

**UNIVERSITY
APPROVED
TRAINING COURSES
CATALOG**

***University of Louisiana
at Lafayette***

(Revised February 2013)

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Administrative Support

Job Titles:

Administrative Assistant 1
Administrative Assistant 2
Administrative Assistant 3
Administrative Assistant 4
Administrative Assistant 5
Administrative Coordinator 1
Administrative Coordinator 2
Administrative Coordinator 3
Administrative Coordinator 4
Administrative Supervisor 1
Administrative Supervisor 2
Health Information Outpatient Coder

Administrative Support

<u>Course</u>	<u>Course Description</u>
ACCT 201	Introduction to Financial Accounting
ACCT 202	Introduction to Managerial Accounting
ACCT 301	Intermediate Accounting I
ACCT 302	Intermediate Accounting II
ACCT 303	Intermediate Accounting III
ACCT 333	Accounting Information Systems
ADOS 100	Beginning Keyboarding/Typewriting
ADOS 101	Intermediate Keyboarding/Typewriting
ADOS 201	Word Processing I
ADOS 420(G)	Office Systems Management
BLAW 310	The Legal Environment of Business
BLAW 420	Business Law I
BLAW 421	Business Law II
BSAT 205	Microcomputer Applications in Business
BSAT 303	Information Systems
BSAT 306	Advanced Microcomputer Applications in Business
BSAT 311	Multimedia Presentations for Business
BSAT 321	Desktop Publishing
BSAT 335	Database Management and Design
BSAT 430	E Commerce and Web Applications Development
CMCN 210	Interpersonal Communication
CMCN 301	Principles of Organizational Communication
CMCN 304	Group Process and Problem Solving
CMCN 310	Public Speaking
CMCN 338	Internet Communication
CMPS 150	Introduction to Computer Science
CMPS 207	Computers in Organizations
CMPS 260	Introduction to Data Structures with Software Design
CMPS 261	Advanced Data Structures and Software Engineering
CMPS 300	Computer Literacy
CMPS 310	Computers in Society
CMPS 415(G)	Computer Graphics
CODI 101	Manual Communication 1
CODI 102	Manual Communication 2
ENGL 101	Introduction to Academic Writing
ENGL 102	Writing and Research About Culture
ENGL 365	Technical Writing
HLTH 312	Wellness
ITEC 268	General Safety and Accident Prevention
MATH 100	College Algebra Fundamentals
MATH 105	College Algebra
MATH 110	Pre-calculus Algebra and Trigonometry

MATH 140	Pre-calculus Algebra and Trigonometry Fundamentals
MATH 206	Mathematics of Finance
MATH 250	Survey of Calculus
MGMT 300	Organizational Communication
MGMT 320	Management of Behavior and Organizations
QMET 251	Fundamentals of Business Statistics
STAT 214	Elementary Statistics
UNIV 200	Information Literacy

Officials and Administrators & Professionals

Officials and Administrators Job Titles:

HR Manager A
IT Operations Manager
Laboratory Technician Manager
Police Captain A
Police Major A
Research Farm Manager 2

Professionals Job Titles:

Accountant 1
Accountant 2
Administrative Program Specialist A
Auditor 1
Horticulturist
HR Analyst A
HR Analyst B
HR Analyst C
HR Specialist
IT Applications Programmer Analyst 1
IT Applications Programmer Analyst 2
IT Applications Project Leader
IT Technical Support Analyst 1
IT Technical Support Analyst 2
IT Technical Support Specialist 1
IT Technical Support Specialist 2
IT Technical Support Specialist 3
IT Technical Support Supervisor
Investigative Specialist
Marketing Representative 1
Procurement Specialist 2
Professional Chemist 2
RN 1
RN Advanced Practice
RN Supervisor A
Scientific Research Technologist 1

Officials and Administrators & Professionals

<u>Course</u>	<u>Course Description</u>
ACCT 201	Introduction to Financial Accounting
ACCT 202	Introduction to Managerial Accounting
ACCT 301	Intermediate Accounting I
ACCT 302	Intermediate Accounting II
ACCT 303	Intermediate Accounting III
ACCT 305	Managerial Cost Accounting
ACCT 306	Governmental and Not-For-Profit Accounting
ACCT 308	Special Topics in Accounting
ACCT 333	Accounting Information Systems
ACCT 409(G)	Auditing
ACCT 426	International, Governmental, and Advanced Accounting Topics
ACCT 526	Analytical Methods for Planning and Control
ADOS 100	Beginning Keyboarding/Typewriting
ADOS 101	Intermediate Keyboarding/Typewriting
ADOS 420(G)	Office Systems Management
BLAW 310	The Legal Environment of Business
BLAW 420	Business Law I
BLAW 421	Business Law II
BSAT 205	Microcomputer Applications in Business
BSAT 303	Information Systems
BSAT 306	Advanced Microcomputer Applications in Business
BSAT 311	Multimedia Presentations for Business
BSAT 321	Desktop Publishing
BSAT 335	Database Management and Design
BSAT 382	Service Operations
BSAT 430	E Commerce and Web Applications Development
BSAT 480	Information Technology Management
BSAT 510	Data Analysis
CMCN 210	Interpersonal Communication
CMCN 301	Principles of Organizational Communication
CMCN 304	Group Process and Problem Solving
CMCN 309	Interview Theory and Technique
CMCN 310	Public Speaking
CMCN 338	Internet Communication
CMCN 503	Organizational Communication
CMPS 150	Introduction to Computer Science
CMPS 207	Computers in Organizations
CMPS 260	Introduction to Data Structures with Software Design
CMPS 261	Advanced Data Structures and Software Engineering
CMPS 300	Computer Literacy
CMPS 415(G)	Computer Graphics
CODI 101	Manual Communication 1

CODI 102	Manual Communication 2
COUN 500	Orientation to Ethical, Professional, and Legal Issues in Counseling
COUN 501	Methods of Inquiry in Counseling Research
COUN 502	Theories of Counseling
COUN 503	Principles and Administration of School Counseling
COUN 504	Theories and Techniques of Appraisals for Counselors
COUN 506	Multicultural Counseling
COUN 507	Lifestyle and Career Development
COUN 509	Group Processes
COUN 510	Relationship, Marriage, and Family Counseling
COUN 511	Substance Abuse and Dependency Counseling
COUN 512	Counseling College Students
COUN 513	Student Development in Higher Education
COUN 514	Counseling Children and Adolescents
COUN 519	Counseling in Community Settings
COUN 521	Advanced Seminar in Counseling
ECON 201	Principles of Economics I
ECON 202	Principles of Economics II
ECON 324	Macroeconomics
ECON 325	Price Theory Analysis
ECON 528	Managerial Economics
EDFL 571	Applied Statistics in Education and Psychology
ENGL 101	Introduction to Academic Writing
ENGL 102	Writing and Research About Culture
ENGL 365	Technical Writing
FNAN 300	Business Finance
FNAN 405(G)	Investments
FNAN 490	Seminar in Financial Management and Policy
FNAN 495	Seminar in Financial Institutions
HLTH 312	Wellness
ITEC 268	General Safety and Accident Prevention
MATH 100	College Algebra Fundamentals
MATH 105	College Algebra
MATH 140	Pre-calculus Algebra and Trigonometry Fundamentals
MATH 143	Pre-calculus Algebra and Trigonometry
MATH 206	Mathematics of Finance
MATH 250	Survey of Calculus
MGMT 300	Organizational Communication
MGMT 320	Management of Behavior and Organizations
MGMT 340	Entrepreneurial Management
MGMT 350	Behavioral Processes in Organizations
MGMT 365	Human Resources Management
MGMT 415	Collective Bargaining
MGMT 465	Advanced Human Resources Seminar
MGMT 525	Organizational Behavior and Leadership
MGMT 590	Policy Formulation, Strategy, and Administration

MKTG 524	Marketing Management
MKTG 550	Marketing Research
MKTG 580	Special Topics
POLS 317	State and Local Government
POLS 340	Public Administration
QMET 251	Fundamentals of Business Statistics
STAT 214	Elementary Statistics
UNIV 200	Information Literacy

Paraprofessionals

Job Titles:

Accounting Specialist 1
Accounting Specialist 2
Accounting Specialist Supervisor
Accounting Technician
IT Office Support Specialist 1
Library Specialist 1
Library Specialist 2
Library Specialist 3
Library Specialist Supervisor
Nursing Assistant 2
Research Farm Specialist 1
Research Farm Specialist 2

Paraprofessionals

<u>Course</u>	<u>Course Description</u>
ACCT 201	Introduction to Financial Accounting
ACCT 202	Introduction to Managerial Accounting
ACCT 301	Intermediate Accounting I
ACCT 302	Intermediate Accounting II
ACCT 303	Intermediate Accounting III
ACCT 333	Accounting Information Systems
ADOS 100	Beginning Keyboarding/Typewriting
ADOS 101	Intermediate Keyboarding/Typewriting
ADOS 420(G)	Office Systems Management
BLAW 310	The Legal Environment of Business
BLAW 420	Business Law I
BLAW 421	Business Law II
BSAT 205	Microcomputer Applications in Business
BSAT 303	Information Systems
BSAT 311	Multimedia Presentations for Business
BSAT 321	Desktop Publishing
BSAT 335	Database Management and Design
BSAT 430	Data Management and Retrieval
CMCN 210	Interpersonal Communication
CMCN 301	Principles of Organizational Communication
CMCN 304	Group Process and Problem Solving
CMCN 310	Public Speaking
CMPS 150	Introduction to Computer Science
CMPS 207	Computers in Organizations
CMPS 260	Introduction to Data Structures with Software Design
CMPS 261	Advanced Data Structures and Software Engineering
CMPS 300	Computer Literacy
CMPS 415(G)	Computer Graphics
CODI 101	Manual Communication 1
CODI 102	Manual Communication 2
ENGL 101	Introduction to Academic Writing
ENGL 102	Writing and Research About Culture
ENGL 365	Technical Writing
HLTH 312	Wellness
ITEC 268	General Safety and Accident Prevention
MATH 100	College Algebra Fundamentals
MATH 105	College Algebra
MATH 140	Pre-calculus Algebra and Trigonometry Fundamentals
MATH 143	Pre-calculus Algebra and Trigonometry
MATH 206	Mathematics of Finance
MATH 250	Survey of Calculus
MGMT 300	Organizational Communication
MGMT 320	Management of Behavior and Organizations

POLS 317	State and Local Government
POLS 340	Public Administration
QMET 251	Fundamentals of Business Statistics
STAT 214	Elementary Statistics
UNIV 200	Information Literacy

Protective Service Workers

Job Titles:

Guard

Guard Supervisor

Police Lieutenant A

Police Officer 1A

Police Officer 2A

Police Officer 3A

Police Sergeant A

Protective Service Workers

<u>Course</u>	<u>Course Description</u>
BSAT 303	Information Systems
BSAT 321	Desktop Publishing
BSAT 335	Database Management and Design
CJUS 101	Introduction to Criminal Justice
CJUS 203	The Police Process
CJUS 204	The Criminal Courts
CJUS 205	The Corrections Process
CJUS 305	Criminal Behavior
CJUS 315	Criminal Investigation
CJUS 330	Juvenile Justice
CJUS 345	Criminal Law
CJUS 380	Correctional Institutions
CJUS 399	Special Issues in Crime and Justice
CJUS 401	Contemporary Issues in Criminal Justice
CJUS 404(G)	Comparative Criminal Justice Systems
CJUS 410(G)	Management of Criminal Justice Systems
CJUS 495	Internship in Criminal Justice
CJUS 497/498	Special Projects
CMCN 210	Interpersonal Communication
CMCN 301	Principles of Organizational Communication
CMCN 304	Group Process and Problem Solving
CMCN 310	Public Speaking
CMCN 338	Internet Communication
CMPS 150	Introduction to Computer Science
CMPS 207	Computers in Organizations
CMPS 260	Introduction to Data Structures with Software Design
CMPS 261	Advanced Data Structures and Software Engineering
CMPS 300	Computer Literacy
CMPS 310	Computers in Society
CMPS 415(G)	Computer Graphics
CODI 101	Manual Communication 1
CODI 102	Manual Communication 2
ENGL 101	Introduction to Academic Writing
ENGL 102	Writing and Research About Culture
ENGL 360	Advanced Writing
ENGL 365	Technical Writing
HLTH 312	Wellness
ITEC 268	General Safety and Accident Prevention
MATH 100	College Algebra Fundamentals
MATH 105	College Algebra
MATH 109	Pre-calculus Algebra
MATH 110	Pre-calculus Trigonometry and Function Theory
MATH 140	Pre-calculus Algebra and Trigonometry Fundamentals

MATH 143	Pre-calculus Algebra and Trigonometry
MATH 206	Mathematics of Finance
MATH 250	Survey of Calculus
SOCI 362	Criminology
SOCI 364	Juvenile Delinquency
STAT 214	Elementary Statistics
UNIV 200	Information Literacy

Service-Maintenance

Job Titles:

Custodian 1

Custodian 2

Custodian Manager

Custodian Supervisor 1

Custodian Supervisor 2

Facility Assistant Maintenance Manager B

Horticultural Attendant Foreman

Horticultural Attendant Leader

Horticultural Attendant Superintendent

Laborer

Mobile Equipment Operator - Light

Service-Maintenance

<u>Course</u>	<u>Course Description</u>
ADOS 100	Beginning Keyboarding/Typewriting
CMCN 210	Interpersonal Communication
CMPS 300	Computer Literacy
CODI 101	Manual Communication 1
CODI 102	Manual Communication 2
ENGL 101	Introduction to Academic Writing
ENGL 102	Writing and Research About Culture
ENGL 365	Technical Writing
HLTH 312	Wellness
ITEC 268	General Safety and Accident Prevention
MATH 100	College Algebra Fundamentals
MATH 105	College Algebra
MATH 92	Elementary and Intermediate Algebra
UNIV 200	Information Literacy

Skilled Craft Worker

Job Titles:

Carpenter
Carpenter Foreman
Carpenter Master
Electrician
Electrician Master
Electrician Specialist Foreman
Horticultural Attendant
HVAC/Refrigeration Master Mechanic
HVAC/Refrigeration Mechanic
HVAC/Refrigeration Mechanic Foreman
Locksmith Master
Maintenance Foreman
Maintenance Repairer 1
Maintenance Repairer 2
Maintenance Repairer Master
Maintenance Superintendent
Mobile Equipment Maintenance Mechanic
Mobile Equipment Master Mechanic
Mobile Equipment Operator 1
Mobile Equipment Operator 2
Mobile Equipment Operator 1/Heavy
Mobile Equipment Overhaul Mechanic
Mobile Equipment Shop Foreman
Operating Engineer 2
Painter
Painter Foreman
Painter Master
Plumber/Pipefitter
Plumber/Pipefitter Foreman
Plumber/Pipefitter Master
Printing Apprentice
Printing Assistant Superintendent
Printing Master Operator
Printing Operator 1
Printing Operator 2
Printing Superintendent
Trades Apprentice
Welder Master

Skilled Craft Worker

<u>Course</u>	<u>Course Description</u>
BSAT 303	Information Systems
BSAT 335	Database Management and Design
CMPS 207	Computers in Organizations
CMPS 260	Introduction to Data Structures and Software Design
CMPS 261	Advanced Data Structures and Software Engineering
CMPS 300	Computer Literacy
CMPS 415(G)	Computer Graphics
CODI 101	Manual Communication 1
CODI 102	Manual Communication 2
ENGL 101	Introduction to Academic Writing
ENGL 102	Writing and Research About Culture
ENGL 365	Technical Writing
HLTH 312	Wellness
ITEC 101	Introduction to Industrial Technology
ITEC 103	Introductory Graphics
ITEC 220	Basic Electricity Concepts and Applications
ITEC 240	Metal Technology I
ITEC 257	Structural Design
ITEC 268	General Safety and Accident Prevention
ITEC 270	Introduction to CAD
ITEC 320	Analog Electronics Systems
ITEC 324	Microprocessor Technology
ITEC 344	Machining Technology 1
ITEC 409(G)	Automotive Fluid Mechanics
ITEC 446	Manufacturing Facility Planning
ITEC 462	Shop Management
ITEC 474(G)	Quality Assurance and Control
MATH 100	College Algebra Fundamentals
MATH 105	College Algebra
MATH 140	Pre-calculus Algebra and Trigonometry Fundamentals
MATH 143	Pre-calculus Algebra and Trigonometry
MATH 250	Survey of Calculus
PHYS 207	Introduction to Physics 1
PHYS 208	Introduction to Physics 2
STAT 214	Elementary Statistics
UNIV 200	Information Literacy

Technician

Job Titles:

Engineering Technician 4
HVAC/Control Superintendent
HVAC/Control Technician
HVAC/Control Technician Master
IT Equipment Operator 2
IT Equipment Operator 3
IT Operations Shift Supervisor
IT Production Control Supervisor
IT Production Control Technician 3
Laboratory Technical Assistant 1
Laboratory Technical Assistant 2
Laboratory Technical Assistant 3
Laboratory Technician 1
Laboratory Technician 2
Laboratory Technician 3
Lab Technician Supervisor
Practical Nurse - Licensed 1
Practical Nurse - Licensed 2
Practical Nurse - Licensed 3
Scientific Research Technician 1

Technician

<u>Course</u>	<u>Course Description</u>
BSAT 303	Information Systems
BSAT 335	Database Management and Design
CMPS 207	Computers in Organizations
CMPS 260	Introduction to Data Structures and Software Design
CMPS 261	Advanced Data Structures and Software Engineering
CMPS 300	Computer Literacy
CMPS 415(G)	Computer Graphics
CODI 101	Manual Communication 1
CODI 102	Manual Communication 2
ENGL 101	Introduction to Academic Writing
ENGL 102	Writing and Research About Culture
ENGL 365	Technical Writing
HLTH 312	Wellness
ITEC 101	Introduction to Industrial Technology
ITEC 103	Introductory Graphics
ITEC 220	Basic Electricity Concepts and Applications
ITEC 240	Metal Technology I
ITEC 257	Structural Design
ITEC 268	General Safety and Accident Prevention
ITEC 270	Introduction to CAD
ITEC 320	Analog Electronics Systems
ITEC 324	Microprocessor Technology
ITEC 344	Machining Technology 1
ITEC 409(G)	Automotive Fluid Mechanics
ITEC 446	Manufacturing Facility Planning
ITEC 462	Shop Management
ITEC 474(G)	Quality Assurance and Control
MATH 100	College Algebra Fundamentals
MATH 105	College Algebra
MATH 140	Pre-calculus Algebra and Trigonometry Fundamentals
MATH 143	Pre-calculus Algebra and Trigonometry
MATH 250	Survey of Calculus
PHYS 207	Introduction to Physics 1
PHYS 208	Introduction to Physics 2
STAT 214	Elementary Statistics
UNIV 200	Information Literacy