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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

APPROVED

Stle 6/10/20
LCTCS BOARD OF SUPERVISORS

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. René Cintrón *RC*
Chief Education and Training Officer

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

DATE: May 25, 2020

SUBJECT: Program Requests at Louisiana Delta Community College

FOR BOARD ACTION:

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

Program Additions

1. Technical Diploma – Welding (Structural and Pipe), (CIP 48.0508) – **5 STARS**
2. Certificate of Technical Studies – Medical Assistant (CIP 51.0801) – **3 STARS**

Program Modification

3. Technical Diploma – Welding (Structural), (CIP 48.0508) – **5 STARS**

Background: Louisiana Delta Community College (LDCC) is seeking approval for the addition of Technical Diploma (TD) in Welding. Upon the recommendation of the advisory board, LDCC sees benefit in adding a TD in Welding (Structural and Pipe) to prepare individuals for employment in the field of welding. The modification in welding is to streamline program offerings.

Louisiana Delta Community College (LDCC) is seeking approval to add a Medical Assistant (MA) certificate. Graduates of the Medical Assistant program earn eligibility to sit for the Medical Assistant Certification exam.

Fiscal Impact: The administrative structure will not change. As all the division's welding technical diploma degree programs grow coupled with this latest addition of the Welding (Structural and Pipe) degree, there may be a need to hire additional full-time instructors. The college has indicated the hiring of 2 additional faculty to support this program as there has been community support for additional Medical Assistants in the region. These decisions will be based on a campus by campus evaluation.

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

Benefits to the System: These requests will allow LDCC to better meet student and workforce needs.

Approved
Dr. Monty Sullivan

Date

Louisiana Delta Community College
Academic Year: 2019-2020
Medical Assistant – Certificate of Technical Studies

This unofficial curriculum sheet is established for guidance of students whole pursuing their education at LDCC. Courses marked below which are transferred/substitutions from another institution are not applicable to degree requirements until approved **by the Division Chair**.

Program Start Date: 	
Name:	Student ID#:
Address:	Phone #:
City:	State: Zip Code:

The following courses that do not appear on your major curriculum sheet may need to be taken.

Course	Semester Completed	Institution (If not LDCC)	Transfer/Substitution Course and Approval	Hours	Grade
ENGL 095				3	
MATH 095				3	
READ 095				3	

Medical Assistant Certificate of Technical Studies Course Listing

1 st Semester Courses	Semester Completed	Institution (If not LDCC)	Transfer/Substitution Course and Approval	Hours	Grade
HCOR 1211				4	
HCOR 1212				1	
HCOR 1160				1	
HMDT 1170				1	
HCOR 1120				2	
HEKG 1011				3	
BOTH 1210				3	
1st Semester Credit Hours				Total Hours: 15	

2nd Semester Courses	Semester Completed	Institution (If not LDCC)	Transfer/Substitution Course and Approval	Hours	Grade
HPHL 1011				3	
HPHL 1022				6	
CPTR 1000				2	
2nd Semester Credit Hours				Total Hours: 11	

3rd Semester Courses	Semester Completed	Institution (If not LDCC)	Transfer/Substitution Course and Approval	Hours	Grade
MEDA 1011				5	
MEDA 1100				2	
MEDA 1000				1	
3rd Semester Credit Hours					Total Hours: 8

Total credit hours for CTS: 34

Total Courses: 13

25% at LDCC: 8.5

Signature of Advisor: _____ Date: _____

Signature of Division Chair: _____ Date: _____

Registrar: _____ Date: _____

Comments:

Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: ADMINISTRATIVE PROCEDURES FOR MEDICAL OFFICES

Course Number: BOTH 1210

Credit Lecture hours: 3 **Credit Lab Hours:** 0 **Contact Hours:** 45

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: This course is a discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities in a medical office such as scheduling, insurance, billing, using and maintaining office equipment, legal and ethical issues in the medical office, maintaining patient records, and patient/client education methods are covered. Practical application activities are integrated throughout this course.

Prerequisites: None

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

1. Identify the role of the Allied Health Office Administrator **in** client reception, scheduling appointments, billing, explaining credit policies, the collection process, and aging accounts.
2. List receptionist responsibilities.
3. Describe personal professional characteristics of an office administrator.
4. Explain the various systems for scheduling appointments and the important elements of each.
5. Correlate, update, and store medical records.
6. Prepare records prior to appointments.
7. Describe the role of the Allied Health Office Administrator **in** explaining credit policies to patients, the collection process, and handling aging accounts.
8. Discuss procedures in handling emergency calls.
9. Retrieve messages from an answering service.
10. Use the telephone and other office equipment effectively.
11. Manage correspondence and mail.
12. Create appropriate office correspondence.

Learning Outcomes continued:

13. Perform administrative skills, safety precautions, and infection control measures required by OSHA for workplace safety.
14. Perform communication techniques for face-to-face, telephone, and written communications.
15. Schedule patients for doctor's appointments, surgery, laboratory/radiological tests, and hospital admissions and correlate medical records.
16. Create awareness and general understanding of the Health Insurance Portability and Accountability Act (HIPAA).
17. Discuss confidentiality issues and mandatory disclosure in a medical office setting.

Assessment Measures: To be provided by the College Campus.

Library Resource Center:

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Special Accommodations:

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Louisiana Delta Community College Academic Affairs

Master Syllabus

Course Name: INTRODUCTION TO COMPUTERS

Course Number: CPTR 1000

Credit Lecture hours: 0

Credit Lab Hours: 2

Contact Hours: 60

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus **Class Location:** To be provided by College Campus

Course Description: An introductory study of computer system components, operating system environments. Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features.

Prerequisites: None **Co-requisites:** None

Learning Outcomes: On completion of this course, the student will be able to:

1. Demonstrate a working knowledge of course terminology.
2. Become familiar with microcomputers.
 - a. Learn fundamentals of computers with respect to hardware and software.
 - b. Develop an understanding of why computers are essential in business and society
3. Perform tasks related to operating systems and environments, and application software.
 - a. Provide exercises for use on the computer.
 - b. Provide lab assignments to allow students to work with a computer.
4. Outside Assignment – 15 hours in Cengage completing the required reading and demonstration videos.

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: Nursing Fundamentals I

Course Number: HCOR 1211

Credit Lecture Hours: 4 **Credit Lab Hours:** 0 **Contact Hours:** 75

Textbook, Author, and Publisher: **Nursing Assisting: A Foundation in Caregiving, 4e** (paperback) By Diana Dugan RN (Author) ISBN-13: 978-1604250619 Edition: 4th
Workbook for Nursing Assisting: A Foundation in Caregiving, 4e (paperback); By Hartman Publishing Inc. (Author) ISBN-13: 978-1604250626 Edition: 4th

Instructor Information: To be provided by the College Campus

Class Location: To be provided by the College Campus

Course Description: Theory (45hrs), professionalism (15hrs), and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations.

Prerequisites: Admission into applicable program.

Co-requisites: None

Technical Standards: Students must demonstrate ability to meet the following technical/performance standards while receiving the instruction as outlined in course syllabus:

- a. Read and communicate orally and in writing using the English language.
- b. Hear with or without auditory aids to understand normal speaking voice without viewing the speakers face.
- c. Visually, with or without corrective lenses, observe changes in client's condition and actively participate in learning process.
- d. Utilize stamina, strength and psychomotor coordination necessary to perform routine practical nursing procedures at floor or bed level.
- e. Demonstrate use of gross and fine motor skills necessary to provide independent, safe and effective practical nursing care.
- f. Solve problems and apply critical thinking skills while providing safe and efficient client care.

- g. Interact with individuals/families/groups from various socioeconomic and cultural backgrounds.
- h. Adapt and function in a multi stressor environment while adhering to legal/ethical guidelines of the school, Louisiana PN Nurse Practice Act and clinical agencies.

Learning Outcomes:

Upon successful completion of this course, the student will be able to, with a minimum of 80% accuracy for the practical nursing students and a minimum of 70% for the nurse assistant and PCT students:

1. Demonstrate knowledge and skill in the following criteria identified by the Louisiana Department of Health and Hospitals' Louisiana Register and the Omnibus Budget Reconciliation Act (OBRA) as guidelines for Nurse Aide Training:
 - a. Appropriate communication and interpersonal skills.
 - b. Basic concepts of infection control
 - c. Safety and emergency procedures, including identifying clients at risk for falls
 - d. Basic nursing skills, including but not limited to bed-making, taking vital signs, measuring height and weight, caring for the resident environment, measuring fluid and nutrient intake and output, assisting in the provision of proper nutritional care, ambulating, transferring, using body mechanics, maintaining infection control and safety standards, attaining/maintaining proficiency in CPR, caring for residents when death is imminent and recognizing abnormal signs and symptoms of common diseases and conditions.
 - e. Basic personal care skills including, but not limited to bathing, including mouth care, grooming, dressing, toileting, assisting with eating and hydration and skin care.
 - f. Basic skills by modifying his/her own behavior in response to clients' behavior, identifying developmental tasks associated with the aging process and use task analysis, segmenting of those tasks to increase independence, providing training in and the opportunity for self-care according to clients' capabilities, demonstrating principles of behavior modification by reinforcing appropriate behavior and causing inappropriate behavior to be reduced or eliminated, demonstrating skills supporting age-appropriate behavior by allowing the client to make personal choices, providing, and reinforcing other behavior consistent with clients' dignity, and utilizing clients' family as a source of emotional support.
 - g. Skills which incorporate principles or restorative nursing, including the use of assistive devices in ambulation, eating, and dressing, maintenance of range of motion, proper turning and position both in bed and chair, transferring, bowel and bladder training, enema administration, and care and uses of prosthetic devices, such as hearing aids, artificial eyes, artificial limbs, etc.
 - h. Behavior which maintains clients' rights, including but not limited to: assisting a client to vote, providing privacy and maintenance of confidentiality, allowing the client to make personal choices to accommodate individual needs giving assistance in resolving grievances, providing needed assistance in getting to and participating in client and family groups and other activities, maintaining

reasonable care of clients personal possessions providing care which maintains the client free from abuse, mistreatment or neglect, and reporting any instances of such poor care to appropriate facility staff, and maintaining the client's environment and care so as to minimize the need for physical or chemical restraints.

2. Discuss the responsibilities related to admission, transfer, and discharge of clients receiving care in various healthcare facilities.
3. Discuss the application of basic principles of Standard and Transmission Based Precautions in the lab and clinical settings.
4. Explain how the Health Insurance Portability and Accountability Act (HIPAA) compliance regulation impacts workers in long term care.
5. Demonstrate an understanding of the concepts of assessing biological, psychosocial, socio-cultural, spiritual needs, and/or developmental factors that influence health attainment.
6. Demonstrate an understanding of the concepts of planning and incorporating therapeutic interventions, collaboration as a member of the health team, rehabilitative/restorative care concepts, concepts of death with dignity, and the nursing process in nursing care.
7. Demonstrate an understanding of the concepts of evaluating the effectiveness of nursing care rendered specific to the applied nursing interventions.
8. Demonstrate appropriate documentation techniques for all applicable nursing skills covered in this course.
9. Demonstrate the ability to satisfactorily apply all nursing skills learned in this course and complete the appropriate Skills Checklist provided by the instructor.
10. Utilize the Learning Resource Center to enhance and support classroom instruction and to research issues related to the course material.

Assessment Measures:

To be provided by the college campus

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: BASIC BODY STRUCTURE AND FUNCTION

Course Number: HCOR 1120

Credit Lecture hours: 2 **Credit Lab Hours:** 0 **Contact Hours:** 30

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each.

Prerequisites: None

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

1. List terms and definitions related to body structure and function.
2. Identify the general organization of the body, including the body cavities and quadrants.
3. Explain structure and functions of the major body organs and systems and common disorders associated with each.
4. Identify commonly used medical abbreviations and terms by analyzing their components, prefixes, root words and suffixes.

Assessment Measures: To be provided by the College Campus.

Library Resource Center:

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: PROFESSIONALISM FOR HEALTHCARE PROVIDERS

Course Number: HCOR 1160

Credit Lecture hours: 1 **Credit Lab Hours:** 0 **Contact Hours:** 15

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: Identifying and performing skills necessary to secure employment in the health care industry and make immediate and future decisions regarding job choices and educational growth. Selected computer application skills are incorporated into this course.

Prerequisites: None

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

1. List the places health care providers may be employed and the expectations of the employers.
2. Outline information essential to finding, applying for, and terminating a job using basic computer skills.
3. Identify benefits of continuing education and professional organizations.
4. Discuss current issues and future concerns for health care providers.

Assessment Measures: To be provided by the College Campus.

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: SKILLS APPLICATION

Course Number: HCOR 1212

Credit Lecture hours: 0 **Credit Lab Hours:** 1 **Contact Hours:** 80

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: The student will perform, demonstrate, and practice a minimum of 80 hours of basic nursing assistant care in approved facilities, to include a minimum of 40 hours of long term care, under the supervision of the LTC faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric clients in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.

Prerequisites: None

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

with at least 70% accuracy apply knowledge and skills learned in HNUR 1211.

1. Assist the long-term care patient with activities of daily living (ADL), maintaining a safe, clean, and comfortable environment under professional supervision.
2. Identify and perform skills needed to give personal care to emotionally disturbed patients.
3. Provide appropriate care for patients with special needs.
4. Function appropriately as a contributing member of the health care team in providing care for the geriatric client.
5. Apply OBRA Skills required in meeting biological, psychosocial, cultural, and spiritual needs of geriatric clients to provide rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.
6. Demonstrate appropriate communication techniques in interacting with geriatric clients, their support persons, and the health care team, maintaining compliance with HIPAA Regulations.
7. Demonstrate and exhibit professional responsibility and accountability by functioning within the scope as set by the Louisiana Department of Health and Hospitals.

Assessment Measures: To be provided by the College Campus.

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: EKG PROCEDURES

Course Number: HEKG 1011

Credit Lecture hours: 2 **Credit Lab Hours:** 1 **Contact Hours:** 105

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: This course introduces the student to the electrocardiogram (EKG) purposes and procedures. Students will gain knowledge regarding the normal structure and function of the heart with emphasis on the conduction system. A supervised lab portion is an integral portion of this course and will allow student performance of EKG procedures. This course includes a **minimum of 45 hours of clinical externship** to be performed by the student under the supervision of a preceptor in a variety of health care settings.

Prerequisites: HNUR1211; HCOR 1212 **or** currently on the Louisiana CNA registry. Concurrent enrollment or successful completion of HCOR 1120 and HMDT 1170 is also required.

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

Perform the technical aspects basic techniques in electrocardiography.

Tasks:

1. Identify normal and abnormal anatomy and physiology of the heart.
2. Identify normal and abnormal waves in a variety of QRS complexes.
3. Identify the control features of an EKG machine and describe the functions of each.
4. Describe and identify on a rhythm strip the different kinds of artifact and how to troubleshoot.
5. Correctly perform a 12 lead EKG.
6. Successfully complete the required clinical externship.

Assessment Measures: To be provided by the College Campus.

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: MEDICAL TERMINOLOGY

Course Number: HMDT 1170

Credit Lecture hours: 1 **Credit Lab Hours:** 0 **Contact Hours:** 15

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms. Medical abbreviations are included.

Prerequisites: None

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

Identify medical terms by analyzing their components.

1. Define medical prefixes, root words, suffixes, and abbreviations.
2. Combine prefixes, root words, and suffixes to develop medical terms.

Assessment Measures: To be provided by the College Campus.

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Special Accommodations:

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: NURSING FUNDAMENTALS I

Course Number: HNUR 1211

Credit Lecture hours: 3 **Credit Lab Hours:** 1 **Contact Hours:** 75

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations.

Prerequisites: Admission into applicable program

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

TECHNICAL STANDARDS: Students must demonstrate ability to meet the following technical/performance standards while receiving the instruction as outlined in course syllabus:

- a) Read and communicate orally and in writing using the English language.
- b) Hear with or without auditory aids to understand normal speaking voice without viewing the speakers face.
- c) Visually, with or without corrective lenses, observe changes in client's condition and actively participate in learning process.
- d) Utilize stamina, strength and psychomotor coordination necessary to perform routine practical nursing procedures at floor or bed level.
- e) Demonstrate use of gross and fine motor skills necessary to provide independent, safe and effective practical nursing care.
- f) Solve problems and apply critical thinking skills while providing safe and efficient client care.
- g) Interact with individuals/families/groups from various socioeconomic and cultural backgrounds.
- h) Adapt and function in a multi stressor environment while adhering to legal/ethical guidelines of the school, Louisiana PN Nurse Practice Act and clinical agencies.

Learning Outcomes continued:

Upon successful completion of this course, the student will be able to, with a minimum of 80% accuracy for the practical nursing students and a minimum of 70% for the nurse assistant students:

1. Demonstrate knowledge and skill in the following criteria identified by the Louisiana Department of Health and Hospitals' Louisiana Register and the Omnibus Budget Reconciliation Act (OBRA) as guidelines for Nurse Aide Training:
 - a. Appropriate communication and interpersonal skills.
 - b. Basic concepts of infection control
 - c. Safety and emergency procedures, including identifying clients at risk for falls
 - d. Basic nursing skills, including but not limited to bed-making, taking vital signs, measuring height and weight, caring for the resident environment, measuring fluid and nutrient intake and output, assisting in the provision of proper nutritional care, ambulating, transferring, using body mechanics, maintaining infection control and safety standards, attaining/maintaining proficiency in CPR, caring for residents when death is imminent and recognizing abnormal signs and symptoms of common diseases and conditions.
 - e. Basic personal care skills including, but not limited to bathing, including mouth care, grooming, dressing, toileting, assisting with eating and hydration and skin care.
 - f. Basic skills by modifying his/her own behavior in response to clients' behavior, identifying developmental tasks associated with the aging process and use task analysis, segmenting of those tasks to increase independence, providing training in and the opportunity for self care according to clients' capabilities, demonstrating principles of behavior modification by reinforcing appropriate behavior and causing inappropriate behavior to be reduced or eliminated, demonstrating skills supporting age-appropriate behavior by allowing the client to make personal choices, providing, and reinforcing other behavior consistent with clients' dignity, and utilizing clients' family as a source of emotional support.
 - g. Skills which incorporate principles or restorative nursing, including the use of assistive devices in ambulation, eating, and dressing, maintenance of range of motion, proper turning and position both in bed and chair, transferring, bowel and bladder training, enema administration, and care and uses of prosthetic devices, such as hearing aids, artificial eyes, artificial limbs, etc.

Assessment Measures: To be provided by the College Campus.

- h. to make personal choices, providing, and reinforcing other behavior consistent with clients' dignity, and utilizing clients' family as a source of emotional support.
 - i. Skills which incorporate principles or restorative nursing, including the use of assistive devices in ambulation, eating, and dressing, maintenance of range of motion, proper turning and position both in bed and chair, transferring, bowel and bladder training, enema administration, and care and uses of prosthetic devices, such as hearing aids, artificial eyes, artificial limbs, etc.
 - j. Behavior which maintains clients' rights, including but not limited to: assisting a client to vote, providing privacy and maintenance of confidentiality, allowing the client to make personal choices to accommodate individual needs giving assistance in resolving grievances, providing needed assistance in getting to and participating in client and family groups and other activities, maintaining reasonable care of clients personal possessions providing care which maintains the client free from abuse, mistreatment or neglect, and reporting any instances of such poor care to appropriate facility staff, and maintaining the client's environment and care so as to minimize the need for physical or chemical restraints.
2. Discuss the responsibilities related to admission, transfer, and discharge of clients receiving care in various healthcare facilities.
 3. Discuss the application of basic principles of Standard and Transmission Based Precautions in the lab and clinical settings.
 4. Explain how the Health Insurance Portability and Accountability Act (HIPAA) compliance regulation impacts workers in long term care.
 5. Demonstrate an understanding of the concepts of assessing biological, psychosocial, socio-cultural, spiritual needs, and/or developmental factors that influence health attainment.
 6. Demonstrate an understanding of the concepts of planning and incorporating therapeutic interventions, collaboration as a member of the health team, rehabilitative/restorative care concepts, concepts of death with dignity, and the nursing process in nursing care.
 7. Demonstrate an understanding of the concepts of evaluating the effectiveness of nursing care rendered specific to the applied nursing interventions.
 8. Demonstrate appropriate documentation techniques for all applicable nursing skills covered in this course.
 9. Demonstrate the ability to satisfactorily apply all nursing skills learned in this course and complete the appropriate Skills Checklist provided by the instructor.

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: PHLEBOTOMY PRINCIPLES

Course Number: HPHL 1011

Credit Lecture hours: 2 **Credit Lab Hours:** 1 **Contact Hours:** 75

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, which include venipuncture, capillary sticks, infection control procedures, and lab tests that the Phlebotomist may perform.

Prerequisites: HCOR 1120. Concurrent enrollment or successful completion of HMDT 1170 is also required.

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

1. Describe the basic units of the metric system.
2. Describe use of and size of syringes and lancets in specimen collection.
3. Identify and explain tube additives and principles of evacuated tube systems.
4. Identify and describe basic tourniquet types and functions.
5. Explain the skills used in collecting blood, correct patient identification, specimen labeling and proper accessing.
6. Identify venipuncture sites and location techniques.
7. Explain precautions in blood collection and how to prevent hemoconcentration and hemolysis.
8. Identify and explain patient reaction to venipuncture.
9. Identify arterial sites and the equipment used and preparation of equipment for arterial puncture.
10. Explain the proper procedure for handling arterial blood.

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: PHLEBOTOMY PROCEDURES/SKILLS

Course Number: HPHL 1022

Credit Lecture hours: 3 **Credit Lab Hours:** 3 **Contact Hours:** 201

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: A 45 hour classroom and 60 hour laboratory practice study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage. Student performance of introductory, fundamental and advanced phlebotomy skills for instructor evaluation in preparation for clinical experiences is included. Students spend an additional 96 hours of supervised preceptor clinical hours in a variety of health care sites in order to obtain the necessary course requirements for a total of 201 clock hours.

Prerequisites: Concurrent enrollment or successful completion of HPHL 1011 is required.

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

1. Explain the techniques used during venipuncture on children and the importance of communication and proper holding techniques.
2. Explain the proper techniques to be used when performing venipuncture on the anticoagulated, resistant, psychiatric, and obese patient, and those in isolation.
3. Explain the proper technique for accessing damaged or collapsing veins.
4. Successfully perform a venipuncture.
5. Explain the importance of properly obtaining fasting, timed, and stat specimens and specimens for monitoring drug therapy.
6. Describe and correctly obtain the following specimens: glucose tolerance test, blood culture, blood smear, bleeding time, throat culture, and urinalysis.
7. List at least four factors that will affect laboratory test values.
8. Explain the importance of proper skin antisepsis, collection and handling techniques, identification, and transportation of specimens.

Assessment Measures: To be provided by the College Campus.

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: MEDICAL ASSISTING AND PATIENT PREPARATION

Course Number: MEDA 1011

Credit Lecture hours: 4.0 **Credit Lab Hours:** 1.0 **Contact Hours:** 150

Textbook, Author, and Publisher:

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: A 120 hour classroom and 30 hour laboratory practice study to provide Medical Assisting students with an understanding of patient care, knowledge and skills utilized by the Medical Assistant in the clinical ambulatory care settings including gynecology, obstetrics, pediatrics, neurology, orthopedics, psychiatry, rehabilitation, cardiology, pulmonology, gastroenterology, urology, dermatology, ophthalmology, endocrinology, oncology, immunology, and allergy. Laboratory activities reinforce lecture. Students should expect to complete at least 7.5 hours of work outside of class meeting time per credit hour.

Prerequisites: Successful completion of HCOR 1211, HCOR 1212, HCOR 1160, HCOR 1120, HMDT 1170, HEKG 1011, HPHL 1011, HPHL 1022, BOTH 1210,

Co-requisites: MEDA 1100

Learning Outcomes:

On completion of this course, the student will be able to:

- a) Integrate knowledge of the profession of the Medical Assistant in order to prepare to function within a health care facility including the ability to read and comprehend medically specific documents and literature.
- b) Through performance and oral presentation, demonstrate competency in clinical procedures performed by the Medical Assistant.
- c) Apply knowledge and techniques of specialty examinations and procedures that are performed in the Medical office environment.

TECHNICAL STANDARDS: Students must demonstrate ability to meet the following technical/performance standards while receiving the instruction as outlined in course syllabus:

- a) Read and communicate orally and in writing using the English language.
- b) Hear with or without auditory aids to understand normal speaking voice without viewing the speakers face.
- c) Visually, with or without corrective lenses, observe changes in client's condition and actively participate in learning process.
- d) Demonstrate use of gross and fine motor skills necessary to provide independent, safe, and effective care.
- e) Solve problems and apply critical thinking skills while providing safe and efficient client care.
- f) Interact with individuals/families/groups from various socioeconomics and cultural backgrounds.

Learning Outcomes continued:**COURSE OBJECTIVES:**

Upon successful completion of this course with a minimum of 70% accuracy, the student will:

1. Demonstrate basic knowledge of OSHA safety compliance, reception and exam room preparation, and emergency preparedness and prevention.
2. Demonstrate knowledge of proper measurement and documentation of vital signs, as well as potential indicators of medical condition.
3. Prepare the examination room, medical tools, and patient; obtain an accurate patient history; and assist in a physical examination.
4. Adapt routine patient care skills for young and elderly patients, adjust patient communication according to age, and identify common diseases and disorders of these age group.
5. Name appropriate courses of action for medical office emergencies, including risk management, CPR, emergency preparation and supplies, fainting, heart attacks, choking, bleeding, and hazardous waste.
6. Demonstrate knowledge of prioritizing patient flow related to severity of signs and symptoms patient is exhibiting.

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Course Content:

A general description of lecture/discussion topics included in this course are listed in the Learning Objectives/Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

- a) Become familiar within the Medical Assistant scope of practice.
- b) Read assigned chapters.
- c) Answer assigned chapter review questions.
- d) Be knowledgeable of the discussed disease processes.
- e) Perform sterile techniques.
- f) Demonstrate knowledge of patient rights.
- g) Complete Chapter Exams
- h) Complete Final Exams

Special Accommodations:

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: PHARMACOLOGY FOR MEDICAL ASSISTING

Course Number: MEDA 1100

Credit Lecture hours: 1 **Credit Lab Hours:** 1 **Contact Hours:** 60

Textbook, Author, and Publisher: Principles of Pharmacology for Medical Assisting by Jane Rice ISBN# 978-1-305-85932-6

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: A 30 hour classroom and 30 hour laboratory practice study to provide Medical Assisting students with an understanding of pharmacy as it relates to current drug therapy. The major concepts include drug classifications, mechanism of action, therapeutic effects, clinical indications, methods of administration, adverse reactions, and drug interactions. Students should expect to complete at least 7.5 hours of work outside of class meeting time per credit hour.

A supervised skills lab (30hrs) is a basic component of this course.

Medical math is an integral component of this course.

Prerequisites: Successful completion of HCOR 1211, HCOR 1212, HCOR 1160, HCOR 1120, HMDT 1170, HEKG 1011, HPHL 1011, HPHL 1022, BOTH 1210,

Co-requisites: MEDA 1011

Learning Outcomes:

On completion of this course, the student will be able to:

- a) Apply knowledge of pharmacological concepts and terminology to patient care and the clinical setting.
- b) Utilize knowledge of the body systems to understand pharmacokinetics and mechanism of action of various drugs.
- c) Identify classification of medications including indication for use, desired effects (therapeutic effects), side effects, and adverse reactions.
- d) Match various drugs to the treatment of specific disease processes.

TECHNICAL STANDARDS: Students must demonstrate ability to meet the following technical/performance standards while receiving the instruction as outlined in course syllabus:

- a) Read and communicate orally and in writing using the English language.
- b) Hear with or without auditory aids to understand normal speaking voice without viewing the speakers face.
- c) Visually, with or without corrective lenses, observe changes in client's condition and actively participate in learning process.
- d) Demonstrate use of gross and fine motor skills necessary to provide independent, safe, and effective care.
- e) Solve problems and apply critical thinking skills while providing safe and efficient client care.
- f) Interact with individuals/families/groups from various socioeconomics and cultural backgrounds.

Learning Outcomes continued:

COURSE OBJECTIVES:

Upon successful completion of this course with a minimum of 80% accuracy, the student will:

1. Safely and accurately administer medications by each route in a simulated lab environment and clinical setting.
 - a) State the seven rights of medication administration.
 - b) Recognize steps that are taken to avoid medication errors.
 - c) Discuss and demonstrate medication documentation.
 - d) Locate information on a medication label accurately.
 - e) Identify the proper needle and syringe combination/size to use for specific patients.
 - f) Recognize the components of prescriptions and medication orders.
 - g) Differentiate the routes of drug administration and safe practices for each route.
 - h) Identify landmarks for locating injection sites according to best practice recommendations.
 - i) Recognize infection control procedures and use standard precaution guidelines (OSHA).
2. Describe Specific Effects of Drugs
 - a) Differentiate between the local and systemic effects of drugs.
 - b) Be able to discuss the steps of the drug cycle: absorption, distribution, metabolism, and excretion of medication (Pharmacokinetics).
 - c) Recognize various reasons a drug might be contraindicated for a specific client.
 - d) Identify food-drug interactions, and drug-drug interactions
 - e) Recognize the effects of drugs and the mechanism of action (Pharmacodynamics).
 - f) Define contraindications, adverse reactions, and allergic reactions. Know signs and symptoms of anaphylactic shock and recognize it as a medical emergency.
3. Be Familiar with the body's immune response and types of immunity.
 - a) Identify various components of the immune system
 - b) Describe the four types of immunity
 - c) Discuss immunizations: how they are administered and diseases they are used to treat.

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Course Content:

A general description of lecture/discussion topics included in this course are listed in the Learning Objectives/Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

- a) Read assigned chapters
- b) Answer assigned chapter review questions
- c) Look up and categorize drug information
- d) Perform mathematic equations/dosage calculations
- e) Properly administer medications orally percutaneously
- f) Demonstrate injection techniques satisfactorily
- g) Complete Chapter Exams
- h) Complete Final Exams

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Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: Medical Assistant Clinical

Course Number: MEDA 1000

Credit Lecture Hours: 0 **Credit Lab Hours:** 1 **Contact Hours:** 40

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by the College Campus

Class Location: To be provided by the College Campus

Course Description: The student will perform, demonstrate and practice a minimum of 40 hours of basic Medical Assistant care in approved facilities, under the supervision of the LDCC faculty. The application of the MA process will be used in meeting biological, psychosocial, cultural, and spiritual needs of clients in selected environments. Major components included are professionalism, effective communication, front office skills, and knowledge of medication.

Prerequisites: Successful completion of HCOR 1211, HCOR 1212, HCOR 1160, HCOR 1120, HMDT 1170, HEKG 1011, HPHL 1011, HPHL 1022, BOTH 1210, MEDA 1011, MEDA 1100.

Co-requisites: None

Assessment Measures:

To achieve the learning outcomes, the student will:

- A. Earn a minimum score of 80% on the experiential site grading form for each clinical site.
- B. Complete a minimum of 40 non-paid clinical/experiential hours in approved clinic settings.
- C. Completion of all assignments with a minimum score of 70% on each.
- D. Submit of all required paperwork by the established deadline
- E. Complete end of program surveys
- F. Demonstrate compliance with all Medical Assistant program and clinical site requirements.

Course Requirements: To earn a grade of “C” or higher the student must earn 70% of the total points for the course and meet all of the following course requirements.

- Achieve a minimum average of 70% on major tests.
- Successfully complete a minimum of 70% of assigned homework.
- Not exceed more than 4 hours of absences during clinical rotation.

Course Grading Scale:

- A- 90% or more of total possible points and meet all courses requirements
- B- 80% or more of total possible points and meet all course requirements
- C- 70% or more of total possible points and meet all courses requirements
- D- 60% or more of the total possible points and meet all course requirements.
- F- Less than 50% of the total possible points or failure to meet all course requirements.

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Medical Assistant Program - 03/11/2020

TYPE OF PROPOSED CHANGE : New Program

PROGRAM NAME : Medical Assistant Program

AWARD LEVEL(S)

For Board of Regents and LCTCS Review:

Name:

For LCTCS Review:

Technical Diploma (T.D.)

Certificate of Technical Studies (C.T.S.)

Career and Technical Certificate (C.T.C)

TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)

Stars : 3 Stars

Name: Medical Assistant Program

Program Delivery Mode: Standard

CIP: 51.0801

Credit Hours: 34.00

Contact Hours: 936.00

Certificate of Technical
Studies (C.T.S.)

IBC: Certified
Medical
Assistant

**Issuing
Body:** NHA

Course Title:
Medical
Assistant

**Course
Prefix:**
MEDA

**Course
Number:**

**Credits
Awarded:**
34.00

**IBC
Awarded
upon
Completion?
:**

PROPOSED CHANGE

a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.

To provide adequately trained Medical Assistant's to our community per the request of the advising committee.
To offer an accredited program in town to provide the requested needs of the community. The current program in town is not accredited.
The current advisory committee has not been able to find adequately trained Medical Assistants in town.

**IMPLEMENTATION DATE
(Semester and Year)**

Summer 2020

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

N/A

JUSTIFICATION FOR THE PROPOSED CHANGE

Include support such as four-year university agreements, industry demand, advisory board information, etc.

The current advisory committee has not been able to find adequately trained Medical Assistants in town; therefore, the committee recommends the implementation of the certificate.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: Sites (list below)

Louisiana Delta Community College- West Monroe, La Campus

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No

- Full Time: 2

- Part Time: 0

Hire Adjunct Faculty: No

- 0

Hire Full-Time Faculty: No

- 0

ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :

Facilities :

Library Resources :

Support :

Related Fields :

Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Accredited Medical Assistant Program

Experience: 1 year

Certification: Certified Medical Assistant

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Allied Health

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

We will use current faculty and administrative structure.

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	8	14	18	18	18
EVENING					
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:	We used current enrollment for PCT program for year one. We have looked at how other new medical programs have grown to estimate enrollment.				

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	Mandatory Accreditation status: Will Apply
Type/Name of Program Accreditation, Licensure or Certification Required:	Medical Assisting Educational Review Board

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

PROGRAM CURRICULUM Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.							
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: Medical Assistant Program					Credit Hours: 34.00		
Semester: First Semester					Credit Hours: 15.00		
HCOR	1211	Nursing Fundamentals I	4.00	0.00	75.00	4.00	0.00
HCOR	1212	Skills Application	0.00	1.00	80.00	1.00	0.00
HCOR	1160	Professionalism for Healthcare Providers	1.00	0.00	15.00	1.00	0.00
HMDT	1170	Medical Terminology	1.00	0.00	15.00	1.00	0.00

HCOR	1120	Basic Body Structure and Function	2.00	0.00	30.00	2.00	0.00
HEKG	1011	EKG Procedures	2.00	1.00	105.00	3.00	0.00
BOTH	1210	Administrative Procedures for Medical Offices	3.00	0.00	45.00	3.00	0.00
Semester: Second Semester					Credit Hours: 11.00		
HPHL	1011	Phlebotomy Principles	2.00	1.00	75.00	3.00	0.00
HPHL	1022	Phlebotomy Procedures/Skills	3.00	3.00	0.00	6.00	0.00
CPTR	1000	Introduction to Computers	0.00	2.00	60.00	2.00	0.00
Semester: Third Semester					Credit Hours: 8.00		
MEDA	1011	Medical Assisting and Patient Preparation	4.00	1.00	150.00	5.00	0.00
MEDA	1100	Pharmacology for Medical Assisting	1.00	1.00	60.00	2.00	0.00
MEDA	1000	Medical Assistant Clinical	0.00	1.00	40.00	1.00	0.00

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

LCTCS will benefit by offering other programs for students increasing the number of enrollment. Community will benefit by increasing the number of knowledgeable Medical Assistants. Community is wanting more well-rounded employees and the Medical Assistant is the answer to this. Students will benefit by obtaining the requested skills of local employers so they will be better prepared to obtain better jobs in our community.

KEYWORDS



LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

Requests for Programs: New, Modification, and Adoption

TYPE OF PROPOSED CHANGE		
<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Curriculum Modification	<input type="checkbox"/> Curriculum Adoption
Program Name: Technical Diploma – Welding (Structural and Pipe)		

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: <input type="checkbox"/> Associate of Applied Science (A.A.S.) <input type="checkbox"/> Associate of Science (A.S.) <input type="checkbox"/> Associate of Arts (A.A.) <input type="checkbox"/> Other Associate Degree <u>Name:</u> _____ <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)	For LCTCS Review: <input checked="" type="checkbox"/> Technical Diploma (T.D.) <input type="checkbox"/> Career and Technical Certificate (C.T.C.) <input type="checkbox"/> Certificate of Technical Studies (C.T.S.)

CIP: 480508	Credit Hours: 58	Contact Hours: 1740	Award Level: TD
Name: Welding (Structural and Pipe)			

IBC	Issuing Body	Course Title	Course Prefix	Course Number	Credits Awarded
NCCER Core Curriculum	NCCER	NCCER Core Introductory Craft Skills	CORE	1000	2
NCCER Welding Level 2	NCCER	Basic Blueprint, Metallurgy & Welding Symbols	WELD	1120	3
NCCER Welding Level 1	NCCER	Welding Inspection & Testing	WELD	1130	2
NCCER Welding Level 1	NCCER	Oxyfuel Systems	WELD	1210	2
NCCER Welding Level 1	NCCER	Cutting Processes – CAC/PAC	WELD	1310	2
NCCER Welding Level 1	NCCER	SMAW – Basic Beads	WELD	1410	3

NCCER Welding Level 1	NCCER	SMAW – V- Groove Open	WELD	1420	4
SMAW 1F Plate	AWS/Industry Recognized Testing Facility	SMAW-Fillet Weld	WELD	1411	3
SMAW 2F Plate	AWS/Industry Recognized Testing Facility	SMAW-Fillet Weld	WELD	1411	3
SMAW 2G Plate	AWS/Industry Recognized Testing Facility	SMAW – V- Groove Open	WELD	1420	4
SMAW 3G Plate	AWS/Industry Recognized Testing Facility	SMAW – V- Groove Open	WELD	1420	4
SMAW 3F Plate	AWS/Industry Recognized Testing Facility	SMAW-Fillet Weld	WELD	1411	3
SMAW 4G Plate	AWS/Industry Recognized Testing Facility	SMAW - V-Groove Bu/Gouge	WELD	1412	4
Manual Air Carbon Car Cutting	AWS/Industry Recognized Testing Facility	Cutting Processes – CAC/PAC	WELD	1310	2
Manual Oxy- fuel Cutting	AWS/Industry Recognized Testing Facility	Oxyfuel Systems	WELD	1210	2
Manual Plasma Arc Cutting	AWS/Industry Recognized Testing Facility	Cutting Processes – CAC/PAC	WELD	1310	2
Mechanized Oxy-Fuel Cutting	AWS/Industry Recognized Testing Facility	Oxyfuel Systems	WELD	1210	2
GMAW 1G Plate	AWS/Industry Recognized Testing Facility	GMAW - Groove Weld	WELD	2311	3
GMAW 2G Plate	AWS/Industry Recognized Testing Facility	GMAW - Groove Weld	WELD	2311	3
GMAW 3G Plate	AWS/Industry Recognized Testing Facility	GMAW - Groove Weld	WELD	2311	3
GMAW 4G Plate	AWS/Industry Recognized Testing Facility	GMAW - Groove Weld	WELD	2311	3

GTAW 1F Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 1G Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 2F Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 2G Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 3F Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 3G Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 4F Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3

PROPOSED CHANGE

a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.

The Technical Diploma in Welding (Structural and Pipe) prepares individuals for employment in the field of structural and pipe 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 will be prepared to take the AWS Entry Level Welder test.

Graduates of the Louisiana Delta Community College Welding program will be able to:

- Identify and demonstrate appropriate safety tools, equipment, and procedures for SMAW process.
- Demonstrate the ability to read and interpret welding drawings; an understanding of basic metallurgy, metal identification, and heat treatment of metals.
- Identify the codes, standards, and agencies regulating the welding industry, weld quality standards, concepts in proper visual and destructive testing methods, and proper base metal preparation and joint fit-up.
- Demonstrate the safety, setup, and operations of Oxyfuel Cutting, proper handling of equipment, and handling of cylinders.
- Demonstrate the safety, setup, and operations of Air Carbon Arc Cutting and Gouging (CAC-A), and Plasma Arc Cutting (PAC).
- Demonstrate the following methods of welding with proficiency: shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, and pipe welding.
- Perform AWS code quality welds using the following methods: shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, and pipe welding.


IMPLEMENTATION DATE (Semester and Year)	Fall 2020
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HISTORY OF PRIOR ACTIONS Provide an overview of changes to this program.
n/a

JUSTIFICATION FOR THE PROPOSED CHANGE Include support such as four-year university agreements, industry demand, advisory board information, etc.
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Recommendation from our Advisory Board and input from LDCC welding faculty. The LDCC faculty have collaborated to develop a proposal to add a TD in Structural and Pipe Welding. This curriculum change is based upon local advisory board input, faculty expertise, welding industry employment demand, and trends in student interest. The majority of LDCC welding students attempt to complete the available pipe welding electives as part of the existing TD in Structural Welding because of the strong nationwide workforce demand. For the students who are capable of performing the advanced psychomotor skills necessary to be proficient in pipe welding, the LDCC faculty are proposing a separate TD which denotes the completion of the rigorous pipe welding coursework. The LDCC faculty believe this unique distinction will give LDCC Structural and Pipe Welding students an advantage when seeking employment opportunities.

LOUISIANA WORKFORCE COMMISSION STAR LEVEL (<http://www.laworks.net/Stars/>)

 5 Stars

4 Stars

☐ 3 Stars☐ 2 Stars☐ 1 Star

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

☐ Main Campus

☒ All Campuses☐ Sites (list below)☐ Distance Education

Site 1:

Site 2:

Site 3:

Site 4:

QUALIFIED FACULTY (Check all that apply)☐ Use Existing Faculty

#: 13

☒ Hire Adjunct Faculty

#: 2

☒ Hire Full-Time Faculty

#: 2

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: TD in Welding

Experience: Preferred 5
years industry experience

Certification: NCCER

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department: School of Industrial Technology

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

As all of the division's welding technical diploma degree programs grow coupled with this latest addition of the Welding (Structural and Pipe) degree, there may be a need to hire additional full-time instructors. This decision will be based on a campus by campus evaluation.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>250</u>	<u>260</u>	<u>270</u>	<u>280</u>	<u>280</u>
<u>EVENING</u>	<u>115</u>	<u>115</u>	<u>120</u>	<u>120</u>	<u>120</u>
<u>DISTANCE EDUCATION</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Describe Process for Attaining & Estimating Enrollment:	Working with area high schools to raise awareness of opportunities in this program will be imperative. LDCC's student population has been growing at a 12%-20% clip over the past few years. We are expected to keep a similar pace as more eligible students in the area recognize the opportunity and value of our educational offerings and begin to look to LDCC as the primary starting point for higher education in northeast Louisiana.				

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If YES, please provide projected accreditation/licensure/certification date:	
Type/Name of Program Accreditation, Licensure or Certification Required:	n/a	

PROGRAM CURRICULUM

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. **If you are adopting curriculum, you do not need to complete this section.**

This curriculum is a copy of the structural welding curriculum including the new courses. For the TD in Structural and Pipe Welding, the pipe welding electives were added.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
CORE	1000	NCCER Core Introductory Craft Skills *new course	2	0	60	2
WELD	1110	Occupational Orientation & Safety	1	0	30	1
WELD	1210	Oxyfuel Systems	1	1	60	2
WELD	1310	Cutting Processes - CAC/PAC	1	1	60	2
WELD	1130	Welding Inspection & Testing	1	1	60	2
WELD	1410	SMAW - Basic Beads	1	2	90	3
WELD	1411	SMAW - Fillet Weld	0	3	90	3
Second Semester						
CPTR	1000	Introduction To Computers	1	1	45	2
WELD	1412	SMAW - V-Groove Bu/Gouge	0	4	120	4
WELD	1420	SMAW - V-Groove Open	0	4	120	4
WELD	2110	FCAW - Basic Fillet Welds	0	2	60	2
WELD	2111	FCAW - Groove Welds	0	3	90	3
Third Semester						
WELD	1120	Basic Blueprint, Metallurgy & Welding Symbols	2	1	90	3
WELD	2210	GTAW – Basic Beads	0	3	90	3
WELD	2211	GTAW - Multi-joint *new course	0	3	90	3
WELD	2310	GMAW - Basic Fillet Weld	0	2	60	2
WELD	2311	GMAW - Groove Weld	0	3	90	3
Fourth Semester						
JOBS	2450	Job Seeking Skills	2	0	30	2

WELD	1510	SMAW – 2G Pipe	0	4	120	4
WELD	1511	SMAW - 5G Pipe	0	4	120	4
WELD	1512	SMAW – 6G Pipe	0	4	120	4

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

The creation of the TD Welding (Structural and Pipe) degree is to prepare individuals for employment in the field of welding to include advanced pipe welding. Instruction is provided in various processes and techniques of welding including oxy-fuel 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 American Welding Society (AWS) and will be prepared to take the AWS Entry Level Welder Test. We want to prepare our community for the eventuality of increased workforce demand through this proposed degree. We support the mission of LCTCS in this way and champion the system-wide initiative for all community colleges in the state of Louisiana to address workforce demands.

SIGNATURES:



College Chief Academic Officer

College Chief Executive Officer

4/17/2020

Date

Date

*New Course Descriptions

CORE1000 *Course Description:* An introduction to the occupation of welding including facility layout, policies, safety and health procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling and maintenance of a safe working environment. Students are also introduced to safe welding practices, communication skills, and essential workplace skills.

WELD2211 *Course Description:* Safely setup and operate Gas Tungsten Arc Welding (GTAW) equipment with practice of open V-Groove welds in the flat, horizontal, vertical, and overhead positions.



LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

Requests for Programs: New, Modification, and Adoption

TYPE OF PROPOSED CHANGE		
<input type="checkbox"/> New Program	<input checked="" type="checkbox"/> Curriculum Modification	<input type="checkbox"/> Curriculum Adoption
Program Name: Technical Diploma – Welding (Structural)		

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: <input type="checkbox"/> Associate of Applied Science (A.A.S.) <input type="checkbox"/> Associate of Science (A.S.) <input type="checkbox"/> Associate of Arts (A.A.) <input type="checkbox"/> Other Associate Degree <u>Name:</u> _____ <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)	For LCTCS Review: <input checked="" type="checkbox"/> Technical Diploma (T.D.) <input type="checkbox"/> Career and Technical Certificate (C.T.C.) <input type="checkbox"/> Certificate of Technical Studies (C.T.S.)

CIP: 480508	Credit Hours:46	Contact Hours: 1380	Award Level: TD
Name: Welding (Structural)			

IBC	Issuing Body	Course Title	Course Prefix	Course Number	Credits Awarded
NCCER Core Curriculum	NCCER	NCCER Core Introductory Craft Skills	CORE	1000	2
NCCER Welding Level 2	NCCER	Basic Blueprint, Metallurgy & Welding Symbols	WELD	1120	3
NCCER Welding Level 1	NCCER	Welding Inspection & Testing	WELD	1130	2
NCCER Welding Level 1	NCCER	Oxyfuel Systems	WELD	1210	2
NCCER Welding Level 1	NCCER	Cutting Processes – CAC/PAC	WELD	1310	2
NCCER Welding Level 1	NCCER	SMAW – Basic Beads	WELD	1410	3

NCCER Welding Level 1	NCCER	SMAW – V- Groove Open	WELD	1420	4
SMAW 1F Plate	AWS/Industry Recognized Testing Facility	SMAW-Fillet Weld	WELD	1411	3
SMAW 2F Plate	AWS/Industry Recognized Testing Facility	SMAW-Fillet Weld	WELD	1411	3
SMAW 2G Plate	AWS/Industry Recognized Testing Facility	SMAW – V- Groove Open	WELD	1420	4
SMAW 3G Plate	AWS/Industry Recognized Testing Facility	SMAW – V- Groove Open	WELD	1420	4
SMAW 3F Plate	AWS/Industry Recognized Testing Facility	SMAW-Fillet Weld	WELD	1411	3
SMAW 4G Plate	AWS/Industry Recognized Testing Facility	SMAW - V-Groove Bu/Gouge	WELD	1412	4
Manual Air Carbon Car Cutting	AWS/Industry Recognized Testing Facility	Cutting Processes – CAC/PAC	WELD	1310	2
Manual Oxy- fuel Cutting	AWS/Industry Recognized Testing Facility	Oxyfuel Systems	WELD	1210	2
Manual Plasma Arc Cutting	AWS/Industry Recognized Testing Facility	Cutting Processes – CAC/PAC	WELD	1310	2
Mechanized Oxy-Fuel Cutting	AWS/Industry Recognized Testing Facility	Oxyfuel Systems	WELD	1210	2
GMAW 1G Plate	AWS/Industry Recognized Testing Facility	GMAW - Groove Weld	WELD	2311	3
GMAW 2G Plate	AWS/Industry Recognized Testing Facility	GMAW - Groove Weld	WELD	2311	3
GMAW 3G Plate	AWS/Industry Recognized Testing Facility	GMAW - Groove Weld	WELD	2311	3
GMAW 4G Plate	AWS/Industry Recognized Testing Facility	GMAW - Groove Weld	WELD	2311	3

GTAW 1F Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 1G Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 2F Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 2G Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 3F Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 3G Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3
GTAW 4F Plate	AWS/Industry Recognized Testing Facility	GTAW - Multi- joint	WELD	2210	3

PROPOSED CHANGE

a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.

The Technical Diploma in Welding (Structural) prepares 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, 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 will be prepared to take the AWS Entry Level Welder test.

Graduates of the Louisiana Delta Community College Welding program will be able to:

- Identify and demonstrate appropriate safety tools, equipment, and procedures for SMAW process.
- Demonstrate the ability to read and interpret welding drawings; an understanding of basic metallurgy, metal identification, and heat treatment of metals.
- Identify the codes, standards, and agencies regulating the welding industry, weld quality standards, concepts in proper visual and destructive testing methods, and proper base metal preparation and joint fit-up.
- Demonstrate the safety, setup, and operations of Oxyfuel Cutting, proper handling of equipment, and handling of cylinders.
- Demonstrate the safety, setup, and operations of Air Carbon Arc Cutting and Gouging (CAC-A), and Plasma Arc Cutting (PAC).
- Demonstrate the following methods of welding with proficiency: shielded metal arc welding, gas tungsten arc welding, and flux-cored arc welding.
- Perform AWS code quality welds using the following methods: shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, and gas metal arc welding.

IMPLEMENTATION DATE (Semester and Year)	Fall 2020
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HISTORY OF PRIOR ACTIONS Provide an overview of changes to this program.
n/a

JUSTIFICATION FOR THE PROPOSED CHANGE Include support such as four-year university agreements, industry demand, advisory board information, etc.
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Recommendations from our Advisory Board and LDCC faculty input. LDCC faculty have collaborated to develop a Welding TD that does not require pipe welding for completion. A majority of LDCC welding students choose to attempt the pipe welding courses. However, for students who choose not to or who are unable to perform the advanced psychomotor skills required to be proficient in pipe welding, we are providing an option of earning a TD in Structural Welding. The LDCC faculty are committed to excellence and believe this curriculum is necessary to produce quality skilled AWS certified structural welders ready for the workforce immediately upon completion.

LOUISIANA WORKFORCE COMMISSION STAR LEVEL (<http://www.laworks.net/Stars/>)

5 Stars

4 Stars

3 Stars

2 Stars

☐ 1 Star

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

☐ Main Campus

☒ All Campuses☐ Sites (list below)☐ Distance Education

Site 1:

Site 2:

Site 3:

Site 4:

QUALIFIED FACULTY (Check all that apply)☐ Use Existing Faculty

#: 13

☒ Hire Adjunct Faculty

#: 2

☒ Hire Full-Time Faculty

#: 2

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: TD in Welding

Experience: Preferred 5
years industry experience

Certification: NCCER

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department: School of Industrial Technology

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

As all of the division's welding technical diploma degree programs grow coupled with this latest addition of the Welding (Structural) degree, there may be a need to hire additional full-time instructors. This decision will be based on a campus by campus evaluation.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>250</u>	<u>260</u>	<u>270</u>	<u>280</u>	<u>280</u>
<u>EVENING</u>	<u>115</u>	<u>115</u>	<u>120</u>	<u>120</u>	<u>120</u>
<u>DISTANCE EDUCATION</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Describe Process for Attaining & Estimating Enrollment:	Working with area high schools to raise awareness of opportunities in this program will be imperative. LDCC's student population has been growing at a 12%-20% clip over the past few years. We are expected to keep a similar pace as more eligible students in the area recognize the opportunity and value of our educational offerings and begin to look to LDCC as the primary starting point for higher education in northeast Louisiana.				

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If YES, please provide projected accreditation/licensure/certification date:	
Type/Name of Program Accreditation, Licensure or Certification Required:	n/a	

PROGRAM CURRICULUM

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. **If you are adopting curriculum, you do not need to complete this section.**

This curriculum change aligns with the proposed changes to the welding program correcting the clock-to-credit hour conversion, the addition of two new courses (CORE 1000 and WELD 2211), and removes the

elective requirement (3 credit hours). This Proposal will also reflect the following revision of five WELD courses :

1. *WELD 1110 – changed credit hour amount from 3 credit hours to 1 credit hour*
2. *WELD 1410 - changed credit hour amount from 2 credit hours to 3 credit hours*
3. *WELD 1412 - changed credit hour amount from 3 credit hours to 4 credit hours*
4. *WELD 2110 – changed credit hour amount from 3 credit hours to 2 credit hours*
5. *WELD 2310 - changed credit hour amount from 3 credit hours to 2 credit hours*

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
CORE	1000	NCCER Core Introductory Craft Skills	2	0	60	2
		CORE1000 new course *see attached description				
WELD	1110	Occupational Orientation & Safety	1	0	30	1
		Reduced WELD1110 from 3 to 1 credit hr				
WELD	1210	Oxyfuel Systems	1	1	60	2
WELD	1310	Cutting Processes - CAC/PAC	1	1	60	2
WELD	1130	Welding Inspection & Testing	1	1	60	2
WELD	1410	SMAW - Basic Beads	1	2	90	3
		Increased WELD1410 from 2 to 3 credit hrs				
WELD	1411	SMAW - Fillet Weld	0	3	90	3
Second Semester						
CPTR	1000	Introduction To Computers	1	1	45	2
WELD	1412	SMAW - V-Groove Bu/Gouge	0	4	120	4
		Increased WELD1412 from 3 to 4 credit hrs				
WELD	1420	SMAW - V-Groove Open	0	4	120	4
WELD	2110	FCAW - Basic Fillet Welds	0	2	60	2
		Decreased WELD2110 from 3 to 2 credit hrs				
WELD	2111	FCAW - Groove Welds	0	3	90	3

Third Semester						
JOBS	2450	Job Seeking Skills	2	0	30	2
WELD	1120	Basic Blueprint, Metallurgy & Welding Symbols	2	1	90	3
WELD	2210	GTAW – Basic Beads	0	3	90	3
WELD	2211	GTAW - Multi-joint	0	3	90	3
		WELD2211 is a new course *see attached description				
WELD	2310	GMAW - Basic Fillet Weld	0	2	60	2
		Decreased WELD2310 from 3 to 2 credit hrs				
WELD	2311	GMAW - Groove Weld	0	3	90	3

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

The modification of the TD Welding (Structural) degree is to prepare individuals for employment in the field of structural welding. Instruction is provided in various processes and techniques of welding including oxy-fuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc 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 American Welding Society (AWS) and will be prepared to take the AWS Entry Level Welder Test. We want to prepare our community for the eventuality of increased workforce demand through this proposed degree. We support the mission of LCTCS in this way and champion the system-wide initiative for all community colleges in the state of Louisiana to address workforce demands.

SIGNATURES:



College Chief Academic Officer

College Chief Executive Officer

4/17/2020

Date

Date

*New Course Descriptions

CORE1000 *Course Description:* An introduction to the occupation of welding including facility layout, policies, safety and health procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling and maintenance of a safe working environment. Students are also introduced to safe welding practices, communication skills, and essential workplace skills.

WELD2211 *Course Description:* Safely setup and operate Gas Tungsten Arc Welding (GTAW) equipment with practice of open V-Groove welds in the flat, horizontal, vertical, and overhead positions.