

## Auto Collision Repair (ABCR) 470603

### Associate of Applied Science Degree

#### First Year

##### First Semester

			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1471	Advanced Auto Body Welding	4
ABDR	1431	Basic Refinishing	4
PHED		Physical Education	1

##### Second Semester

ABDR	2449	Advanced Refinishing	4
ABDR	1449	Automotive Plastic and Sheet Molded Compound	4
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1442	Structural Analysis and Damage Repair II	4
MATH	1332	Contemporary Mathematics	3

#### Second Year

##### First Semester

ABDR	2435	Structural Analysis and Damage Repair IV	4
ABDR	2437	Structural Analysis and Damage Repair V	4
ELCT		Humanities/Fine Arts Selection	3
ENGL	1312	Business Writing	3
GOVT	2301/2302	American Government I/II	3

##### Second Semester

ABDR	2402	Auto Body Mechanical and Electrical Service	4
AUMT	1416	Suspension and Steering	4
ELCT		Computer Technology/Skills Selection	4
SPCH	1321	Business and Professional Speaking	3
AUMT	1410	Automotive Brake Systems	4
or			
ABDR	2488	Internship-Autobody/Collision and Repair Technology/Technician	72
<b>Total Hours</b>			<b>72</b>

## Auto Collision

# Auto Collision Repair Technician (ABRT) 470603 Certificate of Completion

### First Year

#### First Semester

			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1471	Advanced Auto Body Welding	4

#### Second Semester

ABDR	1431	Basic Refinishing	4
ABDR	2449	Advanced Refinishing	4
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1449	Automotive Plastic and Sheet Molded Compound Repair	4

### Second Year

#### First Semester

ABDR	1442	Structural Analysis and Damage Repair II	4
ABDR	2435	Structural Analysis and Damage Repair IV	4
ABDR	2437	Structural Analysis and Damage Repair V	4
ABDR	2402	Auto Body Mechanical and Electrical Service	4

#### Second Semester

AUMT	1416	Suspension and Steering	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4

or

ABDR	2488	Internship-Autobody/Collision and Repair Technology/Technician	
<b>Total Hours</b>			<b>56</b>

# Mechanical and Electrical (ACME) 470603 Certificate of Completion

			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	2402	Auto Body Mechanical and Electrical Service	4
ABDR	1472	Auto Body Glass Hardware and Trim	4
AUMT	1416	Suspension and Steering	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4
or			
ABDR	2488	Internship-Autobody/Collision and Repair Technology/Technician	
<b>Total Hours</b>			<b>24</b>

\* Central Campus Vocational Skills Center

## Painting and Refinishing (ACPR) 470603 Certificate of Completion

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1471	Advanced Auto Body Welding	4
ABDR	1441	Structural Analysis and Damage Repair I	4
Second Semester			
ABDR	1431	Basic Refinishing	4
ABDR	2449	Advanced Refinishing	4
ABDR	1449	Automotive Plastic and Sheet Molded Compound Repair	4
or			
ABDR	2488	Internship-Autobody/Collision and Repair Technology/Technician	
<b>Total Hours</b>			<b>28</b>

## Structural/Non-Structural Analysis and Damage Repair (ABSD) 470603 Certificate of Completion

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1471	Advanced Auto Body Welding	4
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1442	Structural Analysis and Damage Repair II	4
Second Semester			
ABDR	2435	Structural Analysis and Damage Repair IV	4
ABDR	2437	Structural Analysis and Damage Repair V	4
ABDR	1449	Automotive Plastic and Sheet Molded Compound Repair	4
ABDR	2402	Auto Body Mechanical and Electrical Service	4
or			
ABDR	2488	Internship-Autobody/Collision and Repair Technology/Technician	
<b>Total Hours</b>			<b>36</b>

Automotive Mechanic

**Automotive Mechanic/Technician (AUMT) 470604**  
**Associate of Applied Science Degree**

**First Year**

**First Semester**

			<b>Credit</b>
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
MATH	1332	Contemporary Mathematics	3

**Second Semester**

AUMT	1472	Automotive Computer Systems	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4
AUMT	2413	Automotive Drive Train and Axles	4
ENGL	1312	Business Writing	3

**Second Year**

**First Semester**

SPCH	1321	Business and Professional Speaking	3
AUMT	1416	Automotive Suspension and Steering Systems	4
ELCT		Computer Technology/Skills Selection	3
AUMT	1471	Automotive Fuel Systems	4
GOVT	2301/2302	American Government I/II	3

**Second Semester**

AUMT	2425	Automotive Automatic Transmission and Transaxle	4
AUMT	2434	Automotive Engine Performance Analysis II	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Elective	3
AUMT	1419	Automotive Engine Repair	4
OR			
AUMT	2488	Internship-Automobile/Automotive Mechanics Technology/Technician	

**Total Hours** **72**

## Automotive Technician (AUTT) 470604 Certificate of Completion

### First Year

#### First Semester

			<b>Credit</b>
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4

#### Second Semester

AUMT	1471	Automotive Fuel Systems	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1472	Automotive Computer Systems	4
AUMT	1410	Automotive Brake Systems	4

### Second Year

#### First Semester

AUMT	1416	Automotive Suspension and Steering Systems	4
AUMT	2413	Automotive Drive Train and Axles	4
AUMT	2425	Automotive Automatic Transmission and Transaxle	4
WLDG	2413	Intermediate Welding Using Multiple Processes	4

#### Second Semester

AUMT	2434	Automotive Engine Performance Analysis II	4
AUMT	1419	Automotive Engine Repair	4
OR			
AUMT	2488	Internship–Automobile/Automotive Mechanics Technology/Technician	
<b>Total Hours</b>			<b>55</b>

## Automotive Mechanic

### Automotive System Specialist (AUSS) 470604 Certificate of Completion

			Credit
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4
AUMT	1416	Automotive Suspension and Steering Systems	4
AUMT	2413	Automotive Drive Train and Axles	4
AUMT	2425	Automotive Automatic Transmissions and Transaxles	4
WLDG	2413	Intermediate Welding Using Multiple Processes	4
OR			
AUMT	2488	Internship–Automobile/Automotive Mechanics Technology/Technician	
<b>Total Hours</b>			<b>39</b>

### Automotive Tune-Up Specialist (AUTS) 470604 Certificate of Completion

			Credit
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	1471	Automotive Fuel Systems	4
AUMT	1472	Automotive Computer Systems	4
AUMT	2434	Automotive Engine Performance Analysis II	4
AUMT	1419	Automotive Engine Repair	4
OR			
AUMT	2488	Internship–Automobile/Automotive Mechanics Technology/Technician	
<b>Total Hours</b>			<b>31</b>

# Aviation Maintenance Technology (AVMT) 470608

## Associate of Applied Science Degree

(Offered at Pacific Far East Campus only)

The Associate of Science in Aircraft Maintenance degree combines a technical background in aircraft maintenance with a well-rounded academic program.

Central Texas College offers courses to students attending the Pacific Far East Campus who are experienced but un-licensed aircraft maintenance specialist. These courses deal largely with the theory and the concepts of all aspects of airframe and power plant maintenance; and with the problems, considerations and practices involved in maintaining aircraft in airworthy condition based upon the body of knowledge required of experienced aircraft maintenance specialists. The completion of these courses does not influence the determination by the FAA of an individual's eligibility to take the airframe and/or power plant examinations. The courses provide academic background information for the actual hands-on training the student obtains through military training courses and programs, and military experiences.

This program is not FAA approved for meeting the degree requirements to take the AandP Examinations (an alternative method for qualification in lieu of military experience). The information in the courses is provided to enhance the student's potential for successful testing based upon their military RATING/Military OCCUPATIONAL SPECIALTY (MOS). Only military members possessing applicable military operational specialty codes for US Army, US Air Force, US Navy, US Coast Guard, and US Marine Corps personnel as listed in FAA Circular AC 65-30 series may enroll in these courses.

NO IMPLICATION FOR FAA APPROVED COURSES IS IMPLIED OR STATED IN THIS DEGREE PROGRAM.

### First Year

First Semester		Credit
ENGL 1312	Business Writing	3
PHYS 1405	Elementary Physics I	4
AERM 1314	Basic Electricity	3
AERM 1203	Shop Practices	2
AERM 2351	Aircraft Turbine Engine Overhaul	3

### Second Semester

MATH	MATH 1314 or higher level	3
AERM	Selected AERM Electives	2
AERM 1444	Aircraft Reciprocating Engines	4
AERM 1208	Federal Aviation Regulations	2
AERM 1210	Ground Operations	2

### Third Semester

AERM	Selected AERM Electives	3
AERM 1452	Aircraft Sheet Metal	4

### Second Year

First Semester		Credit
ELCT	Humanities/Fine Arts Selection	3
AERM 1456	Aircraft Power Plant Electrical	4
AERM 2231	Airframe Inspections	2
AVNC 2337	Landing Gear, Hydraulic, and Fuel Systems	3
AERM 2341	Power Plant and Auxiliary Power Units	3
AERM 1254	Aircraft Composites	2

### Second Semester

AERM 1243	Instruments and Navigation Communications	2
AERM 1449	Hydraulic, Pneumatic and Fuel Systems	4
AERM 1205	Weight and Balance	2
AERM	Selected AERM Elective	2
AERM	Selected AERM Elective	2

### Third Semester

AERM	Selected AERM Elective	3
ELCT	Social/Behavioral Science	3

**Total Hours** **70**

**Business Management**

**Applied Management (BUAM) 520201**

(Offered at locations outside of Texas under Military Contract Obligation)

**First Year**

**First Semester**

			<b>Credit</b>
BUSI	1301	Business Principles	3
ENGL		English Selection	3
MATH		MATH 1332, 1342 or higher level	3
BMGT	1303	Principles of Management	3
HRPO	1311	Human Relations	3
PHED		Physical Education	1

**Second Semester**

BUSI	1307	Personal Finance	3
ENGL		English Selection	3
ELCT		BMGT/HRPO/BUSG	3
SPCH		Speech Selection	3
ELCT		Computer Science Selection	3
PHED		Physical Education	1

**Second Year**

**First Semester**

ACCT	2301	Principles of Financial Accounting	3
HRPO	2301	Human Resource Management	3
BMGT	1301	Supervision	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		BMGT/HRPO/BUSG	3
PHED		Physical Education	1

**Second Semester**

ELCT		Social/Behavioral Science Selection	3
BUSG	2305	Business Law/Contracts	3
MRKG	1311	Principles of Marketing	3
ELCT		BMGT/BUSG/HRPO or Approved Selection	3
ELCT		BMGT/BUSG/ITSW/ITSC/ITSE	3
PHED		Physical Education	1

**Total Hours** **64**

# Applied Management with Computer Applications (BUAMC) 520201

(Offered at locations outside of Texas under Military Contract Obligation)

## First Year

First Semester			Credit
BMGT	1303	Principles of Management	3
ELCT		Computer Science Elective	4
ITSC	1409	Integrated Software Applications I	4
ENGL	1312	Business Writing	3
MATH		MATH 1332, 1342 or higher level	3
PHED		Physical Education	1

## Second Semester

BMGT	1301	Supervision	3
BMGT	1325	Office Management	3
ITSW	1404	Introduction to Spreadsheets	4
ITSW	1407	Introduction to Database	4
SPCH	1321	Business and Professional Speaking	3
PHED		Physical Education	1

## Second Year

First Semester			Credit
BUSG	2305	Business Law/Contracts	3
HRPO	2301	Human Resource Management	3
ACCT	2301	Principles of Financial Accounting	3
ITSC	1405	Introduction to PC Operating Systems	4

  

Second Semester			Credit
HRPO	1311	Human Relations	3
ELCT		Computer Science Elective	4
ACCT	2302	Principles of Managerial Accounting	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Social/Behavioral Science Selection	3
<b>Total Hours</b>			<b>65</b>

## Business Management

### Applied Management -Military Science Specialization (BUAMM) 520201

(Offered at the Europe Campus under Military contract obligation)

#### First Year

First Semester		Credit
MTMS 1170	Military Science I	1
BMGT 1303	Principles of Management	3
ENGL	English Selection	3
MATH	MATH 1332, 1342 or higher level	3
HRPO 1311	Human Relations	3
ELCT	Computer Science Technology/ Skills Selection	3

#### Second Semester

ENGL	English Selection	3
SPCH	Speech Selection	3
MTMS 1270	Military Science II	2
MTMS 1271	Setting Goals and Objectives	2
MTMS 1272	Job Performance and Motivation	2
MTHO 1370	Historical Principles of War	3

#### Second Year

First Semester		
HRPO 2301	Human Resource Management	3
BMGT 1301	Supervision	3
ELCT	Humanities/Fine Arts Selection	3
ACNT 1325	Principles of Accounting I	3
ELCT	BMGT/HRPO/BUSG/MT-	3
MTMS 2371	Management Problems	3

#### Second Semester

MTMS 2271	Military Science III	2
MTMS 2372	Ethics in Management	3
ELCT	Social/Behavioral Science Selection	3
ELCT	BMGT/BUSG/HRPO/MT-	3
MTMS 2370	Advanced Leadership	3
MTPE	Physical Activity Course	1

**Total Hours 64**

## Business Management (BUBM) 520201

Associate of Applied Science Degree

### First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
ITSC	1409	Integrated Software Applications I	4
BUSI	1301	Business Principles	3
SPCH		SPCH 1315 or 1321	3
PHED		Physical Education	1

### Second Semester

BMGT	1325	Office Management	3
BMGT	1303	Principles of Management	3
MRKG	1311	Principles of Marketing	3
ELCT		BUSI/BMGT/RELE/ITSC/IMED/MRKG/BUSG	3-4
ELCT		BUSI/BMGT/RELE/MRKG/BUSG	3
PHED		Physical Education	1

### Second Year

#### First Semester

MATH		MATH 1332, 1342 or higher level	3
ACCT	2301	Principles of Financial Accounting	3
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	3
or			
BUSI	2301	Business Law	3
ECON		ECON 2301 or 2302	3

#### Second Semester

BUSG	2309	Small Business Management	3
ACCT	2302	Principles of Managerial Accounting	3
ELCT		Humanities/Fine Arts Selection	3
BMGT	1301	Supervision	3
ELCT		Elective	3
ELCT		BMGT 2371, BMGT 2489, or RELE 2489	3-4
<b>Total Hours</b>			<b>69-72</b>

## Business Management

### Business Management (BUBM) 520201 Certificate of Completion

#### First Year

##### First Semester

			<b>Credit</b>
BUSI	1301	Business Principles	3
BMGT	1303	Principles of Management	3
HRPO	1311	Human Relations	3
ITSC	1409	Integrated Software Applications I	4
MRKG	1311	Principles of Marketing	3

##### Second Semester

HRPO	2301	Human Resource Management	3
BMGT	1301	Supervision	3
BUSG	2305	Business Law/Contracts	3
or			
BUSI	2301	Business Law	3
ELCT		BUSI/BMGT/BUSG/RELE/MRKG	3
ELCT		BMGT 2370, BMGT 2488, RELE 2488	3-4

**Total Hours** **31-32**

### Entrepreneurship (BUEN) 520201 Certificate of Completion

#### First Year

##### First Semester

			<b>Credit</b>
BUSG	2309	Small Business Management	3
POFT	1325	Business Math and Machine Applications	3
ITSC	1409	Integrated Software Applications	4
MRKG	1311	Principles of Marketing	3
ACCT	2301	Principles of Financial Accounting	3

##### Second Semester

HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	3
or			
BUSI	2301	Business Law	3
ELCT		BUSI/BMGT/BUSG/RELE/IMED/MRKG	3-4
BUSG	1370	Small Business Accounting	3
BUSG	1371	Entrepreneurship and Business Plan Development	3

**Total Hours** **31-32**

# Business Management

## Marketing and Sales Management Specialization (BUMSM) 520201

### Associate of Applied Science Degree

**First Year**

<b>First Semester</b>		<b>Credit</b>
HRPO 1311	Human Relations	3
ENGL 1301	Composition I	3
BUSI 1301	Business Principles	3
ITSC 1409	Integrated Software Applications I	4
SPCH	SPCH 1315 or 1321	3
PHED	Physical Education	1

**Second Semester**

MATH	MATH 1332, 1342 or higher level	3
MRKG 1311	Principles of Marketing	3
BMGT 1325	Office Management	3
MRKG 1302	Principles of Retailing	3
ELCT	BUSI/BMGT/RELE/ITSC/IMED	3-4
PHED	Physical Education	1

**Second Year****First Semester**

ELCT	BMGT 2370, BMGT 2488, or RELE 2488	3-4
ECON	ECON 2301 or 2302	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	BMGT/BUSI/BUSG/RELE/HRPO	3
ELCT	BMGT/BUSI/BUSG/RELE	3
ACCT 2301	Principles of Financial Accounting	3

**Second Semester**

ACCT 2302	Principles of Managerial Accounting	3
BUSG 2305	Business Law/Contracts	3
or		
BUSI 2301	Business Law	3
MRKG 2333	Principles of Selling	3
or		
BUSI 1311	Salesmanship	3
ELCT	Elective	3
ELCT	BMGT/BUSI/BUSG/RELE	3
ELCT	BMGT 2371, BMGT 2489, or RELE 2489	3-4
<b>Total Hours</b>		<b>69-72</b>

Business Management

**Business Management  
Marketing and Sales Management (BUMSM) 520201  
Certificate of Completion**

**First Year**

**First Semester**

			<b>Credit</b>
HRPO	1311	Human Relations	3
BUSI	1301	Business Principles	3
ITSC	1409	Integrated Software Applications I	4
ELCT		BMGT/BUSI/BUSG/RELE/HRPO	3

**Second Semester**

MRKG	1311	Principles of Marketing	3
MRKG	2333	Principles of Selling	3
or			
BUSI	1311	Salesmanship	3
ELCT		BUSI/BMGT/BUSG/RELE/MRKG	3
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
<b>Total Hours</b>			<b>25-26</b>

# Business Management

## Real Estate Specialization (BURS) 520201

### Associate of Applied Science Degree

**First Year**

<b>First Semester</b>		<b>Credit</b>
HRPO 1311	Human Relations	3
ENGL 1301	Composition I	3
BUSI 1301	Business Principles	3
ITSC 1409	Integrated Software Applications I	4
SPCH	SPCH 1315 or 1321	3
PHED	Physical Education	1

**Second Semester**

MATH	MATH 1332, 1342 or higher level	3
MRKG 1311	Principles of Marketing	3
BMGT 1325	Office Management	3
MRKG 1302	Principles of Retailing	3
RELE 1406	Real Estate Principles	4
PHED	Physical Education	1

**Second Year**

<b>First Semester</b>		
RELE 2488	Internship-Real Estate	4
ECON	ECON 2301 or 2302	3
ELCT	Humanities/Fine Arts Selection	3
RELE 1311	Law of Contracts	3
RELE 2301	Law of Agency	3
ACCT 2301	Principles of Financial Accounting	3

**Second Semester**

ACCT 2302	Principles of Managerial Accounting	3
BUSG 2305	Business Law/Contracts	3
or		
BUSI 2301	Business Law	3
MRKG 2333	Principles of Selling	3
or		
BUSI 1311	Salesmanship	3
ELCT	Elective	3
RELE 1315	Property Management	3
RELE 2489	Internship-Real Estate	4
<b>Total Hours</b>		<b>72</b>

## Business Management

# Business Management Real Estate Sales Agent (BURS) 520201 Certificate of Completion

First Semester		Credit
RELE* 1406	Principles of Real Estate	4
RELE* 2301	Law of Agency	3
RELE* 1311	Law of Contracts	3
Second Semester		
ELCT*	RELE (except 2488/2489) or approved selection	3
RELE 2488	Internship -Real Estate	4
<b>Total Hours</b>		<b>17</b>

\* Upon successful completion of these courses, the student is eligible to sit for the Texas Real Estate Sales Agent License exam.

## Business Programmer Analyst (CSBP) 111002

### Associate of Applied Science Degree

#### First Year

##### First Semester

			Credit
ITNW	1437	Introduction to the Internet	4
ITSE	1431	Introduction to Visual Basic Programming	4
ITSC	1409	Integrated Software Applications I	4
ENGL	1301	Composition I	3
MATH		MATH 1332, 1342 or higher level	3

##### Second Semester

ITSE	1418	Introduction to COBOL Programming	4
COSC	2425	Computer Organization and Machine Language	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1411	AS/400 Operating System I	4
PHED		Physical Education	1

#### Second Year

##### First Semester

ITSY	2400	Operating Systems Security	4
ITSE	1422	Introduction to C Programming	4
ITSE	1414	Introduction to RPG Programming	4
IMED	2409	Internet Commerce	4
ELCT		Social/Behavioral Science Selection	3

##### Second Semester

ITSE	2451	Advanced COBOL Programming	4
ITSE	2431	Advanced C++ Programming	4
ITSE	1450	System Analysis and Design	4
SPCH	1315	Public Speaking	3
ELCT		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>72</b>

Computer Science

**Information Technology (CSIT) 111002**  
**Associate of Applied Science Degree**

**First Year**

**First Semester**

			<b>Credit</b>
ITSE	1431	Introduction to Visual Basic	4
ITSW	1401	Introduction to Word Processing	4
ITSW	1404	Introduction to Spreadsheets	4
ITSC	1409	Integrated Software Applications I	4
PHED		Physical Education	1

**Second Semester**

ITSC	1413	Internet/Web Page Development	4
ITSW	1407	Introduction to Database	4
ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1437	Introduction to the Internet	4

**Second Year**

**First Semester**

ITSC	2439	Personal Computer Help Desk	4
ITNW	1425	Fundamentals of Networking Technologies	4
IMED	2409	Internet Commerce	4
ENGL	1301	Composition I	3
ELCT		Humanities/Fine Arts Selection	3

**Second Semester**

ITSE	1450	System Analysis and Design	4
ITSY	2400	Operating Systems Security	4
MATH		MATH 1332, 1342 or higher level	3
ELCT		Social/Behavioral Science Selection	3
SPCH	1315	Public Speaking	3

**Total Hours** **68**

## Network Systems Administrator (CSNS) 111002

### Associate of Applied Science Degree

#### First Year

##### First Semester

			Credit
ITSC	1409	Integrated Software Applications I	4
ITSE	1431	Introduction to Visual Basic	4
ENGL	1301	Composition I	3
MATH		MATH 1332, 1342 or higher level	3
PHED		Physical Education	1

##### Second Semester

COSC	2425	Computer Organization and Machine Language	4
ITSC	1405	Introduction to PC Operating Systems	4
ELCT		Social/Behavioral Science Selection	3
ITNW	1437	Introduction to the Internet	4

#### Second Year

##### First Semester

ITSC	2439	Personal Computer Help Desk	4
ITNW	2405	Network Administration	4
ITSY	2400	Operating Systems Security	4
ITNW	1425	Fundamentals of Networking Technologies	4
ELCT		Humanities/Fine Arts Selection	3

##### Second Semester

ITSE	1450	System Analysis and Design	4
ITNW	2435	Troubleshooting and Support	4
IMED	2409	Internet Commerce	4
SPCH	1315	Public Speaking	3
<b>Total Hours</b>			<b>64</b>

## Computer Science

# Computer Science – Webmaster Specialization (CSWS) 111002

## Associate of Applied Science Degree

### First Year

#### First Semester

			Credit
ITSC	1409	Integrated Software Applications	4
ITSE	1431	Introduction to Visual Basic	4
ITNW	1437	Introduction to Internet	4
ENGL	1301	Composition I	3
PHED		Physical Education	1

#### Second Semester

ITSW	1407	Introduction to Database	4
ITSE	2417	Java Programming	4
ITSC	1413	Internet/Web Page Development	4
ITSC	1405	Introduction to PC Operating Systems	4

### Second Year

#### First Semester

ITSC	2439	Personal Computer Help Desk	4
ITSE	2402	Intermediate Web Programming	4
ITSE	2413	Web Authoring	4
ELCT		Humanities/Fine Arts Elective	3
ITSY	2400	Operating Systems Security	4

#### Second Semester

IMED	2409	Internet Commerce	4
INEW	2434	Advanced Web Page Programming	4
MATH		MATH 1332, 1342 or higher level	3
ELCT		Social/Behavioral Science Selection	3
SPCH	1315	Public Speaking	3

**Total Hours** **68**

## Network Specialist (CSNS) 111002

### Certificate of Completion

#### First Year

First Semester			Credit
ITSC	1409	Integrated Software Applications I	4
ITSE	1431	Introduction to Visual Basic	4
ITNW	1437	Introduction to the Internet	4
ELCT		ITSC/ITSE/ITSW/ITNW Technical Elective	4

#### Second Semester

COSC	2425	Computer Organization and Machine Language	4
ITSC	1413	Internet/Web Page Development	4
ITNW	1425	Fundamentals of Networking Technologies	4
ITSY	2400	Operating Systems Security	4
<b>Total Hours</b>			<b>32</b>

## Information Center Specialist (CSIC) 110301

### Certificate of Completion

First Semester		Credit	
ITSE	1431	Introduction to Visual Basic	4
ITSW	1401	Introduction to Word Processing	4
ITSW	1404	Introduction to Spreadsheets	4
ITSC	1409	Integrated Software Applications I	4

#### Second Semester

ITSW	1407	Introduction to Database	4
ITSC	1413	Internet/Web Page Development	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	2439	Personal Computer Help Desk	4
<b>Total Hours</b>			<b>32</b>

## Computer Science

# Microsoft System Administrator (CSMSO) 111002 Certificate of Completion

(Offered at locations outside of Texas under Military Contract Obligation)

### First Year

#### First Semester

			Credit
ETMC	1201	Managing a Windows Server 2003 Environment	2
ETMC	1202	Implementing and Supporting Microsoft Windows XP Professional	2

#### Second Semester

ETMC	1103	Implementing a MS Windows Server 2003 Network Infrastructure: Network Host	1
ETMC	1204	Implementing a MS Windows Server 2003 Network Infrastructure: Network Services	2

### Second Year

#### First Semester

ETMC	1205	Planning and Maintaining a MS Server 2003 Network Infrastructure	2
ETMC	1206	Planning, Implementing, and Maintaining a MS Windows Server 2003 Active Directory Infrastructure	2

#### Second Semester

ETMC	1207	Designing a MS Windows Server 2003 Active Directory and Network Infrastructure	2
ETMC	1209	Designing Computer and Network Security	2

**Total Hours** **15**

## Criminal Justice (CJCJ) 430104

### Associate of Applied Science Degree

#### First Year

First Semester		Credit
CJSA1322/CRIJ 1301	Introduction to Criminal Justice	3
CJSA 2300/CRIJ 2323	Legal Aspects of Law Enforcement	3
CJSA 1313/CRIJ 1306	Court Systems and Practices	3
CJSA 1312/CRIJ 1307	Crime in America	3
ENGL 1301	Composition I	3
PHED 1130	Physical Conditioning	1

#### Second Semester

CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
CJSA 1317/CRIJ 1313	Juvenile Justice System	3
CJSA 1348	Ethics in Criminal Justice	3
ENGL	ENGL 1302 or 2311	3
MATH	MATH 1332, 1342 or higher level	3
PHED	Physical Education	1

#### Second Year

##### First Semester

CJSA 1359/CRIJ 2328	Police Systems and Practices	3
CJSA 1342/CRIJ 2314	Criminal Investigation	3
CJSA 1351	Use of Force	3
ELCT	Criminal Justice Elective	3
SOCI 1301	Introduction to Sociology	3
GOVT 2301/2302	American Government I/II	3

##### Second Semester

CJSA 2331	Child Abuse, Prevention and Investigation	3
CJLE 1211	Basic Firearms	2
ELCT	Criminal Justice Elective	3
SPCH 1321	Business and Professional Speaking	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology/Skills Selection	3
<b>Total Hours</b>		<b>67</b>

**Criminal Justice**

**Criminal Justice -Corrections Specialization (CJCR) 430104**  
**Associate of Applied Science Degree**

**First Year**

**First Semester**

		<b>Credit</b>
CJSA 1322/CRIJ 1301	Introduction to Criminal Justice	3
CJCR 2325	Legal Aspects of Corrections	3
CJSA 1313/CRIJ 1306	Court Systems and Practices	3
CJSA 1312/CRIJ 1307	Crime in America	3
ENGL 1301	Composition I	3
PHED 1130	Physical Conditioning	1

**Second Semester**

CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
CJCR 1304	Probation and Parole	3
CJSA 1348	Ethics in Criminal Justice	3
ENGL	ENGL 1302 or 2311	3
MATH	MATH 1332, 1342 or higher level	3
PHED	Physical Education	1

**Second Year**

**First Semester**

CJCR 1307/CRIJ 2313	Correctional Systems and Practices	3
CJCR 2324/CRIJ 2301	Community Resources in Corrections	3
CJSA 1351	Use of Force	3
ELCT	Criminal Justice Elective	3
SOCI 1301	Introduction to Sociology	3
GOVT 2301/2302	American Government I/II	3

**Second Semester**

CJLE 1358	Rights of Prisoners	3
CJLE 1211	Basic Firearms	2
ELCT	Criminal Justice Elective	3
SPCH 1321	Business and Professional Speaking	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology/Skills Selection	3

**Total Hours** **67**

## Criminal Justice Studies with Specialization 430104 Certificate of Completion

### First Year

First Semester (Core Courses)	Credit
CJSA 1312/CRIJ 1307 Crime in America	3
CJSA 1313/CRIJ 1306 Court Systems and Practices	3
CJSA 1348 Ethics in Criminal Justice	3
CJSA 1322/CRIJ 1301 Introduction to Criminal Justice	3
CJSA 1359/CRIJ 2328 Police Systems and Practices	3
<b>Core Courses Total</b>	<b>15</b>

Second Semester (Criminal Justice Studies Specialization) (CJCJ)	Credit
CJSA 1342/CRIJ 2314 Criminal Investigation	3
CJSA 1327/CRIJ 1310 Fundamentals of Criminal Law	3
CJSA 1317/CRIJ 1313 Juvenile Justice System	3
CJSA 2300/CRIJ 2323 Legal Aspects of Law Enforcement	3
ELCT Criminal Justice Elective	3
<b>Specialization Courses Total</b>	<b>15</b>
<b>Certificate Total</b>	<b>30</b>

Second Semester (Criminal Justice Corrections Specialization) (CJCR)	Credit
CJCR 2325 Legal Aspects of Corrections	3
CJCR 1304 Probation and Parole	3
CJCR 1307/CRIJ 2313 Correctional Systems and Practices	3
CJCR 2324/CRIJ 2301 Community Resources in Corrections	3
ELCT Criminal Justice Elective	3
<b>Specialization Courses Total</b>	<b>15</b>
<b>Certificate Total</b>	<b>30</b>

## Criminal Justice

# Criminal Justice - Law Enforcement Technology Specialization (CJLET) 430104 Associate of Applied Science Degree

### First Year

#### First Semester

			Credit
CJSA1322/CRIJ 1301	Introduction to Criminal Justice		3
CJSA1312/CRIJ 1307	Crime in America		3
CJSA1317/CRIJ 1313	Juvenile Justice System		3
CJLE 1506	Basic Peace Officer I		5
ENGL 1301	Composition I		3
PHED 1130	Physical Conditioning		1

#### Second Semester

CJSA 1348	Ethics in Criminal Justice		3
CJLE 1512	Basic Peace Officer II		5
ENGL	ENGL 1302 or 2311		3
MATH	MATH 1332, 1342 or higher level		3
PHED	Physical Education		1

### Second Year

#### First Semester

CJSA1359/CRIJ 2328	Police Systems and Practices		3
CJLE 1518	Basic Peace Officer III		5
ELCT	Criminal Justice Elective		3
SOCI 1301	Introduction to Sociology		3
GOVT 2301/2302	American Government I/II		3

#### Second Semester

CJSA 2331	Child Abuse, Prevention and Investigation		3
CJLE 1524	Basic Peace Officer IV		5
SPCH 1321	Business and Professional Speaking		3
ELCT	Humanities/Fine Arts Selection		3
ELCT	Computer Technology/Skills Selection		3
<b>Total Hours</b>			<b>67</b>

## Diesel Engine Mechanic and Repairer (DEMR) 470605

### Associate of Applied Science Degree

<b>First Semester</b>			<b>Credit</b>
DEMR	1401	Shop Safety and Procedures	4
DEMR	1406	Diesel Engine I	4
AUMT	1445	Automotive Heating and Air Conditioning	4
ENGL	1312	Business Writing	3
ELCT		Computer Technology/Skills Selection	3
<b>Second Semester</b>			
DEMR	1421	Power Train I	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1417	Basic Brake Systems	4
MATH	1332	Contemporary Mathematics	3
SPCH	1321	Business and Professional Speaking	3
<b>Third Semester</b>			
DEMR	1416	Basic Hydraulics	4
DEMR	1471	Basic Diesel Engine Tune-Up and Troubleshooting	4
DEMR	1411	Diesel Engine Testing and Repair II	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Elective	3
<b>Fourth Semester</b>			
GOVT	2301/2302	American Government I/II	3
DEMR	1447	Power Train II	4
DEMR	1330	Steering and Suspension I	3
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
DEMR	1449	Diesel Engine II	4
OR			
DEMR	2488	Internship-Diesel Mechanics Technology/Technician	
<b>Total Hours</b>			<b>72</b>

## Diesel Technician (DETE) 470605

### Certificate of Completion

			<b>Credit</b>
DEMR	1401	Shop Safety and Procedures	4
DEMR	1406	Diesel Engine I	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1471	Basic Diesel Engine Tune-Up and Troubleshooting	4
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
DEMR	1411	Diesel Engine Testing and Repair II	4
DEMR	1416	Basic Hydraulics	4
DEMR	1421	Power Train I	4
DEMR	1447	Power Train II	4
DEMR	1417	Basic Brake Systems	4
DEMR	1330	Steering and Suspension I	3
AUMT	1445	Automotive Heating and Air Conditioning	4
DEMR	1449	Diesel Engine II	4
WLDG	2413	Intermediate Welding Using Multiple Processes	4
OR			
DEMR	2488	Internship-Diesel Mechanics Technology/Technician	
<b>Total Hours</b>			<b>55</b>

## Diesel

### Diesel System Specialist (DESS) 470605 Certificate of Completion

			<b>Credit</b>
DEMR	1401	Shop Safety and Procedures	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1416	Basic Hydraulics	4
DEMR	1421	Power Train I	4
DEMR	1447	Power Train II	4
DEMR	1417	Basic Brake Systems	4
DEMR	1330	Steering and Suspension I	3
AUMT	1445	Automotive Heating and Air Conditioning	4
WLDG	2413	Intermediate Welding Using Multiple Processes	4
OR			
DEMR	2488	Internship-Diesel Mechanics Technology/Technician	
<b>Total Hours</b>			<b>35</b>

### Diesel Engine Specialist (DESP) 470605 Certificate of Completion

			<b>Credit</b>
DEMR	1401	Shop Safety and Procedures	4
DEMR	1406	Diesel Engine I	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1471	Basic Diesel Engine Tune-Up and Troubleshooting	4
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
DEMR	1411	Diesel Engine Testing and Repair II	4
DEMR	1449	Diesel Engine II	4
WLDG	2413	Intermediate Welding Using Multiple Processes	4
or			
DEMR	2488	Internship-Diesel Mechanics Technology/Technician	
<b>Total Hours</b>			<b>32</b>

## Computer-Aided Drafting and Design (DFDS) 151301

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
ENGR	1304	Engineering Graphics I	3
DFTG	2412	Technical Illustration and Presentation	4
DFTG	1409	Basic Computer-Aided Drafting	4
MATH		MATH 1332, 1342 or 1314	3

#### Second Semester

ENGR	1305	Engineering Graphics II	3
DFTG	2402	Machine Drafting	4
DFTG	2410	Structural Drafting	4
ENGL	1312	Business Writing	3
ELCT		General Academic Elective	3

#### Second Year

First Semester			Credit
DFTG	1417	Architectural Drafting-Residential	4
DFTG	1458	Electrical/Electronics Drafting	4
DFTG	2440	Solid Modeling/Design	4
ELCT		Approved Elective	3
ELCT		Humanities/Fine Arts Selection	3

#### Second Semester

DFTG	2423	Pipe Drafting	4
DFTG	2421	Topographical Drafting	4
DFTG	2438	Final Project -Advanced Drafting	4
ELCT		Social/Behavioral Science Selection	3
<b>Total Hours</b>			<b>64</b>

## Computer-Aided Drafting and Design (DFDS) 151301

### Certificate of Completion

First Semester			Credit
ENGR	1304	Engineering Graphics I	3
ENGR	1305	Engineering Graphics II	3
DFTG	1409	Basic Computer-Aided Drafting	4
DFTG	2402	Machine Drafting	4
DFTG	2410	Structural Drafting	4
DFTG	2412	Technical Illustration and Presentation	4
MATH	1332	Contemporary Mathematics	3
<b>Total Hours</b>			<b>25</b>

## Early Childhood Professions

# Early Childhood Professions (CDEC) 190709

## Associate of Applied Science Degree

The courses for this degree may be taken in any sequence. The Early Childhood Profession courses, CDEC, have no required prerequisites.

### First Year

#### First Semester

			<b>Credit</b>
CDEC**	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1319	Child Guidance	3
ENGL		ENGL 1301 or 1312	3
CDEC*	1359	Children with Special Needs	3
PHED		Physical Education	1

#### Second Semester

CDEC	1358	Creative Arts for Early Childhood	3
CDEC/TECA	1354	Child Growth and Development	3
CDEC **	1318	Nutrition, Safety and Health	3
CDEC **	1303	Family and the Community	3
CDEC	1356	Emergent Literacy for Early Childhood	3

### Second Year

#### First Semester

CDEC	1321	The Infant and Toddler	3
CDEC	2326	Administration of Programs for Children I	3
or			
CDEC	2328	Administration of Programs for Children II	3
ELCT		Computer Technology/Skills Selection	4
SPCH		SPCH 1315, 1321 or 2341	3
MATH		MATH 1324, 1332, 1342 or higher level	3
or			
ENVR	1401	Environmental Science	4
CDEC	1335	Early Childhood Development: 3-5 Years	3

#### Second Semester

CDEC	1357	Math and Science for Early Childhood	3
CDEC	2384	Cooperative Education in Child Development	3
CDEC	2341	The School Age Child	3
CDEC	1195	Special Topics in Child Care	1
ELCT		Humanities/Fine Arts Selection	3
ELCT		Social/Behavioral Science Selection	3

**Total Hours 66-67**

\* CDEC 1371 and 1340 may substitute

\*\* TECA 1311 may be substituted for CDEC 1311  
 TECA 1318 may be substituted CDEC 1318  
 TECA 1303 may be substituted for CDEC 1303

TECA courses are the general academic transfer course equivalent to the CDEC courses.

## Early Childhood Professions (CDEC) 190709

### Certificate of Completion

			<b>Credit</b>
CDEC *	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1319	Child Guidance	3
CDEC	1359	Children with Special Needs	3
CDEC	1358	Creative Arts for Early Childhood	3
CDEC/TECA	1354	Child Growth and Development	3
CDEC*	1318	Nutrition, Safety and Health	3
CDEC*	1303	Family and the Community	3
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	1321	The Infant and Toddler	3
CDEC	1335	Early Childhood Development: 3-5 Years	3
<b>Total Hours</b>			<b>33</b>

- \* TECA 1311 may be substituted for CDEC 1311  
 TECA 1318 may be substituted CDEC 1318  
 TECA 1303 may be substituted for CDEC 1303

TECA courses are the general academic transfer course equivalent to the CDEC courses.

## Administrator's Credentials (CDAC) 190708

### Certificate of Completion

<b>First Semester</b>		<b>Credit</b>	
CDEC *	1311	Introduction to Early Childhood Education	3
or			
CDEC	2341	The School Age Child	
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
or			
CDEC	1357	Math and Science for Early Childhood	
CDEC	1319	Child Guidance	3
CDEC	2326	Administration of Programs for Children I	3
ENGL		ENGL 1301 or 1312	3
<b>Second Semester</b>			
CDEC/TECA	1354	Child Growth and Development	3
CDEC *	1318	Nutrition, Safety and Health	3
CDEC	2328	Administration of Programs for Children II	3
CDEC	2384	Cooperative Education in Child Development	3
ELCT		Computer Technology/Skills Selection	3
<b>Total Hours</b>			<b>30</b>

- \* TECA 1311 may be substituted for CDEC 1311  
 TECA 1318 may be substituted CDEC 1318

TECA courses are the general academic transfer course equivalent to the CDEC courses.

## Early Childhood Professions

# Special Child Option (CDSC) 190709

## Certificate of Completion

<b>First Semester</b>			<b>Credit</b>
CDEC *	1311	Introduction to Early Childhood Education	3
CDEC	1359	Children with Special Needs	3
CDEC*	1303	Family and the Community	3
CDEC	1371	Physical Development and Disorder in Children	3
ENGL		ENGL 1301 or 1312	3
<b>Second Semester</b>			
CDEC	1313	Curriculum Resources in Early Childhood Programs	3
CDEC	1340	Instructional Techniques for Children with Special Needs	3
CDEC/TECA	1354	Child Growth and Development	3
CDEC*	1318	Nutrition, Safety and Health	3
<b>Total Hours</b>			<b>27</b>

- \* TECA 1311 may be substituted for CDEC 1311
- TECA 1318 may be substituted CDEC 1318
- TECA 1303 may be substituted for CDEC 1303

TECA courses are the general academic transfer course equivalent to the CDEC courses.

## Communications Electronics Technology (ELCU) 150305

Associate of Applied Science Degree

### First Year

First Semester			Credit
CETT	1421	Electronics Fabrications	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
CPMT	1403	Introduction to Computer Technology	4

### Second Semester

MATH		MATH 1332, 1342 or higher level	3
CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ENGL	1312	Business Writing	3
ELCT		Social/Behavioral Science Selection	3

### Second Year

First Semester			
CETT	2445	Color Television Repair	4
EECT	1474	Basic Communications Circuits	4
CETT	1449	Digital Systems	4
CETT	1441	Solid State Circuits	4
ELCT		Approved Technical Elective	4

### Second Semester

EECT	2439	Communications Circuits	4
ELMT	2437	Electronic Troubleshooting: Service and Repair	4
ELCT		Humanities/Fine Arts Selection	3
EECT	1476	Digital Communications	4
ELCT		Academic Elective from Humanities/Fine Arts, Social/Behavioral Science, Natural Science/Mathematics	3

**Total Hours** **71**

**Electronics**

**Computer Electronics (ELCP) 151202**  
**Associate of Applied Science Degree**

**First Year**

<b>First Semester</b>			<b>Credit</b>
CETT	1421	Electronics Fabrication	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
CPMT	1403	Introduction to Computer Technology	4

**Second Semester**

MATH		MATH 1332, 1342 or higher level	3
CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ENGL	1312	Business Writing	3
ELCT		Social/Behavioral Science Selection	3

**Second Year**

<b>First Semester</b>			
CETT	2445	Color Television Repair	4
CPMT	1445	Computer Systems Maintenance	4
CPMT	1449	Computer Networking Technology	4
CETT	1449	Digital Systems	4
CETT	1441	Solid State Circuits	4

**Second Semester**

CPMT	2445	Computer System Troubleshooting	4
ELMT	2437	Electronic Troubleshooting, Service and Repair	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Approved Technical Elective	4
ELCT		Academic Elective from Humanities/Fine Arts, Social/Behavioral Science, Natural Science/Mathematics	3

**Total Hours** **71**

**Computer Electronics Technology (ELCP) 151202**  
**Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
CPMT	1403	Introduction to Computer Technology	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
ENGL	1312	Business Writing	3

**Second Semester**

CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
CPMT	1445	Computer Systems Maintenance	3
ELCT		Approved Elective	3

**Total Hours** **30**

## Emergency Medical Technology (EMTE) 510904

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
EMSP	1401	Emergency Medical Technician -Basic	4
EMSP	1160	Clinical-EMT	1
BIOL	2401	Anatomy and Physiology I	4
PSYC	2314	Life Span Growth and Development	3
PHED		Physical Education	1

#### Second Semester

EMSP	1441	EMT-Intermediate	4
EMSP	1355	Trauma Management	3
EMSP	1166	Practicum-EMT	1
BIOL	2402	Anatomy and Physiology II	4
ELCT		Elective	3

#### Third Semester

EMSP	2444	Cardiology	4
ENGL	1301	Composition I	3
PSYC	2301	General Psychology	3

#### Second Year

##### First Semester

EMSP	2434	Medical Emergencies	4
SPCH		SPCH 1315 or 1318	3
PHED		Physical Education	1
ELCT		Humanities/Fine Arts Selection	3
EMSP	1167	Practicum-EMT	1

##### Second Semester

EMSP	2330	Special Populations	3
BIOL	2421	Microbiology	4
ITSC	1409	Integrated Software Applications I	4

##### Third Semester

EMSP	2143	Assessment Based Management	1
EMSP	1268	Practicum-EMT	2
EMSP	2338	EMS Operations	3
<b>Total Hours</b>			<b>67</b>

**Fire Protection**

**Fire Protection (FIPT) 430202**

**Associate of Applied Science Degree**

(Offered at locations outside of Texas under Military Contract Obligation)

**First Year**

**First Semester**

			<b>Credit</b>
FIRT	1301	Fundamentals of Fire Protection	3
FIRT	1309	Fire Administration I	3
FIRT	1333	Fire Chemistry I	3
FIRT	1338	Fire Protection Systems	3
ENGL	1301	Composition I	3
PHED	1130	Physical Conditioning	1

**Second Semester**

FIRT	1307	Fire Prevention Codes and Inspection	3
FIRT	1319	Firefighter Health and Safety	3
FIRT	1331	Firefighting Strategies and Tactics I	3
ENGL		ENGL 1302 or 2311	3
MATH		MATH 1332, 1342 or higher level	3
PHED		Physical Education	1

**Second Year**

**First Semester**

FIRT	1315	Hazardous Materials I	3
FIRT	1329	Building Codes and Construction	3
FIRT	1303	Fire and Arson Investigation I	3
FIRT		Technical Elective	3
SOCI	1301	Introduction to Sociology	3
GOVT	2301/2302	American Government I/II	3

**Second Semester**

FIRT	1347	Industrial Fire Protection	3
FIRT	2331	Firefighting Strategies and Tactics II	3
FIRT	1349	Fire Administration II	3
SPCH	1321	Business and Professional Speaking	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Computer Technology/Skills Selection	3
<b>Total Hours</b>			<b>68</b>

## Fire Protection (FIPT) 430202

### Certificate of Completion

(Offered at locations outside of Texas under Military Contract Obligation)

<b>First Semester</b>			<b>Credit</b>
FIRT	1301	Fundamentals of Fire Protection	3
FIRT	1331	Firefighting Strategies and Tactics I	3
FIRT	1338	Fire Protection Systems	3
FIRT	1309	Fire Administration I	3
FIRT	1315	Hazardous Materials I	3
<b>Second Semester</b>			
FIRT	1307	Fire Prevention Codes and Inspections	3
FIRT	1303	Fire and Arson Investigation I	3
FIRT	2331	Firefighting Strategies and Tactics II	
FIRT	1333	Fire Chemistry I	3
FIRT		Technical Elective	3
<b>Total Hours</b>			<b>30</b>

## General Studies

# General Studies (GSTU) 240104

## Associate of General Studies Degree

This is a suggested curriculum.

Students must have a minimum of 16 semester credit hours within the Central Texas College System.

### First Year

#### First Semester

ENGL*	1301	Composition I	<b>Credit</b> 3
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or

ENGL*	1312	Business Writing	
HIST	1301	United States History I	3
PHED		Physical Education	1
ELCT		Electives	9

#### Second Semester

SPCH*		Speech Selection	3
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or

ELCT**		Elective	
HIST	1302	United States History II	3
MATH		MATH 1332, 1342 or higher level	3
ELCT		Electives	4
ELCT		Computer Technology/Skills Selection	3

### Second Year

#### First Semester

GOVT	2301	American Government I	3
ELCT**		Electives	12
PHED		Physical Education	1

#### Second Semester

GOVT	2302	American Government II	3
ELCT		Humanities/Fine Arts Selection	3
ELCT**		Electives	10

<b>Total Hours</b>			<b>64</b>
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Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of receiving school for degree requirements and transfer policy.

\* If ENGL 1301 is taken, student must complete SPCH requirement. If ENGL 1312 is taken, student may substitute an elective.

\*\* Students may select 34-37 Semester credit hours from courses that fulfill the student's educational goals.

## Graphics and Printing (GPGP) 100305

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
GRPH	1405	Introduction to Graphic Arts and Printing	4
GRPH	1408	Darkroom Techniques for Plate Development	4
GRPH	2336	Prepress Techniques	3
ENGL	1312	Business Writing	3
ELEC		Humanities/Fine Arts Selection	3

#### Second Semester

ARTC	1313	Digital Publishing I	3
GRPH	1309	Press Operations I	3
HRPO	1311	Human Relations	3
MATH	1332	Contemporary Mathematics	3
GOVT	2301/2302	American Government I/II	3
BMGT	1303	Principles of Management	3

#### Second Year

##### First Semester

ARTC	2313	Digital Publishing II	3
GRPH	2338	Press Operations II	3
SPCH	1321	Business and Professional Speaking	3
GRPH	1474	Preventive Maintenance	4
ELCT		Computer Technology/Skills Selection	4

##### Second Semester

GRPH	1419	Bindery and Finishing Operations	4
ARTC	2348	Digital Publishing III	3
GRPH	1374	Press Operation III	3
BUSG	2309	Small Business Management	3
GRPH	1472	Graphics and Printing Applications	4
or			
GRPH	2488	Internship-Graphics and Printing Equipment Operator, General Production	
<b>Total Hours</b>			<b>69</b>

## Graphics and Printing Technology

# Graphics and Printing Technology (GPGT) 100305 Certificate of Completion

			<b>Credit</b>
GRPH	1405	Introduction to Graphic Arts and Printing	4
GRPH	1408	Darkroom Techniques for Plate Development	4
GRPH	2336	Prepress Techniques	3
ARTC	1313	Digital Publishing I	3
ARTC	2313	Digital Publishing II	3
ARTC	2348	Digital Publishing III	3
GRPH	1309	Press Operations I	3
GRPH	2338	Press Operations II	3
GRPH	1374	Press Operations III	3
GRPH	1474	Preventive Maintenance	4
GRPH	1419	Bindery and Finishing Operations	4
GRPH	1472	Graphics and Printing Applications	4
or			
GRPH	2488	Internship-Graphics and Printing Equipment Operator, General Production	4
<b>Total Hours</b>			<b>41</b>

# Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART) 470201

Associate of Applied Science Degree

## First Year

First Semester			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Basic Electricity for HVAC	4
HART	1445	Gas and Electric Heating	4
MATH	1332	Contemporary Mathematics	3
PHED		Physical Education	1

## Second Semester

HART	1403	A/C Control Principles	4
HART	1441	Residential Air Conditioning	4
ELCT		Computer Technology/Skills Selection	4
ENGL	1312	Business Writing	3
GOVT	2301/2302	American Government I/II	3

## Second Year

First Semester			
HART	2449	Heat Pumps	4
HART	2431	Advanced Electricity	4
HART	2441	Commercial Air Conditioning	4
HART	2442	Commercial Refrigeration	4
ELCT		Humanities/Fine Arts Selection	3

## Second Semester

HART	2436	Air Conditioning Troubleshooting	4
HART	2471	Advanced Heat Pumps	4
SPCH	1321	Business and Professional Speaking	3
HART	2445	Residential Air Conditioning System Design	4
or			
HART	2488	Internship-Heating, A/C Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR)	

**Total Hours** **68**

Heating and Air Conditioning

**Heating, Air Conditioning and Refrigeration (HART) 470201**  
**Certificate of Completion**

**First Year**

<b>First Semester</b>			<b>Credit</b>
HART	1407	Refrigeration Principles	4
HART	1401	Basic Electricity for HVAC	4
HART	1445	Gas and Electric Heating	4

**Second Semester**

HART	1403	A/C Control Principles	4
HART	1441	Residential Air Conditioning	4
HART	2431	Advanced Electricity	4

**Second Year**

**First Semester**

HART	2449	Heat Pumps	4
HART	2441	Commercial Air Conditioning	4
HART	2442	Commercial Refrigeration	4

**Second Semester**

HART	2436	Air Conditioning Troubleshooting	4
HART	2471	Advanced Heat Pumps	4
HART	2445	Residential Air Conditioning System Design	4

or

HART	2488	Internship-Heating, A/C Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR)	
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**Total Hours** **48**

**Commercial Heating, Air Conditioning and Refrigeration**  
**(HARC) 470201**  
**Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
HART	1407	Refrigeration Principles	4
HART	1401	Basic Electricity for HVAC	4
HART	1445	Gas and Electric Heating	4
HART	1441	Residential Air Conditioning	4
HART	1403	A/C Control Principles	4

**Second Semester**

HART	2441	Commercial A/C	4
HART	2431	Advanced Electricity	4
HART	2442	Commercial Refrigeration	4
HART	2436	Air Conditioning Troubleshooting	4
HART	2445	Residential Air Conditioning System Design	4

or

HART	2488	Internship-Heating, A/C Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR)	
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**Total Hours** **40**

**Residential Heating, Air Conditioning and Refrigeration  
(HARR) 470102  
Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
HART	1407	Refrigeration Principles	4
HART	1401	Basic Electricity for HVAC	4
HART	1445	Gas and Electric Heating	4
HART	1441	Residential Air Conditioning	4
HART	1403	A/C Control Principles	4
 <b>Second Semester</b>			
HART	2449	Heat Pumps	4
HART	2471	Advanced Heat Pumps	4
HART	2431	Advanced Electricity	4
HART	2436	Air Conditioning Troubleshooting	4
HART	2445	Residential Air Conditioning System Design	4
	or		
HART	2488	Internship-Heating, A/C Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR)	4
<b>Total Hours</b>			<b>40</b>

Hospitality Management

**Restaurant and Culinary Management (HMRC) 520901**  
**Associate of Applied Science Degree**

<b>First Semester</b>			<b>Credit</b>
CHEF	1305	Sanitation and Safety	3
HAMG	1308	Introduction to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
ELCT		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1221	Menu Management	2
PHED		Physical Education	1
<b>Second Semester</b>			
GOVT	2301	American Government I	3
HAMG	1319	Computers in Hospitality	3
SPCH	1315	Public Speaking	3
ELCT		Selected Technical Elective	3
ELCT		Selected Technical Elective	3
HAMG	2301	Principles of Food and Beverage Operations	3
<b>Second Year</b>			
<b>First Semester</b>			
HAMG	2332	Hospitality Financial Management	3
IFWA	1318	Nutrition for the Food Service Professional	3
ENGL	1301	Composition I	3
PSTR	1301	Fundamentals of Baking	3
ELCT		Technical Elective	3
ELCT		Selected Technical Elective	3
<b>Second Semester</b>			
RSTO	1325	Purchasing for Hospitality Operations	3
MATH	1342	Elementary Statistical Methods	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELCT		Academic Elective	3
HAMG	2388	Internship -Hospitality Administration and Management	3
<b>Total Hours</b>			<b>72</b>

Programs of Study

## Hotel Management Specialization (HMHM) 520901

### Associate of Applied Science Degree

#### First Year

<b>First Semester</b>			<b>Credit</b>
CHEF	1305	Sanitation and Safety	3
HAMG	1308	Introduction to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
HAMG	1319	Computers in Hospitality	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Academic Elective	3

#### Second Semester

GOVT	2301	American Government I	3
SPCH	1315	Public Speaking	3
HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	1313	Front Office Procedures	3
HAMG	2301	Principles of Food and Beverage Operations	3

#### Second Year

<b>First Semester</b>			
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1204	Dining Room Service	2
HAMG	1342	Guest Room Maintenance	3
MATH	1342	Elementary Statistical Methods	3
HAMG	1340	Hospitality Legal Issues	3
ELCT		Technical Elective	3
PHED		Physical Education	1

#### Second Semester

HAMG	2337	Hospitality Facilities Management	3
ENGL	1301	Composition I	3
ELCT		Technical Elective	3
HAMG	2307	Hospitality Marketing and Sales	3
ELCT		Technical Elective	3
HAMG	2388	Internship-Hospitality Administration and Management	3
<b>Total Hours</b>			<b>72</b>

## Hospitality Management

### Culinary Arts (HMCA) 520905 Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
RSTO	1313	Hospitality Supervision	3
HAMG	1308	Introduction to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
HAMG	1319	Computers in Hospitality	3
Second Semester			
HAMG	1340	Hospitality Legal Issues	3
HAMG	2301	Principles of Food and Beverage Operations	3
CHEF	1410	Garde Manger	4
Third Semester			
IFWA	1318	Nutrition for the Food Service Professional	3
HAMG	2388	Internship -Hospitality Administration and Management	3
RSTO	1325	Purchasing for Hospitality Operations	3
PSTR	1301	Fundamentals of Baking	3
ELCT		Selected Technical Elective	3
<b>Total Hours</b>			<b>40</b>

### Restaurant Skills (HMRS) 520905 Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1319	Computers in Hospitality	3
CHEF	1301	Basic Food Preparation	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1221	Menu Management	2
CHEF	1410	Garde Manger	4
PSTR	1301	Fundamentals of Baking	3
ELCT		Selected Technical Elective	3
<b>Total Hours</b>			<b>24</b>

**Rooms Division (HMRD) 520904**  
**Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
HAMG	1313	Front Office Procedures	3
HAMG	1308	Introduction to the Hospitality Industry	3
HAMG	1342	Guest Room Maintenance	3
HAMG	1340	Hospitality Legal Issues	3
<b>Second Semester</b>			
RSTO	1313	Hospitality Supervision	3
HAMG	1319	Computers in Hospitality	3
HAMG	2332	Hospitality Financial Management	3
HAMG	2388	Internship-Hospitality Administration and Management	3
<b>Total Hours</b>			<b>24</b>

**Food and Beverage Management (HMFBC) 520905**  
**Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
CHEF	1305	Sanitation and Safety	3
HAMG	1319	Computers in Hospitality	3
RSTO	2301	Principles of Food and Beverage Controls	3
RSTO	1301	Beverage Management	3
<b>Second Semester</b>			
RSTO	1204	Dining Room Service	2
RSTO	1313	Hospitality Supervision	3
HAMG	2301	Principles of Food and Beverage Operations	3
HAMG	2388	Internship-Hospitality Administration and Management	3
<b>Total Hours</b>			<b>23</b>

Hospitality Management

**Food and Beverage Management Specialization (HMFB) 520901**  
**Associate of Applied Science Degree**

**First Year**

<b>First Semester</b>			<b>Credit</b>
CHEF	1305	Sanitation and Safety	3
HAMG	1308	Introduction to the Hospitality Industry	3
HAMG	1319	Computers in Hospitality	3
ELCT		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
ELCT		Technical Elective	3

**Second Semester**

GOVT	2301	American Government I	3
HAMG	1324	Hospitality Human Resource Management	3
SPCH	1315	Public Speaking	3
RSTO	1204	Dining Room Service	2
ELCT		Technical Elective	3
HAMG	2301	Principles of Food and Beverage Operations	3
PHED		Physical Education	1

**Second Year**

<b>First Semester</b>			
HAMG	2332	Hospitality Financial Management	3
TRVM	2301	Convention Management and Service	3
ENGL	1301	Composition I	3
RSTO	2301	Principles of Food and Beverage Controls	3
RSTO	1301	Beverage Management	3
HAMG	2337	Hospitality Facilities Management	3

**Second Year**

RSTO	1325	Purchasing for Hospitality Operations	3
MATH	1342	Elementary Statistical Methods	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELCT		Academic Elective	3
HAMG	2388	Internship-Hospitality Administration and Management	3
<b>Total Hours</b>			<b>72</b>

## Paralegal/Legal Assistant (LAPL) 220302 Associate of Applied Science Degree

The Paralegal/Legal Assistant Program offered at the Central Campus located at 6200 W. Central Texas Expressway, Killeen, Texas is an officially approved program by the American Bar Association.

A paralegal (also known as legal assistant) is a professional who, by training and experience, is qualified to perform legal functions under the direction and supervision of an attorney, court, or military command.

### First Year

First Semester			Credit
LGLA	1303	Legal Research	3
LGLA	1307	Introduction to Law and the Legal Profession	3
ENGL	1301	Composition I	3
ELCT		Humanities/Fine Arts Selection*	3
POFT	1329	Beginning Keyboarding**	3
ITSW	1401	Introduction to Word Processing	4

### Second Semester

LGLA	1317	Law Office Technology	3
LGLA	1345	Civil Litigation	3
LGLA	1351	Contracts	3
LGLA	1355	Family Law	3
SPCH	1321	Business and Professional Speaking	3
MATH		MATH 1324 or 1342	3

### Second Year

First Semester			
LGLA	1353	Wills, Trusts, and Probate Administration	3
PHIL	2303	Introduction to Logic	3
LGLA	2303	Torts and Personal Injury Law	3
ELCT		ACCT 2301 or ACNT 1325	3
GOVT	2301	American Government I	3
PHED		Physical Education	1

### Second Semester

LGLA	2313	Criminal Law and Procedures	3
GOVT	2302	American Government II	3
LGLA	2331	Advanced Legal Research and Writing	3
LGLA		Legal Elective	3
LGLA		Legal Elective	3
LGLA	2433	Advanced Legal Document Preparation	
OR			
LGLA	2488	Internship-Paralegal/Legal Assistant	
OR			
LGLA	2480	Cooperative Education-Paralegal/Legal Assistant	4
<b>Total Hours</b>			<b>72</b>

\* Humanities/Fine Arts shall include only ARTS 1303, 1304, DRAM 1310, HUMA 1315, SPCH 2341, MUSI 1306.

\*\* Unless demonstrated typing proficiency of 45 words per minute.

Maintenance Technology

**Maintenance Technology (MTNT) 460401**  
**Associate of Applied Science Degree**

**First Year**

**First Semester**

			<b>Credit</b>
CRPT	1429	Introduction to Carpentry	4
HART	1407	Refrigeration Principles	4
CRPT	1423	Floor Systems	4
MATH	1332	Contemporary Mathematics	3
PHED		Physical Education	1

**Second Semester**

ELPT	1411	Basic Electrical Theory	4
ELPT	1429	Residential Wiring	4
ENGL	1312	Business Writing	3
CRPT	1411	Conventional Roof Systems	4
ELEC		Humanities/Fine Arts Selection	3

**Second Year**

**First Semester**

CRPT	1415	Conventional Wall Systems	4
PFPB	2409	Residential Construction Plumbing I	4
HART	1445	Gas and Electric Heating	4
ELEC		Computer Technology/Skills Selection	4
GOVT	2301/2302	American Government I/II	3

**Second Semester**

CBFM	1334	Interior and Exterior Painting and Refinishing	3
HART	1401	Basic Electricity for HVAC	4
MBST	1507	Masonry I	5
SPCH	1321	Business and Professional Speaking	3
PFPB	2445	Residential Construction Plumbing II	4
or			
CBFM	2487	Internship-Building/Property Maintenance and Manager	4

**Total Hours** **72**

## At Risk Youth Specialization (MHAR) 511503

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
CMSW	1309	Problems of Children and Adolescents	3
PSYT	1329	Interviewing and Communication Skills	3
DAAC	1304	Pharmacology of Addiction	3
CMSW	1319	Adolescent Development	3
CHLT	1309	Community Ethics	3

#### Second Semester

PSYT	1321	Crisis Intervention	3
CMSW	1313	Assessment and Service Delivery	3
DAAC	1314	Dynamics of Group Counseling	3
PSYC	2301	General Psychology	3
DAAC	1311	Counseling Theories	3
PHED		Physical Education	1

#### Third Semester

ITSC	1409	Integrated Software Applications I	4
ENGL	1301	Composition I	3
ELCT		Department Approved Elective	3

#### Fourth Semester

PSYT	1345	Principles of Behavior Management and Modification	3
ELCT		Mental Health Elective	3
SPCH		Speech 1315 or 1321	3
PSYT	2331	Abnormal Psychology	3
ENGL	1302	Composition II	3

#### Fifth Semester

CMSW	1167	Practicum -Clinical and Medical Social Work	1
MATH		MATH 1332, 1342, or 1314	3
ELCT		Mental Health Elective	3
DAAC	1307	Addicted Family Intervention	3
ELCT		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>72</b>

Mental Health Services

**At Risk Youth Specialization Advanced Certificate (MHAR) 511503**  
**Certificate of Completion**

**First Year**

**First Semester**

			<b>Credit</b>
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
CMSW	1309	Problems of Children and Adolescents	3
PSYT	1329	Interviewing and Communication Skills	3
DAAC	1304	Pharmacology of Addiction	3
CMSW	1319	Adolescent Development	3

**Second Semester**

PSYT	1321	Crisis Intervention	3
CHLT	1309	Community Ethics	3
CMSW	1313	Assessment and Service Delivery	3
DAAC	1314	Dynamics of Group Counseling	3

**Third Semester**

PSYT	1345	Principles of Behavior Management and Modification	3
PSYT	2331	Abnormal Psychology	3
CMSW	1167	Practicum -Clinical and Medical Social Work	1
DAAC	1311	Counseling Theories	3
DAAC	1307	Addicted Family Intervention	3

**Total Hours** **40**

## Chemical Dependency Specialization (MHCS) 511503

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
PSYT	1329	Interviewing and Communication Skills	3
DAAC	1304	Pharmacology of Addiction	3
DAAC	1307	Addicted Family Intervention	3
CHLT	1309	Community Ethics	3
CMSW	1309	Problems of Children and Adolescents	3

#### Second Semester

PSYT	1321	Crisis Intervention	3
DAAC	1309	Assessment Skills of Alcohol and Other Drug Addictions	3
ELCT		Department Elective	3
DAAC	1314	Dynamics of Group Counseling	3
DAAC	1311	Counseling Theories	3
PHED		Physical Education	1

#### Second Year

First Semester			
ITSC	1409	Integrated Software Applications I	4
ENGL	1301	Composition I	3
PSYC	2301	General Psychology	3

#### Second Semester

DAAC	1341	Counseling Alcohol and Other Drug Addictions	3
DAAC	1167	Practicum -Alcohol/Drug Abuse Counseling	1
SPCH		Speech 1315 or 1321	3
ELCT		Mental Health Elective	3
PSYT	2331	Abnormal Psychology	3
ENGL	1302	Composition II	3

#### Third Semester

DAAC	2367	Practicum -Alcohol/Drug Abuse Counseling	3
MATH		MATH 1332, 1342, or 1314	3
ELCT		Mental Health Elective	3
ELCT		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>72</b>

## Chemical Dependency Specialization - Advanced Certificate (MHCA) 511503 Certificate of Completion

### First Year

#### First Semester

			<b>Credit</b>
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
PSYT	1329	Interviewing and Communication Skills	3
DAAC	1304	Pharmacology of Addiction	3
CMSW	1309	Problems of Children and Adolescents	3

#### Second Semester

PSYT	1321	Crisis Intervention	3
DAAC	1309	Assessment Skill of Alcohol and Other Drug Addictions	3
DAAC	1167	Practicum -Alcohol/Drug Abuse Counseling	1
DAAC	1314	Dynamics of Group Counseling	3
DAAC	1307	Addicted Family Intervention	3

#### Third Semester

DAAC	1341	Counseling Alcohol and Other Drug Addictions	3
DAAC	1311	Counseling Theories	3
PSYT	2331	Abnormal Psychology	3
CHLT	1309	Community Ethics	3

#### Fourth Semester

DAAC	2367	Practicum-Alcohol/Drug Abuse Counseling	3
<b>Total Hours</b>			<b>40</b>

## Social Work Specialization (MHSW) 511503

### Associate of Applied Science

#### First Year

First Semester			Credits
ENGL	1301	Composition I	3
HIST	1301	United States History I	3
ITSC	1409	Integrated Software Applications I	4
SOCI	1301	Introduction to Sociology	3
PSYT	1329	Interviewing and Communications Skills	3

#### Second Semester

ENGL	1302	Composition II	3
HIST	1302	United States History II	3
PSYC	2301	General Psychology	3
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
CMSW	1309	Problems of Children and Adolescents	3

#### Second Year

##### First Semester (Summer)

PHED		Physical Education	1
GOVT	2301	American Government I	3
SPCH		SPCH 1315 or 1321	3
ELCT		Visual and Performing Arts	3

##### Second Semester

SOCW	2361	Introduction to Social Work	3
GOVT	2302	American Government II	3
PSYT	2331	Abnormal Psychology	3
PSYT	1321	Crisis Intervention	3
DAAC	1304	Pharmacology of Addiction	3

##### Third Semester

SOCW	2362	Social Welfare as a Social Institution	3
CMSW	1167	Practicum -Clinical and Medical Social Work	1
DAAC	1314	Dynamics of Group Counseling	3
PSYT	1309	Health Psychology	3
MATH		MATH 1332, 1342, or 1314	3
ELCT		Humanities: Literature course in English	3
<b>Total Hours</b>			<b>72</b>

Office Technology

**Executive Assistant (OTEA) 520401**  
**Associate of Applied Science Degree**

**First Year**

**First Semester**

			<b>Credit</b>
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
ITSC	1409	Integrated Software Applications I	4
PHED		Physical Education	1

**Second Semester**

POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
MATH	1314	College Algebra	3
ENGL		English Selection	3
POFT	2312	Business Correspondence and Communication	3

**Second Year**

**First Semester**

ACNT	1325	Principles of Accounting I	3
POFI	2331	Desktop Publishing for the Office	3
ELCT		Humanities/Fine Arts Selection	3
SPCH		SPCH 1315 or 1321	3
PHED		Physical Education	1
POFT	2386	Internship -Administrative Assistant/Secretary General	3
OR			
POFT	2388	Internship -General Office/Clerical and Typing Service	3

**Second Semester**

POFI	1349	Spreadsheets	3
POFT	1349	Administrative Office Procedures II	3
POFT	2333	Advanced Keyboarding	3
OR			
POFI	2340	Advanced Word Processing	3
ELCT		Social/Behavioral Science Selection	3
POFT	2387	Internship-Administrative Assistant/Secretarial Science	3
OR			
POFT	2389	Internship-General Office/Clerical and Typing Service	3
<b>Total Hours</b>			<b>66</b>

## Administrative Support (OTAS) 520401 Certificate of Completion

### First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
ITSC	1409	Integrated Software Applications I	4

### Second Semester

POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
MATH	1314	College Algebra	3
ENGL		English Selection	3
POFT	2312	Business Correspondence and Communication	3

### Third Semester

ACNT	1325	Principles of Accounting I	3
POFI	2331	Desktop Publishing for the Office	3
POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3
POFT	2386	OR	3
POFT	2388	OR	3
		Internship-Administrative Assistant/Secretary General	3
		OR	
		Internship-General Office/Clerical and Typing Service	3
<b>Total Hours</b>			<b>49</b>

## Office Assistant (OTOA) 520401 Certificate of Completion

### First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
ITSC	1409	Integrated Software Applications I	4

### Second Semester

POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
POFI	1349	Spreadsheets	3
ENGL		English Selection	3
POFT	2386	OR	3
POFT	2388	OR	3
		Internship-Administrative Assistant/Secretary General	3
		OR	
		Internship-General Office/Clerical and Typing Service	3
<b>Total Hours</b>			<b>34</b>

Office Technology

**Software Applications Specialist (OTSA) 520407**  
**Certificate of Completion**

**First Year**

**First Semester**

			<b>Credit</b>
POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
ITSC	1409	Integrated Software Applications I	4
POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
<b>Total Hours</b>			<b>16</b>

## Office Management (OTOM) 520401

### Associate of Applied Science Degree

#### First Year

##### First Semester

			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
BMGT	1303	Principles of Management	3
POFT	1309	Administrative Office Procedures I	3
PHED		Physical Education	1

##### Second Semester

POFI	2301	Word Processing	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Correspondence and Communication	3
ITSC	1409	Integrated Software Applications I	4
BMGT	1325	Office Management	3
ENGL	1301	Composition I	3

#### Second Year

##### First Semester

ACNT*	1325	Principles of Accounting I	3
POFT	1325	Business Math and Machine Applications	3
POFI	1349	Spreadsheets	3
MATH	1314	College Algebra	3
SPCH		SPCH 1315 or 1321	3
PHED		Physical Education	1

##### Second Semester

ACNT*	1326	Principles of Accounting II	3
POFT	1349	Administrative Office Procedures II	3
HRPO	2301	Human Resource Management	3
ELCT		Social/Behavioral Science Selection	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		POFI/POFT Internship Selection	3
<b>Total Hours</b>			<b>69</b>

\*ACNT 1325, 1326 or ACCT 2301, 2302.

## Office Technology

### Office Management (OTOM) 520401 Certificate of Completion

#### First Year

##### First Semester

			<b>Credit</b>
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
BMGT	1303	Principles of Management	3
POFT	1309	Administrative Office Procedures	3

##### Second Semester

POFI	2301	Word Processing	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Correspondence and Communication	3
ITSC	1409	Integrated Software Applications I	4
BMGT	1325	Office Management	3

#### Second Year

##### First Semester

ACNT*	1325	Principles of Accounting I	3
POFT	1325	Business Math and Machine Applications	3
POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3

##### Second Semester

ACNT*	1326	Principles of Accounting II	3
POFT	1349	Administrative Office Procedures II	3
ELCT		Social/Behavioral Science Selection	3
ELCT		POFI/POFT Internship Selection	3
<b>Total Hours</b>			<b>55</b>

\*ACNT 1325, 1326 or ACCT 2301, 2302.

### Office Management (OTOM) 520401 Certificate of Completion

#### First Year

##### First Semester

			<b>Credit</b>
POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1301	Business English	3
BMGT	1303	Principles of Management	3
POFT	1309	Administrative Office Procedures I	3

##### Second Semester

POFI	2301	Word Processing	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Correspondence and Communication	3
POFT	1325	Business Math and Machine Applications	3
BMGT	1325	Office Management	3
ITSC	1409	Integrated Software Applications I	4
<b>Total Hours</b>			<b>34</b>

## Small Engine Mechanic and Repairer (SGMR) 470606

### Associate of Applied Science Degree

(Offered at Fort Leonard Wood location only)

#### First Year

##### First Semester

			Credit
DEMR	1401	Shop Safety and Procedures	4
or			
AUMT	1405	Introduction to Automotive Technology	
SMER	1471	Small Gas Engine Fundamentals	4
ENGL	1312	Business Writing	3
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
SMER	1372	Shop Organization and Management	3

##### Second Semester

SMER	1428	Small Engine Service Principles	4
MATH	1332	Contemporary Mathematics	3
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
ELCT		Humanities/Fine Arts Selection	3
SMER	1431	Small Engine Tune-Up	4

#### Second Year

##### First Semester

WLDG	1430	Introduction to Gas Metal Arc (MIG) Welding	4
SMER	1404	Marine Equipment Service Principles	4
SMER	1437	Small Engine Four Stroke Engine/Transmission	4
GOVT	2301/2302	American Government I/II	3
ELCT		Elective	3

##### Second Semester

SMER	1434	Small Engine Two Stroke Overhaul	4
SMER	1473	Large Air Cooled Engines	4
BUSG	2309	Small Business Management	3
ELCT		Computer Technology/Skills Selection	3
SPCH	1321	Business and Professional Speaking	3
PHED		Physical Education	1
<b>Total Hours</b>			<b>72</b>

## Small Gas Engine Repair

# Small Engine Mechanic and Repairer (SGMR) 470606 Certificate of Completion

(Offered at Fort Leonard Wood location only)

### First Year

#### First Semester

			Credit
DEMR	1401	Shop Safety and Procedures	4
or			
AUMT	1405	Introduction to Automotive Technology	
SMER	1471	Small Gas Engine Fundamentals	4
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
SMER	1372	Shop Organization and Management	3

#### Second Semester

SMER	1428	Small Engine Service Principles	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
SMER	1431	Small Engine Tune-Up	4
WLDG	1430	Introduction to Gas Metal Arc (MIG) Welding	4

#### Third Semester

SMER	1404	Marine Equipment Service Principles	4
SMER	1437	Small Engine Four Stroke Engine/Transmission	4
SMER	1434	Small Engine Two Stroke Overhaul	4
SMER	1473	Large Air Cooled Engines	4
BUSG	2309	Small Business Management	3

**Total Hours** **50**

## Welding (WLDG) 480508

### Associate of Applied Science Degree

#### First Year

##### First Semester

			Credit
WLDG	1423	Welding Safety Tools and Equipment	4
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
MATH	1332	Contemporary Mathematics	3
ELCT		Elective	3

##### Second Semester

WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	2439	Advanced Oxy-Fuel Welding and Cutting	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
ENGL	1312	Business Writing	3
PHED		Physical Education	1

#### Second Year

##### First Semester

WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
ELCT		Computer Technology/Skills Selection	3
GOVT	2301/2302	American Government I/II	3

##### Second Semester

WLDG	2453	Advanced Pipe Welding	4
SPCH	1321	Business and Professional Speaking	3
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
ELCT		Humanities/Fine Arts Selection	3
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship-Welding Technology/Welder	4
<b>Total Hours</b>			<b>70</b>

## Welding Technology

### Welding Technology (WLDG) 480508

#### Certificate of Completion

			<b>Credit</b>
WLDG	1423	Welding, Safety, Tools and Equipment	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	2447	Advanced Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship-Welding Technology/Welder	56
<b>Total Hours</b>			<b>56</b>

### Welder (WLDG) 480508

#### Certificate of Completion

			<b>Credit</b>
WLDG	1423	Welding Safety, Tools and Equipment	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	2447	Advanced Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship-Welding Technology/Welder	40
<b>Total Hours</b>			<b>40</b>