

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 (BUB15) 520101 Associate of Science Degree

First Semester			Credit
DEGR REQ	BUSI 1301	Business Principles	3
CORE REQ		Life and Physical Science Selection	4
CORE REQ	HIST 1301	U.S. History I	3
CORE REQ	ENGL 1301	Composition I	3
DEGR REQ	BCIS 1305	Business Computer Apps.	3
Second Semester			
CORE REQ		Life and Physical Science Selection	4
CORE REQ	HIST 1302	U.S. History II	3
CORE REQ	ECON 2301	Macroeconomics	3
CORE REQ	MATH 1314	College Algebra	3
Second Year			
First Semester			
DEGR REQ	ENGL 1302	Composition II	3
DEGR REQ	ACCT 2301	Principles of Financial Accounting	3
CORE REQ		Language/Philosophy/Culture (PHIL 1301*)	3
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Component Area Option	4
Second Semester			
DEGR REQ	ACCT 2302	Principles of Managerial Accounting	3
CORE REQ	GOVT 2306	Texas Government	3
DEGR REQ		Social/Behavioral Science Selection (ECON 2302*)	3
CORE REQ		Communications (SPCH 1321)	3
CORE REQ		Creative Arts	3
Total Hours			60

* For students transferring to Universities within the State of Texas, MATH 1314, PHIL 1301 and ECON 2302 are highly recommended.

Applied Management (BUAF5) 520201

Associate of Applied Science Degree

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

First Year

First Semester

			Credit
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

Second Semester

BUSI	1307	Personal Finance	3
ENGL		English Selection	3
ELEC		BMGT/BUSG/ECON/MRKG	3
SPCH		Speech Selection	3
ELEC		ITSC 1309 or BCIS 1305	3

Second Year

First Semester

ACCT	2301	Principles of Financial Accounting	3
HRPO	2301	Human Resource Management	3
BMGT	1301	Supervision	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		BMGT/BUSG/ECON/MRKG	3

Second Semester

ELEC		Social/Behavioral Science Selection	3
BUSG	2305	Business Law/Contracts	
or			
BUSI	2301	Business Law	3
MRKG	1311	Principles of Marketing	3
ELEC		BMGT/BUSG/ECON/MRKG or Approved Selection	3
ELEC		BMGT/BUSG/ECON/MRKG/ITSW/ ITSC/ITSE	3

Total Hours

60

Applied Management with Computer Applications (BUAM5) 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
ELEC		Computer Science Elective	3
ITSC	1309	Integrated Software Applications I	
or			
BCIS	1305	Business Computer Applications	3
ENGL	1301	Composition I	3
MATH		MATH 1332, 1342 or higher level	3

Second Semester

BMGT	1301	Supervision	3
BMGT	1325	Office Management	3
ITSC	1415	Project Management Software	4
ITSW	1307	Introduction to Database	3
SPCH		SPCH 1315 or 1321	3

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
ELEC		Computer Science Elective	4
ACCT	2302	Principles of Managerial Accounting	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3

Total Hours

60

Applied Management - Military Science Specialization (BMS14) 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
ELEC		Computer Technology Skills	3

Second Semester

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
ELEC		Humanities/Fine Arts Selection	3
ACCT	2301	Principles of Financial Accounting	3
ELEC		BMGT/BUSG/BUSI/ECON/MRKG/MT-	3
MTMS	2371	Management Problems	3

Second Semester

MTMS	2271	Military Science III	2
MTMS	2372	Ethics in Management	3
ELEC		Social/Behavioral Science Selection	3
ELEC		BMGT/BUSG/BUSI/ECON/MRKG/MTMS	3
MTMS	2370	Advanced Leadership	3
Total Hours			60

Business Management (BUBM5) 520201**Associate of Applied Science Degree****First Year**

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
ELEC		Humanities/Fine Arts Selection	3
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
ELEC		BMGT 2370, BMGT 2488 or RELE 2488	3
KINE		Physical Activity Course	1

Second Year

First Semester			
MATH		MATH 1332, 1342 or higher level	3
ACCT	2301	Principles of Financial Accounting	
or			
ACNT	1303	Introduction to Accounting I	3
HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	
or			
BUSI	2301	Business Law	3
ECON		ECON 2301 or 2302	3

Information Technology (CSI17) 110103

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
ITSC	1309	Integrated Software Applications I	3
ITSC	1325	Personal Computer Hardware (CompTIA A+)	3
or			
CPMT	1345	Computer Systems Maintenance	
ITNW	1358	Network+ (CompTIA Network+)	3
ENGL	1301	Composition I	3

Second Semester

ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1337	Introduction to the Internet	3
ENGL	2311	Technical and Business Writing	3
ITSY	1342	Information Technology Security (CompTIA Security+)	3
MATH	1314	College Algebra	3

Second Year

First Semester

ITNW	1316	Network Administration	3
ITSC	1415	Project Management Software	4
IMED	1316	Web Design I	3
ITSE	1329	Programming Logic and Design	3
ELEC		PSYC 2301 or PSYC 2315 or PHIL 1301 or SOCI 1301	3

Second Semester

ITSE	1302	Computer Programming (Visual Basic)	3
ITSW	1307	Introduction to Database	3
HUMA	1315	Fine Arts Appreciation	3
ITSC	2435	Application Software Problem Solving	
or			
ITSC	2486	Internship – Computer and Information Sciences, General	4
Total Hours			60

Network Systems Administrator (CSN17) 111001

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 documentation.

First Year

First Semester			Credit
ITSC	1309	Integrated Software Applications I	3
CETT	1325	Digital Fundamentals	3
ITNW	1358	Network+ (CompTIA Network+)	3
ENGL	1301	Composition I	3
MATH	1314	College Algebra	3

Second Semester

ITSE	1329	Programming Logic and Design	3
ITNW	1337	Introduction to the Internet	3
ITNW	1316	Network Administration	3
ENGL	2311	Technical and Business Writing	3
ELEC		PSYC 2301 or PSYC 2315 or PHIL 1301 or SOCI 1301	3

Second Year

First Semester

IMED	1316	Web Design I	3
ITSC	1415	Project Management Software	4
ITSY	2401	Firewalls and Network Security	4
ITNW	1345	Implementing Network Directory Services	3
ITNW	1353	Supporting Network Server Infrastructure	3

Emergency Medical Technology

The Emergency Medical Technology program is offered train applicants at the Emergency Medical Technician (EMT), Advanced EMT and Paramedic (Certificate or Associate of Applied Science) levels. Upon successful completion, students are eligible to take the National Registry exam to become certified at the specified level, through the National Registry of EMTs (NREMT) and the Texas Department of State Health Services. An Associate of Applied Science-Paramedic degree permits the student to apply for State Licensure through the Texas Department of State Health Services. Central Texas College offers the certificate of completion and an Associate Degree in Applied Science-Paramedic.

Emergency Medical Technology (EMT15) 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

Second Semester

EMSP	1338	Introduction to Advanced Practice	3
EMSP	1355	Trauma Management	3
EMSP	1356	Patient Assessment and Airway Management	3
BIOL	2402	Anatomy and Physiology II	4

Third Semester

EMSP	2206	Emergency Pharmacology	2
EMSP	2444	Cardiology	4
EMSP	2434	Medical Emergencies	4
EMSP	2262	Clinical- Paramedic	2

Second Year

First Semester			
BIOL	2420*	Microbiology for Non-science Majors	4
EMSP	2330	Special Populations	3
EMSP	2143	Assessment Based Management	1
EMSP	2263	Clinical – Paramedic	2
EMSP	2305	EMS Operations	3

Second Semester

PSYC	2301	General Psychology	3
ENGL	1301	Composition I	3
EMSP	2164	Practicum/Field Experience	1
ELEC		Humanities/Fine Arts Selection	3

Total Hours **60**

* Biology 2421 may be accepted in lieu of BIOL 2420.

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 (GST4) 240102 Associate of Arts Degree

This is a suggested curriculum.

Students must have a minimum of 15 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
ELEC		Electives*	9

Second Semester

SPCH		SPCH1315, 1318 or 1321	3
HIST	1302	United States History II	3
ELEC		MATH/Natural Science Selection	3
ELEC		Electives*	4

Second Year

First Semester

GOVT	2305	Federal Government	3
ELEC		Electives*	12

Second Semester

GOVT	2306	Texas Government	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Electives*	10

Total Hours			60
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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.

* Students may select 35 semester credit hours from courses that fulfill the student's educational goals.

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 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 (RCM15) 520901 Associate of Applied Science Degree

First Year

First Semester

			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
ELEC		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1321	Menu Management	3

Second Semester

GOVT	2305	Federal Government	3
SPCH		SPCH 1315 or SPCH 1321	3
ELEC		CHEF/PSTR	3
HAMG	2301	Principles of Food and Beverage Operations	3

Second Year

First Semester

HAMG	2332	Hospitality Financial Management	3
ENGL	1301	Composition I	3
PSTR	1301	Fundamentals of Baking	3
ELEC		HAMG/IFWA/RSTO/TRVM	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
ELEC		Academic Elective	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	

Total Hours 60

Hotel Management Specialization (HMH15) 520901 Associate of Applied Science Degree

First Year

First Semester

			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Academic Elective	3

Second Semester

GOVT	2305	Federal Government	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

Hospitality Property Management (HMP17) 520904
Certificate of Completion

First Semester			Credit
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
Second Semester			
HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	2307	Hospitality Marketing and Sales	3
Third Semester			
HAMG	1342	Guest Room Management	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			30

Rooms Division (HRD13) 520904
Certificate of Completion

First Semester			Credit
HAMG	1313	Front Office Procedures	3
HAMG	1321	Intro to the Hospitality Industry	3
HAMG	1342	Guest Room Management	3
HAMG	1340	Hospitality Legal Issues	3
Second Semester			
RSTO	1313	Hospitality Supervision	3
RSTO	1325	Purchasing for Hospitality Operations	3
HAMG	2332	Hospitality Financial Management	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			24

Food and Beverage Management Specialization (HMF15) 520901
Associate of Applied Science Degree

First Year			
First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
ELEC		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
ELEC		HAMG/RSTO/TRVM	3
Second Semester			
GOVT	2305	Federal Government	3
SPCH		SPCH 1315 or 1321	3
RSTO	1204	Dining Room Service	2
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	1301	Beverage Management	3
HAMG	2337	Hospitality Facilities Management	3

Gainful Employment information on certificate programs can be found at [http // .ctcd.edu/academics/gainful_employment/](http://www.ctcd.edu/academics/gainful_employment/)

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
ELEC		Academic Elective	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			60

**Food and Beverage Management (HMF15) 520905
Certificate of Completion**

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

Lower Division Major Courses:			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1340	Hospitality Legal Issues	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
HAMG	2332	Hospitality Financial Management	3

Hospitality**Select three of the following courses:**

HAMG	1313	Front Office Procedures	3
HAMG	2337	Hospitality Facilities Management	3
HAMG	2372	Hospitality Industry Training	3
HAMG	2307	Hospitality Marketing and Sales	3
TRVM	2301	Introduction to Convention and Meeting Management	3
Total Hours			29

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

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 (IDS4) 240101

Associate of Arts Degree

First Year

First Semester

			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ		Creative Arts Selection	3
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Language/Philosophy/Culture Studies	3

Second Semester

CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Component Area Option	4
CORE REQ		Life and Physical Science Selection	4
CORE REQ		Social/Behavioral Science Selection	3

Second Year

First Semester

CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		MATH 1314, 1332 or 1342	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ		Electives*	18
Total Hours			60

* Students may select 18 semester credit hours from TCCN courses that fulfill the student's educational goals.

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 (MTN15) 460401 Associate of Applied Science Degree

First Year

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

Second Semester

ELPT	1411	Basic Electrical Theory	4
ENGL	1301	Composition I	3
CRPT	1415	Wall Systems	4
ELEC		Humanities/Fine Arts Selection	3

Second Year

First Semester

CRPT	1411	Roof Systems	4
PFPB	2409	Residential Construction Plumbing I	4
GOVT	2305	Federal Government	3

Second Semester

CBFM	1334	Interior and Exterior Painting and Refinishing	3
HART	1401	Basic Electricity for HVAC	
or			
CNBT	1446	Construction Estimating I	4
MBST	1507	Masonry I	5
SPCH		SPCH 1315 or 1321	3
PFPB	2445	Residential Construction Plumbing II	
or			
CBFM	2487	Internship	4
Total Hours			60

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 (MAT4) 270101

Associate of Science Degree

Fall Semester			Credit
CORE REQ	HIST 1301	United States History I	3
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Language/Philosophy/Culture Studies	3
CORE REQ		MATH 1342 or 1414	3-4
Spring Semester			
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ	MATH 2412	Pre-Calculus Math	4
Summer Semester			
DEGR REQ	MATH 2413	Calculus I	4
Second Year			
First Semester			
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ		Creative Arts Selection	3
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Social/Behavioral Science Selection	3
DEGR REQ	MATH 2414	Calculus II	4
Second Semester			
DEGR REQ	MATH 2415	Calculus III	4
DEGR REQ		MATH 2318 or 2320	3
CORE REQ		Component Area Option	4
CORE REQ		Life and Physical Science Selection	4
Total Hours			60-61

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 (MHAF4) 511503 Associate of Applied Science Degree

First Year

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
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	1309	Problems of Children & Adolescents	3
CMSW	1166	Practicum	1
GOVT	2305	Federal Government	3
ENGL	1301	Composition I	3
PSYC	2301	General Psychology	3
PSYT	2321	Crisis Intervention	3

Second Year

First Semester

ENGL	1302	Composition II	3
DAAC	2307	Addicted Family Intervention	3
DAAC	1311	Counseling Theories	3
PSYT	2331	Abnormal Psychology	3
DAAC	2354	Dynamics of Group Counseling	3

Second Semester

MATH	1314	College Algebra	3
PSYT	2345	Principles of Behavior Management and Modification	3
SCWK	2301	Assessment and Case Management	3
CMSW	1167	Practicum	1
ELEC		Humanities/Fine Arts Selection	3
Total Hours			60

At Risk Youth Advanced Certificate (MHA14) 511503 Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
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	1309	Problems of Children and Adolescents	3
CMSW	1166	Practicum	1
DAAC	2306	Substance Abuse Prevention I	3
PSYT	2321	Crisis Intervention	3
DAAC	2307	Addicted Family Intervention	3
DAAC	1311	Counseling Theories	3

Third Semester

PSYT	2331	Abnormal Psychology	3
DAAC	2354	Dynamics of Group Counseling	3
PSYT	2345	Principles of Behavior Management and Modification	3

Second Year

First Semester

SCWK	2301	Assessment and Case Management	3
CMSW	1167	Practicum	1
Total Hours			45

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

Chemical Dependency Specialization (MHCF5) 511503
Associate of Applied Science Degree

First Year

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
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	1309	Problems of Children and Adolescents	3
CMSW	1166	Practicum	1
DAAC	1309	Assessment Skills of Alcohol and Other Drug Addictions	3
ENGL	1301	Composition I	3
PSYC	2301	General Psychology	3
PSYT	2321	Crisis Intervention	3

Second Year

First Semester			
DAAC	2307	Addicted Family Intervention	3
DAAC	1311	Counseling Theories	3
PSYT	2331	Abnormal Psychology	3
DAAC	2354	Dynamics of Group Counseling	3
KINE		Physical Activity	1

Second Semester

MATH	1314	College Algebra	3
PSYT	2345	Principles of Behavior Management and Modification	3
DAAC	2341	Counseling Alcohol and Other Drug Addictions	3
DAAC	2367	Practicum	3
ELEC		Humanities/Fine Arts Selection	3
Total Hours			60

Chemical Dependency Counseling (MHC14) 511503
Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
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	1309	Problems of Children and Adolescents	3
CMSW	1166	Practicum	1
DAAC	1309	Assessment Skill of Alcohol and Other Drug Addictions	3
PSYT	2321	Crisis Intervention	3
DAAC	2307	Addicted Family Intervention	3
DAAC	1311	Counseling Theories	3

Third Semester

PSYT	2331	Abnormal Psychology	3
DAAC	2354	Dynamics of Group Counseling	3
PSYT	2345	Principles of Behavior Management and Modification	3

Second Year

First Semester			
DAAC	2341	Counseling Alcohol and Other Drug Addictions	3
DAAC	2367	Practicum	3
Total Hours			47

Criminal Justice Addictions (MCJ13) 511503
Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communications Skills	4
DAAC	1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3
Second Semester			
CMSW	1309	Problems of Children & Adolescents	3
CMSW	1166	Practicum	1
DAAC	1309	Assessment Skill of Alcohol & Other Drug Addictions	3
PSYT	2321	Crisis Intervention	3
DAAC	2307	Addicted Family Intervention	3
PSYT	2331	Abnormal Psychology	3
Third Semester			
PSYT	2345	Principles of Behavior Management and Modification	3
DAAC	2354	Dynamics of Group Counseling	3
DAAC	2301	Therapeutic Communities in a Criminal Justice Setting	3
Second Year			
First Semester			
DAAC	2341	Counseling Alcohol & Other Drug Addictions	3
DAAC	2367	Practicum	3
Total Hours			47

Social Work Specialization (MHSF4) 511503
Associate of Applied Science

First Year			Credit
First Semester			
PSYT	1429	Interviewing & Communications Skills	4
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	1309	Problems of Children & Adolescents	3
CMSW	1166	Practicum	1
GOVT	2305	Federal Government	3
ENGL	1301	Composition I	3
PSYC	2301	General Psychology	3
PSYT	2321	Crisis Intervention	3
Second Year			
First Semester			
ENGL	1302	Composition II	3
SOCW	2361	Introduction to Social Work	3
DAAC	1311	Counseling Theories	3
PSYT	2331	Abnormal Psychology	3
DAAC	2354	Dynamics of Group Counseling	3
Second Semester			
MATH	1314	College Algebra	3
SOCW	2362	Social Welfare as a Social Institution	3
SCWK	2301	Assessment & Case Management	3
CMSW	1167	Practicum	1
ELEC		Humanities/Fine Arts Selection	3
Total Hours			60

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

Basic Mental Health Professional (MHBP) 511501
Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communications Skills	4
DAAC	1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3
Second Semester			
CMSW	1309	Problems of Children & Adolescents	3
CMSW	1166	Practicum	1
Total Hours			20

Community Health Worker (MHCH) 511504
Certificate of Completion

			Credit
CHLT	1301	Introduction to Community Health	3
CHLT	1302	Wellness and Health Promotion	3
CHLT	1340	Community Health Advocacy	3
CHLT	1341	Environmental Health	3
CHLT	1342	Community Health Field Methods	3
or			
CHLT	1391	Special Topics in Community Health	3
CHLT	2267	Practicum - Community Health Services	3
Total Hours			17

**Available for registration as of Spring 2018 (January)*

Substance Abuse Prevention Specialist (MHP14) 511501
Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communications Skills	4
DAAC	1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3
Second Semester			
CMSW	1309	Problems of Children & Adolescents	3
CMSW	1166	Practicum	1
DAAC	2306	Substance Abuse Prevention I	3
PSYT	2321	Crisis Intervention	3
DAAC	2307	Addicted Family Intervention	3
Third Semester			
DAAC	2353	Substance Abuse Prevention II	3
PSYT	2345	Principles of Behavior Management and Modification	3
DAAC	1167	Practicum	1
Total Hours			36

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

NCO LEAD

These courses offer a practical, "hands on" experience that deals with a variety of topics and situations.

Supervision Management (SUM11) 999999

Certificate of Completion

(Offered at Select Locations)

Required for Certificate			Credit
MTCS	1174	Academic Research Using the Internet	1
Take 14 Semester Hours from the courses below:			
BMGT	1177	Critical and Creative Thinking	1
MTBC	1170	Conducting Briefings	1
MTBC	1171	Effective Writing I	1
MTBC	1173	Effective Writing II	1
MTCS	1173	Introduction to Computers	1
MTCS	1175	Basic Keyboarding Using the Computer	1
MTES	1170	Professional Ethics	1
MTES	1171	Professional Values	1
MTHO	1170	Historical Principles of War	1
MTHR	1170	Preparing Efficiency Reports	1
MTHR	1171	Performance Oriented Training	1
MTHR	1172	Prevention of Sexual Harassment	1
MTHR	1173	Counseling Practicum Technique	1
MTHR	1174	Time Management	1
MTHR	1175	Career Management	1
MTHR	1176	Stress Management	1
MTIR	1170	Interpersonal Relationships	1
MTLE	1170	Crime Prevention	1
MTLM	1170	Managerial Planning	1
MTLM	1171	Managing Resources	1
MTMM	1170	Increasing Work Site Efficiency	1
MTMM	1171	Problem Solving	1
MTOB	1170	Styles of Leadership	1
MTOB	1171	Improving Work Performance	1
MTPF	1170	Personal Financial Management I	1
MTPF	1171	Personal Financial Management II	1
POFT	1132	Workplace Diversity	1
PSYT	1170	Crisis Intervention I	1
PSYT	1171	Crisis Intervention II	1
Total Hours			15

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

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.

Office Technology (OT15) 520401

Associate of Applied Science Degree

(Available online and at select locations.)

First Year

First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
POFT	1319	Records & Information Management I	3
POFT	1325	Business Math Using Technology	3
POFT	1309	Administrative Office Procedures I	3

Second Semester

POFI	2301	Word Processing	3
POFT	2312	Business Correspondence and Communication	3
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3

Second Year

First Semester			Credit
POFT	2333	Advanced Keyboarding	3
BMGT	1325	Office Management	3
HRPO	2301	Human Resources Management	3
POFT	1349	Administrative Office Procedures II	3
ELEC		POFI/POFM/POFT Internship Selection	3

Second Semester

SPCH		SPCH 1315 or 1321	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
ENGL	1301	Composition I	3

Total Hours **60**

Office Technology Specialist (OTS15) 520401

Certificate of Completion

(Available online and at select locations.)

First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
POFT	1319	Records & Information Mgmt. I	3
POFT	1325	Business Math Using Technology	3
POFT	1309	Administrative Office Procedures I	3

Second Semester

POFI	2301	Word Processing	3
POFT	2312	Business Correspondence and Communication	3
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3

Third Semester

POFT	2333	Advanced Keyboarding	3
BMGT	1325	Office Management	3
HRPO	2301	Human Resources Management	3
POFT	1349	Administrative Office Procedures II	3
ELEC		POFI/POFM/POFT Internship Selection	3

Total Hours **45**

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

Office Technology Professional (OTP15) 520401 Certificate of Completion

(Available online and at select locations.)

First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
POFT	1319	Records & Information Mgmt. I	3
POFT	1325	Business Math Using Technology	3
POFT	1309	Administrative Office Procedures I	3
Second Semester			
POFI	2301	Word Processing	3
POFT	2312	Business Correspondence and Communication	3
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3
Total Hours			30

Office Technology Support (OTSP5) 520401 Certificate of Completion

(Available online and at select locations.)

			Credit
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFI	1301	Business English	3
POFT	1319	Records & Information Management I	3
POFT	1325	Business Math Using Technology	3
POFT	1309	Administrative Office Procedures I	3
Total Hours			18

Medical Office Technology (OTM15) 510716 Associate of Applied Science Degree

(Available online)

First Year			
First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
HITT	1305	Medical Terminology I	3
POFT	1325	Business Math Using Technology	3
POFM	1317	Medical Administrative Support	3
Second Semester			
POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
POFM	1302	Medical Software Applications	3
HITT	1301	Health Data Content and Structure	3
Second Year			
First Semester			
POFT	2312	Business Correspondence and Communication	3
HITT	1303	Medical Terminology II	3
POFM	1327	Medical Insurance	3
ELEC		POFI/POFM/POFT Internship Selection	3
Second Semester			
ENGL	1301	Composition I	3
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
SPCH		SPCH 1315 or 1321	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
ELEC		HITT/MDCA/MRMT/POFI/POFM/POFT Selection	3
Total Hours			60

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

Medical Office Technology Specialist (OTMO5) 510716 Certificate of Completion

(Available online)

First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
HITT	1305	Medical Terminology I	3
POFT	1325	Business Math Using Technology	3
POFM	1317	Medical Administrative Support	3
Second Semester			
POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
POFM	1302	Medical Software Applications	3
HITT	1301	Health Data Content and Structure	3
Third Semester			
POFT	2312	Business Correspondence and Communication	3
HITT	1303	Medical terminology II	3
POFM	1327	Medical Insurance	3
ELEC		POFI/POFM/POFT Internship Selection	3
Total Hours			42

Medical Office Technology Professional (OTMP) 510716 Certificate of Completion

(Available online)

First Year			
First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
HITT	1305	Medical Terminology I	3
POFT	1325	Business Math Using Technology	3
POFM	1317	Medical Administrative Support	3
Second Semester			
POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
POFM	1302	Medical Software Applications	3
HITT	1301	Health Data Content and Structure	3
Total Hours			30

Medical Office Technology Support (OTMS5) 510716 Certificate of Completion

(Available online)

First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
HITT	1305	Medical Terminology I	3
POFT	1325	Business Math Using Technology	3
POFM	1317	Medical Administrative Support	3
Total Hours			18

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

Medical Coding and Billing (OTMCB) 510713

Associate of Applied Science

(Available online)

First Year

First Semester			Credit
HITT	1305	Medical Terminology I	3
POFM	1302	Medical Software Applications	3
HITT	1301	Health Data Content & Structure	3
HITT	1341	Coding and Classification Systems	3
MDCA	1302	Human Disease/Pathophysiology	3

Second Semester

HITT	2335	Coding and Reimbursement Methodologies	3
HITT	1303	Medical Terminology II	3
POFM	1327	Medical Insurance	3
MDCA	1309	Anatomy & Physiology for Medical Assistants	3
POFM	2310	Intermediate Medical Coding	3

Second Year

First Semester

POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
HITT	1349	Pharmacology	3
HITT	2361	Clinical - Health Information/Medical Records Technology/Technician	3

Second Semester

ENGL	1301	Composition I	3
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
SPCH		SPCH 1315 or 1321	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
ELEC		HITT/MDCA/MRMT/POFM	3
Total Hours			60

Medical Coding and Billing (OTMC5) 510713

Certificate of Completion

(Available online)

First Semester			Credit
HITT	1305	Medical Terminology I	3
POFM	1302	Medical Software Applications	3
HITT	1301	Health Data Content & Structure	3
HITT	1341	Coding and Classification Systems	3
MDCA	1302	Human Disease/Pathophysiology	3

Second Semester

HITT	2335	Coding and Reimbursement Methodologies	3
HITT	1303	Medical Terminology II	3
POFM	1327	Medical Insurance	3
MDCA	1309	Anatomy & Physiology for Medical Assistants	3
POFM	2310	Intermediate Medical Coding	3

Third Semester

POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
HITT	1349	Pharmacology	3
HITT	2361	Clinical-Health Information/Medical Records Technology/Technician	3
Total Hours			42

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

Paralegal/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 (LAS15) 220302 Associate of Applied Science Degree

First Year

First Semester

			Credit
LGLA	1301	Legal Research and Writing	3
LGLA	1307	Introduction to Law and the Legal Profession	3
ENGL	1301	Composition I	3
ELEC		BCIS 1305 or ITSC 1309	3

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	1307	Proofreading and Editing	
or			
ACNT	1311	Introduction to Computerized Accounting	
or			
ACNT	1329	Payroll and Business Tax Accounting	3
LGLA	2303	Torts and Personal Injury Law	3
POFT	2312	Business Correspondence and Communication	3
GOVT	2305	Federal Government	3

Second Semester

LGLA	2313	Criminal Law and Procedures	3
POFT	1309	Administrative Office Procedures I	3
ELEC		Humanities/Fine Arts Selection	3
LGLA		Legal Elective	3
LGLA	2333	Advanced Legal Document Preparation	
or			
LGLA	2335	Advanced Civil Litigation	3

Total Hours

60

Paralegal/Legal Assistant (LAS16) 220301 Certificate of Completion

First Year

First Semester

			Credit
LGLA	1301	Legal Research and Writing	3
LGLA	1307	Introduction to Law and the Legal Profession	3
LGLA	1317	Law Office Technology	3
LGLA	1351	Contracts	3
LGLA	1355	Family Law	3

Second Semester

LGLA	1345	Civil Litigation	3
LGLA	1353	Wills, Trusts, and Probate Administration	3
ELEC		BCIS 1305 or ITSC 1309	3
POFT	1309	Administrative Office Procedures I	3
POFT	1307	Proofreading and Editing	
or			
ACNT	1311	Introduction to Computerized Accounting	
or			
ACNT	1329	Payroll and Business Tax Accounting	3

Total Hours

30

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

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 (CJCJ5) 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

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

Second Year

First Semester		Credit
CJSA 1359/CRIJ 2328	Police Systems and Practices	3
CJSA 1342/CRIJ 2314	Criminal Investigation	3
ELEC	Criminal Justice Elective	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	Federal Government	3

Second Semester

CJSA 2331	Child Abuse, Prevention and Investigation	3
ELEC	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELEC	Humanities/Fine Arts Selection	3
ELEC	Computer Technology Skills	3
Total Hours		60

Criminal Justice - Corrections Specialization (CJCR5) 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

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

Second Year

First Semester		Credit
CJCR 1307/CRIJ 2313	Correctional Systems and Practices	3
CJCR 2324/CRIJ 2301	Community Resources in Corrections	3
ELEC	Criminal Justice Elective	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	Federal Government	3

Second Semester

CJCR 1358	Rights of Prisoners	3
ELEC	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELEC	Humanities/Fine Arts Selection	3
ELEC	Computer Technology Skills	3
Total Hours		60

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
ELEC	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
ELEC	Criminal Justice Elective	3
Specialization Courses Total		15
Certificate Total		30

Fire Protection (FIP15) 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
MATH	MATH 1332, 1342 or higher level	3
FIRT 1315	Hazardous Materials I	3

Second Year

First Semester		
FIRT 1329	Building Codes and Construction	3
FIRT 1303	Fire and Arson Investigation I	3
EMSP 1401	Emergency Medical Technician Basic	4
EMSP 1160	Clinical - Emergency Medical Technology/Technician	1
SOCI 1301	Introduction to Sociology	3

Second Semester

GOVT 2305	Federal Government	3
FIRT 1347	Industrial Fire Protection	3
FIRT 2331	Firefighting Strategies and Tactics II	3
FIRT 1349	Fire Administration II	
or		
FIRT 1311	Fire Service Hydraulics	3
ELEC	Humanities/Fine Arts Selection	3
Total Hours		60

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

Fire Protection (FIP12) 430202

Certificate of Completion

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

First Semester			Credit
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
Second Semester			
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	4
and			
EMSP	1160	Clinical - Emergency Medical Technology/Technician	1
Total Hours			30-32

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

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 (HS15) 440401 Associate of Applied Science Degree

First Year

First Semester			Credit
HMSY	1337	Introduction to Homeland Security	3
EMAP	1400	Principles of Basic Emergency Management	4
HMSY	1371	Counter Terrorism	3
ENGL	1301	Composition I	3
GOVT	2305	Federal Government	3

Second Semester

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	1370	IT Security for Homeland Security Specialists	3
ELEC		Social/Behavioral Science Selection	3
EMAP	2355	Disaster Recovery	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	4
Total Hours			60

Homeland Security and Emergency Management (HS15) 440401 Certificate of Completion

First Semester			Credit
HMSY	1337	Introduction to Homeland Security	3
EMAP	1400	Principles of Basic Emergency Management	4
HMSY	1341	Critical Infrastructure Protection	3
HMSY	1338	Homeland Security Emergency Communications Management	3
HMSY	1342	Understanding and Combating Terrorism	3
Second Semester			Credit
EMAP	2355	Disaster Recovery	3
EMAP	2300	Developing Volunteer Resources and Decision Making	
or			
HMSY	1370	IT Security for Homeland Security Specialists	3
EMAP	2301	Leadership and Effective Communication	
or			
HMSY	1371	Counter Terrorism	3
HMSY	2337	Managing a Unified Incident Command	3
HMSY	1470	Final Project in Homeland Security and Emergency Management	4
Total Hours			32

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

Homeland Security (HSHS) 440401
Certificate of Completion

First Semester		Credit	
HMSY	1337	Introduction to Homeland Security	3
HMSY	1340	Homeland Security Intelligence Ops	3
HMSY	1341	Critical Infrastructure Protection	3
HMSY	1342	Understanding and Combating Terrorism	3
HMSY	2337	Managing a Unified Incident Command	3
HMSY	1371	Counter Terrorism	3
Total Hours			18

Emergency Management (EMHS) 440401
Certificate of Completion

First Semester		Credit	
EMAP	1400	Principles of Basic Emergency Management	4
EMAP	2300	Developing Volunteer Resources and Decision Making	3
EMAP	2302	Managing Mass Casualty and Fatality Incidents	3
EMAP	2355	Disaster Recovery	3
HMSY	1338	Homeland Security Emergency Communications Management	3
Total Hours			16

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

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 (SOC4) 450101

Associate of Arts Degree

First Year

First Semester

			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ		Creative Arts Selection	3
CORE REQ		MATH 1332, 1342 or 1314	3
CORE REQ		Language/Philosophy/Culture Studies	3

Second Semester

CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Component Area Option	4
CORE REQ		Life and Physical Science Selection	4
CORE REQ	GOVT 2305	Federal Government	3

Second Year

First Semester

CORE REQ		Social/Behavioral Science Selection	3
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ		Foreign Language	4

Second Semester

DEGR REQ		Social and Behavioral Science Selection	3
DEGR REQ		Social and Behavioral Science Selection	3
DEGR REQ		Foreign Language	4
DEGR REQ		KINE Physical Activity Course	1
DEGR REQ		Social and Behavioral Science Selection	3

Total Hours **60**

Teacher Education

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 (TEA5) 131210

Associate of Arts in Teaching Degree

First Year

First Semester			Credit
EDUC	1301	Intro to Teaching Profession**	3
or			
ELEC		Social/Behavioral Science Selection*	
MATH	1314	College Algebra*	3
ENGL	1301	Composition I*	3
ELEC		Life and Physical Science Selection*	4
PSYC	2301	General Psychology*	3

Second Semester

MATH	1350	Mathematics for Teachers I**	3
ELEC		Life and Physical Science Selection*	4
HIST	1301	United States History I*	3
SPCH		SPCH 1315, 1318 or 1321*	3

Second Year

First Semester

MATH	1351	Mathematics for Teachers II**	3
ELEC		Language, Philosophy and Culture Selection*	3
GOVT	2305	Federal Government*	3
HIST	1302	United States History II*	3
ELEC		Life and Physical Science Selection**	4

Second Semester

EDUC	2301	Introduction to Special Populations**	3
or			
TECA	1354	Child Growth and Development	
ELEC		Creative Arts Selection*	3
GOVT	2306	Texas Government*	3
ELEC		Component Area Option* (ENGL 2328 preferred)	3

Total Hours **60**

* Core Requirements

** EC-6 Requirements, 4-8, EC-12 Special Education

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 criteria are used throughout the program.

Welding (WLD15) 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

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

Second Year

First Semester		Credit	
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
GOVT	2305	Federal Government	3

Second Semester

WLDG	2453	Advanced Pipe Welding	4
SPCH		SPCH 1315 or 1321	3
WLDG	1312	Introduction to Flux Core Arc Welding (FCAW)	3
ELEC		Humanities/Fine Arts Selection	3
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship	3

Total Hours 60

Welding Technology (WLD15) 480508 Certificate of Completion

		Credit	
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	1312	Introduction to Flux Core Arc Welding (FCAW)	3
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship	3

Total Hours 49

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>

Farm and Ranch (WLFR3) 480508
Certificate of completion

			Credit
WLDG	1323	Welding Safety, Tools & Equipment	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
Total Hours			19

Structural (WLS15) 480508
Certificate of Completion

(Requires completion of WLFR3 certificate)

			Credit
WLDG	1313	Introduction to Blueprint Reading for Welders	3
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1312	Introduction to Flux Core Arc Welding (FCAW)	3
WLDG	1435	Introduction to Pipe Welding	4
Total Hours			18

Gainful Employment information on certificate programs can be found at <http://www.ctcd.edu/academics/gainful-employment/>