

# **Delta College**

**of Arts & Technology, Inc.**

**Baton Rouge Main Campus**  
**7380 Exchange Place**  
**Baton Rouge, Louisiana 70806**  
**(225) 928-7770**

**Lafayette Branch Campus**  
**200 Republic Ave., Suite I**  
**Lafayette, Louisiana 70508**  
**(337) 988-5455**

***FOUNDED 1983***

**2018 Catalog**

**Volume I**

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Delta College of Arts & Technology, Inc. does not discriminate on the basis of race, color, national origin, age, sex, or handicap in admission to, access to, treatment in, or employment in its programs and activities.

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## **Accreditation and Licensure**

Both the Baton Rouge Main and the Lafayette Branch campuses are accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, [www.council.org](http://www.council.org). The Council of Occupational Education is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Both campuses are licensed by the Louisiana Board of Regents and adhere to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission. The Practical Nurse program is additionally accredited by the Louisiana State Board of Practical Nurse Examiners (LSBPNE).

## **Ownership and Control**

Delta College of Arts & Technology, Inc. is owned, governed, and controlled by Delta College of Arts and Technology, Inc., a proprietary school corporation of Louisiana and is owned by Billy L. Clark (25%); David W. Clark (25%); Billy B. & Ola B. Clark (25%); and Lisa C. Wagley (25%).

## **Board of Directors**

Billy L. Clark.....	President
Billy B. Clark.....	Vice President
Randall C. Wagley.....	Secretary
David W. Clark.....	Director

## **Administration & Faculty**

### **Senior Management**

Wayne Barineau, CPA.....	Accounting
Billy L. Clark.....	President
DeWanna Fontenot.....	Financial Aid Director
Carol Hasegawa.....	Director of Accreditation and Curricula
Vickie Hicks.....	Internal Compliance Director
James Malley.....	Director of Operations
Yvonne Swim.....	Financial Aid Administrative Assistant
Michell Thurman.....	President's Assistant / IT Support
Randall C. Wagley.....	CEO
Vicki Weales.....	External Compliance Director

## **Baton Rouge Campus**

### **Administration**

Billy L. Clark.....	Campus Director
Mariah Craig.....	PN Administrative Assistant
Angela Garcia.....	Director of Financial Aid, BR Campus
Bob Goodrich.....	Admissions Representative
Comelia Jackson, BSN, RN.....	Practical Nurse Program Director / Coordinator
Clarissa Keller.....	Admissions Representative
Regina Milton.....	Externship Coordinator
Charla Noce.....	Financial Aid Officer
Meagan Roblin.....	Academic Affairs Officer
Mickie Roy.....	Allied Health Programs & Student Services Coordinator
Arielle Shannon.....	Administrative Assistant
Kiawana Sheppard-Dunn.....	Career Services Officer
Kierra Spiller.....	Admissions Representative

## Faculty

### Practical Nurse Faculty

#### Full-Time

Cassandra Alexander, BSN, RN .....	Practical Nurse
Robert Buckley, MSN, RN, .....	Practical Nurse
Comelia Jackson, BSN, RN .....	Practical Nurse Program Director / Coordinator
Ashley Lee, BSN, RN .....	Practical Nurse
Jane McGrew, MSN, RN .....	Assistant Nurse Program Coordinator
Dara Pounds, BSN, RN .....	Practical Nurse
Laurie Speed, BSN, RN .....	Practical Nurse
Carol Starns, AAS, CLNC, RN .....	Practical Nurse
Wanda Ventress, ADN, RN .....	Practical Nurse

#### Part-Time

Cassandra Benoit, MSN, RN .....	Practical Nurse
Kimberly Browning, RN .....	Practical Nurse
Penny Decuir, ADN, RN .....	Practical Nurse
Terry Hogue, ASN, RN .....	Practical Nurse
Gwendolyn Livous, PhD, RN .....	Practical Nurse
Linda Millburn, BSN, RN .....	Practical Nurse
Karen Normand, BSN, RN .....	Practical Nurse
Christel Sanchez, BSN, RN .....	Practical Nurse
Trudy Williams, PhD, RN .....	Practical Nurse

### Non-PN Faculty

#### Full-Time

James Granger, Jr. DDS .....	Dental Assistant
Jeanette Jenkins, AOS Visual Communications-Commercial Art .....	Graphic Design
Gina McKnight, BA Journalism, AOS Visual Comm. Arts .....	Commercial Art/Graphic Design
Regina Milton .....	Medical Assistant
Mickie Roy .....	Allied Health Programs & Student Services Coordinator
Danna Scott, LPN .....	Medical Assistant
Genalin Umstetter, BS Computer Data Process Mgmt .....	Computers and Business

#### Part-Time

Sherrol Hampton, AAS, Business Technology .....	Medical Office & Health Information Technician
Gwendolyn Matthews, MBA-HCM .....	Medical Office & Health Information Technician
Stephanie Scott, LPN .....	Medical Assistant
Kiawana Sheppard-Dunn .....	Medical Assistant

## Lafayette Campus

### Administration

Billy L. Clark .....	President
Chad Fuller .....	Campus Director
Beth Boudreaux, RN .....	Practical Nurse Program Coordinator
Comelia Jackson, RN .....	Practical Nurse Program Director
April Austin .....	Allied Health Programs Coordinator / Placement Coordinator
Tracy Baudoin .....	Registrar
Heather Blanchard .....	Practical Nurse Administrative Assistant
Jennifer Calais .....	Administrative Assistant
Dalton Dural .....	Director of Admission
Whitney Hardy .....	Administrative Assistant
Heidi Jacquet .....	Admissions Representative
Christina Ledet .....	Financial Aid Officer
Suzanne Moore .....	Admissions Representative
Mandesha Thompson .....	Financial Aid Officer
Jessica Washington .....	Admissions Representative

## Practical Nurse Faculty

### Full-Time

Julie Abshire, RN.....	Practical Nurse
Candace Gaudet, RN.....	Practical Nurse
Velma Hickman, RN.....	Practical Nurse
Heather Richardson, RN.....	Practical Nurse
Paula Soileau, RN.....	Practical Nurse

### Part-Time

Bronwen Clement, RN.....	Practical Nurse
Paul Dressler, RN.....	Practical Nurse
Angela Evans, RN.....	Practical Nurse
Latoya Granger, RN.....	Practical Nurse
Monette Villien, RN.....	Practical Nurse
Deborah Wilson, RN.....	Practical Nurse

## Non-PN Faculty

### Full-Time

Kristy Broussard.....	Dental Assistant
Caroline Courtland.....	Medical Office & Health Information Technician/Placement Assistant
Kathryn Grieg.....	Medical Assistant
Nicole Greig.....	Medical Lab Assistant
Marsha Hebert.....	Medical Assistant
Christina Peltier.....	Computers

## Mission and Philosophy

The mission of Delta College of Arts & Technology, Inc. is to prepare students for careers that exist today.

Delta College of Arts & Technology, Inc. is dedicated to providing the finest of career training to all students in the Baton Rouge and surrounding areas, enabling them to grow both personally and professionally with confidence, knowing they are well versed in their related fields of study. In pursuit of this goal, the College seeks out qualified teachers and utilizes modern equipment and facilities. All of our instructors have years of training and hands-on job experience in their teaching fields. This gives our students an edge in learning the basics and competing in the current job market.

The philosophy of education which enables us to fulfill our mission is threefold: 1) To prepare students to assume a useful place in society and perform well in that place; hence, the objectives of qualified and employable graduates are of the utmost importance. 2) To offer, through a sincere concern on the part of educated and experienced teachers, the necessary tools of learning that will help to make the students' future a success. 3) To assure all students and prospective students that, from the first contact to graduation, the relationship with all school officials will meet high standards of education and business ethics.

The primary objective of Delta College of Arts & Technology, Inc. is to offer education and training to prepare students for entry-level positions in the world of work. This objective is reached via short-term certificate, diploma and degree programs.

## **History**

Delta College of Arts & Technology, Inc. was founded in December of 1983 as Communication Arts Training School for the purpose of offering quality art instruction in the Baton Rouge area. It was incorporated in September of 1985 under the name of Louisiana Art Institute to accommodate a larger scope of instruction. The Institute offered career programs and leisure courses in many art-related areas.

In June of 1992 Louisiana Art Institute was purchased by Delta College of Arts and Technology, Inc., and continued to operate as Louisiana Art Institute.

Since June of 1992 the college has added programs in the medical, dental, nursing, and business/office fields. The addition of these programs significantly broadened the scope of training to where the Louisiana Art Institute name was no longer representative of the training offered. On October 1, 1997, the name was changed to the corporate name of Delta College of Arts & Technology, Inc.

In March of 2005, the college obtained a lease at 105 Patriot Avenue in Lafayette, Louisiana and was granted approval by ACCSC on May 27, 2005 to open a branch campus at this location. On 3/1/2010, the branch moved to its current location at 200 Republic Avenue, Suite I in Lafayette Louisiana.

## **Facilities**

### **Baton Rouge Main Campus**

Delta College of Arts & Technology, Baton Rouge Main Campus is centrally located in Baton Rouge, Louisiana, within modern, air-conditioned buildings. The facility is easily accessible to all of Baton Rouge and the surrounding areas and is on the public transportation route. There is ample parking space, the buildings are accessible to the handicapped, and meet all state and local building codes.

Delta College of Arts & Technology, Inc. prides itself in keeping all equipment and software up to date and typical of that used in the work world.

Our Graphic Design course is housed in its own building containing a creative lab where each student is assigned a work station, and a Macintosh computer lab using current design software. Software in use includes commercially available products such as, Photoshop, Illustrator, and In-Design.

Our Nursing, Medical, Dental and Business programs utilize PC-compatible computers and software. Four PC-compatible computer labs with Internet access are available to students in all programs. Software available includes programs such as Microsoft Word, Excel, Access and PowerPoint as well as program specific software such as Dentrix. Testing and review software is available for computer certifications and NCLEX-PN preparation. Keyboarding software is available to aid students in mastering keyboarding and numeric keypad skills with an emphasis on speed and accuracy.

Two medical labs are available for Medical and Nursing students with equipment and supplies typical of that found in clinics, physician's offices, nursing homes and hospitals. The dental classroom and clinical areas are housed in their own building containing two fully functioning operatories, x-ray equipment and a laboratory.

### **Lafayette Branch Campus**

Delta College of Arts & Technology, Inc. is centrally located in Lafayette, Louisiana, within a newly remodeled building consisting of office, class, and lab space reflecting a progressive educational facility. The facility has adequate restrooms and break areas. The facility is easily accessible to all of Lafayette and the surrounding areas and is on the public transportation route. There is adequate parking space, the buildings are accessible to the handicapped, and meet all state and local building codes.

Delta College of Arts & Technology, Inc. prides itself in keeping all equipment and software up to date and typical of that used in the work world.

Two PC-compatible computer labs with Internet access are available to students in all programs. Software available includes programs such as Microsoft Word, Excel, Access and PowerPoint as well as program specific software such as Dentrix. Testing and review software is available for computer certifications and NCLEX-PN preparation. Keyboarding software is available to aid students in mastering keyboarding and numeric keypad skills with an emphasis on speed and accuracy.

Two medical labs are available for Medical and Nursing students with equipment and supplies typical of that found in clinics, physician's offices, nursing homes and hospitals.

The dental room contains both a classroom area for lecture and presentation and a clinical area with a fully functioning operatory with x-ray equipment and lab area.

## **ADA Contact**

Persons with disabilities wishing to obtain information about Delta College of Arts & Technology, Inc. should contact the Admissions Director.

## Admission Requirements

Requirements for admission to the career programs at Delta College of Arts & Technology, Inc. are as follows:

1. Applicant must be at least 17 years of age to start and 18 years of age at anticipated graduation date.
2. Applicant must be a High School graduate or equivalent (such as a GED or valid home education credential). (Foreign high school diplomas must be verified as equivalent to a U.S. high school diploma by an agency approved by the school. Contact the school's financial aid office for an approved agency.)
3. Applicant must successfully complete a personal interview with appropriate college personnel.
4. Applicants under 18 years of age must have parental approval (signature) prior to acceptance.
5. Applicant must be a US citizen or legal immigrant in possession of appropriate documentation or as an exception per federal rules and regulations such as DACA. (Please see the Practical Nursing section later in this publication for additional residency requirements.)
6. Applicant must freely submit to random drug testing at any time during the program and/or as deemed necessary by the campus director, or affiliated clinical facilities. A positive drug screen will result in disciplinary action, which may include termination from the school.
7. Applicant must be current with all required immunizations including 2-MMR's (Measles, Mumps, Rubella), Varicella, and a MCV4 (Meningitis) or titers for all showing immunity, as well as Tetanus booster every 10 years. A negative Mantoux (TB) test is required before attending externship. All Students are recommended to undergo the Hepatitis B Series vaccination.

**Notes:** *Valid home education credentials are accepted. Please contact the college Admissions Department for details.*

*Some majors may have additional admissions criteria (please see the description of each major later in this publication).*

*Some additional immunization requirements may be deemed necessary by clinical sites.*

## Admission Procedure

Prospective students should contact the school to arrange an appointment for a personal interview with an admissions representative.

During the interview, the applicant will answer questions pertaining to their vocational interests and career aspirations in order to ensure that the applicant has the ability to successfully pursue their studies.

Based on the results of this interview, the applicant moves on to complete a financial aid interview with the financial aid officer.

Once the applicant successfully completes the enrollment process, makes satisfactory payment arrangements, completes orientation, is issued books/supplies and is scheduled for classes, he/she is considered a regular student.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

## School Calendar

Delta College of Arts & Technology, Inc. operates on a modular system with start dates approximately once every six weeks. However, due to the variety of programs offered and lengths of programs, classes may start at irregular intervals. Please contact the college for upcoming class start dates. The dates below are subject to change.

	<b>Baton Rouge</b>	<b>Lafayette</b>
	<b>2017</b>	<b>2017</b>
Classes Resume	Jan. 9	Jan. 9
Martin Luther King Holiday*	Jan. 16	Jan. 16
Mardi Gras/ Holiday*	Feb. 27-28	Feb. 27-28
Easter Break Begins	Apr. 14	Apr. 14
Classes Resume	Apr. 24	Apr. 24
Memorial Day Holiday*	May 29	May 29
Summer Break Begins	July 2	July 2
Classes Resume	July 10	July 10
Labor Day Holiday*	Sept. 4	Sept. 4
Thanksgiving Break Begins*	Nov. 23	Nov. 23
Classes Resume	Nov. 27	Nov. 27
Christmas Break Begins	Dec. 24	Dec. 24

**\*Requires Make-up Day(s). Check with the front office for scheduled dates.**



## Rules and Regulations

### Attendance

It has become crystal clear that class attendance is the most important factor in student success (course completion and graduation). In order to be fair to all involved, and to show respect for yourself, your classmates, your instructor, and ultimately your future employer, good attendance is a necessity.

Perfect attendance is expected of each student, just as an employer expects perfect attendance from an employee. Satisfactory attendance is vitally important and is a requirement of all students. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the Instructor or administration when they are to be absent or tardy.

Excessive absenteeism of greater than 20% in any class or as a whole is not acceptable and is grounds for disciplinary action. Generally, students will be allowed to miss no more than five (5) class days in any six-week period. On the sixth (6th) absence, the student may be dropped from the class and must wait until it is offered again to retake it.

Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

The student will also be charged for each class that must be repeated due to forced withdrawal or due to failure of a class associated with poor attendance (See tuition & fees for details on these charges). Delta College of Arts & Technology, Inc. may take into consideration absences that may not be required to be made up in order to receive course credit.

Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

**Note: some majors may have more stringent attendance requirements (please see the description of each major elsewhere in this publication).**

### Leave of Absence

A leave of absence may be granted under certain conditions. Should you have a valid reason for requesting a "Leave of Absence" please see the receptionist for guidance. The LOA must be requested in writing using the college's form. The LOA must not exceed 180 days in any 12-month period.

An extension to an existing Leave of Absence may be granted under certain conditions. The extension request must be in writing with student's signature and date. Administrative approval is required. No telephone requests are accepted.

Failure to return to school at the scheduled LOA ending date will result in your being dropped from the rolls of the college and may affect your financial aid, student loan repayment terms, including the expiration of your grace period.

Veterans' Educational Benefits will be terminated during a leave of absence.

### Tardiness

Failure to report for class when the class begins or leaving before class ends is classified as tardy. Tardiness is measured in one (1) minute increments, rounded upward to the nearest 15-minute increment. All minutes missed are recorded as such in the student's official attendance record. Excessive tardiness is not acceptable and the student may be suspended or terminated, subject to extenuating circumstances, the student's progress, and the discretion of the Director.

**Note: some majors may have more stringent requirements (please see the description of each major elsewhere in this publication).**

### Make-Up Work

In the case of excused absences, make-up work may be assigned for the purpose of allowing a student to progress in a timely manner. Scheduling of make-up work is left to the sole discretion of each individual instructor. Make-up work must be completed within 2 weeks of the date it is assigned.

### Student Conduct

Any student who exhibits unsatisfactory conduct while enrolled in the college will be reprimanded and disciplinary action will be taken on an individual basis. Disciplinary action may include suspension or dismissal from the program.

You are representing Delta College of Arts & Technology, Inc. at all times and as such, your conduct must be of an exemplary nature. Unsatisfactory conduct includes but is not limited to the following:

1. Stealing,
2. Cheating,
3. Any form of substance abuse,
4. Falsification of any document,
5. Unprofessional conduct,
6. Smoking in undesignated areas.

### **Dress Code**

All students are expected to conform to accepted standards of good taste in dress and grooming. Attire at all times should reflect the professional nature of the college.

1. Always dress neatly and conservatively. **When in doubt, wear something else.**
2. Students may never wear any of the following: shorts, mini-skirts, midriff tops, muscle shirts/tank tops, halter tops, spandex pants, slippers, flip-flops, etc.
3. Female students may wear only one pair of small earrings. No visible facial, body or tongue piercings. **Men-no earrings!**
4. No T-shirts with offensive content.
5. No visible tattoos. All tattoos should be covered by clothing, make-up, or dressings; check with instructor for additional guidance.
6. Men may not wear any type of head covering inside the building.

**Note: Some majors may have additional dress requirements (please see the description of each major elsewhere in this publication).**

### **Scheduling**

The normal schedule for day school is six class periods per day, Monday through Thursday (24 class periods each week). The normal schedule for night school is four (4) class periods per evening, Monday through Thursday (16 class periods per week). ***The schedule may be altered at the discretion of the administration and may also vary by major (please see the description of each major elsewhere in this publication).***

Course programs and individual schedules are approved by the Director of Education. The College reserves the right to determine when each course is offered, to decide the number of credit hours a student may carry, and to make adjustments in the program or course content.

The clinical portion of training will be scheduled during those hours which fall in the normal working schedule of facilities to which the student is assigned and may not be the same as those normally scheduled for classes. All scheduling must be approved by the Dean and is subject to availability.

A student scheduled for 12 quarter credits is considered a full-time student.

### **Class Size**

Class size is closely monitored in order to facilitate quality instruction. Class size for lecture style classes typically have 15-25 students (up to 65) to one instructor, while lab style classes typically have 10-15 students (up to 20) to one instructor.

### **Grading**

The standard letter system of grading is used as follows: A--100-90; 4.0: B--89-80; 3.0: C--79-70; 2.0: F--below 70: P--Pass: TP--Transfer Pass: W--Withdrawal (will be given to a student who withdraws before the mid-point of a particular course): WP--Withdrawal Passing (will be given to a student who withdraws with a passing grade after midpoint of a particular course): WF--Withdrawal Failing (will be given to a student who withdraws with a failing grade after midpoint of a particular course): I--Incomplete (An "I" may be given to a student who does not complete the course requirements of the course syllabus. This "I" will be converted to a letter grade 30 days after posting. If the course requirements were not completed to obtain a passing grade, the letter grade will be converted to an "F.") Upon repeating a course or subject, the student will receive credit only for the highest grade earned. The lower grade will be removed from the student's transcript. ***Grading standards may differ by program (please see the description of each program elsewhere in this publication).***

### **Test Taking & Course Assignments Policy**

All scheduled tests and quizzes are to be taken on the day given by the instructor. Missed pop quizzes cannot be made up and will not be integrated into the final course grade.

If a student is absent on a scheduled test day, the make-up test is to be taken on the next scheduled make-up day or before class for the Night Program. The student is responsible to make arrangements with the instructor. All make-up tests will have ten (10) points automatically deducted from the test score. No bonus points will be allowed on make-up tests.

If the make-up test is not taken in accordance with the expectations previously stated, the student will receive a zero (0) for the test score **or** may:

- a. Submit written responses to assigned chapter objectives, **AND**
- b. Take the make-up test on the second make-up day following the originally scheduled day.

If the make-up test is not taken on the second day, the student will receive a zero (0) for the test score, which will be included in the computation of the final grade for the course.

Completion of all assignments in a timely manner is mandatory. Any student who fails to hand in an assignment on the correct day and at the correct time will lose 10 percent off the grade of that assignment the first day and 5 additional percentage points for each additional day the assignment is late.

## **Honor Code**

Cheating and related forms of dishonesty will not be tolerated. Cheating gives your instructors and future employers a distorted view of your true abilities, and also is very unfair to more honorable students who try hard to earn honest grades according to their abilities.

Students caught cheating will automatically be expelled from the class in question. The student may also be expelled from the college, depending on the decision of the Dean and President. If not expelled from the college, the student may retake the class (additional charge) from which they were expelled the next time it is offered.

Students accused or suspected of cheating without clear and convincing proof may be required to re-take one or more tests under controlled conditions to guarantee a fair grade for all.

## **Audited and Refresher Classes**

Under normal circumstances, a student auditing a class receives neither a grade nor credit hours for that subject. He is permitted to attend all classes but is not required to submit assignments or to take examinations. Tuition is charged on the same basis as for a credit class. Since no credit is given for an audited class, it does not apply toward the fulfillment of a program requirement. No change from audit to credit status, or from credit to audit status, may be made after the beginning of class. ***Exception: A student auditing classes with the intent of gaining admission to those classes must meet all class requirements***

A refresher class is one in which a student has had at least the equivalent instruction offered in the class to be reviewed. Graduates of the Institution have the option of taking a refresher class with no tuition charged, provided the class pertains to their course of study. Nongraduates will be charged the same tuition rates as for a credit class. No grades or credit hours will be awarded, nor does the student have to fulfill the regular course requirements. The instructor has no obligation to the student except to permit him to attend classes.

Graduates and current students may use the equipment and facilities of Delta College of Arts & Technology, Inc. for educational purposes during regular school hours.

Veterans' Educational Benefits apply only when seeking an approved program of study.

## **Graduation Requirements**

A student must meet the following criteria in order to graduate from Delta College of Arts & Technology, Inc.

- 1) Each student must maintain an overall 2.0 average (on a 4.0 scale).
- 2) Each student must pass each required course in his/her curriculum.
- 3) Each student must be in good standing with the Institution, both financially and academically.
- 4) A minimum of 25% of required coursework must be completed at this college.

Students who have distinguished themselves academically will be honored at graduation as follows:

Summa Cum Laude (With Greatest Praise)	3.90-4.00 Average
Magna Cum Laude (With Great Praise)	3.70-3.89 Average
Cum Laude (With Praise)	3.50-3.69 Average

## **Transcripts**

Transcripts are available upon request unless the student is indebted financially to the College. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of his academic record. Each subsequent transcript for a graduate is furnished after receipt of the transcript fee. (See Miscellaneous Fees in the Tuition & Fees section of this catalog). A federal or state agency, which periodically requires a transcript in order to determine a student's progress, is exempt from fees.

## **Definition of Credit**

Subjects are evaluated in terms of collegiate Quarter Hours of credit. Quarter Hours of credit are earned in the following manner:

1 Quarter Hour of Credit = 10 class periods of lecture.

1 Quarter Hour of Credit = 20 class periods of lab work.

1 Quarter Hour of Credit = 30 class periods of externship time.

One class period is generally defined as 50 minutes of instruction within a 60-minute period of time. Classes may contain lecture, lab, and/or externship components; therefore, credits are awarded based on the time spent in each method of instruction.

## **Advanced Standing & Prior Credit**

Delta College of Arts & Technology, Inc. will grant full academic credit for many courses to those students who have successfully completed the same or substantially the same subjects on a post-secondary level as those listed in our catalog. The student must have earned a grade of "C" or better and the student must have been taking coursework at the postsecondary level within the last two years prior to their expected start date at Delta College of Arts & Technology, Inc.

It is the student's responsibility to have official academic transcripts sent to the college and to provide a catalog containing course descriptions. The transcripts, prior school's catalog, and any other supporting documentation will be reviewed. The decision to grant credit for prior college work shall be recommended by the appropriate Program Coordinator (or designee of the Campus Director) with final approval granted by the Campus Director (or designee). Written verification shall be placed in each student's file.

Accepted Transfer of Credits from other institutions are recorded as grades of "P" and are not counted as earned nor used when calculating grade point average.

If a student believes that his prior knowledge or experience is sufficient to warrant waiving a class requirement, a comprehensive inventory test will be administered. A minimum grade of "B" is required in order to waive the class. This test is to be taken in advance, if possible, but not later than the first week of the class. Upon successful completion of the test, the student may select an elective to replace that class or choose to waive the elective in favor of reducing time in school.

Advanced standing credits are recorded as a grade of "P" and are counted as hours awarded, but are not used when calculating grade point average.

## **Transfer of Credit**

Students wishing to transfer from one program to another within the institution should see the campus director to determine transferability of credits within the institution. All courses at the institution have a two letter/three digit code that is universal among programs at the institution thus facilitating transfer of credit between programs at the institution.

The courses of study offered by Delta College of Arts & Technology, Inc. are essentially terminal in nature. Most students go directly into employment after graduation. Most courses offered by Delta College of Arts & Technology, Inc. are non-academic and do not imply, promise, or guarantee transferability of credits earned while in pursuit of the certificate or diploma.

## **Termination**

Termination from the College may result for any of the following violations:

1. Students are not to engage in behavior that reflects unfavorably on fellow students or College.
2. Students are not to interfere with the progress of other students or the presentations of any member of the staff or faculty.

3. Students are not to have in their possession weapons of any kind while on the school property. A weapon may be considered anything with the potential of inflicting bodily harm and which serves no academic purpose.
4. Students are not to enter the school facilities under the influence or effects of alcohol, prohibited drugs, or narcotics of any kind.
5. Students are to abide by the dress code as previously established by the College and to keep themselves and their work areas clean at all times.
6. Students are expected to be prompt and attend all scheduled classes unless they can provide a valid excuse for any tardiness or absence.
7. Students must at all times cooperate fully with the staff and faculty.
8. Students must not remove from the College any supplies, books, equipment, or other property belonging to the College without prior written permission from the director.
9. Students who participate in cheating or plagiarism of any kind may be subject to immediate termination.
10. Students must maintain acceptable academic standards as previously established by the College.
11. Profane or abusive language will not be tolerated.
12. Non-payment of school tuition as per enrollment contract.

### **Re-entrance After Dismissal**

Each student dismissed will have a chance to appeal his/her dismissal. The appeal should be submitted in writing to the school director. Permission to re-enter shall be granted on an individual basis. The decision of the Dean and/or Director shall be final.

### **Complaint Procedure**

Student complaints relative to the actions/policies of the school or its employees should first be resolved with college officials. The complaint should be submitted in writing to the school director. If the complaint is not answered to the student's satisfaction, the student should choose one or more of the two remedies listed below.

**Remedy ONE:** Student complaints relative to actions of school officials shall be addressed in written form to **Louisiana Board of Regents**, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, Louisiana, 70821-3677, Phone (225) 342-7084, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

**Remedy TWO:** If the complaint is not settled at the local level, the student should send the complaint in written form to the Commission, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone (770) 396-3898, or website [www.council.org](http://www.council.org).

### **Security Policies and Procedures**

The institution is monitored during all operating hours to provide a safe and secure area for staff and students. The staff and students are encouraged to report crimes to local authorities and to the Director of the school. Should an incident occur, the Director would be called immediately who will respond, investigate and notify authorities as warranted.

**Facility Access:** All visitors and non-students are required to check in at the front lobby before entering any other portion of the building. There are no Residence facilities associated with the school.

**Law Enforcement:** Campus Security personnel have no enforcement authority. The administration encourages the reporting of all crimes to the local Police Department.

**Crime Prevention:** Normal operating procedures, rules and regulations are covered with students during orientation. Periodically, we may have a general assembly devoted to crime prevention and self-protection. This assembly is conducted by an expert in the field.

Sex offenses should be reported to local law enforcement immediately. Counseling and education information is available by calling the National Sexual Assault Hotline at 1-800-656-HOPE (4673). The Louisiana registry of sex offenders and child predators may be accessed by phone at 1-800-858-0551 or 225-925-6100 (8:00 a.m. until 4:30 p.m. CST) or on the Internet at <http://www.lasocpr.lsp.org/socpr/>.

**Emergency Alert System:** Communication is crucial to effective crisis management. The institution subscribes to a text and email based emergency alert system to notify students, faculty and staff of weather related cancellations or delays, school closures or security lock-downs. Participation in this system is optional for all students and faculty.

**Alcoholic Beverages:** Alcoholic beverages are not allowed on the premises at any time. Any person caught on campus under the influence or in possession on campus will be asked to leave immediately for the remainder of the day. On the next day, a determination will be made by the Director as to further action, which may include suspension or expulsion.

**Illegal Drugs or Weapons:** Neither is ever acceptable. Any person caught possessing illegal drugs will be immediately expelled from school (immediate termination for employees). Weapons are not allowed on campus. Any person caught possessing a weapon on campus will be suspended for the day and the incident will receive further investigation. After investigation, appropriate action will be taken which could include expulsion (termination for employees).

**Drug & Alcohol Abuse Prevention and Awareness:** During the financial aid interview, this document is handed out to each student. A copy of this statement is included in each “new employee package.” All students and employees are encouraged to seek professional help for any problems, and are advised to seek guidance from the designated school official as to professional help available.

#### **Annual Security Report – Summer 2016**

- Criminal Activity Report for 2012 – No criminal activity reported.
- Criminal Activity Report for 2013 – No criminal activity reported.
- Criminal Activity Report for 2014 – No criminal activity reported.
- Criminal Activity Report for 2015 – No criminal activity reported.

#### **Health & Safety Measures**

The institution maintains a written plan (Health & Safety Plan) for assisting students in cases of sickness, accidents, and emergency health care. In general, a health questionnaire is to be completed by every student prior to admission. This data is to be kept on file in the student’s permanent file. In emergency situations, this data should be retrieved and appropriate action taken. All practical nursing students are encouraged to have provisions for hospitalization and liability insurance.

#### **First Aid**

A basic first aid kit (band-aids and minor wound care materials) is available in the front office and other strategic points around campus.

#### **Accidents & Health/Safety Emergencies**

1. Accidents/Emergencies should be immediately reported to the campus director or designee.
2. The campus director will assess the situation and determine the appropriate course of action.
3. If warranted, the campus director should have someone call 911 for further assistance
4. If the student is conscious and coherent and refuses treatment, the campus director will document this (have the student sign saying they refused treatment). The campus director will have someone contact an emergency contact of the student’s choosing or we will access the student’s file for an emergency contact.
5. After the emergency is over, the campus director will be responsible for investigating the incident and completing an incident report.
6. The investigation should include discussions with all involved parties to determine exactly what happened and if there are any changes needed at the institution.
7. In the event that an accident or illness should happen while a student is on the externship or clinical portion of their program, the student and the site are responsible for reporting the incident to the appropriate college official. The student and site supervisor should complete an incident report. The appropriate college official will follow up with reporting to the Campus Director and assist with completing any investigation or insurance claims that may be required to be completed by the institution. The Campus Director will store all copies of incident reports, insurance claims and all pertinent information.

8. If changes are recommended, the campus director will involve the President and CEO to develop and implement policy.

### **Insurance**

The institution maintains student malpractice and liability insurance for each student enrolled. This coverage extends with the student to all clinical sites. The institution also maintains general liability insurance.

### **Weather Emergencies**

In the case of an emergency while school is in session, the campus director has the authority to assess the situation and act accordingly. For emergencies occurring when school is not in session, the campus director will assess the situation and determine whether classes should be held. If classes are to be canceled, students and employees are notified through the emergency text, email and phone notification system of the college. Students and employees may also contact the school for voice messages left by administrative staff for procedures to follow regarding class cancellations. For weather emergencies occurring on weekends or holidays, the institution will follow the local school board's advice for cancellations. Due to the fact that many of our students have children in the local schools, we normally mirror the actions of the local public schools. If classes are to be held, no action is required.

### **Notification of Changes from Provided Information**

The student is required to notify the Business Office and the Dean of Education of any change in marital status, address, telephone number, etc. Employment opportunities are sometimes lost because the College cannot locate students.

### **Examination of Student Records**

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, a student or former student has the right to inspect his/her educational record which is maintained by the School. In order to insure that the School's records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of such inaccurate or misleading data, a student may request a hearing to challenge the content of his/her record. The student must comply with the following procedure:

#### **A. Procedure for Examination**

All requests to inspect a student's educational record must be in writing. Upon receipt of a completed request, or as soon as practical thereafter but in no event longer than three (3) school days after the request is received, the Administration shall notify the student of the date, time and place for inspection of his/her educational record. The date shall not be more than thirty (30) days after the request was received.

#### **B. Challenge to the Record**

A student may challenge any data in his/her educational record, which he/she considers to be in violation of the privacy or other rights of the student. To avail himself/herself of such a hearing, the student shall file written challenge to the record. Such challenge shall specify the following: a) the specific data contested to be inaccurate, misleading or in violation of the privacy or the right of the students. b) The reasons why the data is contested to be inaccurate, misleading or in violation of the right of privacy or the rights of the students. c) The names and addresses of all persons who have, or may have knowledge, information, records or other data relevant to the contested data. d) A request for a hearing on the challenge.

#### **C. Release of Information**

Delta College of Arts & Technology, Inc. does not permit access to or release of confidential information without the written consent of the student, to any individual or agency for any reason except the following: 1) When records are required by college officials in the proper performance of their duties, 2) Organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380, 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid and 9) In response to legal court orders.

Students must complete and sign a FERPA authorization form in the Financial Aid Office in order for parent(s), spouse, or other relative(s), to discuss and/or disclose education records with school personnel.

Delta College of Arts & Technology, Inc. maintains files containing the following information for each student: 1) Social Security number, 2) name, 3) local address, 4) local telephone number, 5) permanent address, 6) permanent telephone number, and 7) medical information.

Additional items of information, which may be released without the written approval of students, include: dates of attendance, date and place of birth, participation in officially recognized activities, and the most recent previous educational institution attended by the student.

To file a complaint or grievance regarding FERPA, you may contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901, Email: [ferpa@ed.gov](mailto:ferpa@ed.gov)

### **Advising**

Staff and Instructors are available during regular school hours to aid the student with whatever problems might arise, whether academic or personal.

### **Orientation**

Prior to the first week of attendance, each new student attends an orientation to student life at Delta College of Arts & Technology, Inc.

### **Student Housing**

There are no dormitory facilities at Delta College of Arts & Technology, Inc. Students from out of town or out of state must secure their own residence; however, the College will assist students in finding suitable accommodations.

### **Comparable Program Information**

Comparable program information related to tuition and program length is available from the **Commission, Council on Occupational Education**, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone (770) 396-3898.



# Requirements for Satisfactory Progress and Continued Receipt of TITLE IV Funds

## Process Overview & Responsibilities

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. The college developed policies to determine the academic standards that students are expected to meet and then a means and schedule of measuring the achievement of those qualitative and quantitative standards.

SAP standards are established and monitored by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the beginning of each term/semester, and will be checked prior to disbursement of aid.

## Same As or Stricter Than

The SAP policy of the college for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid. However, the Title IV SAP policy may not be as strict as the college's academic policy – For more specific information, please note:

1. Please read "Rules and Regulations" in the main catalog for requirements concerning attendance, tardiness, grading, make-up tests, graduation requirements, etc. for more specific information on expectations of the college, and
2. Look at the requirements for your specific major to learn the requirements of that major. For example, the PN program requires that all classes be completed on the first attempt with a "C" or better.

The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

## Increments of Measurement and Quarter Credit, Non-Term Basis

To ensure the student is making sufficient progress both quantitatively and qualitatively, the college's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case it cannot be longer than half the program or one academic year, whichever is less. For example in a 22-credit program, an increment must not exceed 11 credit hours.

The college operates on a quarter credit, non-term basis with all programs being one or two academic years in length. Each academic year is divided into two payment periods for Title IV funding. As such, each student must complete the required academic work and attendance requirements for the current payment period before receiving any Title IV proceeds for the next payment period.

1. One academic year programs: There are two equal payment periods throughout these programs. Each payment period is equivalent to one half ( $\frac{1}{2}$ ) of an academic year. During the first payment period, the student must complete one half ( $\frac{1}{2}$ ) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the second payment period.
2. Two academic year programs: There are four equal payment periods throughout these programs. Each payment period is equivalent to one half ( $\frac{1}{2}$ ) of an academic year. During each payment period, the student must complete one fourth ( $\frac{1}{4}$ ) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the next payment period.

## Full Time Students

A full time student must be scheduled for a minimum of 36 quarter credits per academic year or the prorated equivalent for a program of less than one academic year. Because this institution measures in non-term quarter credits, the length of a full academic year varies but is never less than 30 weeks of instruction.

## Part Time Students

Although virtually all students at the college are full time, we occasionally admit part time students. Part time students must also comply with SAP. However, the time limits (as listed in the following chart) will be adjusted to reflect the amount of time necessary at the current rate of attendance to complete each payment period. The part time student must earn all credits necessary to complete each payment period in order to gain Title IV eligibility for the next payment period.

### **Qualitative - Grade Point Average (GPA)**

Students must maintain a 2.0 grade point average at all times while in school and in order to graduate. GPA is calculated at the end of each grading period.

If GPA falls below 2.0, the student will be notified in writing and will be placed on SAP Warning for the next grading period (minimum of six weeks). A copy of the notification will be made a part of the student's permanent record. If the student has not raised the cumulative grade point average to 2.0 at the end of the SAP Warning period, that student shall be dismissed from school for reasons of unsatisfactory progress.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student has not raised the cumulative GPA to 2.0 at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

### **Quantitative – Time Frame**

A student is required to satisfactorily complete the program of study in a maximum time frame of 1.5 times the normal program length (as measured in credit hours). A student must have satisfactorily completed at least 67% of the credits attempted at the end of each payment period in order to remain enrolled as a regular student.

Students who fail to meet this standard will be notified in writing and will be placed on SAP Warning for the next grading period (or six weeks, whichever is greater). If the student is not in compliance at the end of the SAP Warning period, the student will be dismissed from school.

Additionally, when it becomes evident that a student will not be able to graduate within 1.5 times the normal program length (as measured in credit hours), the student will be dismissed from school.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student is not in compliance at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

### **Transfer Students**

The college will count those transfer credits that apply toward the student's current program in determining SAP. A student who changes their major will be considered as a transfer student into the new program.

### **Withdrawals**

A student who withdraws from a course and receives a grade of "W" in the course will have that course counted in the quantitative (time frame) standard of SAP, but not the qualitative (GPA) standard of SAP.

### **Incompletes**

A student who receives an incomplete in a course must complete the course within 30 days or the "I" grade automatically changes to an "F."

### **Repeated Courses**

If a student repeats a course, only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative (GPA) standard, but the credits will be included when determining the quantitative (time frame) standard.

### **SAP Warning**

This status is assigned to a student who is failing to make satisfactory academic progress. A student placed on SAP warning, as described in the Quantitative and Qualitative standards, will maintain Title IV eligibility during the SAP warning period (not to exceed one payment period).

### **SAP Probation**

This status is assigned to a student who is failing to make satisfactory academic progress and who successfully appeals. A student allowed to return on SAP Probation, as described in the Quantitative and Qualitative standards, will have eligibility for aid reinstated for one grading period (not to exceed one payment period).

### **Attendance**

In accordance with the “Attendance Policy” in the “Rules and Regulations” portion of the catalog, any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

### **Appeal**

When a student has extraordinary or mitigating circumstances (such as injury or illness, the death of a relative, or other special circumstances) an appeal may be submitted in writing to the Director of the Institution. The appeal must explain why the student failed to make satisfactory progress and what has changed that will allow satisfactory progress to be made at the next evaluation. These circumstances will be considered in making a determination on satisfactory progress. The Director (or other appropriate personnel) will consider each case on its own individual merit and make a final decision.

### **Satisfactory Progress Readmission Policy**

A student dismissed for failure to make satisfactory progress may reapply for readmission by following the “Appeal” process above. If the student demonstrates the desire and the academic ability to complete the program, the student will be readmitted on SAP Probation for the next grading period (or three weeks, whichever is greater). Such student shall meet the institution's satisfactory progress standards including at least a 2.0 GPA on subjects taken during the first grading period after re-entry. This process applies only to dismissals caused by lack of satisfactory progress and will only be granted once. This process does not apply to any other withdrawals or dismissals.

## Satisfactory Academic Progress Chart

### Full Time Program - One Academic Year

Normal Program Length	Maximum Program Length	Evaluation Point # 1, Pymt Period	Evaluation Point # 2, Pymt Period	Evaluation Point # 3, Pymt Period	Evaluation Point # 4, Pymt Period	Evaluation Point # 5, Pymt Period	Evaluation Point # 6, Pymt Period
6.0 months	9 months	3 months	3 months	3 months	None	None	None
7.5 months	11.25 months	3.75 months	3.75 months	3.75 months	None	None	None
8.0 months	12.0 months	4 months	4 months	4 months	None	None	None
9.0 months	13.5 months	4.5 months	4.5 months	4.5 months	None	None	None
10.0 months	15.0 months	5 months	5 months	5 months	None	None	None
12 months	18 months	6 months	6 months	6 months	None	None	None
	Minimum Required GPA	2.0	2.0	2.0	None	None	None
	Rate of Progress*	67%	67%	67%	None	None	None

### Full Time Program - Two Academic Years

Normal Program Length	Maximum Program Length	Evaluation Point # 1, Pymt Period	Evaluation Point # 2, Pymt Period	Evaluation Point # 3, Pymt Period	Evaluation Point # 4, Pymt Period	Evaluation Point # 5, Pymt Period	Evaluation Point # 6, Pymt Period
15 months	22.5 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months
16.5 months	24.75 months**	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months
22 months	33 months	5.5 months	5.5 months	5.5 months	5.5 months	5.5 months	5.5 months
24 months	36 months	6 months	6 months	6 months	6 months	6 months	6 months
	Minimum Required GPA	2.0	2.0	2.0	2.0	2.0	2
	Rate of Progress*	67%	67%	67%	67%	67%	67%

\*\*24.75 months - The student may stay in school for up to 24.75 months, but Financial Aid eligibility ends after 22.5 months

\*Rate of Progress = the percentage of courses attempted that must be successfully completed

## Tuition & Fees

### Registration Fee

Each new student is charged a registration fee of \$100 upon enrollment. Graduates entering a different program, and those students desiring re-entry due to voluntary or involuntary withdrawal should refer to the "Re-Entry Fees" section of the catalog.

### Tuition

Any guarantee funds and/or prepaid tuition amounts are applied to tuition and should be deducted from total amounts due.

Graphic Design, 15 months day ( <i>Baton Rouge Campus Only</i> ) .....	\$19,950
Business Office Administration, 9 months day ( <i>Baton Rouge Campus Only</i> ) .....	\$13,400
Dental Assistant, 7.5 months day .....	\$13,400
Medical Assistant, 7.5 months day/12 months night .....	\$13,400
Medical Office Assistant, 7.5 months day/12 months night .....	\$13,400
Practical Nursing, 16 months day/24 months night .....	\$27,800

### Books & Supplies

Textbooks and most required supplies are included in the tuition of all programs. These items will be issued as needed according to the courses listed on each student's class schedule. Incidental supplies such as paper, notebooks, pens, pencils, linens, etc. are the responsibility of the student. Please see each major for a listing of additional supplies and costs.

The College assumes no responsibility for lost textbooks or supplies and any student in need of additional books or supplies (due to theft or loss) must pay for these when issued.

Although books are included with tuition, a student wishing to supply their own textbooks may be able to do so and receive a tuition credit. See the academic office for a listing of texts, our cost, ISBN numbers, and other important information.

### Uniforms

Students are required to wear the full school uniform (after issued) for their respective programs. Uniforms will be issued shortly after the student has successfully completed the second week of class. Additional uniforms for all programs may be purchased from the bookstore or an approved supplier.

### Repetition Fees

The tuition amounts for each program of study allow for each course to be taken once. Any student needing to repeat a course due to failure, withdrawal, or incomplete work, will be charged an additional fee of \$50 per course. Any additional or replacement books and/or materials needed must be purchased separately.

### Make-Up Fees

Make-up fees will be charged as follows for other required make-up time:

Class or Lab Make-up Fee .....	\$25 per occurrence
Practical Nursing Clinical .....	\$50 per occurrence

### Re-Entry Fees

Students returning to school after a voluntary or involuntary withdrawal are considered re-entry students. Re-entry fees will be assessed based on the amount of time elapsing from the student's last day of attendance until the first day of returning to school according to the following:

- Less than 6 months of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge plus "Repetition Fees. No additional tuition assessed. No Registration Fee Charged.
- Between 6 months and one year of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge, plus any increase in tuition since the student's original tuition charge plus "Repetition Fees". Please note that a re-entering student in this time period may be required to repeat the entire program depending on various evaluative criteria and recommendations from the campus faculty and administration. No Registration Fee Charged.
- Over one year of absence: The student will be treated as a new student and must repeat the entire program from the beginning. The student will be charged current tuition. No Registration Fee Charged.

**Leave of Absence Fees**

There are no tuition or registration fee charges for a student returning from an approved leave of absence. However, if a student must repeat courses, the “Repetition Fees” policy will apply.

**Short Course Fees**

Under certain circumstances, an applicant may be permitted to enroll in select courses only. The cost for these courses is equal to the normal per hour cost times the number of hours for the class. This fee covers any required books only – any additional items needed must be purchased separately. Short Course students are required to wear a school uniform and may purchase one from the school or an approved supplier. The standard registration fee will apply for short course students. It is important to note that there is no federal funding available for courses taken apart from an approved program of study offered by this institution. All charges must be paid prior to starting the classes. The standard refund policy will apply.

**Miscellaneous Fees**

Student File copies (unofficial), per page .....	\$2.00
Maximum per file request (unofficial) .....	\$20.00
Student File copies (sealed/official; except diploma or transcript), per page .....	\$5.00
Maximum per file request (sealed/official; except diploma or transcript) .....	\$50.00
Duplicate diploma (sealed) .....	\$15.00
Additional Transcript (sealed/official).....	\$5.00
Additional Unofficial Transcript.....	\$2.00
School Catalog (additional copy).....	\$20.00
NSF Fee .....	\$25.00

## **Refund Policy**

All monies paid by the prospective student, including registration fees will be refunded if cancelled within three (3) business days after signing a Certificate of Enrollment, or after first making a payment to the college, or if the application is rejected by the College. After three (3) business days, all tuition paid prior to entrance (with the exception of the \$100.00 registration fee) will be refunded. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

For tuition and fees collected in advance of a program start date, which is subsequently cancelled by the institution, the institution refunds 100% of the tuition and fees collected within 45 days of the planned start date.

For students withdrawing on or before the first day of class, the institution retains the registration fee, not to exceed \$100.00. All other tuition and fees are refunded within 45 days of the class start date.

For students withdrawing prior to the completion of their program, the following will apply. When a student's withdrawal date is before the sixty percent (60%) or less point (in time) for the student's current payment period, the School shall refund the portion of the tuition and fee charges equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance, rounded downward to the nearest 1 percent (1%) of that period. The School will retain 100% of the charges for the current payment period whenever a student withdraws after completion of more than the sixty percent (60%) point (in time) of the student's current payment period. The school will retain 100% of the charges for previously completed payment periods. For programs longer than the current payment period, 100% of the stated program price attributable to the period beyond the current payment period will be refunded when the student withdraws.

In the case of a prolonged illness, accident, death in the family or other extreme circumstance beyond the control of the student, the College will make a settlement with the student, which is reasonable and fair to both the student and the College.

For students enrolled in professional development, continuing education or other short-term courses who withdraw prior to the start date, the institution retains the registration fee not to exceed \$100.00. All other tuition and fees are refunded within 45 days of the class start date. The institution retains all tuition and fees for students withdrawing after the first day of class.

### **Withdrawal Procedures**

A student may voluntarily withdraw by notifying the appropriate school official (i.e. campus director, financial aid officer, registrar).

Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

In these cases, a student is considered to have unofficially withdrawn and will be dropped from school within 14 days of their last date of attendance.

Students failing to return from an approved leave of absence will be determined as withdrawn as of the date the student was scheduled to return from the approved leave of absence.

A student may be dismissed from school for non-payment of tuition and fees, poor attendance, failure to meet academic standards, misconduct, or violation of policies as outlined in the school catalog.

The termination date for refund purposes is the student's last date of actual attendance (LDA). Refunds will be made within 45 days of the School's notification or determination that the student will not return. Any refunds due will first be made to any third party funding agency (as applicable) then to the student. All refunds, when due, are made without requiring a request from the student.

### **Return of Title IV Funds**

Students who receive financial assistance from Title IV programs (such as Federal Pell Grants, Federal Direct Loans, Plus Loans, SEOG) and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

**Withdrawal prior to graduation may result in the loss of Title IV funding!** Loss of Title IV funding does not relieve the student of contractual obligations to the School (See Refund Policy).

The college's refund policy and Return of Title IV procedures are independent of one another. A student who withdraws from school may be required to return unearned aid and still owe the college for the time attended. The responsibility to repay unearned Title IV aid is shared by the college and the student.

Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any Student Loan or Pell Grant that may be outstanding after the School has made appropriate refunds.

### **Calculation**

The law specifies the amount of Title IV program assistance that you earn when you withdraw from school. When you withdraw, the amount of Title IV aid that you have earned up to that point is determined on a pro-rata basis.

The percentage of aid earned = the number of days completed up to the withdrawal date divided by the total days in the payment period. (Scheduled breaks of five days or more are not counted as part of the days in the term.) If this percentage is less than 60%, this percentage is multiplied by the total amount of Title IV aid disbursed and Title IV aid that could have been disbursed to determine "Earned" Title IV aid. If this percentage is greater than 60%, the student earns 100% of the Title IV aid disbursed and the Title IV aid that could have been disbursed.

For example, if you completed 30% of your payment period, you earn 30% of the Title IV aid you were originally scheduled to receive during that payment period.

Another example, if you have completed more than 60% of the payment period, you earn all of the Title IV aid that you were scheduled to receive for that payment period.

### **Overpayments**

If you received more federal student aid than you earned, the excess funds must be returned by you, the school, or both in the order specified by Federal law.

The school will return any "Unearned" Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew in the order specified by Federal law.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw due to other eligibility requirements – see the financial aid office for information specific to your case.

### **Post-withdrawal Disbursement**

If you received less federal student aid than the amount that you earned, you may be able to receive those additional funds through a post-withdrawal disbursement. In order to receive a post-withdrawal disbursement, the student must meet all other Title IV eligibility requirements.

Grant Funds: The school will credit a student's account with the post-withdrawal disbursement of Title IV grant funds for current charges for tuition and fees up to the amount of outstanding charges. The school will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account within 45 days after the date of the school's date of determination that the student withdrew.

Loan Funds: Within 30 days after the date of the school's date of determination that the student withdrew, the school will notify the student (or parent for a PLUS loan) by certified mail of any post-withdrawal disbursement of loan funds, explaining various options and requesting instructions from the student. The student must respond within 30 days of receipt of the letter. If the school receives instructions within the 30-day period requesting that the disbursement be made, the school will make the post-withdrawal disbursement no later than 180 days after the date of the school's date of determination that the student withdrew. If no instructions are received from the student, the post-withdrawal disbursement will not be made to the student and any excess funds in the school's possession will be returned to reduce the student's Title IV loan obligation.

### **For More Information**

Additional explanations of the Return to Title IV Funds requirements are available in the School's Financial Aid office. Also available are examples of refunds and an explanation of how the Return to Title IV Funds requirements and the applicable refund policy may affect a student's obligations upon withdrawal.



### **Refund Distribution Policy**

In the case of student withdrawal from classes prior to reaching the 60% point of the program, a refund of tuition received may be due. In such cases, refunds will be made within forty-five (45) days of the Institution's notification or determination that the student will not return. The distribution of refund will be made according to the following schedule:

1. Unsubsidized Direct Stafford Loans (other than PLUS Loans)
2. Subsidized Direct Stafford Loans
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants
9. Other non-federal loan, grant, and/or scholarship programs as applicable
10. Refunded to Student

## **Financial Aid Programs**

The college currently participates in a number of public and private programs to help students defray the cost of their education. Each student will receive a personal interview with a financial aid officer to determine what programs will best fit their needs.

I understand that if there is a dispute about my loan(s) after contacting my school, lender and guarantor, my next step would be to contact the Ombudsman representative at the U.S. Department of Education at 1-877-557-2575.

## **Financial Aid Information**

Delta College of Arts & Technology, Inc. coordinates a variety of programs of financial aid for entering and continuing students. The primary purpose of financial aid is to provide monetary assistance to students who can benefit from post-secondary education, but who cannot do so without such assistance. It is believed that when an individual has the opportunity to develop his or her capacity, that person not only enhances him or herself, but contributes greatly to our society.

The Financial Aid Office at Delta College of Arts & Technology, Inc. is dedicated to: 1) Helping to remove the financial barrier for those students who are unable to pay; 2) Easing the financial burden for those who are more able to pay, but still are in need of financial assistance; 3) Striving to realize the goal of equality of educational opportunity; 4) Utilizing a consistent method for measuring the ability of families to pay for educational costs; and 5) Providing all students the opportunity to apply for aid.

Financial aid is to be offered after a determination that the resources of the family are insufficient to meet the student's educational cost. The Financial Aid Office makes the determination; then, a plan is recommended to the student that may include a combination of more than one type of aid. The College provides student financial aid to eligible applicants and priority is given to students who have the most financial need.

Most awards are renewable on an academic and award year basis if the financial need still exists, if academic and citizenship records are adequate and the student is making satisfactory progress. The college defines its academic year as 30 weeks of training and 36 quarter credits and its award year is from July 1<sup>st</sup> to June 30<sup>th</sup>. Delta College, Inc. makes every effort to assist students who need financial aid to complete their program.

## **Forms/Application Information**

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

## **Eligibility**

1) You must be enrolled as a regular student; 2) You must be a U.S. citizen or eligible non-citizen; 3) You must be making satisfactory progress, 4) You must sign a statement that you are not in default on any Federal, Title IV, Higher Education Assistance (HEA) loan, that you do not owe a Title IV refund at any institution, and that you are not involved in unlawful drug manufacture, distribution, dispensing, possession or use; 5) You have signed a statement of registration compliance indicating that (a) you have registered with the Selective Service; or (b) that you are not required to register.

## **Aid Recipient Selection**

Awards are determined and granted based upon financial need. Need is determined by evaluating the information you provide on your aid application. Students with greater need are given priority when awards are determined. If you are a handicapped student, let the financial aid officer know because your expenses may be higher with the costs associated with the handicap.

## **How Will My Aid Be Processed?**

During your financial aid interview, we will tell you how, when your financial aid will be processed, and how much your financial aid will be. Proceeds from the grant programs are credited to students' accounts. The institution deposits Stafford checks as credits to students' accounts. If payments are made to the student, payment will be made from the Institution's account.

## **When Will my Aid Be Processed?**

Loan and grant payments are split into two payments. The first loan disbursement is made 30 days after the first day of class if all the necessary paperwork is received. The second loan disbursement is made half way into the academic year. The first grant payment is made as soon as the necessary paperwork is received. The second grant disbursement is made when the student completes one-half of the academic year.

### **To Maintain Eligibility**

1) A student must meet the satisfactory progress standards printed in this catalog; 2) You must be enrolled when the Stafford Student Loan check and/or Pell Grant Student Aid Report (SAR) is processed; 3) If you are allowed to re-enter the school on a probationary basis after failing to meet the satisfactory academic progress standards, you must meet the terms and conditions of your probation in order to be eligible for further financial aid assistance; 4) A student may receive financial aid for no more than twelve (12) weeks while on probationary status.

### **Transfer Students**

If you transfer from one school to another, your financial aid does not automatically go with you. To receive aid at Delta College of Arts & Technology, Inc., check with our financial aid officer to find out what steps you must take. If you are receiving Federal student aid and decide to transfer, you must have your former school send a financial aid transcript to your new school, Delta College of Arts & Technology, Inc.; otherwise, you will have difficulty receiving aid.

If you have a Pell Grant as a transfer student, we will help you obtain a duplicate copy of your Student Aid Report (SAR) to submit to the financial aid officer at Delta College of Arts & Technology, Inc. If you have a Stafford Student Loan, you must check with your current lender (bank) to be sure you can re-apply for a loan for attendance at Delta College of Arts & Technology, Inc. A financial aid transcript (or NSLDS printout) must be received from the prior school before being eligible for aid at this institution.

### **Verification**

Some students are selected for a process called verification. When this happens, Delta College of Arts & Technology is required to obtain documentation within 14 days that verifies any and all items/information requested by the USDOE, as well as any additional items/information requested by the school. The Financial Aid Office will inform the student of the documents needed to complete the verification process. Once the information is verified, financial aid can be processed. Any corrections needed to the student's information will be made by the Financial Aid Office, and the student will be informed of any changes to their financial aid as a result of those corrections. If a Student fails to provide the required documentation by the deadline, he/she will not be eligible for financial aid and he/she will have to immediately make financial arrangements to remain in school. The Financial Aid Office is obligated to report any information from a potential student that is suspected as fraudulent in trying to obtain federal funds to the Office of Inspector General.

### **Placement Services**

Because of the proven competence of graduates from Delta College of Arts & Technology, Inc., area employers are in frequent communication with the school Placement Office. Our placement office maintains complete records of available positions and graduate's qualifications.

All students seeking placement must submit a resume to the Placement Office during their final quarter prior to graduation. When possible, The Placement Office will arrange interviews for students seeking assistance in job placement.

The services of the Placement Office are available to graduates of all programs. Whereas no reputable school guarantees a job to any student, special effort is made to place each graduate in the position for which he is best qualified.

Placement services are available at no additional cost to Delta College of Arts & Technology, Inc. graduates and include the following services:

1. Help in preparing a resume, typing services (limited), and copies as required (within reasonable amounts),
2. Help in preparing and arranging the portfolio for presentation at job interviews,
3. Advice on preparing for the interview; grooming, interview techniques, etc.,
4. Current job openings and potential employer lists,
5. Reference materials in the library are available to students regarding job markets, interviewing, preparing the portfolio and preparing a resume,
6. Referrals through notices of job openings (written and verbal) communicated to the College office.
7. Sending resume's via fax (with graduate's permission) to potential employers with advertised vacancies.

# Programs of Study

## **Graphic Design**

Graphic Design (*Baton Rouge Campus Only*)

## **Business/Computer Programs**

Business Office Administration (*Baton Rouge Campus Only*)

## **Medical Programs**

Dental Assistant

Medical Office and Health Information Technician

Medical Assistant

Practical Nurse



## GRAPHIC DESIGN Diploma Program

Approximate Completion Time--15 months-**DAY**

*(Only offered at the Baton Rouge Main Campus)*

This diploma program is designed to give the student a wide range of study in various areas of Commercial Art & Computer Graphics. With the knowledge acquired in this program, the student will establish a broader scope of visual communication skills, which are beneficial in preparing for an entry-level position in a competitive profession. Upon graduation, examples of employment opportunities include production artist, graphic designer, layout artist, art director, computer artist in advertising, Web Page Designer, etc.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
OR 001	Orientation	0.0
AR 107	Artistic Mediums	3.0
AR 112	Typography	3.0
AR 117	Color Theory	3.0
DP 102	Introduction to Computers	3.0
OP 121	Professional Development/Office Procedures	3.0
GD 111	Basic Design	3.0
GD 201	Layout Design I	3.0
GD 206	Layout Design II	3.0
GD 236	Advanced Design I	3.0
GD 241	Quark XPress	3.0
GD 246	HTML-Dreamweaver Basics	3.0
GD 251	Marketing/Promotion	3.0
GD 262	Photoshop I	3.0
GD 263	Photoshop II	3.0
GD 272	Adobe Illustrator I	3.0
GD 273	Adobe Illustrator II	3.0
GD 274	InDesign I	3.0
GD 275	InDesign II	3.0
GD 276	InDesign III	3.0
GD 279	Premier Pro/Video I	3.0
GD 280	Premier Pro/Video II	3.0
GD 282	HTML Advanced I - Flash I	3.0
GD 283	HTML Advanced II - Flash II	3.0
GD 286	Advanced Design II	3.0
GD 288	Advanced Design III	3.0
GD 299	Externship	<u>6.0</u>
	<b>Total Credits</b>	<b>81.0</b>

### Additional Expenses

While enrolled in the Graphic Design program at Delta College of Arts & Technology, students will incur the following expenses NOT covered by tuition:

Portfolio..... \$40.00 - \$80.00

ALL SCHEDULING MUST BE APPROVED BY THE DEAN  
SUBJECT TO AVAILABILITY

## BUSINESS OFFICE ADMINISTRATION

### Diploma Program

Approximate Completion Time – 9.0 months **DAY**

*(Only offered at the Baton Rouge Main Campus)*

This program is designed to give students job-related skills in various computer business applications and operating systems, qualifying them for entry-level employment in a variety of positions. The program is designed for the student who desires a computer oriented career in the business arena. Upon graduation, examples of employment opportunities include computer operator, bookkeeping clerk, receptionist, file clerk, personnel clerk, typist, word processor, and secretary.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
OR 001	Orientation	0.0
AC 102	Accounting Basics	3.0
AC 120	Peachtree Essentials	3.0
BA 101	Business & Management Foundations	3.0
DP 102	Introduction to Computers	3.0
DP 117	Spreadsheet Concepts	3.0
DP 118	Data Base Concepts	3.0
DP 203	Word Processing Concepts	3.0
DP 204	Desktop Publishing	3.0
DP 205	Internet Technology	3.0
EN 221	Business Communications	3.0
MT 103	Business Math	3.0
OP 121	Professional Development/Office Procedures	3.0
TP 111	Elementary Typing/Keyboarding	3.0
TP 112	Intermediate Typing/Keyboarding	3.0
TP 113	Advanced Typing/Keyboarding	3.0
BA 205	Business Office Administration Externship	<u>6.0</u>
	<b>Total Credits</b>	<b>51.0</b>

#### Objectives of the Business Office Administration Program

1. The student understands the overall operation of the business work place.
2. The student understands the basic principles of office procedures and ethics.
3. The student understands concepts of business as related to communication, both verbal and written.
4. The student understands basic business management concepts.
5. The student becomes proficient in computer software programs such as MS Word, MS Excel, MS Access, MS Publisher, and Peachtree.
6. The student understands the use and application of Internet Technology.

#### Certification

Graduates of the Business Office Administration program are eligible and encouraged to take national certification examinations to enhance their employment prospects. ***Delta College of Arts & Technology covers the cost of the following exams on the first attempt:***

*Microsoft Office Specialist – Core: ..... Microsoft Word*

*Microsoft Office Specialist – Core: ..... Microsoft Excel*

*Microsoft Office Specialist – Core: ..... Microsoft Access*

*Microsoft Office Specialist – Core: ..... Microsoft PowerPoint*

**DENTAL ASSISTANT**  
**Diploma Career Program**  
Approximate Completion Time: **Day-7.5 months**

This program is designed to prepare students for employment as entry level dental assistants in dental offices and clinics or to provide supplemental training for persons previously or currently employed in these or other dental auxiliary occupations. Graduation from the program provides the student with the minimum requirements to sit for the National Registry Exam for Dental Assistants and for an advanced dental assistant course in expanded duties. The program content includes, but is not limited to, chair side dental assisting skills, interpersonal skills, CPR, AIDS awareness & prevention, OSHA awareness, dental specialties, office & communication skills, and oral hygiene by a combination of theory and hands-on instruction.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
OR 001	Orientation	0.0
DP 102	Introduction to Computers	3.0
TP 111	Elementary Typing/Keyboarding	3.0
DA 120	Computerized Dental Office	3.0
OP 121	Professional Development/Office Procedures	3.0
DA 101	Embryology & Oral History	1.5
DA 102	Alginate & Study Casts/Oral Evacuation/Instruments Transfer	1.5
DA 105	Dental Language / Terminology I	1.5
DA 106	Dental Language / Terminology II	1.5
DA 107	Preventive Dentistry & Nutrition	1.5
DA 108	Restorative & Fixed Prosthodontics	1.5
DA 109	Infection Control/OSHA Awareness/AIDS Education	1.5
DA 110	Microbiology & Oral Pathology	1.5
DA 111	Pharmacology/Anesthesia/Pain Control	1.5
DA 112	Dental Instruments & Materials	1.5
DA 113	Medical/Dental Emergencies & CPR	1.5
DA 114	Endodontics/Rubber Dam/Moisture Control	1.5
DA 115	Dental Radiology I & II	1.5
DA 116	Pediatrics & Removable Prosthodontics	1.5
DA 117	Orthodontics & Dental Implants	1.5
DA 118	Periodontics & Oral Surgery	1.5
DA 119	Clinical Externship	<u>6.0</u>
	<b>Total Credits</b>	<b>42.0</b>

**Scheduling**

The clinical portion of training for all medical programs will be scheduled during those hours which fall in the normal working schedule of health care facilities to which the student is assigned and may not be the same as those normally scheduled for classes. All clinical scheduling must be approved by the Dean or Program Director and is subject to availability.

**Additional Expenses**

While enrolled in the Dental Assistant program at Delta College of Arts & Technology, students will incur the following expenses NOT covered by tuition:

White athletic or nursing shoes.....	\$20.00 - \$75.00
White socks.....	\$1.00 - \$8.00

# MEDICAL OFFICE & HEALTH INFORMATION TECHNICIAN

## Diploma Career Program

Approximate Completion Time  
**Day-7.5 months    Night-12 months**

This program is designed to prepare students for a broad spectrum of entry-level employment in the Medical Office and related occupations. A student completing this program can perform many tasks including medical/dental insurance coding & billing, medical/dental transcription, reception area duties, medical filing & records, medical secretarial duties, and medical bookkeeping. The graduate of this program should be able to recognize and accurately complete insurance forms, prepare correspondence, record simple medical histories, and arrange for patients to be hospitalized. The graduate will be familiar with insurance rules and billing practices. The successful student must be able to understand the language of medicine, anatomy & physiology, and diagnostic procedures & treatment.

Graduates of this program would be eligible for employment in various positions such as Administrative Medical Office Assistants, Medical Front Office Administration, Medical Insurance Billing Clerk (Medical/Dental), Billing & Coding Specialist (Medical/Dental), Medical Secretary, and Medical Records Assistant.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
OR 001	Orientation	0.0
DP 102	Introduction to Computers/Word Processing	3.0
DP 117	Spreadsheet Concepts	3.0
MO 201	Computerized Medical Office	3.0
MO 204	Medical Insurance Billing & Coding	3.0
MO 206	Advanced Billing & Coding	3.0
OP 121	Office Procedures	3.0
TP 111	Elementary Typing/Keyboarding-Medical	3.0
TP 112	Intermediate Typing/Keyboarding-Medical	3.0
MA 111	Essentials of Medical Language /Terminology I	4.0
MA 113	Essentials of Medical Language /Terminology II	4.0
MA 115	Essentials of Medical Language /Terminology III	4.0
MA 117	Medical Office Applications	3.0
ME 205	Medical Office Externship	<u>7.0</u>
	<b>Total Credits</b>	<b>46.0</b>

### Scheduling

The clinical portion of training for all medical programs will be scheduled during those hours which fall in the normal working schedule of health care facilities to which the student is assigned and may not be the same as those normally scheduled for classes. All clinical scheduling must be approved by the Dean or Program Director and is subject to availability.

### Certification

Graduates of the Medical Office Assistant program are eligible and encouraged to take national certification examinations to enhance their employment prospects. ***Delta College of Arts & Technology covers the cost of the following exams on the first attempt:***

*NHA Certification Exam: ..... Certified Medical Administrative Assistant*

### Additional Expenses

While enrolled in the Medical Office Assistant program at Delta College of Arts & Technology, students will incur the following expenses NOT covered by tuition:

White athletic or nursing shoes .....	\$20.00 - \$75.00
White socks .....	\$1.00 - \$8.00



**MEDICAL ASSISTANT**  
**Diploma Career Program**  
 Approximate Completion Time  
**Day-7.5 months Night-12 months**

This program is designed to prepare students for a broad spectrum of entry-level positions in the Medical Assistant field. The student will learn the clinical as well as the administrative aspects of medical assisting. The students will gain lab & clinical competencies including phlebotomy techniques, 12 lead EKG procedures, specimen collection, infection control & safety measures, vital signs, and assisting with minor office surgery and physical exams.

The students will gain administrative competencies in medical bookkeeping, medical insurance billing & coding, medical records, medical office software, and medical office ethics. The students will study appropriate anatomy & physiology, and medical terminology. The student will be able to perform injections, and master basic dosage calculations. The externship is designed to enhance the skills learned in the classroom by allowing the student first-hand experience in a medical office environment as part of the curriculum.

Facilities such as clinics, physician's offices and laboratories are among the many employment opportunities for medical assistants. Students completing this program can work in various aspects of the field such as Clinical Assistant, EKG Technician, Phlebotomy Technician, Lab Assistant, Medical Records, Personal Care Attendant, Medical Receptionist, Medical Secretary, and Medical Assistant, Health Unit Coordinator.

**Medical Assistant Program Outline**

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
OR 001	Orientation	0.0
DP 102	Introduction to Computers	3.0
MO 201	Computerized Medical Office	3.0
OP 121	Professional Development/Office Procedures	3.0
TP 111	Elementary Typing/Keyboarding	3.0
MA 111	Essentials of Medical Language /Terminology I	4.0
MA 112	Med Lab Procedures I	3.0
MA 113	Essentials of Medical Language /Terminology II	4.0
MA 114	Med Lab Procedures II	3.0
MA 115	Essentials of Medical Language /Terminology III	4.0
MA 116	Med Lab Procedures III	3.0
MA 117	Medical Office Applications	3.0
MA 118	Pharmacology	4.0
ME 221	Medical Assistant Externship	<u>7.0</u>
	<b>Total Credits</b>	<b>47.0</b>

**Scheduling**

The clinical portion of training for all medical programs will be scheduled during those hours which fall in the normal working schedule of health care facilities to which the student is assigned and may not be the same as those normally scheduled for classes. All clinical scheduling must be approved by the Dean or Program Director and is subject to availability.

**Certification**

Graduates of the Medical Assistant program are eligible and encouraged to take national certification examinations to enhance their employment prospects. *Delta College of Arts & Technology covers the cost of the following exams on the first attempt:*

*NHA Certification Exam: ..... Certified Clinical Medical Assistant*

**Additional Expenses**

While enrolled in the Medical Assistant program at Delta College of Arts & Technology, students will incur the following expenses NOT covered by tuition:

White athletic or nursing shoes.....	\$20.00 - \$75.00
White socks.....	\$1.00 - \$8.00
Watch with second-hand.....	\$10.00 - \$20.00

## PRACTICAL NURSE Diploma Program

Approximate Completion Time--**Day**-16 months, **Night**-24 months

The goal of this program is to prepare the graduate to take and pass the NCLEX-PN Exam, thus gaining their license, and gain employment as a Licensed Practical Nurse.

<u>Course</u>	<u>No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Hours</u>
OR	001	Orientation	0.0	8
PN	101	Introduction to Practical Nursing	5.0	50
PN	103	Anatomy and Physiology	7.0	70
PN	104	Nutrition/Diet Therapy	4.0	40
PN	105	Microbiology/HIV-AIDS	2.0	20
PN	108	Nursing Fundamentals	6.0	60
PN	110	Nursing Skills Lab	4.0	80
PN	131	Geriatric Theory	8.0	80
PN	132	Geriatric I Clinical	1.5	48
PN	114	Pharmacology and Medication Administration	7.0	70
Med-Surg I Theory – includes PN 115-117			6.5	73
Med Surg I Clinical – includes PN 115-117			2.0	64
PN 115 Alteration in Skin Integrity				
PN 116 Alteration in Endocrine Function				
PN 117 Alteration in Respiratory Function				
PN	113	IV Therapy	4.0	40
Med-Surg II Theory – includes PN 118, 119, 121			7.0	73
Med Surg II Clinical – includes PN 118, 119, 121			5.0	152
PN 118 Perioperative Care				
PN 119 Alteration in Cardiovascular Function				
PN 121 Alteration in Gastrointestinal Function				
PN	120	Mental Health Theory	4.0	40
PN	140	Mental Health Clinical	1.0	40
Med-Surg III Theory – includes PN 122, 123, 127			6.5	68
Med-Surg III Clinical – includes PN 122, 123, 127			3.5	112
PN 122 Alteration in Urinary Function				
PN 123 Alteration in Neurological Function				
PN 127 Neoplasia				
PN	124	Maternal/Neonatal Nursing Theory	4.0	40
PN	144	Maternal/Neonatal Nursing Clinical	1.0	40
PN	125	Pediatric Nursing Theory	4.0	40
PN	145	Pediatric Nursing Clinical	1.0	40
Med-Surg IV Theory – includes PN 126, 128, 129			6.5	71
Med-Surg IV Clinical – includes PN 126, 128, 129			6.0	192
PN 126 Alteration in Musculoskeletal Function				
PN 128 Sensory Perception				
PN 129 Alteration in Reproductive Function				
PN	133	Geriatric II Clinical	1.0	40
PN	134	Career Readiness, Compendium, NCLEX Prep	5.5	55
<b>Totals</b>			<b>113.0</b>	<b>1706</b>

### National & State Exam Costs

NCLEX Registration	\$ 200.00
LA Board of PN Examiners Testing Fee	\$ 100.00

**Additional Admissions Costs:** Please see the following pages pertaining to this program and/or contact the admissions office.

## Philosophy of the School of Nursing Faculty

The goal of the Practical Nurse Program is to prepare the graduate to take and pass the NCLEX-PN Exam, thus gaining licensure and enabling the graduate to gain employment as an entry level Licensed Practical Nurse.

We believe that practical nursing is both an art and a science whose purpose is fourfold: to promote health, to prevent illness, to restore health, and to alleviate suffering.

We believe that practical nursing is an essential component of the health care team. The opportunity to prepare for a career in practical nursing at the college is available to all individuals who meet our admissions criteria regardless of race, color, creed, or gender.

The curriculum follows the Louisiana Board of Practical Nurse Examiners (LSBPNE) guidelines for education of practical nurses, and is planned related to the practice of nursing focusing on direct patient care. We seek to provide each student with both the technical skills and knowledge, which will enable them to join the nursing community as competent, compassionate, caring practical nurses.

## Objectives

Upon the completion of this program, the graduates will be able to:

1. Apply knowledge of the health and illness needs of their clients by successfully passing classroom and clinical education.
2. Have the ability to provide nursing care and demonstrate an understanding of the scientific principles upon which nursing care is based.
3. Exhibit safety awareness, which is reflected by good work habits including cleanliness, orderliness, honesty and habits of safe practice of nursing.
4. Apply the necessary technical knowledge and understanding of scientific, mathematic and mechanical principles to form sound judgments.
5. Exhibit self-confidence, initiative, excellence of performance, a cooperative attitude and an appreciation of professionalism needed for successful employment in the practical nursing field.
6. Exhibit an awareness of the various organizations affiliated with the practical nursing field.
7. Successfully complete the NCLEX-PN examination.
8. Exhibit an awareness of the value of continuing education.

## Admission Requirements

The general requirements for admission to the career programs at the college are a High School Diploma or equivalent (GED). Students must be at least 17 years of age. In addition to the admission requirements and procedures of the College Catalog, the prospective Practical Nursing student **must**:

1. Be a high school graduate or equivalent (GED).
2. Applicant must be a US citizen or permanent resident in possession of appropriate documentation. A non-citizen must produce first citizenship papers.
3. Successfully complete the admissions interview.
4. Meet or exceed entrance test requirements in accordance with LSBPNE regulations.
5. Provide a copy of their birth certificate.
6. Not be currently serving under any court-imposed order of supervised probation, work release, school release or parole in conjunction with any felony convictions, plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedures, Article 893.
7. Comply with all health requirements of the PN program. All medical records must be signed by a physician and returned prior to admission.
8. Satisfy all fingerprinting requirements prior to admission.
9. Be prepared, as a candidate for admission to the PN program, to be totally devoted to the PN course for the duration of the program.
10. Freely submit to random drug testing at any time during the program and/or as deemed necessary by the campus director, PN instructors and/or affiliated clinical facilities. A positive drug screen will result in disciplinary action, which may include termination from the college.
11. Comply with the Program Coordinator's request to be seen by a physician at any time in this nursing program and to bring documentation to the Coordinator.

**NOTE: Your acceptance in and subsequent graduation from our program does not automatically give you the right to sit for the PN licensure exam. That decision is made by the LSBPNE.**

## **Admission Procedure**

Prospective students should contact the school to arrange an appointment for a personal interview with an admissions representative. At the time of the appointment, both parents and/or spouse should accompany the applicant.

During this interview, the applicant will complete a questionnaire and an informal aptitude test in order to ensure that the applicant has the ability to successfully pursue their studies. Based on the results of this interview, the applicant moves on to complete a financial aid interview with the financial aid office.

Once the applicant successfully completes the enrollment process, makes satisfactory payment arrangements, completes orientation, is issued books/supplies, and a class schedule, he/she is considered a regular student.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

### **Health Requirements**

1. Health History and Appraisal form are to be completed by the Physician, Nurse Practitioner, or Physician's Assistant certifying you are physically and mentally fit to perform and function as a student practical nurse. This form must be completed within 6 months of your expected start date.
2. Proof of positive lab results for the following titer (serology) tests:
  - a. Measles, Mumps, Rubella and Varicella
    - i. Lab results showing equivocal immunity, will require the appropriate vaccine(s) or boosters are to be administered with proof attached.
    - ii. Lab results showing negative immunity, will require the appropriate vaccine(s) or boosters are to be administered with proof attached.
3. Proof of Tetanus (Td), Tdap or DTaP (within last 10 years).
4. Proof of Mantoux/TB Skin test (within 3 months of class start date):
  - a. If positive, attach written documentation of INH therapy and chest x-ray impression/report.
  - b. If Mantoux/TB skin test is contraindicated, a chest x-ray must be obtained. Submit written documentation of contraindication and chest x-ray impression/results.
5. All students should undergo the Hepatitis B series of three shots (1<sup>st</sup>, booster in one month, booster in 3 months) and provide written documentation. If previously immunized for Hepatitis B, student must provide a lab report documenting a positive result for Hepatitis B surface antibodies. Student may sign disclaimer if refusing Hepatitis B immunization.
6. If pregnant, a medical release form must be completed & submitted to the clinical coordinator upon initial diagnoses and every month thereafter.
7. Recommended labs: Chemistry panel, CBC, RPR, UA.
8. Other requirements may be added or deemed necessary by clinical sites.

### **Felony Arrests or Felony Convictions**

The policy of the Louisiana State Board of Practical Nurse Examiners is that anyone applying for the Practical Nursing program that has been arrested or convicted of a felony may be required to have a hearing before the Board prior to the time the applicant is approved to take the licensure examination (NCLEX-PN).

The student may not be granted a hearing until after the student has completed the nursing course; therefore, successful completion of the nursing program does not guarantee the student will be allowed to take the state board examination.

Each student is fingerprinted prior to the first day of class and the background checks are mailed directly from the Louisiana State Police to the Louisiana State Board of Practical Nurse Examiners.

“Anyone currently serving under any court imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893” is ineligible to be enrolled in any practical nursing program in the state of Louisiana. (LA Administrative Code, Title 46, Part XLVII, Subpart 1, Chapter 9, Subchapter F: 937.8)

### **Fingerprinting**

As part of the admission process to the PN program, you will need to be fingerprinted before the start of the program, but no earlier than 60 days before the start of the program.

1. You must report to the State Police Headquarters to be fingerprinted (check with the admissions office for the current address and phone number).
2. When completing your forms, be sure to list this College as your employer and list student nurse as the reason for the fingerprinting.

3. Bring a money order(s) **ONLY** for the fingerprinting fee (contact the admissions office for the correct amount).
4. Obtain a receipt from the State Police and return it to the college to prove you have been fingerprinted.
5. When the background check is complete, the card will be returned to the Louisiana State Board of Practical Nurse Examiners. If you have questions concerning the procedure, please contact State Police headquarters or contact the College Admissions Department.

### **Falsification of Documents**

Falsification of **any** document shall result in disciplinary action up to and including dismissal from the program.

### **Orientation Program**

During orientation, the students are to be informed and reminded of the school policies and procedures including parking, grading scales, attendance, dress, etc.

### **Confidentiality**

The right to privacy of confidential and personal information is a protected right of all persons. This right of privacy extends to the student-teacher relationship and the student-student relationship.

Because of this legal, ethical and moral obligation, I understand that a breach of the confidentiality of teacher or student information and records can result in disciplinary action, including expulsion from the educational program that I may be taking.

I understand and agree that this obligation extends to, but is not limited to the following instances:

1. The obtaining or communicating of information obtained from teacher materials, teacher notebooks, teacher questions and answers, or other teacher notes without the consent of the teacher or the school.
2. The obtaining or communicating of information obtained about a fellow student, including but not limited to, concerning grades or progress in a curriculum without the consent of the student.
3. The communicating of information or rumors tending to cause embarrassment or harm to another student.
4. The creation or contributing to an atmosphere that is harmful to the educational process, teachers or other students.

### **Pregnancy**

While enrolled in the Practical Nurse Program there will be times when a student is required to perform duties, which may be physically demanding. Because of this, if at any time during the program a student becomes pregnant, she must notify the Program Coordinator immediately. This is for the student's protection and that of the unborn child. If the student elects to remain in school, she must obtain a medical release, provided by the school, from her attending physician indicating that she is physically and emotionally able to remain in school. After receipt of the initial release an additional release must be received every month. In pregnancy/postpartum, the students' OB/GYN physician is considered the attending physician.

### **Employment During Enrollment**

The practical nurse program is very intense and requires many hours of study outside of the classroom for most students. For this reason, we strongly recommend that the student refrain from outside employment during the entire period of enrollment in the practical nurse program.

If the student does choose to be employed in the healthcare arena, such as nurse assistant, patient care technician, etc., the College assumes no responsibility or authority for the student's activities as an agency employee. The student, as an agency employee, is liable for any action performed or activity in which they participate. While employed, the student shall not be identified as a student of this College. No part of the school uniform, jacket, identification tag, etc. may be worn as an agency employee.

### **Scheduling**

Day Division: Classroom/lab time typically occurs four days a week for approximately seven hours per day. Clinical time will normally be eight to twelve hours a day, two to three days per week. Days and times will vary according to clinical facility availability.

Evening Division: Classroom/lab time normally occurs four nights per week for four hours per session. Clinical time will normally be four hours an evening two to three nights per week and usually two Saturdays per month for an eight to twelve hour clinical rotation. Days and times will vary according to clinical facility availability.

### **Attendance**

It is our hope that all students would attend all classes, but we realize that absences will occur due to a variety of reasons. This attendance policy is designed to assure that adequate training time is provided to all students enabling them to successfully pass all courses.

There will be four grading periods of approximately sixteen weeks each for the day division and four grading periods of approximately twenty-four weeks each for the evening division.

Any student missing more than fourteen hours of classroom/clinical time (approximately 2 full days or 3 full evenings) in any grading period will automatically be on attendance probation and subject to dismissal from the program if absenteeism continues to be a problem.

Students are allowed to miss the equivalent of eighty (80) hours (classroom, clinical or lab) throughout the entire length of the program. On the 81<sup>st</sup> hour of absence, the student will be dropped. Students dropped due to poor attendance will be given an opportunity to apply for re-entry into the next class on a space available basis.

A student absent for the clinical day (for whatever reason) must make-up the clinical time (see Make-Up Time & Fees). There are no excused absences.

### **Make-Up Time & Fees**

Classroom time missed within the guidelines of "Attendance" will not have to be made up. However, the student is responsible for getting missed notes, assignments or handouts. Missed lab time may delay clinical rotations.

All missed clinical times will be required to be made-up by the lesser of 30 days or prior to the end of the grading period (at the discretion of the coordinator & based on availability of clinical space). There will be a fee per day for clinical make-up time - see the Tuition and Fees section of this catalog for the current fee. A grade of "I" will be given for clinical coursework/hours not completed by the end of the current grading period. Grades of "I" are automatically converted to an "F" after 30 days if no other grade is posted.

The make-up hours will not alter the computation of the total number of hours absent with consequences as stipulated in the attendance policy.

### **Tardiness**

Failure to report to class on time or to leave class early (even if the student returns) results in a Tardy. Tardiness in the classroom is measured in one (1) minute increments, rounded upward to the nearest 15 minute increment. All minutes missed are recorded as such in the student's official attendance record.

When a student is tardy to Clinical, they lose points from their daily clinical grade according to the following schedule:

1 – 5 minutes	5 points	15 – 30 minutes	Points per Instructor's choice
6 – 10 minutes	10 points	> 30 minutes	100 Points and Forced Absence
11 – 15 minutes	15 points		

### **Grading**

The Louisiana State Board of Practical Nurse Examiners mandates that students enrolled in a state approved PN program must maintain a minimum grade average of 80% or above in every course. Failure to do so will result in dismissal from the program.

Completion of all assignments in a timely manner is mandatory. Any student who fails to hand in an assignment on the correct day and at the correct time will lose 10 percent off the grade of that assignment the first day and 5 additional percentage points for each additional day the assignment is late.

The grading scale is as follows:

100 - 94 = A	85 - 80 = C
93 - 86 = B	Below 80 = F

### **Test Taking Policy**

All scheduled tests and quizzes are to be taken on the day given by the instructor. Exams and quizzes cannot be administered BEFORE the scheduled class period of the scheduled exam day without approval from the Practical Nursing Coordinator.

If a student is absent on a scheduled test day, the make-up test is to be taken on the next scheduled "business day" – at the end of the day for the Day Program and before class for the Night Program. Business days are Monday through Friday. The student is responsible to make arrangements with the instructor.

All make-up tests will have seven (7) points automatically deducted from the test score. No bonus points will be allowed on make-up tests.

If the make-up test is not taken on the next business day in accordance with the expectations previously stated, the student will receive a zero (0) for the test score **or** may:

- Submit written responses to assigned chapter objectives, **AND**
- Take the make-up test on the second business day following the originally scheduled day.

If the make-up test is not taken on the second day, the student will receive a zero (0) for the test score, which will be included in the computation of the final grade for the course.

### **Course Progression**

The PN curriculum is comprised of core and non-core courses. A student must prove competency of course content prior to progression to the next course. Course competence is measured by the student's ability to complete each course with a minimum grade of 80%.

### **Core Courses: PN 101 – 110, PN 114, PN 131 & PN 132**

Core courses are classes with coursework that is foundational to the practice of nursing and are the basis for successful progression in subsequent coursework in the nursing curriculum.

A student will be allowed one opportunity to pass all core courses with an 80% or better. There will be no re-take or make-up work allowed for the sole purpose of gaining a passing grade in these core courses.

A student failing any of these courses will be dismissed from the program. Core courses do not qualify for the re-take option as described for non-core courses.

A student failing a core course may apply for re-entry per the “Re-Entry Policy.”

### **Remaining Non-Core Courses**

The remaining courses must also be completed with an 80% or better. However, a student may be allowed to re-take one failed course without having to apply for Re-Entry (see “Re-Entry Policy”) into a different graduating class. This re-take option only applies to non-core courses.

If a student failed a non-core course, there will be an opportunity to re-test (a comprehensive final) in order to prove their competencies and post a score of 80% or better. It is the student’s responsibility to make arrangements for the re-test, which must occur within two (2) weeks of completion of the failed course. If the student passes the re-test, a grade of “C” will be recorded as the final grade for the course.

While awaiting the re-test, the student must attend all currently assigned classes and meet attendance and clinical requirements until the re-test is taken and graded. Failure of the re-test results in a failing grade recorded for the course and dismissal from the program.

A student will only be allowed this opportunity once and for only one course.

### **Re-Entry Policy**

***Important: A student will only be allowed TWO (2) Re-Entries into the Practical Nurse Program at the College.***

A student wishing to re-enter the Practical Nurse program must submit a completed re-entry packet to the admission department. Once the request is received, the student will be scheduled to appear before a review committee, which will evaluate the student’s request for re-entry and recommend acceptance or denial. The review committee will normally be comprised of at least two PN instructors and one admissions representative. Factors to be considered for re-entry may include but not be limited to academic performance, attendance, professionalism, discipline and other relevant information.

If the recommendation is for denial, the student may appeal. The appeal should be submitted in writing to the school director.

If the recommendation is for acceptance, the student must continue with the normal admissions process (including, but not limited to, health requirements, fingerprinting, and application to and acceptance by the Louisiana State Board of Practical Nurse Examiners as a practical nursing student) and make satisfactory payment arrangements with the Financial Aid Office prior to final approval for re-entry.

If the student is approved for re-entry, he/she will be placed into the appropriate class per the recommendation of the re-entry committee, the PN Program Coordinator, and/or as determined from results of competency exams on a space available basis. A student approved for re-entry will be required to re-take and pass ALL courses in the grading period to which they are placed (even those courses that the student previously passed).

If space is not available, the student will be placed on a waiting list. Class placement and position on the waiting list is at the discretion of the Program Coordinator and will be determined from several factors including but not limited to academic performance, attendance, professionalism, discipline and other relevant information.

While on the waiting list, the student must audit courses being taught in the class for which they are seeking re-entry in order to be eligible for re-entry when space becomes available. Please note that even though auditing, space may never become available. The student may only audit those classes that were previously completed.

Clinical classes may not be audited.

Re-entering students will have their allowable hours of absence and CU’s prorated. New editions of textbooks previously issued to a re-entering student, may need to be purchased.

### **Classroom and/or Clinical Unsatisfactory**

A student can receive a **Classroom/Clinical Unsatisfactory (CU)** for severe infractions of the expectations of the classroom/clinical experiences. These infractions include but are not limited to:

- Insubordination to school faculty/staff or hospital personnel
- Not in designated Student Practical Nurse uniform including name tag according to Dress Code requirements
- Unprofessional behavior or attitude

- Actions reflecting lack of knowledge regarding clinical procedures and medications in accord with current level of education.
- HIPPA violation (including the use of electronic or social media such as texting, emailing, Facebook, Twitter, Instagram, etc.)
- Life threatening safety errors.
- **No Call / No Show Absences.**
- Other issues as determined by the school faculty on a case-by-case basis.

A maximum of two (2) CU's is allowed throughout the entire program. A third CU will result in termination from the program.

### **Dress Code**

All students are expected, at all times, to conform to accepted standards of good taste in dress and grooming. Attire at all times should reflect the professional nature of the PN program. The following is given as minimum guidance and is not to be considered all-inclusive.

1. Dress should always be neat, clean, without stain or discoloration, nor torn. Uniform apparel must be professionally presentable.
2. No visible tattoos. All tattoos should be covered by clothing, make-up, or dressings; check with instructor for additional guidance.
3. If needed, prescribed uniform jacket or sweater may be worn in the classroom. In the Clinical setting, only the prescribed uniform jacket is permitted.
4. All white tennis shoes may be worn in classroom. But, for Clinicals you may only wear white nursing shoes -- **not white tennis shoes!**
5. Female students may wear only one pair of small Earrings, 5mm or smaller in size, preferably small gold, silver or white balls. No visible facial, body or tongue piercings. **Men-no earrings!**
6. No head coverings of any type in classroom. Men are not permitted to wear head coverings.
7. You may wear one wedding ring to class. In clinical, you may wear one wedding ring without a high setting. If in doubt, check with instructor.
8. No chains on neck nor bracelets allowed in clinical.
9. Men must be clean shaven or mustache trimmed neatly. No beards in classroom or clinical.
10. Hair may be worn down in class. The instructor will approve acceptable hair accessories.
11. For clinical, hair must be up. It may not touch your collar. It should be neat. No extravagant hairstyles. Hair should not be in face. If in doubt, check with instructor.
12. Fingernails should be short, clean and groomed. Nails will be inspected for clinical along with the rest of the uniform. Fingernails should not surpass the tips of each finger. No fingernail polish is permitted. No artificial (acrylic, overlay, gel, etc.) nails are permitted.
13. Make-up must be professional and discreet. No obvious lip liner. Any make-up that is not discreet will need to be removed or the student will be sent home.
14. Nametags are mandatory and are to be worn every day in class and clinical.
15. Every student will always carry the following equipment for Clinical: watch with second hand, stethoscope, sphygmomanometer, bandage scissors, penlight, two (2) diaper sized safety pins, two (2) black ink pens, pocket-sized notebook, and nametag.

### **Graduation Requirements**

A student must meet the following criteria in order to graduate.

1. Each student must maintain an overall 2.0 average (on a 4.0 scale).
2. Each student must pass each required course in his/her curriculum.
3. Each student must be in good standing with the Institution, both financially and academically.
4. A minimum of 25% of required coursework must be completed at this college.

### **Suspension/Dismissal Policies**

Failure to comply with the rules and regulations listed in the College Catalog and the Practical Nurse Handbook will result in disciplinary action. This action may include suspension or dismissal from the PN program. The Campus Director, in consultation with the PN Program Coordinator, shall be the final authority regarding these actions.



## **Student Personnel Services**

### **Advising**

The advising function is to be accomplished by various personnel in the college. This begins with the admissions process and a personal interview with an admissions representative. During this interview, the prospective student's vocational and career interests, aptitude, academic background and their commitment to the program are to be discussed and evaluated.

After completion of the admissions interview and prior to starting class, the prospective student completes a personal interview with a financial aid officer. During this interview, the financial aid officer works with the student to design a financial aid package enabling the prospective student to afford college. After the student begins classes, the student may confer with the financial aid officer as needed.

After the student enters school, the instructors are to take on the primary advisory role for the students. Most of this takes place with an academic and/or vocational focus. For problems outside of this realm, the student is referred back to the campus director for referral to appropriate services.

Near graduation, the career services officer establishes contact with the students regarding finding and keeping a job in their chosen career field. This allows the career services officer to begin a working relationship with the student, which is helpful to both parties during the job search.

### **Student Records**

All student records (academic, attendance, financial, and educational progress) are to be kept in fireproof cabinets in the Financial Aid Office. The Financial Aid Officer is responsible for maintaining these records. These records are to be made available to students upon request in accordance with our "Examination of Student Records" policy as printed in the College Catalog.

Students are to be given report cards *at the end of each term*. Upon graduation, each student is to be given a copy of their official transcript along with their diploma. Students may request a copy of their grades at any time from the front office.

Faculty and administration should have access to these records as needed under the supervision of the Financial Aid Officer.

Those desiring to review student records who are not part of the faculty nor the student themselves must go through the procedures as presented in our College Catalog under the heading "Examination of Student Records."

### **Student Grievances/Complaints**

A procedure is published in the catalog for students to voice their concerns. Students are encouraged to *first take their concerns directly to the faculty*.

### **Student Financial Assistance**

Each prospective student is to be given a personal interview with a Financial Aid Officer. During this interview, available funding (Pell, Direct Loans, FSEOG, WIA, etc.) and payment arrangements are to be discussed and finalized.

### **Special Student Services**

To the best of our knowledge, our facility is accessible to those with physical limitations including handicapped accessible rest rooms and classrooms.

## Student Organizations

Students are encouraged to participate in extra-curricular organizations to foster development of skills in self-direction, leadership and professional activity. Contact information for professional organizations is provided below:

Louisiana Federation of Licensed Practical Nurses (LFLPN) \$ 25.00 annually  
3819 Liaison Drive  
Shreveport, LA 71108  
Contact Person: Margie Monroe  
[www.NFLPN.org](http://www.NFLPN.org)

National Association of Practical Nurse Education and Service \$ 15.00 annually  
(NAPNES)  
8607 2<sup>nd</sup> Avenue, Suite 404A  
Silver Springs, MD 20910  
Contact email: [napnes@bellatlantic.net](mailto:napnes@bellatlantic.net)  
[www.napnes.org](http://www.napnes.org)

National Association of Health Professionals \$ 40.00 annually  
105 South Elm Street  
Post Office Box 459  
Gardner, KS 66030 (915) 856-6125

## Itemized List of Fees for the Practical Nurse program

While enrolled in the PN program, students will incur expenses that **are not** covered by tuition. Costs listed are estimates only. These items include but may not be limited to:

### Must be complete before the first day of class:

➤ Complete physical per family MD	150.00
➤ TB skin test	15.00
➤ Titer Test (Showing proof of Immunity to MMR and Varicella)	85.00 & up
➤ Fingerprinting/Rap Sheet fee La. State Police	26.00
➤ Fingerprinting fee La. State Police (STATE & FED Background Check)	38.00
➤ Fingerprint Processing Fee (Plus "Convenience Fee" of \$4.62-\$5.87)	20.00
➤ LA State Board PN Examiners Application Evaluation Fee	50.00

### Mandatory Supplies: (Before Clinicals)

➤ Watch with second-hand	5.00 – 50.00
➤ Nursing shoes	20.00 - 75.00

### Optional Expenses:

➤ Hepatitis B Vaccine (series of 3, per injection)	25.00 - 100.00
➤ NCLEX Review book	35.00
➤ Replacement Uniform Pieces	See Below
➤ Replacement Equipment Pieces	See Below

### PN Test Cost: (Near Graduation)

➤ FBI Fingerprinting Fee	18.00
➤ NCLEX Registration	200.00
➤ La. State Board of PN Examiners Testing Fee	100.00
➤ Graduation Tunic	25.00

### Equipment, Supplies, Clinical Requirements provided by the College with estimated replacement costs:

➤ Criminal Background Check (before clinical)	70.00 – 120.00
➤ Equipment Kit	
> Blood Pressure Cuff	40.00
> Stethoscope	7.50 - 100.00
> Bandage Scissors	7.00 - 15.00
> Pen Light	10.00
> Tape Measurer	7.50
➤ Equipment Bag	15.00
➤ Uniform Pieces	
> Khaki Uniform with embroidered logo (2 provided)	(each) 62.00
> Navy Lab Jacket with embroidered logo (1 provided)	39.00
> White Clinical Uniform with embroidered logo (2 provided)	(each) 68.00
> Clinical Accessories (females only)	
> Royal Vest (2 provided)	24.00
> Nursing Cap (1 provided)	15.00
> Name tag (1 provided)	10.00
➤ Repeat TB skin test	15.00

**Costs listed are estimates only**

## Course Descriptions

The courses named and numbered herein, if scheduled, will be taught as described during the time covered by this catalog. Additional courses may be added at a later date and will be described by a printed catalog supplement before being offered. Courses offered under a previous catalog may have undergone name and number changes. Those courses will be credited on the basis of course material, content, and general description in comparison to current course offerings and credit hours. Scheduling of courses to be offered is at the discretion of Delta College of Arts & Technology, Inc.

The course numbering system consists of a two (2) letter and a three (3) digit number combination for each course. The numbers generally indicate the order in which courses are to be scheduled. The letters indicate subject area as identified below:

AC	Accounting
BA	Business Administration
DP	Data Processing/Computer Science
DA	Dental Assistant Studies
EN	English
AR	Fine Arts
GD	Graphic Design
MA/ME	Medical Assistant Studies
MO	Medical Office Studies
MT	Mathematics
OP	Office Procedures
OR	Orientation
PN	Practical Nurse Studies
TP	Typewriting

### ACCOUNTING

AC 102-ACCOUNTING BASICS: 3.0 credits. Prerequisite: None. Introduction to basic accounting principles. Emphasizes recording in books of original entry, posting to ledgers, taking a trial balance, cash receipts, and accounting for a personal service enterprise. Covers accounting procedures for purchases and payments, sales and collections, payroll accounting, financial statements, adjusting entries and closing procedures.

AC 120-PEACHTREE ESSENTIALS: 3.0 credits. Prerequisite: AC 102. Students learn how computers enhance the accounting process. Students will gain practical experience using Peachtree accounting software.

### BUSINESS ADMINISTRATION

BA 101-BUSINESS & MANAGEMENT FOUNDATIONS: 3.0 credits. Prerequisite: None. The student will be introduced to the nature, form, and function of business. The course introduces such topics as business ethics, communication, managing people, the structure of an organization, and functional principles.

BA 205-BUSINESS OFFICE ADMINISTRATION EXTERNSHIP: 6.0 credits. Prerequisite: All other courses in this curriculum must be successfully completed before this course is taken. Students will experience 180 hours of preceptor office experience in a variety of business office settings. This will provide the student the opportunity to put into practice the business office administration principles, theories, and skills learned in the classroom.

### DATA PROCESSING

DP 102-INTRODUCTION TO COMPUTERS: 3.0 credits. Prerequisite: None. This course provides the student with an intensive introduction to computers. Hardware, MS Windows, MS Word MS PowerPoint, and MS Outlook are covered to provide the student with a fundamental understanding of the way computers operate and the many uses for computers in the business world.

DP 117-SPREADSHEET CONCEPTS: 3.0 credits. Prerequisite: DP 102 & TP 111. Students will be introduced to the need for and use of spreadsheet software in the business environment. They will gain practical experience utilizing spreadsheet software using Microsoft Excel. Upon successful completion, the student will be able to build worksheets, create charts, databases, and macros.

**DP 118-DATABASE CONCEPTS:** 3.0 credits. Prerequisite: DP 102 & TP 111. This course covers the use of database software in the business environment. Students will gain practical experience using database software with Microsoft Access. Upon successful completion of the course, the student will be able to create a database table and manage the data within it, query the table and create reports.

**DP 203-WORD PROCESSING CONCEPTS:** 3.0 credits. Prerequisite: DP 102 & TP 111. Students will become familiar with the many uses for word processing software in the business environment. They will gain practical experience using Microsoft Word. Upon successful completion, the student will be able to create documents, merge, work with tables, graphics, and macros in Microsoft Word.

**DP 204-DESKTOP PUBLISHING:** 3.0 credits. Prerequisite: DP 102. This course will teach the student layout and design techniques for business publications using the desktop publishing software, MS Publisher. It will include the layout and design of magazines, newsletters, greeting cards, business cards, brochures, advertisements, and basic web design.

**DP 205-INTERNET TECHNOLOGY:** 3.0 credits. Prerequisite: DP 102, & TP 111. This course will teach the student the skills necessary to utilize the Internet in both business and personal settings. The student will learn strategies and skills required to use the Internet as a valuable research tool, a place to do business, a way of communication, and a path to further education.

## **DENTAL ASSISTANT STUDIES**

**DA 101-EMBRYOLOGY & ORAL HISTORY:** 1.5 credits. Prerequisites: None. In this module, the student will study the basic and advanced development of the fetus, oral and maxillofacial structures, tooth development, eruption and exfoliation.

**DA 102-ALGINATE & STUDY CASTS/ORAL EVACUATION/INSTRUMENTS TRANSFER:** 1.5 credits. Prerequisites: None. In this module, the student will study alginate or preliminary impressions, mixing of material, and assisting for application of and pouring study casts for diagnostic purposes. The student will also study oral evacuation techniques and maintenance as well as instrument transfer techniques.

**DA 105-DENTAL LANGUAGE/TERMINOLOGY I:** 1.5 credits. Prerequisites: None: In this module, the student will study the language and terminology of the related dental anatomy of the head, neck, oral and maxillofacial structures.

**DA 106- DENTAL LANGUAGE/TERMINOLOGY II:** 1.5 credits. Prerequisites: None: In this module, the student will continue studies of the language and terminology of the related dental anatomy of the head, neck, oral and maxillofacial structures as well as the dental examination, charting and tooth morphology.

**DA 107-PREVENTIVE DENTISTRY & NUTRITION:** 1.5 credits. Prerequisites: None. In this module, the student will study preventive dentistry techniques, oral hygiene instruction techniques, and nutrition of the general population vs. the dental patient with special needs.

**DA 108-RESTORATIVE DENTISTRY & FIXED PROSTHODONTICS:** 1.5 credits. Prerequisites: None. In this module, the student will study the procedures, instrumentation and tray set-ups for restorative dentistry such as amalgam, composites, esthetic restorations as well as medications, materials and cements. The student will study the procedures, instrumentation, laboratory procedures, and tray set-ups for fixed prosthodontics such as crowns and bridges and the use of temporary and permanent cementation options.

**DA 109-INFECTON CONTROL/OSHA AWARENESS/AIDS EDUCATION:** 1.5 credits. Prerequisites: None. In this module, the student will study different microorganisms, transmission, prevention, infection control, techniques, procedures, and use of infection control barriers and asepsis and OSHA awareness, recommendations and requirements. In addition, the student will study the AIDS Education Program as well as how it relates to the dental field. The course defines AIDS, HIV, and how the virus works, transmission, prevention and empathy.

**DA 110-MICROBIOLOGY & ORAL PATHOLOGY:** 1.5 credits. Prerequisites: None. In this module, the student will study the area of microorganisms, their transmission and prevention. Also studied in this course is the study of normal vs. abnormal oral and maxillofacial hard and soft tissues, diseases and cancers.

DA 111-PHARMACOLOGY/ANESTHESIA/PAIN CONTROL: 1.5 credits. Prerequisites: None. In this module, the student will study basics in related pharmacology, terminology, PDR use, various anesthesia used for pain control in the dental office and assembly of an anesthesia tray set-up.

DA 112-DENTAL INSTRUMENTS & MATERIALS: 1.5 credits. Prerequisites: None. In this module, the student will study various hand and rotary instruments as well as various dental materials such as cements, amalgam and tray set-ups used in the dental office.

DA 113-MEDICAL/DENTAL EMERGENCIES/CPR: 1.5 credits. Prerequisites: None. In this module, the student will study emergency medical care procedures including allergic reactions to pain control medications and pediatric or geriatric client's special needs. The students will also study the American Heart Association - Basic Life Support for the health care provider.

DA 114-ENDODONTICS/RUBBER DAM/MOISTURE CONTROL: 1.5 credits. Prerequisites: None. In this module, the student will study endodontics including root canal techniques, instrumentation and tray set-up. This course will also cover the use and assisting with the application of rubber dam, the various uses and techniques as well as various moisture control techniques.

DA 115-DENTAL RADIOLOGY I & II: 1.5 credits. Prerequisites: None. In this module, the student will study the basics in radiology, techniques, applications & continue with emphasis on radiation safety, clinically exposing (on mannequins), exposure theory, processing theory and mounting instruction.

DA 116-PEDIATRICS & REMOVABLE PROSTHODONTICS: 1.5 credits. Prerequisites: None. The student will study the specific area of pediatric dentistry, techniques and instrumentation that apply to children. The student will study the procedures, instrumentation, laboratory procedures and tray set-ups for removable prosthodontics and their options.

DA 117-ORTHODONTICS & DENTAL IMPLANTS: 1.5 credits. Prerequisites: None. In this module the student will study the application of orthodontics, malocclusions and other diagnosis that make orthodontics necessary. The student will also study the use, procedures and techniques associated with dental implants.

DA 118-PERIODONTICS & ORAL SURGERY: 1.5 credits. Prerequisites: None. In this module, the student will study the specialty of periodontics, related gum disease and charting techniques. This course will also cover the dental specialty of oral surgery, pre-medication, post-operative care/instructions, instrumentation, procedures and protocol. The student will study the procedures, instrumentation, laboratory procedures, and tray set-ups for removable prosthodontics with special emphasis on the geriatric population.

DA 119-CLINICAL EXTERNSHIP: 6.0 credits. Prerequisites: DA 101-DA 118. In this module, the student will study various clinical aspects of an entry-level dental assistant. Here the student will put to use all the theory, classroom and laboratory learning. This module places students in a dental office where they will study and perform various aspects of an entry-level dental assistant, giving them the opportunity for a marketable skill.

DA 120-COMPUTERIZED DENTAL OFFICE: 3.0 credits. Prerequisites: None. This course will provide the student with an introduction to Dental Practice Management Software and an ample background in using the dental practice management software. Students will gain familiarity with the different dental practice management modules and their application including: entering and maintaining patient information, appointment scheduling, charting, and report generation. Students are introduced to dental office procedures as well.

## **ENGLISH**

EN 221-BUSINESS COMMUNICATIONS: 3.0 credits. Prerequisite: None. The main objective is to improve the student's ability to communicate through the written word. A variety of writing assignments will develop clear organization of thoughts, appropriate word choice, and precision of usage. Basic grammar skills will be reviewed.

## **FINE ARTS**

AR 107-ARTISTIC MEDIUMS: 3.0 credits. Prerequisite: None. An introduction to artistic mediums using water color, prisma color, pen, ink and charcoal. The students will learn the fundamentals of basic drawing and composition. The students will also explore different mediums to illustrate products and create emotion within works of landscape, still life and greeting cards.

AR 112-TYPOGRAPHY: 3.0 credits. Prerequisite: None. An introduction to measuring type, leading, kerning, ligatures, and using type creatively in black and white and in color. The student will explore different styles of type, measuring type and designing with type.

AR 117-COLOR THEORY: 3.0 credits. Prerequisite: None. An introduction to color theory and design. The student will gain an understanding of the elements, principles and components of color and designing with color and understanding four color processed artwork and spot color artwork.

## **GRAPHIC DESIGN**

GD 111-BASIC DESIGN: 3.0 credits. Prerequisite: None. An introduction to the fundamentals of graphic design.

GD 201-LAYOUT DESIGN I: 3.0 credits. Prerequisite: GD 111. An introduction to the mechanical means of representing graphic ideas. Design and paste up principles, tools, and techniques used in practical applications of print media will be explored. Reproduction processes and basic color separation are also studied.

GD 206-LAYOUT DESIGN II: 3.0 credits. Prerequisites: GD 111, 201. A continuation of Layout Design I. This course will introduce color. Design and paste up principles, tools, and techniques used in practical applications of print media will be explored. Reproduction processes and basic color separation are also studied.

GD 236-ADVANCED DESIGN I: 3.0 credits. Prerequisites: GD 241, 262, 272, 274. A practical approach to creating modern packages and printable pieces for a changing marketplace. Design principles, tools, programs and techniques used in practical applications of print media will be explored. Reproduction processes and basic color separation are also studied.

GD 241-QUARK XPRESS: 3.0 credits. Prerequisites: GD 111. An introduction to modern layout and design using the QuarkXpress software on the Macintosh computers reinforcing layout, typography and design skills learned in Basic Design.

GD 246-HTML/DREAMWEAVER BASICS: 3.0 credits. Prerequisites: Prerequisite: 241. An introduction to the basic hypertext markup language, web design and web publishing using Dreamweaver and its coding and tools.

GD 251-MARKETING/PROMOTION: 3.0 credits. Prerequisite: 241, 246, 262, 272, 274. The main objective of this course is to improve the student's ability to promote themselves. Students will study and create their own business stationary including letterhead, business cards and envelope. They will also create basic cover letters, thank you letters, resume and leave behind pieces to show to the instructor in the Professional Development class. The students will also create their own ads for placement in local publications if they so choose. The students will continue working on their website from HTML Dreamweaver and place on the internet/server if they choose to do so.

GD 262-PHOTOSHOP I: 3.0 credits. Prerequisites: GD 111. An introduction to the Adobe Photoshop software and its capabilities. Students will focus on the basic tool bar, selections, layers palette and blending modes while manipulating photographs and type for ads and posters.

GD 263-PHOTOSHOP II: 3.0 credits. Prerequisites: GD 262. A continuation of the Adobe Photoshop software. Students will focus more on the filter gallery, blur gallery, layer styles and effects palette while using tutorials to learn more about each of these areas inside the Photoshop software. The students will create ads, book covers, 3D characters, billboards and CD Covers using the more advanced techniques.

GD 272-ADOBE ILLUSTRATOR I: 3.0 credits. Prerequisites: GD 111. An introduction to the Adobe Illustrator software and its capabilities. Students will focus on the basic tool bar, palettes and drawing tools to create logos and cartoon characters.

GD 273-ADOBE ILLUSTRATOR II: 3.0 credits. Prerequisites: GD 272. A continuation of Adobe Illustrator 1. Students will focus on advanced computer illustration, typography and design using the gradient mesh, pen tool, pencil tool, smooth tool and blob tool.

GD 274-INDESIGN I: 3.0 credits. Prerequisites: GD 111. An introduction to Adobe InDesign and its modern layout and design capabilities on the Macintosh computers reinforcing layout, typography and design skills learned in Basic Design.

GD 275-INDESIGN II: 3.0 credits. Prerequisites: GD 274. A continuation of Adobe InDesign 1. This course will emphasize advertising design, color management and separations and multi-page design layouts.

GD 276-INDESIGN III: 3.0 credits. Prerequisites: GD 275. GD 274, 275. A continuation of Adobe InDesign 2. This course will emphasize multi-page design layouts while creating a childrens book and a newsletter. The students will also learn how to use the Data Merge feature with their newsletters. The students will also learn how to use InDesign to merge their print pieces with the web by creating animation, hyperlinks and interactive forms.

GD 277 – PREMIER PRO/VIDEO 1: 3.0 credits. Prerequisite: GD 111. An introduction to Adobe Premier Pro, Audition and After Effects. The students will learn how to use images and video clips to create PSA's, commercials, and digital photo galleries. The students will begin their own personal electronic portfolio.

GD 278 – PREMIER PRO/VIDEO 2: 3.0 credits. Prerequisite: GD 277. A continuation of Adobe Premier Pro, Audition and After Effects. The students will continue merging images and video clips to create PSA's, commercials, and digital photo galleries. The students will finish their own personal electronic portfolio which can be sent to prospective employers through email or uploaded to their personal websites for others to watch if they so choose.

GD 282-HTML ADVANCED FLASH I: 3.0 credits. Prerequisites: GD 111. An introduction to Adobe Flash software and scripting. The students will learn how to use the tools, timeline, library and other palettes to create moving ads for the web. The students will create their own personal banner for their website.

GD 283-HTML ADVANCED FLASH II: 3.0 credits. Prerequisites: GD 282. A continuation of Adobe Flash. The students will continue working with the timeline, tools, library and action scripts to create their 1 minute kinetic type animation using a song they have chosen.

GD 286-ADVANCED DESIGN II: 3.0 credits. Prerequisites: Prerequisite: GD 241, 246, 262, 272, 274, 277, 282. A continuation of Adobe Flash, Dreamweaver, QuarkXpress, InDesign, Photoshop and Illustrator. The students will continue working with their personal website using all software they have learned. The students will add more pages and design interactivity into their personal websites and their electronic portfolios.

GD 288-ADVANCED DESIGN III: 3.0 credits. Prerequisites: Prerequisite: GD 241, 246, 262, 272, 274, 277, 286. A continuation of Adobe Flash, Dreamweaver, QuarkXpress, InDesign, Photoshop and Illustrator. The students will continue working with their personal website using all software they have learned. The students will add more pages and design interactivity into their personal websites.

GD 299-EXTERNSHIP: 6.0 credits. Prerequisites: All other courses in this curriculum must be successfully completed before this course is taken. This course is designed as on-the-job-training in a professional work place. Students will utilize the skills they have learned throughout the Graphic Design program as they complete this 180-hour Externship.



## **MEDICAL ASSISTANT STUDIES**

MA 111 – ESSENTIALS OF MEDICAL LANGUAGE/TERMINOLOGY I: 4.0 Credits. Prerequisite: None. This is a medical terminology course that includes basic word construction and learning the medical language and terminology of the integumentary, muscular, skeletal, special senses, nose, throat (respiratory) systems, eye and ear, and the body as a whole. The student learns general professional medical language pertaining to the design and function of the human body.

MA 112 – MED LAB PROCEDURES I: 3.0 Credits. Prerequisite: None. Lecture and laboratory experiences prepare the student to demonstrate best practices with relation to infection control (OSHA Bloodborne Pathogens Standards, sterilization and disinfection), skills concepts of vital signs, assist the physician in minor office surgery (including sterile field set up, and sterile technique), and assist the physician during a physical exam for adults and children.

MA 113 – ESSENTIALS OF MEDICAL LANGUAGE /TERMINOLOGY II: 4.0 Credits. Prerequisite: None. This is a medical terminology course that includes basic word construction and learning the medical language and terminology of the digestive, urinary, circulatory, and reproductive systems. The student learns general professional medical language pertaining to the design and function of the human body.

MA 114 – MED LAB PROCEDURES II: 3.0 Credits. Prerequisite: None. Lecture and laboratory experiences prepare the student to perform urinalysis, ECG procedure, and assist the physician with a prenatal and gynecologic exam. The student will gain knowledge of procedures with relation to the colon.

MA 115 – ESSENTIALS OF MEDICAL LANGUAGE /TERMINOLOGY III: 4.0 Credits. Prerequisite: None. This is a medical terminology course that includes basic word construction and learning the medical language and terminology of the endocrine system, nervous system including psychological disorders, emergency procedures, medical records, diagnostic procedures, and the human body as a whole. The student learns general professional medical language pertaining to the design and function of the human body and common terms utilized in medical practice.

MA 116 – MED LAB PROCEDURES III: 3.0 Credits. Prerequisite: None. Lecture and laboratory experiences prepare the student to understand the clinical laboratory, learn phlebotomy procedures, comprehend the components of a physical exam, understand microbiology and infectious diseases, perform procedures on the eye and ear, and perform CPR and first aid procedures.

MA 117 – MEDICAL OFFICE APPLICATIONS: 3.0 Credits. Prerequisite: None. This course includes a comprehensive lecture class that covers law and ethics as it relates to the medical office and HIPPA regulations. Students will work through a medical front office simulation packet that includes paper based and computerized learning opportunities in appointment scheduling, bookkeeping applications, including posting of charges, payments, invoices, and day sheets. Medical records management procedures are covered including written communications, filing, mail processing, marketing, and customer service. Students will be introduced to ICD 10 and CPT coding and completion of insurance claim forms.

MA 118 – PHARMACOLOGY: 4.0 Credits. Prerequisite: None. This course includes the study of Pharmacology basics including the history of drugs, sources, classifications, drug references, prescriptions and commonly used alternative therapies. Dosage Calculations training will include mathematical principals necessary to make dosage calculations as well as the basics of metric conversions, and the formula method of dosage calculation. Students will be instructed in the use of equipment, safety precautions, proper techniques, and charting procedures of medication administration as well as learn how to properly administer medications by various routes. Basic nutrition and how it relates to disease/healing processes is introduced.

ME 205-MEDICAL OFFICE EXTERNSHIP: 7.0 credits. Prerequisite: All other courses in this curriculum must be successfully completed before this course is taken. The student will spend 210 hours working in a medical clinic, physician's office, or other medical office environment utilizing skills learned in his/her medical office studies.

ME 221 - MEDICAL ASSISTANT EXTERNSHIP: 7.0 credits. Prerequisite: All other courses in this curriculum must be successfully completed before this course is taken. The student will spend 210 hours working in a medical clinic or physician's office. All aspects of their medical assistant studies will be utilized.

## **MATHEMATICS**

MT 103 – BUSINESS MATH: 3.0 credits. Prerequisite: None. Mathematical processes applied to business activities. Review of fundamental processes is followed by specific applications in such areas as discounts, marketing, banking, and payroll. Use of electronic calculator is developed.

## **MEDICAL OFFICE STUDIES**

MO 201 – COMPUTERIZED MEDICAL OFFICE: 3.0 credits. Prerequisite: TP 111, DP 102. This course will provide the student with an introduction to the Practice Management and Electronic Health Records software. The student will gain familiarity with the different modules within an integrated PM and EHR software that includes: entering and maintaining patient information, appointment scheduling, charting, processing claims, entering payment and report generation.

MO 204 – MEDICAL INSURANCE BILLING & CODING: 3.0 credits. Prerequisite: TP 111, DP 102. Medical Insurance Billing/Coding introduces the student to the fundamental principles of insurance billing, including but not limited to the legal and ethical side. Students learn basic diagnosis coding systems with instruction in International Classification of Diseases ICD-10. They also learn basic procedure coding systems with instruction in basic HCPCS coding with a focus on CPT coding. This course introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Students develop proficiency in preparing and processing insurance claims as it relates to government programs, such as Medicaid and Medicare.

MO 206 – ADVANCED BILLING & CODING: 3.0 credits. Prerequisite: TP 111, DP 102, MO 204. Advanced Billing and Coding is designed to prepare the student to code in a medical setting at an entry level. Students learn and practice coding with diagnosis coding systems with instruction in International Classification of Diseases ICD-10. They also learn and practice procedures of the coding systems with instruction in HCPCS coding with a focus on CPT coding. The student learns the reimbursement process, coding conventions and rules, evaluation and management coding, use of modifiers when coding, third party payment, inpatient and outpatient coding.

## **OFFICE PROCEDURES AND TECHNIQUES**

OP 121 – PROFESSIONAL DEVELOPMENT/OFFICE PROCEDURES: 3.0 credits. Prerequisite: None. General overall operation of the business office is emphasized through application of theory. Telephone techniques, basic training in files management, work ethics, job search, professional etiquette, and resume writing are covered.

## **ORIENTATION**

OR 001 – ORIENTATION: 0.0 credits. Prerequisite: None. This course provides the student with an introduction to Delta College and detailed review of rules, introduction to the Campus President, a presentation of personality styles and behavior styles, learning styles and study skills, and nearby facilities. It will also provide self-evaluation of personal goals, development of success skills, and discussion of problem solving and time-management skills.

## **PRACTICAL NURSE STUDIES**

PN 101 - INTRODUCTION TO PRACTICAL NURSING: 50 hours, 5.0 credits. Prerequisite: None. The student is introduced to the philosophy, policies, and procedures of the school, the nursing department, and Louisiana law. The origin of, developments in, and trends in nursing and health care are presented. Students will gain knowledge of vocational adjustment, self-adjustment, personality development, ethical, legal and social relationships with parents, families, employers and co-workers as well as ethical, legal and cultural factors as they relate to the Practical Nurse/Student and the care they provide. Students will receive basic instruction in the spread and control of disease, personal, family and community health and its maintenance. Therapeutic communication, medical math, medical terminology, confidentiality, basic computer skills, human development throughout the life span and basic human needs throughout the continuum of wellness-illness-death are introduced. The student is informed of local, state and national health resources and nursing organizations.

PN 103 - ANATOMY AND PHYSIOLOGY: 70 hours, 7.0 credits. Prerequisite: None. This course is designed to provide practical nursing students with the explanation of the integrated structure and function of the body systems including cells, tissues, organs, and systems.

PN 104 – NUTRITION/DIET THERAPY: 40 hours, 4.0 credits. Prerequisite: None. This course is designed to provide practical nursing students with the basics of nutritional care of clients. Students will study concepts of proper nutrition for all age groups and diet modifications for therapeutic purposes.

PN 105 – MICROBIOLOGY/HIV-AIDS: 20 hours, 2.0 credits. Prerequisite: None. This course is designed to provide practical nursing students with explanation of factors associated with growth and spread of microorganisms and the basic principles of infection control and wound healing. Factors associated with HIV transmission and AIDS treatment and preventive measures are included.

PN 108 – NURSING FUNDAMENTALS: 60 hours, 6.0 credits. Prerequisite: None. This core course is designed to provide practical nursing students with an understanding of the nursing process to individualize patient care. Students will gain instruction on accurate documentation (written and electronic) and how to communicate client/patient data to the health team. Students will learn and perform fundamental physical assessment procedures and skills as part of the nursing process in relation to altered and healthy body systems. Students will become familiar with the appropriate documentation for admitting, transferring, referring and discharging clients.

PN 110 - NURSING SKILLS LAB: 80 hours, 4.0 credits. Prerequisite: Completion of or concurrent enrollment in PN 108. This course is designed to provide practical nursing students with "hands-on" training in physical assessment. Students will demonstrate competency in skills and techniques associated with physical assessment and patient care. Students will also receive training and basic certification in CPR.

PN 113 – IV THERAPY: 40 hours, 4.0 credits. Prerequisite: PN 101-110. This course is designed to provide practical nursing students with essential terms and factors related to body fluid, electrolytes, and acid-base balance and imbalance. Students will learn and demonstrate proficiency in starting an IV.

PN 114 - PHARMACOLOGY AND MEDICATION ADMINISTRATION: 70 hours, 7.0 credits. Prerequisite: PN 101-110. This course is designed to provide practical nursing students with terminology, classifications, and information regarding drugs and safe drug administration.

PN 115 - ALTERATION IN SKIN INTEGRITY: 22 hours, Part of Med-Surge I Theory (73 hours, 6.5 credits) and Med-Surge I Clinical (64 hours, 2.0 credits). Prerequisite: PN 101-110. This course is designed to provide practical nursing students the necessary information for nursing care/support of the patient/client with alteration in skin integrity.

PN 116 - ALTERATION IN ENDOCRINE FUNCTION: 22 hours, Part of Med-Surge I Theory (73 hours, 6.5 credits) and Med-Surge I Clinical (64 hours, 2.0 credits). Prerequisite: PN 101-110. This course is designed to provide practical nursing students with the necessary information for nursing care/support of the patient/client with alteration in endocrine function.

PN 117 - ALTERATION IN RESPIRATORY FUNCTION: 29 hours, Part of Med-Surge I Theory (73 hours, 6.5 credits) and Med-Surge I Clinical (64 hours, 2.0 credits). Prerequisite: PN 101-110. This course is designed to provide practical nursing students with the necessary information for nursing care/support for the patient/client with alteration in respiratory function.

PN 118 - PERIOPERATIVE CARE: 22 hours, Part of Med-Surge II Theory (73 hours, 7.0 credits) and Med-Surge II Clinical (152 hours, 5.0 credits). Prerequisite: PN 101-110,114,131,132. This course is designed to provide the practical nursing student the necessary information for nursing care/support of the perioperative patient.

PN 119 - ALTERATION IN CARDIOVASCULAR FUNCTION: 31 hours, Part of Med-Surge II Theory (73 hours, 7.0 credits) and Med-Surge II Clinical (152 hours, 5.0 credits). Prerequisite: PN 101-110,114,131,132. This course is designed to provide practical nursing students with the necessary information for nursing care/support for the patient/client with cardiovascular alterations.

PN 120 - MENTAL HEALTH THEORY: 40 hours, 4.0 credits. Prerequisite: PN 101-110,114,131,132. This course is designed to provide practical nursing students necessary information for nursing care/support of the patient/client experiencing psychological, emotional, and behavioral alterations utilizing the nursing process. Students also study the basic history, scientific orientation and developments of psychology and contemporary theories of human behavior.

PN 121 - ALTERATION IN GASTROINTESTINAL FUNCTION: 20 hours, Part of Med-Surge II Theory (73 hours, 7.0 credits) and Med-Surge II Clinical (152 hours, 5.0 credits). Prerequisite: PN 101-110,114,131,132. This course is designed to provide practical nursing students the necessary information for nursing care/support of the patient/client with alteration in gastrointestinal function.

PN 122 - ALTERATION IN URINARY FUNCTION: 20 hours, Part of Med-Surge III Theory (68 hours, 6.5 credits) and Med-Surge III Clinical (112 hours, 3.5 credits). Prerequisite: PN 101-110,114,131,132. This course is designed to provide practical nursing students the necessary information for nursing care/support of the patient/client with alteration in urinary function.

PN 123 - ALTERATION IN NEUROLOGICAL FUNCTION: 28 hours, Part of Med-Surge III Theory (68 hours, 6.5 credits) and Med-Surge III Clinical (112 hours, 3.5 credits). Prerequisite: PN 101-110,114,131,132. This course is designed to provide practical nursing students with the necessary information for nursing care/support of the patient/client with alteration in neurological function.

PN 124 – MATERNAL/NEONATAL NURSING THEORY: 40 hours, 4.0 credits. Prerequisite: PN 101-110,114. This course is designed to provide practical nursing students the knowledge necessary to provide nursing care and support of the childbearing family.

PN 125 – PEDIATRIC NURSING THEORY: 40 hours, 4.0 credits. Prerequisite: PN 101-110,114. This course is designed to provide practical nursing students the knowledge necessary to provide nursing care and support for the neonate, infant and child.

PN 126 - ALTERATION IN MUSCULOSKELETAL FUNCTION: 32 hours, Part of Med-Surge IV Theory (71 hours, 6.5 credits) and Med-Surge IV Clinical (192 hours, 6.0 credits). Prerequisite: PN 101-110,114,131,132. This course is designed to provide practical nursing students information in nursing care/support of the patient/client with alteration in musculoskeletal function.

PN 127 - NEOPLASIA: 20 hours, Part of Med-Surge III Theory (68 hours, 6.5 credits) and Med-Surge III Clinical (112 hours, 3.5 credits). Prerequisite: PN 101-110,114,131,132. This course is designed to provide practical nursing students with the necessary information in nursing care/support for the patient/client experiencing aberrant cell growth.

PN 128 - SENSORY PERCEPTION: 23 hours, Part of Med-Surge IV Theory (71 hours, 6.5 credits) and Med-Surge IV Clinical (192 hours, 6.0 credits). Prerequisite: PN 101-110,114,131,132. This course is designed to provide practical nursing students with the necessary information for nursing care/support of the patient/client with alteration in sensory perception.

PN 129 - ALTERATION IN REPRODUCTIVE FUNCTION: 16 hours, Part of Med-Surge IV Theory (71 hours, 6.5 credits) and Med-Surge IV Clinical (192 hours, 6.0 credits). Prerequisite: PN 101-110,114,121,122, 123,131,132. This course will provide practical nursing students with the knowledge to provide nursing care and support to clients with alterations in the reproductive systems.

PN 131 – GERIATRIC THEORY: 80 hours, 8.0 credits. Prerequisite: PN 101-110. Students will gain knowledge, understanding, and nursing care as it applies to the elderly client. The course will afford the student cultural awareness, critical thinking concepts, nursing care plans, patient teaching, and psychosocial adjustments as they apply to the elderly. The student will gain knowledge of culture, spirituality, therapeutic communication, system changes, and end-of-life care.

PN 132 – GERIATRIC I CLINICAL: 48 hours, 1.5 credits. Prerequisite: PN 131. This course is designed to first provide students new to the clinical arena with an understanding of the rules, regulations and expectations of clinical students; and second to provide practical nursing students with “hands-on” training in physical assessment and patient care skills with regard to the elderly client in local long-term care facilities.

PN 133 – GERIATRIC II CLINICAL: 40 hours, 1.0 credit. Prerequisite: PN 132. This course is designed to provide practical nursing students with “hands-on” training in physical assessment and patient care skills with regard to the elderly client in local long-term care facilities. The student will have an opportunity to function in management roles in a nursing home as charge nurse, medication nurse and treatment nurse.

PN 134 – CAREER READINESS, COMPENDIUM, NCLEX PREP: 55 hours, 5.5 credits. This course is designed to provide practical nursing students with information that will assist the student in making decisions concerning job choices, educational growth, and preparation of resumes and proper conduct for a job interview. The course includes a review of state law pertaining to practical nursing. This course will reinforce the four basic nursing processes: data collection, planning, implementation, and evaluation. Instruction and review will be conducted on the critical thinking process, therapeutic communication, and pharmacological aspects of nursing practice. Computer based testing and question sampling will be used in preparation for the National Council for Licensure Examination.

PN 140 – MENTAL HEALTH CLINICAL: 40 hours, 1.0 credit. Prerequisite: PN 101-110,114,131,132. Students will gain practical experience in providing nursing care/support of the patient/client experiencing psychological, emotional, and/or behavioral alterations utilizing the nursing process in mental health care settings.

PN 144 – MATERNAL/NEONATAL NURSING CLINICAL: 40 hours, 1.0 credit. Prerequisite: PN 101-110,114,131,132. Students will gain practical experience in providing nursing care/support of the patient/client in a maternity nursing setting.

PN 145 – PEDIATRIC NURSING CLINICAL: 40 hours, 1.0 credit. Prerequisite: PN 101-110,114,131,132. Students will gain practical experience in providing nursing care/support of the patient/client in a nursery and pediatric setting.

MED/SURG CLINICALS – All med/surg clinicals will give the students experience in applying the theory learned in the med/surg theory classes.

## **TYPEWRITING**

TP 111-ELEMENTARY TYPING/KEYBOARDING: 3.0 credits. Prerequisite: None. This course provides the student with the fundamentals of keyboarding that focuses on correct techniques to achieve keyboard control, accuracy and speed. This course will also provide well monitored skill building practices and typing drills to develop keyboarding/typing proficiency. Minimum speed requirement is 25 GWAM (Gross Word a Minute)/5 errors/5 minutes.

TP 112-INTERMEDIATE TYPING/KEYBOARDING: 3.0 credits. Prerequisite: TP 111. Introduction to numeric and symbol keyboarding.

*Business Option:* This course is a continuation of skill building and increasing keyboarding proficiency. It also incorporates the use of Microsoft Office Word formatting and editing features as the student creates business office communication. Introduction to formatting basic business documents including letters and interoffice memos are learned while ensuring correct keyboarding practices. Minimum speed requirement: 40 GWAM/5 errors/5 minutes.

*Medical Option:* This course introduces and builds skills in numeric and symbol keyboarding, language, grammar, punctuation, and capitalization in preparation for transcribing medical reports. Speed and accuracy are emphasized. Minimum speed requirement: 40 GWAM/5 errors/5 minutes.

TP 113-ADVANCED TYPING/KEYBOARDING: 3.0 credits. Prerequisite: TP 112. This course further develops the skills learned in TP 112.

*Business Option:* This course is designed to reach the advanced level of proficiency in keyboarding. It will also continue to develop mastery in formatting basic business documents to include reports, tables, newsletter and graphics features in MS Office Word. Minimum speed requirement is 50 GWAM/5 errors/5 minutes.

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