

Leisure Surf
SOWELA
SUMMER
 FAMILY Semester
 Sailing SWIMMING Friends
 Fishing FAMILY BOYS ICE CREAM Students FUN
 Travel SUN & Relax MEMORIES
 Sand FUN & Relax
 Vacation FUN & Relax
 Good times
 EXPERIENCES
 Smiles
 Laughter



SOWELA

TECHNICAL COMMUNITY COLLEGE

SUMMER CLASSES BEGIN JUNE 1ST

SUMMER 2010 REGISTRATION

Wednesday, April 7th

- 8:00 am - 10:00 am - Graduating Students
- 10:00 am - 11:30 am - Continuing Students
- 1:30 pm - 6:00 pm - All Students

Thursday, April 8th

- 8:00 am - 11:30 am - All Students
- 1:30 pm - 4:00 pm - All Students

Wednesday, May 26th

- 8:00 am - 11:30 am - All Students
- 1:30 pm - 4:00 pm - All Students

Thursday, May 27th

- 8:00 am - 12:00 pm - All Students

STEPS OF ENROLLMENT

1. Complete an Application for Admission
2. Provide ACT/SAT scores (within past 5 years), or college transcript with credit in English and College Algebra, or Sowela Placement Exam on campus.
3. Apply for financial aid.
4. Have your official high school transcript or GED scores sent to Sowela (required for Associate Degree applicant)
5. After the application is processed and placement is determined, attend orientation.
6. Register for classes during registration week.



OFFICE OF ACADEMIC AFFAIRS AND STUDENT SUCCESS

Vice Chancellor of Academic Affairs and Student Success	Dr. Rick Bateman, Jr.	491-2641
Dean of Student Success/CCTC	Dr. Terence Vinson	491-2641
Director of Student Support Services	Ms. Christine Collins	491-2664

Academic Department	Department Chairs	Phone
Business and Information Technology	Ms. Mathilda Rigmaiden	491-2060
Culinary, Graphic and Design Arts	Mr. Gray Little	491-2672
Industrial and Transportation Technology	Mr. Melvin Cox	491-2690
Liberal Studies and Education	Dr. Charles Stewart	491-2071
Nursing	Ms. Regina Johnson	491-2696
Process Technology	Mr. Linton Lecompte	491-2586

SENIOR TECHNICAL EDUCATION PROGRAM AT SOWELA (STEPS)

Coordinator	Mr. Lane Haley	491-2607
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OFFICE OF ENROLLMENT MANAGEMENT

Dean of Enrollment Management	Ms. Nancy Joslin	491-2688
Enrollment Services Manager	Ms. Laura LaFleur	491-2688
Director of Admissions and Financial Aid	Ms. Anna Daigle	491-2689

OFFICE OF FINANCE AND ADMINISTRATION

Vice Chancellor for Finance and Administrative Services	Ms. Angele Ozoemelum	491-2030
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INFORMATION RESOURCES AND TECHNOLOGY

Chief Information Resources and Technology Officer	Dr. Charles Nwankwo	491-2442
Information Technology Coordinator	Dr. Jo Schexneider	491-2608

ELECTRONIC LEARNING

eLearning Coordinator	Ms. Desiree Devereaux	491-2702
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LIBRARY and LEARNING RESOURCE CENTER

Director of Library Services	Ms. Mary F. Sherwood	491-2656
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ADMISSIONS

All persons seventeen (17) years of age or older may apply for admission to Sowela. Associate Degree applicants are required to be high school graduates or have a GED and must meet the required scores on Sowela's placement test (ASSET or COMPASS). An official copy of the applicant's ACT scores with a score of 17 in Reading, 19 in Math, and 18 in English may be accepted in place of the ASSET or COMPASS. Official transcripts from postsecondary educational institutions accredited by one of the six regional accrediting agencies may be substituted for the placement exam for all programs except Practical Nursing. The official transcript must indicate successful completion of college English and Math. Technical diploma applicants must meet the required scores for Technical diploma programs on one of the placement tests (ASSET, COMPASS, or ACT).

APPLICATION AND ADMISSIONS PROCEDURES

1. Applicants should report to the Business Office to pay the \$20 placement test fee. Applicants should present their paid receipt to the Enrollment Specialist to be admitted to the test. The placement test is given, by appointment only, in room 109 of the Administration Building. Placement tests are given on the following days: Monday to Thursday – 9:00 am to 3:30 pm and Fridays – 9:00 am to 12:00 pm. The placement test is also offered in the evening on the first Tuesday of the month at 5:00 pm (please call at least two hours before coming). The test may only be taken two times. Based on your scores, you may be required to take transitional classes.

2. Applicants must present proof of Louisiana/Texas residency with one of the following documents:

- a. Louisiana/Texas Driver's License
- b. Louisiana/Texas Voter's Registration card
- c. Louisiana/Texas Income Tax Return showing taxes paid

3. Applicants will be notified by mail of the date and time to report for Orientation and enrollment.

4. Applicants approved for an associate degree program or the Practical Nursing program may have to submit a certified copy of their high school transcript or GED scores to the Office of Admissions and Financial Aid prior to enrollment. A Practical Nursing applicant must also turn in a certified copy of his/her birth certificate, along with the transcript, to be placed on the waiting list. Birth cards or birth abstracts will NOT be accepted.

5. Certified transcripts from all colleges/universities previously attended, must be provided to the Registrar. A student, who is ineligible to return to his/her previous college, may be admitted provisionally with permission of the Registrar.

Students will not be refused admission into the college because of low test scores. Test scores are used for advising and placement purposes only. A student that tests into transitional courses may be permitted to enroll in a limited number of other courses determined by the department as not requiring a prerequisite.

All documents submitted through the application process become the property of Sowela Technical Community College and will not be returned.

SENIOR TECHNICAL EDUCATION PROGRAM AT SOWELA (STEPS)

Students from participating high schools may enroll in STEPS (Senior Technical Education Program at Sowela) if they are a graduating senior (have 17 credits) and need a maximum of two core courses (English, math, or science). Placement test requirements must be satisfied to qualify for this program. Since a high school diploma is required for admission into an associate degree program, credits taken for associate classes will be banked. The STEPS students must complete their entire senior year at Sowela and meet all requirements for graduation from the high school before the banked credits will be awarded. For additional information, contact the counselor at participating high schools or the STEPS office at 337-491-2607.

STUDENT INFORMATION

Parking Permits

Vehicle registration permits are issued from the Office of Enrollment Management at a cost of \$5 each. ALL faculty, staff, and students who operate vehicles on campus must register their vehicles and display the hanging permit from their rearview mirror so that it is visible at all times. Permits are valid for one school year, August to July. Vehicle registration allows authorized students to park in zones to which they are entitled only if space is available.

The operation of a motor vehicle on campus is a privilege granted by Sowela Technical Community College. Failure to abide by the regulations will revoke this privilege and/or result in disciplinary action.

Student ID Cards

All students enrolled at Sowela must have an ID card. There will be a \$5 charge for the card. This will permit immediate identification of Sowela students and should be carried at all times while on campus. It will also allow access to library services and student activities.

Graduating Students

Students expecting to complete program requirements during this semester will:

- Obtain an Application for Graduation from their advisor.
- Register for classes DURING THE DESIGNATED REGISTRATION TIME.
- Turn in the COMPLETED application with verification of the graduation fee paid, to the Registrar's Office.

ALL GRADUATING STUDENTS ARE ENCOURAGED TO ATTEND GRADUATION CEREMONIES.

Graduation Fee

A fee of \$35 will be assessed to all students who are completing graduation requirements. The fee will pay for cap and gown, and will help defray graduation costs. This fee will be paid at the time of registration for the student's final term and is NOT REFUNDABLE. This fee is required even if the student does not plan to attend the graduation ceremony.

Career Services

The Student Support Services Office is available to help students prepare for and find employment in their chosen career field. The Student Support Services Office publishes job announcements; hosts career seminars and job fairs; and assists students with résumé writing and the job search process. Visit the Student Support Services Office or call 491-2664 to find out more. (Job placement is not guaranteed.)

Full Time Student Status

Full time students are those that are registered for at least twelve (12) semester credit hours during the Fall and Spring semesters and at least six (6) semester credit hours during the Summer session.

Students with Disabilities

Students with disabilities are entitled to equal access to a post-secondary education and Sowela actively recruits prospective qualified students, including those with disabilities. Students with impaired sensory, manual, or speaking skills or other disabilities have the responsibility to provide documentation in a timely fashion regarding reasonable accommodation needs. Students with disabilities are encouraged to contact the Office of Student Support Services prior to the beginning of each semester. The ADA Coordinator can be reached at these numbers: (337) 491-2664 or TTY (337) 491-2524.

Course Load

Students will be allowed to enroll for a maximum of nineteen (19) semester credit hours in the Fall and Spring semesters and ten (10) semester credit hours in the Summer session. Only with the written recommendation of the Department Head and approval from the Dean of Instruction is a student permitted to exceed these limits.

Proof of Residency

A resident is defined as one who has lived in Louisiana or Texas for 12 consecutive months

immediately preceding registration. A student may not establish residency while residing in Louisiana for the primary purpose of attending college.

All new students must provide proof of Louisiana/Texas residency. Acceptable documentation may include a valid Louisiana/Texas driver's license, Louisiana/Texas vehicle registration, current state/federal tax return or other documents that indicate a student's official domicile.

Selective Service

In accordance with the requirements of Louisiana Law R.S. 17:3151 and the Federal Selective Service Act, male applicants who are between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration card or a printout from the Selective Service web site indicating the applicant's status.

The following categories of applicants are exempt from this requirement:

- Males currently on active duty in the military.
- Veterans who submit a copy of their DD214 discharge certificate.

Orientation

Orientation is conducted each semester/session for new students by the Offices of Enrollment Management and Academic Affairs and Student Success to acquaint each student with the staff, buildings and grounds, policies, and rules and regulations of Sowela. Each student will be assigned a departmental faculty advisor after the Orientation. The faculty advisor will assist the student with curriculum advisement and scheduling of classes at registration.

Immunization

As required by Louisiana Law R.S. 17:110, all first time students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus – diphtheria as a condition of enrollment. Forms are provided to students at Orientation to be completed by their physician/health unit. Students will not be allowed to complete the registration process until they have satisfied the immunization requirement.

A waiver may be signed by the student; however, in the event of an outbreak of measles, mumps, rubella, tetanus or diphtheria on campus; the College will require the students who are not immunized to stop attending classes until the outbreak is over or until they submit proof of adequate immunization.

Student Records

A permanent record is kept in the Registrar's Office along with computerized data on each student. All student records are confidential and only personnel in the Registrar's Office are allowed to access the student files. Students who wish to review their records may do so through the Office of the Registrar. Students are required to notify the Registrar's Office of name, address, and/or phone number changes.

EXAMS AND COURSE CREDIT

Credit Examination

Students may take a credit examination in certain courses if they have a fundamental knowledge of the subject. Permission to take a credit examination must be granted by the Department Chair. There will be a non-refundable fee of \$35 for each examination taken, payable prior to testing. A grade of Pass/Fail will be assigned. A score of 80 percent or more is considered passing. Students should consult with their advisor to schedule a credit exam.

Transfer Credit

An applicant should submit an official transcript from all institutions of higher education that he/she has attended within 30 days of the beginning of his/her first semester/session of enrollment. Transcripts become property of Sowela and part of the permanent student record. Decisions regarding the award of transfer credit will be determined no later than the end of the first semester a student is enrolled.

Requests for transfer of credit must be made with a formal request by contacting the Registrar and must be accompanied by the appropriate transcripts to be considered. Failure to request credit at the time of application could jeopardize this opportunity. Transfer credit is generally accepted from institutions that are accredited through recognized agencies.

Transfers from other institutions will be considered on a case-by-case basis. Conversion from quarter hours to semester hours and conversion to a four-point grading scale will be made as needed. Course content, prerequisites and level of instruction will be reviewed. Transfer of credit will be considered only for comparable courses within the current curriculum at Sowela. Only grades of "C" or better will be considered. No credit will be given for remedial or developmental courses. No credit will be given for courses taken while under suspension from Sowela. Application of transfer credit toward completion of program requirements will be determined by the student's academic department. Grades accepted for transfer credit will not be used in the computation of grade point average for the purpose of determining graduation honors.

Non-Credit Status

Students interested in gaining a basic understanding about course material without the pressure of examination may take classes for non-credit. A notation of satisfactory (S) or unsatisfactory (U) will be assigned to the student's Sowela transcript. Those students taking classes for non-credit

will be charged the same as those for credit students.

Enrollment as "non-credit" in day classes must be approved by the Department Chair and registration must be done during the drop/add/late registration period, giving degree-seeking students first priority. Coursework will not be retroactively assigned a grade for non-credit students following the completion of the placement test.

TUITION***

The student is considered officially registered once fees are paid, and all required admission documents have been submitted to the Office of Admissions and Financial Aid. Louisiana and Texas residents who are enrolled at Sowela will pay tuition and fees according to the in-state tuition schedule:

Credit Hours	In State Tuition	Operational Fee*	Academic Excellence Fee*	Registration Fee**	Student ID Fee**	Building Use Fee*	SGA Fee *	Total Due
1	\$67.00	\$1.00	\$7.00	\$5.00	\$5.00	\$5.00	\$5.00	\$95.00
2	\$134.00	\$2.00	\$14.00	\$5.00	\$5.00	\$5.00	\$5.00	\$170.00
3	\$201.00	\$3.00	\$21.00	\$5.00	\$5.00	\$5.00	\$5.00	\$245.00
4	\$268.00	\$4.00	\$28.00	\$5.00	\$5.00	\$5.00	\$5.00	\$320.00
5	\$335.00	\$5.00	\$35.00	\$5.00	\$5.00	\$5.00	\$5.00	\$395.00
6	\$402.00	\$6.00	\$42.00	\$5.00	\$5.00	\$5.00	\$5.00	\$470.00
7	\$469.00	\$7.00	\$49.00	\$5.00	\$5.00	\$5.00	\$5.00	\$545.00
8	\$536.00	\$8.00	\$56.00	\$5.00	\$5.00	\$5.00	\$5.00	\$620.00
9	\$603.00	\$9.00	\$63.00	\$5.00	\$5.00	\$5.00	\$5.00	\$695.00
10	\$670.00	\$10.00	\$70.00	\$5.00	\$5.00	\$5.00	\$5.00	\$770.00
11	\$737.00	\$11.00	\$77.00	\$5.00	\$5.00	\$5.00	\$5.00	\$845.00
12	\$804.00	\$12.00	\$84.00	\$5.00	\$5.00	\$5.00	\$5.00	\$920.00

Credit Hours	Out of State Tuition	Operational Fee*	Academic Excellence Fee*	Registration Fee**	Student ID Fee**	Building Use Fee*	SGA Fee *	Total Due
1	\$134.00	\$1.00	\$7.00	\$5.00	\$5.00	\$5.00	\$5.00	\$162.00
2	\$268.00	\$2.00	\$14.00	\$5.00	\$5.00	\$5.00	\$5.00	\$304.00
3	\$402.00	\$3.00	\$21.00	\$5.00	\$5.00	\$5.00	\$5.00	\$446.00
4	\$536.00	\$4.00	\$28.00	\$5.00	\$5.00	\$5.00	\$5.00	\$588.00
5	\$670.00	\$5.00	\$35.00	\$5.00	\$5.00	\$5.00	\$5.00	\$730.00
6	\$804.00	\$6.00	\$42.00	\$5.00	\$5.00	\$5.00	\$5.00	\$872.00
7	\$938.00	\$7.00	\$49.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,014.00
8	\$1,072.00	\$8.00	\$56.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,156.00
9	\$1,206.00	\$9.00	\$63.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,298.00
10	\$1,340.00	\$10.00	\$70.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,440.00
11	\$1,474.00	\$11.00	\$77.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,582.00
12	\$1,608.00	\$12.00	\$84.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,724.00

FEES	
Testing Fee* (if applicable) - \$20.00	NSF Fee - \$25.00
Web Fees--Process Technology - \$40.00	Credit Card Processing Fee - 3% of total amount charged
All other web classes - \$20.00	*Fee is not covered by TOPS.
Graduation fee - \$35.00	**Fee is covered by TOPS for first-time, full-time students.
Graduation fee (if not attending ceremony)- \$40.00	***SUBJECT TO CHANGE
Late Registration Fee - \$25.00	

Indebtedness to the Institution

Students who do not meet their financial obligations as scheduled are not permitted to continue attending classes. The campus will not release a transcript or other information unless the financial account of the student is paid in full and the student is in good standing.

Library Fines & Replacement Fees

Fines will be assessed for overdue books and other materials borrowed from the library. For non-returned items, the cost of replacement will be charged to the student. Unpaid fines and replacement fees will be added to the student's bill and will result in a hold being placed on the student's records.

REFUND POLICY

The Refund Policy for Sowela Technical Community College for the Fall and Spring semesters is as follows:

- A 100% refund of tuition and fees will be made to students withdrawing during the first three instructional days of the term.

- A 50% refund of tuition and fees will be made to students withdrawing during the 4th and 6th instructional day of the term.

- No refund shall be made after the 6th instructional day of the term.
- No refund shall be made for leisure learning classes unless the class is cancelled.
- No refund shall be made for web fees unless the web class is cancelled.

All refund checks will be picked up by the students in the Business Office.

Note: In accordance with Title IV of the Higher Education Act Amendments, refund of tuition and, when applicable, fees for Pell Grant recipients shall be made to the Pell Grant program and not to the student.

ONLINE CLASSES

Tutorial

In order to take an online course at Sowela Technical Community College students are REQUIRED to complete successfully the Student Online Blackboard Tutorial that will teach students how to navigate and use the system. This short course will provide students with the necessary information to learn that process. When students register to take an online or hybrid class, they will be automatically enrolled in the Blackboard tutorial course site. To access Blackboard, the students should go to the Sowela homepage (www.sowela.edu) and click on the Blackboard login link.

Blackboard Access

All students are assigned Blackboard usernames and temporary passwords when they register for classes. Most, but not all, of the instructors use Blackboard. Student usernames are configured in this manner: sw + initial of the first name + last name + last TWO digits of the student's Social Security Number. For example, if a student is named John Doe and he has a SSN of 123-45-6789, then his Blackboard username would be swjdoe89. His temporary password would be his username. Once he logs on for the first time, he should click on the "Personal Information" link on the left side of his welcome page and follow the directions to change his password to something more private. For RETURNING STUDENTS, the password resets back to the username at the beginning of every semester, so you must change it to something more private again.

Hybrid Courses (*some work done in the classroom and some on the internet*).

This course will meet once a week (on the day and time listed in the schedule) and require that students log on to their course site at least once a week. Most assignments will be done online, so access to a computer is mandatory. Attendance policies will apply.

Student email

All students are REQUIRED to use their Sowela student email accounts for all electronic correspondence with the institution. Student email accounts are automatically created for students when they register at Sowela, and the accounts are theirs to keep forever. To activate the accounts, students should click on the "My Sowela" link on the Sowela homepage. The students' email addresses will follow this format: `firstname.lastname@students.sowela.edu`.

The email username follows this format: `firstname.lastname` and the temporary password follows this format: `FirstnameLastname` (notice which letters are capitalized and that there is no "dot" in the middle) + the last FIVE digits of the student ID number. So, if John Doe, whose student ID number is 000054321 wanted to set up his Sowela email account, he would enter `john.doe` as his email username and `JohnDoe54321` as his temporary password. Then once he logs in successfully, he will be prompted to change his email password to something more private. Later, when he wants to check his email, he will return to the "My Sowela" link, click on it, enter his information, and then click on the "Mail" link.

ATTENDANCE

Class attendance is considered both a privilege and a responsibility. Students are expected to attend all classes for which they are enrolled. All instructors will maintain attendance records.

Absence from class may be considered excused or unexcused as determined by the instructor. If a student accumulates excessive unexcused absences (10% or more of scheduled class meetings) or excess of total absences (20%), the instructor may recommend to the student's department head that he/she be withdrawn from the class. Some departments may have strict attendance policies mandated by state boards or federal guidelines.

WITHDRAWAL

Deadlines are set by the Registrar each semester/session for class withdrawals. A student must notify his/her instructor, advisor, or department head and proper paperwork be filled out in order for the student to receive a grade of "W".

Each student is expected to notify his/her advisor, instructor or department head if he/she is withdrawing from the College. Termination and placement forms are completed when the student withdraws. The student should notify the Financial Aid Office if he/she is receiving any type of financial aid.

Federal regulations mandate that financial aid recipients who drop all courses or officially withdraw from the College before completing 60 percent of the semester may be liable to repay a portion of the federal aid disbursed. The amount of the return is calculated using a federal formula that depends on the date the student stopped attending class. A student who owes a repayment will not be eligible for additional financial aid until the repayment is made in full.

Note: Failure to properly withdraw may jeopardize a student's financial aid and/or result in a grade of "F" being assigned.

Note: All Financial Aid refund checks will be picked up by the students in the Business Office.

TUITION DEFERMENT PLAN

The Tuition Deferment Plan (TDP) is designed to assist students by allowing them to pay their tuition and allowable fees in three convenient monthly installments for the Fall and Spring semesters and two installments in the Summer session. TDP allows for the deferment of tuition, operational, academic excellence, and mandatory lab fees. Parking, Student ID, Registration, and Student Government fees are not deferrable. The student is required to sign the Tuition Deferment Plan and make payments as listed below. All other fees and charges must be paid by the first installment due date. Questions about tuition deferments may be addressed to the Business Office at (337) 491-2043.

SUMMER 2010 DEFERMENT DATES

May 14, 2010 – First Installment

June 23, 2010 – Second Installment

SUMMER 2010 TERM ACADEMIC CALENDAR*

June 1 – July 23, 2010

Wednesday, April 7th - Summer 2010 Registration

8:00 a.m. - 10:00 a.m. - Graduating Students

10:00 a.m. - 11:30 a.m. - Continuing Students

1:30 p.m. - 6:00 p.m. - All Students

Thursday, April 8th - Summer 2010 Registration

8:00 a.m. - 11:30 a.m. - All Students

1:30 p.m. - 4:00 p.m. - All Students

Wednesday, May 26th - Summer 2010 Late Registration

8:00 a.m. - 11:30 a.m. - All Students

1:30 p.m. - 4:00 p.m. - All Students

Thursday, May 27th - Summer 2010 Late Registration

8:00 a.m. - 12:00 p.m. - All Students

June 1 (Tues)

Classes Begin - Add/Drop Period Begins

June 2 (Wed)

Last Day to Add Classes

June 3 (Thurs) 3:00 p.m.

All Fees Due for Late Registration and Add Period

June 3 (Thurs)

Last Day for 75% Refund

June 7 (Mon)

Last Day for 50% Refund

June 9 (Wed)

7th Instructional Day / Reporting Day

July 2 (Fri)

Last Day to Drop a Class or Withdraw from School

July 5 (Mon)

Holiday

July 6 – 9 (Mon - Fri)

Advising Days

Tuesday, July 13th

Fall 2010 Registration

8:00 a.m. - 10:00 a.m.

Graduating Students

10:00 a.m. - 11:30 a.m.

Continuing Students

1:30 p.m. - 6:00 p.m.

All Students

Wednesday, July 14th

Fall 2010 Registration

8:00 a.m. - 11:30 a.m.

All Students

1:30 p.m. - 4:00 p.m.

All Students

Wednesday, July 15th

Fall 2010 Registration

8:00 a.m. - 12:00 noon

All Students

Friday, July 23rd

Summer Term Ends, Grades Due 12:00 p.m.

*Subject to Change

BUILDING KEY

ADMIN - Administration Building

AVCR - Aviation Technology Classroom Building

AVIA - Aviation Hanger

CMPTR - Computer Building

EM - Electro-Mechanical Building

METLS - Metals Building

MECH - Mechanical Building

TBLDG - Temporary Building

TBA - To Be Announced (See your advisor)

TRANS - Transportation Technology Building

WEB - Web Class (Internet Access Required)

ACCOUNTING TECHNOLOGY

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
ITEC1000A	Application Basics	3.0	10:50-12:05	MW	ADMIN	1209	KENNERSON M
ITEC1000B	Application Basics	3.0	08:00-09:15	TTH	ADMIN	1205	SCHEXNEIDER R
ITEC1000W	Application Basics	3.0	00:00-00:00	WEB			KENNERSON M
ITEC1300A	Internet Applications	3.0	10:50-12:05	TTH	ADMIN	1205	SCHEXNEIDER R
ITEC1320A	Intro. to Database Mgt.	3.0	09:25-10:40	TTH	ADMIN	1209	KENNERSON M
ITEC2270W	Advanced Spreadsheet Dev.	3.0	00:00-00:00	WEB			STAFF
ITEC2670W	Networking Security	3.0	00:00-00:00	WEB			SCHEXNEIDER R
ITEC2998A	Comp. Programming Project	3.0	00:00-00:00	TBA	TBA	TBA	RIGMAIDEN M
OADM1110A	Introduction to Keyboarding	3.0	09:25-10:40	M-TH	ADMIN	1104	LEJEUNE D
OADM1330A	Introduction to Spreadsheets	3.0	08:00-09:15	M-TH	ADMIN	1104	LEJEUNE D
OADM1450A	Basic Word Processing	3.0	10:50-12:05	TTH	ADMIN	1104	LEJEUNE D

AUTOMOTIVE TECHNOLOGY

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
AUTO1612A	Electrical/Electronic 2	5.0	08:00-14:30	M-F	TRANS	2	RICHARD T
AUTO1822A	Engine Performance 3	4.0	08:00-14:30	M-F	TRANS	2	RICHARD T

AVIATION MAINTENANCE TECHNOLOGY - GENERAL

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
AMTG1020A	Aircraft Drawings	1.0	08:00-14:30	M-F	AVIA	404	CARTER G
AMTG1030A	Ground Operation & Service	1.0	08:00-14:30	M-F	AVIA	404	CARTER G
AMTG1050A	Fluid Lines & Fittings	1.0	08:00-14:30	M-F	AVIA	404	CARTER G
AMTG1070A	Weight & Balance	2.0	08:00-14:30	M-F	AVIA	404	CARTER G
AMTG1080A	Documents & Regulations	2.0	08:00-14:30	M-F	AVIA	404	CARTER G

AVIATION MAINTENANCE TECHNOLOGY - POWERPLANT

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
AMTP2220A	Turbine Engines & APU	3.0	08:00-15:30	M-F	AVIA		CARTER G
AMTP2250A	Lubrication Systems	1.0	08:00-15:30	M-F	AVIA		CARTER G
AMTP2300A	Propellers & Rotors	3.0	08:00-15:30	M-F	AVIA		CARTER G

BIOLOGY

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
BIOL1010A	General Biology 1	3.0	08:00-09:15	M-TH	CMPT	111	GROTH R
BIOL1010B	General Biology 1	3.0	10:50-12:05	M-TH	CMPT	111	GROTH R

BUSINESS

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
BUSI1030A	Intro to Business	3.0	10:50-12:05	MW	ADMIN	1212	GUILLORY PA
BUSI1030W	Intro to Business	3.0	00:00-00:00	WEB			GUILLORY PA
BUSI1210A	Business Math	3.0	09:25-10:40	M-TH	ADMIN	1210	SMITH S
BUSI2300A	Business Communications	3.0	09:25-10:40	M-TH	ADMIN	1212	GUILLORY PA

CHEMISTRY

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
CHEM1010A	General Chemistry	3.0	08:00-09:15	M-TH	CMPT	114	KALB W
CHEM1010B	General Chemistry	3.0	10:50-12:05	M-TH	CMPT	114	KALB W
CHEM1011A	General Chemistry Lab	1.0	12:15-14:45	TTH	CMPT	114	KALB W

COLLISION REPAIR

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
CLRP1150A	Mechanical Components	6.0	08:00-14:30	M-F	TRANS	3	MCCARTY T
CLRP1220A	Welding & Cutting	4.0	08:00-14:30	M-F	TRANS	3	MCCARTY T
CLRP2111A	Restraint Systems	2.0	08:00-14:30	M-F	TRANS	3	MCCARTY T

COMMERCIAL ART

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
COMA1040A	Design	3.0	12:30-15:05	MWF	MECH	603	BEAUGH T
COMA1230A	Desktop Publishing	3.0	08:00-11:05	MWF	MECH	603	LITTLE G
COMA1240A	Photography 1	3.0	12:30-15:05	MWF	MECH	601	LITTLE G
COMA2010A	Computer Graphics 1	3.0	08:00-12:30	TTH	MECH	603	BEAUGH T
COMA2210A	Web Page Design	3.0	08:00-11:05	MWF	MECH	611	STAFF
COMA2500A	Portfolio Prep. & Presentaion	1.0	00:00-00:00	TBA	TBA		LITTLE G

CRIMINAL JUSTICE

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
CRMJ1230A	Rpt. Writing for Law Enforce	3.0	10:50-12:05	M-TH	EM	312	HANCOCK L
CRMJ2112W	Social Problems Cr Justice	3.0	00:00-00:00	WEB			BYRD J
CRMJ2552A	Cr Justice Externship	3.0	12:15-13:30	M	EM	312	HANCOCK L
CRMJ2997A	Selected topics in CJ: Family Violence	3.0	09:25-10:40	M-TH	EM	312	HANCOCK L

CULINARY ARTS

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
CULN1110A	Culinary Math	3.0	12:15-14:30	M-F	ADMINKITCHEN		STAFF
CULN1120A	Food & Beverage Service	2.0	11:00-14:00	M-F	ADMINKITCHEN		NEELEY E
CULN1130A	Sanitation & Safety	3.0	07:00-10:45	M-F	ADMINKITCHEN		QUINN K
CULN1210A	Volume Food Production	8.0	08:45-15:15	M-F	ADMINKITCHEN		HEACOOK J
CULN1220A	Nutrition	3.0	07:00-08:45	M-F	ADMINKITCHEN		WILLIAMS S
CULN1310A	Basic Baking Fundamentals	5.0	07:00-11:45	M-F	ADMINKITCHEN		PLUES S
CULN1321A	A` La Carte	4.0	06:30-11:00	M-F	ADMINKITCHEN		STAFF

DRAFTING

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
DRFT1101A	Drafting Fundamentals	2.0	08:00-09:20	M-TH	CMPT	110	STAFF
DRFT1102A	Geometric Construction	2.0	09:30-10:50	M-TH	CMPT	110	STAFF
DRFT1103A	Pictorial Drawing	2.0	12:00-13:20	M-TH	CMPT	110	STAFF
DRFT1104A	Machine Drawing	2.0	13:30-14:50	M-TH	CMPT	110	STAFF
DRFT2304A	Piping	3.0	13:00-14:50	M-F	CMPT	109	FRUGE W
DRFT2401A	Architecture 2	3.0	08:00-09:50	M-F	CMPT	109	FRUGE W
DRFT2403A	Marine Design	3.0	10:00-11:50	M-F	CMPT	109	FRUGE W
DRFT2404A	Specialization	4.0	00:00-00:00	TBA	CMPT	109	FRUGE W

ECONOMICS

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
ECON2020A	Microeconomics	3.0	08:00-10:30	TTH	ADMIN	1208	BEST A
ECON2020B	Microeconomics	3.0	10:50-13:20	TTH	ADMIN	1208	BEST A
ECON2020C	Microeconomics	3.0	13:30-16:00	TTH	ADMIN	1208	BEST A

ELECTRICITY

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
ELEC1122A	Residential Wiring	3.0	12:00-14:30	MWF	EM	309	STAFF
ELEC1230A	National Electrical Code	3.0	10:00-11:50	M-F	EM	316	LEBOEUF R
ELEC1422A	Intro to Motor Controls	3.0	10:00-11:50	M-F	EM	310	STAFF
ELEC2630A	Advanced Motor Controls	3.0	08:00-09:50	M-F	EM	310	LEBOEUF R
ELEC2630B	Advanced Motor Controls	3.0	12:30-14:20	M-F	EM	310	LEBOEUF R

ELECTRONICS

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
ETRN1112A	Fnd of Electricity / Electronic	4.0	08:00-11:30	M-F	EM	320	LANDRY J
ETRN1212A	Fnd of Semiconductors/Circuits	4.0	12:10-14:40	M-F	EM	320	LANDRY J
ETRN1232A	Digital Electronics 1	3.0	09:00-10:30	M-F	EM	325	GILMORE J
ETRN1232B	Digital Electronics 1	3.0	10:40-12:10	M-F	EM	325	GILMORE J
ETRN2112A	Transistor Circuits	3.0	12:40-14:30	M-F	EM	325	GILMORE J

ENGLISH

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
ENGL1010A	English Composition 1	3.0	08:00-09:15	M-TH	AVCR	805	SULLIVAN S
ENGL1010B	English Composition 1	3.0	10:50-12:05	M-TH	ADMIN	805	SULLIVAN S
ENGL1010N	English Composition 1	3.0	18:25-19:40	M-TH	AVCR	820	DYE M
ENGL1010W	English Composition 1	3.0	00:00-00:00	WEB			SULLIVAN S
ENGL2535A	Technical Report Writing	3.0	09:25-10:40	MW	AVCR	805	POURTEAU R
ENGL2535B	Technical Report Writing	3.0	09:25-10:40	TTH	AVCR	805	POURTEAU R
ENGL2535W	Technical Report Writing	3.0	00:00-00:00	WEB			POURTEAU R

HISTORY

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
HIST2010A	American History 1	3.0	10:50-12:05	M-TH	ADMIN	1208	DOWNS H
HIST2010W	American History 1	3.0	00:00-00:00	WEB			TROY B
HIST2020A	American History 2	3.0	12:15-13:30	M-TH	ADMIN	1208	DOWNS H
HIST2020W	American History 2	3.0	00:00-00:00	WEB			TROY B

HOSPITALITY

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
HOST1010A	Orient. Hospitality/Tourism Industry	3.0	11:15-13:30	M-F	ADMINKITCHEN		NEELEY E

INSTRUMENTATION

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
INST1110A	Intro to Instrumentation	3.0	12:00-13:30	M-F	EM	324	DUPLANTIS H
INST1311A	Pressure/Level Measurement	3.0	10:00-11:30	M-F	EM	327	SAUCIER T
INST1411A	Flow/Final Control Elements	3.0	08:00-09:30	M-F	EM	324	SAUCIER T
INST2611A	Controllers	3.0	08:00-09:50	M-F	EM	327	JOHNSON R
INST2721A	Intro to P L C	3.0	08:00-09:50	M-F	EM	314	DUPLANTIS H
INST2721B	Intro to P L C	3.0	12:00-13:50	M-F	EM	315	JOHNSON R
INST2811A	Advanced PLC	3.0	10:00-11:50	M-F	EM	314	DUPLANTIS H
INST2841A	Distributive Control	3.0	10:00-11:50	M-F	EM	315	JOHNSON R

JOBS

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
JOBS2450A	Job Seeking Skills	2.0	09:25-10:15	M-TH	AVCR	818	MCNEASE M
JOBS2450B	Job Seeking Skills	2.0	10:50-11:40	M-TH	AVCR	818	MCNEASE M
JOBS2450C	Job Seeking Skills	2.0	12:15-13:05	M-TH	ADMIN	1210	CREEL A

MATHEMATICS

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
MATH1020A	Applied Trigonometry	3.0	08:00-09:15	M-TH	ADMIN	1210	SMITH S
MATH1020B	Applied Trigonometry	3.0	10:50-12:05	M-TH	ADMIN	1215	FREEMAN K
MATH1100A	College Algebra	3.0	08:00-09:15	M-TH	ADMIN	1217	FRANTZ J
MATH1100B	College Algebra	3.0	09:25-10:40	M-TH	ADMIN	1200	CARRERE T
MATH1100C	College Algebra	3.0	10:50-12:05	M-TH	ADMIN	1217	ISON K

PSYCHOLOGY

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
PSYC2010A	Intro to Psychology	3.0	08:00-09:15	M-TH	ADMIN	1208	CREEL A
PSYC2010B	Intro to Psychology	3.0	09:25-10:40	M-TH	ADMIN	1208	CREEL A

TRANSITIONAL STUDIES - MATH

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
T SMA0092A	Introductory Algebra	3.0	08:00-09:15	M-TH	ADMIN	1200	CARRERE T
T SMA0092B	Introductory Algebra	3.0	09:25-10:40	M-TH	ADMIN	1215	FREEMAN K
T SMA0092C	Introductory Algebra	3.0	12:15-13:30	M-TH	ADMIN	1215	CARRERE T
T SMA0093A	Intermediate Algebra	3.0	09:25-10:40	M-TH	ADMIN	1217	ISON K
T SMA0093B	Intermediate Algebra	3.0	10:50-12:05	M-TH	ADMIN	1200	FRANTZ J
T SMA0093C	Intermediate Algebra	3.0	12:15-13:30	M-TH	ADMIN	1200	FRANTZ J

TRANSITIONAL STUDIES - READING

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
TSRE0091A	Transitional Reading	3.0	08:00-09:15	M-TH	AVCR	814	DENHAM C
TSRE0091B	Transitional Reading	3.0	09:25-10:40	M-TH	AVCR	814	DENHAM C

TRANSITIONAL STUDIES - ENGLISH

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
TSEN0091A	Transitional English	3.0	08:00-09:15	M-TH	AVCR	820	MCCORMICK D
TSEN0091B	Transitional English	3.0	12:15-13:30	M-TH	AVCR	820	MCCORMICK D
TSEN0091N	Transitional English	3.0	17:00-18:15	M-TH	AVCR	818	CLARK B
TSEN0093A	Developmental Writing	3.0	09:25-10:40	M-TH	AVIA	820	MCCORMICK D
TSEN0093B	Developmental Writing	3.0	13:40-14:55	M-TH	AVCR	820	MCCORMICK D
TSEN0093N	Developmental Writing	3.0	17:00-18:15	M-TH	AVCR	820	DYE M

WELDING

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
WELD1110A	Occ. Orientation & Safety	2.0	08:00-14:30	M-F	METLSWELD		LEBLANC K
WELD1110N	Occ. Orientation & Safety	2.0	17:00-22:00	M-TH	METLSWELD		LEBLANC K
WELD1210A	Oxyfuel Systems	2.0	08:00-14:30	M--F	METLSWELD		LEBLANC K
WELD1210N	Oxyfuel Systems	2.0	17:00-22:00	M-TH	METLSWELD		LEBLANC K
WELD1410A	SMAW Basic Beads	2.0	08:00-14:30	M-F	METLSWELD		LEBLANC K
WELD1410N	SMAW Basic Beads	2.0	17:00-22:00	M-TH	METLSWELD		LEBLANC K
WELD1411A	SMAW Fillet Weld	2.0	08:00-14:30	M-F	METLSWELD		LEBLANC K
WELD1411N	SMAW Fillet Weld	2.0	17:00-22:00	M-TH	METLSWELD		LEBLANC K
WELD1420A	SMAW V Groove Open	4.0	08:00-14:30	M-F	METLSWELD		LEBLANC K
WELD1420N	SMAW V Groove Open	4.0	17:00-22:00	M-TH	METLSWELD		LEBLANC K
WELD1510A	SMAW PIPE 2G	3.0	08:00-14:30	M-F	METLSWELD		LEBLANC K
WELD1510N	SMAW PIPE 2G	3.0	17:00-22:00	M-TH	METLSWELD		LEBLANC K
WELD1514A	SMAW 5G Downhill	3.0	08:00-14:30	M-F	METLSWELD		LEBLANC K
WELD1514N	SMAW 5G Downhill	3.0	17:00-22:00	M-TH	METLSWELD		LEBLANC K
WELD1515A	SMAW 6G Downhill	2.0	08:00-14:30	M-F	METLSWELD		TOUPS A
WELD1515N	SMAW 6G Downhill	2.0	17:00-22:00	M-TH	METLSWELD		TOUPS A
WELD2110A	FCAW Basic Fillet Welds	2.0	08:00-14:30	M-F	METLSWELD		TOUPS A
WELD2110N	FCAW Basic Fillet Welds	2.0	17:00-22:00	M-TH	METLSWELD		TOUPS A
WELD2111A	FCAW Groove Welds	1.0	08:00-14:30	M-F	METLSWELD		TOUPS A
WELD2111N	FCAW Groove Welds	1.0	17:00-22:00	M-TH	METLSWELD		TOUPS A
WELD2210A	GTAW Basic Multi joint	3.0	08:00-14:30	M-F	METLSWELD		TOUPS A
WELD2210N	GTAW Basic Multi joint	3.0	17:00-22:00	M-TH	METLSWELD		TOUPS A
WELD2220A	GTAW PIPE 5g	4.0	08:00-14:30	M-F	METLSWELD		TOUPS A
WELD2220N	GTAW PIPE 5g	4.0	17:00-22:00	M-TH	METLSWELD		TOUPS A
WELD2221A	GTAW PIPE 2g	3.0	08:00-14:30	M-F	METLSWELD		TOUPS A
WELD2221N	GTAW PIPE 2g	3.0	17:00- 22:00	M-TH	METLSWELD		TOUPS A
WELD2222A	GTAW PIPE 6G	2.0	08:00-14:30	M-F	METLSWELD		TOUPS A
WELD2222N	GTAW PIPE 6G	2.0	17:00-22:00	M-TH	METLSWELD		TOUPS A
WELD2310A	GMAW Basic Fillet Weld	2.0	08:00-14:30	M-F	METLSWELD		TOUPS A
WELD2310N	GMAW Basic Fillet Weld	2.0	17:00-22:00	M-TH	METLSWELD		TOUPS A
WELD2311A	GMAW Groove Weld	2.0	08:00-14:30	M-F	METLSWELD		TOUPS A
WELD2311N	GMAW Groove Weld	2.0	17:00-22:00	M--TH	METLSWELD		TOUPS A

CAREER DEVELOPMENT

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
CDEV300001A	Intro to Health Care	.0	15:00-20:00	M-TH	ADMIN	1206	FONTENOT P
CDEV300002A	Body Structure & Function	.0	15:00-20:00	M-TH	ADMIN	1206	FONTENOT P
CDEV300003A	Basic Nursing Skills	.0	15:00-20:00	M-TH	ADMIN	1206	FONTENOT P
CDEV300004A	Prof for the Nursing Asst	.0	15:00-20:00	M-TH	ADMIN	1206	FONTENOT P
CDEV300005A	Clinical Training	.0	15:00-20:00	M-TH	ADMIN	1206	FONTENOT P

HEALTH NURSING

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
ANUR1220A	Foundations of Practical Nursing	5.0	10:00-14:20	M-F	ADMIN	1206	FERRYGOOD L
ANUR1222A	Found. of Practical Nursing Clinical	2.0	06:45-15:00	TWTH	TBA		STOUT K
ANUR1340A	Introduction to Practical Nursing	1.0	08:00-09:50	M-F	ADMIN	1206	GOINS N
ANUR2320A	Medical/Surgical Nursing I	5.0	08:00-14:20	M-F	ADMIN	1204	HELLUMS P
ANUR2322A	Medical/Surgical Clinical I	4.0	06:45-15:00	TWTH	TBA		ZERANGUE J
ANUR4050A	Medical/Surgical Nursing III	5.0	08:00-14:20	M-F	ADMIN	1202	SMITH G
ANUR4052A	Medical/Surgical Nursing Clinical III	4.0	06:45-15:00	TWTH	TBA		FONTENOT P

PROCESS TECHNOLOGY

COURSE	TITLE	CR	TIME	DAY	BUILD	RM	INSTRUCTOR
PTEC1000A	Mechanical Aptitude & Spatial Relations	1.0	08:00-09:00	MWF	COMPTR	101	WINFREY H
PTEC1000B	Mechanical Aptitude & Spatial Relations	1.0	08:00-09:30	TTH	COMPTR	101	WINFREY H
PTEC1010A	Intro to Process Technology	3.0	09:45-11:15	TTH	COMPTR	101	WINFREY H
PTEC1010W	Intro to Process Technology	3.0	00:00-00:00	WEB			LAFARGUE D
PTEC1310A	Process Instrumentation 1	3.0	09:15-11:15	MWF	COMPTR	101	BOULLION R
PTEC1320A	Process Instrumentation 2	3.0	13:30-16:30	TTH	COMPTR	101	BOULLION R
PTEC1610A	Process Equipment	3.0	13:00-14:00	MWF	COMPTR	103	DUHON E
PTEC1610LBA	Process Equipment Lab	.0	14:00-15:00	MWF	COMPTR	103	DUHON E
PTEC1610W	Process Equipment	3.0	00:00-00:00	WEB			LAFARGUE D
PTEC2030A	Plant Safety	3.0	11:30-13:00	TTH	COMPTR	101	EDWARDS A
PTEC2030W	Plant Safety	3.0	00:00-00:00	WEB			SPOONER K
PTEC2070A	Statistical Quality Control	3.0	09:40-11:40	TTH	COMPTR	106	TRAHAN C
PTEC2070W	Statistical Quality Control	3.0	00:00-00:00	WEB			SPOONER K
PTEC2420A	Process Systems	4.0	08:00-09:30	MWF	COMPTR	106	TRAHAN C
PTEC2420LBA	Process Systems Lab	.0	09:30-11:00	MWF	COMPTR	106	TRAHAN C
PTEC2430A	Capstone Project	4.0	09:40-10:50	M-TH	COMPTR	103	BOUTTE M
PTEC2430LBA	Capstone Project Lab	.0	10:50-11:35	M-TH	COMPTR	300	BOUTTE M
PTEC2440A	Process Troubleshooting	3.0	13:00-14:30	MWF	COMPTR	106	DUHON E
PTEC2620A	Process Plant Physics	3.0	08:00-09:30	MWF	COMPTR	103	ARDOIN R
PTEC2620LBA	Process Plant Physics Lab	1.0	09:30-10:30	MWF	TBA		ARDOIN R
PTEC2630A	Fluid Mechanics	3.0	12:00-14:20	TTH	COMPTR	106	SPOONER K
PTEC2911A	Internship	3.0	12:00-15:30	M-TH	COMPTR	300	FULTS W



SOWELA

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- Electrician
- Practical Nursing
- Welding

