

# Auto Collision

*This program is designed for the student interested in a career in Automotive Collision Repair. It provides entry-level, industry-validated, hands-on learning covering the entire spectrum of auto body collision repair using the latest technologies.*

## Auto Collision Repair (ABC12) 470603

### Associate of Applied Science Degree

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

#### First Year

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	2447	Advanced Auto Body Welding	4
ABDR	1431	Basic Refinishing	4
KINE		Physical Activity Course	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	1301	Composition I	3
GOVT		GOVT 2301 or 2302	3

##### Second Semester

ABDR	2402	Auto Body Mechanical and Electrical Service	4
AUMT	1416	Suspension and Steering	4
ELCT		Computer Technology Skills	4
SPCH		SPCH 1315 or 1321	3
AUMT	1410	Automotive Brake Systems	4
or			
ABDR	2488	Internship	4

**Total Hours** **68**

# Automotive Mechanic

*This program is designed for the student who wishes to enter the Automotive Repair career field. It provides entry-level, industry-validated, hands-on learning covering the entire spectrum of Automotive Service and Repair using the latest technologies in automotive systems, tools, and equipment. Instruction is to ASE requirements.*

## Automotive Mechanic/Technician (AUMT)

### 470604

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
AUMT	1405	Intro. to Automotive Technology	4
AUMT	2305	Automotive Engine Theory	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	1301	Composition I	3

#### Second Year

##### First Semester

SPCH		SPCH 1315 or 1321	3
AUMT	1416	Automotive Suspension and Steering Systems	4
ELCT		Computer Technology Skills	3
AUMT	2417	Automotive Engine Performance Analysis I	4
GOVT		GOVT 2301 or 2302	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	4
<b>Total Hours</b>			<b>72</b>

## Automotive Technician (AUTT)

470604

### Certificate of Completion

			Credit
AUMT	1405	Intro. to Automotive Technology	4
AUMT	2305	Automotive Engine Theory	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	2417	Automotive Engine Performance Analysis I	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1472	Automotive Computer Systems	4
AUMT	1410	Automotive Brake Systems	4/128
AUMT	1416	Automotive Suspension and Steering Systems	4
AUMT	2413	Automotive Drive Train and Axles	4
AUMT	2425	Automotive Automatic Transmission and Transaxle	4
AUMT	2434	Automotive Engine Performance Analysis II	4
WLDG	2413	Intermediate Welding Using Multiple Processes	4
AUMT	1419	Automotive Engine Repair	4
or			
AUMT	2488	Internship	4
<b>Total Hours</b>			<b>55</b>

## Automotive Tune-Up Specialist (AUTS)

470604

### Certificate of Completion

			Credit
AUMT	1405	Intro. to Automotive Technology	4
AUMT	2305	Automotive Engine Theory	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	2417	Automotive Engine Performance Analysis I	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	4
<b>Total Hours</b>			<b>31</b>

# Aviation Science

## 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 unlicensed aircraft maintenance specialists. 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 air-worthy 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)/Job Specialty Code. Only military members possessing applicable military operational specialty codes for US Army, US Air Force, US Navy, US Coast Guard, and US Marine Corps 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	1301 Composition I	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

SPCH	SPCH 1315 or 1321	3
AERM	1452 Aircraft Sheet Metal	4

#### Second Year

First Semester		
ELCT	Humanities/Fine Arts Selection	3
AERM	1456 Aircraft Power Plant Electrical	4
AERM	2231 Airframe Inspection	2
AERM	2341 Power Plant & Auxiliary Power Units	3
AERM	1254 Aircraft Composites	2

**Second Semester**

AERM 1243	Instruments and Navigation/ Communications	2
AERM 1449	Hydraulic, Pneumatic, & 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
<b>Total Hours</b>		<b>67</b>

# Business

*The Business Administration and Legal Assistant/Paralegal Department at Central Texas College offers 21 degrees and certificates through three divisions. Degree attainment in the career fields of business management, the hospitality industry, the legal assistant profession, homeland security, and real estate are available.*

*The Associate of Science degree in Business Administration is designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas.*

*The Associate of Applied Science and the certificate awards are designed to provide an entry-level, industry-validated "hands-on" approach to learning.*

**Business Administration (BUB11)  
520101****Associate of Science Degree****First Year**

<b>First Semester</b>		<b>Credit</b>
BUSI 1301	Business Principles	3
SCIE	Natural Science (see BIOL, CHEM, ENVR, GEOL, and PHYS)*	4
HIST 1301	U.S. History I*	3
ENGL 1301	Composition I*	3
MATH 1414	College Algebra*	4
KINE	Physical Activity Course*	1

**Second Semester**

SCIE	Natural Science (see BIOL, CHEM, ENVR, GEOL, and PHYS)*	4
HIST 1302	U.S. History II*	3
ENGL 1302	Composition II*	3
ELCT	ARTS/DRAM/MUSI/HUMA*	3
KINE	Physical Activity Course*	1

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

ECON 2301	Macroeconomics**	3
ACCT 2301	Principles of Accounting I	3
ELCT	English Literature or PHIL 1301*	3
GOVT 2301	American Government I*	3

**Second Semester**

ACCT 2302	Principles of Accounting II	3
BCIS 1405	Business Computer Applications	3
GOVT 2302	American Government II*	3
ECON 2302	Microeconomics	3
SPCH	SPCH 1315 or 1321 (preferred)*	
<b>Total Hours</b>		<b>60</b>

\* Core Courses

\*\* For students transferring to Universities within the state of Texas the following Core Courses are highly recommended when completing the Core Curriculum:

MATH 1414, ECON 2301

**Applied Management (BUAM)****520201****Associate of Applied Science Degree**

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

**First Year**

<b>First Semester</b>		<b>Credit</b>
BUSI 1301	Business Principles	3
ENGL	English Selection	3
MATH	MATH 1332, 1342 or higher level	3
BMGT 1327	Principles of Management	3
HRPO 1311	Human Relations	3
KINE	Physical Activity Course	1

**Second Semester**

BUSG 1372	Financial Management of Personal Accounts	3
ENGL	English Selection	3
ELCT	BMGT/HRPO/BUSG	3
SPCH	Speech Selection	3
ELCT	ITSC 1409 or BCIS 1405	4
KINE	Physical Activity Course	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
KINE	Physical Activity Course	1

**Second Semester**

ELCT	Social/Behavioral Science Selection	3
BUSG 2305	Business Law/Contracts	3
or		
BUSI 2301	Business Law	
MRKG 1311	Principles of Marketing	3
ELCT	BMGT/BUSG/HRPO or Approved Selection	3
ELCT	BMGT/BUSG/ITSW/ITSC/ITSE	3
KINE	Physical Activity Course	1
<b>Total Hours</b>		<b>65</b>

## Applied Management with Computer Applications (BUAMC)

**520201**

### Associate of Applied Science Degree

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

#### First Year

First Semester		Credit
BMGT 1327	Principles of Management	3
ELCT	Computer Science Elective	4
ITSC 1409	Integrated Software Applications I	
or		
BCIS 1405	Business Computer Applications	4
ENGL 1301	Composition I	3
MATH	MATH 1332, 1342 or higher level	3
KINE	Physical Activity Course	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	SPCH 1315 or 1321	3
KINE	Physical Activity Course	1

#### Second Year

##### First Semester

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

##### Second Semester

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>

## Applied Management - Military Science Specialization (BUAMM)

**520201**

### Associate of Applied Science Degree

(Offered at the Europe Campus under Military contract obligation)

#### First Year

First Semester		Credit
MTMS 1170	Military Science I	1
BMGT 1327	Principles of Management	3
ENGL	English Selection	3
MATH	MATH 1332, 1342 or higher level	3
HRPO 1311	Human Relations	3
ELCT	Computer Technology Skills	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/MTMS	3
MTMS 2370	Advanced Leadership	3
MTPE	Physical Activity Course	1
<b>Total Hours</b>		<b>64</b>

## 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	
or		
BCIS 1405	Business Computer Applications	4
BUSI 1301	Business Principles	3
SPCH	SPCH 1315 or 1321	3
KINE	Physical Activity Course	1

##### Second Semester

BMGT 1325	Office Management	3
BMGT 1327	Principles of Management	3
MRKG 1311	Principles of Marketing	3
ELCT	BUSI/BMGT/RELE/ITSC/IMED/ MRKG/BUSG	3-4
ELCT	BMGT 2370, BMGT 2488, or RELE 2488	3-4
KINE	Physical Activity Course	1

#### Second Year

##### First Semester

MATH	MATH 1332, 1342 or higher level	3
ACCT 2301	Principles of Financial Accounting	3
ELCT	BUSI/BMGT/RELE/MRKG/BUSG	3
HRPO 2301	Human Resource Management	3
BUSG 2305	Business Law/Contracts	
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 (BUBM)

520201

### Certificate of Completion

First Semester		Credit
BUSI 1301	Business Principles	3
BMGT 1327	Principles of Management	3
HRPO 1311	Human Relations	3
ITSC 1409	Integrated Software Applications I	
or		
BCIS 1405	Business Computer Applications	4
MRKG 1311	Principles of Marketing	3
Second Semester		
HRPO 2301	Human Resource Management	3
BMGT 1301	Supervision	3
BUSG 2305	Business Law/Contracts	
or		
BUSI 2301	Business Law	3
ELCT	BUSI/BMGT/BUSG/RELE/MRKG	3
ELCT	BMGT 2370, BMGT 2488, RELE 2488	3-4
<b>Total Hours</b>		<b>31-32</b>

## Entrepreneurship (BUEN)

520201

### Certificate of Completion

First Semester		Credit
BUSG 2309	Small Business Management	3
POFT 1325	Business Math and Machine Applications	3
ITSC 1409	Integrated Software Applications	
or		
BCIS 1405	Business Computer 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	
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
<b>Total Hours</b>		<b>31-32</b>

## Business Management Marketing and Sales Management Specialization (BUMSM)

520201

### Associate of Applied Science Degree

First Year		Credit
First Semester		
HRPO 1311	Human Relations	3
ENGL 1301	Composition I	3
BUSI 1301	Business Principles	3
ITSC 1409	Integrated Software Applications I	
or		
BCIS 1405	Business Computer Applications	4
SPCH	SPCH 1315 or 1321	3
KINE	Physical Activity Course	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	BMGT 2370, BMGT 2488, or RELE 2488	3-4
KINE	Physical Activity Course	1

### Second Year

#### First Semester

ELCT	BUSI/BMGT/RELE/ITSC/IMED	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	
or		
BUSI 2301	Business Law	3
MRKG 2333	Principles of Selling	
ELCT	Elective	3
ELCT	BMGT/BUSI/BUSG/RELE	3
ELCT	BMGT 2371, BMGT 2489, or RELE 2489	3-4

**Total Hours** 69-72

## Business Management Marketing and Sales Management (BUMSM)

520201

### Certificate of Completion

First Semester		Credit
HRPO 1311	Human Relations	3
BUSI 1301	Business Principles	3
ITSC 1409	Integrated Software Applications I	
or		
BCIS 1405	Business Computer Applications	4
ELCT	BMGT/BUSI/BUSG/RELE/HRPO	3
Second Semester		
MRKG 1311	Principles of Marketing	3
MRKG 2333	Principles of Selling	
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>

# Computer Science

The selection of an appropriate degree plan is a critical step for an entering computer science student. Each degree and certificate leads to a specific career in the field of computer science. To make an informed career decision, students should gather information from many different sources.

## Business Programmer Analyst (CSBP) 111002

### Associate of Applied Science Degree

Programmer Analysts are computer professionals who determine system requirements and write computer programs to satisfy those requirements. Assignments consist of on-the-job application programs for the student to analyze, code, and run in the lab. Courses in C, C++, Visual Basic, JAVA, Web Authoring, and Systems Analysis provide the skills required in today's job market.

#### 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 2413	Web Authoring	4
COSC 2425	Computer Organization and Machine Language	4
ITSC 1405	Introduction to PC Operating Systems	4
GAME 1403	Introduction to Game Design and Development	4
KINE	Physical Activity Course	1

#### Second Year

First Semester		Credit
ITSY 2400	Operating Systems Security	4
ITSE 1407	Introduction to C++ Programming	4
ITSC 1415	Project Management Software	4
IMED 2409	Internet Commerce	4
ELCT	Social/Behavioral Science Selection	3

#### Second Semester

ITSE 2417	JAVA Programming	4
ITSE 2431	Advanced C++ Programming	4
ITSE 1450	System Analysis and Design	4
SPCH	SPCH 1315 or 1321	3
ELCT	Humanities/Fine Arts Selection	3
<b>Total Hours</b>		<b>72</b>

## Information Security Management (CSSM)

111003

### Associate of Applied Science Degree

The security manager determines policies and procedures to safeguard data on computers and networks, and monitors compliance. As ever increasing amounts of personal, business, and national security information is stored on computers, special attention must be paid to its security. Information must be protected as a business asset, to assure privacy, and to further national security.

#### First Year

First Semester		Credit
COSC 1301	Introduction to Computing	3
ITSC 1409	Integrated Software Applications I	4
ITSY 1400	Fundamentals of Information Security	4
ENGL 1301	Composition I	3
KINE	Physical Activity Course	1

#### Second Semester

ITSY 2401	Firewalls and Network Security	4
ITSC 1405	Introduction to PC Operating Systems	4
ITNW 1437	Introduction to the Internet	4
ITNW 1425	Fundamentals of Networking Technologies	4

#### Second Year

First Semester		Credit
ITSY 2459	Security Assessment & Auditing	4
ITSY 2400	Operating System Security	4
ELCT	Humanities/Fine Arts	3
ELCT	Social/Behavioral Science Selection	3
SPCH	SPCH 1315 or 1321	3

#### Second Semester

ITSC 2439	Personal Computer Help Desk	4
MATH	MATH 1332, 1342 or higher level	3
ITSC 1415	Project Management Software	4
ITSY 2441	Security Management Practices	4
<b>Total Hours</b>		<b>63</b>

## Information Security Management Specialist (CSSM)

111003

### Certificate of Completion

First Semester		Credit
COSC 1301	Introduction to Computing	3
ITSC 1409	Integrated Software Applications I	4
ITSY 1400	Fundamentals of Information Security	4
ITSY 2401	Firewalls and Network Security	4

#### Second Semester

ITSC 1405	Introduction to PC Operating Systems	4
ITSC 2439	Personal Computer Help Desk	4
ITSY 2441	Security Management Practices	4
ITSC 1415	Project Management Software	4
<b>Total Hours</b>		<b>31</b>

## Information Technology (CSIT)

**111002**

### Associate of Applied Science Degree

*The primary job function of the Information Management professional is to assist others with using computer technology in the performance of their jobs. This requires a general knowledge of PC hardware and software, to include operating systems and applications such as word processors and spreadsheets, and the internet. This degree offers a clear path to understanding computers and today's technology.*

#### First Year

First Semester		Credit
COSC 1301	Introduction to Computing	3
or		
ITSC 1409	Integrated Software Applications I	4
ITNW 1437	Introduction to the Internet	4
IMED 1416	Web Design I	4
ELCT	Social/Behavioral Science Selection	3
KINE	Physical Activity Course	1

#### Second Semester

ITSC 1405	Introduction to PC Operating Systems	4
ITSW 1401	Introduction to Word Processing	4
ITSW 1404	Introduction to Spreadsheets	4
ITSW 1407	Introduction to Database	4
ENGL 1301	Composition I	3

#### Second Year

##### First Semester

ITSE 1431	Introduction to Visual Basic	4
ITNW 1425	Fundamentals of Networking Technologies	4
IMED 2409	Internet Commerce	4
ITSC 2439	Personal Computer Help Desk Support	4
ELCT	Humanities/Fine Arts Selection	3

##### Second Semester

ITSC 1415	Project Management Software	4
ITSE 1450	System Analysis and Design	4
ITSY 2400	Operating Systems Security	4
MATH	MATH 1332, 1342 or higher level	3
SPCH	SPCH 1315 or 1321	3
<b>Total Hours</b>		<b>71-72</b>

## Network Systems Administrator (CSNS)

**111002**

### Associate of Applied Science Degree

*A Network Systems Administrator plans, installs, and maintains multi-user networks. Job duties include: networking systems with different types of hardware and operating systems, ensuring system security and integrity, troubleshooting and repairing network problems, training network users, and writing technical documentation.*

#### 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
KINE	Physical Activity Course	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 Support	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	Network Troubleshooting & Support	4
or		
ITSE 2413	Web Authoring	4
IMED 2409	Internet Commerce	4
SPCH	SPCH 1315 or SPCH 1321	3
ITSC 1415	Project Management Software	4
<b>Total Hours</b>		<b>68</b>

## Network Specialist (CSNS)

**111002**

### Certificate of Completion

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
IMED 1416	Web Design I	4
ITNW 1425	Fundamentals of Networking Technologies	4
ITSY 2400	Operating Systems Security	4
<b>Total Hours</b>		<b>32</b>

## Computer Helpdesk Specialist (CSI9)

**110301**

### Certificate of Completion

First Semester		Credit
ITNW 1437	Introduction to the Internet	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
IMED 1416	Web Design I	4
ITSC 1405	Introduction to PC Operating Systems	4
ITSC 2439	Personal Computer Help Desk Support	4
<b>Total Hours</b>		<b>32</b>

## Web Design Basics (CSWB)

111004

### Certificate of Completion

First Semester		Credit
ITSC 1409	Integrated Software Applications I	4
ITNW 1437	Introduction to the Internet	4
IMED 1416	Web Design I	4
ITSC 1405	Introduction to PC Operating Systems	4
Second Semester		Credit
IMED 2409	Internet Commerce	4
ITSE 1450	System Analysis & Design	4
ITSE 2413	Web Authoring	4
ITSY 2400	Operating System Security	4
<b>Total Hours:</b>		<b>32</b>

## Microsoft Information Technology (MCITP) Server Administrator (MCS11) 111002

### Certificate of Completion

Upon successful completion of each course listed below the student can attempt certification exams offered by independent companies leading to certification as a MCITP Server Administrator, or CompTIA's Network+, or Security + certification.

		Credit
ITNW 1458	Network+* (Preparation for CompTIA's Network+ exam)	4
ITNW 1416	Network Administration** (Preparation for MS MCTS 70-642 exam)	4
ITNW 2454	Internet/Intranet Server** (Preparation for MS MCTS 70-640 exam)	4
ITNW 1454	Implementing and Supporting Servers** (Preparation for MS MC-PRO 70-646 exam)	4
ITSY 1442	Information Technology Security*** (Preparation for CompTIA's Security+ exam)	4
or		
ITNW 1408	Implementing and Supporting Client Operating Systems**** (Preparation for MCTS 70-680 exam)	4
<b>Total Hours</b>		<b>20</b>

\*Recommended as 1st courses. After completion of ITNW 1458 the student can take the CompTIA exam leading to CompTIA Network Certification.

\*\*These three courses will prepare students to sit for the exams leading to a Microsoft MCTS Server Administrator Certification.

\*\*\*This course is recommended for students wanting to complete the exam leading to a CompTIA Security Certification.

\*\*\*\*This course is recommended for students preparing for the MCTS Windows 7 Configuration Certification.

# Drafting and Design

The Computer-Aided Drafting & Design Department (CADD) at Central Texas College provides a flexible, competency-based program of study. The program is based on the competencies which are common to all drafting and design technicians. Emphasis is on developing the student's critical thinking process, world of work skills, as well as drafting procedures and techniques.

## Computer-Aided Drafting and Design (DFT12)

151301

### Associate of Applied Science Degree

#### First Year

First Semester		Credit
DFTG 1405	Technical Drafting*	4
DFTG 2412	Technical Illustration and Presentation	4
DFTG 1409	Basic Computer-Aided Drafting	4
MATH	MATH 1332, 1342 or 1414	3-4

#### Second Semester

DFTG 2417	Descriptive Geometry*	4
DFTG 2402	Machine Drafting	4
DFTG 2440	Solid Modeling/Design	4
ENGL 1301	Composition I	3
SPCH	SPCH 1315 or 1321	3

#### Second Year

##### First Semester

DFTG 1417	Architectural Drafting-Residential	4
DFTG 1458	Electrical/Electronics Drafting	4
ARCE 1452	Structural Drafting	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

#### Total Hours

66-67

\* ENGR 1304 and ENGR 1305 may substitute.

## Computer-Aided Drafting and Design (DFT12)

151301

### Certificate of Completion

		Credit
DFTG 1405	Technical Drafting	4
DFTG 2412	Technical Illustration and Presentation	4
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 2417	Descriptive Geometry	4
DFTG 2402	Machine Drafting	4
DFTG 2440	Solid Modeling/Design	4
MATH 1332	Contemporary Mathematics	3
<b>Total Hours</b>		<b>27</b>

# Early Childhood Professions

People working with young children must have special skills: knowledge of child development, boundless patience, good judgment, real strength of character, and maturity to exercise the balance of control and latitude such young children require. Few fields offer so many job opportunities for people with such varying levels of education, in such a variety of settings, and with as many different scheduling patterns.

## Early Childhood Professions (CDE12) 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		Credit
CDEC 1311	Educating Young Children**	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 1319	Child Guidance	3
ENGL 1301	Composition I	3
CDEC 1359	Children with Special Needs*	3
KINE	Physical Activity Course	1

#### Second Semester

CDEC 1358	Creative Arts for Early Childhood	3
CDEC 1354	Child Growth and Development**	3
CDEC 1318	Wellness of the Young Child**	3
CDEC 1303	Families, School and 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	
or		
CDEC 2328	Admin. of Programs for Children II	3
ELCT	Computer Technology Skills	4
SPCH	SPCH 1315, 1318, 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 2307	Math & Science for Early Childhood	3
CDEC 2388	Internship - Child Care Provider/Assistant	3
CDEC 2341	The School Age Child	3
CDEC 1195	Special Topics in Child Care Provider/Assistant	1
ELCT	Humanities/Fine Arts Selection	3
ELCT	Social/Behavioral Science Selection	3

**Total Hours 66-67**

- \* CDEC 1371 and 2340 may substitute
- \*\* TECA 1311 may be substituted for CDEC 1311  
TECA 1318 may be substituted for CDEC 1318  
TECA 1303 may be substituted for CDEC 1303  
TECA 1354 may be substituted for CDEC 1354

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

## Early Childhood Professions (CDEC) 190709

### Certificate of Completion

		Credit
CDEC 1311	Educating Young Children*	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 1354	Child Growth and Development*	3
CDEC 1318	Wellness of the Young Child*	3
CDEC 1303	Families, School and 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	
or		
CDEC 1391	Special Topics in Family Life and Relations Studies	3
<b>Total Hours</b>		<b>33</b>

- \* TECA 1311 may be substituted for CDEC 1311  
TECA 1318 may be substituted for CDEC 1318  
TECA 1303 may be substituted for CDEC 1303  
TECA 1354 may be substituted for CDEC 1354

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

## Administrator's Credentials (CDAC) 190708

### Certificate of Completion

First Semester		Credit
CDEC 1311	Educating Young Children*	
or		
CDEC 2341	The School Age Child	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	
or		
CDEC 2307	Math & Science for Early Childhood	3
CDEC 1319	Child Guidance	3
CDEC 2326	Administration of Programs for Children I	3
ENGL 1301	Composition I	3
<b>Second Semester</b>		
CDEC 1354	Child Growth and Development*	3
CDEC 1318	Wellness of the Young Child*	3
CDEC 2328	Administration of Programs for Children II	3
CDEC 2388	Internship - Child Care Provider/Assistant	3
ELCT	Computer Technology Skills	3
<b>Total Hours</b>		<b>30</b>

- \* TECA 1311 may be substituted for CDEC 1311  
TECA 1318 may be substituted for CDEC 1318  
TECA 1354 may be substituted for CDEC 1354

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

## Special Child Option (CDSC)

190709

### Certificate of Completion

First Semester		Credit
CDEC 1311	Educating Young Children*	3
CDEC 1359	Children with Special Needs	3
CDEC 1303	Families, School and Community*	3
CDEC 1371	Physical Development and Disorder in Children	3
ENGL 1301	Composition I	3
Second Semester		
CDEC 1313	Curriculum Resources in Early Childhood Programs	3
CDEC 2340	Instructional Techniques for Children with Special Needs	3
CDEC 1354	Child Growth and Development*	3
CDEC 1318	Wellness of the Young Child*	3
<b>Total Hours</b>		<b>27</b>

\* TECA 1311 may be substituted for CDEC 1311  
TECA 1318 may be substituted for CDEC 1318  
TECA 1303 may be substituted for CDEC 1303  
TECA 1354 may be substituted for CDEC 1354

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

# Electronics

*Computer Electronics and Networking has become the fastest growing technology career field in the world today. There are computers and networking systems imbedded in all facets of our lives. The Central Texas College Electronics program is designed for the student who wishes to enter the computer repair or networking career fields. It provides entry-level, industry-validated, hands-on instruction covering Computer Servicing and Repair and Computer Networking using state of the art tools and methodologies. Upon completion of this program of study, CTC graduates can expect to enter the job market with the skills required to succeed in this fast-paced industry.*

## Communications Electronics (ELCU)

150305

### Associate of Applied Science Degree

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

First Year		Credit
First Semester		
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 1301	Composition I	3
ELCT	Social/Behavioral Science Selection	3

## Second Year

### First Semester

EECT 1474	Basic Communications Circuits	4
CETT 1449	Digital Systems	4
CETT 1441	Solid State Circuits	4
SPCH	SPCH 1315 or 1321	3

### Second Semester

EECT 2439	Communications Circuits	4
ELMT 2435	Certified Electronics Technician Training	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 66**

## Computer Electronics (ELCP)

151202

### Associate of Applied Science Degree

## First Year

### First Semester

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 1301	Composition I	3
ELCT	Social/Behavioral Science Selection	3

## Second Year

### First Semester

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 1404	Microcomputer Systems Software	4
ELMT 2435	Certified Electronics Technician Training	4
ELCT	Humanities/Fine Arts Selection	3
ELCT	Approved Technical Elective	3-4
SPCH	SPCH 1315 or 1321	3

**Total Hours 66-67**

## Computer Electronics Technology

(ELCP)

151202

### Certificate of Completion

### First Semester

CPMT 1403	Introduction to Computer Technology	4
CETT 1425	Digital Fundamentals	4
CETT 1403	DC Circuits	4
ENGL 1301	Composition I	3

### Second Semester

CETT 1405	AC Circuits	4
CETT 1429	Solid State Devices	4
CPMT 1445	Computer Systems Maintenance	4
SPCH	SPCH 1315 or 1321	3

**Total Hours 30**

# Emergency Medical Technology

The Emergency Medical Technology program is offered to certified EMT-B or Advanced EMT applicants. Upon successful completion, students are eligible to take the exam to become certified as an Emergency Medical Technician – Paramedic through the National Registry of EMTs (NREMT) and the Texas Department of State Health Services. Central Texas College offers the certificate of completion and an Associate Degree in Applied Science.

## Emergency Medical Technology (EMT9) 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
KINE	Physical Activity Course	1

### Second Semester

EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1338	Introduction to Advanced Practice	3
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, 1318 or 1321	3
KINE	Physical Activity Course	1
ELCT	Humanities/Fine Arts Selection	3
EMSP 1167	Practicum-EMT	1

#### Second Semester

EMSP 2330	Special Populations	3
BIOL 2421	Microbiology for Science Majors	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>69</b>

## EMT - Paramedic (EMP9)

510904

### Certificate of Completion

Upon successful completion of EMSP 1401 and EMSP 1160, students are eligible to sit for the EMT-Basic exam.

Upon successful completion of EMSP 1355, EMSP 1356 and EMSP 1166 students are eligible to sit for the Advanced EMT exam.

Upon successful completion of the certificate, students are eligible to sit for the EMT-Paramedic exam.

		Credit
EMSP 1401	Emergency Medical Technician -Basic	4
EMSP 1160	Clinical-EMT	1
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1166	Practicum-EMT	1
EMSP 2444	Cardiology	4
EMSP 2434	Medical Emergencies	4
EMSP 1167	Practicum-EMT	1
EMSP 2330	Special Populations	3
EMSP 2338	EMS Operations	3
EMSP 2143	Assessment Based Management	1
EMSP 1268	Practicum-EMT	2
<b>Total Hours</b>		<b>33</b>

## General Studies

The two-year General Studies program offers a wide selection of courses to fulfill degree requirements for students who have special education needs that are not satisfied by other degree programs; who want to experiment in diverse areas; who want to expand their base of knowledge or enhance their personal development; who are looking for particular skills; or who are employed and feel a need to expand overall skills to better meet new employment needs.

### General Studies (GSTU) 240102 Associate of Arts 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		Credit
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
KINE	Physical Activity Course	1
ELCT	Electives*	9

#### Second Semester

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

#### Second Year

##### First Semester

GOVT 2301	American Government I	3
ELCT	Electives*	12
KINE	Physical Activity Course	1

<b>Second Semester</b>		
GOVT 2302	American Government II	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Electives*	10
<b>Total Hours</b>		<b>64</b>

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.

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

# Heating and Air Conditioning

*This program is designed for students desiring to prepare themselves for a career in residential and commercial air conditioning and refrigeration. The program provides entry-level, industry-validated "hands-on" instruction using current technologies and equipment.*

*Studies include air conditioning and refrigeration principles and theory, electrical theory and application, gas and electrical heating, A/C central principles, residential and commercial air conditioning, system design, commercial refrigeration, heat pumps and troubleshooting.*

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

**Associate of Applied Science Degree**

<b>First Year</b>		
<b>First Semester</b>		
HART 1407	Refrigeration Principles	4
HART 1401	Basic Electricity for HVAC	4
HART 1445	Gas and Electric Heating	4
MATH 1332	Contemporary Mathematics	3
KINE	Physical Activity Course	1
<b>Second Semester</b>		
HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
ELCT	Computer Technology Skills	4
ENGL 1301	Composition I	3
GOVT	GOVT 2301 or 2302	3
<b>Second Year</b>		
<b>First Semester</b>		
HART 2449	Heat Pumps	4
HART 2438	Air Conditioning Installation and Startup	4
HART 2441	Commercial Air Conditioning	4
HART 2442	Commercial Refrigeration	4
ELCT	Humanities/Fine Arts Selection	3
<b>Second Semester</b>		
HART 2436	Air Conditioning Troubleshooting	4
HART 2431	Advanced Electricity for HVAC	4
SPCH	SPCH 1315 or 1321	3
HART 2445	Residential Air Conditioning System Design	4
or		
HART 2488	Internship	4
<b>Total Hours</b>		<b>68</b>

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

**Certificate of Completion**

<b>First Year</b>		
<b>First Semester</b>		
HART 1407	Refrigeration Principles	4
HART 1401	Basic Electricity for HVAC	4
HART 1445	Gas and Electric Heating	4
<b>Second Semester</b>		
HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
HART 2438	Air Conditioning Installation and Startup	4
<b>Second Year</b>		
<b>First Semester</b>		
HART 2449	Heat Pumps	4
HART 2441	Commercial Air Conditioning	4
HART 2442	Commercial Refrigeration	4
<b>Second Semester</b>		
HART 2436	Air Conditioning Troubleshooting	4
HART 2431	Advanced Electricity for HVAC	4
HART 2445	Residential Air Conditioning System Design	4
or		
HART 2488	Internship	4
<b>Total Hours</b>		<b>48</b>

## Commercial Heating, Air Conditioning and Refrigeration (HARC) 470201

**Certificate of Completion**

<b>First Semester</b>		
HART 1407	Refrigeration Principles	4
HART 1401	Basic Electricity for HVAC	4
HART 1445	Gas and Electric Heating	4
HART 2441	Commercial Air Conditioning	4
<b>Second Semester</b>		
HART 2431	Advanced Electricity for HVAC	4
HART 2442	Commercial Refrigeration	4
HART 1403	Air Conditioning Control Principles	4
HART 2436	Air Conditioning Troubleshooting	4
HART 2445	Residential Air Conditioning System Design	4
HART 2438	Air Conditioning Installation and Startup	4
or		
HART 2488	Internship	4
<b>Total Hours</b>		<b>40</b>

## Residential Heating, Air Conditioning and Refrigeration (HARR) 470201

**Certificate of Completion**

<b>First Semester</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	Air Conditioning Control Principles	4

<b>Second Semester</b>			
HART 2449	Heat Pumps		4
HART 2438	Air Conditioning Installation and Startup		4
HART 2431	Advanced Electricity for HVAC		4
HART 2436	Air Conditioning Troubleshooting		4
HART 2445	Residential Air Conditioning System Design		
or			
HART 2488	Internship		4
<b>Total Hours</b>			<b>40</b>

# Hospitality Management

The Central Texas College Hospitality Management program offers an Associate in Applied Science degree in three areas of specialization: Restaurant and Culinary Management, Food and Beverage Management and Hotel Management.

Students at CTC have an opportunity to complete their Associate of Applied Science Degree using a "stepping stone" approach. Students may begin by completing one or several of the certificates of completion available. The semester credit hours earned through these certificates can be applied to the requirements of Associates of Applied Science degree. These certificates, ranging from 21 to 41 semester credit hours, will enable the student to put their education to work for them in a shorter period of time and still pursue the Associate of Applied Science Degree. These certificates include Property Management, Baking, Institutional Food Service Operations, Culinary Arts, Rooms Divisions, Food and Beverage Management, Restaurant Skills and Restaurant Operations.

## Restaurant and Culinary Management (HMRCM) 520901 Associate of Applied Science Degree

<b>First Year</b>			
<b>First Semester</b>			<b>Credit</b>
CHEF 1305	Sanitation and Safety		3
HAMG 1321	Intro 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
KINE	Physical Activity Course		1

<b>Second Semester</b>			
GOVT 2301	American Government I		3
HAMG 1319	Computers in Hospitality		3
SPCH	SPCH 1315 or SPCH 1321		3
ELCT	CHEF/PSTR		3
ELCT	CHEF/PSTR		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	HAMG/RSTO/TRVM		3
ELCT	CHEF/PSTR		3

<b>Second Semester</b>			
RSTO 1325	Purchasing for Hospitality Operations		3
MATH	MATH 1332 or MATH 1342		3
HAMG 1340	Hospitality Legal Issues		3
RSTO 1313	Hospitality Supervision		3
ELCT	Academic Elective		3
HAMG 2388	Internship		3
<b>Total Hours</b>			<b>72</b>

## Hotel Management Specialization (HMHM) 520901 Associate of Applied Science Degree

<b>First Year</b>			
<b>First Semester</b>			<b>Credit</b>
CHEF 1305	Sanitation and Safety		3
HAMG 1321	Intro 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

<b>Second Semester</b>			
GOVT 2301	American Government I		3
SPCH	SPCH 1315 or SPCH 1321		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

<b>Second Year</b>			
<b>First Semester</b>			
RSTO 1325	Purchasing for Hospitality Operations		3
RSTO 1204	Dining Room Service		2
HAMG 1342	Guest Room Maintenance		3
MATH	MATH 1332 or MATH 1342		3
HAMG 1340	Hospitality Legal Issues		3
ELCT	HAMG/RSTO/TRVM		3
KINE	Physical Activity Course		1

<b>Second Semester</b>			
HAMG 2337	Hospitality Facilities Management		3
ENGL 1301	Composition I		3
ELCT	HAMG/RSTO/TRVM		3
HAMG 2307	Hospitality Marketing and Sales		3
ELCT	HAMG/RSTO/TRVM		3
HAMG 2388	Internship		3
<b>Total Hours</b>			<b>72</b>

\* HAMG 1324 may substitute.

## Culinary Arts (HMCA) 520905 Certificate of Completion

<b>First Semester</b>			<b>Credit</b>
CHEF 1305	Sanitation and Safety		3
RSTO 1313	Hospitality Supervision		3
HAMG 1321	Intro to the Hospitality Industry		3
CHEF 1301	Basic Food Preparation		3
HAMG 1319	Computers in Hospitality		3

<b>Second Semester</b>			
CHEF 1410	Garde Manger		4
HAMG 2301	Principles of Food and Beverage Operations		3
ELCT	CHEF/PSTR		3

<b>Third Semester</b>		
IFWA 1318	Nutrition for the Food Service Professional	3
HAMG 2388	Internship	3
RSTO 1325	Purchasing for Hospitality Operations	3
PSTR 1301	Fundamentals of Baking	3
ELCT	CHEF/PSTR	3
<b>Total Hours</b>		<b>40</b>

### **Restaurant Skills (HMR9)**

**520905**

**Certificate of Completion**

		<b>Credit</b>
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
ELCT	CHEF/PSTR	3
PSTR 1301	Fundamentals of Baking	3
<b>Total Hours</b>		<b>20</b>

### **Baking (HMBK9)**

**520905**

**Certificate of Completion**

		<b>Credit</b>
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
PSTR 1302	Cake Baking and Production	3
PSTR 1306	Cake Decorating	3
PSTR 2350	Wedding Cakes	3
PSTR 2307	Cake Decorating II	3
PSTR 2331	Advanced Pastry Shop	3
<b>Total Hours</b>		<b>21</b>

### **Property Management Advanced (HMP12)**

**520904**

**Certificate of Completion**

<b>First Semester</b>		<b>Credit</b>
HAMG 1313	Front Office Procedures	3
HAMG 1340	Hospitality Legal Issues	3
HAMG 1321	Intro to the Hospitality Industry	3
HAMG 2337	Hospitality Facilities Management	3
HAMG 2372	Hospitality Industry Training	3
<b>Second Semester</b>		
HAMG 2332	Hospitality Financial Management	3
RSTO 1313	Hospitality Supervision	3
HAMG 1324	Hospitality Human Resources	3
HAMG 2301	Principles of Food and Beverage Operations	3
HAMG 2307	Hospitality Marketing and Sales	3
<b>Third Semester</b>		
HAMG 1319	Computers in Hospitality	3
HAMG 1342	Guest Room Maintenance	3
HAMG 2388	Internship	3
<b>Total Hours</b>		<b>39</b>

### **Rooms Division (HMRD)**

**520904**

**Certificate of Completion**

<b>First Semester</b>		<b>Credit</b>
HAMG 1313	Front Office Procedures	3
HAMG 1321	Intro to the Hospitality Industry	3
HAMG 1342	Guest Room Maintenance	3
HAMG 1340	Hospitality Legal Issues	3

#### **Second Semester**

RSTO 1313	Hospitality Supervision	3
HAMG 1319	Computers in Hospitality	3
HAMG 2332	Hospitality Financial Management	3
HAMG 2388	Internship	3
<b>Total Hours</b>		<b>24</b>

### **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 1321	Intro 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	HAMG/RSTO/TRVM	3

#### **Second Semester**

GOVT 2301	American Government I	3
HAMG 1324	Hospitality Human Resource Management	3
SPCH	SPCH 1315 or 1321	3
RSTO 1204	Dining Room Service	2
ELCT	HAMG/RSTO/TRVM	3
HAMG 2301	Principles of Food and Beverage Operations	3
KINE	Physical Activity Course	1

#### **Second Year**

##### **First Semester**

HAMG 2332	Hospitality Financial Management	3
TRVM 2301	Introduction to Convention and Meeting Management	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 Semester**

RSTO 1325	Purchasing for Hospitality Operations	3
MATH	MATH 1332 or MATH 1342	3
HAMG 1340	Hospitality Legal Issues	3
RSTO 1313	Hospitality Supervision	3
ELCT	Academic Elective	3
HAMG 2388	Internship	3
<b>Total Hours</b>		<b>72</b>

## Food and Beverage Management (HMFOL)

520905

### Certificate of Completion

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

#### Lower Division Major Courses:

**Total of 23 credits, select from among the following courses:**

		Credit
CHEF 1305	Sanitation and Safety	3
HAMG 1319	Computers in Hospitality	3
HAMG 1324	Hospitality Human Resource Management	3
HAMG 2301	Principles of Food and Beverage Operations	3
RSTO 1204	Dining Room Service	2
RSTO 1313	Hospitality Supervision	3
HAMG 1321	Intro to the Hospitality Industry	3
RSTO 2301	Principles of Food and Beverage Controls	3

#### Hospitality

Select three of the following courses:

HAMG 1313	Front Office Procedures	3
HAMG 1342	Guest Room Maintenance	3
HAMG 2337	Hospitality Facilities Management	3
HAMG 2372	Hospitality Industry Training	3
TRVM 2301	Introduction to Convention and Meeting Management	3

**Total Hours** **32**

# Interdisciplinary Studies

*The Interdisciplinary Studies Associate of Arts degree offers a wide selection of courses to fulfill degree requirements for students who have special education desires that are not satisfied by other degree programs. Completion of the Core requirements will maximize transfer credit for those students who want to pursue a Baccalaureate degree. Students planning to attend a senior college should coordinate with that senior college to ensure that the courses taken at Central Texas College will fulfill the degree requirements there.*

## Interdisciplinary Studies (IDST) 240101

### Associate of Arts Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Foreign Language (FREN, GERM, SPAN, JAPN) .....	8
Specialization -University Parallel, Texas Common Course (TCCN).....	10
<b>Total Hours .....</b>	<b>66</b>

# Legal Assistant

*The Paralegal/Legal Assistant curriculum is designed primarily for persons who seek full or part-time employment as paralegals. The curriculum also serves students who are exploring their interest in law related careers, including as lawyers. The 2-year program culminates in an Associate of Applied Science Degree. Students may start in the program in any of the three semesters and each semester, one or more classes are offered online.*

## Paralegal/Legal Assistant (LAP8)

220302

### Associate of Applied Science Degree

#### 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
ELCT	ITSW 1401 or ITSC 1409	4

#### Second Semester

LGLA 1317	Law Office Technology	3
LGLA 1345	Civil Litigation	3
LGLA 1351	Contracts	3
LGLA 1355	Family Law	3
MATH	MATH 1324 or 1342 or 1332	3
SPCH	SPCH 1315 or 1321	3

#### Second Year

##### First Semester

LGLA 1353	Wills, Trusts, and Probate Administration	3
POFT 1207	Proofreading and Editing	2
LGLA 2303	Torts and Personal Injury Law	3
ELCT	ACCT 2301 or ACNT 1325 or BUSG 1370	3
GOVT 2301	American Government I	3
KINE	Physical Activity Course	1

##### Second Semester

LGLA 2313	Criminal Law and Procedures	3
POFT 1309	Administrative Office Procedures I	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 2435	Advanced Civil Litigation	4
<b>Total Hours</b>		<b>68</b>

# Maintenance Technology

This program is for the student who wishes to enter a Building Trades (Construction or Maintenance) career field. The program provides entry-level, industry-validated, hands-on instruction that prepares the student to enter and be successful in the job market.

Studies in the Maintenance Technology AAS degree include basic shop skills; electrical wiring; plumbing; painting and refinishing (interior and exterior); carpentry to include roofing, flooring, walls, doors, and windows, cabinets; welding; estimating; blueprint reading; and air conditioning/heating.

## Maintenance Technology (MTNT) 460401

### Associate of Applied Science Degree

#### First Year

First Semester		Credit
CRPT 1429	Introduction to Carpentry	4
HART 1407	Refrigeration Principles	4
or		
WDWK 1413	Cabinet Making I	
CRPT 1423	Floor Systems	4
MATH 1332	Contemporary Mathematics	3
KINE	Physical Activity Course	1

#### Second Semester

ELPT 1411	Basic Electrical Theory	4
ELPT 1429	Residential Wiring	4
ENGL 1301	Composition I	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
or		
WDWK 2451	Cabinet Making II	
ELEC	Computer Technology Skills	4
GOVT	GOVT 2301 or 2302	3

##### Second Semester

CBFM 1334	Interior and Exterior Painting and Refinishing	3
HART 1401	Basic Electricity for HVAC	4
or		
CNBT 1446	Construction Estimating I	
MBST 1507	Masonry I	5
SPCH	SPCH 1315 or 1321	3
PFPB 2445	Residential Construction Plumbing II	
or		
CBFM 2487	Internship	4
<b>Total Hours</b>		<b>72</b>

# Mathematics

The Associate of Science degree in Mathematics is designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas.

## Mathematics (MATH) 270101

### Associate of Science Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	4
Mathematics Selection (MATH 2413 and MATH 2414).....	8
Natural Science Selection (BIOL, CHEM, PHYS, GEOL)...	4
Mathematics Specialization .....	7
<b>Total Hours .....</b>	<b>68</b>

MATH 2318 Linear Algebra, MATH 2412 Precalculus Math, MATH 2415 Calculus III.

# Mental Health Services

The Mental Health Services program offers Associate of Applied Science degrees and Certificates of Completion in the specialized areas of, Chemical Dependency, At Risk Youth, Social Work and Criminal Justice Addictions. These degrees and certificates are designed for students seeking employment in Mental Health related career fields. Employment opportunities in the Mental Health Services field are expected to rise due to the increased number of older persons, many of whom will require mental health services; increased public acceptance of formal treatment for substance abuse; and a lessening of the stigma attached to those receiving mental health care. Additionally, CTC's Associate of Applied Science degrees and certificates lay the foundation for those students wishing to pursue a Baccalaureate degree in Mental Health related career fields.

## At Risk Youth Specialization (MHA8) 511503

### Associate of Applied Science Degree

#### First Year

First Semester		Credit
PSYT 1329	Interviewing & Communication Skills	3
DAAC 1319	Introduction to Alcohol and Other Drug Addictions	3
DAAC 1304	Pharmacology of Addiction	3
PSYC 1300	Learning Frameworks	3
PSYT 1309	Health Psychology	3

#### Second Semester

CMSW 1370	Adolescent Development	3
ENGL 1301	Composition I	3
CMSW 1309	Problems of Children and Adolescents	3
DAAC 1311	Counseling Theories	3
PSYC 2301	General Psychology	3

<b>Third Semester</b>		
KINE	Physical Activity Course	1
PSYT 2331	Abnormal Psychology	3
PSYT 2321	Crisis Intervention	3

**Second Year**

<b>First Semester</b>		
PSYT 2345	Principles of Behavior Management and Modification	3
ELCT	Mental Health Elective	3
ENGL 2311	Technical and Business Writing	3
DAAC 2307	Addicted Family Intervention	3
DAAC 2354	Dynamics of Group Counseling	3

<b>Second Semester</b>		
MATH	MATH 1332 or 1342	3
SCWK 2301	Assessment and Case Management	3
CMSW 1167	Practicum	1
SPCH	SPCH 1315 or 1321	3
ELCT	Humanities/Fine Arts Selection	3
<b>Total Hours</b>		<b>65</b>

**At Risk Youth Specialization Advanced Certificate (MHA11)**

**511503**

**Certificate of Completion**

<b>First Semester</b>		<b>Credit</b>
PSYT 1329	Interviewing & Communication Skills	3
DAAC 1319	Introduction to Alcohol and Other Drug Addictions	3
DAAC 1304	Pharmacology of Addiction	3
CMSW 1309	Problems of Children and Adolescents	3
PSYC 1300	Learning Frameworks	3

<b>Second Semester</b>		
DAAC 2307	Addicted Family Intervention	3
PSYT 2345	Principles of Behavior Management and Modification	3
CMSW 1370	Adolescent Development	3
DAAC 1311	Counseling Theories	3
PSYT 2321	Crisis Intervention	3

<b>Third Semester</b>		
SCWK 2301	Assessment and Case Management	3
PSYT 2331	Abnormal Psychology	3
DAAC 2354	Dynamics of Group Counseling	3
CMSW 1167	Practicum	1
<b>Total Hours</b>		<b>40</b>

**Chemical Dependency Specialization (MHC8)**

**511503**

**Associate of Applied Science Degree**

<b>First Year</b>		<b>Credit</b>
<b>First Semester</b>		
PSYT 1329	Interviewing & Communication Skills	3
DAAC 1319	Introduction to Alcohol and Other Drug Addictions	3
DAAC 1304	Pharmacology of Addiction	3
PSYC 1300	Learning Frameworks	3
PSYT 1309	Health Psychology	3

<b>Second Semester</b>		
DAAC 1309	Assessment Skills of Alcohol and Other Drug Addictions	3
ENGL 1301	Composition I	3
CMSW 1309	Problems of Children and Adolescents	3
DAAC 1311	Counseling Theories	3
PSYC 2301	General Psychology	3

**Second Year**

<b>First Semester</b>		
KINE	Physical Activity Course	1
PSYT 2331	Abnormal Psychology	3
PSYT 2321	Crisis Intervention	3

<b>Second Semester</b>		
DAAC 2301	Therapeutic Communities in the Criminal Justice Setting	3
ELCT	Mental Health Elective	3
ENGL 2311	Technical and Business Writing	3
DAAC 2307	Addicted Family Intervention	3
DAAC 2354	Dynamics of Group Counseling	3

<b>Third Semester</b>		
MATH	MATH 1332 or 1342	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2367	Practicum	3
SPCH	SPCH 1315 or 1321	3
ELCT	Humanities/Fine Arts Selection	3
<b>Total Hours</b>		<b>67</b>

**Chemical Dependency Specialization - Advanced Certificate (MHCA)**

**511503**

**Certificate of Completion**

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

<b>Second Semester</b>		
PSYT 2331	Abnormal Psychology	3
DAAC 2307	Addicted Family Intervention	3
PSYT 2321	Crisis Intervention	3
DAAC 1311	Counseling Theories	3
DAAC 2301	Therapeutic Communities in a Criminal Justice Setting	3

<b>Third Semester</b>		
DAAC 2354	Dynamics of Group Counseling	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2367	Practicum	3
<b>Total Hours</b>		<b>39</b>

## Criminal Justice Addictions (MHCJ)

511503

### Certificate of Completion

First Semester		Credit
PSYT 1329	Interviewing & Communications Skills	3
DAAC 1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC 1304	Pharmacology of Addiction	3
DAAC 1309	Assessment Skill of Alcohol & Other Drug Addictions	3
DAAC 2307	Addicted Family Intervention	3
Second Semester		
PSYT 2331	Abnormal Psychology	3
DAAC 2354	Dynamics of Group Counseling	3
PSYT 2321	Crisis Intervention	3
DAAC 2341	Counseling Alcohol & Other Drug Addictions	3
DAAC 2301	Therapeutic Communities in a Criminal Justice Setting	3
DAAC 2367	Practicum	3
<b>Total Hours</b>		<b>33</b>

## Social Work Specialization (MHS8)

511503

### Associate of Applied Science

#### First Year

First Semester		Credit
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
SOCI 1301	Introduction to Sociology	3
PSYT 1329	Interviewing & Communications Skills	3
PSYC 1300	Learning Frameworks	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)

KINE	Physical Activity Course	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 2321	Crisis Intervention	3
DAAC 1304	Pharmacology of Addiction	3

##### Third Semester

SOCW 2362	Social Welfare as a Social Institution	3
CMSW 1167	Practicum	1
DAAC 2354	Dynamics of Group Counseling	3
PSYT 1309	Health Psychology	3
MATH	MATH 1332 or 1342	3
<b>Total Hours</b>		<b>68</b>

# Office Technology

The Office Technology Department offers educational paths for meaningful careers in professional and health-related office settings. Students master state-of-the-art computer software applications as well as communication and interpersonal skills to equip them for employment in the global workforce.

Four of the Office Technology certificates of completion within this program may be completed through the Vocational Skills Center. The Vocational Skills Center offers students instruction through a self-paced, open-entry delivery format. This instructional clock hour format provides flexibility to accommodate the special needs of the student.

## Executive Assistant (OTEA)

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
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records & Information Management I	3
KINE	Physical Activity Course	1

#### Second Semester

POFI 2301	Word Processing	3
POFT 1325	Business Math and Machine Applications	3
MATH 1414	College Algebra	4
ENGL 1301	Composition I	3
POFT 2312	Business Correspondence and Communication	3
ELCT	POFI/POFT/POFM/HITT Selection	3

#### Second Year

##### First Semester

ACNT 1325	Principles of Accounting I*	3
POFI 2331	Desktop Publishing	3
ELCT	Humanities/Fine Arts Selection	3
SPCH	SPCH 1315 or 1321	3
KINE	Physical Activity Course	1
ELCT	POFI/POFT Internship Selection	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	
ELCT	Social/Behavioral Science Selection	3
ELCT	POFI/POFT Internship Selection	3

##### Total Hours

66

\*ACNT 1325 or ACCT 2301.

## Administrative Support (OTAS)

**520401**

### Certificate of Completion

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
POFT	1319	Records & Information Management I	3

Second Semester			
POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
MATH	1414	College Algebra	4
ENGL	1301	Composition I	3
POFT	2312	Business Correspondence and Communication	3
ELCT		POFI/POFT/POFM/HITT Selection	3

Third Semester			Credit
ACNT	1325	Principles of Accounting I*	3
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3
ELCT		POFI/POFT Internship Selection	3
<b>Total Hours</b>			<b>49</b>

\* ACNT 1325 or ACCT 2301.

## Office Assistant (OTOA)

**520401**

### Certificate of Completion

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
POFT	1319	Records & Information Management I	3

Second Semester			
POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
POFI	1349	Spreadsheets	3
ENGL	1301	Composition I	3
ELCT		POFI/POFT/POFM/HITT Selection	3
ELCT		POFI/POFT Internship Selection	3
<b>Total Hours</b>			<b>33</b>

## Office Management (OTOM)

**520401**

### Associate of Applied Science Degree

First Year			Credit
First Semester			
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
BMGT	1327	Principles of Management	3
POFT	1309	Administrative Office Procedures I	3
KINE		Physical Activity Course	1

### Second Semester

POFI	2301	Word Processing	3
POFT	1319	Records & Information Management I	3
POFT	2312	Business Correspondence and Communication	3
BMGT	1325	Office Management	3
ENGL	1301	Composition I	3
POFT	1325	Business Math and Machine Applications	3

### Second Year

#### First Semester

ACNT	1325	Principles of Accounting I*	3
POFI	1349	Spreadsheets	3
MATH	1414	College Algebra	4
SPCH		SPCH 1315 or 1321	3
KINE		Physical Activity Course	1
ELCT		POFI/POFT/POFM/HITT Selection	3

#### Second Semester

ACNT	1326	Principles of Accounting II*	3
POFT	1349	Administrative Office Procedures II	3
HRPO	2301	Human Resources 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 Management (OTOM)

**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
BMGT	1327	Principles of Management	3
POFT	1309	Administrative Office Procedures I	3

#### Second Semester

POFI	2301	Word Processing	3
POFT	1319	Records & Information Management I	3
POFT	2312	Business Correspondence and Communication	3
BMGT	1325	Office Management	3
POFT	1325	Business Math and Machine Applications	3

#### Second Year

##### First Semester

ACNT	1325	Principles of Accounting I*	3
POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3
ELCT		POFI/POFT/POFM/HITT Selection	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>54</b>

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

## Office Management (OTOM)

**520401**

### Certificate of Completion

First Semester		Credit
POFI 1301	Computer Applications I	3
POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
BMGT 1327	Principles of Management	3
POFT 1309	Administrative Office Procedures I	3

### Second Semester

POFI 2301	Word Processing	3
POFT 1319	Records & Information Management I	3
POFT 2312	Business Correspondence and Communication	3
POFT 1325	Business Math and Machine Applications	3
BMGT 1325	Office Management	3
ELCT	POFI/POFT Internship Selection	3

**Total Hours 33**

## Software Applications Specialist (OTSA)

**520407**

### Certificate of Completion

		Credit
POFI 1301	Computer Applications I	3
POFT 1329	Beginning Keyboarding	3
POFI 2301	Word Processing	3
POFT 2333	Advanced Keyboarding	3
or		
POFI 2340	Advanced Word Processing	3
POFI 1349	Spreadsheets	3

**Total Hours 15**

## Health Management Related

### Medical Office Specialist (OTMO)

**510716**

### Certificate of Completion

First Semester		Credit
POFT 1329	Beginning Keyboarding	3
POFM 1317	Medical Administrative Support	3
POFT 1301	Business English	3

### Second Semester

POFI 1301	Computer Applications I	3
POFT 2312	Business Correspondence and Communication	3
HITT 1305	Medical Terminology I	3

### Third Semester

POFI 2301	Word Processing	3
POFT 1319	Records & Information Mgmt I	3
POFT 1325	Business Math and Machine Applications	3
POFI 1349	Spreadsheets	3

### Fourth Semester

POFM 1302	Medical Software Applications	3
POFM 1327	Medical Insurance	3
POFI 2386	Internship	3

**Total Hours 39**

## Medical Transcription (OTMT)

**510716**

### Certificate of Completion

(Courses offered in the online delivery format only)

First Semester		Credit
POFT 1329	Beginning Keyboarding	3
POFM 1317	Medical Administrative Support	3
HITT 1305	Medical Terminology I	3
MRMT 1307	Medical Transcription I	3

### Second Semester

POFT 1301	Business English	3
POFI 2301	Word Processing	3
HITT 1303	Medical Terminology II	3
MRMT 2333	Medical Transcription II	3
POFT 1207	Proofreading and Editing	2

### Third Semester

MRMT 2357	Advanced Medical Transcription	3
HITT 1249	Pharmacology	2
MDCA 1409	Anatomy and Physiology for Medical Assistants	4
POFI 1301	Computer Applications I	3

### Fourth Semester

MRMT 2166	Practicum	1
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**Total Hours 39**

# Protective Services

*The Protective Services Department follows the principles and guidelines of the Central Texas College mission, utilizing its resources to provide qualified individuals for local, state, national, and international public criminal justice agencies. Further, it assists students in making intelligent career choices and assists the field in providing qualified employees by guaranteeing the performance of its graduates.*

### 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
KINE 1125	Physical Conditioning I	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
KINE	Physical Activity Course	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	GOVT 2301 or 2302	3

**Second Semester**

CJSA 2331	Child Abuse, Prevention and Investigation	3
CJLE 1211	Basic Firearms*	2
ELCT	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology Skills	3

**Total Hours** 67

\* Appropriate Criminal Justice elective selection may substitute.

**Criminal Justice - Corrections Specialization (CJCR)****430104****Associate of Applied Science Degree****First Year****First Semester** **Credit**

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
KINE 1125	Physical Conditioning I	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
KINE	Physical Activity Course	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	GOVT 2301 or 2302	3

**Second Semester**

CJCR 1358	Rights of Prisoners	3
CJLE 1211	Basic Firearms*	2
ELCT	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology Skills	3

**Total Hours** 67

\* Appropriate Criminal Justice elective selection may substitute.

**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	Intro to Criminal Justice	3
CJSA 1359/CRIJ 2328	Police Systems and Practices	3

**Core Courses Total** 15**(Criminal Justice Studies Specialization-CJCJ)****Second Semester**

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

**Specialization Courses Total** 15**Certificate Total** 30**(Criminal Justice Corrections Specialization-CJCR)****Second Semester**

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

**Specialization Courses Total** 15**Certificate Total** 30**Fire Protection (FIP12)****430202****Associate of Applied Science Degree**

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

**First Year****First Semester****Credit**

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
KINE 1125	Physical Conditioning I	1

**Second Semester**

FIRT 1307	Fire Prevention Codes and Inspection	3
FIRT 1319	Firefighter Health and Safety	3
FIRT 2309	Firefighting Strategies and Tactics I	3
ENGL	ENGL 1302 or 2311	3
MATH	MATH 1332, 1342 or higher level	3
KINE	Physical Activity Course	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
or		
EMSP 1401	Emergency Medical Technician Basic and	4
EMSP 1160	Clinical - Emergency Medical Technology/Technician	1
SOCI 1301	Introduction to Sociology	3
GOVT	GOVT 2301 or 2302	3

<b>Second Semester</b>			
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 Communication	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Computer Technology Skills	3
<b>Total Hours</b>			<b>68-70</b>

## Fire Protection (FIP12)

**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	2309	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	3
FIRT	1333	Fire Chemistry I	3
FIRT		Technical Elective	3
or			
EMSP	1401	Emergency Medical Technician Basic and	4
EMSP	1160	Clinical - Emergency Medical Technology/Technician	1
<b>Total Hours</b>			<b>30-32</b>

# Public Administration

*This program is designed for individuals interested in entering the field of Emergency Management Planning and Homeland Security and additionally for those currently in an emergency response profession seeking to update or broaden their skills. The Associate of Applied Science degree and certificate will prepare students for decision making, problem solving, and skills to plan, implement, and coordinate resources necessary for preparedness, mitigation, response, and recovery from disasters. A number of the courses are pre-approved equivalents to courses offered by the Texas Department of Emergency Management and the Federal Management Agency.*

## Homeland Security and Emergency Management (HSEM)

**440401**

### Associate of Applied Science Degree

<b>First Year</b>			<b>Credit</b>
<b>First Semester</b>			
HMSY	1337	Introduction to Homeland Security	3
EMAP	1400	Principles of Basic Emergency Management	4
LGLA	1304	Military and National Security Legal Issues	3
ENGL	1301	Composition I	3
GOVT	2301	American Government I	3
KINE		Physical Activity Course	1

<b>Second Semester</b>			
ITSC	1409	Integrated Software Applications I	4
HMSY	1338	Homeland Security Emergency Communications Management	3
HMSY	1340	Homeland Security Intelligence Operations	3
HMSY	1341	Critical Infrastructure Protection	3
HMSY	1342	Understanding and Combating Terrorism	3

## Second Year

### First Semester

KINE		Physical Activity Course	1
ELEC		Humanities/Fine Arts Selection	3
MATH		MATH 1332, 1342 or higher level	3
HMSY		HMSY Elective	3
ELEC		Social/Behavioral Science Selection	3
EMAP	2355	Disaster Recovery	
or			
BMGT	1327	Principles of Management	3
HMSY	1339	Homeland Security Emergency Contingency Planning	3

### Second Semester

EMAP	2300	Developing Volunteer Resources and Decision Making	3
EMAP	2301	Leadership and Effective Communication	3
EMAP	2302	Managing Mass Casualty and Fatality Incidents	3
HMSY	2337	Managing a Unified Incident Command	3
HMSY	1470	Final Project in Homeland Security and Emergency Management	
or			
HMSY	2476	Internship	4
<b>Total Hours</b>			<b>68</b>

## Homeland Security and Emergency Management (HSEM)

**440401**

### Certificate of Completion

<b>First Semester</b>			<b>Credit</b>
HMSY	1337	Introduction to Homeland Security	3
EMAP	1400	Principles of Basic Emergency Management	4
LGLA	1304	Military and National Security Legal Issues	3
HMSY	1338	Homeland Security Emergency Communications Management	3
HMSY	1342	Understanding and Combating Terrorism	3

### Second Semester

EMAP	2355	Disaster Recovery	
or			
HMSY	1339	Homeland Security Emergency Contingency Planning	3
EMAP	2300	Developing Volunteer Resources and Decision Making	3
EMAP	2301	Leadership and Effective Communication	3
HMSY	2337	Managing a Unified Incident Command	3
HMSY	1470	Final Project in Homeland Security and Emergency Management	
or			
HMSY	2476	Internship	4
<b>Total Hours</b>			<b>32</b>

# Social Science

The Associate of Arts degree in Social Science is designed for the student wishing to pursue a Baccalaureate degree in one of the many liberal arts career fields. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas. The Associate of Arts in Social Science allows the student to choose instruction from a broad range of Social and Behavioral Science courses. This degree provides the foundation skills required of many diverse career fields from anthropology to sociology.

## Social Science (SOCl) 450101

### Associate of Arts Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Foreign Language (FREN, GERM, SPAN, JAPN) .....	8
Social Science Specialization .....	10
<b>Total Hours .....</b>	<b>66</b>

ANTH, ECON, GEOG, GOVT, HIST, PSYC, SOCI.

# Teaching

The Associate of Arts in Teaching degree is designed for the student wishing to transfer to a senior institution within the State of Texas to pursue Teaching Certification. The AAT curriculum is the foundation for most Bachelor level degrees.

## Teaching Certification (TEAC) 131210

### Associate of Arts in Teaching Degree

Complete Core (MATH 1414 is required) .....	42
Initial Texas Teacher Certification requirements:	
Natural Science Selection (BIOL, CHEM, PHYS, GEOL)..	8
Mathematics (MATH-1350, MATH-1351).....	6
Education (EDUC-1301, EDUC-2301) .....	6
EC-6 .....	20
<b>Total Hours .....</b>	<b>60</b>

# Welding Technology

This program is designed for students desiring to prepare themselves for a welding career. The program provides entry-level, industry-validated, "hands-on" instruction using current technologies and equipment. Studies include welding safety, tools and equipment, machine setup and operation, gas welding and cutting, plasma cutting, shielded metal arc welding, electrode identification and use, MIG welding, TIG welding, pipe welding, blueprint reading, weld testing, and welding fabrication. Welding positions 1G through 4G are covered in plate welding and positions 1G through 6G are covered in pipe welding. E6010 and E7018 electrodes are used. AWS Certification is available through the program.

## Welding (WLDG)

480508

### Associate of Applied Science Degree

#### First Year

First Semester		Credit
WLDG 1323	Welding Safety Tools and Equipment	3
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 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 1313	Introduction to Blueprint Reading for Welders	3
ENGL 1301	Composition I	3
KINE	Physical Activity Course	1

#### Second Year

##### First Semester

WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG 1435	Introduction to Pipe Welding	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1417	Introduction to Layout and Fabrication	4
ELCT	Computer Technology Skills	3
GOVT	GOVT 2301 or 2302	3

##### Second Semester

WLDG 2453	Advanced Pipe Welding	4
SPCH	SPCH 1315 or 1321	3
WLDG 2447	Advanced Gas Metal Arc (GMAW) Welding	4
ELCT	Humanities/Fine Arts Selection	3
WLDG 2435	Advanced Layout and Fabrication	4
or		
WLDG 2488	Internship	

**Total Hours** 72

## Welding Technology (WLDG)

**480508**

### Certificate of Completion

			<b>Credit</b>
WLDG	1323	Welding, Safety, Tools & Equipment	3
WLDG	1313	Introduction to Blueprint Reading for Welders	3
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	1417	Intro. to Layout and Fabrication	4
WLDG	2435	Advanced Layout and Fabrication	4
	or		
WLDG	2488	Internship	4
<b>Total Hours</b>			<b>58</b>

## Fitter (WLFC)

**480508**

### Certificate of Completion

			<b>Credit</b>
WLDG	1323	Welding Safety, Tools & Equipment	3
WLDG	1313	Introduction to Blueprint Reading for Welders	3
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	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	1417	Intro to Layout and Fabrication	4
	or		
WLDG	2488	Internship	4
<b>Total Hours</b>			<b>38</b>

## Welder (WLDG)

**480508**

### Certificate of Completion

			<b>Credit</b>
WLDG	1323	Welding Safety, Tools & Equipment	3
WLDG	1313	Introduction to Blueprint Reading for Welders	3
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	4
<b>Total Hours</b>			<b>38</b>

## Tacker (WLTC)

**480508**

### Certificate of completion

			<b>Credit</b>
WLDG	1323	Welding Safety, Tools & Equipment	3
WLDG	1313	Introduction to Blueprint Reading for Welders	3
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	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	1417	Intro. to Layout and Fabrication	4
	or		
WLDG	2488	Internship	4
<b>Total Hours</b>			<b>34</b>