: Eight (8).

Curriculum Attached.

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**Dietary Manager
CIP Code: 51.3199
IBC: Certified Dietary Manager, administered by the Association of Nutrition and Foodservice Professionals (ANFP)**

Change the credential designation of the T.C.A. in Dietary Manager *from* T.C.A. in Dietary Manager *to* Career and Technical Certificate (C.T.C.) in Dietary Manager.

Justification: The Dietary Manager Certificate program provides graduates the knowledge and practical expertise regarding the study of food, nutrition, and dietary science. Total Credit Hours: Twelve (12).

Curriculum Attached.

**Phlebotomy Technician
CIP Code: 51.1009
IBC: Phlebotomy Technician, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); Louisiana State Board of Medical Examiners**

Change the credential designation of the T.C.A. in Phlebotomy Technician *from* T.C.A. in Phlebotomy Technician *to* Career and Technical Certificate (C.T.C.) in Phlebotomy Technician.

Justification: The goal of the Certificate program is to provide a quality education that produces successful phlebotomists for New Orleans and Louisiana. Career entry competencies expected of graduates include collecting, transporting, handling, and processing blood specimens for analysis in the clinical laboratory. As responsible members of the health care team, graduates must also demonstrate appropriate interpersonal skills. Total Credit Hours: Twelve (12).

Curriculum Attached.

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Electrocardiograph (EKG) Technician
CIP Code: 51.0902

IBC: Nationally Registered Certified EKG Technician (NRCEKG), the National Association for Health Professionals.

Change the credential designation of the T.C.A. in Electrocardiograph (EKG) Technician *from* T.C.A. in Electrocardiograph (EKG) Technician *to* Career and Technical Certificate (C.T.C.) in Electrocardiograph (EKG) Technician.

Justification: Electrocardiograph Technicians (EKG Technicians) assist in helping physicians diagnose and treat patients various cardiovascular problems. The EKG Technician uses an electrocardiogram machine to monitor the heart's activity. The EKG test records the reading of electrical impulses from the heart so the physician may accurately diagnosis the problem. EKG Technicians primarily work in hospitals, clinics, and/or physicians' offices. EKG tests are typically performed as diagnostic tests, before or after surgical procedures, during physical examinations, in cases where a patient is experiencing chest pains, and when deemed necessary by a physician. The EKG Technician is responsible for performing diagnostic tests to access the heart rhythm and rate in patients. He or she may also clean equipment, maintain, and process data reports. Total Credit Hours: Six (6).

Curriculum Attached.

Certified Nursing Assistant (C.N.A.)
CIP Code: 51.3999

IBC: Certified Nurse Assistant, State of Louisiana Department of Health and Hospitals

Change the credential designation of the T.C.A. in Certified Nursing Assistant *from* T.C.A. in Certified Nursing Assistant *to* Career and Technical Certificate (C.T.C.) in Certified Nursing Assistant.

Justification: The Certified Nursing Assistant Certificate program trains students to meet the personal care needs of patients/residents in hospitals and long-term care facilities. Fundamental concepts taught include interpersonal communication, infection control, environmental and safety measures, emergency response, body mechanics, and basic mental health concepts. Demonstration of correct performance of basic nursing skills is required in laboratory and clinical settings. The program encompasses the content required by state and federal regulations, and is approved by the Louisiana Department of Health and Hospitals. Total Credit Hours: Six (6).

Curriculum Attached.

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Child Development Associate (CDA) Preparation

CIP Code: 19.0709

IBC: Child Development Associate (CDA), administered by the U.S. Department of Health and Human Services.

Change the credential designation of the T.C.A. in Certified Nursing Assistant *from* T.C.A. in Child Development Associate (CDA) Preparation *to* Career and Technical Certificate (C.T.C.) in Child Development Associate (CDA) Preparation.

Justification: The Certificate program in Child Development meets the training needs required for certification to work in child care centers. The standards for this training are nationally developed and recognized. The Child Development Associate (CDA) Credential is the most widely recognized credential in early childhood education, and is a key stepping stone on the path of career advancement in childcare. It prepares students for employment in child care centers or in family home child care settings working with infants and toddlers, or preschoolers. Skills from the 13 functional areas required by the National Council for Early Childhood Professional Recognition are recognized. Total Credit Hours: Six (6).

Curriculum Attached

A+ Certification

CIP Code: 47.0104

IBC: Comp TIA A+ Exam 22-801 and Comp TIA A+ Exam 220-802

Change the credential designation of the T.C.A. in A+ Certification *from* T.C.A. in A+ Certification *to* Career and Technical Certificate (C.T.C.) in A+ Certification.

Justification: The goal of this Certificate program is to provide an overview of the CompTIA A+ certification program, the industry standard for validating the skills expected of entry-level computer technicians. Topics covered include motherboards, memory, processors, video, storage media and devices, printers, operating systems, networking, virtualization, mobile devices, and security. Total Credit Hours: Eleven (11).

Curriculum Attached.

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Application Programming

CIP Code: 11.0901

IBC: C++ Certified Associate Programmer (CAP), administered by C++ Institute

Change the credential designation of the T.C.A. in Application Programming *from* T.C.A. in Application Programming *to* Career and Technical Certificate (C.T.C.) in Application Programming.

Justification: This Certificate Program provides students with an opportunity for career exploration in application programming and/or systems analysis/design. All courses comprising this Career and Technical Certificate may be applied towards the Programmer/Analyst Certificate of Technical Studies and the Computer Information Technology Associate of Applied Science degree with the Programmer/Analyst concentration. Total Credit Hours: Twelve (12).

Curriculum Attached.

AutoCAD

CIP Code: 15.1301

IBC: Autodesk AutoCad Certified User

Change the credential designation of the T.C.A. in AutoCAD *from* T.C.A. in AutoCAD *to* Career and Technical Certificate (C.T.C.) in AutoCAD.

Justification: The purpose of the AutoCAD Career and Technical Certificate Program is to recognize through skill assessments individuals who demonstrate mastery of the core competencies required for success in obtaining entry-level positions in the support of drafters and designers in a variety of settings. Entry-level drafters begin with an Associate degree, and those who provide support to drafting professionals may do so with a certificate, degree, or possession of an Industry Based Certification. The program is designed as an exit point, attainable within the Certificate of Technical Studies and the Associate of Applied Science in Computer Aided Design and Drafting. Total Credit Hours: Nine (9).

Curriculum Attached.

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Information Security/Assurance

CIP Code: 11.1003

IBC: Systems Security Certified Practitioner (SSCP) and Certified Information Security Professional (CISSP), administered by ISC² (International Information System Security Certification Consortium).

Change the credential designation of the T.C.A. in Information Security *from* T.C.A. in Information Security *to* Career and Technical Certificate (C.T.C.) in Information Security.

Justification: The Certificate Program in Information Security/Assurance prepares students to plan, coordinate, and implement security measures for information systems to regulate access to computer data files and prevent unauthorized modification, destruction, or disclosure of information while maintaining the integrity, confidentiality, and availability of information for use by authorized users.

Total Credit Hours: Twelve (12).

Curriculum Attached.

Information Technology Support

CIP Code: 11.1006

IBC: A+ Certification in Computer Help Desk

Change the credential designation of the T.C.A. in Information Technology Support *from* T.C.A. in Information Technology Support *to* Career and Technical Certificate (C.T.C.) in Information Technology Support.

Justification: The Certificate Program in Information Technology Support prepares students to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. The Career and Technical Certificate includes instruction in computer concepts, information systems, networking, operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service. The C.T.C. provides students with technical competencies for entry-level employment opportunities as user support specialists. Students will study current topics and technology advances in the Information Technology field to gain a broad knowledge of the hardware, application software and operating systems, networked environments, PC components, troubleshooting of common problems, and user interaction. **Total Credit Hours:** Twelve (12).

Curriculum Attached.

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Motor Vehicle Maintenance and Light Repair

CIP Code: 47.0604

IBC: ASE (Automotive Service Excellence) G1 Certification (Maintenance and Light Repair)

Change the credential designation of the T.C.A. in Motor Vehicle Maintenance and Light Repair *from* T.C.A. in Motor Vehicle Maintenance and Light Repair *to* Career and Technical Certificate (C.T.C.) in Motor Vehicle Maintenance and Light Repair.

Justification: The Motor Vehicle Maintenance and Light Repair Certificate Program prepares students for entry level maintenance and repair positions in automotive service shops. Students learn the basic repair and maintenance operations in all eight ASE (Automotive Service Excellence) areas of passenger vehicles and light trucks. Completers of this C.T.C. may elect to pursue master level Motor Vehicle Technology knowledge in the Certificate of Technical Studies and Associate of Applied Science degree. Total Credit Hours: Twelve (12).

Curriculum Attached.

NET+ Certification

CIP Code: 11.0901

IBC: Net+ Certification, CompTIA Network + Exam number N10-006.

Change the credential designation of the T.C.A. in NET+ Certification *from* T.C.A. in NET+ Certification *to* Career and Technical Certificate (C.T.C.) in NET+ Certification.

Justification: The NET+ Certification Program provides an overview of the CompTIA NET + certification program, the industry standard for measuring the skills as a network technician: understanding of network hardware, installation, and trouble shooting. Total Credit Hours: Six (6).

Curriculum Attached.

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Quickbooks
CIP Code: 52.0302
IBC: Certified Quickbooks User, administered by Intuit

Change the credential designation of the T.C.A. in Quickbooks *from* T.C.A. in Quickbooks *to* Career and Technical Certificate (C.T.C.) in Quickbooks.

Justification: Intuit QuickBooks is the industry leader in accounting software for small businesses and medium-sized businesses. This certification program focuses on the general knowledge of accounting/bookkeeping and the skills required in the most commonly used accounting software application. QuickBooks Certification validates essential knowledge for an entry-level accounting position and provides marketable skills that speak to employers. According to Intuit, 80 percent of today's small businesses use QuickBooks. Total Credit Hours: Six (6).

Curriculum Attached.

Real Estate Sales Agent
CIP Code: 52.1501
IBC: Real Estate Sales Agent, administered by the Louisiana Real Estate Commission

Change the credential designation of the T.C.A. in Real Estate Sales Agent *from* T.C.A. in Real Estate Sales Agent *to* Career and Technical Certificate (C.T.C.) in Real Estate Sales Agent.

Justification: The Certificate program in Real Estate Sales Agent prepares students for the State of Louisiana Real Estate licensing examination, and subsequent employment as a Real Estate Sales Agent. To be eligible to take the licensing examination, a student must complete ninety (90) contact hours of approved coursework covering pertinent information in the real estate industry. Students may elect to continue their studies in the Certificate of Technical Studies program in Real Estate Professional and/or the Associate of Applied Science degree program in Business and Management, with a concentration in Real Estate. Total Credit Hours: Six (6).

Curriculum Attached.

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**Revit
CIP Code: 15.1301
IBC: Autodesk Revit Certified User**

Change the credential designation of the T.C.A. in Revit *from* T.C.A. in Revit *to* Career and Technical Certificate (C.T.C.) in Revit.

The Certificate program in Revit provides students with specialized skills in drafting. Entry-level drafters begin with an Associate degree, and those who provide support to drafting professionals may do so with a certificate, degree, or possession of an Industry Based Certification. The C.T.C. is designed as an exit point, attainable within the Certificate of Technical Studies and the Associate of Applied Science in Computer Aided Design and Drafting. Total Credit Hours: Twelve (12).

Curriculum Attached.

**Web Programming
CIP Code: 11.0801
IBC: MCSA (Microsoft Certified Professional) Web Application Certification**

Change the credential designation of the T.C.A. in Web Programming *from* T.C.A. in Web Programming *to* Career and Technical Certificate (C.T.C.) in Web Programming.

Justification: The Certificate in Web Design and Development is a hands-on program designed to teach students the principles and mechanics underlying the design development of websites. A combination of technologies and tools are taught, to assist the student in working as a professional in the web environment. Students may continue their education by enrolling in the Certificate of Technical Studies in Web Site Design and/or the Associate of Applied Science in Computer Information Technology, with a concentration in Web Design. Total Credit Hours: Twelve (12).

Curriculum Attached.

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Welding: FCAW & GMAW
CIP Code: 48.0508
IBC: AWS (American Welding Society) Certification

Change the credential designation of the T.C.A. in Welding: FCAW & GMAW *from* T.C.A. in Welding: FCAW & GMAW *to* Career and Technical Certificate (C.T.C.) in Welding: FCAW & GMAW.
Justification: The purpose of the Welding Certificate Program is to prepare individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints. Total Credit Hours: Twelve (12).

Curriculum Attached.

If you require any additional information, please do not hesitate to contact Tim Stamm, Dean Library/Executive Director of Curriculum and Program Development at (504) 671-5482. Thank you for your consideration of this request.

Sincerely,



Peter J. Fos, Ph.D., D.D.S., M.P.H.
Vice Chancellor, Academic Affairs & College Provost

Approved:



Joan Davis, J.D.
Chancellor

Enclosure

PJF/ts

Dialysis Technician, C.T.C.

Career and Technical Certificate Program

Division: Allied Health

Dialysis Technicians administer hemodialysis treatments to patients with renal failure under the supervision of a nurse or physician. The Dialysis Technician is involved in prescription interpretation, dialysate preparation, extracorporeal circuit and dialyzer set-up and maintenance, equipment monitoring, patient preparation, taking vital signs, documentation and communication, venipuncture and local anesthesia administration, emergency intervention, safety and sanitation, and professional standards and ethics. The goal of the program is to provide graduates with the skills necessary for entry into health services employment as Renal/Dialysis Technicians.

Students who successfully complete the certificate program are eligible to take the hemodialysis exam for technicians given by the Board of Nephrology Examiners, Nursing, and Technology (BONET).

The certificate program in Dialysis Technician is a limited admissions program. In addition to applying to the College, prospective students must complete an application to the program in the Division of Allied Health's Admissions Office. Applications are reviewed by a Committee on Admissions for Dialysis Technician and evaluated on an impartial basis.

Course Required in Major:

Required grade of "C" or higher.

HESC-130	Introduction to Dialysis	3
HESC-131	Dialysis Procedures	3
HESC-132	Dialysis Clinical Practicum	5

TOTAL CREDIT HOURS: 11

Suggested Sequence:

First Semester:

HESC-130	Introduction to Dialysis, 3 credit hours
HESC-131	Dialysis Procedures, 3 credit hours

Total: 6 credit hours

Second Semester:

HESC-132 Dialysis Clinical Practicum, 5 credit hours

Total: 5 credit hours

TOTAL CREDIT HOURS: 11

Emergency Medical Technician-Basic, C.T.C.

**Career and Technical Certificate Program
Division: Allied Health**

The Certificate program in EMT-Basic introduces the student to basic life support treatments of the sick and injured in the pre-hospital setting. Skills include treatment of cardiopulmonary arrest; application of bandages, splinting devices, traction devices, spinal immobilization, and pneumatic anti-shock garments.

Successful completion allows the graduate to become state and nationally certified as an Emergency Medical Technician-Basic. Certified EMT-Basics are eligible to apply for positions in the oil and gas industry, safety response teams, prehospital healthcare, fire departments, police departments, emergency rooms, and any area in which a tiered response team is currently in use.

The certificate program in Emergency Medical Technician-Basic is a limited admissions program. In addition to applying to the College, prospective students must complete an application to the program in the Division of Allied Health's Admissions Office. Applications are reviewed by a Committee on Admissions for Emergency Medical Technician and evaluated on an impartial basis.

Courses Required in Major:

Required grade of "C" or higher.

EMTE-112 Emergency Medical Technician 8

TOTAL CREDIT HOURS: 8

Suggested Sequence:

First Semester:

EMTE-112 Emergency Medical Technical, 8 credit hours

Total: 8 credit hours

TOTAL CREDIT HOURS: 8

Dietary Manager, C.T.C.

Career and Technical Certificate Program

Division: Allied Health

The Dietary Manager Certificate program provides graduates the knowledge and practical expertise regarding the study of food, nutrition, and dietary science. Graduates will be prepared to test for certification administered by the Association of Nutrition and Foodservice Professionals (ANFP) to be designated a Certified Dietary Manager (CDM).

Required Courses in Major

Required grade of "C" or higher.

DMTP-101	Medical Nutrition Therapy	3
DMTP-110	ANFP Resource Management	3
DMTP-115	ANFP Food Service Operations	3
DMTP-125	ANFP Field Experience	3

TOTAL CREDIT HOURS: 12

Suggested Sequence:

First Semester:

DMTP-101	Medical Nutrition Therapy, 3 credit hours
DMTP-110	ANFP Resource Management, 3 credit hours
DMTP-115	ANFP Food Service Operations, 3 credit hours

Total: 9 credit hours

Second Semester:

DMTP-125	ANFP Field Experience, 3 credit hours
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Total: 3 credit hours

TOTAL CREDIT HOURS: 12

Phlebotomy Technician, C.T.C.

Career and Technical Certificate Program

Division: Allied Health

The goal of the Certificate program is to provide a quality education that produces successful phlebotomists for New Orleans and Louisiana. Career entry competencies expected of graduates include collecting, transporting, handling, and processing blood specimens for analysis in the clinical laboratory. As responsible members of the health care team, graduates must also demonstrate appropriate interpersonal skills. The courses in the program adhere to the Essentials and Guidelines of Education Programs for the Phlebotomy Technician as advised by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Required Courses in Major

Required grade of "C" or higher.

MLTS-104	Introduction to Phlebotomy	4
MLTS-105	Structure and Function of the Body Systems	2
MLTS-151	Phlebotomy Clinical Practicum	6

TOTAL CREDIT HOURS: 12

Suggested Sequence:

First Semester:

MLTS-104	Introduction to Phlebotomy, 4 credit hours
MLTS-105	Structure and Function of the Body Systems, 2 credit hours
MLTS-151	Phlebotomy Clinical Practicum, 6 credit hours

Total: 12 credit hours

TOTAL CREDIT HOURS: 12

Electrocardiographic (EKG) Technician, C.T.C.

Career and Technical Certificate Program

Division: Allied Health

Electrocardiograph Technicians (EKG Technician) assist in helping physicians diagnose and treat patients various cardiovascular problems. The EKG Technician uses an electrocardiogram machine to monitor the heart's activity. The EKG test records the reading of electrical impulses from the heart so the physician may accurately diagnosis the problem. EKG Technicians primarily work in hospitals, clinics, and/or physicians' offices. EKG tests are typically performed as diagnostic tests, before or after surgical procedures, during physical examinations, in cases where a patient is experiencing chest pains, and when deemed necessary by a physician. The EKG Technician is responsible for performing diagnostic tests to access the heart rhythm and rate in patients. He or she may also clean equipment, maintain, and process data reports.

Students who successfully complete the Certificate program are eligible to sit for a national certification exam to receive the credential: Nationally Registered Certified EKG Technician (NRCEKG). This licensure/certification examination is offered by the National Association for Health Professionals.

Required Courses in Major

Required grade of "C" or higher

HESC-161	Introduction to Electrocardiography	3
HESC-162	Electrocardiography II	3

TOTAL CREDIT HOURS: 6

Suggested Sequence:

First Semester:

HESC-161 Introduction to Electrocardiography, 3 credit hours

Total: 3 credit hours

Second Semester:

HESC-162 Electrocardiography II, 3 credit hours

Total: 3 credit hours

TOTAL CREDIT HOURS: 6

Certified Nursing Assistant, C.T.C.

Career and Technical Certificate Program

Division: Nursing

The Certified Nursing Assistant Certificate program trains students to meet the personal care needs of patients/residents in hospitals and long-term care facilities. Fundamental concepts taught include interpersonal communication, infection control, environmental and safety measures, emergency response, body mechanics, and basic mental health concepts. Demonstration of correct performance of basic nursing skills is required by state and federal standards, and is approved by the Louisiana Department of Health and Hospitals. Upon Successful completion of the program, graduates are eligible for certification as a nursing assistant in the state of Louisiana.

The Certificate program in Certified Nursing Assistant is a limited admissions program. In addition to applying to the College, prospective students must complete an application to the program in the Division of Nursing's Admissions Office.

Required Courses in Major

Required grade of "C" or higher.

HESC-100 Essentials of Nursing Assisting 6

TOTAL CREDIT HOURS: 6

Suggested Sequence:

First Semester:

HESC-100 Essentials of Nursing Assisting, 6 credit hours

Total: 6 credit hours

TOTAL CREDIT HOURS: 6

Child Development Associate (C.D.A.) Preparation, C.T.C.

Career and Technical Certificate Program

DIVISION: Arts & Humanities

The Certificate program in Child Development meets the training needs required for certification to work in child care centers. The standards for this training are nationally developed and recognized. The Child Development Associate (CDA) Credential is the most widely recognized credential in early childhood education, and is a key stepping stone on the path of career advancement in childcare. Successful completion of the program prepares students for the assessment exam required for the Child Development Associate (CDA) Credential. It also prepares students for employment in child care centers or in family home child care settings working with infants and toddlers, or preschoolers. Skills from the 13 functional areas required by the National Council for Early Childhood Professional Recognition are recognized.

Required Courses in Major

Required grade of "C" or higher.

CDYC-106	Child Development Associate (CDA) Prep I	3
CDYC-107	Child Development Associate (CDA) Prep II	3

TOTAL CREDIT HOURS: 6

Suggested Sequence:

First Semester:

CDYC-106 Child Development Associate (CDA) Prep I, 3 credit hours

Total: 3 credit hours

Second Semester:

CDYC-107 Child Development Associate (CDA) Prep II, 3 credit hours

Total: 3 credit hours

TOTAL CREDIT HOURS: 6

A+ Certification, C.T.C.

**Career and Technical Certificate Program
Division: Business & Technology**

The goal of this Certificate program is to provide an overview of the CompTIA A+ certification program, the industry standard for validating the skills expected of entry-level computer technicians. Topics covered include motherboards, memory, processors, video, storage media and devices, printers, operating systems, networking, virtualization, mobile devices, and security. Students who successfully complete the Career and Technical Certificate in A+ Certification are eligible to sit for national certification examinations: CompTIA A+ Exam 220-801 and CompTIA A+ Exam 220-802.

Required Courses in Major:

Required grade of "C" or higher.

ELST-262	Computer Repair Fundamentals	4
ELST-267	Advanced Computer Repair	4
ELST-269	A+ Certification	3

TOTAL CREDIT HOURS: 11

Suggested Sequence:

First Semester:

ELST-262	Computer Repair Fundamentals, 4 credit hours
ELST-267	Advanced Computer Repair, 4 credit hours

Total: 8 credit hours

Second Semester:

ELST-269	A+ Certification, 3 credit hours
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Total: 3 credit hours

TOTAL CREDIT HOURS: 11

Application Programming, C.T.C.

Career and Technical Certificate Program

Division: Business & Technology

This Certificate Program provides students with an opportunity for career exploration in application programming and/or systems analysis/design. All courses comprising this Career and Technical Certificate may be applied towards the Programmer/Analyst Certificate of Technical Studies and the Computer Information Technology Associate of Applied Science degree with the Programmer/Analyst concentration. Completers of this C.T.C. will be prepared to take Industry Based Certifications related to applications programming such as the C++ Institute C++ Certified Associate Programmer (CAP) exam.

Required Courses in Major

Required grade of "C" or higher

CNET-157	Network System Basics	3
CMIN-203	Logic & Design I	3
CMIN-204	Fundamentals of Information Technologies and Systems	3
CMIN-214	Introduction to C++ <u>OR</u>	3
CMIN-250	Java Programming I (3 credit hours)	3

TOTAL CREDIT HOURS: 12

Suggested Sequence:

First Semester

CNET-157 Network System Basics, 3 credit hours
CMIN-203 Logic & Design I, 3 credit hours
CMIN-204 Fundamentals of Information Technologies and Systems, 3 credit hours

Total: 9 credit hours

Second Semester:

CMIN-214 Introduction to C++, 3 credit hours OR
CMIN-250 Java Programming I, 3 credit hours

Total: 3 credit hours

TOTAL CREDIT HOURS: 12

AutoCAD, C.T.C.

Career and Technical Certificate Program

Division: Business & Technology

The purpose of the AutoCAD Career and Technical Certificate Program is to recognize through skill assessments individuals who demonstrate mastery of the core competencies required for success in obtaining entry-level positions in the support of drafters and designers in a variety of settings. Entry-level drafters begin with an Associate degree, and those who provide support to drafting professionals may do so with a certificate, degree, or possession of an Industry Based Certification. Qualified applicants in this field are expected to be in high demand for the foreseeable future. Students completing the C.T.C. will be eligible to sit for an Industry Based Certification exam in Autodesk AutoCad Certified User. The program is designed as an exit point, attainable within the Certificate of Technical Studies and the Associate of Applied Science in Computer Aided Design and Drafting.

Required Courses in Major

Required grade of "C" or higher.

CADD-125	Introduction to Drafting	3
CADD-201	Introduction to CADD	3
CADD-202	Three-Dimensional Applications in CADD	3

TOTAL CREDIT HOURS: 9

Suggested Sequence:

First Semester:

CADD-125 Introduction to Drafting, 3 credit hours

Total: 3 credit hours

Second Semester:

CADD-201 Introduction to CADD, 3 credit hours

Total: 3 credit hours

Third Semester:

CADD-202 Three-Dimensional Applications in CADD, 3 credit hours

Total: 3 credit hours

TOTAL CREDIT HOURS: 9

Information Security/Assurance, C.T.C.

**Career and Technical Certificate Program
Division: Business & Technology**

The Certificate Program in Information Security/Assurance prepares students to plan, coordinate, and implement security measures for information systems to regulate access to computer data files and prevent unauthorized modification, destruction, or disclosure of information while maintaining the integrity, confidentiality, and availability of information for use by authorized users. The National Security Agency (NSA) has adopted the competencies outlined for the Systems Security Certified Practitioner (SSCP) and the Certified Information Systems Security Professional (CISSP) as the standard for Information Security Professionals. Prior to sitting for the SSCP examination, individuals must first subscribe to the International Information Security Certification Consortium (ISC)2 Code of Ethics, and must have one year working experience in Information Security/Assurance; individuals may substitute time spent earning course credits/academic credentials for the work experience requirement.

Required Courses in Major

Required grade of "C" or higher.

CMIN-204	Fundamentals of Information Technologies and Systems	3
CMIN-244	Introduction to Information Security	3
CMIN-246	Introduction to Information Assurance	3
CNET-157	Network Systems Basics	3

TOTAL CREDIT HOURS: 12

Suggested Sequence:

First Semester:

- CNET-157 Network Systems Basics, 3 credit hours**
- CMIN-204 Fundamentals of Information Technologies and Systems, 3 credit hours**

Total: 6 credit hours

Second Semester:

- CMIN-244 Introduction to Information Security, 3 credit hours**
- CMIN-246 Introduction to Information Assurance, 3 credit hours**

Total: 6 credit hours

TOTAL CREDIT HOURS: 12

Information Technology Support, C.T.C.

Career and Technical Certificate Program

Division: Business & Technology

The Certificate Program in Information Technology Support prepares students to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. The Career and Technical Certificate includes instruction in computer concepts, information systems, networking, operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service. The C.T.C. provides students with technical competencies for entry-level employment opportunities as user support specialists. Students will study current topics and technology advances in the Information Technology field to gain a broad knowledge of the hardware, application software and operating systems, networked environments, PC components, troubleshooting of common problems, and user interaction. Successful completers may be eligible to sit for the A+ Certification exam in Computer Help Desk.

Required Courses in Major:

Required grade of "C" or higher.

ADOT-231	Customer Service Help Desk	3
ADOT-232	Application Software Support	3
CMIN-204	Fundamentals of Information Technologies & Systems	3
CNET-157	Network Systems Basics	3

TOTAL CREDIT HOURS: 12

Suggested Sequence:

First Semester:

CNET-157	Network Systems Basics, 3 credit hours
CMIN-204	Fundamentals of Information Technologies and Systems, 3 credit hours

Total: 6 credit hours

Second Semester:

ADOT-231	Customer Service Help Desk, 3 credit hours
ADOT-232	Application Software Support, 3 credit hours

Total: 6 credit hours

TOTAL CREDIT HOURS: 12

Motor Vehicle Maintenance and Light Repair, C.T.C.

Career and Technical Certificate Program

Division: Technical Division

The Motor Vehicle Maintenance and Light Repair Certificate Program prepares students for entry level maintenance and repair positions in automotive service shops. Students learn the basic repair and maintenance operations in all eight ASE (Automotive Service Excellence) areas of passenger vehicles and light trucks. Completers of this C.T.C. are eligible for ASE G1 Certification (Maintenance and Light Repair), and may elect to pursue master level Motor Vehicle Technology knowledge in the Certificate of Technical Studies and Associate of Applied Science degree.

Required Courses in Major:

Required grade of "C" or higher.

MOVH-101	Introduction to Motor Vehicle Technology	3
MOVH-130	Fundamentals of Electricity	3
MOVH-154	Brake Systems	2
MOVH-156	Brake Systems Laboratory	1
MOVH-217	Steering and Suspension Systems	2
MOVH-219	Steering and Suspension Systems Laboratory	1

Total: 12 credit hours

Suggested Sequence:

First Semester:

MOVH-101	Introduction to Motor Vehicle Technology, 3 credit hours
MOVH-130	Fundamentals of Electricity, 3 credit hours

Total: 6 credit hours

Second Semester:

MOVH-154	Brake Systems, 2 credit hours
MOVH-156	Brake Systems Laboratory, 1 credit hour
MOVH-217	Steering and Suspension Systems, 2 credit hours
MOVH-219	Steering and Suspension Systems Laboratory, 1 credit hour

Total: 6 credit hours

TOTAL CREDIT HOURS: 12

NET+ Certification, C.T.C.

Career and Technical Certificate Program

Division: Business & Technology

The NET+ Certification Program provides an overview of the CompTIA NET + certification program, the industry standard for measuring the skills as a network technician: understanding of network hardware, installation, and trouble shooting. Students who successfully complete the Technical Competency Area in Net + Certification are eligible to sit for national certification examination: CompTIA Network+ Exam number N10-006.

Required Courses in Major:

Required grade of "C" or higher.

CNET 157	Network System Basics	3
CNET 297	Certification Preparation	3

TOTAL CREDIT HOURS: 6

Suggested Sequence:

First Semester:

CNET 157	Network System Basics, 3 credit hours
CNET 297	Certification Preparation, 3 credit hours

Total: 6 credit hours

TOTAL CREDIT HOURS: 6

Quickbooks, C.T.C.

**Career and Technical Certificate Program
Division: Business & Technology**

Intuit QuickBooks is the industry leader in accounting software for small businesses and medium-sized businesses. This certification program focuses on the general knowledge of accounting/bookkeeping and the skills required in the most commonly used accounting software application. QuickBooks Certification validates essential knowledge for an entry-level accounting position and provides marketable skills that speak to employers. According to Intuit, 80 percent of today's small businesses use QuickBooks. Students who successfully complete the Career and Technical Certificate in QuickBooks are eligible to sit for the industry-based certification exam offered by QuickBooks to receive the following credentials: Certified QuickBooks User.

Required Courses in Major:

Required grade of "C" or higher.

ACCT 201	Principles of Accounting I	3
ACCT 222	Computerized Accounting using QuickBooks	3

TOTAL CREDIT HOURS: 6

Suggested Sequence:

First Semester:

ACCT 201	Principles of Accounting I, 3 credit hours
ACCT 222	Computerized Accounting using QuickBooks, 3 credit hours

Total: 6 credit hours

TOTAL CREDIT HOURS: 6

Real Estate Sales Agent, C.T.C.

**Career and Technical Certificate Program
Division: Business & Technology**

The Certificate program in Real Estate Sales Agent prepares students for the State of Louisiana Real Estate licensing examination, and subsequent employment as a Real Estate Sales Agent. To be eligible to take the licensing examination, a student must complete ninety (90) contact hours of approved coursework covering pertinent information in the real estate industry.

Required Courses in Major:

Required grade of "C" or higher.

RLST-161	Principles of Real Estate	3
RLST-261	Louisiana Real Estate Law	3

TOTAL CREDIT HOURS: 6

Suggested Sequence:

First Semester:

RLST-161	Principles of Real Estate, 3 credit hours
RLST-261	Louisiana Real Estate Law, 3 credit hours

Total: 6 credit hours

TOTAL CREDIT HOURS: 6

Revit, C.T.C.

**Career and Technical Certificate Program
Division: Business & Technology**

The Certificate program in Revit provides students with specialized skills in drafting. Students completing the Career and Technical Certificate will be eligible to sit for an Industry Based Certification exam in Autodesk Revit Certified User. Entry-level drafters begin with an Associate degree, and those who provide support to drafting professionals may do so with a certificate, degree, or possession of an Industry Based Certification. The C.T.C. is designed as an exit point, attainable within the Certificate of Technical Studies and the Associate of Applied Science in Computer Aided Design and Drafting.

Required Courses in Major:

Required grade of "C" or higher.

CADD-125	Introduction to Drafting	3
CADD-201	Introduction to CADD	3
CADD-212	Architectural Applications in CADD	3
CADD-231	Structural/Civil Application in CADD	3

TOTAL CREDIT HOURS: 12

Suggested Sequence:

First Semester:

CADD-125 Introduction to Drafting, 3 credit hours

Total: 3 credit hours

Second Semester:

CADD-201 Introduction to CADD, 3 credit hours

Total: 3 credit hours

Third Semester:

CADD-212 Architectural Applications in CADD, 3 credit hours

CADD-231 Structural/Civil Application in CADD, 3 credit hours

Total: 6 credit hours

TOTAL CREDIT HOURS: 12

Web Programming, C.T.C.

**Career and Technical Certificate Program
Division: Business & Technology**

The Certificate in Web Design and Development is a hands-on program designed to teach students the principles and mechanics underlying the design development of websites. A combination of technologies and tools are taught, to assist the student in working as a professional in the web environment. Successful completers are prepared to pursue MCSA (Microsoft Certified Professional) Web Application certification.

Required Courses in Major:

Required grade of "C" or higher.

ADOT-215	Web Design Using Dreamweaver	3
CMIN-203	Logic & Design I	3
CMIN-216	Web Foundations I	3
CMIN-220	Web Foundations II	3

TOTAL CREDIT HOURS: 12

Suggested Sequence:

First Semester:

ADOT-215	Web Design Using Dreamweaver, 3 credit hours
CMIN-203	Logic & Design I, 3 credit hours
CMIN-216	Web Foundations I, 3 credit hours

Total: 9 credit hours

Second Semester:

CMIN-220	Web Foundations II, 3 credit hours
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Total: 3 credit hours

TOTAL CREDIT HOURS: 12

Welding: Flux Cored Arc Welding & Gas Metal Arc Welding (FCAW & GMAW), C.T.C.

Career and Technical Certificate Program

Division: Technical Division

The purpose of the Welding Certificate Program is to prepare individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints. After completion of this program, the student will have covered the skills designated by the AWS (American Welding Society) and may apply for AWS certification.

Required Courses in Major:

Required grade of "C" or higher.

TECH-101	NCCER Technical Core	3
WLDG-101	Introduction to Welding Fundamentals	3
WLDG-201	Basic FCAW and GMAW	3
WLDG-202	FCAW and GMAW Groove Welds	3

TOTAL CREDIT HOURS: 12

Suggested Sequence:

First Semester:

TECH-101	NCCER Technical Core, 3 credit hours
WLDG-101	Introduction to Welding Fundamentals, 3 credit hours

Total: 6 credit hours

Second Semester:

WLDG-201	Basic FCAW and GMAW, 3 credit hours
WLDG-202	FCAW and GMAW Groove Welds, 3 credit hours

Total: 6 credit hours

TOTAL CREDIT HOURS: 12