Accredited by
Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Texas College.

Approved by
Texas Higher Education Coordinating Board; Texas Education Agency

Listed in
Report of Credit given by American Association of Collegiate Registrars and Admissions Officers
Accredited Institutions of Postsecondary Education American Council on Education
Directory of Postsecondary Institutions, Volume 1, U.S. Department of Education

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Chancellor’s Message

2009 can best be summed up in one word – growth! We experienced significant growth in numbers as well as construction. Early in the year we broke ground on a new classroom facility on Fort Hood. Its completion a year later makes us the only educational institution to have three self-owned facilities on a military base. The new two-story structure was constructed adjacent to our existing Ft. Hood campus providing soldiers easy access to meet their administrative needs.

Later in the year, we also broke ground at the site of our new central campus nursing building. The 85,000 square foot building will consist of numerous classrooms and labs, a simulated intensive care unit and emergency room and state-of-the-art equipment to provide nursing students the best possible training. The facility will be a shared cooperative with Texas A&M-Central Texas and Metroplex Hospital. We are scheduled to open the facility with the spring 2011 semester.

Our next project will be to seek bids for the construction of a new student center.

Along with the growth of campus facilities, we have seen an upswing in enrollment numbers for both the fall and spring semesters. Student headcount at central campus for the spring 2010 semester is the highest in five years. Our total student headcount for Texas is also the highest it has been in years. The addition of new programs of study, our increased recruiting and retention efforts, changes to the GI Bill have all contributed to the increase in numbers. According to Community College Week publication we are the 13th fastest growing community college in the nation. From 2007 to 2008, our enrollment rose 13.8 percent – a figure that is sure to grow based on current enrollment figures.

This past year we were named the safest campus in Texas and fourth safest in the nation according to a study completed by StateUniversity.com. Our rating of 99.2 percent was based on campus crime statistics, per 1,000 students, accounting for the severity and frequency of crime.

Our commitment to service members has never been more prevalent as CTC was ranked the number one undergraduate school for the number of students attending (31,733) and number of enrollments/course (69,701) among military personnel using the Department of Defense (DoD) Voluntary Education Tuition Assistance program. And for the third consecutive year, CTC was named to the Top 20 Military-Friendly Colleges and Universities by KMI Media Group and Military Advanced Education publication.

We are also very proud that the first student to walk across the stage to receive a degree in the first-ever graduation ceremony for soldiers in Iraq was a CTC student. Held at Camp Victory, located in Baghdad, Iraq, the graduation consisted of 79 service members from 21 different schools with the majority of graduates (26) from CTC.

In spite of these achievements, CTC still has a bit of an uphill battle to face with state budget cuts. But as we have done in the past, we will find solutions to these challenges with minimal disruption to students. Together, as a team, we will continue to grow, succeed and provide the best quality education possible to our students at one the most affordable rates in Texas.

Thank you,

James R. Anderson, Ph. D.
Chancellor
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History
In 1965, the citizens of Central Texas joined together to authorize the building of a community college that would serve the western section of Bell County; Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, Mills and San Saba counties; portions of McCulloch and Williamson counties; as well as Fort Hood and the state correctional facilities in Gatesville. The campus was constructed on 560 acres of land donated by Fort Hood through the Department of Education and with funds supplied through a local $2 million bond issue. Central Texas College, under Section 130.04 of the Texas Education Code, opened its doors with an initial enrollment of 2,068 students in the fall of 1967. The number of students and the location of offerings have steadily increased since that time. Central Texas College has maintained its institutional accreditation status with the Commission on Colleges of the Southern Association of Colleges and Schools since first being awarded accreditation in 1969, and was reaffirmed most recently in June 2005, for a ten-year period.

CTC initiated on-site programs on Fort Hood in 1970 and Europe in 1974. CTC’s success at Fort Hood and Europe led to the explosive expansion of CTC’s locations including Fort Leonard Wood (Missouri), South Korea and the U.S. Atlantic and Pacific Fleets in 1976. By the early 1980s CTC offered programs to military personnel stationed in the Pacific Command, Alaska and Panama as well as throughout the Continental United States. This expansion occurred locally as well with the initiation of instructional programs and services for the Texas Department of Corrections in Gatesville in 1976.

In 1970, CTC began to offer broadcast telecourses to the citizens of Central Texas. College credit classes were first delivered by video conference in the Service Area in 1994 and from the Central Campus in 1996, enabling area high schools and other colleges in the geographical region to receive CTC courses. At the same time, Central Campus faculty began to enrich traditionally taught courses with professionally produced multimedia materials and with materials selected from the Internet. CTC taught its first online course in 1998. In 1998, CTC was invited to list its online courses in the inventory of the Electronic Campus of the Southern Regional Educational Consortium. CTC’s membership in the Sloan Consortium was approved in 1999. In 2000, the PricewaterhouseCoopers firm invited CTC to become an educational partner in the new Army University Access Online (eArmyU) project for the soldiers in the United States Army. Entire associate degrees were available online for the first time in the spring of 2001. CTC continues expanding its distance education offerings and delivery methods.

Today, CTC consists of administrative units referred to as campuses: the Central Campus, the Continental Campus, the Europe Campus, the Fort Hood and Service Area Campus, the Navy Campus and the Pacific Far East Campus. Of these, the Central, Fort Hood and Service Area Campuses operate within the state of Texas. While some campuses, like the Navy Campus, offer programs only for military personnel, others enroll military, civilians and incarcerated students.

Students enrolled in CTC may select a degree plan from Associate of Arts degree programs, Associate of Science degree programs, Associate in Applied Science degree programs, or Associate in General Studies. In addition, students choosing to earn a certificate may enroll in any of the more than 40 certificate programs. Campuses may offer the full range of degree programs and services or only those identified through local needs assessments. CTC also provides a wide range of education and training opportunities for those students who do not select a degree or certificate option. Committed to serving all students, CTC provides comprehensive programs and services for special populations: disability support services, single parent/homemaker support services and nontraditional career support services as well as tutoring and transportation assistance. To meet the occupational training needs, Central Texas College offers a variety of professional development and job-related skills programs such as basic literacy, leadership skills, foreign language skills and occupational skills programs.

Proposed Schedule for Central Campus 2010-2011
This College Calendar lists only Central Campus activities. If attending Central Texas College at other locations, contact Central Texas College officials serving those locations. The following calendar displays major activity dates of the academic years. In addition, distance learning courses have monthly start dates and course lengths of eight to sixteen weeks. Please refer to the online schedule bulletin for details. Not all activities are displayed here, so read bulletin boards and other announcements for dates of other scheduled academic and social activities.

Before each registration period, a detailed Schedule Bulletin is prepared, providing a final calendar of activities, registration procedures and a schedule of course offerings. For administrative purposes, the Schedule Bulletin becomes the official calendar for the semester for which it is published. The Schedule Bulletins are available online and on campus in advance of each registration period.
College Calendar

Fall 2010
- Early Registration: August 2-13
- Regular Registration: August 16-20
- Final Registration: August 23-27
- Classes Begin: August 30
- Labor Day (college closed): September 6
- Last Day to Apply for Fall Graduation: October 1
- Veterans’ Day (college closed): November 11
- Thanksgiving (college closed): November 25-26
- Final Exam Week: December 13-17
- Christmas (college closed): Dec. 20 - Jan. 2

Spring 2011
- Regular Registration: November 29 - December 17
- Final Registration: January 3-7
- Classes Begin: January 10
- Martin Luther King Day (college closed): January 17
- Last Day to Apply for Spring Graduation: February 1
- Presidents’ Day (college closed): February 21
- Spring Break (Admin. offices open): March 14-18
- Final Exam Week: May 2-6
- Graduation: June 6

Summer 2011
- Regular Registration (Summer I, II and 10-week): May 9-27
- Memorial Day (college closed): May 30
- Final Registration: May 31 - June 3
- Classes Begin (Summer I and 10 Week): June 6
- Last Day to Apply for Summer Graduation: June 10
- Independence Day (college closed): July 4
- Final Exams (Summer I): July 8
- Classes Begin (Summer II): July 11
- Final Exams (10 Week): August 10-11
- Final Exams (Summer II): August 11

Our Mission and Purpose

Institutional Mission Statement
Central Texas College provides education for a global community through responsive, innovative instruction and educational services for diverse student populations.

Institutional Purpose
Central Texas College is a two-year, open admissions institution which provides educational opportunities to students locally, nationally and internationally. The purpose of CTC, as set forth in Section 130 of the Texas Education Code, is to provide:

- technical programs up to two years in length leading to associate degrees and/or certificates;
- vocational programs leading directly to employment and/or advancement in semi-skilled and skilled operations; freshman and sophomore level courses in arts and sciences;
- adult, continuing, and community education programs for occupational upgrading or cultural enrichment;
- compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- workforce development programs designed to meet civilian and military community needs;
- adult literacy and other basic skills programs for adults;
- library services; and
- a wide variety of public service needs.

Strategic Planning
Central Texas College has established a standing Research Committee that has the responsibilities to revise a strategic plan and periodically review the institution’s mission and purpose statements. The committee has developed a vision statement and has established broad goals that center on instruction, research, public service and institutional support and ancillary operations. Specific objectives that are measurable have been developed for all institutional goals. The committee has been assigned the responsibility to annually assess the institution’s progress on meeting the goals and objectives. Results of the assessment are used to develop strategies to be implemented by the departments and units. During the annual budget process, resources are identified and committed in order to implement the strategies. Copies of the current Strategic Planning documents are available in the Office of Institutional Effectiveness (IE), on the IE webpage, and in the Oveta Culp Hobby Memorial Library on the Central Campus.

General Information

The Catalog
This Catalog is an official publication of Central Texas College containing policies, regulations, procedures, tuition and fees in effect at the time the Catalog was published. Central Texas College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, amendments required by state law and tuition or fee changes. The Catalog serves two purposes. First, to provide general policy for all Central Texas College operations and second, to provide specific information, policy and directives for the Texas Campuses. Rules, regulations and procedures for the Continental and International Campuses are found in the Central Texas College Continental and International Campuses Catalog, the Pacific Far East Campus Catalog or the Europe Campus Catalog.

Study the contents of this Catalog carefully; you are responsible for observing the regulations contained herein.

Other official publications published by Central Texas College include the Continental and International Campuses Catalog, the Pacific Far East Catalog and the Europe Campus Catalog describing policies, procedures, regulations and fees for campuses outside the state of Texas; the Student Handbook, which includes the Institution’s policies and regulations relating to student conduct and student activities at the Central Campus; and semester schedule bulletins.

Program and Course Availability
Programs of study displayed in this Catalog are offered when sufficient interest indicates a level of enrollment required for program continuation. To enter specific programs of study, students should seek confirmation of program availability. Central Texas College further reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances require this action.
Central Texas College is a participant of the GoArmyEd program, which allows active duty soldiers to request Army Tuition Assistance online and apply for admissions and register for classes through the GoArmyEd portal. With over 150 locations worldwide with classroom offerings, 20 degree and 20 certificate programs online and CD-ROM courses available for servicemembers deployed at remote locations, you can choose the option that’s right for you. CTC currently offers 100 degree and certificate programs through GoArmyEd to include 20 online associate degree programs and 20 online certificate programs.

Equal Opportunity Policy
Central Texas College District is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices, admissions, educational programs, and all other college activities. The college does not discriminate on the basis of race, color, religion, national origin, gender, age, disability or veteran status. Accordingly, it is the policy of the college to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations.

The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act relating to students is Denise Pergl, Director of Student Support Services (254) 526-1291; the designated coordinator for employment of faculty and staff is Holly Jordan, Director of Human Resource Management (254) 526-1128.

Central Texas College has established programs to ensure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Existing administrative procedures of Central Texas College are used to handle student grievances. If you believe a condition or employee of Central Texas College is unfair or discriminatory, you can appeal to the administrator in charge of that area. If you need assistance pursuing a grievance matter, contact the Director of Student Life, Central Texas College, Room 100, Roy J. Smith Student Center, (254) 526-1258.

Refer to your student handbook for additional information.

Statement on Harassment and Discrimination
Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff, and students should be aware that discrimination and harassment on the basis of race, color, religion, gender, national origin, age, disability, or veteran status of individuals or any other sub groups stereotyping or grouping within the college community is unacceptable. Central Texas College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

If you believe you have experienced harassment or discrimination, contact the appropriate office where you attend. Students should contact the Director of Student Life at (254) 526-1258. Faculty and staff should contact the Human Resources Department at (254) 526-1128.

Americans with Disabilities Act
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If you have a documented disability, please contact the Disability Support Services Office at (254) 526-1450, in Building 111, Room 207.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
In compliance with federal law, Central Texas College publishes annual crime statistics three times a year in the Central Campus schedule bulletins and/or on the college website. Originally enacted in 1990, the federal law was amended in 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These statistics are provided for students’ and employees’ information.

Central Texas College is committed to providing a safe environment and minimizing risk for students to enter campus and pursue their academic studies and personal development. You are expected to share in the responsibility alongside employees to provide a safe campus by reporting unsafe conditions, potential safety/health hazards, and accidents/injuries to your instructors or directly to the Risk Management Office at (254) 526-1347. Central Texas College is considered a public school under Texas law, and is therefore immune to liability for personal injury and/or property damage that students may sustain while on campus. You enter campus (to include parking your vehicle) at your own risk and responsibility.

Fort Hood Campus
The Fort Hood Campus offers five eight-week terms and one three-week mini term per year. Most courses are offered in the evenings, but noon “brown bag” and Saturday courses are also available. Fort Hood Campus college classes are open to active duty personnel and their family members, retirees and civilians. The Fort Hood Campus Student Services Office has full-time staff to provide academic advisement to meet the educational needs of the Fort Hood community. Students may register at Fort Hood for courses taught on post as well as most courses offered at the Central Campus. eArmyU and active duty army soldiers using military tuition assistance register through the GoArmyEd portal. Active duty army students using personal funds for payment are encouraged to register through the GoArmyEd portal. For more information, visit the CTC Fort Hood website by clicking the “Campuses” link on the CTC website, and then clicking “Fort Hood and Service Area Campus.”

Financial aid students and students using Veterans Administration benefits should contact the Office of Student Financial Assistance at the Central Campus prior to enrolling for courses at Fort Hood. Students attending courses through the Military Tuition Assistance Program should meet with a military education counselor prior to enrollment.

In addition to college programs, the Fort Hood Campus also has contractual agreements to provide the programs and services listed below. Check with the Ft. Hood Campus Student Services office for more information and to determine your eligibility to attend.
Continuing Education
Continuing Education provides opportunities for people to pursue lifelong learning. Personal enrichment and professional development noncredit courses are developed in response to individual requests and trends in community interests. Instructors come from all walks of life bringing rich and varied experiences to the classroom. Noncredit courses are an excellent alternative to credit courses for individuals seeking nontraditional educational experiences.

Workforce Education and Training
Continuing Education also offers workforce education and training programs. Workforce Education and Training programs are designed to meet the special needs of business and industry. Several curriculum options are available for those students who wish to learn a new skill or enhance their existing talents. Central Texas College also offers programs sanctioned by appropriate state and national associations and state licensure boards. Such programs keep interested persons informed regarding new developments in their fields or areas of interest.

Workforce Education offers customized business training programs that are tailored in content, schedule and location to meet a client’s needs. This cost-effective training increases employee productivity and efficiency and improves customer satisfaction. Some Workforce Education courses may be taken for college credit.

General Information
Online instruction is also an option offered for some noncredit courses. We hope you find a program of interest on our web pages. Please visit our web site: www.ctcd.edu/ce under Continuing Education. We welcome suggestions from the community for Continuing Education classes. To request a schedule or for additional information, please call (254) 526-1586 or come by the Continuing Education Office located in the Student Services Building 119, Room 208.

Articulation Agreements Leading to Bachelor Degrees
Central Texas College holds articulation agreements with several colleges and universities located within and outside of Texas. These agreements allow the eligible CTC student a seamless transition into a four-year degree program. Many of the articulation agreements are with colleges and universities that offer online bachelor degree programs. Additional information may be found at the Transfer Center on the Central Texas College, Killeen, Texas, website or obtained through an academic advisor.

Uniform Application of Standards
The standards of Central Texas College’s academic and student policies are uniform at all locations served by CTC. Central Texas College provides services at nine Texas locations which include:

- Central Campus, located between Killeen and Copperas Cove, Texas.
- Fort Hood Campus, located within the Central Texas College District at Fort Hood, Texas.
- Service Area Campus, which operates satellite offices strategically located in eleven counties with offices in Brady, Burnet, Gatesville, Hamilton, Killeen, Lampasas, Marble Falls and San Saba.

CTC Service Area Campus
The CTC Service Area Campus provides college credit and noncredit classes to the citizens of Central Texas in the following counties: Bell, Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba and Williamson. These classes are offered on a semester basis.

CTC Community Coordinators are located in Brady, Burnet, Gatesville, Hamilton, Lampasas, Marble Falls and San Saba. CTC Community Coordinators can assist you with testing, financial aid, registration and other college-related activities. Please contact your CTC Community Coordinator for an appointment.

Distance Learning Programs and Courses
Central Texas College offers a wide range of learning opportunities for distant learners from single courses to complete certificates and degrees. In fact, Central Texas College is one of the largest community colleges in the United States when it comes to distance education. Distance education courses are transferable as face-to-face courses because they are taught by the same faculty, use the same textbooks, and require the same standards as face-to-face courses.

The distance learning programs and courses adhere to the rules and regulations of the Texas Higher Education Coordinating Board, the Texas Education Agency and the SACS Principles as stated in the Distance Education: Definition and Principles: A Policy by the Commission on Colleges, Southern Association of Colleges and Schools. The distance learning programs are guided by the principles developed by the Western Interstate Commission on Higher Education (WICHE) and the Principles of Good Practice developed by the American Council on Education. Both DANTES and the Servicemembers Opportunity Colleges have approved CTC as a provider of distance learning courses. CTC is an educational provider of distance learning through the SLOAN consortium.

Faculty teaching distance learning classes must meet the academic and professional preparation criteria of regional accreditation, the standards established by the Texas Higher Education Coordinating Board rules and regulations and licensure and approval requirements of applicable regulatory boards.

NCO Lead Program
Microsoft Certified Systems Administrator
Computer Skills Program
Academic Learning Centers
Basic Skills Education Program
MOS Libraries
College Preparatory Program
Troop School—Military Skills Enhancement Program
Hospitality Programs
Testing Services

Service Area Campus
The CTC Service Area Campus provides college credit and noncredit classes to the citizens of Central Texas in the following counties: Bell, Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba and Williamson. These classes are offered on a semester basis.

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Admissions and Registration

General Admission

Information

Address requests for application materials or questions concerning admission to Central Texas College, Admissions Center, P.O. Box 1800, Killeen, Texas 76540-1800. Application forms and information are also available online at www.ctcd.edu.

Central Texas College is a comprehensive community college that maintains an open-door admission policy to ensure that all persons who may benefit from postsecondary education have the opportunity to enroll. New students will be admitted to Central Texas College providing all admission requirements are met. Admission to Central Texas College does not guarantee admission to specific programs and courses. Specialized programs have their own admission procedures, whereby a student’s admission status is determined by the department. Certain programs may have restrictions on enrollments because of limited space or special equipment needs. Departmental approval is required to register for certain courses as published in the college catalog and schedule bulletins.

Federal law prohibits institutions from making predetermination inquiries about disabilities. Any information received regarding disabilities will not adversely affect admission decisions. Students with disabilities should apply for services through the Offices for Disability Support Services located in Building 111 on the Central Campus. Appropriate documentation of the disability will be required.

General Admission Requirements For All Students in Credit Programs

An individual who has graduated from a high school to include an accredited public or private school; who has successfully completed a nontraditional secondary education program in a recognized nonaccredited private school setting to include a home school; or who has earned a general educational development (GED) certificate will be admitted to Central Texas College. All individuals will be required to follow the regular admission process.

Adults, veterans and military personnel 18 years or older who have not completed a high school program may be admitted on an “Individual Approval” basis if the individual can demonstrate the ability to benefit from instruction. Applicants wishing to be admitted under individual approval must complete a “Request for Waiver” form available through the Student Services office of the appropriate CTC campus. The applicant must show evidence of successful experiences which reasonably predict his or her ability to make satisfactory progress at the college. The Dean of Student Developmental Services will review the request with the appropriate department chair/faculty or the Campus Dean and then make a recommendation to the Systems Registrar for final approval.

Early admission offers the opportunity for high school students to earn college credits while concurrently enrolled in high school or during the summer. Early admission requirements and related information is included in this section of the Catalog under the heading “Early Admission/Dual Credit, High School Students.”

NOTE Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled in the early admissions program. Credits earned before high school graduation may not transfer to some colleges.

Students applying for Financial Aid must have a high school diploma or GED. Non-high school graduates should contact the Office of Student Financial Assistance at (254) 526-1508 for further details.

Admission Procedures, College Credit Programs

Admissions, testing and academic advisement are provided year round. You are encouraged to complete the admission process prior to registration periods.

New CTC Students, First-Time Students

All new college students seeking a degree or certificate from CTC are required to:

1. Complete a CTC Application for Admission.
2. Sign the oath of residency and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form prior to the census date of the first semester of enrollment which he or she will be using the waiver and a valid military I.D. card. Refer to the Residency section of this Catalog for additional information.
3. Submit an official high school transcript or General Educational Development (GED) Certificate with scores demonstrating high school graduation or equivalency.
4. Meet the Texas Success Initiative (TSI) requirements by taking one of the required state-approved tests unless TSI exempt or waived. To determine if you are TSI exempt or waived, review the “Testing and Placement” section of the Catalog and visit with an academic advisor. CTC offers the THEA and ACT ASSET. Test results are for placement purposes only. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses.
5. Meet with an academic advisor.
6. Arrange to attend the new student orientation session.

All first-time new students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) to determine if they may be eligible for student financial assistance.

Transfer Students

Students who have previously attended another college or university prior to applying for admission to CTC are required to:

1. Complete a CTC Application for Admission.
2. Sign the oath of residency and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. Refer to the Residency section of this Catalog for additional information.
3. Submit an official high school transcript or General Educational Development (GED) Certificate with scores demonstrating high school graduation or equivalency.
4. Submit official transcripts from each accredited college or university previously attended.
If transferring from a private/independent or out-of-state higher education institution, you are subject to TSI requirements unless TSI exempt or waived. To determine if you are TSI exempt or waived, review the “Testing and Placement” section of the Catalog and visit with an academic advisor. CTC offers the THEA and ACT ASSET. Test results are for placement purposes only. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses.

5. If you attended another Texas public higher education institution in the fall 1989 or thereafter, you should have been tested and/or TSI exempted by that institution.
6. Meet with an academic advisor.
7. Arrange to attend the new student orientation session.

Students on academic probation or suspension at the transfer institution will be admitted on probation to Central Texas College and must earn a grade point average of 2.0 during their first semester in attendance at CTC. Students in this category who do not achieve a grade point average of 2.0 will be suspended for one long semester.

Transfer students applying for financial aid must submit official copies of transcripts from previous colleges and universities attended in order to determine the student’s eligibility for federal, state, and institutional financial aid.

Former CTC Students, Readmissions
If it has been at least one year since you attended CTC, follow the steps below:
1. Complete a new CTC Application for Admission.
2. Sign the Oath of Residency and submit substantiating documents as may be needed. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form prior to the census date of the first semester of enrollment which he or she will be using the waiver and a valid military I.D. card.
3. If you have attended other colleges or universities since last enrolled with CTC, request that official transcripts be sent to CTC.
4. Check with an academic advisor to review your TSI requirements.
5. Visit with an academic advisor as may be needed.

CTC Students Who Previously Attended CTC Outside of Texas
If you attended CTC at one of its locations outside Texas, you are now subject to certain in-state requirements. You are required to:
1. Complete a CTC Application for Admission.
2. Sign the Oath of Residency and submit substantiating documentation. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. Refer to the Residency section of this Catalog for additional information.
3. Take the Texas Higher Education Assessment (THEA) Test or the ACT ASSET test unless TSI exempt or waived. To determine if you are TSI exempt or waived review the Testing and Placement section of the Catalog for additional information and discuss with an academic advisor.
4. Verify that your high school transcript, GED scores and/or official transcripts from accredited colleges or universities previously attended are on file. If not, request that official transcripts from each school be sent to CTC.
5. Visit with an academic advisor.
6. Make arrangements to attend the new student orientation.

Guidelines for Active Duty Army Tuition Assistance Students
Active duty soldiers using Army tuition assistance will apply and register through the GoArmyEd portal. Self-pay Army students whose tuition assistance has been suspended due to a grade point average below 2.0 are encouraged to register and pay through the GoArmyEd portal in order to track their academic progress. All students meet the general admission requirements in the CTC college catalog.

TC Students Who Previously Attended CTC Outside of Texas

If you attended CTC at one of its locations outside Texas, you are now subject to certain in-state requirements. You are required to:
1. Complete a CTC Application for Admission.
2. Sign the Oath of Residency and submit substantiating documentation. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. Refer to the Residency section of this Catalog for additional information.
3. Take the Texas Higher Education Assessment (THEA) Test or the ACT ASSET test unless TSI exempt or waived. To determine if you are TSI exempt or waived review the Testing and Placement section of the Catalog for additional information and discuss with an academic advisor.
4. Verify that your high school transcript, GED scores and/or official transcripts from accredited colleges or universities previously attended are on file. If not, request that official transcripts from each school be sent to CTC.
5. Visit with an academic advisor.
6. Make arrangements to attend the new student orientation.

Transient Students
A transient student is a student currently enrolled in a degree program at another college or university and wants to take courses to transfer to that institution. A transient student must show evidence of good academic standing at his or her home institution. To apply as a transient student you are required to:
1. Complete a CTC Application for Admission.
2. Sign the Oath of Residency and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. Refer to the Residency section of this Catalog for additional information.
3. Submit an appropriate document such as a transcript, grade reports, or letter from the Registrar’s office of your home institution showing evidence of good academic standing. Transient students may be eligible to receive a one-semester TSI waiver.
4. Consult with the advisor at your home college or university to ensure courses taken at CTC will transfer to your degree program.

Official transcripts from all colleges and universities to include your home institution are required for Veterans Benefits, Financial Aid, or to document earned requirements such as prerequisites. All records will be required if you later elect to seek a certificate, degree, or award of credit with CTC.
5. Fill out the GoArmyEd common application form online.
6. If CTC is your host college, request official transcripts from each regionally accredited college or university previously attended be sent directly to CTC. Submit an official high school transcript or GED scores verifying high school graduation equivalency if you have not already successfully completed at least 12 semester hours at another college or university.
7. Transient students (students who have a home institution other than CTC) are not required to submit official transcripts unless using financial aid.
8. Browse through the GoArmyEd Schedule of Classes and register for courses online. Ensure you meet course prerequisites prior to enrolling. If you are not eligible to enroll in a course, you will be notified by CTC. Refer to Reference Document titled “Enrolling in GoArmyEd Courses (Course Enrollment Guide Step-by-Step instructions)”.

Distant Learners
Students enrolling in distance learning programs must meet general institutional admission requirements. Distant learners in Texas and out-of-state distant learners who are bona fide Texas residents receiving in-state tuition rates must meet TSI requirements unless TSI exempt or waived. Students are encouraged to complete the distance learning orientation at the CTC Distance Learning website at online.ctcd.edu.

Students enrolled in distance education courses must provide their own computers, or have access to computers, have Internet access (for online courses) and email accounts.

Early Admission/Dual Credit, High School Students
Early Admission is available to selected high school students who are in good academic standing and classified as juniors or seniors. Accepted high school students are limited to two courses (classroom or online) per semester (fall, spring, summer). Refer to the section “Exceptions to Course Limits and Junior/Senior Standing” for exceptions to these requirements. To apply for Early Admission:

1. Complete the Dual Credit/Early Admission Application signed by the high school principal/counselor and parent or legal guardian. The application is required each semester and must list the courses approved by the high school principal/counselor and parent/legal guardian for that semester.
2. Complete CTC’s Application for Admission. Sign the oath of residency and submit substantiating documents as may be needed. If you are a family member of a nonresident active duty member of the U.S. Armed Forces, refer to the Residency section of this Catalog for more information.
3. Provide an official high school transcript that includes TAKS, ACT, SAT, and/or other applicable assessment scores (unofficial documents are acceptable for initial enrollment but TSI complete and exemption statuses cannot be placed on the student’s record until an official high school transcript or test scores are received.)
4. Submit ASSET, ACCUPLACER, COMPASS, or THEA Test Scores if applicable.

Note High school students will not be permitted to enroll in courses through WebAdvisor.

Eligibility Requirements to Enroll in Dual Credit Workforce Education Courses
To be eligible to enroll in dual-credit workforce education courses for college credit, the student must:

1. Have achieved the minimum high school passing standards on the Mathematics section and/or the English/Language Arts section of the 10th or 11th grade TAKS.
2. Enroll in only the workforce education dual-credit courses for which the student demonstrates eligibility.

Eligibility Requirements to Enroll in Dual Credit/Concurrent Academic Courses
To be eligible to enroll in academic courses, the high school student must meet one of the three provisions below.

1. Be TSI Exempt from taking a mandatory TSI assessment test, which can be met through acceptable scores on the TAKS, ACT, or SAT test relevant to the courses to be attempted. Minimum scores are:
   - 11th grade exit TAKS: 2200 in Mathematics and/or 2200 in ELA with at least a 3 on the writing essay, or
   - ACT: 23 composite with 19 in English and/or 19 in Mathematics, or
   - SAT: 1070 composite with 500 in Critical Reading and/or 500 in Mathematics.

2. Is TSI Complete based on acceptable scores on the Mathematics, Reading, and/or Writing test on a state-approved TSI test relevant to the courses to be attempted. State-approved TSI assessment instruments and minimum scores are:
   - ACCUPLACER: Reading Comprehension – 78; Elementary Algebra – 63, and Written Essay – 6* or Written Essay – 5 with Sentence Skills – 80
   - ASSET: Reading Skills – 41; Elementary Algebra – 38; and Written Essay – 6* or Written Essay – 5 with Writing Skills (objective) – 40
   - COMPASS: Reading Skills – 81; Algebra – 39; and Written Essay – 6* or Written Essay – 5 with Writing Skills (objective) – 59
   - THEA: Reading – 230; Mathematics – 230; Writing – 220

   *Minimum passing standard for the written essay portion of all tests is a score of 6. However, an essay with a score of 5 will meet standard if the student meets the objective writing test standard.

3. In lieu of a student being TSI Exempt or TSI Complete, an eleventh grade high school student is also eligible to enroll in dual credit courses under the following conditions:
   - Achieved a score of 2200 on the Mathematics and/or 2200 on the English/Language Arts with a writing subsection score of at least 3 on the 10th grade TAKS relevant to the courses to be attempted. The student does not need to demonstrate further eligibility to enroll in dual credit courses in the 12th grade; or
   - Achieved a score of 107 on the PSAT/NMSQT with a minimum of 50 on the Critical Reading and/or Mathematics test relevant to the course to be attempted. The student must demonstrate further eligibility in the 12th grade; or
   - Achieved a composite score of 23 on the ACT PLAN with a 19 or higher in Mathematics and/or English. The student must demonstrate further eligibility in the 12th grade.

Exceptions to Course Limits and Junior/Senior Standing
High school dual credit students are limited to two dual credit classes per semester. Exceptions to this requirement are for students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, ACT or SAT scores, or other assessment instruments). Approval of the student’s high school principal/counselor and chief academic officer/campus dean of CTC is also required.

High school dual credit students must have junior year high school standing. Exceptions to this requirement are:
   - Students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, PSAT/NMSQT scores, ACT PLAN or other assessment instruments); AND
Students with less than junior high school standing must also demonstrate college readiness by achieving the minimum passing standards under the provisions of TSI (being TSI Complete in the relevant subject area or be TSI exempt under the provisions of the Texas Success Initiative rules); AND

Students must receive approval of their high school principal/counselor and chief academic officer/campus dean of CTC.

High School Students from Private/Non-accredited High Schools or Home Schooled

High school students who attended private or non-accredited high schools or who were home schooled must still meet the same requirements as a student enrolled in a Texas public secondary high school, as outlined in this catalog.

Enrollment after High School Graduation, Early Admission/Dual Credit Students

High school graduates who were enrolled in dual credit/concurrent courses under the above provisions must be TSI exempt, TSI complete, TSI compliant or enrolled in a TSI waived certificate program in order to enroll in college courses after high school graduation.

Workforce Education College Credit Courses

Students who were enrolled in workforce education courses while in high school based on meeting the minimum high school passing standard of the TAKS may continue to enroll in workforce education courses after high school graduation if the courses are included in a certificate program of one year or less (42 semester hours or fewer). Students enrolling in a certificate program of more than 42 semester hours must meet TSI requirements. Refer to the Texas Success Initiative section in this Catalog for more information.

Academic College Credit Courses

Students who were enrolled while in high school under one of the provisions in the section “Eligibility Requirements to Enroll in Dual Credit/Concurrent Academic Courses” must meet the applicable requirement below after high school graduation.

1. Students (Provision 1 prior page) who were TSI exempt based on ACT, SAT, or TAKS while in high school and earned college credit are not required to meet any further TSI criteria in the subject area for which they were TSI exempt. However, the student must take the TSI assessment tests for the sections that the student was not TSI exempt.
   Example: A student was TSI exempt in Writing and Reading while in high school but was not TSI exempt in Mathematics. The student is required to take the Mathematics section of the ASSET, ACCUPLACER, COMPASS, or THEA. (Note: ACT and SAT scores are valid for 5 years from the date taken and TAKS scores are valid for 3 years from the date taken.)
2. Students (Provision 2 prior page) who were TSI Complete based on their scores on a state-approved TSI test have met the Texas Success Initiative requirements for the relevant section in which they met the minimum passing score.
   Example: A student who was TSI Complete in Mathematics and Reading while in high school but was not TSI Complete in Writing must still meet the TSI requirements in Writing.
3. Students (Provision 3 prior page) who were enrolled while in high school based upon scores on the 10th grade TAKS, PSAT/NMSQT, or ACT PLAN must meet TSI requirements after graduation. A student’s official high school transcript will be reviewed to determine if the student is now eligible for an exemption based on 11th grade exit TAKS, SAT, or ACT scores. If the student is not TSI exempt, the student will be required to take the ASSET or other TSI-state approved test prior to enrolling in CTC.

Academic Advisement and Admissions:

After high school graduation, all high school graduates entering CTC are required to:

• Meet with a CTC academic advisor and choose a certificate/degree program.
• Update their CTC Admissions Application and Core Residency Questionnaire if applicable.
   - If one year has passed since the student last enrolled in a CTC course, a new CTC Admissions Application is required.
   - All students are encouraged to complete a new Core Residency Questionnaire to determine if there are any changes in their residency status. Short-term, stop-out students who are returning after being out for less than 12 months must confirm their residency and/or the residency of their parent/guardian has not changed.
• Submit an official high school transcript verifying high school graduation.

Students will not be permitted to register electronically until the applicable steps above have been completed.

Admission to Skills Center Self-Paced Certificate and Cosmetology Programs

The admission/registration process for these programs differs slightly from those for the regular college credit programs in that registration is ongoing.

• Self-paced Certificate: If interested in enrolling in a self-paced certificate program, contact a Skills Center Counselor in the Vocational Skills Center Building 118, Room 14. After seeing the counselor, go to the Industrial Technology Department in Building 118, Room 117 or Office Technology Department in Building 101, Room 11.
• Cosmetology: If interested in enrolling in the Cosmetology program, contact the Industrial Technology Department in the Vocational Skills Center Building 118, Room 17; or visit the College of Cosmetology at 203 West Jasper in Killeen or call (254) 554-3309.

Community Non-Native Speakers

Community non-native English speaking students (immigrant/resident alien/“Green Card” holder) follow the regular registration process. Community non-native English speaking students without scores from the Test of English as a Foreign Language (TOEFL) must take the Comprehensive English Language Test (CELT) to determine English language proficiency. Students whose CELT scores fall within the parameters of the English-as-a-Second Language (ESL) program must enroll in and complete the ESL program before taking the ASSET or CTC Placement Test. A TOEFL score of 520 on the paper-based test, 190 on the computer-based test, or 68 on the internet-based test is needed to bypass the CELT and ESL program requirements.
International Students
Prospective international students are those applying for an F-1 or M-1 Student Visa, which requires that CTC issue the Form I-20. The International Student Services Office (ISSO) issues the Form I-20 when admission has been granted to the student. Because of changing immigration regulations, prospective students holding visa category A-M with the exception of ‘F’ and ‘M’ will be admitted on a case-by-case basis. Please contact the ISSO at ctc.international@ctcd.edu for specific information.

To apply for international student admission (F-1/M-1) to Central Texas College, Killeen, Texas, the applicants must submit the documents listed below at least 90 days prior to registration of the intended entry semester. All documents must be originals. Faxed copies will not be accepted.

1. Complete and sign a CTC Application for Admission.
2. Complete and sign a CTC International Student Application for Admission.
3. Submit records of previous education. All foreign documents must be official and include an English translation completed through one of the foreign educational credential evaluation services. The National Association of Credential Evaluations Services provides a list of evaluation services.
   - Official high school diploma. Diploma must show date of graduation or official GED test scores verifying high school completion.
   - Official copies of transcripts from U.S. regionally accredited colleges or universities previously attended, if applicable.
4. Submit a notarized CTC Sponsor’s Statement for International Students, which indicates at least $15,000 a year is available for college tuition, fees and living expenses.
5. Submit two passport-sized photos.
6. Submit $500 tuition deposit. If the applicant does not attend, 80 percent is refundable.
7. Take the Test of English as a Foreign Language (TOEFL). A score of 520 on the paper-based test or a score of 68 on the Internet-based test is required for admission into the college credit program. Students native to countries whose official language is English and whose education has been in English, are not required to take the TOEFL. If the applicant is applying for the English-as-a-Second Language Program. The CELT testing must be completed while the campus is closed for the holidays.
8. Prior to registration, submit proof of Health/Accident Insurance for each semester. Foreign policies must be translated in English, with all information to include the expiration date translated. The insurance policy must cover the student while attending CTC and provide a minimum medical expense benefit of at least $100,000. Health insurance may also be purchased through the International Student Services office. International students who are not TSI exempt or TSI waived must take the THEA or ACT ASSET tests as required by the state. More information provided upon arrival.

NOTE: If the visa is denied, or you are unable to attend for any other reason, CTC will refund 80 percent of the original tuition deposit ($400) provided CTC receives the original Form I-20 with a written request for refund. The remaining 20 percent is not returned as it covers processing fees. If the visa is granted, 100% of the tuition deposit will be applied to tuition. The Residence Hall deposit is nonrefundable.

International Transfer Students
In addition to the requirements for all international applicants, prospective international transfer students must provide the following documents:
- Completed original Certification of Good Standing from previous school. Student must complete Section I of this form. The Foreign Student Advisor at the school last attended completes Section II of the form before sending it to the CTC Director, ISSO. Student must be in good academic standing and in-status with the U.S. Citizenship and Immigration Services (USCIS) in order to be admitted to CTC.
- Photocopy of Form I-20 issued by previous school attended.

Change of Status Application
Individuals applying for a Change of Status must meet the same deadlines and admission requirements as any other prospective international student. A request for a Change of Status application will be denied when the individual’s current status is due to expire within 60 days.

Responsibility of Prospective and Current International Students
Central Texas College is not responsible for an individual’s immigration status. It is the responsibility of the prospective or current student to remain in status with the United States Citizenship and Immigration Services (USCIS).

Residence Hall Application Process for International Students
- Complete Residence Hall Application. Complete all items, attach a passport-size photo and sign date the form.
- $100 nonrefundable Residence Hall deposit must be included to reserve a room. Early arrival is required for new international students for pretesting and registration. Be prepared to stay off campus from mid-December to mid-January while the campus is closed for the holidays.

When both items have been submitted, you will be placed on the Residence Hall waiting list. Submitting an application does not guarantee assignment of a room. You may check the status of your application with the Residence Hall Manager at (254) 526-1926.

NOTE: To apply to Central Texas College, direct inquiries to the Director of International Student Services ctc.international@ctcd.edu, who will provide forms and instructions for completing the requirements listed above. The CTC web site (www.ctcd.edu) provides detailed information.

English as a Second Language (ESL)
Non-native English speakers (international students and community foreign students) are required to take the Comprehensive English Language Test (CELT) before beginning the English-as-a-Second Language Program (ESL/ DSLA courses). Only international or community foreign students with TOEFL scores of 520 or higher (paper-based), at least 190 (computer-based), or at least 68 (internet-based) will be exempt from English language pretesting and the English-as-a-Second Language Program. The CELT testing dates and locations are published in the CTC Schedule Bulletin each semester. The test is free and may be taken once per year. Transfer students who have taken English-as-a-Second Language (ESL) courses elsewhere and wish to continue ESL at CTC must take the CELT.
The ESL program includes 14 courses divided into beginning, intermediate and advanced levels. The entire program takes three semesters to complete, provided you pass all subjects the first time. The CELT provides individualized course placement into appropriate levels of grammar/writing, reading/vocabulary and listening/speaking. Sufficient test scores allow you to be exempt from courses already mastered, ensuring that you do not take unnecessary courses.

Students whose CELT scores fall within the parameters of the English-as-a-Second Language (ESL) program must enroll in and complete the ESL program before taking the THEA or ACT ASSET.

**Placement Examinations**

<table>
<thead>
<tr>
<th>Student’s Status</th>
<th>Testing Requirements*</th>
</tr>
</thead>
<tbody>
<tr>
<td>If entering a Skills Center Open-Entry, Self-Paced Level I Certificate program</td>
<td>waived from taking the ASSET or THEA as long as courses are not taken outside the certificate program. However, you may be required to take a Skills Center Diagnostic Test.**</td>
</tr>
<tr>
<td>(42 semester hours or less) or the Cosmetology Program,</td>
<td></td>
</tr>
<tr>
<td>If entering a Level I Certificate program (42 hours or less),</td>
<td>waived from taking the ASSET or THEA as long as courses are not taken outside the certificate program.***</td>
</tr>
<tr>
<td></td>
<td>take the ASSET or THEA unless courses are a part of a Level I Certificate program.</td>
</tr>
<tr>
<td>If entering a Marketable Skills Achievement program for credit,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>take the ASSET or THEA unless TSI exempt or waived. See exemptions below.</td>
</tr>
<tr>
<td>If entering a Skills Center Open-Entry Level II program (more than 42 hours),</td>
<td></td>
</tr>
<tr>
<td>If entering a Level II Certificate program or an associate degree program,</td>
<td>must take the ASSET or THEA unless TSI exempt or waived. See exemptions below.</td>
</tr>
<tr>
<td>New International student (non-immigrant) or a Community Foreign Student (resident alien) and native language is not English,</td>
<td>must take the CELT examination if TOEFL scores are below 520 on the paper-based or below 68 on the Internet-based test or have never taken the TOEFL.</td>
</tr>
<tr>
<td>If exit level 11th grade TAKS scores 2200 on the ELA with a writing score of at</td>
<td>TSI exempt in math, reading, and writing</td>
</tr>
<tr>
<td>least 3 and a 2200 in math,</td>
<td>- may enroll in any course if course prerequisites are met</td>
</tr>
<tr>
<td></td>
<td>- may be required to take the ASSET or THEA to determine eligibility to enroll in</td>
</tr>
<tr>
<td></td>
<td>English and math courses.</td>
</tr>
</tbody>
</table>

* Other placement tests, such as the COMPASS or ACCUPLACER may be accepted.
** Contact a Skills Center Counselor in Building 118, Room 14 for more information.
*** A student who has not taken a TSI state-assessment test and who enrolls in Cosmetology or a Heating and Air Conditioning Level I program is required to take a diagnostic test.

NOTE If you need special testing accommodations, contact the office for Disability Support Services in Building 111 of the Central Campus before taking the test(s). Appropriate documentation of the disability is required.

**Records Required**

**Transcripts**

Official transcripts from all regionally accredited colleges and universities previously attended are required if the student is seeking a degree or certificate from Central Texas College, using student financial aid or Veterans benefits, requests an official evaluation of prior learning experiences, or to determine Texas Success Initiative status. Transfer students who plan to use financial aid must have transcripts on file prior to determining financial aid eligibility. Official transcripts must be mailed from each college or university to the CTC Central Campus in Killeen, TX. Hand-carried transcripts will only be accepted if received in a sealed envelope marked “official.”

**Test Scores**

Texas Higher Education Assessment (THEA) test scores or scores from other state approved TSI tests must be on file prior to registration for all students who are not TSI exempt or waived.
Texas Success Initiative
The Texas Success Initiative (TSI) replaced TASP effective September 1, 2003. The TSI program uses assessment, advising and remediation to ensure that students have the skills to be successful in freshman academic coursework. TSI requires students to be assessed in reading, writing and math skills prior to enrolling in college unless the student is TSI exempt or TSI waived.

The TSI is applicable to students attending CTC Texas locations and in-state distant learners. Out-of-state distant learners who are bona fide Texas residents and paying in-state tuition rates enrolled in online courses offered from the Central Campus are TSI-liable. All new and former students must meet with an academic advisor prior to enrolling to determine their TSI status and educational plan. Distant learners must contact an online counselor to determine their TSI status and educational plan. CTC’s developmental education program and course prerequisites are applicable to all in-state and out-of-state students.

How Can I Register to Take the Official TSI Test?
The state-approved TSI tests are the THEA, ACT ASSET, ACT ACCUPLACER and the COMPASS. CTC offers the THEA and ASSET. Refer to the semester schedule bulletins or website for dates and times of the ASSET. Information on the THEA is available at the THEA website. The CTC Guidance/ Counseling and Testing offices also maintain copies of the THEA Registration Bulletin.

Who is Exempt from Taking the Official TSI Tests?
The following students are exempt from the TSI requirements per Coordinating Board rules. All exempt students must still meet course and testing prerequisite requirements for CTC course placement purposes. (Coordinating Board rules and regulations are subject to change.)

1. ACT Scores. A student who has a composite score of 23 with a minimum of 19 on both the English and the mathematics tests and who first enrolls in a Texas public institution of higher education within five years from the date of testing. A student who earns the 23 composite score is eligible for a partial exemption based on the section passed.

2. SAT Scores. A student who has a composite score of 1070 with a minimum of 500 on both the Critical Reading (verbal) and the mathematics tests and who first enrolls in a Texas public institution of higher education within five years from the date of testing. In March 2005, the SAT was revised. The Critical Reading section replaced the verbal section, and a writing section was added. At the time of this publication, the Critical Reading score combined with the student’s composite score will be used to determine exemption from state-mandated testing in reading and writing. A student who earns the 1070 composite score is eligible for a partial exemption based on the section passed.

3. TAKS Scores. A student who has an 11th Grade Exit-Level minimum scale score of 2200 on the mathematics test and a minimum scale score of 2200 on the English Language Arts (ELA) section with a writing subsection score of at least 3 and who first enrolls in a Texas public institution of higher education within three years from the date of testing. A high school transcript with an asterisk next to the ELA scale score indicates a student scored at least a 3 on the writing subsection. A student will be TSI exempt related to the section passed. Graduates of the 2005 high school class who attended CTC while in high school based on their 10th grade TAKS scores will be re-assessed to determine college readiness upon initial entry into CTC after high school graduation.

4. Students Transferring From Out-of-State or Private/Independent Colleges and Universities. A student who transfers from an accredited out-of-state or private/independent institution of higher education and who has satisfactorily completed college-level coursework in designated English, mathematics and reading intensive courses or other core curriculum courses may be exempt. Transfer students must meet with an academic advisor to determine exemption eligibility.

5. AP and IB Scores/Dual Credit Grades. A student who has earned college-level credit for AP scores, IB scores, or dual credit grades based on CTC credit recommendations. A student is eligible for a partial exemption based on the appropriate subject area.

6. Associate or Bachelor’s Degree Graduate. A student who has graduated with an associate or baccalaureate degree from a recognized accredited institution of higher education.

7. Active Duty Military, Texas National Guard and Reservists. A student who is serving on active duty as a member of (a) the armed forces of the United States, (b) the Texas National Guard, or (c) as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

8. Former and Retired Military. A student who on or after August 1, 1990, was honorably discharged, retired, or released from (a) active duty as a member of the armed forces of the United States or the Texas National Guard; or (b) served as a member of a reserve component of the armed forces of the United States.

9. Non-Degree/Non-Certificate Seeking. A student who is not seeking a degree or certificate may be waived upon meeting specific institutional guidelines. Students must meet with an academic advisor to determine waiver eligibility.

10. Declared College-Ready by another Texas Public Institution of Higher Education. A student who has previously attended a Texas public institution of higher education and has met the readiness standards of that institution.

Who is TSI-Waived?
Level One Waived-Certificate Program. A student enrolled in a certificate program of one year or less (which requires 42 or fewer semester credit hours) is waived from TSI. If a student takes more than six semester credit hours outside the waived program, he or she immediately becomes TSI liable. Student must still meet departmental course and testing prerequisites. The waiver applies to students who have already graduated from high school. Dual/Concurrent high school students are limited to CTC based on other TSI criteria established by the state.

TSI Minimum Standards
To meet TSI minimum standards, a student must achieve the minimum passing scores on one of the approved TSI tests as listed below. As noted below, the state requires a 6 on the written essay. However, if the student achieves the minimum score on the objective writing test, a score of 5 on the essay will meet TSI standards.

- ASSET: (a) Reading – 41, (b) Elementary Algebra – 38 and (c) Writing Objective – 40 and Written Essay – 6.
- ACCUPLACER: Reading Comprehension – 78; Elementary Algebra – 63; Sentence Skills – 80; and Written Essay – 6.
Deviation Standards. If a student’s test scores are within the deviation standards set by the Coordinating Board, the student must successfully complete the CTC developmental education plan. Upon successful completion of the CTC developmental education plan, the student will not be required to retest.

- ASSET: (a) Reading – 35; (b) Elementary Algebra – 30 and (c) Written Essay – 6 or Written Essay – 5 with Writing Skills (objective) – 35.
- THEA: (a) Reading – 201, (b) Mathematics – 206 and (c) Writing – 205.
- COMPASS: Reading – 64; Algebra – 23; and Written Essay – 6 or Written Essay – 5 with Writing Skills (objective) – 44.

Scores that Do Not Meet Deviation Standard
A student whose scores on a state-approved TSI test do not fall within the deviation set by the Board must successfully complete the CTC developmental education plan and may be required to meet other indicators of readiness as determined by the college.

NOTE Enrollment based on standard deviation scores applies to students after graduating from high school. Early admission/dual credit students must meet the requirements in the catalog section “Early Admission/Dual Credit High School Students.”

A student may retake a state-approved assessment instrument at any time, subject to availability, to determine the student’s readiness to perform freshman-level academic coursework.

Special Conditions due to Elimination of Certain TASP Exemptions
TASP exemptions and waivers are not valid for students who entered Central Texas College or another Texas institution of higher education for the first time after September 1, 2003. However, if a student was previously exempt from TASP based on any of the exemptions listed below and re-enters CTC in the Spring 2004 Semester or thereafter, the TASP exemption may be used to meet TSI requirements.

The student must have been enrolled in a Texas public institution of higher education between September 1, 1989, and August 31, 2003, and the TASP exemption must have been posted on the student’s transcript.

1. Grandfathering. Any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the Fall Semester 1989; or entered the U.S. armed forces prior to July 1, 1989 and had the equivalent of three semester hours of college credit awarded for his or her military schools and training.

2. Deaf students who have three or more college-level semester credit hours or the equivalent from an accredited institution prior to September 1, 1995.

3. High School graduates with a 3.5 or above grade point average who graduated in the Recommended or Advanced Curriculum from September 1, 2001, to August 31, 2003.

4. Students who completed TASP obligations via provision TEC 51.306(u), dyslexia and other related disorders (effective from September 1, 1995, to August 31, 2003).

Students whose TASP exemption cannot be carried over and re-enrolled with CTC in the Spring 2004 Semester or thereafter must take the THEA, ASSET or other state-approved TSI test. Testing is a state requirement and cannot be waived. Texas Success Initiative rules and regulations are subject to change.

Registration
Students may register on the Web or during scheduled walk-in registration periods. Army TA and eArmyU students register through the GoArmyEd portal. Active duty Army soldiers using personal funds for payment because their TA monies have been suspended due to their grade point average are encouraged to register through the GoArmyEd portal.

- New students may register electronically once admissions, academic advisement and testing requirements have been completed.
- Continuing students who have attended CTC in Texas or through distance learning during the last 12 months should register electronically.
- Short-term stop-out students who return to CTC after being out of school for less than 12 months, must confirm that they have not changed their state of residence since their last enrollment prior to registering electronically.
- Former students who have not enrolled with CTC during the last 12 months must reaffirm residency status and update admissions prior to registering electronically.
- Active duty military or their family members may be required to submit a new military verification form and present their military I.D. card (valid) if it has been 12 months since last enrolled with CTC.
- Early Admissions/Dual Credit high school students are not eligible to register electronically.

To ensure an effective and timely registration process, you should submit your CTC Application for Admission and supporting documents to the Admissions Office at least 72 working hours before enrollment. You must take all portions of the THEA or ASSET unless exempt or enrolled in a certificate-waived program prior to registration. If you are not required to take the THEA or ASSET test, you may be required to take placement tests to enroll in specific courses or programs.

Except when the administrative offices are closed or during scheduled registration periods you may see an academic advisor at any time during the year. ASSET testing is routinely given at the CTC Testing Office. You are encouraged to complete admissions, academic advisement, and testing in advance of scheduled registration periods.

Registration for Skills Center Programs and Cosmetology
Registration for the Skills Center self-paced certificate programs is continuous. Students may enroll any time, except during Spring Break, Christmas Holidays and other official Central Texas College holidays. Currently web registration is not available for the self-paced programs.

New Cosmetology classes begin the first Monday of March, June, September and December. Registration for Cosmetology classes occurs 15-20 days prior to start of classes. Web registration is not available for the Cosmetology Program.

New Student Registration
As a first-time student at Central Texas College, you are expected to participate in the new student registration process. This process includes academic counseling, schedule planning, registration, orientation, a discussion of the TSI program and its requirements and referral to other specialized services, such as the Office of Student Financial Assistance.
Late Registration
Late registration for classroom courses is permitted for a limited time after class begins. Consult local schedules for exact dates. Late registration is not permitted for distance learning courses. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.

Adding or Dropping Classes
During the official add/drop period, you may add a class prior to the second scheduled class meeting. You may not add a distance learning course without special permission. Classes missed will be counted as absences and you will be required to make up any assignments. GoArmyEd students drop and add courses through the GoArmyEd portal.

If you are a financial aid student you should visit the Office of Student Financial Assistance prior to making a schedule change. It is your responsibility to meet with a financial aid advisor prior to dropping a course. VA students must have schedule changes approved at the CTC VA office. Army TA and eArmyU students add and drop courses through the GoArmyEd portal.

Official Enrollment
To gain admission to classes, you must complete the published registration procedure each term, including payment of all tuition and fees. No one is officially enrolled until all tuition and fees have been paid in full. Students who withdraw are not entitled to remain in class on an unofficial basis. Only those students who are officially enrolled may attend classes.

Departmental Admissions Requirements
Aviation Science
If you are an Aviation Science student, you must pass Federal Aviation Administration (FAA) physical exams appropriate to your level of training before admission to flight training. Present written evidence of FAA medical certification to the Department Chair at the time of preregistration advisement for admission to this department.

Medical Lab Technician Admission Policy
Applicants desiring admission to the MLT program must follow the regular procedures for admission to Central Texas College. Upon admission to CTC, a prospective student must follow the procedures required by the MLT program as follows:

- Application to the MLT program accompanied by the documents listed below. An incomplete application (lacking any of the documents) will not be accepted.
- Transcript of high school graduation or GED equivalency.
- Copy of THEA scores or one of the other approved TSI exams. THEA scores or equivalent of at least 250 on the mathematics, 230 on the reading, and 230 on writing. (For a complete list of the approved TSI exams, refer to the Admissions section of the CTC Catalog.) A student who does not successfully complete the reading and/or writing sections of the exam must successfully complete the required developmental courses prior to the pre-admission interview. A student with a math score below 250 may be admitted to the program, but must successfully complete the developmental mathematics courses prior to enrolling in MATH 1414 College Algebra. The mathematics department requires at least 270 or equivalent on the TSI-state approved test or successful completion of DSMA 0303 to enroll in MATH 1414.
- Two completed reference forms.
- Current immunization record.
- Physical exam form completed within the last six months signed by a M.D. or D.O.
- Student health history.

Call for an appointment with the program director (254-526-1883) when the application and the required documentation has been submitted to the MLT office.

Additional requirements are:
- Students with prior college credits: It is the applicants’ responsibility to ensure CTC receives official transcripts. For effective counseling, copies of transcripts should be sent to the MLT office prior to the pre-admission interview. All transfer courses accepted in the MLT program must have a grade of C or better. Science courses that are 5 years old or greater must be repeated.
- BIOL 1406 is recommended for any student who did not complete a high school biology course prior to entering MLAB 1201 and 1211. CHEM 1406 is recommended for any student who has not completed a high school chemistry course. Students with previous college credits will be exempt.
- Based on the date of the application and after admission criteria have been met, 20 students are admitted to the MLAB 1201/1211 courses. Enrollment in MLAB 1201/1211 does not guarantee a position in the clinical courses of the program. Upon entering MLAB 1201/1211 and subsequent courses, the student is in competitive status for admission to the clinical courses of the program.
- Student must complete the program within four calendar years of enrollment.

Progression Requirements
In order for a student to progress in the MLT program, the following requirements must be met:

- Achieve a grade of “C” or better in each course listed on the degree plan.
- Successfully complete the prerequisites to Clinical I with a grade of “C” or better. Prerequisites are: MLAB 1201 and 1211, MLAB 1414, BIOL 2401, BIOL 2402, CHEM 1411, CHEM 1412, MATH 1414, ITSC 1409
- Selection for acceptance to the clinical courses of the program will be made on a space-available basis. The selection process is a function of the MLT Advisory Committee. The following criteria will serve as the basis for the decision regarding selection.
  - Review of transcripts and courses currently in progress; specifically academic courses in biology, chemistry, mathematics, and medical laboratory technician.
  - Interview with a member of the MLT Advisory Committee (32 points possible).
  - Interview with the MLT program Medical Advisor (30 points possible).
  - There are a maximum of 10 positions available for clinical courses. The students with the 10 highest point values will be admitted to the clinical courses. Two alternate positions will be assigned to the next two applicants.
  - Students will be notified by letter regarding their status for admission to Clinical I.
Transfer Students
Transfer students must:
- Meet general admission requirements of Central Texas College and the MLT program.
- Have a minimum 2.5 GPA or better on a 4.0 scale.
- Present transcripts and syllabi of completed science and MLT courses to the CTC Guidance and Counseling department.
- Submit transcripts and syllabi evaluations completed by the CTC Guidance and Counseling department to the MLT program.
- May be required to challenge MLT courses depending on the transcript and syllabi evaluations. Students will be required to successfully complete MLT exit exams with a minimum of 70 (C).
- Placement of students in MLT clinical courses will depend upon availability and the recommendation of the MLT Selection committee and the MLT program director.
- Clinical admissions requirements will be applicable.

Readmission Policy
- Student must submit a written request for readmission to the program (refer to page 8 of the MLT Student Handbook).
- Student must be able to complete the program within four calendar years of the initial enrollment.
- Readmission to any MLT course is dependent upon approval from the MLT program director and repeat the clinical admission process.
- For readmission to the clinical courses of the program, the student must be in good academic standing, receive approval from the MLT program director and repeat the clinical admission process.
- Upon readmission to the clinical course, the following documents must be on file in the MLT program prior to the first day of the course.
  - Proof of physical exam signed by a M.D. or D.O. within the last six months.
  - Copy of current immunizations.
  - Receipt for the purchase of medical liability insurance policy through CTC.
  - Current CPR certification on file.
  - Results of current TB Tine (skin) test or chest x-ray.
  - Results of Criminal Background Check and Urine Drug Screen submitted 45 days prior to entering Clinical I.

Mental Health Services
Admission Policy
The Mental Health Services programs include a core curriculum of courses that provide a foundation for the Mental Health Services Associate of Applied Science degree with specialization options in Chemical Dependency, At-Risk Youth, or Social Work. The Chemical Dependency and At-Risk Youth specialization options may be in the form of certificates or Associate of Applied Science (A.A.S.) degrees.

Not all colleges and universities accept workforce development courses in transfer. Students must coordinate with the Mental Health Services Department and the college or university to which they want to transfer prior to enrollment.

Central Texas College and Tarleton State University-Central Texas work together to facilitate the transfer process for students pursuing the Mental Health Services Associate of Applied Science (AAS) degree, with the Social Work specialization, through an Articulation Agreement. Students must sign the Articulation Agreement and successfully complete CTC’s AAS degree with the Social Work Specialization, in order to have their coursework transferred. Students who qualify will then have the opportunity to work toward the Bachelor of Social Work degree and qualification for the licensing examination for Social Work under Texas law.

Students who successfully complete the Advanced Certificate of Completion or Associate of Applied Science Degree with a Chemical Dependency specialization and are otherwise qualified, have the opportunity to prepare for licensure as a Licensed Chemical Dependency Counselor through the Texas Department of State Health Services Substance Abuse Services. Students who complete the minimum educational requirements as outlined by the DSHS will be evaluated on an individual basis before being eligible to enroll in the course DAAC 2367 Practicum, which provides the DSHS required 300 hour practicum. Effective September 2004, eligibility for licensure includes the requirement of an associate or more advanced degree with a course of study in human behavior/development and service delivery, such as the AAS Chemical Dependency specialization in the Mental Health Services Department.

Students in any of the specializations are advised that certain felonies or misdemeanors may prevent the student from accomplishing practicum hours or of being able to receive gainful employment.

Applicants for the program must follow the regular procedure for admission to Central Texas College. In addition, the following is required of all applicants for admission to the Mental Health Services Program:
- Complete the Mental Health Services Department Application.
- Make an appointment for an interview with a Mental Health Services program advisor.
- Take the THEA or other TSI-approved state exam unless exempt or in a certificate-waived program. Achieve reading and mathematics scores of 230 and a writing score of 220 with at least a 5 on the essay or concurrently enroll in appropriate developmental courses. Satisfy specific departmental requirements before enrolling in English or mathematics.
- Before participating in any practicum experiences, the student must:
  - Sign and agree to comply with the Mental Health Services Department Ethics statement.
  - Provide proof of CPR/First Aid Course completion.
Transfer students must:

- Meet the eligibility criteria for Program admission requirements, which include:
  
  a. Proof of a physical exam completed within the last six months, signed appropriately.
  
  b. Proof of immunization against Hepatitis B series that takes six months to complete.
  
  c. TB Skin Test annually.
  
  d. Hepatitis B series that takes six months to complete.

**Department of Nursing**

All programs in the Department of Nursing have a clinical component during which students spend time in health care institutions giving direct care to clients. It is the expectation of health care facilities that students’ practice will not be impaired by drugs or alcohol. In addition, because of client vulnerability, institutions may not allow students with past convictions to practice in their facility. The Policy and Standard for Drug Screening and Background Checks, as well as the Immunization, CPR requirements, Texas Success Initiative (TSI) and A2 pre-entrance exam are required for all students applying for admission to the Associate Degree Nursing Program, Transition to Associate Degree Nursing Program, EMT-P to ADN Option, Vocational Nursing, Emergency Medical Technician and Paramedic Programs.

Applicants for the Department of Nursing programs must follow the regular procedures for admission to Central Texas College, and complete all Department of Nursing standard program admission requirements, which include:

- CPR course completion (American Heart Association BLS - Health Care Provider or American Red Cross CPR for the Professional Rescuer or Military Training Institute: CPR and AED Element). Online certification not accepted.

Following acceptance to the program, but prior to registration a student must provide:

- documentation of the actual results of a negative criminal background check, and
- the actual negative results of an 11-panel drug screen.

- Liability Insurance which is required for clinical component is included in registration fees.

- All Community Foreign students whose native language is not English must have TOEFL scores of 560 on the paper-based test or 83 on the Internet-based test (IBT). Test scores may not be older than two years.

**Policy, Standard and Timing for Drug Screening and Background Checks**

This policy applies to all students applying for admission to the Associate Degree Nursing Program, Transition to Associate Degree Nursing Program, EMT-P to ADN Option, Vocational Nursing, Emergency Medical Technician, Paramedic Programs and Nurse’s Aide Program.

All drug screen tests and background checks as required by programs must be conducted and verification of negative results received after acceptance but prior to enrollment in the program to which the student is applying. Associate Degree Nursing and Vocational Nursing Program enrollments are contingent upon declaratory order outcomes should a positive background check or self disclosure of a positive history occur. The programs will honor drug screen and program specific background checks for the duration of the student’s enrollment in the college if the participating student has not had a break in enrollment from the CTC Department of Nursing. (A break in enrollment is defined as nonattendance of one full 16-week semester or more.) DPS/FBI background checks completed through L1 Identity Solutions do not need to be repeated.

Following admission to the program, but prior to registration a student must document eligibility by doing the following:

AD and LVN Nursing Programs:

Submit Texas Board of Nursing documentation of actual results of a negative criminal background check through L1 Identity Solutions screening services, to the CTC Department of Nursing Chair or designee, at the student’s own expense.
EMT/P Programs: Submit documentation of the actual results of a negative criminal background check as specified per program to the CTC Department of Nursing Chair or designee, at the student’s own expense.

All Programs:
- Submit the actual negative results of an 11 Panel Drug Screen, at the student’s expense, to the CTC Department of Nursing Chair or designee.
- Sign a release of information for the Criminal Background Check and Drug Screen results if negative to be released to the facilities to which the student is assigned for clinical experiences during enrollment in the program.
- Sign a statement agreeing to:
  - Inform the CTC Department of Nursing Chair and/or the clinical facility if criminal activity or substance abuse occurs after the initial criminal background check and drug screen is completed.
  - A “for cause” Drug Screen at the student’s own expense.
  - Release of information to clinical facilities.
  - Neither the college nor clinical facilities provide medical coverage or workmen’s compensation for emergency illness or injury.
  - Medical coverage is the responsibility of the student.

After acceptance for admission, the following must be on record in the Department of Nursing Office prior to registration:

Mandatory Immunizations:
- Source: Texas Administrative Code (TAC): Department of State Health Services, Title 25 Health Services, Rule 97.64 and Rule 97.65 (March 5, 2009). Required Vaccinations for Students Enrolled in Health-related and Veterinary Courses in Institutions of Higher Education:
  - Students cannot be provisionally enrolled without at least one dose of measles, mumps, and rubella vaccine if direct client contact will occur during the provisional enrollment period.
  - Polio vaccine is not required. Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.
  - One dose of tetanus-diphtheria toxoid (Td) is required within the last ten years. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).
  - Students who were born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968.
  - Students must show, prior to client contact, acceptable evidence of vaccination of one dose of rubella vaccine.
  - Students born on or after January 1, 1957, must show, prior to client contact, acceptable evidence of vaccination of one dose of mumps vaccine.
  - Students shall receive a complete series of hepatitis B vaccine prior to the start of direct client care or show serologic confirmation of immunity to hepatitis B virus.
  - Students shall receive two doses of varicella vaccine unless the first dose was received prior to 13 years of age.

Rule 97.65 Exceptions to Immunization Requirement (Verification of Immunity/History of Illness):
- Serologic confirmations of immunity to measles, rubella, mumps, hepatitis B, or varicella, are acceptable.
- Evidence of measles, rubella, mumps, hepatitis B, or varicella illnesses must consist of a laboratory report that indicates either confirmation of immunity or infection.

- A parent (or legal guardian or managing conservator), school nurse or physician validated history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of vaccine record for that disease. A written statement from a physician, or student’s parent or guardian, or school nurses, must support histories of varicella disease.
- CTC Department of Nursing requires proof of physical exam completed within the last three months signed by MD, DO, PA or NP which includes Purified Protein Derivative (PPD) Tuberculin skin test results, before registration. The PPD TB skin test will be required each year thereafter. Documentation of chest x-ray is acceptable for students who require that.

After acceptance into a program, the following must be on record:
- Written documentation of medical release to return to class/clinical after serious illness, injury, surgery, pregnancy, etc.

Associate Degree Nursing (A.D.N.) Admission Policy

General Information
The Associate Degree Nursing Program (A.D.N.) requires two calendar years. Upon successful completion students are eligible to receive an Associate of Applied Science Degree and become candidates for the National Council Licensure Examination-RN®. A candidate who successfully passes this exam is licensed to practice as a Registered Nurse (RN). The A.D.N. Program provides a general education together with nursing education at a college level. The student receives classroom instruction and coordinated clinical experience in the nursing care of clients in area health care agencies under the supervision and guidance of the college faculty. Students may enter the A.D.N. Program in the Fall or Spring Semester. The A.D.N. Program is approved by the Texas Board of Nursing (BON) and is fully accredited by the National League for Nursing Accrediting Commission, Inc.

Applicants for the program must follow the regular procedures for admission to Central Texas College. Neither the college nor hospitals provide medical coverage or worker’s compensation for illness or injury or emergency illness or injury. In addition, the following is required of all applicants for admission to the Nursing Program:
- Application to the Nursing Program with copies of transcripts from all prior colleges attended. If transcripts were sent to Records and Registration, a release must be signed for the transcripts to be sent to the Department of Nursing.
- Completion of the courses prerequisite to RNSG 1413, Foundations for Nursing Practice, with a C or higher and a GPA of 2.5 or higher, and BIOL 1406 (Note that BIOL 1406 or the applicable CLEP is a prerequisite to BIOL 2421 or if Microbiology, BIOL 2401, is completed successfully, elective credit may be granted for Chemistry 1406, 1411, or MATH 1414 in place of Biology 1406.)
- All students must be TSI complete per Department of Nursing standards to be admitted to the Nursing Program. No exemptions from testing will be allowed except those with transfer classes in the required testing areas (college level Reading, Writing, and Math). Those who are TSI complete must have the following ASSET minimum scores or greater within the last 5 years: Reading 41+, Writing 41+ with 6+ on the essay, and Math 41+ or comparable scores on THEA, ACCUPLACER or COMPASS.
1. Agreeing to:

- The prospective student will also sign a statement agreeing to:
- College. A break in enrollment is defined as enrollment in the Department of Nursing at Central Texas in the Program if there has not been a break from enrollment in RNSG 1413 or its equivalent.
- will be honored for the duration of the enrollment period of the student. Negative results for the drug screen tests must be conducted and verification of negative background check and drug screen, or is aware of such activity that was not disclosed on the original background check. Failure to disclose discoverable information, which will be revealed on clinical facility and/or the FBI background check as required by the BON, may prohibit progression in the program or eligibility for licensure.

2. A "for cause" drug screen.

3. Provide a Birth Certificate, U.S. Passport, naturalization certificate, permanent alien card or other documents if required by the clinical facility.

Each prospective student must bear the cost of all the above requirements.

**Additional Need-to-Know Information**

- Students will be required to take nationally normed tests throughout the curriculum. In the last semester of the curriculum, students will be required to take comprehensive nationally normed exams in order to pass that course.

**Progression Requirements**

In order to progress in nursing, the following requirements must be met:

- Achieve a grade of “C” or better in all courses in the curriculum including general education and nursing courses.
- Achieve a minimum 75 percent test average in all nursing courses.
- Achieve a minimum of 90 percent on Nursing calculation in clinical courses.
- Successfully complete prerequisites to each nursing course.
- Successfully complete co-requisites prior to or concurrently with nursing courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester.
- Maintain current CPR course completion - BLS for Health Care Providers, CPR for the Professional Rescuer, or Military Training Institute: CPR and AED Elements.
- Maintain current liability insurance (included in registration fees).
- Provide documentation of medical release to return to class(clinical after serious illness, injury, surgery, pregnancy, etc.
- Have an annual PPD Skin test/or chest x-ray as physician ordered if required, and provide results to Department of Nursing.
- Have a negative drug screen and criminal background check.
- Complete all standardized assessment and exit tests with acceptable scores.
- Complete the nursing program within four years of first enrollment in RNSG 1413 or its equivalent.
- Perform and behave in the classroom and affiliated clinical agency according to CTC policy and the Nurse Practice Act and the Rules and Regulations Relating to Nursing Education, Licensure, and Practice of the Texas Board of Nursing. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

**Transfer Students**

- Must meet general admission requirements of CTC and the Department of Nursing.
- Have an overall 2.5 GPA on a 4.0 scale in all college work, both transfer coursework and work earned at CTC that will be credited to the nursing degree plan. If a break greater then one year in the program of study occurred, course work older then two years will not be accepted.
• Possess a lab science GPA of 2.5.
• Present a transcript from all colleges attended. (Syllabi for nursing courses may be requested for review.)
• Apply in writing to the CTC A.D.N. Admissions and Standards Committee for admission to the Program.
• Acknowledge that placement in a nursing course will be dependent upon space availability and recommendations of the Admissions and Standards Committee.
• Depending on semester of admission in the CTC A.D.N. program, complete the nursing program within two years of first time enrollment.
• Acknowledge that admission to the A.D.N. program after failure in another college or university nursing program will be allowed provided they are eligible for readmission to the program from which they are transferring. Official letters from the original program are required for validation.
• Recognize that readmission following any CTC A.D.N. course failure will be denied.
• Must complete 25% of the degree plan at CTC to meet residency requirements (a CTC requirement).

Part-Time Policy
Students desiring to enroll in the A.D.N. program in part-time status must:
• Mark “full-time or part-time” on the CTC Department of Nursing A.D.N. Application form.
• Petition in writing a change in enrollment status to the A.D.N. Admissions and Standards Committee, the semester prior to the change. Changes will be allowed on a space-available basis only.
• Successfully complete all the prerequisite and co-requisite courses in a given semester on the nursing degree plan, in order to progress to the following semester’s courses. Clinical courses cannot be taken until prerequisite and co-requisite courses are successfully completed.
• Complete the nursing program within four years of first time enrollment in RNSG 1413 or its equivalent.

Nurse-Aide Policy as an Associate Degree Nursing Student
Prospective students who present an active Certified Nurse Aide (CNA) certificate [TAC Title Part I Chapter 94 Rule 94.2(3)] may receive evaluated credit for RNSG 1105, Nursing Skills I, provided transcripts are submitted showing proof of the course taken through a college or high school program within the last 24 months.

Readmission Policy for Seeking an Associate Degree in Nursing
• Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.
• Students must complete the nursing program within four calendar years of first time enrollment in nursing courses.
• Students must meet the current admission/progression requirements.
• Students must provide current CPR course completion, physical exam, immunization, and drug screen information.
• Provide documentation of medical release to return to class/clinical after serious illness, injury, surgery, pregnancy, etc.

• If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program only two times for a classroom or theory course, and one time for a clinical course. This applies to the following nursing courses: RNSG 1301, 1105, 1115, 1413, 1262, 1231, 1251, 1327, 1363, 1347, 2201, 2362, 2341, 2221, 2363, 1417, 2360, 1327, and 1162. Failure of three theory or two clinical nursing courses will result in ineligibility for readmission.
• If a student has been readmitted following a nursing course failure and subsequently withdraws from a nursing course because of extenuating circumstances, the student may be readmitted if in a passing status at time of withdrawal.
• Consideration for readmission of former students is based on the following:
  - Former faculty team recommendation.
  - Academic grade average and clinical evaluation.
  - Reason(s) for failure if applicable.
  - Resolution of outside extenuating circumstances if applicable.
  - Completion of remedial work and/or completion of corresponding Level 1 or Level 2 academic courses if recommended.
  - The recommendation of the Admissions and Standards Committee. An interview with the former student may be required.
• Selection of students for readmission will be made at the end of each semester.
• Any student applying for readmission to the nursing program must request readmission with the Admissions and Standards Committee and submit a written plan for success to be reviewed by the committee. The committee may make recommendations related to this plan for success and may request an interview with the applicant. The committee determines eligibility for readmission and notifies the student in writing.
• Should a student fail or withdraw from the LVN Transition course, the student may apply for admission to the first semester of the A.D.N. program.

A.D.N. Challenge Policy
The Challenge option is available to transfer students from accredited Diploma, other A.D.N. or BSN programs, if the following requirements are met:
• Admission to Central Texas College.
• Completion of all admission requirements to the CTC A.D.N. Program.
• Submit proof of eligibility for readmission to the program from which they transferred.
• Composite/overall and lab science GPA of 2.5.
• Have no prior enrollment at CTC in the course to be challenged.
• Have no grade lower than a C on a comparable course from the program from which they transferred.
• Meet the pre and co-requisites of the course to be challenged and complete the nationally normed testing requirements as identified in the syllabus of the course to be challenged. The appropriate nationally normed test fees will be paid to the Business Office and are nonrefundable and subject to change.
• Submit a letter requesting approval to challenge a nursing course to the Department Chair and/or Admissions and Standards Committee.
• Receive the approval of the Department Chair or Admissions and Standards Committee, Semester/Level Coordinator and course Lead Professor of a first, second and/or third semester nursing course to be challenged.
• Contact the Semester/Level Coordinator Lead Professor to be provided with a course syllabus, progression and nationally normed testing requirements, and a list of current required learning materials.
• Challenge the course one time only.
• Provide a minimum of two weeks’ notice regarding the challenge exam date. The exam will be scheduled and taken in the CTC Testing Office. The examination fee is due to the Testing Office on the date the student tests; fees are subject to change and are nonrefundable. The challenge exam is an instructor-made comprehensive exam up to 100 items, and will include dosage calculations. A non-memory calculator is required. The exam may include a written or technology based requirement. Attain a final score of 80 or higher to receive evaluated credit.
• Meet the CTC residency requirement of 25 percent of the degree plan.
  - Be aware that a minimum of six semester credit hours with a grade of “C” or higher must be earned at Central Texas College along with a request for evaluation before any evaluated credit for the challenge exam is placed on the transcript.
• Upon successful challenge of a course with an examination grade of 80 or more, the transferring student must apply to the Admissions and Standards Committee for admission to the appropriate semester. Admission is contingent upon space availability; admission to the semester immediately following the challenge exam is not automatic.
• Complete the A.D.N. Program within four years of first time enrollment in RNSG 1413 or its equivalent.

**Transition to Associate Degree Nursing**

**Admission Policy**

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, applicants must satisfactorily complete all Department of Nursing general program admission requirements which include CPR, drug screen, criminal background check, A2 pre-entrance exam, TSI completion and prerequisite course requirements; see the A.D.N. Admission Policy and **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. All students applying to the Transition Program must also meet the following requirements:

• Current LVN/LPN license from any state.
• Two work references as an LVN, one which is from a present or most recent supervisor. Appraisal forms are provided with the information packet. All applicants for this course must have been employed one year full-time or two years’ part-time as a GVN/LVN in the two calendar years before admission to the Transition Course; i.e., 1600 hours in the two years immediately preceding the beginning of the Transition Course.
• The experience requirement in the Transition Program may be waived before entry into the transition program provided the following requirements are satisfied:
  - Graduate from the CTC Vocational Nursing Program.
  - Earned at least a “B” (or 80 percent) overall average in the CTC Vocational Nursing Program.
  - A letter from the Nursing Program Coordinator recommending such waiver.
  - It is recommended that all of the general academic courses be completed before admission.
• Completion of general education prerequisite requirements for the Transition LVN to A.D.N. Option Program. A grade of “C” or better in each course with a GPA of 2.5 is required in the courses on the nursing degree plan in both transfer courses and work earned at CTC.
• Have an overall 2.5 GPA on a 4.0 scale in transfer courses and course work at CTC that is to be on the credited nursing degree plan, and have a lab science GPA of 2.5.
• Complete the A.D.N. Program within three years of first time enrollment in RNSG 1327.

**EMT-P to A.D.N. Option Program**

**Admission Policy**

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, applicants must complete all Department of Nursing general program admission requirements which include CPR, drug screen, criminal background check, A2 pre-entrance exam, TSI completion and prerequisite course requirements; see the A.D.N. Admission Policy and **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. The following is also required before admission to the EMT-P to A.D.N. Option.

• Current EMT-P certification or license from any state or the National Registry of EMT.
• Application to the Department of Nursing EMT-Option Program with copies of transcripts from all colleges attended, to include EMT-P transcript. If transcripts are turned into the CTC Records Office, a release for the transcripts to be sent to the Department of Nursing must be signed.
• Two work references, as an EMT-P, one of which is from a present or most recent supervisor. Appraisal forms are provided with the information packet. All applicants for this course must have been employed one year full-time or two years’ part-time as an EMT-P in the two calendar years prior to admission to the Option e.g., 2080 hours in the two years immediately preceding the beginning of the Option.
• Complete the A.D.N. Program within three years of first time enrollment in RNSG 1417.
• Completion of general education prerequisite requirements for the EMT-P to A.D.N. Option Program. A grade of C or better in each course with a GPA of 2.5 in the courses on the nursing degree plan both transfer courses and credited courses earned at CTC.
• Have an overall 2.5 GPA on a 4.0 scale in transfer courses and course work at CTC that are on the nursing degree plan, and have a lab science GPA of 2.5.

**Progression Requirements for Transition to Associate Degree Nursing and EMT/P to A.D.N. Option Program**

In order to progress in nursing, the following requirements must be met:

• Achieve a grade of “C” or better in all courses in the curriculum including general education and nursing courses.
• Achieve a minimum 75 percent test average in all nursing courses.
• Successfully complete prerequisites to each nursing course.
• Successfully complete co-requisites prior to or concurrently with nursing courses.
• Successfully complete all courses in each required semester of the curriculum before progressing to the next semester courses.
• Maintain current CPR - BLS for Health Care Providers, CPR for the Professional Rescuer or Military Training Institute: CPR and AED Elements.
Readmission Policy
• The student who does not successfully complete a vocational nursing clinical or classroom course may repeat the course once for a passing grade before processing in the program. Failure of three nursing courses or a clinical failure for unsafe practice will result in ineligibility for readmission. The vocational nursing program must be completed within two years of first time enrollment in VNSG 1304 or its equivalent.
• Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.
• Consideration for course readmission:
  - letter written by applicant that includes:
    • Student name
    • Nursing course name(s) and the course synonym number(s) to which seeking readmission.
    • Reason(s) for lack of success/progress in the course(s).
    • Plan for success if readmitted (be specific please).
    • Semester and year seeking readmission.
    • Student signature and date.
  - the recommendation of the VN Admission and Standards Committee. An interview may be required.
• After an applicant has been accepted for readmission, the student will follow general Department of Nursing policies found in the Vocational Nursing Student Handbook.
• Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.
• Professional liability insurance must be paid according to Department of Nursing policy.

Progression Requirements
In order to progress in the Vocational Nursing Program, a student must achieve an average of 70 percent or higher in each course. Failure to achieve 90 percent on the Drug Calculation test, after three attempts, will result in a clinical course failure.

It is mandatory for VN students at all three semesters of the program to participate in a comprehensive assessment and review program. Online exams provide immediate results and detailed diagnostic reports and provide opportunity for remediation. Proof of satisfactory remediation on each test must be submitted to the course faculty by the first class day of the next semester so the student may progress in the VN program. Failure to submit proof of remediation will result in an Academic Hold.
• Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.

The Vocational Nursing Program culminates in certification leading towards licensure and is responsible to maintain the Rules and Regulations Relating to Vocational Nursing Education, Licensure, and Practice in the State of Texas issued by the Texas Board of Nursing (BON). VN students are responsible for maintaining professional conduct throughout all aspects of this program. The BON regulations define and outline “Unprofessional Conduct” and can be found in the CTC VN Program Student Handbook. Failure to maintain the professional code of conduct may subject the student to disciplinary action and/or removal from the program.

Transfer Students
A transfer student is a person who attended another nursing program and transferred course credit for advanced placement in Central Texas College’s VN program.
• These students must meet the current entrance requirements of the Central Texas College Vocational Nursing Program.
Emergency Medical Technologies (EMT Basic, Advanced EMT and Paramedic) Certificate and Associate Degree Programs

EMT - Basic

Admission Policy
Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, complete all Department of Nursing general program admission requirements which include: CPR, proof of immunizations, drug screen, criminal background check, TSI completion, and A2 pre-entrance exam; see Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations. All students applying to the Paramedic Program must also meet the following additions:

- Proof of high school graduation or GED high school equivalent certificate.
- Copies of transcripts from prior colleges or universities attended.
- An overall 2.5 GPA on a 4.0 scale in all college work, to include transfer courses and CTC coursework that will be used on the EMPT degree plan.
- Proof of physical exam completed within the last six (6) months signed by an MD, DO, PA or NP.
- PPD TB skin test results completed within the last three (3) months signed by an MD, DO, PA or NP. The PPD TB skin test results or chest x-ray as physician ordered will be required annually thereafter.
- All transfer courses accepted in the EMT-P curriculum must be a “C” or above. Science courses that are older than five years old must be repeated.
- Copy of Texas and/or National Registry EMT- Basic Certificate

Nurse’s Aide Program (Non-credit course)

Admission Policy
The following is required prior to admission to the Nurse’s Aide Program:

- High School or GED transcript verifying proof of high school graduation or state equivalent diploma.
- Proof of current immunizations; see Policy, Standard and Timing for Background Checks and Mandatory Immunizations.
- Completion of two references from individuals other than family members (forms provided).

The Nurse Aide Registry (NAR) and Employee Misconduct Registry (EMR) must be checked prior to enrolling individuals to ensure that those persons are not listed on the registry as unemployable. Applicants found to be listed on the EMR, or who are listed on the NAR in “revoked” status, or who have a criminal history that would bar employment in a DADS-licensed facility or agency, are prohibited from enrolling in a nurse aid training program. An individual who has had a finding of abuse neglect or misappropriation of residents’ property entered on the nurse aide registry, must be prohibited from clinical, taking the competency examination and being issued a new certificate of nurse aide competency.

Pursuant to 42 Code of Federal Regulation (CFR), §483(c)(1)(ii), nurse aides with a finding of abuse, neglect or misappropriation of residents’ property are prohibited from employment in nursing and skilled nursing facilities. In addition, 42 CFR §483.156(e)(4)(D) mandates that all findings of abuse, neglect or misappropriation of residents’ property remain on the registry permanently.

Progression Requirements
Any student wishing to progress to the Advanced EMT or Paramedic Program should refer to the Paramedic Program requirements.

Paramedic Program (includes Advanced EMT certificate)

Admission Policy
Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the applicant must complete all Department of Nursing standard program admission requirements which include: CPR, Drug Screen, Criminal Background check, A2 pre-entrance exam, and TSI completion; see Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations. All students applying to the Paramedic Program must also meet the following additions:

- Proof of high school graduation or GED high school equivalent certificate.
- Copies of transcripts from prior colleges or universities attended.
- An overall 2.5 GPA on a 4.0 scale in all college work, to include transfer courses and CTC coursework that will be used on the EMPT degree plan.
- Proof of physical exam completed within the last six (6) months signed by an MD, DO, PA or NP.
- PPD TB skin test results completed within the last three (3) months signed by an MD, DO, PA or NP. The PPD TB skin test results or chest x-ray as physician ordered will be required annually thereafter.
- All transfer courses accepted in the EMT-P curriculum must be a “C” or above. Science courses that are older than five years old must be repeated.
- Copy of Texas and/or National Registry EMT- Basic Certificate

Applicants will be evaluated on an individual basis by the VN Admissions and Standards Committee.

Application for transfer must be submitted 90 days prior to starting in the program.

Vocational Nursing courses used for transfer for advanced placement must have been completed in the past year. Science courses must have been completed in last five years. All other admission policies apply.

The student must submit:

- A letter from the previous school indicating satisfactory performance.
- A complete description of the nursing courses taken.
- Evidence of maintaining a “C” (2.0 GPA) at previous school.
- Grades for all courses that are transferred in must be a “B” or better.
- Two satisfactory references from former faculty regarding clinical performance.
- Proof of completion of CPR course - Health Care Provider, CPR for the Professional Rescuer or Military Training Institute: CPR and AED.
- Completed physical examination form and mandatory immunizations.

Applicants for transfer may be asked to verify academic standing and/or clinical skills by written examination and/or practical demonstration in the learning laboratory.

All transfer students must successfully complete a minimum of 50 percent of credit hours (27 credit hours) at CTC.

Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.

Transfer students who have failed in another nursing program are eligible to seek entry into the CTC-VN program. These students are admitted with the understanding that readmission following any CTC VN course failure will be denied.
Criteria for Successful Completion of Course

- A “satisfactory” demonstration of clinical skills as well as demonstration of theory comprehension is necessary to pass the course.
- The grade of the course will be based on:
  - Three content exams
  - One performance skills test
  - Clinical evaluation
- Failure of the course will result from any of the following:
  - Failure to maintain a 75 percent average
  - Failure of performance skills test
  - Failure of clinical evaluation
- A course may be repeated only once. A proven medical emergency (precipitating a second withdrawal) may allow for only one exception to policy.

Upon successful completion of the Nurse Aide program, the graduate is eligible to take the state certification exam and competency/skills portion. Upon passing the state exam, the graduate becomes a certified nurse assistant (CNA).

Dismissals

A clinical performance grade of “Unsatisfactory” may be given if a student demonstrates unsafe behavior for patient care regardless of other clinical performance or the theory grade. Dismissal from the course results.

Neither the college nor nursing homes provide medical coverage or worker’s compensation for emergency illness or injury. Medical coverage is the student’s responsibility.

Important Information about Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the Symptoms?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is Bacterial Meningitis Diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the Disease Transmitted?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How Do You Increase Your Risk of Getting Bacterial Meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the Possible Consequences of the Disease?

- Permanent brain damage
- Kidney failure
- Learning disability
- Coma
- Gangrene
- Convolusions
- Hearing loss, blindness
- Death (in 8 to 24 hours from perfectly well to dead)
- Limb damage (fingers, toes, arms, legs) that requires amputation

Can This Disease be Treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  - Those living in close quarters.
  - College students 25 years or younger.
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7 - 10 days to become effective, with protection lasting from 3 to 5 years.
- The cost of the vaccine varies, so check with your health care provider.
- Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.

How Can I Find Out More Information?

- Contact your own health care provider.
- Contact the Bell County Health Office at (254) 526-8371.
- Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org
College Costs

Tuition Schedule for 2010-2011

Effective Date: Fall Semester 2010

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NOTE  Students will be charged the nonresident tuition rate for any course, which contains the same content and level as previously enrolled in, if attempted by the student two or more times since Fall 2002.

* All tuition and fees are subject to change as approved by the Board of Trustees.

Other Fees *

In addition to tuition, the following fees are required or applicable. Except for Individualized Instruction, all fees are nonrefundable. Flight fees are refundable based upon actual flight time used.

Return Check Fee………………………………………………$25
Diploma replacement…………………………………………$25
Transcript and Records………………………………………no charge
Course Challenge………………………………………………$50
GED Testing……………………………………………………..$60
ACT ASSET Test………………………………………………$20
FAA Knowledge Test……………………………………..$55-$125
Instructional Materials (as required by contract, per credit hour)(non-refundable)……………………………………..$30-$40
Nursing Insurance, Fees and Testing………………………. $20-$99
Student I.D., Meal Card Replacement, or Bus Pass Replacement (per card)………………………………………………$5
Late Payment (plus 18 percent annual interest on amounts remaining after final due date)…………………………$25
Installment Plan (nonrefundable)……………………………...$20
Installment Plan Late Payment (18 percent annual interest until tuition is paid in full, calculated from the date the second installment was due)…………………………………………………………..$25
Individualized Instruction
Aviation Science………………………………………………..$1,725 - $6,000
Overflight Fees (per hour)…………………………………….$25 - $165
Music…………………………………………………………....$40 - $500
MUAP Level I and II…………………………………………$260
MUAP Level III and IV………………………………………$475
Criminal Justice………………………………………………..$50 - $350
Hospitality Management…………………………………….$25 - $200
Physical Education…………………………………………….$30 - $250
All Industrial Technology Programs……………………….$25 - $160
Health Related Careers……………………………………….$25 - $250
Microsoft Certification………………………………………. $600 - $1000
Truck Driving………………………………………………….. $200 - $500

Tuition and Fees - Continuing Education

Tuition
Noncredit courses (per contact hour)………………………$0.50

Fees  Vary depending on length of course, instructor costs, supplies required, number of students, and/or other factors.

Tuition and fees for off-campus locations are determined by contracts and agreements.

* All tuition and fees are subject to change as approved by the Board of Trustees.

Tuition and Fee Exemptions and Waivers

The following tuition and fee exemptions and waivers are available to eligible CTCD students.

The following nonresidents are eligible to receive waivers to allow nonresidents to pay resident tuition rates; certain conditions apply:

• U.S. military personnel assigned to duty in Texas, to include their spouse and dependent children.
• Spouse and dependents of nonresident members of the U.S. military who died while in service, who move to Texas within 60 days of the date of death.
• Students whose families transferred to Texas as part of the state’s Economic Development and Diversification Program.
• Teachers or Professors employed at least half time on a regular monthly salary basis by public higher education institutions, to include their spouse and children.
• Research and Teaching Assistants employed at least half time in a position related to their degree program by public higher education institutions, to include their spouses and children.
• U.S. citizens, U.S. permanent residents and foreign students receiving competitive scholarships of at least $1000, not to exceed 12 months.
• Homeless individuals who do not have a permanent residence in Texas and have resided in Texas 12 months immediately preceding enrollment.
• Beneficiaries of the Texas Tomorrow Fund, for tuition and fees covered by the prepaid contract.
• Foreign individuals stationed in Texas as part of NATO, their spouses and children.

The above waivers are subject to change by the State of Texas. Additional waivers may be available.

Tuition-only Exemptions (available to Texas residents only)*

Covered Charges
Valedictorians of each accredited Texas High School
Tuition only (two semesters)
Senior citizens (65 or older)
Tuition only, six hours per term
Early High School Graduates
Tuition varies
Texas National Guard
Tuition only (subject to limitations)
Children of Professional Nursing Faculty (CTC only)
Tuition only
Children of Active Duty Military deployed to a combat zone outside the U.S.
Tuition only

Tuition and Fee Exemptions (available to Texas residents only)*

Covered Charges
U.S. military veterans who were Texans when they entered the service (The Hazlewood Act)
Tuition and fees (subject to limitations)
Orphans of Texas veterans who were killed in action or died while in service
Tuition and fees (subject to limitations)
Children of deceased or disabled firefighters and police officers
Tuition and fees (subject to limitations)
Peace officers disabled in the line of duty
Tuition and required fees
Blind or deaf students
Tuition and fees
Persons employed as firefighters (fire science courses only)
Tuition and lab fees
Children of POWs/MIs
Tuition and fees
Students in Foster Care
Tuition and fees (subject to limitations)
Students graduating in the top 10% of their high school class
Tuition and fees (subject to limitations)
Students on TANF during senior year of high school
Tuition and fees - one year
Certified Educational Aides
Tuition and mandatory fees, except class or lab
Children/Spouse of certain Public Servants killed in the line of duty on or after 9/1/2001
Tuition and fees, room & board, books (up to 200 hours or award of bachelor’s degree)

* Students must be considered Texas residents as defined in the section “Determining Residence Status” to be eligible for exemptions.
* Students who are children of active duty military deployed to a combat zone outside the U.S. must be considered Texas residents by the time they entered the service, or third-party waivers. CTC will accept tuition assistance (sponsor) agreements in lieu of payments at the time of registration, but students will be responsible for all amounts owed if sponsoring agency does not remit payment in full.

Rent, Room and Board and Deposits*

• Room and board must be paid in full upon moving into the Residence Hall.
• Week of Spring Break is not included in cost of room and board.

Residence Hall Deposit, nonrefundable $100
Campus Apartment Deposit $200

Campus Apartments (There is an additional fee for electricity, billed monthly.)
One-Bedroom Apartment, monthly rental $450
Two-Bedroom Apartment, monthly rental $520

Student Residence Hall Room and Board Plan, per semester
Rent and Five-Day Meal Plan, including tax
15 meals, Monday through Friday
Fall and Spring Semesters, 16 weeks,
Double Occupancy $1,815
Summer Semester, 11 weeks,
Double Occupancy $1,250
Daily Occupancy Rate with board (three day maximum) $30
Daily Occupancy Rate without board (three day maximum) $15
Skills Center Students Only, Room and Board Plan, per month Five-Day Meal Plan, including tax
(15 meals per week, Monday through Friday) $525
Current Residents Only - Semester breaks, excluding break between Fall and Spring (Board plan not available) $150

* Rent, room and board charges are subject to change as approved by the Board of Trustees.
Installment Payment Plan

CTC now accepts installment payments from Texas-based students for fall and spring classes that are 16 weeks in length.

- One half of tuition and fees must be paid at the time of registration and before the start of the semester. A promissory note must be executed for the balance, with equal payments due before October 5 and November 5 for the fall semester or March 5 and April 5 for the spring semester.
- All financial aid will be applied to the amount due before the multiple payment plan is offered.
- A nonrefundable fee of $20 will be assessed each semester for use of the plan.
- A late fee of $25 will be assessed on any payment not made before the due date.
- Finance charges of 18 percent annually will be assessed on any account balance remaining after the final payment due date.
- A student who fails to make full payment of tuition and fees including any incidental fees by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment before the end of the semester will be denied credit for the work done that semester until full payment is made.
- In the event of default on the installment plan, CTC has the right to employ a collection agency and/or any other legal means to collect this debt. All applicable collection costs, attorney fees, interest and/or penalties will be paid by the student.
- The installment plan is not available to a student who registers during late registration.

Refunds

Room and Board and Deposits

Room and Board
- Nonrefundable. Refunded after deduction for repairs, cleaning, etc.

Campus Apartment Deposit
- Nonrefundable.

Residence Hall Deposit
- Nonrefundable.

Refunds of Tuition and Fees

No tuition refunds will be made except in the case of cancellation or official withdrawal from Central Texas College or from a course. Refunds for tuition will be computed from the date the Application for Withdrawal or Refund is filed with the Records Office (not from the date of last attendance or processed through the GoArmyEd portal for Army TA students. Special conditions apply to financial aid and VA students.

- Students who officially withdraw from the Institution shall have their tuition and mandatory fees refunded according to the following schedule:
- A 100 percent refund is to be made for courses dropped before the first day of the term or semester.
- During the fall or spring semester or comparable 16-week trimester:
  - During the first fifteen days, 70 percent.
  - During the sixteenth through twentieth days, 25 percent.
  - After the twentieth day, none.
- Six-week summer semester:
  - During the first five days, 70 percent.
  - During the sixth and seventh days, 25 percent.
  - After the seventh day, none.
- For flex-entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
  - Before the first day, 100 percent.
  - After the term or semester begins, see table.

When the charges for hours are dropped without concurrently added hours, they will be refunded in accordance with the refund policy outlined previously. Charges for hours added at a later time will be applied based on the current approved tuition and fee schedule and will not offset charges from prior drops.

- Students who attend classes under a contract such as GoArmyEd will be refunded in accordance with the terms of the contract.
- Class day count begins with the first day of instruction (the first calendar day of the term) and includes all weekdays, Monday through Friday, which are not designated official Central Texas College holidays.
- Central Texas College will allow hours to be dropped and re-added without penalty to the student if the following conditions are met:
  - The transaction must be completed prior to the census date of the dropped hours.
  - The start date of the added hours must be prior to the census date of the dropped hours.
  - The exchange must be an equal one.
  - The exchange must occur simultaneously as a single transaction.

When withdrawing before the 20th class day for semester-length courses (before the last day for 25 percent refund for non-semester-length courses), 100 percent refund.
A person who qualifies for residency under Item 1 above must provide a copy of supporting documentation along with a statement of the dates and length of time he or she has resided in Texas, relevant to establishing resident status, and a statement that his or her presence in this state for that period was for the purpose of establishing and maintaining a domicile in Texas. If the person is not a citizen of the United States or a Permanent Resident, and applies for resident status, the person must also provide CTC with a signed affidavit, stating that he or she will apply to become a Permanent Resident as soon as eligible to apply.

Non-U.S. Citizens
The following non-U.S. citizens may establish a domicile in Texas for the purposes of Item 2 or 3 under Determining Residence Status in this section.

• A Permanent Resident.
• A person who is eligible for permanent resident status and has filed an I-485 application for permanent residency and has been issued a notice of action by USCIS showing that his or her I-485 has been reviewed and has not been rejected or the filing fee has been received.
• An eligible nonimmigrant who has been issued a type of nonimmigrant visa by the USCIS that allows him or her to establish a domicile in the United States.

Residency Documentation
New students or returning students who have not attended CTC for at least 12 months are required to complete the CTC Admissions Application. Individuals may be required to provide supporting documentation to support information provided in the residency section of the application or to support the answers to the residency section.

An individual who was enrolled during the prior fall or spring semester in a Texas public institution for any part of the previous state fiscal year and who was classified as a resident of the state is considered a Texas resident as of the start of the following fall semester. However, a person who has not attended a Texas public institution for two or more consecutive regular semesters prior to enrollment at CTC will be required to complete the CTC Admissions Application. The CTC Admission Application is available on the CTC website.

Documents to Support Domicile and Residency
The documents listed below may be used to establish that the person is domiciled in Texas and has maintained a residence in Texas continuously for 12 months prior to the census date.

Proof of Domicile and Establishment of Residency
The following documentation can be submitted to support the establishment of a domicile and demonstrate the maintenance of a residence for 12 months.

• An employer’s statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months. Other documents that show the person has been engaged in activities intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care or the maintenance of a home) may also be used, as well as documents that show the person is self-employed, employed as a homemaker, or is living off his or her earnings, or through public assistance. Student employment, such as work-study, does not qualify as a basis for establishing a domicile.

• For a homeless person, written statements from the office of one or more social service agencies located in Texas that attest to the provision of services to the homeless person for the 12 months prior to the census date of the term in which the person enrolls.
Establishing a Domicile
The documentation below, which if accomplished and maintained for the 12 months prior to the census date of the term in which the person enrolls and if accompanied by at least ONE type of document listed under Documenting Residence in Texas, can be submitted to support the establishment of a domicile and demonstrate the maintenance of a residence in Texas for 12 months.

1. Copy of a title to real property in Texas.
2. Copy of marriage certificate attesting to the marriage to a Texas resident for 12 months along with documentation to support that the spouse is a Texas resident.
3. Proof of ownership of a business in Texas with documents that evidence the organization or the business as a partnership or corporation and reflect the ownership interest of the person or dependent’s parent.
4. Copies of state or local licenses to conduct a business or practice a profession in this state.

Documenting Residence in Texas
One or more of the documents listed below may be required to support residence in Texas for 12 months preceding the census date of the term in which the person enrolls. These documents do not show the establishment of a domicile.

1. Utility bills for the 12 months preceding the census date.
2. A Texas high school transcript for the full senior year preceding the census date.
3. A transcript from a Texas institution showing presence in the state for the 12 months preceding the census date.
4. A Texas driver’s license or Texas ID card with an expiration date of not more than four years.
5. Cancelled checks that reflect a Texas residence for the 12 months preceding the census date.
6. A current credit report that documents the length and place of residence of the person or the dependent’s parent.
7. Texas voter registration card that has not expired.
8. Pay stubs for the 12 months preceding the census date.
9. Bank statements reflecting a Texas address for the 12 months preceding the census date.
10. Ownership of real property with copies of utility bills for the 12 months preceding the census date.
11. Registration or verification from licensor, showing Texas address for licensee.
12. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least 12 months preceding the census date.
13. Lease or rental of real property, other than campus housing, in the name of the person or the dependent’s parent for the 12 months preceding the census date.

Temporary Absences from State
Residents who move out of state should be classified as nonresidents upon leaving the state. However, certain temporary absences as listed below can occur without loss of Texas residency. Documentation of the reason for the temporary absence must be submitted by the person or the dependent’s parent.

1. A person or the dependent’s parent who is temporarily absent from the state for the purpose of service in the armed forces of the United States.
2. A civilian employee or the dependent’s parent who is temporarily absent from the state for the purpose of service in the Department of Defense, Public Health Service, or U. S. Department of State.
3. A person or the dependent’s parent whose company temporarily assigns him or her to work elsewhere.
4. A person or the dependent’s parent who is temporarily absent from the state for educational purposes.

General Rules and Regulations
Independent Individuals 18 Years or Older
An individual who is 18 years of age or older who is gainfully employed in the state for a period of 12 months prior to enrollment is entitled to classification as a resident. Students registering at CTC prior to having physically resided in the state for the 12 months prior to enrollment shall be classified as nonresidents for tuition purposes during that term. Accumulations of summer and other vacation periods do not satisfy the employment requirement. Employment while enrolled in college during a 12-month period can be a basis of reclassification as a resident at the end of that period if other evidence indicates the student has established a domicile in Texas.

Married Students
Marriage of a Texas resident to a nonresident does not jeopardize the Texas resident’s claim to residency. A nonresident who marries a resident of Texas must establish his or her own residency by meeting the standard requirements of an independent individual 18 years of age or older.

Federal Employees Other Than Members of the U.S. Armed Forces or Public Health Service
The state has no special provisions for determining the residency of federal employees other than members of the U.S. Armed Forces or Public Health Service. Each person (including civilian employees of the U.S. Armed Forces) must meet the basic residency requirements for non-military personnel.

Distant Learners
A bona fide Texas resident located out-of-state or out-of-country who is enrolled in an electronic course delivered from the Central Campus may be classified as a resident for tuition purposes. The student must provide substantiating documentation that he or she has a right to resident classification. For example, a spouse or dependent child of a member of the U.S. Armed Forces who was a Texas resident at the time he or she joined the service and has maintained Texas as his or her domicile may be eligible to be classified as a resident for tuition purposes. The spouse must have established Texas residency at least 12 months prior to enrollment. The spouse or dependent children of military Texas residents should submit a completed CTC Active Duty Military ID Card Verification form, their sponsor’s leave and earning statement (LES), and if applicable the sponsor’s DD 214 showing Texas as the home of record. The LES must be 12 months prior to the census date of the semester in which the student enrolls.

Reclassification
A student initially classified as a nonresident based upon information provided in the Core Residency Questions, may petition for reclassification by providing the CTC Admissions Office located at the Central Campus in Killeen, Texas, with supporting documentation and any additional or changed information, which may affect his or her resident or nonresident status. A student who requests reclassification based on supporting documents and information received prior to the census date of the current term, the change will apply to the current term. Otherwise, any change will apply to the first succeeding term in which the student enrolls.
Student Responsibilities

Students must prove to the satisfaction of the CTC Admissions Office that they are entitled to be classified as a resident of Texas. The student is responsible for registering under the proper residence classification. Questions concerning a student’s right to classification as a resident of Texas should be directed to the CTC Admissions Office located at the Central Campus in Killeen, Texas, prior to enrolling at CTC.

Waivers That Allow Nonresidents to Register While Paying the Resident Rate

Military Members Assigned to Duty in Texas

Members of the U.S. Armed Forces are presumed to maintain the same domicile that was in effect at the time of entering the service during their entire period of active service. They are presumed not to establish a domicile in other states in which they are assigned to duty because their presence is not voluntary but under U.S. military orders.

However, nonresident members of the U.S. Armed Forces, members of Texas units of the Army or Air National Guard and Army, Air Force, Navy, Marine Corps or Coast Guard Reserves; or Commissioned Officers of the Public Health Services who are assigned to duty in Texas, and their spouse and/or dependent children, are entitled to a waiver that allows payment at the resident tuition rate. To qualify, the student must submit prior to the census date of his or her first term of enrollment, a statement from a designated official in the service certifying that the student, or parent, will be assigned to duty in Texas on or before the census date of the intended term of enrollment. A member of the National Guard or Reserves who will be in Texas only to attend training with Texas units is not eligible for a waiver to pay resident tuition rates.

Military family members and active duty soldiers may complete the CTC Military Verification form, which must be signed by the soldier’s commanding officer or personnel office designate or provide a copy of the military orders of the active duty member with permanent assignment duty in Texas. The form is available in the schedule bulletins, on the CTC website, at the CTC admissions and records offices located on the Central Campus and the Fort Hood Student Services office. Upon initial enrollment, the student should bring the signed form and a valid military ID card. If the military ID card expires, the student must present a renewed military ID card at the time of re-enrollment.

Continuous Enrollment

Nonresident active duty military and their spouse and/or dependent children are entitled to continue to pay the resident tuition rate as long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program. The student is not required to enroll in the summer semester to remain continuously enrolled.

After Assignment to Duty in Texas

If nonresident members of the U.S. Armed Forces eligible for a nonresident waiver are assigned to duty elsewhere following assignment to duty in Texas, their spouses and dependent children are entitled to pay the resident tuition rate as long as the spouse or child resides continuously in Texas. A person is not required to enroll in a summer semester to remain continuously enrolled.

Out-of-State Military

A spouse and/or dependent child of nonresident members of the U.S. Armed Forces, or Commissioned Officers of the Public Health Service stationed outside of Texas are entitled to pay resident tuition in Texas if the spouse and/or child moves to this state and files a statement of intent to establish residence in Texas with the public institution of higher education they attend.

Survivors

The spouse and/or dependent child of a member of the U.S. Armed Forces, or of a Commissioned Officer of the Public Health Services who died while in service, shall pay resident tuition if the spouse and/or child moves to Texas within 60 days of the date of death. To qualify, the person shall submit satisfactory evidence to the institution that establishes the date of death of the member and that the spouse and/or dependent child has established a domicile in Texas.

Spouse and Dependents who Previously Lived in Texas

A spouse and/or dependent child of a nonresident member of the U.S. Armed Forces, or of a Commissioned Officer of the Public Health Service who previously resided in Texas for at least six months may establish residency for tuition purposes if the member or commissioned officer at least 12 months prior to the census date of the family member’s enrollment:

1. Filed proper documentation with the military or Public Health Service to change his or her permanent residence to Texas and designated Texas as his or her place of legal residence for income tax purposes;
2. Registered to vote in Texas; and
3. Satisfied one of the three requirements for the 12 months prior to the first day of the intended term of enrollment:
   • ownership of real estate in Texas with no delinquent property taxes;
   • registration of an automobile in Texas; or
   • execution of a currently-valid will that indicates he or she is a resident of Texas that has been deposited with a county clerk in Texas.

Persons Eligible for Federal Education Benefits for Veterans, their Spouses, and Children

Persons eligible for benefits under the federal Post 9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for veterans are eligible to pay the resident tuition rate without regard to the length of time they have been in the state, as are their spouses and children (including stepchildren), if they meet the following conditions:

• File a letter of intent with CTC to establish residency in Texas and provide acceptable proof of eligibility for VA education benefits such as a Certificate of Eligibility issued by the Veterans Administration;
• Register to vote in Texas; and
• If qualifying as a child, be 25 years of age or younger on the first day of the term in which the person is registering unless meeting the hardship provisions specified in the legislation.
Student Financial Assistance

Financial Aid Programs

The Financial Aid Office coordinates and administers the financial aid programs for the College. The Financial Aid Office provides financial assistance to students who have a financial need and who would otherwise be unable to attend Central Texas College. The student and student’s family are primarily responsible for the cost of higher education; however, scholarships, grants, loans, work opportunities, and other financial benefits are available to students who qualify for these programs.

Most financial aid is awarded on the basis of need. Financial aid programs require annual applications. The Financial Aid Office will make every effort to assist the student in meeting his or her need using all resources available. Each student has certain rights and responsibilities in the financial aid process. Therefore, it is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds. Failure to comply with regulations may result in loss of funding and/or eligibility.

All applicants for financial aid are required to:
- Apply for admission to the College.
- Be degree or certificate candidates.
- Complete and file a Free Application for Federal Student Aid (FAFSA) with the United States Department of Education each year. Central Texas College must be selected as an institution in order for the financial aid office to receive the student’s FAFSA application. Central Texas College’s school code is 004003. Students are urged to apply early for optimum financial aid benefits.
- Complete verification is required if the student is selected by the Department of Education for verification.

Texas Campus deadlines to apply for financial aid are:

- Fall: June 1
- Spring: November 1
- Summer: April 1

Applications will be accepted and processed after these dates, but you will experience delays in receiving eligible funds for registration and books. All applications will be processed in order of receipt in the Financial Aid Office. Scholarship deadlines differ. Visit the Financial Aid Office for more information or our website at www.ctcd.edu.

Selective Service Registration Compliance

An amendment to the Military Selective Service Act (Pub. L. 97-252) requires that, beginning with 1983-84 award year, any student required to register with Selective Service who fails to do so is ineligible for Title IV student financial aid. Among Title IV financial aid applicants, men (citizens and eligible non-citizens except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands) who are at least 18 years old and born after December 31, 1959, and who are not currently on active duty with the armed services must be registered.

The law specifically requires that, in order to receive Title IV aid, all financial aid applicants are required to file a Statement of Registration Compliance.

In-District and Out-of-District Students

Once you are classified as a Texas resident, you are either an in-district or an out-of-district student. You are considered an in-district student if you physically reside within the geographical boundaries of the Central Texas College District (CTCD). The college district is in the Killeen and Copperas Cove Independent School Districts. Property owners and their dependents living in Texas but outside the CTCD tax district who paid ad valorem taxes to CTC are eligible for in-district tuition. A current property tax statement and completion of the CTC Ad Valorem statement are required for verification.

To establish in-district residency, you may be required to present one or more of the documents listed in the “Documenting Residence in Texas” section of this catalog. The documentation must show an in-district address for six months prior to enrollment. A post office box address is not acceptable for verification of in-district residency.

An out-of-district student is a Texas resident who does not physically reside within the geographic boundaries of the college’s district. If you are an out-of-district student, you pay the out-of-district tuition rate unless eligible to receive a waiver based upon state statutes or college policies. Residency in the Central Texas College Residence Hall or in Married Student Housing does not exempt a student from the out-of-district fee.

Honorably Discharged Veterans, their Spouse and Dependents

A former member of the U.S. Armed Forces or Commissioned Officer of the Public Health Service and his or her spouse and/or dependent child are entitled to pay the resident tuition rate for any term beginning prior to the first anniversary of separation from the military or health service if the former member:

1. Had, at least one year preceding the census date of the term, executed a document with the U.S. Armed Forces or Public Health Service that is in effect on the census date of the term and that changed his or her permanent residence to Texas and designated Texas as his or her place of legal residence for income tax purposes; and
2. Had registered to vote in Texas for at least 12 months prior to the census date of the term in which he or she plans to enroll; and
3. Provides documentation that the member has, not less than 12 months prior to the census date of the term in which he or she plans to enroll, taken one of the three following actions:
   • Purchased real estate in Texas with no delinquent property taxes,
   • Registered an automobile in Texas, or
   • Executed a currently-valid will that has been deposited with a county clerk in Texas, which indicates he or she is a resident of Texas.

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1. Had, at least one year preceding the census date of the term, executed a document with the U.S. Armed Forces or Public Health Service that is in effect on the census date of the term and that changed his or her permanent residence to Texas and designated Texas as his or her place of legal residence for income tax purposes; and
2. Had registered to vote in Texas for at least 12 months prior to the census date of the term in which he or she plans to enroll; and
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The law specifically requires that, in order to receive Title IV aid, all financial aid applicants are required to file a Statement of Registration Compliance.
Eligibility Requirements for Financial Aid
In general, a student is eligible for financial aid if he or she meets the following requirements:

- Is a United States citizen or an eligible non-citizen,
- Has a demonstrated financial need,
- Is making satisfactory academic progress (as defined by the college) in the course of study,
- Is not in default on a Federal Stafford Loan,
- Is enrolled at the college for the purpose of obtaining a degree or certificate,
- Has a high school diploma or G.E.D., or meets special ability-to-benefit requirements;
- Is registered with the selective service if required to do so; and
- Does not owe a refund on a Federal Pell Grant or other Federal financial aid awards.

NOTE CTC students must select an eligible program of study prior to the first disbursement of financial aid.

Satisfactory Academic Progress Policy, Financial Aid
All students enrolled at Central Texas College are required to make satisfactory academic progress toward degree or certificate objectives for continued enrollment and/or to remain eligible to receive financial aid. The assessment will be made on a semester basis regardless of the number of semester hours attended or the number of hours attempted during the year.

Grades of A, B, C, D, F, N, and P are considered hours completed. Drops, withdrawals, FN, IP, XN, and course repeats are counted as hours attempted. All coursework attempted at the college and any transfer work completed is considered when determining satisfactory academic progress regardless of whether the student previously received financial aid.

Course repeats are counted as attempted hours and either earned or unearned depending upon the grade assigned as noted above.

All college-level course work attempted at the College is considered when determining satisfactory progress regardless of whether the student previously received financial aid.

Evaluating Satisfactory Academic Progress
The standards against which all students are measured include Qualitative, Quantitative and Maximum Time Frame standards. The academic record for all students is reviewed after the end of the fall and spring semesters. After the evaluation, emails will be sent to the students who are being placed on probation about their academic progress and to students whose aid is being suspended due to failing to meet minimum financial aid satisfactory academic progress standards.

Grade Point Average/Qualitative Standard
Students applying for financial aid must have a 2.0 cumulative grade point average on all college-level credit hours earned prior to the semester for which aid is requested. In addition, students must maintain a 2.0 cumulative grade point average to remain eligible for aid. Should the student’s GPA drop below 2.0 the following actions will be taken.

- The first time the GPA drops below 2.0 the student will be placed on financial aid probation for the following semester enrolled.
- At the end of the probation semester if the student’s GPA is 2.0 or above, the student will be removed from probation and returned to satisfactory. If the student’s GPA has improved but is still below 2.0, the student will be extended on probation for another semester. If after two semesters the GPA is still below 2.0, the student will be placed on suspension and will not be eligible for financial aid until the student’s GPA meets the 2.0 standard.

Quantitative Standard/Maximum Time Frame:
In order to meet the quantitative standard students must complete 75% of all hours attempted regardless of whether financial aid was received for the hours. Withdrawals, incompletes, repeated courses, and failure grades will count as attempted coursework.

A student may apply for, and if eligible, receive financial aid for attempted credit hours that do not exceed 150% of the minimum number of hours required to complete the student’s declared program of study. Credit hours transferred to Central Texas College are counted when calculating the 150% maximum. Students who have attempted 150% of the allowed number of credit hours become ineligible to receive additional financial aid disbursements for hours in excess of the 150% maximum regardless of their cumulative GPA, and regardless of whether or not financial aid was received during previous semesters.

Examples:
1. For a student completing an associate’s degree program that requires 66 hours, the student must complete the degree within 99 attempted hours. The student will lose eligibility for additional financial aid to complete the program after 99 attempted hours.
2. For a student completing a certificate program that requires 30 hours, the student must complete the certificate within 45 attempted hours. The student will lose eligibility for additional financial aid to complete the program after 45 attempted hours.

Financial aid recipients are expected to complete a program of study in the scheduled amount of time. A student’s progress may be evaluated for only one program at a time. A student who is concurrently completing more than one program or major, or who is returning to complete a second degree, may request additional time to complete the program. Students may not be allowed financial aid funding for multiple changes of programs for the purpose of extending financial aid eligibility.

NOTE ALL students will be limited to 150 hours attempted maximum time frame which includes transfer hours.

SAP Treatment of Developmental Course Work
An otherwise eligible student may receive financial aid for a maximum of 27 attempted credit hours in developmental/remedial course work. Once the 27 credit hours maximum is reached, additional developmental credit hours will not be used to calculate the award amount. Developmental hours are not included in the calculation of the overall maximum time frame to complete the students’ academic program or in the cumulative GPA calculation. However, developmental attempts are used in the completion rate calculation.
Evaluation Outcomes

Financial Aid Automatic Suspension
If during a semester a student completely withdraws, receives grades of all Fs, all Ns or a combination of Ws, Fs and Ns, the student is placed on automatic suspension without being given a warning. To re-establish eligibility, the student must enroll in a successfully earn a minimum of 6 core semester credit hours with a 2.0 GPA. If the student chooses to enroll in more than the 6 core semester hours that are required, the student must complete at least 75% of the semester load with a 2.0 GPA to re-establish eligibility. A student placed on a suspension status will not receive financial aid assistance until this status has been cleared.

Financial Aid Probation
A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid probation. While on probation, the student will continue to receive financial aid for which he/she has qualified.

Financial Aid Suspension
If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his/her probationary period, the student will be suspended from receiving financial aid. Students placed on financial aid suspension may continue to enroll at the college. However, they must pay their own expenses, to include tuition, fees, room and board, and other college costs.

Reinstatement of Eligibility
Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria listed above, both the completion rate (75 percent) and cumulative grade point average (2.0) or has an appeal approved. Financial aid will not be reinstated for violations of Quantitative Standards or Qualitative Standards until the appeal has been approved by the Financial Aid Appeals Committee.

Appeal Process
Central Texas College recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Any student subject to suspension of financial aid eligibility may appeal to the Financial Aid Office for a review of the decision. The appeal must include an explanation and documentation of the reason(s) why the minimum academic standards required by this policy were not met and that the adversity has been resolved. All appeals must be attached to the Satisfactory Academic Progress Appeals form that can be obtained from the Financial Aid Office or website. The Financial Aid Appeals Committee will review the appeal and the student will be notified by email after the appeal decision has been made. All documents pertinent to the appeals process become part of the student’s financial aid record. If the petition is denied, the student has the right to request that the appeal decision be reconsidered by the Financial Aid Director. This appeal must be turned in within 10 days of receiving notification of the decision denying the appeal. The decision of the Director is final.

NOTE There is no appeal for failing to complete within the maximum time frame.

As per Federal regulations, a student who is not making Satisfactory Academic Progress can appeal to the Financial Aid Office if the student falls under one or more of the following hardships:
• Death of an immediate family member of the student (parents, siblings, spouse, children).
• An injury or illness of the student or immediate family member (parents, siblings, spouse, children).
• Other unusual circumstances that prevented you, the student, from making satisfactory academic progress. For example, last enrollment was ten years ago or more.

Break in Enrollment
When a student has a break in enrollment and is readmitted, the SAP status for prior terms will apply. For example, if a student is placed on financial aid suspension at the end of the spring term, does not return in the fall term, and is readmitted the next spring term, the student will continue in a financial aid suspension status for that term.

Drops and Withdrawals
Students who receive Title IV (PELL/FSEOG/ACG/Loans) financial aid and drop, withdraw, or are administratively withdrawn from courses during the financial aid year may be required to repay financial aid received and may be placed on financial aid probation or suspension. Repayment is based upon the student’s last date of attendance. Detailed information is provided in the Return/Repayment of Title IV Funds section of this Catalog.

Transfer Students
Transfer students entering CTC must be enrolled in a program of study that leads to an associate degree, certificate, or is transferable towards a bachelor’s degree. All previous college transcripts must be submitted to the Incoming Transcripts section of Student Services, and evaluated by the appropriate Campus representative such as the Guidance Counselors at the Central Campus. Transfer courses are not considered in determining eligibility under the qualitative measure but are considered in the quantitative maximum timeframe measurements.

Types of Aid Available
Financial Aid is categorized into two types: Gift Aid and Self-Help Aid.
• Gift Aid includes grants and scholarships that do not have to be repaid.
• Self-Help Aid includes student employment and student loans. Student loans must be repaid with few exceptions.

Federal PELL Grant
The Federal PELL Grant is awarded to assist students in pursuing their first undergraduate degree. The intent of the Federal PELL Grant is to provide a foundation of financial assistance to supplement the cost of postsecondary education.

PELL Grant funds will be used to pay for tuition, fees, books, and unpaid Residence Hall and Married Student Housing costs. Balance checks for unused PELL funds will not be disbursed to any student who has a balance due to CTC.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This grant is available only to those students who demonstrate financial need. Grant awards and renewals are made on the basis of available federal funds, the student’s demonstrated exceptional financial need and the student’s satisfactory academic progress.
Academic Competitive Grant (ACG)
These grants were designed to encourage students to take more challenging courses in high school, making success in college more likely, and pursue college majors in high demand in the global economy. These grants are paid in addition to the Federal PELL Grant amount. Qualifying first-year ACG students can receive $750 and qualifying second-year students up to $1,300. Each level of this award can be received only one time. Students and others can go to www.federalstudentaid.ed.gov for more information about this program.

TENAS Grant (Toward Excellence, Access and Success)
This grant is available to the eligible student who is a Texas resident, graduated from an accredited high school in Texas no earlier than the 1999 school year, completed the recommended or distinguished achievement high school curriculum or equivalent, enrolls in an eligible Texas college or university within 16 months of graduation, is an entering undergraduate, has not already earned a bachelor’s degree, applied for financial aid and demonstrates required financial need, and has not been convicted of a felony or a crime involving a controlled substance. *Students must be enrolled at least three-quarter time in a degree program (9 semester hours in a 16-week semester). Funding is limited and grant may not be available. The Financial Aid Office will determine if the TEOG Grant is part of the aid package that is offered to you. **Go to the College for Texas website for more information.

Texas Educational Opportunity Grant (TEOG)
TEOG program provides aid to financially needy students enrolled in Texas public two-year colleges. A student must satisfy general eligibility requirements. Academic performance and other requirements must be met for students to receive continuing eligibility. The Financial Aid Office will determine if TEOG is part of the aid package that is offered to you.

Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP)
LEAP and SLEAP are federal and state funds combine to provide grant assistance for financially needy students who are Texas residents. The Financial Aid Office will determine if LEAP/SLEAP is part of the aid package that is offered to you.

Funding for this program is very limited and is awarded to the earliest applicants who meet eligibility requirements. Funds may not be immediately available at the beginning of the semester due to state funding procedures.

Federal College Work-Study Program (CWSP)
This program provides part-time employment opportunities for students who are in need of employment in order to complete their educational goals. In arranging a job and determining how many hours per week a student may work, the financial aid officer will consider: (1) financial need, (2) class schedule, and (3) student’s health and academic progress.

Loans

Federal Family Education Loan Program (FFELP)
Central Texas College participates in the Federal Stafford Loan Program for Dependent and Independent Undergraduate Students and Federal PLUS Loan Program for parents of Dependent Students.

Federal Loan Eligibility Requirements
- Student must complete the FAFSA.
- Student must meet academic progress as determined by the Financial Aid Office.
- Student must be enrolled at least half-time (six semester hours per term).
- Student must be a citizen or eligible non-citizen.
- Student must not be in default on any federal loan or owe a refund back to any federal program.
- Student must not have already exceeded aggregate loan limits.

Federal Stafford Loan Maximums

<table>
<thead>
<tr>
<th>Classification</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman (0 to 29 credit hours)*</td>
<td>$2,300</td>
</tr>
<tr>
<td>Sophomore (30 to 72 credit hours)**</td>
<td>$4,600</td>
</tr>
<tr>
<td>Dependent Undergraduate</td>
<td></td>
</tr>
<tr>
<td>$3,500*</td>
<td></td>
</tr>
<tr>
<td>$4,500**</td>
<td></td>
</tr>
<tr>
<td>Independent Undergraduate</td>
<td></td>
</tr>
<tr>
<td>$7,500 – No more than $3,500 of this amount may be subsidized*</td>
<td></td>
</tr>
<tr>
<td>$8,500 – No more than $4,500 of this amount may be subsidized**</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: The amounts shown in the chart above are the maximum amounts that you may borrow as a full-time student (12 hours per semester) for the academic year.

Subsidized Stafford Loan
- Available to students who demonstrate financial need determined by the FAFSA.
- Lending institutions, such as banks or credit unions provide the funds for this loan.
- The U.S. Department of Education pays the interest on this loan:
  - While you’re in school at least half-time.
  - For the first six months after you leave school (referred to as a “grace period”).
  - During a period of deferment (an approved postponement of loan payments).

Unsubsidized Stafford Loan
- Does not require students to demonstrate financial need.
- The U.S. Department of Education does not pay interest on unsubsidized loans.
- To determine the amount of your unsubsidized loan, the school will use this equation:
  \[ \text{Cost of Attendance} \times (1 - \frac{\text{Federal Pell Grant (if eligible)}}{\text{Total Aid}} - \frac{\text{Subsidized Stafford Loan amount (if eligible)}}{\text{Total Aid}} - \frac{\text{Any other financial aid you receive}}{\text{Total Aid}}) \]
  = Amount of unsubsidized loan (up to the maximum loan amount)
Central Texas College Catalog 2010-2011 - Financial Assistance

Stafford Entrance Loan Counseling
All first-time student loan borrowers at Central Texas College must attend entrance counseling before your loan will be processed. Entrance Counseling is available by going directly to http://www.mappingyourfuture.org/. This session provides additional information regarding loan programs such as monthly repayments, deferments, grace period and cancellation.

Stafford Exit Loan Counseling
Federal regulations require all students who received a Federal Family Education Loan to complete a mandatory exit counseling prior to graduation or after dropping below half-time attendance. Exit counseling is available by going directly to http://www.mappingyourfuture.org/. You will need a list of three different references (relatives or friends) that will always be in contact with you. Include their name, address and phone number.

Repayment
When you borrow a student loan, you sign a legal document called a promissory note, which establishes your obligation to repay that loan, and in certain cases, future loans under that same promissory note. The most important thing you can do during repayment is to stay in close contact with your lender. If you have trouble making your monthly payments and need help, contact your lender to learn more about the many options available to you.

Here is a brief summary of the repayment guidelines established in your promissory note:

- Your payments are expected on a monthly basis.
- Unless your lender agrees otherwise, the minimum monthly payment will be at least $50.
- Your minimum annual payment will not be less than the amount of interest due and payable.
- The maximum time allowed for repayment is usually 10 years.
- You may prepay on your loan at any time without penalty. This will reduce the total amount of interest you pay on your loan.
- Your lender will give you the opportunity to choose a standard, graduated, income-sensitive, or extended repayment schedule.

Return/Repayment of Title IV Funds
The 1998 Re-authorization of the Higher Education Act requires an institution to have a fair and equitable Title IV Funds return/repayment policy for students who received federal aid or whose parents borrowed under the Federal PLUS program. Equitable means that the policy must be consistent with the standards approved by the Department of Education.

A fair and equitable return/repayment policy is defined as:

1. Students who withdraw from all courses before completing 60 percent or more of the current term must return/repay a portion of the Title IV Funds (PELL, Supplemental Educational Opportunity Grant, ACG and Loans) disbursed. Federal Loans are repaid in accordance with the terms of the loan. The amount of funds to be returned/repaid will be calculated using the following formula:

   Total amount Disbursed (PELL Grant, SEOG, ACG and Loans)
   - Amount of Institutional Cost Returned by School (if any)
   - Amount of aid earned by student
   - Amount of Aid to be returned/repaid by the student X 50 percent

2. When a student withdraws/drops from courses, the student must ensure a Last Date of Attendance is recorded on the withdrawal/drop request. This Last Date of Attendance is the date used to determine how much Title IV Aid was earned and unearned. Failure to obtain a Last Date of Attendance may result in additional funds to be paid by the student. Before withdrawing/dropping any course, financial aid students are encouraged to contact the Financial Aid Office to speak with a Financial Aid Counselor.

3. If, after withdrawing/dropping from a course, a student desires to re-enroll in the same course during the same semester/term the following will apply:
   a. The student must obtain written permission from the instructor.
   b. The student must sign a written declaration stating he or she will complete the course.
   c. If the student fails to complete the course, the initial withdrawal date will be used to calculate the amount of aid to be returned/repaid.

4. Students will be notified in writing the amount of Title IV Funds that must be returned/repaid. Students must ensure their current address is on file with the Records Office. Students will have 45 days from the date of the letter to pay CTC in full. If the account is not paid, CTC turns it over to the Department of Education (DOE). The student can make payment plan arrangements with DOE to repay within two years.

5. Students may inquire at the Business Office, Central Campus in Killeen for answers to questions concerning Return/Repayment of Title IV Funds. Students may email michael.oliver@ctcd.edu.

NOTE Federal, state and institutional rules and regulations regarding financial aid are subject to change.

The Central Texas College Scholarship Fund
Central Texas College annually awards several two-year scholastic scholarships to qualified high school students. Information regarding this scholarship program may be obtained from the Office of Student Financial Assistance. Applications are available online at https://ctcd.scholarships.nelnet.net.

Veteran Benefits
Central Texas College’s programs are approved for those who wish to attend and receive benefits under the Post-Vietnam Era Veterans Educational Assistance Program, the Veterans Educational Assistance Act of 1984, Chapter 106-Reservists Education Bill, Chapter 30-VA Education Bill of 1986, Chapter 33-Post 9/11 Veterans Assistance, and family members qualified for VA Educational Benefits, Chapter 35.

Please provide the CTC Veterans Services Office with a copy of your Certificate of Eligibility, which is issued by the Department of Veterans Administration.

If you wish to attend with the aid of veteran benefits, inquire at the Office of Veteran Services before registration to obtain needed information relative to your enrollment and certification of attendance to the Veterans Administration. All new veteran students must furnish the Veteran Services Office a copy of their DD214.
You must provide an approved, signed certificate/degree plan to the Veteran Services Office before certification of your initial semester. Certificate/degree plans are available through the Guidance and Counseling Office or through departmental advisors. Transfer students should have copies of all previous transcripts for initial counseling sessions. It is your responsibility to inform the Office of Veteran Services of any changes in enrollment status. The monthly rates of payment to veterans are provided for by Public Law 94-502.

You should have military credit evaluated at the close of the first semester or upon successful completion of 6 semester hours and furnish the Veteran Services Office with a copy of the updated degree plan. Also, any transfer credits from previous education need to be evaluated before the close of the first semester and a copy of the updated degree plan furnished to the Veteran Services Office.

Records of progress are kept by Central Texas College on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and non-veterans alike, at the end of each scheduled school term.

NOTE: You must advise the Office of Veteran Services each semester/term of courses in which you are enrolled.

**Hazlewood Educational Benefits**

Veterans who wish to use the Hazlewood exemption must complete an application. Applications are available in Building 111, Room 214, on the Central Campus, or you may call (254) 526-1559. In addition to the application completion, the veteran must furnish a copy of their DD 214 (discharge document showing entry into service from the state of Texas and a letter from the VA Regional Office, Muskogee, OK, stating that the veteran is no longer eligible for VA educational benefits). Upon receipt of these documents the Texas veteran will be notified if they are qualified for Hazlewood Educational Benefits.

**Military Education Benefits**

Active duty military personnel may wish to attend Central Texas College under the Military Tuition Assistance Program, which pays 100 percent of tuition and fees with a yearly cap. Information for Military Tuition Assistance is available through Military Education Centers.

**Vocational Rehabilitation**

(Texas Campuses only)
The Texas Rehabilitation Commission offers assistance for tuition to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Commission. Application for this assistance should be made to the nearest Texas Rehabilitation Commission Office.

**Central Texas College Foundation**

The Central Texas College Foundation has approximately 160 scholarships, which may be awarded to competitively selected students every year. One application will place a student in consideration for all of these awards. A student must file an application for selection with the Foundation office when the award cycle is announced. The announcement usually occurs between January and March of each year and will be for awards available in the fall semester. Students, including international students, may apply for any Foundation scholarship for which they are otherwise eligible. There are specific requirements for eligibility that apply to individual scholarships and the student is advised to read the Foundation’s Scholarship Guidelines when it is announced each year. In making application for these scholarships, the applicant must have applied to attend CTC, have official transcripts from previous colleges attended on file with CTC, and completed the Free Application for Student Financial Assistance (FASFA) as verified by the CTC Student Financial Assistance office.

**Student Services**

**Guidance and Counseling**
The CTC Guidance and Counseling office provides counseling services to assist you with career planning and your educational and personal goals. Services include occupational and labor market information, degree program planning, and general academic advising.

All new students are required to meet with an academic advisor. Students who have not met the state requirements for the Texas Success Initiative should meet with an academic advisor each semester. It is strongly recommended that all students meet with an academic advisor on a regular basis to review one’s academic progress and graduation requirements.

**Transfer Counselor**

Assistance in planning to transfer to other colleges and universities is also available through the Transfer Center located in the Student Services Building 119. Students who plan to transfer to a four-year college or university can receive assistance about applications, transferring credits, sponsored visits, and transfer scholarships.

**Career Center**
The Career Center provides career planning and employer connections to current CTC students and alumni, high school students, and the general public. Our services can help students to identify career interests and aid in preparation for becoming successful college students and employees. Assistance includes the following:

- Career Counseling
- ACT Discover Assessment
- Job Placement Assistance
- Resume Writing/Critique
- Mock Interview
- Typing Tests
- Career Related Seminars

To access Career Services online or for additional information and assistance, go to www.ctcd.edu (follow the Alumni and Friends or Quick Links).

**International Student Services**

Services include admissions assistance, placement into the English-as-a-Second-Language Program (ESL/DLSA courses), registration, orientation, academic and social counseling, preparation for departure, immigration regulations advising and housing assistance. Central Texas College is not responsible for a student’s immigration status. The student is responsible for remaining in status with the United States Citizenship and Immigration Services (USCIS).

Inquiries should be addressed to the Director of International Student Services at the Central Campus address listed in the front of this Catalog.
Learning Resource Center
Individualized, self-paced, open entry/open exit instruction is available year round. Some texts and audiovisuals are dispensed from the Learning Resource Center. Classes are provided in the areas listed:
• General Educational Development (GED).
• Mathematics, reading and English preparation for college.
• Mathematics and reading instruction for nursing students.

Student Support Services
Project PASS (Partners in Academic Success Services)
Project PASS provides academic support for Central Texas College students, which includes tutoring and study skills assistance. A textbook lending library and childcare assistance are also available based on available funding to qualified students enrolled in a declared technical/vocational program. For detailed information visit the Project PASS website at www.ctcd.edu/ge/project_pass/index.htm.

Disability Support Services
The Disability Support Services Program provides individualized assistance to students with documented disabilities. Students should apply for services with the Offices for Learning and Physical Disability Support Services located in Building 111 on the Central Campus. Each semester eligible students should meet with their Disability Support Services coordinator to discuss accommodation needs. Sample accommodations include, but are not limited to, sign language interpreters, note takers, specialized vocational/academic counseling, and testing with accommodations based on individual professional assessed need. Appropriate documentation of the disability is required to access services and/or receive classroom accommodations. For more detailed information visit the CTC website at www.ctcd.edu/edu/sss/index.htm.

Transportation Assistance Program
• Free service to on-campus classes.
• Designated pick-up points throughout the local area.
• Wheelchair accessible.

Substance Abuse Resource Center
The Substance Abuse Resource Center (SARC) provides assessments, intervention and referral services for students and staff. SARC services include literature on drugs and alcohol abuse and dependence.

Transcripts
Students may obtain an unofficial CTC transcript and view the status of a CTC transcript request from their Student Account in Webadvisor. To view the status of a CTC transcript request, go to the Student Menu and click on the Transcript Request Status link under the Academic Profile section.

Information and forms for ordering transcripts are available from the CTC web site at www.ctcd.edu. Transcripts may be provided upon your written request. Email requests are accepted if the request is to issue a transcript solely to another institution of higher education. Effective Spring 2010 CTC no longer charges for CTC transcripts. When a transcript is requested to be sent priority mail or express mail, the student is responsible for the cost. This must be paid at the time of the request. However, CTC reserves the right to limit the number of transcripts issued at any one time. A complimentary free official transcript is provided upon graduation. Requests to fax transcripts are limited to locations in the United States to include Alaska and Hawaii; and requests to fax transcripts overseas are limited to a military education center or CTC site office. It is the decision of the receiving institution to accept a facsimile transcript as official or not. Transcript requests are honored as soon as possible in the order of receipt. During peak periods such as graduation, end of the semester, registration, and college closings, additional time will be needed to process requests.

You may be denied your transcript if you have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, failure to comply with admissions requirements, or any other indebtedness to CTC.

Testing Services
Central Texas College provides an extensive testing program, which supports traditional classroom instruction and distance learning courses. Test Services include:
• Entrance Examination - American College Test (ACT). The ACT is not required for admission to CTC. The ACT is administered on national test days each year.
• Texas Higher Education Assessment (THEA) - The THEA is an approved state assessment test to determine a student’s Texas Success Initiative status. CTC is an official THEA test site and administers the test twice each year.
• ASSET - The ASSET is an alternative state assessment test to the THEA for students who plan to attend CTC. The ASSET is offered year round. Active duty Fort Hood soldiers can take the test free of charge at the Fort Hood Education Center.
• Diagnostic Tests - Students enrolling in a Vocational Skills Center open-entry self-paced program should contact a Skills Center Counselor to determine if they are required to complete diagnostic testing. Students who do not meet TSI requirements and will be enrolling in the College of Cosmetology or the Heating and Air Conditioning Level I certificates are required to take the diagnostic test. The diagnostic test is given during regular operating hours at the Learning Resource Center in the Skills Center building.
• Automotive Services Excellence (ASE), The Automatic Transmissions Rebuilders Association Certification (ATRA), and IMAC Automotive Air Conditioning Examinations – The certification examinations are available for automotive professionals.
• College Level Examination Program (CLEP) and DANTES Subject Standardized Tests – The CLEP and DANTES examinations are nationally recognized tests for students desiring to receive credit for knowledge already obtained.
• General Educational Development (GED) examinations – CTC is an approved GED site for individuals who have not completed a formal high school education.
• Institutional Challenge Examinations – A student may request through the appropriate department chair permission to take challenge examinations for certain courses.
• Comprehensive English Language Test (CELT) – A test, which is administered by the English as a Second Language Department, for course placement of non-English or limited-English speakers.
For detailed information visit the CTC testing website at www.ctcd.edu/testing/testing.htm and refer to the “College Costs” section of the catalog for fees.

NOTE If special accommodations are needed because of a disability, contact the Testing Office before taking the test.

Evaluation of Previous Education and Training Nontraditional Education
Central Texas College recognizes that each student’s educational needs, goals and experiences are unique and that individuals are skilled in many areas of college work that are not formally documented on transcripts. It is the policy of Central Texas College to recognize nontraditional learning experiences and to award college credit in all cases where such credit is appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP).

The purpose of ICEP is to systematically correlate business, industry, government and military education received by nontraditional methods with institutional curricular requirements.

All students, including military and former military personnel, are eligible for credit consideration based upon documentation of their previous learning experiences.

The nontraditional methods usually considered applicable toward a degree at Central Texas College are:
- Chauncey Group International - DSST Program.
- College Level Examination Program (CLEP), both the General and Subject Examinations.
- Excelsior College Examinations (ECE).
- Defense Language Proficiency Tests (DLPT).
- American College Testing Program (ACT).
- Scholastic Assessment Test (SAT).
- College Board Advanced Placement.
- Military Service Schools, Military Occupational Specialties (MOSs), Ratings and other Military Job Training and Experience as recommended by the American Council on Education (ACE).
- Civilian Education and Training as recommended in The National Guide to Education Credit for Training Programs.
- Correspondence courses and other forms of distance education offered by regionally accredited institutions.
- Automotive Service Excellence Tests.
- Refrigerant Transition and Recovery Certification (EPA Type I, II, III, and Universal).
- American Welding Society Certification Program.
- Others to include certain types of civilian training, specialized training and work experience.

Evaluation Procedures
To apply for evaluation and a final certificate and degree plan, submit an Evaluation Request form to Evaluations, Central Texas College, or at the administrative office serving your area. Addresses are listed in this catalog.

Evaluation and final certificate and degree plans are provided upon receipt of all official transcripts and documents following successful completion (“C” or “P” grade or higher) of a minimum of six semester credit hours earned in the Central Texas College system. Students on financial or academic hold are not eligible for final evaluation of nontraditional educational experiences until the financial or academic hold is cleared. Students pursuing a technical/vocational program may be required to repeat major field of study courses if the degree program is not completed within five years.

GoArmyEd or eArmyU students who choose CTC as their home college will automatically be issued a SOCAD2 agreement upon meeting eligibility requirements. Please ensure that you request an official AARTS and official transcripts from previously attended colleges or universities. Transcripts are needed to ensure that you receive a comprehensive evaluation and to prevent you from being placed on automatic hold and blocked from enrolling in further courses through the portal.

Evaluates credit awarded by Central Texas College applies to its programs of study and may transfer to other institutions according to the policies of the receiving institution. If you are planning to transfer to other institutions, consult with those institutions regarding their policies on acceptance of evaluated credit.

Servicemembers Opportunity Colleges Consortium (SOC)
The Central Texas College District is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

Servicemembers Opportunity Colleges Consortium (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DOD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at http://www.soc.aacu.org.

SOC Degree Network System
The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate and bachelor’s degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCCNAV), Marine Corps (SOCCMAR), and Coast Guard (SOCCAST). Refer to the SOC Degree Network System -2 and -4 Handbooks to view associate and bachelor’s degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC website, http://www.soc.aacu.org, on the SOCAD, SOCCNAV, SOCCMAR, and SOCCAST home pages.
Campus Life

Social and cultural activities play an important part in the life of the college student. The Student Life Activities Office supports and guides student development by providing opportunities for individual and group interaction through student organizations, tournaments and other social and seasonal activities.

The Roy J. Smith Student Center is the social and recreational center of the campus. The first floor contains the Campus Bookstore, Cafeteria, Snack Bar and the offices for Project PASS and Student Life Activities.

The Upper Student Center houses the Student Government Association Office, a meeting room, a game room, a recreational center, a television lounge and is the main site for parties and student organization meetings.

Alumni and Friends Association

The CTC Alumni and Friends Association is open to any individual or group that wants to help the association achieve its mission to develop and maintain the love and loyalty of graduates, former students and community members for CTC. Current objectives include:

• Keeping in touch with former and returning students.
• Fostering a spirit of loyalty and good will toward the College.
• Encouraging student enrollment.
• Developing a corps of alumni who serve as CTC ambassadors.

In addition to assisting current and future CTC students achieve their goals through the Association’s scholarship program, members also receive the following benefits:

• Free career placement services.
• Notice of College activities and special alumni events.
• Go on record as a CTC booster.
• An Alumni Membership Card.

To learn more about the Alumni and Friends Association, visit the CTC website at www.ctcd.edu.

Student Organizations

There are approximately 20 officially recognized student clubs and organizations at CTC. They offer a variety of activities and interests for students, faculty and staff. Student organizations include political, social, special interest and recreational interests, along with international student clubs, honor societies and religious organizations. Their activities include discussion meetings, guest speakers, picnics and barbecues, fund-raising activities and field trips.

All student organizations and activities must conform to the educational objectives and administrative regulations of Central Texas College as stated in official documents and the Student Organization and Sponsors Handbook. All activities and fund-raisers must be cleared through the Student Life Activities Office at least two weeks before the event. Club sponsors must ensure that all club funds are deposited and disbursed properly through the club’s on-campus Agency Fund Account.

Those students interested in forming a club should contact the Student Life Office at 526-1258, for additional information.

Student Travel

Student travel is recognized by Central Texas College as an essential activity of the institution’s educational and student activities programs. All travel for student groups must be made in accordance with the administrative provisions contained in CTC Board Document No. 367, Travel, Relocation, and Other Reimbursable Expenses.

KNCT-TV and KNCT-FM

Central Texas College owns and operates a full power UHF television station, KNCT, which is affiliated with the Public Broadcasting Service (PBS). The station broadcasts on Channel 46 and is carried on all local cable systems (Channel 4). KNCT is also available on the two major satellite television services. KNCT’s Digital Signal includes 46.1 PBS High Definition Channel and 46.2 the Pentagon Channel, which provides 24 hour programming for American’s Armed Forces. KNCT FM broadcasts at 91.3 MHZ providing easy listening. The stations also serve as a laboratory facility for students enrolled in the Radio/TV Broadcasting Degree Program. The stations are located in Building 109 on the Central Campus.

Child Development Center

The Central Texas College Child Development Center serves as a laboratory where CTC students can obtain practical experience in child care and early childhood educational programs. The Center, located on Clear Creek Road, is licensed for children ages 18 months - 5 years of age. A developmentally appropriate curriculum meets the emotional, social, and intellectual needs of children. College students, faculty, staff and members of the community are equally welcome to enroll their children in this program.

Food Service

The Central Texas College food service facilities are housed in the Roy J. Smith Student Center. Their aim is to serve well-balanced and nutritional meals at the lowest cost. The food court, snack bar and bakery operation provide full meals or a la carte entrees Monday through Friday. Facilities are open to the public. Commuter meal cards are available for purchase from the Food Service Office.

Each residence hall student is required to purchase the five day, 15 meal plan. The board plan begins on the first day of classes and ends on the last day of the semester. The board plan is valid for use only by the purchaser. Each student will be issued a picture I.D. card ($5 charge for replacement). The meal card must be presented to the cashier before each meal. Students who leave their meal cards in the residence hall will be required to either pay for meals or go back and get their card before being allowed to eat.

Bookstore

The Campus Bookstore, located in the Student Center on the Central Campus, carries new and used textbooks, supplies, trade books and general merchandise for the convenience of students, faculty and staff.

A receipt is required to initiate a return, refund or exchange. In addition to the receipt, customers seeking a refund on items purchased with a credit or debit card must present the card used and the refund will be credited to the card. A cash refund will not be given for purchases made with a credit or debit card. All returns and exchanges are subject to the following guidelines:
Student Handbook.

Central Texas College (CTC) does not employ a nurse or physician. However, first aid kits are available in the Office of Student Life Activities (Student Center Building 106, Room 100) or the Campus Police Office (Building 137, directly behind Student Services Bldg 119). Each Building Coordinator also has a first aid kit. Further information is available in the Student Handbook.

Health Services

Central Texas College has a first aid kit. Further information is available in the Campus Police Office (Building 137, directly behind the Central Texas College Security Office). Central Texas College does not employ a nurse or physician. However, first aid kits are available in the Office of Student Life Activities (Student Center Building 106, Room 100) or the Campus Police Office (Building 137, directly behind Student Services Bldg 119). Each Building Coordinator also has a first aid kit. Further information is available in the Student Handbook.

Book Condition

To obtain a full refund, all items must be in their original state and/or packaging. Shrink-wrapped materials must remain sealed. Items must be clean. Items may not contain any markings or highlights.

Non-Returnable Items

No returns, refunds or exchanges are given on optional books, study guides, manuals, workbooks, or trade books. Do not purchase books unless you are certain you want them, regardless of their “required” status. No returns, refunds or exchanges will be given on supplies, Skill Center books, spiral-bound books, modules, gifts or software.

Buybacks are held every day and at the end of each Central Campus fall and spring semesters.

Intramural Sports

Central Texas College intramural sports offers a wide range of recreational opportunities for men, women and co-recreational participants. The Intramural Sports Office conducts league play in flag football, volleyball, badminton and tennis. Competition in individual activities such as tennis, running, and basketball skills are also provided.

Students from CTC’s intramural sports programs also enter NIRSA regional competitions such as flag football and basketball with other colleges. A complete schedule of activities is available in the Intramural Sports Office located in the Physical Education Center. Open events in tennis and biannual 5K fun runs/walks are available for surrounding communities as well as CTC students, faculty and employees.

Natatorium and Physical Education Center

The Central Texas College Natatorium and Physical Education Center is open during specified times for students’ use. Courts are available for basketball, volleyball, badminton and tennis. A weight room, equipped with free weights, weight machines, bicycles, treadmills and stair climbers is also available. Physical Education staff members are available to issue equipment and assist students, staff and faculty with a current CTC I.D. who wish to use the facilities.

CTC identification cards are required for use of equipment and facilities.

Housing

All first-time resident students, to include transfer students, must show evidence of being immunized against Bacterial Meningitis, at least 10 days prior to campus residency. Specific information regarding required vaccination documentation is included in the housing application. For more information regarding Bacterial Meningitis, refer to the “Important Information about Bacterial Meningitis” in the Admissions section of this Catalog.

Residence Hall

Central Texas College operates a co-ed Residence Hall for 120 full-time students. Supervision is provided by a full-time Residence Hall Manager who is responsible for daily operations as well as educational and social activities. Each student residing in the Residence Hall is responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and to harmonious social life. The Residence Hall is closed during the intervals between semesters. The Residence Hall remains open for the convenience of students during the Thanksgiving holiday and Spring Break.

Requests for information about the Residence Hall or an application for a room should be addressed to the Lead Resident Manager. Room requests are accepted up to six months in advance of the semester of expected enrollment at CTC. Applications are honored by semester on a first-come first-served basis.

The Residence Hall is accessible to students with disabilities. Students requiring a room that accommodates a disability should notify the Residence Hall Manager. Documentation of the disability should be made available to the Office of Disability Support Services for verification purposes.

Refer to the section of the Catalog “College Costs” for room and board rates.

Married Student Housing

Student apartments, located on the Central Campus, are available for married couples and single parents with children. One and two-bedroom, unfurnished apartments are available for rent. Tenants are billed for electricity monthly. Telephone service and cable television are available in each apartment at the tenant’s expense. Those interested in housing may apply through the Coordinator, Student Housing, Apt 9-C located on Residence Drive.

Certain apartments have been made accessible to students with disabilities. Students needing an accessible apartment should notify the Housing Office. Documentation of the disability should be made available to the Office of Disability Support Services in the Student Center for verification purposes.

Parking

Student parking is available in all parking lots on campus except where marked “Reserved,” “Maintenance,” “No Parking,” “Visitors,” “Handicapped,” “Fire Zone,” “Official Use Only,” or where temporarily designated for a special individual or activity. Reserved parking spaces are limited to full-time faculty and staff members, which requires a yearly fee. Each student who drives and parks on campus will be required to register the vehicle with the Campus Police department and obtain a parking permit. Parking is free; however, violating any parking regulations, state or college, can result in a monetary fine. Students may register their vehicles during regular class registration times or at any time.
Student ID Cards
The CTC student ID is used for various campus facilities such as the library, computer labs, and the physical fitness center and natatorium. CTC student ID cards are issued in Room 100 of the Student Services Building 119. Students must present a valid state or federally-issued photo ID, such as a driver’s license or military ID card and a copy of their paid CTC registration receipt. CTC student ID cards must be renewed each semester with a sticker, available once the student is officially registered. The first student ID card is free. A $5 fee is charged for each replacement. The replacement fee must be paid at the Business Office in Building 119, and the receipt brought to the student ID card section to receive a replacement card.

ID cards for students enrolled in distance learning courses will not be mailed. Student ID cards are available only through the CTC student ID section located in Building 119.

Library Services
Located on the Central Texas College Campus in Killeen, the Oveta Culp Hobby Memorial Library (HML) is a joint library in which Central Texas College and Texas A&M University CT share space, library services, and library materials. The HML provides library services to all registered students, faculty and staff worldwide. In addition, the library serves a significant secondary role as a research library for the surrounding community. Online availability is provided through the library’s website www.ctcd.edu (click on library). The library home page is the main vehicle for providing library services and materials; access is available 24 hours a day.

The physical library offers many varied and useful amenities to assist patrons in their pursuit of information. There are several study rooms for individuals and groups; a meditation room, a reading room and quiet areas for sitting, studying and contemplation. The library is open 78 hours per week during spring and fall semesters, 73 hours per week during the summer semester and 44 hours per week between semesters. The physical collection is searchable through the online catalog and is comprised of 115,000 volumes and 315 periodical titles. Research and instruction workshops, conducted in a digital classroom, are available by appointment.

Through the virtual collection of over 75 electronic databases, patrons can access periodical citation indexes, full-text periodical articles, reference resources, encyclopedias, legal documents and e-books. Information resources are available by phone and e-mail; there is a professional librarian on duty all the hours the library is open. Remote reference request through “Ask an Online Reference Librarian” is checked several times a day, 7 days a week and is a 24 hour “turnaround” time to all queries.

The Multimedia Services Department has 58 computers for student use and four for the general public. The audiovisual collection has 2,963 items available for patrons to use. The multimedia department maintains an inventory of equipment that meets all trade specifications and assists patrons with their audio visual needs.

Copying Service
Two coin-operated copier machines are available at the Library, Building 102, and one coin-operated copier machine is available at the Nursing and Science, Building 150.

AROTC Affiliated Programs
The Army Reserve Officer Training Corps (ROTC) is designed to provide courses of military instruction which will permit volunteer, selected, male and female college students to prepare themselves for commissions as second lieutenants in the United States Army Reserve while they pursue academic courses leading to baccalaureate degrees. Specific courses are available to Central Texas College students through concurrent enrollment arrangements with Texas A&M, Central Texas and may also be transferred to other universities with an advanced ROTC program. These courses may be taken without military obligation. ROTC courses will be treated as hours in residence at Central Texas College and may be used for elective credits in some programs. Four-year ROTC scholarships are available for the CTC-TAMU-CT ROTC program. For further information contact the Guidance and Counseling Office at Central Texas College 254/526-1226 or the Military Science Department at Texas A&M, Central Texas, 254/526-1676.

Academic Policies

Academic Load
A normal load is 15 to 18 semester hours per long semester. Central Texas College reserves the right to limit the course load carried by any student. Typical course loads are listed below.

• Full Time
  - 12 or more semester credit hours during the 16-week fall or spring semester.
  - 8 or more semester credit hours during the 10-week summer session.
  - 6 semester credit hours per 8-week term.
  - 4 or more semester credit hours per 5 ½-weeks summer semester.

• Three-Quarter Time
  - 9 to 11 semester credit hours during the 16-week fall or spring semester.
  - 5 semester credit hours per 8-week term.

• Half Time
  - 6 to 8 credit hours during the 16-weeks fall or spring semester.
  - 3 to 4 semester credit hours per 8-week term.

NOTE Students attending college with financial aid or veterans benefits assistance may be required to meet academic course load standards other than those noted above. Contact the CTC Office of Student Financial Assistance or the CTC Veteran Services Office before registering for courses.

Maximum/Minimum Load
Except as stipulated in the program of study, a student will not be permitted to enroll in more than six academic courses or more than 18 semester hours during any combination of terms within a 16-week semester. The maximum load for a 5 1/2 week summer semester is eight semester hours. The maximum credit a student can earn during the entire summer session is 14 semester hours. A student wishing to enroll in more than the maximum load must receive approval from the campus dean or his or her designee.
International students must maintain a minimum load of 12 semester hours during each regular semester (fall and spring semesters) in compliance with U.S. Citizenship and Immigration Services (USCIS) regulations.

**Satisfactory Progress Standards**
Each student has the responsibility for attending class and pursuing the objectives of each course that the student is officially enrolled.

**Class Attendance and Course Progress**
Regular and punctual class attendance at all scheduled classes is expected. Each faculty member will inform students of the attendance policy and the course objectives at the initial class meeting.

- Students are required to be in class on time. Instructors may choose to lower a student’s grade because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action.
- Only instructors can authorize an excused absence. Regardless of the reason for the absence, the student is responsible for completing all coursework covered during any absence.
- Failure to meet the attendance requirements in a course may result in a lower grade or failure in the course.
- An instructor may initiate an administrative withdrawal if a student fails to meet the attendance requirements or is not making satisfactory progress toward the course objectives. The instructor may assign a grade of “FN” or “XN” at the time of the administrative withdrawal.
- Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

**Religious Holy Days**
If you desire to be absent from classes for the observance of a religious holy day, you must submit a written request to each instructor prior to the absence, but no later than the fifteenth day after the first day of the semester, of the religious holy day(s) that will be missed. Although you will be excused from classes, you will be responsible for make-up of all work or tests missed on the religious holy day on which the absence occurred. The instructor may respond appropriately if you fail to satisfactorily complete the assignment or examination. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 Tax Code.

**Excessive Absences**
Students who have not attended class by the 12th class day of a 16-week course or the 6th class day of an 8-week term may be administratively dropped by the instructor with a grade of “W.” Students may also be administratively withdrawn from any class when their absences exceed a total of four class meetings for a 16-week course or three class meetings for less than 16-week courses and; in the opinion of the instructor, the student cannot satisfactorily complete the course.

**Self-Paced Certificate Programs**
In the self-paced certificate programs, if a student misses more than 25 percent of the time they have contracted for in a month’s time, the student will be dropped with a grade of “FN” or “XN” for nonattendance and will be required to re-enroll for the class.

**Failure to Maintain Satisfactory Progress**
Readmissions or enrollment may be denied at any time a student fails to maintain satisfactory progress following an academic review by the appropriate Campus Dean. If a student is determined to be ineligible for continued enrollment or re-enrollment at Central Texas College, the student will be notified in writing of the action taken. A student denied enrollment may appeal the decision of the Campus Dean. The appeal must be submitted in writing within seven (7) working days of notification. The appeal must be submitted to the office of the Deputy Chancellor responsible for the campus. The decision of the Deputy Chancellor will be final.

**Excused Absence for a Person Called to Active Military Service**
HB 1630 of the 79th Texas Legislature requires Texas public colleges and universities to grant excused absences for students who are called to active military service for a brief duration of service. Active military service is defined as service in the armed forces of the United States, the National Guard, or the Texas State Guard including travel associated with the service. The maximum period for which a student may be excused can be no more than 25 percent of the total number of class meetings, excluding the final examination, for the specific course or courses that the student is currently enrolled at the beginning of the period of active military service. For students who enroll in distance learning courses or other asynchronous courses, a student may be excused if no more than 25 percent of the course is remaining.

Students who are called to active military service for a brief duration of service are required to provide to the CTC System Registrar’s office an original copy or notarized copy of their orders, which indicates that they have been called to active duty. Students will sign a “Short-Term Stop-Out Military Agreement” that states it is their responsibility to contact each of their instructors prior to leaving for active duty so that they can discuss which assignments and/or exams need to be completed once they return and a reasonable time for completion. Students will be given a withdrawal grade of WT (Withdrawal Temporary).

Upon returning from active duty, students must contact their instructor(s) and arrange for completing the remaining course requirements. Each faculty member has the right to issue a final grade based on coursework completed should students fail to satisfactorily complete the assignment(s) and/or examination(s) within the reasonable time designated by the instructor. Students who wish to dispute the institutional process regarding this policy will follow the informal grievance procedures outlined in the CTC Student Grievance Policies. If the informal procedures do not resolve the grievance, then such students will follow the formal grievance procedures included in the CTC Student Handbook.

Students who receive student financial aid (such as the PELL Grant, SEOG, Stafford Loan), VA benefits, or other third party sponsorships could be required to repay all or a portion of their financial aid assistance.
Withdrawal From Classes

It is the student’s responsibility to officially drop a class if circumstances prevent attendance. An instructor cannot initiate a withdrawal based on the student’s request. GoArmyEd students should contact their ACES counselor before withdrawing and withdraw through the GoArmyEd portal. All other students who desire to or must officially withdraw from a course on or after the first scheduled class meeting must file an Application for Withdrawal with the local CTC representative by the last date to withdraw. Students enrolled in distance learning courses and who do not have access to a local CTC representative should submit a withdrawal form to online mentors@ctcd.edu or the CTC Records Office in Killeen, Texas.

• Applications for Withdrawal will be accepted at any time before the completion of the 12th week of classes for 16-week courses, the sixth week of classes for eight-week courses, or the fourth week of classes for six-week courses.
• For non-GoArmyEd active military students, the effective date of withdrawal is the filing date with the Education Center. For all other students, the effective date of withdrawal is the date that the withdrawal application is received by the Central Texas College representative.
• Students who used financial aid, military tuition assistance, VA benefits, or other non-personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Aid or Veterans Services Office before withdrawing. Military tuition assistance students should visit their military Education Center or Navy College Office.
• Students may not withdraw from a class for which the instructor has previously issued a grade of “F,” “FI,” “FN,” “IP,” or “XN.”

Instructor Initiated Withdrawals

Faculty are authorized to withdraw students who are not making satisfactory course progress as outlined in the section of the Catalog entitled “Satisfactory Progress Standards.”

Administrative Initiated Withdrawals

A student may be administratively withdrawn by a designated member of the administrative staff of the College under the following conditions:

• The student has been placed on Academic Suspension or Disciplinary Suspension;
• The student has an outstanding financial obligation owed to the college; or
• The student registered for a course without the required prerequisite or departmental permission.

The college is under no obligation to refund tuition and fees, or other costs associated with a student who is administratively withdrawn.

Third Attempt to Enroll in a Course

The Texas Legislature eliminated funding to higher education for any courses, other than non-degree credit developmental courses, which contain the same content if attempted by a student for a third or more times at their institution since Fall Semester 2002. This applies to credit and continuing education course work. Attempted courses are defined as any courses in which a grade is earned on a transcript, including repeated courses, courses dropped with a grade of “W,” and courses with grades of A, B, C, D, F, FI, FN, XN, N, P, I, or IP. Certain courses are exempt and may include:

• courses that involve different or more advanced content each time taken such as individual music lessons,
• Workforce Education Course Manual Special Topics courses when topic changes, theater practicum, music performance, ensembles, certain physical education courses, and studio art.
• independent study courses.
• special topics and seminar courses.
• continuing education courses that must be repeated to retain professional certification.
• remedial and developmental courses if within the 27-hour limit.

CTC will charge the nonresident rate for any course attempted more than two times that cannot be submitted for formula funding. Contact the Associate Dean for Guidance and Counseling or the Student Services Dean for certain exemptions.

TEC 51.907 Course Withdrawal Limit Policy

Effective with the Fall 2007 term and subsequent terms, undergraduate students who enroll in a Texas public institution of higher education for the first time are not permitted to drop more than six courses throughout their undergraduate career per section 51.907 of the Texas Education Code. Courses a transfer student dropped at another Texas public institution of higher education and CTC courses regardless of location or delivery method are included in the six-limit course drop, to include classroom courses taught at non-Texas locations and/or distance learning courses taken by a student located outside Texas.

Students Affected

Affected undergraduate students for whom the six-drop course limit applies are:

• First-time students, to include transfer students from a non-Texas public institution who are enrolling for the first time in the Fall 2007 semester or subsequent semesters at a Texas public institution of higher education.
• High school graduates who previously attempted college credits while in high school and enroll after high school graduation in the Fall 2007 semester or subsequent semesters at a Texas public institution of higher education.
• Students who were not officially enrolled at a Texas public institution of higher education prior to the Fall 2007 semester after being granted an Academic Fresh Start.

Students who completed a bachelor’s degree at any recognized public or private institution whether or not taking additional undergraduate courses are not considered affected students.

Dropped Course Definition

A dropped course is a course in which an undergraduate student at an institution of higher education has enrolled for credit, but did not complete under these conditions:

1. The student was able to drop the course without receiving a grade or incurring an academic penalty;
2. The student’s transcript indicates or will indicate that the student was enrolled in the course; and
3. The student is not dropping the course in order to withdraw from all courses at the institution.
CTC Course Drop Definition
For purposes of clarification, a course drop applies to CTC credit courses in which an undergraduate student:

1. is officially enrolled in the course on its census date, with the course reflected on the student’s transcript, and
2. will receive a non-punitive grade of W in the course unless the drop represents complete withdrawal from
CTC. CTC courses for which grades of A, B, C, D, F,
FN, FI, IP, N, XN, or P are earned and instructor-initiated
administrative withdrawals for excessive absences or no activity in a distance learning course are not included in
the six-limit course drop.

CTC Student Withdrawal Definition
A course or courses dropped that constitute withdrawal from
all courses at CTC that start during any fall semester (terms
1 and 2), spring semester (terms 3 and 4), or both summer
sessions (term 5) do not apply to the six-drop course limit.

Courses Excluded from the Six-Drop Limit
Drops from the following types of courses are excluded from
the six-drop course limit:

1. Courses taken by students while enrolled in high school,
e.g. dual credit, concurrent credit, or early admissions.
2. Courses dropped at private or out-of-state colleges or
universities.
3. Remedial or developmental courses that are within
the 27-hour limit and other courses such as continuing
education units that do not apply to a degree.
4. Courses taken as a required co-requisite to another course
such as a lecture course with a required laboratory. Only
one drop will be counted.
5. Courses which meet the college’s definition of a
complete student withdrawal.
6. Courses not submitted for funding such as courses taken
that exceed the two-repeat course rule or the maximum
number of hours to complete a degree; and excessive
developmental study courses that exceed the 27 semester
hour limit.
7. CTC courses which were dropped for good cause as
listed in the Course Drop Exceptions in this section.

Transfer Credits Attempted at other Texas Public Institutions of Higher Education
Transfer students who attended another Texas public institution
of higher education are required to submit official transcripts
to determine if any courses attempted at that institution apply
to the six-limit course drop. If the transcript does not indicate
any drops toward the limit, CTC will set its drop count to zero.
Because CTC has an open-admissions policy, transcripts may
not be received prior to admissions. When official transcripts
are not received, CTC’s counter will be set at zero. However, if
it is later discovered the zero drop counter is incorrect, CTC’s
counter will be re-set to the appropriate number of drops. If
a CTC course was dropped that exceeded the six-drop course
limit, the drop will be removed and the faculty member of the
associated course will be contacted to issue the appropriate
grade.

Course Drop Exceptions
Courses dropped for one or more of the “good cause” reasons
below are excluded from the six-limit course drop. Students
must indicate the reason for the drop on a completed CTC
Withdrawal form at the time the withdrawal request is made.
If a student does not indicate a reason on the withdrawal form,
the course drop will be included in the six-limit course drop
unless the drop constitutes a complete withdrawal from CTC.
College officials may require documentation.

For purposes of this section, definitions are provided
below:

1. A severe illness or other debilitating condition that
affects the student’s ability to satisfactorily complete a
course.
2. The student is responsible for the care of a sick, injured,
or needy person if the provision of that care affects
the student’s ability to satisfactorily complete a course.
3. The death of a person who is considered to be a member
of the student’s family or who is otherwise considered to
have a sufficiently close relationship to the student that
the person’s death is considered to be a showing of good
cause.
4. An active duty service member of the armed forces
of the United States, the National Guard, or the Texas
National Guard or family member of the active duty
service member or another individual who is otherwise
considered to have a significant close relationship to the
active duty member such that the person’s active duty
military service is considered to be a showing of good
cause.
5. A change in the student’s work schedule that is beyond
the control of the student and subsequently affects
the student’s ability to satisfactorily complete the course.
6. Other good causes as determined by CTC such as Peace
Corps or church mission service, institutional academic
advisement error, or natural disaster that affects
the student’s ability to satisfactorily complete a course.

Appeal Process
Students who do not agree with the System Registrar’s
decision must submit their request for an appeal within 30 days
of the System Registrar’s decision. The student must provide
a written request with copies of documentation to the Dean
of Student Developmental Services at the Central Campus in
Killeen, Texas. If the Dean grants the appeal, the Dean will
notify the System Registrar, who will update the student’s
record. The decision of the Dean is final. Appeals will not be
accepted without appropriate documentation to support the
request for an exception.

Transferring from CTC to another Texas Public Institution of Higher Education
Since the six-limit course drop applies to all courses taken
at a Texas public institution of higher education by an
undergraduate student, students transferring to another Texas
public institution of higher education should become familiar
with that college’s or university’s policies and procedures as
related to TEC 51.907.
Student Classification

Freshman  Less than 30 semester hours of college-level credit recorded on your permanent record.

Sophomore  At least 30 semester hours, but no more than 72 semester hours of college-level credit recorded on your permanent record.

Unclassified  More than 72 hours with no associate of higher degree earned.

Credit Transfer

To Central Texas College

Transfer of credit from regionally accredited colleges and universities may be accepted when the grade earned was “C” or higher, courses are lower division (unless approved SOC transfer guarantees), and the course applies to the student’s CTC program of study. Passing grades lower than “C” may be considered for transfer in accordance with departmental requirements and current evaluation procedures. Grades lower than a C grade will not be accepted in transfer toward major degree requirements. Official transcripts from each college or university previously attended are required.

Due to the rapid changes occurring in the vocational/technical fields, courses taken in a major field of study or vocational/technical courses directly related to that major field may not be accepted in transfer if courses were completed over five years before entering the CTC program of study. This also applies to returning students when vocational/technical courses applicable to your CTC program of study were taken at Central Texas College.

To Other Colleges and Universities

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. Credits earned at CTC are transferable to other institutions in accordance with policies of the receiving institutions. Students who enroll in courses for transfer to another college or university should consult with their advisor at the receiving school to ensure coursework will be accepted in their program of study. Although CTC advisors can assist with general academic advisement, it is the student’s responsibility to ensure courses will meet degree requirements at their college or university.

As a general rule, senior colleges and universities will accept a maximum of 66 hours of academic (not workforce education) lower-division coursework in transfer toward a bachelor’s degree.

Resolution of Transfer Dispute for Lower-Division Academic Courses

Generally, lower-division academic courses are transferable among Texas public colleges and universities, providing that the course(s) are within the approved transfer curriculum of the declared major field. Texas public institutions are required to notify students if approved coursework earned at another institution will not be accepted in transfer. CTC follows the guidelines established by the Texas Higher Education Coordinating Board for resolution of transfer disputes as prescribed by Texas Education Code Section 1.078 (Chapter 5, Subchapter S, Rule 5.393).

If an academic course is not accepted in transfer by another Texas public college or university, a student can request that CTC submit a Transfer Dispute Form to the receiving institution. Forms are available through the Office of the Dean of Student Developmental Services. The student must complete the form within 14 days from the date that he or she was notified by the receiving institution that the course(s) would not transfer. If CTC cannot determine the appropriate reason for the course not transferring, the form will be forwarded to the receiving institution. If the transfer dispute is not resolved to the satisfaction of the student or CTC within 45 days after the date the student received the notice of denial, the dispute may be sent to the Commissioner of Higher Education for resolution and/or investigation.

Both the Associate of Arts and Associate of Science degrees have been developed to accommodate transfer to senior colleges. All of the required curricular courses are equivalent to courses found in the current edition of the Lower-Division Academic Course Guide Manual.

Grading Policy

Grading System

The grading system at Central Texas College is as follows:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Passing, but Unsatisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (except developmental)</td>
</tr>
<tr>
<td>FN</td>
<td>Nonattendance</td>
</tr>
<tr>
<td>FI</td>
<td>Failure, nonremoval of incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>Incomplete, in progress</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Not Computed</td>
</tr>
<tr>
<td>XN</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

Grade Designations

“D”

Students receiving a “D” grade in prerequisite courses are advised not to enroll in succeeding courses until they complete prerequisite coursework with at least a “C” grade. A “D” grade will not be acceptable toward graduation for any course in the major in the Associate of Arts, Science, Applied Science degree, or certificate programs.

“F”

Failure may be awarded for lack of academic progress (F), failure due to non-attendance (FN), or failure to complete remaining course requirements (FI). “F” grades may not be overridden with “W” or “I” grades. If you elect to repeat a course for which you have received an “F,” you must re-register, pay full tuition and fees, and repeat the entire course.
“IP” Incomplete, Course in Progress (for non-developmental courses)

An “IP” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned for extenuating circumstances beyond a student’s control such as personal illness, death in the immediate family, military orders, or in the case of distance learning courses, institutional technology failures and mail delays. Notice of absences with institutional supporting documentation may be required by the instructor. Students should notify instructors in advance of absences whenever possible. The instructor makes the final decision concerning the granting of the incomplete grade. The instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 110 days after the scheduled end of the course. It is the student’s responsibility to arrange with the instructor for the assignment of work necessary to complete the course and to change the “IP” within the time specified. An “IP” grade cannot be replaced by the grade of “W.” If a student elects to repeat the course, the student must register, pay full tuition and fees and repeat the entire course. The IP grade became effective in the fall of 2001.

At the end of the 110 calendar days if the student has not completed the remaining coursework as required by the instructor, the “IP” will be converted to an “FI” and appear as an “F” on the student’s official transcript.

“N”-No Credit

The grade of “N” is reserved for use with some developmental and designated nontraditional, modular courses and will be assigned to students who have made satisfactory progress, but lack the successful completion of certain modules required for course completion. The grade of “N” indicates that the student must enroll the following semester and complete those modules for a final grade in the course. Re-enrollment requires the payment of usual tuition and fees for the course.

“P”-Completed

The grade of “P” is reserved for use with designated nontraditional, modular courses and will be assigned to students who have satisfactorily mastered all the course requirements. When used with credit-granting courses, earned credit hours will be displayed on the transcript. Quality points and grade point calculation are not computed.

“XN”-Non-Attendance

The grade of “XN” is reserved for use with developmental and designated nontraditional, modular courses and will be assigned to students who have failed to make satisfactory progress due to failure to attend.

“W”-Withdrawal

Students who officially withdraw will receive the grade of “W,” provided attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with Central Texas College before they may be considered for withdrawal.

Grade Point Averaging (GPA)

Students are responsible for knowing their grade point average and when their grade point average affects their academic standing. Grades and unofficial transcripts are available online through WebAdvisor.

Calculating Grade Point Average

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 1301</td>
<td>A</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>B</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>C</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>CJLE 1211</td>
<td>D</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

12 crs. = 31 gp.  
\[ \frac{31}{12} = 2.583 \text{ GPA} \]

Multiply the number of grade points for each grade by the number of credit hours for the course. Add the totals. Divide the total grade points by the number of hours attempted. Grades of IP, W, N, XN, or P and grades in developmental courses are not included in the grade point averaging.

Change of Grades

Students who believe that a computational error occurred in grading should immediately contact the instructor of the course in question. Students must bring this matter to the attention of the instructor involved no later than 180 days after the end of the course in order for a grade change to be considered. Administrative personnel of Central Texas College are not authorized to change an instructor’s grade.

Grades and Financial Assistance/ Tuition Assistance/VA Benefits

Special conditions may apply to students enrolled in courses paid through the military tuition assistance program; financial aid, scholarships, and VA benefits; or other third-party contractual agreements due to agency requirements. Students should contact the appropriate agency for specific requirements and possible obligations, particularly for grades of “F,” “IP,” “I,” “W,” “N,” or “XN.”

Repeating a Course

The total hours earned toward a certificate/degree are not increased if you repeat a course in which a passing grade has already been earned. When you repeat a course, both grades remain on the transcript but only the last grade earned is used in computing your CTC GPA. Other colleges may compute the GPA in a manner different from Central Texas College. Repeating a course with a C or lower does not clear you to graduate with honors. Honors designation at graduation considers all grades of courses repeated.

Academic Standards

Dean’s Honor Roll

Students whose scholastic achievement is outstanding may qualify for the “Dean’s Honor Roll.” Please contact the Student Life Office to request your letter. The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college-level credit taken concurrently during the regular semester or eight semester hours of college-level credit taken during the summer semester. Students completing 12 or more semester hours of college-level credit during two consecutive eight-week terms that start and end within a fall or spring semester and achieve a grade point average of 3.5 or higher receive Honor Roll status.
Academic Probation, Suspension and Dismissal

Academic standards of progress are monitored by the College to identify students who are having academic difficulty. To increase the likelihood that a student will succeed at CTC, the Guidance and Counseling advisors will limit a student’s enrollment and course selection. Students are responsible for knowing their academic status at all times.

1. Students who fail to maintain a 2.0 cumulative grade point average (GPA) during their initial seven semester hours will be notified of their Unsatisfactory Academic Progress status and provided a list of student support services available to them.

2. Students who fail to (a) maintain a 2.0 cumulative GPA after the first seven semester hours or (b) fail to achieve a 2.0 GPA during any term after the first seven semester hours and have less than a 2.0 cumulative GPA will be placed on Academic Probation during the next term in which they register. Students will be notified of their status and referred to Guidance and Counseling for academic advisement and assistance. Once students raise their cumulative GPA to 2.0, their status will be changed to Academic Good Standing. Students who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Suspension. The mandatory suspension period is one sixteen-week semester, two eight-week terms, or both summer semesters.

3. Suspended students who return after the required suspension period or who have successfully appealed suspension through a college appeals process, will be readmitted on academic probationary status. Students will be required to regularly report to an academic advisor for assessment and advisement during the semester for which readmitted. Students readmitted after academic suspension who fail to achieve a 2.0 GPA during their semester of probation will be placed on Academic Dismissal for two long semesters or one long semester and both summer sessions. The same procedures for re-entry apply to repeated periods of Academic Dismissal.

Students in Skills Center self-paced certificate programs or in developmental study courses will be placed on Academic Probation after receiving the second consecutive “N,” “XN,” or “F” grade (whether students are taking one or two courses). Skills Center students are required to meet with a Skills Center Counselor for academic advisement and completion of the probation agreement. Students enrolled in developmental study courses must contact an advisor in the CTC Retention office. Students who receive the third consecutive “N,” “XN,” or “F” grade will be placed on Academic Suspension for 90 calendar days.

For clarification purposes, a Skills Center student who fails a course, enrolls in a different course and passes it, then enrolls in the previously failed class and fails it a second time, does not have consecutive failures.

4. Students readmitted after Academic Dismissal who fail to maintain a term GPA of 2.0 or receive a “F,” “N,” or “XN,” will again be placed on Academic Dismissal for two long semesters or one long semester and both summer sessions. The same procedures for re-entry apply to repeated periods of Academic Dismissal.

Suspension/probation students who receive financial aid or VA benefits must comply with VA and student financial aid requirements for satisfactory progress before reinstatement of their financial aid or VA benefits. Students attending self-paced certificate programs under VA educational benefits are limited to one repeat of a course in the certificate program. If more than one course must be repeated, VA benefits will not be approved for those courses.

Scholastic Honesty

All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:

- **Plagiarism**: The taking of passages from the writing of others without giving proper credit to the sources.
- **Collusion**: Using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- **Cheating**: Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension and expulsion.

Student Discipline

Students are admitted to Central Texas College for the purpose of educational, social and personal enhancement. Each student has rights, privileges, duties and responsibilities, as prescribed by State and Federal Constitutions and statutes and policies of the Board of Trustees of the Institution. These rights and responsibilities are outlined in the official CTC Student Handbook.

Students who do not adhere to Central Texas College disciplinary policies outlined in the student handbook will be subject to disciplinary action.

If disciplinary action is taken, a student will be afforded due process and the right to appeal. Details can be found in the CTC Student Handbook, available in the Office of Student Life.
**Alcohol and Other Drug Abuse**

In recognition of the problems associated with alcohol and other drug abuse, Central Texas College has developed a college-wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse but also education, prevention, intervention and treatment activities necessary to help eliminate problems that substance and alcohol abuse pose to the college community.

Possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any Central Texas College owned facility or at any CTC-sponsored event is prohibited except when specifically designated by the Board of Trustees of Central Texas College. The use, sale or possession of illicit drugs and drug paraphernalia is illegal and is strictly prohibited on campuses.

Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and other drug abuse.

To ensure compliance with applicable institutional, state and federal guidelines relating to the illegal use of illicit drugs and the abuse of alcohol, Central Texas College annually distributes an information flyer to all employees and students which addresses standards of conduct, counseling options, legal sanctions, disciplinary actions and health risks.

Those individuals seeking further information should contact the Substance Abuse Resource Center.

**Academic Fresh Start**

Texas residents who apply for admission (or readmission) to a Texas public college or university and enroll as an undergraduate student may be able to begin a new course of study with a clear academic record.

Section 51.931 of the Texas Education Code “Right to an Academic Fresh Start” allows a Texas resident who has credits for college courses taken 10 or more years prior to the planned enrollment date to have those credits ignored for enrollment purposes.

To take advantage of this option, applicants must request it prior to their first enrollment at CTC or prior to readmissions if returning after 10 years. Applicants must submit an Application for Fresh Start to the Office of the Dean of Student Developmental Services at the time of their admissions or readmissions.

Additional information is available in the “Request for Admission under the Right to an Academic Fresh Start” application on the Central Texas College website.

**Student Responsibilities**

**Address Changes**

All correspondence from Central Texas College to the student will be mailed or sent electronically to the appropriate address provided on the Application for Admission. Any address changes must be made in writing or emailed to the CTC Admissions Office in Killeen, Texas at admissions@ctcd.edu. Students should include their CTC assigned student identification number and date of birth on the request. Students are responsible for all communication mailed to the last address on file.
Name Changes
Provide your legal name on your Application for Admission because this is the name that will appear on your official student record. To change a legal name to a new legal name, submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, present a copy of the marriage certificate. A female student who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name must present a divorce decree or signed court order showing restoration of the maiden name or other names. Other documents that may be used include a U.S. Government issued military I.D. card or Social Security Administration card. An affidavit must be provided before the name change will be processed. Submit name change documents and affidavits to CTC Registration and Records, Central Campus, Killeen, Texas.

Classroom Visitors
Permission to visit a class may be granted by the Campus Dean. Such permission carries with it permission to listen and observe, but not to enter into class discussion or laboratory work. Permission to visit is not to be considered auditing on a full-time basis, nor will permission be granted to allow children in class. Parents must make arrangements for the care of their children during class meetings. Central Texas College policy does not permit a student to audit courses. Some classes are available as noncredit, continuing education courses.

Student Records
The Systems Registrar is the custodian of all student records except those specifically related to financial aid. “Student Records” as defined by CTC is any information collected, assembled, or maintained by the college, and includes documents, writings, letters, memoranda, computer tapes, and other materials written or otherwise that directly or indirectly contain the identity of the student. Student records are confidential. Any student, regardless of age, has access to his or her records and is entitled to receive copies at a designated duplication rate. Students do not have access to the parent’s confidential financial statement. Student records include:
• Applications for admission
• Financial aid
• Veterans’ training
• Scores on standardized tests
• Scores on standardized achievement tests
• Specialized testing results
• Transcripts of grades
• Family background information

Family Educational Rights and Privacy Act of 1974, as Amended (FERPA)
In compliance with the Family Educational Rights and Privacy Act 1974, as amended, information classified as “directory information” may be disclosed to the general public without prior written consent from a student unless the Central Texas College Records Office is notified in writing by the student before the 12th class day of the fall and spring semesters, the 6th class day of eight-week terms and the 4th class day of summer semesters. Your request may be accepted after these deadlines, but CTC will not be responsible for the release of Directory Information prior to receiving the request to withhold directory. This statement of nondisclosure will remain on your records unless you cancel your request to withhold directory information. You may request on an item-by-item basis (such as a transcript release for employment purposes) the release of directory or non-directory information.

Directory Information
Student’s name
Local address
Home address
Electronic mail address
Telephone number
Date and place of birth
Major field of study
Dates of enrollment
Degrees, awards and honors received
Most recent previous educational agency or institution attended
Photographs
Classification (freshman, sophomore or unclassified)
Participation in officially recognized activities and sports
Date of graduation

Access to any other records by persons other than the student will be limited to those persons specified in the statute. Records will be maintained of persons granted such access.

Students may inspect and review their educational records upon request to the appropriate record custodian. For more information, contact the Central Texas College Systems Registrar at the Central Campus in Killeen, Texas.

Graduation Requirements
Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of General Studies and certificates of completions. To graduate from Central Texas College, the student must:

• Apply for graduation by the deadline date.
• Successfully complete all courses required in the program of study.
• Complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirements).
• Earn at least a 2.0 grade point average (GPA) on a 4.0 scale on all CTC coursework. All courses completed at the time the degree or certificate requirements were met are calculated in the CTC GPA, even if the courses were not used to meet specific degree or certificate requirements.
• Earn at least a 2.0 cumulative GPA on a 4.0 scale, which includes transfer credits applied to the degree and CTC coursework.
• Meet state, institutional, licensure and other agency rules as applicable.
• TSI-obligated students seeking an associate degree or a certificate level 2 must be TSI complete or exempt in reading, writing, and mathematics.

Catalog Program in Effect and Completion
Students may graduate in the program listed in the catalog that was in effect at the time they enrolled or subsequent catalogs if (1) the catalog is not more than five years old and (2) the program has not been discontinued. Students whose programs of study are discontinued have two years to complete the degree or certificate before the program is officially deactivated.
Graduation with Honors
Candidates for degrees conferred by Central Texas College may be eligible to graduate with highest honors or honors. Certificates of completion do not qualify for honors. To graduate with honors or highest honors from CTC, the student must:

- Have a 3.5 GPA on a 4.0 scale with no grades below “B” on all coursework taken, which includes all CTC courses and transfer credits. Repeating a CTC credit course in which a “C” or lower grade was earned does not allow a student to graduate with honors.
- Must have a minimum of 30 semester hours of traditional study with Central Texas College. Courses with grades of “P” or developmental coursework are not considered when determining the minimum 30 semester hour residency requirement.

In any graduating class, the student with the highest GPA and who meets all other requirements above will be designated as graduating with highest honors.

Applying for Graduation
Students who have reached the final semester of their degree or certificate program should apply for graduation by the dates listed below. The Application for Graduation is available on the CTC website or may be picked up at the Graduation office located in the Student Services Bldg. 119. Students applying for a Skills Center self-paced program Certificate of Completion must apply through the Skills Center Counseling Office in the Vocational Skills Center Building 118, Room 14.

Semester of Graduation  | Deadline
--- | ---
Fall | October 1
Spring | February 1
August | June 10

Graduation applications received after the deadline will be processed the next semester. Final course grades, high school transcripts or GED scores, and official transcripts from all regionally accredited colleges or universities previously attended must be on file before issuance of the degree or certificate.

Students who do not complete remaining degree or certificate requirements by the end of the month of graduation (31 May, 31 August, or 31 December) will be declared nongraduates and are required to reapply for graduation in a following semester.

Commencement
Central Texas College in Killeen, Texas, holds one consolidated graduation ceremony in May. Students must complete certificate or degree requirements by the end of the spring semester in order to participate in the ceremony. Graduates who receive their diploma in the preceding August or December may participate in the spring ceremony. Candidates for graduation who attend CTC at its worldwide locations or complete degree requirements through distance learning may participate in the consolidated graduation ceremony. Caps and gowns are purchased directly through the CTC Bookstore in Killeen, Texas.

Replacing a Lost Certificate or Degree
If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained through the Student Services Graduation office in Killeen, Texas. An appropriate fee is required to replace a diploma.

Guarantee for Job Competency
If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his or her employer to be lacking in technical job skills identified as exit competencies for his or her degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skills training by Central Texas College under the conditions of the guarantee policy.

Special conditions which apply to the guarantee include the following:

- The graduate must have earned the Associate of Applied Science degree or Certificate of Completion in May 1992 or later in a technical, vocational, or occupational program identified in this Catalog.
- The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the Central Texas College system, with a minimum of 75 percent of credits earned at Central Texas College and must have completed the degree or certificate within a five-year time span.
- Graduates must be employed full-time in an area directly related to the program concentration as certified by the Career Center Director.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate’s initial employment.
- The employer, graduate, Dean of Student Developmental Services, Career Center Director and appropriate department chair will develop a written educational plan for retraining.
- Retraining will be limited to 12 credit hours related to the identified skills deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student’s sole remedy against Central Texas College and its employees for skills deficiencies is limited to 12 credit hours of tuition-free education under the conditions described above. The graduate must contact the Dean of Student Developmental Services within 90 days of the graduate’s initial employment.

Excessive Developmental Study Hours
A public community college district may not receive funding for developmental coursework taken by a student in excess of 27 semester credit hours or the equivalent. Developmental hours funded by the state during the summer of 1996 and thereafter shall be counted toward the student’s total number of developmental hours at a given institution. English as a Second Language (ESL) hours may be used for developmental education purposes when a student is placed in such courses as a result of failing the reading or writing portion of the THEA test or other state approved TSI test. When used for such purposes, ESL hours shall be counted toward the 27 hour cap. CTC reserves the right to charge a higher tuition rate to students who attempt developmental study courses in excess of the 27 semester credit hours or equivalent.
Excessive Undergraduate Hours
In accordance with Texas Education Code 54.068 as amended undergraduate students who enrolled for the first time in fall 1999 through summer 2006 and who have attempted 45 or more hours beyond the number of semester credit hours required for the degree while classified a resident for tuition purposes may be charged additional tuition, up to the level of out-of-state tuition. Students who enrolled for the first time in fall 2006 or after are subject to a 30 semester hour limitation. This includes attempted hours in which a student was registered as of the official census date, including, but not limited to, courses that have been repeated, failed, and courses from which the student withdrew. Hours not included in the attempted hours include (1) hours earned by the student before receiving a bachelor’s degree that has been previously awarded to the student; (2) hours earned through examination or similar method without registering for a course; (3) hours from remedial or developmental courses if the hours are within the 27-hour limit; (4) workforce education courses funded according to contact hours; (5) hours earned at a private institution or out-of-state institution; and (6) hours not eligible for formula funding.

Degrees and Certificates
Central Texas College offers the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of Arts in General Studies, and certificates of completions.

The Associate of Arts and the Associate of Science degree programs are designed to allow for the transfer of credits earned at Central Texas College to the bachelor degree requirements at most four-year public colleges and universities. In addition, completion of the 42 semester hours of core curriculum in each degree guarantees transferability of the minimum 42 semester credit hours of state-mandated core curricula toward the general education requirements of a bachelor’s degree program at state supported colleges and universities in Texas.

The Associate of Applied Science degrees, offered in technical programs, are designed to prepare students for employment upon graduation. Within many of the associate of applied science degrees, there are certificates of completion that can be completed in less than two years.

The Associate of Arts in General Studies degree provides students with a foundation in general education courses, which are appropriate for transfer to a four-year college or university and allows students to structure a program based on their interests and educational goals.

Developmental Studies
Developmental studies courses offered by Central Texas College are designed to provide a means for students to remove specific deficiencies or provide refresher coursework before enrolling in academic, occupational, or technical programs.

Students on academic probation or suspension may be required to complete developmental studies courses to satisfy probation or suspension readmission requirements.

NOTE Developmental studies courses may not be used to satisfy degree requirements, cannot be used to meet the 25 percent residency toward the degree, and cannot be counted in the grade point average at Central Texas College.

Tech Prep
Central Texas College participates in the Texas Tech-Prep statewide initiative. The Tech-Prep degree curriculum awards credit to entering freshmen whose high school has entered into an articulation agreement with CTC and has a TEA approved articulation plan. Central Texas College will award college credit to those students who have successfully graduated from an approved high school tech-prep graduation plan and have completed six semester hours in residency with a grade of “C” or higher at the Central Campus.

The following Central Texas College associate degree programs have awards approved by the Texas Higher Education Coordinating Board that are included in the Texas Tech-Prep statewide initiative:"

Agriculture
Automotive Mechanic/Repairer
Business Management
Computer-Aided Drafting
Computer Science
Criminal Justice
Diesel Engine Mechanic and Repairer
Early Childhood Professions
Graphics and Printing Technology
Hospitality Management
Maintenance Technology
Marketing and Sales Management
Nursing
Office Technology
Welding Technology

Core Curriculum
The Core Curriculum is the set of courses in liberal arts, humanities, sciences, and political, social and cultural history that undergraduates of a public higher education institution in Texas are required to complete before receiving a bachelor’s degree (Title 19, Chapter 5, Subchapter S, Rule 5.400). Students seeking a CTC Associate of Arts or Associate of Science degree are required to complete a 42-hour core curriculum. Students who successfully complete the core curriculum may transfer the block of courses to another Texas public institution of higher education and substitute the block for the receiving institution’s core curriculum. Students who do not complete the 42-hour core curriculum may still transfer those courses successfully completed to another public college or university in Texas. They will generally be required to complete the remainder of the courses in the receiving institution’s core curriculum.

For a list of the courses in the core curriculum, refer to the Programs of Study section of this Catalog.

It is important to know what courses are recognized as common at the school to which you plan to transfer. You should declare a major before attaining sophomore standing at CTC. Each Texas public community college or university will accept TCCNS courses, provided such credits are within the approved transfer curriculum of the student’s declared major field of study at the receiving institution. A change of major may result in loss of credits earned in a previous program.
Program Listings
Curriculum plans for various degrees and certificates are on the following pages. Designations stated after each degree title reference the degree plan by major code. For example, Business Management (Associate of Applied Science Degree), BUBM (major code). The reference facilitates student academic advising. Course descriptions for all courses offered are listed in alpha-numeric order by course prefix. It is the student’s responsibility to monitor program offerings and follow the published degree plan requirements. Any deviations from listed courses must be approved in writing by the department. If you plan to transfer to a senior college or university and are taking courses that lead to an Associate of Arts or an Associate of Science degree, refer to the degree requirements for the AS or AA degrees listed in this catalog.

NOTE Although academic counseling is available, it remains the student’s responsibility to determine the major area of study, to verify the required courses and their prerequisites, and to select the senior college or university to which you wish to transfer.

Semester Credit Hours
The three numbers following (to the right of) the course title indicate the: (a) hours per week the class meets for lectures, (b) number of laboratory hours required per week and (c) credit hours awarded for successful completion of the course. One semester hour of credit represents one hour of lecture time per week for 16 weeks; one semester hour of credit also represents two to four hours of laboratory time per week for 16 weeks. Lecture and lab proportions may vary depending on the nature of the course.

For example, BIOL 1406, General Biology I, 3-3-4, has three hours of lecture per week conducted over 16 weeks and three hours of laboratory per week conducted over 16 weeks with four hours of credit awarded for successful completion. This weekly requirement is adjusted to compensate for terms/sessions/semesters/lengths other than 16 weeks. For instance, 3-0-3 for an eight-week term would require six hours of lecture per week and 2-4-3 would require four hours of lecture and eight hours of lab per week.

Course Numbering System Guidelines
A common course numbering system is used for credit courses:

- The four-letter prefix (rubric) is used to identify subject areas.
- The four-digit numbers are as follows:
  - First digit - identifies the course as lower division
  - Second digit - identifies the credit hour value
  - Third and Fourth digits - represent a unique course identifier

Tuition Rebate Program
The State of Texas offers a tuition rebate as an incentive for students to complete their bachelor’s degree with no more than three attempted hours above the minimum required for the baccalaureate degree. Students who graduate with a bachelor’s degree from a Texas public baccalaureate-granting general academic university may qualify to receive $1,000 from the university awarding the degree if they meet the criteria listed below.

- Must have enrolled (taken their first course) in a Texas public institution of higher education in Fall 1997 or later;
- Must be a Texas resident and entitled to pay in-state tuition at all times while pursuing the degree;
- Must have taken all coursework at Texas public institutions of higher education;
- Must have received a bachelor’s degree from a Texas public university;
- Must have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree in the catalog under which they graduated. Hours attempted include transfer credits, course credits earned exclusively by examination,* courses dropped after the official census date, for-credit developmental/remedial courses, optional internship and cooperative education courses, and repeated courses. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, the required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

* Due to a recent change in the law, the first nine hours of credit earned by examination (credit earned on the basis of AP courses, CLEP or credit granted for high SAT or ACT scores) does not count as hours attempted. Dual credit courses (courses taken in high school for both high school and college credit) count as hours attempted.

Programs of Study

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<td>Associate of Arts in General Studies Degree</td>
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<td>CC</td>
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<td>CC*</td>
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<td>CC**</td>
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Core Curriculum for Associate of Science (AS) and Associate of Arts (AA)

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<td>AAS Horticulture Development Specialization</td>
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<td></td>
<td>AS Agriculture Science</td>
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<td></td>
<td>CC* Horticultural Specialization</td>
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<td></td>
<td>CC* Production Specialization</td>
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<tr>
<td>Auto Collision</td>
<td>CC* Painting and Refinishing (self-paced, open-entry program)</td>
</tr>
<tr>
<td>Automotive Mechanic</td>
<td>AAS Automotive Mechanic/Technician</td>
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<td></td>
<td>CC** Automotive Technician (self-paced, open-entry program)</td>
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<td></td>
<td>CC* Automotive System Specialist (self-paced, open-entry program)</td>
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<td></td>
<td>CC* Automotive Tune-Up Specialist Certificate (self-paced, open-entry program)</td>
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<td>Aviation Science</td>
<td>AAS Aviation Science</td>
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<td></td>
<td>CC* Aviation Science</td>
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<td>CC* Network Specialist</td>
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<td>CC* Computer Helpdesk Specialist</td>
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<td>CC* Institutional Food Service Operations</td>
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<td>CC* Construction Trades (self-paced, open-entry program)</td>
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<td>CC* At Risk Youth Specialization Advanced Certificate</td>
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<tr>
<td>CC Nurse Aid (noncredit)</td>
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Office Technology
AAS Executive Assistant 83
CC** Administrative Support 84
CC* General Office Assistant (Texas Department of Criminal Justice only) 84
CC* Office Assistant 85
CC* Health Information Management (self-paced, open-entry program) 86
CC* Medical Office Specialist (self-paced, open-entry program) 86
CC* Medical Secretary (self-paced, open-entry program) 86
CC* Medical Transcription 86
CC** Administrative Support 84
CC* General Office Assistant (Texas Department of Criminal Justice only) 84
CC* Office Assistant 85
CC* Health Information Management (self-paced, open-entry program) 86
CC* Medical Office Specialist (self-paced, open-entry program) 86
CC* Medical Secretary (self-paced, open-entry program) 86
CC* Medical Transcription 86
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CC* Office Management 85
CC* Office Information Management 85
CC* Software Applications Specialist 85

Protective Services
AAS Criminal Justice 86
AAS Criminal Justice - Corrections Specialization 87
AAS Criminal Justice - Law Enforcement Technology Specialization 87
CC* Criminal Justice Studies Specialization 87
CC* Basic Peace Officer Training (noncredit) 88
NC Extended Basic Peace Officer Training 88
CC* Fire Protection Technology 88

Core Area Course Options Semester Credit Hours
Communications (010) Speech (011) ENGL 1301 and 1302. SPCH 1315, 1318, 1321. 6
Mathematics (020) MATH 1316, 1325, 1350, 1351, 1414, 2412, 2413, 2414, 2415. 3
Natural Science (030) BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2413, 2421, 2428. CHEM 1406, 1407, 1411, 1412, 2423, 2425. GEOL 1403, 1404, 1405. PHYS 1401, 1402, 1403, 1404, 1415, 2425, 2426. ENVR 1401. AGRI 1407, 1415, 1419. 3
Humanities (visual/performing arts) (050) ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2326, 2341, 2342, 2346, 2347, 2356, 2357, 2366. DRAM 1310, 1320, 1321, 1330, 1351, 1352, 2336, 2366. MUSI 1162, 1181, 1183, 1188, 1192, 1216, 1217, 1301, 1304, 1306, 1307, 1311, 1312, 2311, 2312. 3
Humanities (literature, philosophy, and cultural studies) (040) ANTH 2301, 2302, 2304, 2351. ENGL 2322, 2323, 2327, 2328, 2332, 2333. SPCH 2341. HUMA 1315. PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307. 3
Social/Behavioral Sciences U.S. History (060) HIST 1301, 1302. GOVT 2301, 2302. 12
Political Science (070) (other social/behavioral science) (080) HIST 2301, 2311, 2312, 2381. GOVT 2304. PSYC 2301, 2308, 2314, 2315, 2316. SOCIO 1301, 1306, 2301, 2319. ECON 2301, 2302. GEOG 1300, 1301, 1302, 1303. AGRI 2317. 3
Health, Wellness, Kinesiology (090) KINE (Physical Activity Courses) 1
Total Core Requirements 42

Core Curriculum
In the spirit of accomplishing Central Texas College’s mission, the core curriculum experience will prepare you to learn effectively through your college years so that you carry these aptitudes for learning into your life careers. It is the goal of Central Texas College to graduate well-educated men and women who are articulate, interested in lifelong learning and capable of becoming creative citizens. The core curriculum design and implementation will also facilitate the transferability of lower division courses between Central Texas College and universities.
Associate of Arts Degree:
Complete Core .................................................................42
Health/Wellness/Kinesiology selection ..................................................3
(KINE Activity Courses).................................................................3
Computer Technology selection (BCIS-1405, COSC-1301, AGRI-1309) .................................................................3
Foreign Language selection (FREN, GERM, SPAN, JAPN) ....................8
Specialization selection - University Parallel ........................................4
**Minimum Credit Hours.................................................................60**

Associate of Science Degree:
Complete Core .................................................................42
Health/Wellness/Kinesiology selection ..................................................3
(KINE Activity Courses).................................................................3
Computer Technology selection* (BCIS-1405, COSC-1301, AGRI-1309) .................................................................3
Mathematics selection (MATH)* ..........................................................3
Natural Science selection (BIOL, CHEM, PHYS, GEOL) .....................4
Specialization selection - University Parallel ........................................5
**Minimum Credit Hours.................................................................60**

* The Associate of Science in Business Administration requires 4 semester credit hours in math and computer technology.

**Additional Associate of Arts and Associate of Science Degree Requirements**
- A minimum of 25 percent of semester credit hours earned within the Central Texas College System.
- All required courses in the major as listed in this Catalog.
- Satisfy:
  - A minimum overall grade point average of 2.0 (“C” average).
  - A minimum “C” on each course in the major.
  - A minimum of 2.0 “C” with Central Texas College.
- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.
- Meeting all other Central Texas College and departmental requirements.

**Associate of Arts - General Studies Degree**
Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there.
The minimum required hours for an Associate of Arts in General Studies Degree is 60 semester hours. Students must complete the specific degree requirements as shown in the program of study which includes:
- ENGL 1301 and three semester hours of oral communications.
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH 1332, 1342 or higher level.
- HIST 1301 and 1302.
- GOVT 2301 and 2302.
- Three semester hours of computer instruction.
- Two semester hours of physical education (KINE) from activity courses.
- If the major is music, journalism, commercial art, or television/radio broadcasting, all required courses in the major as listed in this Catalog must be completed.
- A minimum of 25 percent of semester hour credits earned within the Central Texas College System.
Associate of Applied Science Degree in Applied Technology

The associate of applied science degree of applied technology general education component must constitute a minimum of 15 semester credit hours drawn from and include at least one course from each of the following areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics.

To receive an Associate of Applied Science Degree of Applied Technology students must complete a minimum of 60 semester hours. Students must complete the specific degree requirements as shown in the program of study which includes:

- ENGL 1301 and three semester hours of oral communications
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH 1414, MATH 1324, MATH 1332, MATH 1342, or higher.
- Three semester hours of social or behavioral science.
- Three semester hours of computer instruction.
- Two semester hours of physical education (KINE) from activity courses.
- 44-47 semester hours of major area courses related to a specific MOS, Rating, or Job Specialty Code.
- A minimum of 25 percent of semester credit hours earned within Central Texas College.

Satisfy:
- A minimum overall grade point average 2.0 (“C” average).
- A minimum "C" on each course in the major area specialization.
- A minimum grade point average of 2.0 (“C” average) with Central Texas College.

- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.
## Agriculture

The Central Texas College Department of Agriculture offers an Associate of Applied Science (AAS) Degree in the specialized areas of Equine Management, Horticultural Development, and Agricultural Production. A Certificate of Completion in Agriculture Technology is also available. These awards are designed to provide an entry-level, industry-validated “hands-on” approach to learning.

For students wishing to pursue a Baccalaureate degree the Associate of Science degree in Agriculture Science is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas.

### Agriculture Science (AGRI) 010000

**Associate of Science Degree**

Complete Core.................................................................42
Health/Wellness/ Kinesiology (KINE Activity Courses).....3
Computer Technology.........................................................3
Mathematics Selection (MATH)..............................................3
Natural Science Selection (BIOL, CHEM, PHYS, GEOL)......4
Agriculture Science Specialization.......................................11
Total Hours.........................................................................66


### Agriculture Production (AGPD) 010104

**Associate of Applied Science Degree**

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<thead>
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<th>First Year</th>
<th>Credit</th>
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<tr>
<td>AGRI 1131</td>
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<td>ENGL 1301</td>
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<td>ELCT</td>
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<td>AGRI 2317</td>
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<tr>
<td>AGRI 1309</td>
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<td>AGRI 1407</td>
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<tr>
<td>AGMG 2306</td>
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<tr>
<td>AGAH 2313</td>
<td>Principles of Feeds and Feeding</td>
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<td>AGAH 1353</td>
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<td>AGRI 2330</td>
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<tr>
<td>AGCR 1307</td>
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### Equine Management (AGEQ) 010104

**Associate of Applied Science Degree**

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### Horticultural Development (AGHD) 010104

**Associate of Applied Science Degree**

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<td>AGRI 2317</td>
<td>Introduction to Agriculture Economics</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>HALT 1345</td>
<td>Golf/Sports Field/Park Management</td>
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<tr>
<td>AGRI 1407</td>
<td>Agronomy</td>
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<tr>
<td>HALT 1324</td>
<td>Turfgrass Science and Management</td>
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<tr>
<td>HALT 1338</td>
<td>Irrigation Water Management and Conservation</td>
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<tr>
<td>AGRI 1415</td>
<td>Horticulture</td>
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<tr>
<td>HALT 1470</td>
<td>Horticulture - Home Gardening</td>
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<td>MATH 1342</td>
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<td>HALT 1319</td>
<td>Landscape Construction</td>
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<td>HALT 1322</td>
<td>Landscape Design</td>
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<tr>
<td>Biol 1411</td>
<td>General Botany</td>
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<td>ELCT 2318</td>
<td>Social/Behavioral Science Selection</td>
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Total Hours: 64

### Production Specialization

**Certificate of Completion**

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<td>AGAH 1343</td>
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<td>Beef Cattle Production</td>
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Total Hours: 23

### Horticultural Specialization

**Certificate of Completion**

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<tr>
<td>AGRI 1407</td>
<td>Agronomy</td>
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<tr>
<td>HALT 1322</td>
<td>Landscape Design</td>
</tr>
<tr>
<td>AGRI 1415</td>
<td>Horticulture</td>
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<table>
<thead>
<tr>
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<th>Credit</th>
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<tbody>
<tr>
<td>HALT 1319</td>
<td>Landscape Construction</td>
</tr>
<tr>
<td>HALT 1392</td>
<td>Special Topics in Horticulture Science</td>
</tr>
<tr>
<td>HALT 2308</td>
<td>Greenhouse Management</td>
</tr>
<tr>
<td>AGCR 2318</td>
<td>Soil Science</td>
</tr>
</tbody>
</table>

Total Hours: 24

## Automotive Mechanic/Technician

**Certificate of Completion**

### 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.

The 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.

### Automotive Technician

**Certificate of Completion**

<table>
<thead>
<tr>
<th>First Year</th>
<th>Cr/Clock</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUMT 1405</td>
<td>Intro. to Automotive Technology</td>
</tr>
<tr>
<td>AUMT 2305</td>
<td>Automotive Engine Theory</td>
</tr>
<tr>
<td>AUMT 1407</td>
<td>Automotive Electrical Systems</td>
</tr>
<tr>
<td>AUMT 2437</td>
<td>Automotive Electronics</td>
</tr>
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<table>
<thead>
<tr>
<th>Second Year</th>
<th>Cr/Clock</th>
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</thead>
<tbody>
<tr>
<td>AUMT 2417</td>
<td>Automotive Engine Performance Analysis I</td>
</tr>
<tr>
<td>AUMT 2425</td>
<td>Automotive Automatic Transmission and Transaxle</td>
</tr>
<tr>
<td>AUMT 2434</td>
<td>Automotive Engine Performance Analysis II</td>
</tr>
<tr>
<td>ELCT</td>
<td>Computer Technology Skills</td>
</tr>
<tr>
<td>GOVT</td>
<td>GOVT 2301 or 2302</td>
</tr>
<tr>
<td>AUMT 2419</td>
<td>Automotive Engine Repair or Internship</td>
</tr>
</tbody>
</table>

Total Hours: 72
Second Year
First Semester
AUMT 1416 Automotive Suspension and Steering Systems 4/128
AUMT 2413 Automotive Drive Train and Axles 4/128
AUMT 2425 Automotive Automatic Transmission and Transaxle 4/144
WLDG 2413 Intermediate Welding Using Multiple Processes 4/128

Second Semester
AUMT 2434 Automotive Engine Performance Analysis II 4/144
or
AUMT 1419 Automotive Engine Repair 4/96
AUMT 2488 Internship 4/304
Total Hours 55
Total Clock Hours 1728/1936

Aviation Science

The Central Texas College Aviation Science Department offers a two-year program leading to an Associate of Applied Science degree and the Commercial Pilot Certificate with an Instrument Airplane rating. The curriculum includes 14 core aviation classes which are transferable to upper-level institutions that offer Baccalaureate degrees in aviation. The Central Texas College Flight Training is conducted under Federal Aviation Association (FAA) regulations for FAR 141 Approved Schools. The local area offers an excellent training environment, which allows for efficient use of flight time. Central Texas College also offers advanced flight training for Flight Instructors and for Multi-Engine ratings. Extra-curriculum activities include Alpha ETA Rho, the National Intercollegiate Aviation Fraternity and the Central Texas College Precision Flight Team which competes in the National Intercollegiate Flying Association (NIFA) competitions. Central Texas College is a member of the University Aviation Association.

Aviation Science (AVSC) 490102
Associate of Applied Science Degree

First Year
First Semester
AIRP 1315 Private Flight 3
AIRP 1417 Private Pilot Ground School 4
AIRP 1305 Aircraft Science 3
ENGL 1301 Composition I 3
MATH 1414 College Algebra 4

Second Semester
AIRP 1255 Intermediate Flight 2
AIRP 1341 Advanced Air Navigation 3
AIRP 1307 Aviation Meteorology 3
S.PCH 1315 Public Speaking 3
ENGL 1302 Composition II 3
ELCT  Approved Elective 3

Third Semester
AIRP 2250 Instrument Flight 2
AIRP 1451 Instrument Ground School 4
ELCT  Science Selection (with Lab) 4
KINE  Physical Activity Course 1

Second Year
First Semester
AIRP 2239 Commercial Flight 2
AIRP 2337 Commercial Ground School 3
AIRP 1343 Aerodynamics 3
ELCT  Computer Technology Skills 4
ELCT  Fine Arts Selection 3

Second Semester
AIRP 2355 Propulsion Systems 3
GOVT 2301 American Government I 3
AVIM 2331 Airline Management 3
ELCT  Humanities Elective (Literature) 3
Total Hours 72
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 (BUB8)

520101

Associate of Science Degree

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 1301</td>
<td>Business Principles</td>
</tr>
<tr>
<td>SCIE</td>
<td>Natural Science (see BIOL, CHEM, GEOL, and PHYS)*</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>U.S. History I*</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I*</td>
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<tr>
<td>MATH 1414</td>
<td>College Algebra*</td>
</tr>
<tr>
<td>KINE</td>
<td>Physical Activity Course*</td>
</tr>
</tbody>
</table>

Second Semester

| SCIE           | Natural Science (see BIOL, CHEM, 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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ECON 2301</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>English Literature Selection*</td>
</tr>
<tr>
<td>GOVT 2301</td>
<td>American Government I*</td>
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</table>

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)* | 3 |

Total Hours 60

* 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

Business Management (BUBM)

520201

Associate of Applied Science Degree

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>HRPO 1311</td>
<td>Human Relations</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications I</td>
</tr>
<tr>
<td>BUSI 1301</td>
<td>Business Principles</td>
</tr>
<tr>
<td>BUSG 2305</td>
<td>Business Law/Contracts</td>
</tr>
<tr>
<td>ECON 2301</td>
<td>Business Law</td>
</tr>
<tr>
<td>ECON 2302</td>
<td>ECON 2301 or 2302</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>MATH 1332, 1342 or higher level</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2301</td>
<td>Principles of Financial Accounting</td>
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<tr>
<td>ELCT BUSI/BMGT/RELE/MRKG/BUSG</td>
<td>3</td>
</tr>
<tr>
<td>HRPO 2301</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>BUSG 2305</td>
<td>Business Law/Contracts</td>
</tr>
<tr>
<td>ECON 2301</td>
<td>ECON 2301 or 2302</td>
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</table>

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 |

Total Hours 69-72
### Business Management (BUMM) 520201

**Certificate of Completion**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BUSI 1301</td>
<td>Business Principles</td>
</tr>
<tr>
<td>BMGT 1327</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>HRPO 1311</td>
<td>Human Relations</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications</td>
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<tr>
<td>or BCIS 1405</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>MRKG 1311</td>
<td>Principles of Marketing</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HRPO 2301</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>BMGT 1301</td>
<td>Supervision</td>
</tr>
<tr>
<td>BUSG 2305</td>
<td>Business Law/Contracts</td>
</tr>
<tr>
<td>or BUSI 2301</td>
<td>Business Law</td>
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<tr>
<td>ELCT</td>
<td>BUSI/BMGT/BUSG/RELE/MRKG</td>
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<tr>
<td>or ELCT</td>
<td>BMGT 2370, BMGT 2488, RELE 2488</td>
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**Total Hours** 31-32

### Entrepreneurship (BUEN) 520201

**Certificate of Completion**

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<td>Small Business Management</td>
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<tr>
<td>POFT 1325</td>
<td>Business Math and Machine Applications</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications</td>
</tr>
<tr>
<td>or BCIS 1405</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>MRKG 1311</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>ACCT 2301</td>
<td>Principles of Financial Accounting</td>
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</tbody>
</table>

<table>
<thead>
<tr>
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<th></th>
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<tbody>
<tr>
<td>HRPO 2301</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>BUSG 2305</td>
<td>Business Law/Contracts</td>
</tr>
<tr>
<td>or BUSI 2301</td>
<td>Business Law</td>
</tr>
<tr>
<td>ELCT</td>
<td>BUSI/BMGT/BUSG/RELE/MRKG</td>
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**Total Hours** 31-32

### Business Management Marketing and Sales Management Specialization (BUMSM) 520201

**Certificate of Completion**

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<tbody>
<tr>
<td>HRPO 1311</td>
<td>Human Relations</td>
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<tr>
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<tr>
<td>BUSI 1301</td>
<td>Business Principles</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications</td>
</tr>
<tr>
<td>or BCIS 1405</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>SPCH</td>
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<tr>
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<td>Physical Activity Course</td>
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<table>
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<tbody>
<tr>
<td>MATH</td>
<td>MATH 1332, 1342 or higher level</td>
</tr>
<tr>
<td>MRKG 1311</td>
<td>Principles of Marketing</td>
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<tr>
<td>BMGT 1325</td>
<td>Office Management</td>
</tr>
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<td>MRKG 1302</td>
<td>Principles of Retailing</td>
</tr>
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<td>ELCT</td>
<td>BMGT 2370, BMGT 2488, or RELE 2488</td>
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<tr>
<td>KINE</td>
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**Second Year**

<table>
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<tbody>
<tr>
<td>ELCT</td>
<td>BUSI/BMGT/RELE/ITSC/IMED</td>
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<td>BMGT/BUSI/BUSG/RELE/HRO</td>
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<td>BMGT/BUSI/BUSG/RELE</td>
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<td>Principles of Financial Accounting</td>
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<table>
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<tbody>
<tr>
<td>ACCT 2302</td>
<td>Principles of Managerial Accounting</td>
</tr>
<tr>
<td>BUSG 2305</td>
<td>Business Law/Contracts</td>
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<tr>
<td>or BUSI 2301</td>
<td>Business Law</td>
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<td>MRKG 2333</td>
<td>Principles of Selling</td>
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<td>BMGT/BUSI/BUSG/RELE</td>
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<td>BMGT 2371, BMGT 2489, or RELE 2489</td>
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**Total Hours** 69-72

### Business Management Real Estate Specialization (BURS) 520201

**Certificate of Completion**

<table>
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<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>HRPO 1311</td>
<td>Human Relations</td>
</tr>
<tr>
<td>BUSI 1301</td>
<td>Business Principles</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications</td>
</tr>
<tr>
<td>or BCIS 1405</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>ELCT</td>
<td>BMGT/BUSI/BUSG/RELE/HRO</td>
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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>MRKG 1311</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MRKG 2333</td>
<td>Principles of Selling</td>
</tr>
<tr>
<td>ELCT</td>
<td>BUSI/BMGT/RELE/IMED/MRKG</td>
</tr>
<tr>
<td>ELCT</td>
<td>BMGT 2370, BMGT 2488, or RELE 2488</td>
</tr>
</tbody>
</table>

**Total Hours** 25-26

---

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### Second Semester
- **MATH**
  - MATH 1332, 1342 or higher level: 3 credits
- **MRKG**
  - 1311: Principles of Marketing: 3 credits
- **BMGT**
  - 1325: Office Management: 3 credits
- **MRKG**
  - 1302: Principles of Retailing: 3 credits
- **RELE**
  - 1406: Real Estate Principles: 4 credits
- **KINE**
  - Physical Activity Course: 1 credit

### Second Year
#### First Semester
- **ELCT**
  - RELE 2488, BMGT 2488, BMGT 2370: 3-4 credits
- **ECON**
  - ECON 2301 or 2302: 3 credits
- **ELCT**
  - Humanities/Fine Arts Selection: 3 credits
- **RELE**
  - 1311: Law of Contracts: 3 credits
- **RELE**
  - 2301: Law of Agency: 3 credits
- **ACCT**
  - 2301: Principles of Financial Accounting: 3 credits

#### Second Semester
- **ACCT**
  - 2302: Principles of Managerial Accounting: 3 credits
- **BUSG**
  - 2305: Business Law/Contracts: 3 credits
- or
  - **BUSI**
    - 2301: Business Law: 3 credits
- **MRKG**
  - 2333: Principles of Selling: 3 credits
- **ELCT**
  - Elective: 3 credits
- **RELE**
  - 1315: Property Management: 3 credits
- **RELE**
  - 2489: Internship: 4 credits

**Total Hours:** 71-72

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

#### First Semester
- **RELE**
  - 1406: Principles of Real Estate*: 4 credits
  - 2301: Law of Agency*: 3 credits
  - 1311: Law of Contracts*: 3 credits
- **ELCT**
  - RELE 1315 or RELE 1303*: 3 credits

**Second Semester
- **ELCT**
  - RELE (except 2488/2489) or approved selection*: 3 credits
- **RELE**
  - 2488: Internship: 4 credits

**Total Hours:** 20

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

This meets the revised Texas Real Estate Commission Education requirements effective January 1, 2006.

### Communications

The Communications Department also offers many opportunities for students to become involved in activities that can enhance their educational experience. The Spanish Club offers students the opportunity to make new friends and practice their Spanish-speaking skills. Journalism students publish a monthly student newspaper. Byways, CTC’s annual journal of arts and letters, publishes original art and writing by CTC students. The CTC Speech Team offers interested students an outstanding opportunity to improve speaking skills through competitions with two- and four-year schools around the state. The department also sponsors a local chapter of the Sigma Kappa Delta National English Honor Society.

Additionally, the Communications Department provides foundation skills for students interested in pursuing a degree in radio and television broadcasting. (See degree plans under Radio and Television Broadcasting.)

#### Journalism/Communications (COMM)
- **090401 Associate of Arts Degree**

- **Complete Core**
  - 42 credits
- **Health/Wellness/ Kinesiology (KINE Activity Courses)**
  - 3 credits
- **Computer Technology**
  - 3 credits
- **Foreign Language (FREN, GERM, SPAN, JAPN)**
  - 8 credits
- **Journalism/Communications Specialization**
  - 10 credits

**Total Hours:** 66

- **COMM 1307 Introduction to Mass Communication**, **COMM 2311 News Gathering and Writing I**, **COMM 2315 News Gathering and Writing II**, **COMM 2389 Academic Cooperative**.

#### Modern Language (FLAN) 160101
- **Associate of Arts Degree**

- **Complete Core**
  - 42 credits
- **Health/Wellness/ Kinesiology (KINE Activity Courses)**
  - 3 credits
- **Computer Technology**
  - 3 credits
- **Foreign Language (FREN, GERM, SPAN, JAPN)**
  - 8 credits
- **Modern Language Specialization**
  - 10 credits

**Total Hours:** 66

- **LANG 1411 Beginning Foreign Language I**, **LANG 1412 Beginning Foreign Language II**, **LANG 2311 Intermediate Foreign Language**, **LANG 2312 Intermediate Foreign Language**.
**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.

<table>
<thead>
<tr>
<th>First Year</th>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITNW</td>
<td>1437 Introduction to the Internet</td>
<td>4</td>
</tr>
<tr>
<td>ITSE</td>
<td>1431 Introduction to Visual Basic Programming</td>
<td>4</td>
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<tr>
<td>ITSC</td>
<td>1409 Integrated Software Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL</td>
<td>1301 Composition I</td>
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</tr>
<tr>
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<td>MATH 1332, 1342 or higher level</td>
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<table>
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<tr>
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<tbody>
<tr>
<td>ITSE</td>
</tr>
<tr>
<td>COSC</td>
</tr>
<tr>
<td>ITSC</td>
</tr>
<tr>
<td>GAME</td>
</tr>
<tr>
<td>KINE</td>
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<table>
<thead>
<tr>
<th>Second Year</th>
<th>First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSY</td>
<td>2400 Operating Systems Security</td>
</tr>
<tr>
<td>ITSE</td>
<td>1407 Introduction to C++ Programming</td>
</tr>
<tr>
<td>ITSC</td>
<td>1415 Project Management Software</td>
</tr>
<tr>
<td>IMED</td>
<td>2409 Internet Commerce</td>
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<tr>
<td>ELCT</td>
<td>Social/Behavioral Science Selection</td>
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<table>
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<tr>
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<tbody>
<tr>
<td>ITSE</td>
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</tr>
<tr>
<td>ITSE</td>
</tr>
<tr>
<td>SPCH</td>
</tr>
<tr>
<td>ELCT</td>
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</tbody>
</table>

| Total Hours | 72 |

**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.

<table>
<thead>
<tr>
<th>First Year</th>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC</td>
<td>1301 Introduction to Computing</td>
<td>3</td>
</tr>
<tr>
<td>ITSC</td>
<td>1409 Integrated Software Applications I</td>
<td>4</td>
</tr>
<tr>
<td>ITSY</td>
<td>1400 Fundamentals of Information Security</td>
<td>4</td>
</tr>
<tr>
<td>ENGL</td>
<td>1301 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>KINE</td>
<td>Physical Activity Course</td>
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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>ITSY</td>
</tr>
<tr>
<td>ITSC</td>
</tr>
<tr>
<td>ITNW</td>
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<table>
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<tr>
<th>Second Year</th>
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</thead>
<tbody>
<tr>
<td>ITSY</td>
<td>2459 Security Assessment &amp; Auditing</td>
</tr>
<tr>
<td>ITSY</td>
<td>2400 Operating System Security</td>
</tr>
<tr>
<td>ELCT</td>
<td>Humanities/Fine Arts</td>
</tr>
<tr>
<td>ELCT</td>
<td>Social/Behavioral Science Selection</td>
</tr>
<tr>
<td>SPCH</td>
<td>SPCH 1315 or 1321</td>
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<tbody>
<tr>
<td>ITSC</td>
</tr>
<tr>
<td>MATH</td>
</tr>
<tr>
<td>ITSC</td>
</tr>
<tr>
<td>ITSY</td>
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| Total Hours | 63 |

**Information Security Management Specialist (CSSM) 111003**

**Certificate of Completion**

<table>
<thead>
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<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC</td>
<td>1301 Introduction to Computing</td>
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<tr>
<td>ITSC</td>
<td>1409 Integrated Software Applications I</td>
</tr>
<tr>
<td>ITSY</td>
<td>1400 Fundamentals of Information Security</td>
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<tr>
<td>ITSY</td>
<td>2401 Firewalls and Network Security</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>ITSC</td>
</tr>
<tr>
<td>ITSC</td>
</tr>
<tr>
<td>ITSY</td>
</tr>
<tr>
<td>ITSC</td>
</tr>
</tbody>
</table>

| Total Hours | 31 |
### 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
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<td>COSC 1301</td>
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<tr>
<td>or</td>
<td>ITNW 1409</td>
<td>4</td>
</tr>
<tr>
<td>ITNW 1437</td>
<td>Introduction to the Internet</td>
<td>4</td>
</tr>
<tr>
<td>IMED 1416</td>
<td>Web Design I</td>
<td>4</td>
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<td>ELCT</td>
<td>Social/Behavioral Science Selection</td>
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<td>KINE</td>
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<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit</th>
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<tbody>
<tr>
<td>ITSC 1405</td>
<td>Introduction to PC Operating Systems</td>
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<td>ITNW 1404</td>
<td>Introduction to Spreadsheets</td>
<td>4</td>
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<tr>
<td>ITNW 1407</td>
<td>Introduction to Database</td>
<td>4</td>
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<td>ENGL 1301</td>
<td>Composition I</td>
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#### Second Year
##### First Semester
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<th>Credit</th>
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<tbody>
<tr>
<td>ITSE 1431</td>
<td>Introduction to Visual Basic</td>
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<td>ITNW 1425</td>
<td>Fundamentals of Networking Technologies</td>
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<tr>
<td>IMED 2409</td>
<td>Internet Commerce</td>
<td>4</td>
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<tr>
<td>ITSC 2439</td>
<td>Personal Computer Help Desk Support</td>
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<tr>
<td>ELCT</td>
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##### Second Semester
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<thead>
<tr>
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<tbody>
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<tr>
<td>ITSE 1450</td>
<td>System Analysis and Design</td>
<td>4</td>
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<tr>
<td>ITSY 2400</td>
<td>Operating Systems Security</td>
<td>4</td>
</tr>
<tr>
<td>MATH</td>
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<tr>
<td>SPCH</td>
<td>SPCH 1315 or SPCH 1321</td>
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</table>

#### Total Hours
71-72

### Network Systems Administrator
#### 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
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ITSC 1409</td>
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<td>ITSE 1431</td>
<td>Introduction to Visual Basic</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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<tr>
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<td>Introduction to PC Operating Systems</td>
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</tr>
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#### Second Year
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<tbody>
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<td>ITNW 2409</td>
<td>Network Administration</td>
<td>4</td>
</tr>
<tr>
<td>ITSY 2400</td>
<td>Operating Systems Security</td>
<td>4</td>
</tr>
<tr>
<td>ITNW 1425</td>
<td>Fundamentals of Networking Technologies</td>
<td>4</td>
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<td>ELCT</td>
<td>Humanities/Fine Arts Selection</td>
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#### Total Hours
68

### Network Specialist (CSNS)
#### 111002
##### Certificate of Completion

#### First Semester
<table>
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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications I</td>
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<tr>
<td>ITSE 1431</td>
<td>Introduction to Visual Basic</td>
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</tr>
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<td>ITNW 1437</td>
<td>Introduction to the Internet</td>
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#### Second Semester
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<tbody>
<tr>
<td>COSC 2425</td>
<td>Computer Organization and Machine Language</td>
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<tr>
<td>IMED 1416</td>
<td>Web Design I</td>
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</tr>
<tr>
<td>ITNW 1425</td>
<td>Fundamentals of Networking Technologies</td>
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</tr>
<tr>
<td>ITSY 2400</td>
<td>Operating Systems Security</td>
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#### Total Hours
32

### Computer Helpdesk Specialist (CSI9)
#### 110301
##### Certificate of Completion

#### First Semester
<table>
<thead>
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<tr>
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<td>ITSW 1404</td>
<td>Introduction to Spreadsheets</td>
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</tr>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications I</td>
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#### Second Semester
<table>
<thead>
<tr>
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<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ITSW 1407</td>
<td>Introduction to Database</td>
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<tr>
<td>IMED 1416</td>
<td>Web Design I</td>
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</tr>
<tr>
<td>ITSC 1405</td>
<td>Introduction to PC Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>ITSC 2439</td>
<td>Personal Computer Help Desk Support</td>
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</table>

#### Total Hours
32

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Central Texas College Catalog 2010-2011 - Programs of Study 65
### Web Design Basics (CSWB)

**Certificate of Completion**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications I</td>
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<tr>
<td>ITNW 1437</td>
<td>Introduction to the Internet</td>
</tr>
<tr>
<td>IMED 1416</td>
<td>Web Design I</td>
</tr>
<tr>
<td>ITSC 1405</td>
<td>Introduction to PC Operating Systems</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMED 2409</td>
<td>Internet Commerce</td>
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<tr>
<td>ITSE 1450</td>
<td>System Analysis &amp; Design</td>
</tr>
<tr>
<td>ITSE 2413</td>
<td>Web Authoring</td>
</tr>
<tr>
<td>ITSY 2400</td>
<td>Operating System Security</td>
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</table>

**Total Hours:** 32

### Microsoft Information Technology (MCITP) Server Administrator (MCS10) 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ITNW 1458 Network**</td>
<td>4</td>
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<tr>
<td>(Preparation for COMPTIA’s Network+ exam)</td>
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<tr>
<td>ITNW 1416 Network Administration**</td>
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<tr>
<td>(Preparation for MS MCITP 70-642 exam)</td>
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<tr>
<td>ITNW 2454 Internet/Intranet Server**</td>
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<tr>
<td>(Preparation for MS MCITP 70-640 exam)</td>
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<tr>
<td>ITNW 1454 Implementing and Supporting Servers**</td>
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<tr>
<td>(Preparation for MS MCITP 70-646 exam or MS 70-290 exam)</td>
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<tr>
<td>ITSY 1442 Information Technology Security***</td>
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<td>(Preparation for COMPTIA’s Security+ exam)</td>
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</table>

**Total Hours:** 20

*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 MCITP Server Administrator Certification.

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

### Diesel Engine Mechanic and Repairer (DEMR) 470605

**Associate of Applied Science Degree**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMR 1401</td>
<td>Shop Safety and Procedures</td>
</tr>
<tr>
<td>DEMR 1406</td>
<td>Diesel Engine I</td>
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<tr>
<td>AUMT 1445</td>
<td>Automotive Heating and Air Conditioning</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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<tr>
<td>ELCT</td>
<td>Computer Technology Skills</td>
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**Second Semester**

<table>
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<tr>
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<tbody>
<tr>
<td>DEMR 1421</td>
<td>Power Train I</td>
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<tr>
<td>DEMR 1405</td>
<td>Basic Electrical Systems</td>
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<tr>
<td>DEMR 1417</td>
<td>Basic Brake Systems</td>
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<tr>
<td>MATH 1332</td>
<td>Contemporary Mathematics</td>
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**Third Semester**

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<th>Course</th>
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<tbody>
<tr>
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<tr>
<td>DEMR 1410</td>
<td>Diesel Engine Testing and Repair I</td>
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<tr>
<td>DEMR 2412</td>
<td>Diesel Engine Testing and Repair II</td>
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<tr>
<td>ELCT</td>
<td>Elective</td>
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</tbody>
</table>

### Cosmetic Services

This program is for the student who wishes to pursue a career in Cosmetology. It provides entry-level, industry-validated, hands-on instruction that prepares students to take the Texas State Board of Cosmetology exam.

**Certificate of Completion**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>CSME 1501</td>
<td>Orientation to Cosmetology</td>
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<tr>
<td>CSME 1551</td>
<td>Artistry of Hair/Theory and Practice</td>
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<tr>
<td>CSME 1443</td>
<td>Manicuring and Related Theory</td>
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<table>
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<th>Credit</th>
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<tbody>
<tr>
<td>CSME 1453</td>
<td>Chemical Reformation and Related Theory</td>
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<tr>
<td>CSME 1547</td>
<td>Principles of Skin Care/Facials and Related Theory</td>
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<tr>
<td>CSME 1505</td>
<td>Fundamentals of Cosmetology</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>CSME 2501</td>
<td>Principles of Hair Coloring and Related Theory</td>
</tr>
<tr>
<td>CSME 2539</td>
<td>Advanced Hair Design</td>
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<tr>
<td>CSME 2441</td>
<td>Preparation for the State Licensing Examination</td>
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</table>

**Total Hours:** 42
Fourth Semester
GOVT  GOVT 2301 or 2302  3
DEMR 1447 Power Train II  4
DEMR 1330 Steering and Suspension I  3
DEMR 2434 Advanced Diesel Tune-Up and Troubleshooting  4
DEMR 1449 Diesel Engine II 
or
DEMR 2488 Internship  4
Total Hours  72

Diesel Technician (DETE)
470605
Certificate of Completion

DEMR 1401 Shop Safety and Procedures  4/96
DEMR 1406 Diesel Engine I  4/96
DEMR 1405 Basic Electrical Systems  4/144
DEMR 1410 Diesel Engine Testing and Repair I  4/128
DEMR 2434 Advanced Diesel Tune-Up and Troubleshooting  4/144
DEMR 2412 Diesel Engine Testing and Repair II  4/144
DEMR 1416 Basic Hydraulics  4/144
DEMR 1421 Power Train I  4/96
DEMR 1447 Power Train II  4/96
DEMR 1417 Basic Brake Systems  4/128
DEMR 1330 Steering and Suspension I  3/96
AUMT 1445 Automotive Heating and Air Conditioning  4/128
DEMR 1449 Diesel Engine II  4/144
WLDG 2413 Intermediate Welding Using Multiple Processes  4/144 
or
DEMR 2488 Internship  4/304
Total Hours  55
Total Clock Hours  1776/1936

Diesel System Specialist (DESS)
470605
Certificate of Completion

DEMR 1401 Shop Safety and Procedures  4/96
DEMR 1405 Basic Electrical Systems  4/144
DEMR 1416 Basic Hydraulics  4/144
DEMR 1421 Power Train I  4/96
DEMR 1447 Power Train II  4/96
DEMR 1417 Basic Brake Systems  4/128
DEMR 1330 Steering and Suspension I  3/96
AUMT 1445 Automotive Heating and Air Conditioning  4/128
DEMR 1449 Diesel Engine II  4/144
WLDG 2413 Intermediate Welding Using Multiple Processes  4/144 
or
DEMR 2488 Internship  4/304
Total Hours  35
Total Clock Hours  1120/1280

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 (DFDS)
151301
Associate of Applied Science Degree

First Year
First Semester
ENGR 1304 Engineering Graphics I*  3
DFTG 2412 Technical Illustration and Presentation  4
DFTG 1409 Basic Computer-Aided Drafting  4
MATH MATH 1332, 1342 or 1414  3-4
Second Semester
ENGR 1305 Engineering Graphics II*  3
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  64-65

* Locations at a distance may substitute DFTG 1405 for ENGR 1304 and DFTG 2417 for ENGR 1305.
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 (CDEC)

Certificate of Completion

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

First Year

<table>
<thead>
<tr>
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<th>Credit</th>
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<tbody>
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<td>CDEC 1319</td>
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<tr>
<td>KINE</td>
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Second Semester

| CDEC 1358     | 3      |
| CDEC 1354     | 3      |
| CDEC 1318     | 3      |
| CDEC 1303     | 3      |
| CDEC 1356     | 3      |

Total Hours 33

Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>CDEC 1321</td>
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<tr>
<td>CDEC 2326</td>
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<tr>
<td>Admin. of Programs for Children I</td>
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<tr>
<td>CDEC 2328</td>
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<tr>
<td>ELCT</td>
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<td>SPCH</td>
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<tr>
<td>MATH</td>
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<tr>
<td>Environmental Science</td>
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<td>CDEC 1335</td>
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Total Hours 66-67

Early Childhood Professions (CDEC)

Certificate of Completion

<table>
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<tr>
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Total Hours 33

Administrator’s Credentials (CDAC)

Certificate of Completion

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CDEC 1311</td>
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</tr>
<tr>
<td>CDEC 1313</td>
<td>3</td>
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<tr>
<td>CDEC 1319</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 1358</td>
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</tr>
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<td>CDEC 1354</td>
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<td>3</td>
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<td>CDEC 1335</td>
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</tbody>
</table>

Total Hours 33

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.

### Computer Electronics (ELCP)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>First Term</td>
<td>Second Semester</td>
</tr>
<tr>
<td>CETT 1421</td>
<td>Electronics Fabrication</td>
<td>4</td>
</tr>
<tr>
<td>CETT 1425</td>
<td>Digital Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CETT 1403</td>
<td>DC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>CPMT 1403</td>
<td>Introduction to Computer Technology</td>
<td>4</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1332, 1342 or higher level</td>
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<tr>
<td>CETT</td>
<td>AC Circuits</td>
<td>4</td>
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<tr>
<td>CETT</td>
<td>Solid State Devices</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>ELCT</td>
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### Computer Electronics Technology (ELCP)

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<tbody>
<tr>
<td>First Semester</td>
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<td>Second Semester</td>
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<td>CPMT 1403</td>
<td>Introduction to Computer Technology</td>
<td>4</td>
</tr>
<tr>
<td>CETT 1425</td>
<td>Digital Fundamentals</td>
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<td>CETT 1403</td>
<td>DC Circuits</td>
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<td>ENGL 1301</td>
<td>Composition I</td>
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### Child Development Option (CDSC)

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<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>First Semester</td>
<td>First Term</td>
<td>Second Semester</td>
</tr>
<tr>
<td>CDEC 1311</td>
<td>Educating Young Children*</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 1359</td>
<td>Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 1303</td>
<td>Families, School and Community*</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 1371</td>
<td>Physical Development and Disorder in Children</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>CDEC 1313</td>
<td>Curriculum Resources in Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 2340</td>
<td>Instructional Techniques for Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 1354</td>
<td>Child Growth and Development*</td>
<td>3</td>
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<tr>
<td>CDEC 1318</td>
<td>Wellness of the Young Child*</td>
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<td>Total Hours</td>
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### Child Development Associate (CDCA)

<table>
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>First Semester</td>
<td>First Term</td>
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<tr>
<td>CDEC 1317</td>
<td>Child Development Associate Training I</td>
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<td>CDEC 2322</td>
<td>Child Development Associate Training II</td>
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<td>CDEC 2324</td>
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<td>Total Hours</td>
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**Note:**
- TECA courses are the general academic transfer course equivalent to the CDEC courses.
- Upon successful completion, students are eligible to continue to pursue the CDA, National Credentialing program.
## Network Professional Specialization (ELN11)
### 151202
#### Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>First Year</th>
<th>First Semester</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>CPMT 1403</td>
<td>Introduction to Computer Technology</td>
<td>4</td>
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<tr>
<td>CETT 1425</td>
<td>Digital Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CETT 1403</td>
<td>DC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ITCC 1401</td>
<td>Exploration-Network Fundamentals</td>
<td>4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>CETT 1421</th>
<th>Electronics Fabrication</th>
<th>4</th>
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<tbody>
<tr>
<td></td>
<td>CETT 1405</td>
<td>AC Circuits</td>
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<td></td>
<td>ITCC 1404</td>
<td>CISCO Exploration 2-Routing Protocols and Concepts</td>
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<td></td>
<td>MATH 1332, 1342 or higher level</td>
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<tr>
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<tbody>
<tr>
<td>CPMT 1445</td>
<td>Computer System Maintenance</td>
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<tr>
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<td>CISCO Exploration 3-LAN Switching and Wireless</td>
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<td>ITNW 1451</td>
<td>Fundamentals of Wireless LANs</td>
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<td>Social/Behavioral Science Selection</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>CPMT 2434</th>
<th>Network Security</th>
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<tr>
<td></td>
<td>or ITCC 2459</td>
<td>Advanced Voice Over Internet Protocol (VOIP)</td>
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<td>ITCC 2410</td>
<td>CISCO Exploration 4-Accessing the WAN</td>
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<td>CPMT 2350</td>
<td>Industry Certification Preparation</td>
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## Networking and Network Security (ELNS)
### 151202
#### Certificate of Completion

<table>
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<th>CETT 1421</th>
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<th>4</th>
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<tbody>
<tr>
<td></td>
<td>CETT 1403</td>
<td>DC Circuits</td>
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<tr>
<td></td>
<td>CPMT 1403</td>
<td>Introduction to Computer Technology</td>
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<tr>
<td></td>
<td>ITCC 1401</td>
<td>Exploration-Network Fundamentals</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>ITCC 1404</th>
<th>CISCO Exploration 2-Routing Protocols and Concepts</th>
<th>4</th>
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<tbody>
<tr>
<td></td>
<td>CETT 1425</td>
<td>Digital Fundamentals</td>
<td>4</td>
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<td>CETT 1405</td>
<td>AC Circuits</td>
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## Emergency Medical Technology (EMT9)
### 510904
#### Associate of Applied Science Degree

<table>
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<th>First Year</th>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>EMSP 1401</td>
<td>Emergency Medical Technician - Basic</td>
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<tr>
<td>EMSP 1160</td>
<td>Clinical-EMT</td>
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<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td>PSYC 2314</td>
<td>Life Span Growth and Development</td>
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<tr>
<td>KINE</td>
<td>Physical Activity Course</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>EMSP 1356</th>
<th>Patient Assessment and Airway Management</th>
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<tbody>
<tr>
<td></td>
<td>EMSP 1338</td>
<td>Introduction to Advanced Practice</td>
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<td>EMSP 1355</td>
<td>Trauma Management</td>
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<td>EMSP 1166</td>
<td>Practicum-EMT</td>
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<td></td>
<td>BIOL 2402</td>
<td>Anatomy and Physiology II</td>
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<td>ELCT</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>EMSP 2444</th>
<th>Cardiology</th>
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<td>ENGL 1301</td>
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<td></td>
<td>PSYC 2301</td>
<td>General Psychology</td>
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<tr>
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<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>EMSP 2434</td>
<td>Medical Emergencies</td>
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</tr>
<tr>
<td>SPCH</td>
<td>SPCH 1315, 1318 or 1321</td>
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<tr>
<td>KINE</td>
<td>Physical Activity Course</td>
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<td>ELCT</td>
<td>Humanities/Fine Arts Selection</td>
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<tr>
<td>EMSP 1167</td>
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<tr>
<th>Second Semester</th>
<th>EMSP 2330</th>
<th>Special Populations</th>
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<tbody>
<tr>
<td></td>
<td>BIOL 2421</td>
<td>Microbiology for Science Majors</td>
<td>4</td>
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<tr>
<td></td>
<td>ITSC 1409</td>
<td>Integrated Software Applications I</td>
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</table>
EMSP 2143  Assessment Based Management  1
EMSP 1268  Practicum-EMT  2
EMSP 2338  EMS Operations  3
Total Hours  69

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
Total Hours  33

Engineering

The Associate of Science degree in Engineering 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.

Engineering (ENG11)  140101
Associate of Science Degree
First Year
Credit
ENGR 1201  Introduction to Engineering  2
ENGR 1304  Engineering Graphics I  3
MATH 2413  Calculus I  4
ENGL 1301  Composition I  3
SCIE  *  Natural Science Selection  4
KINE  Physical Activity Selection  1
Second Semester
ENGR 1305  Engineering Graphics II  3
Math 2414  Calculus II  4
ENGL 1302  Composition II  3
SCIE  *  Natural Science Selection  4
ELEC  Computer Science Selection  4
Total Hours  69

Second Year
First Semester
HIST 1301  United States History I  3
ELEC  Humanities/Fine Arts Selection  3
GOVT 2301  American Government I  3
MATH 2415  Calculus III  4
ENGR 2301  Engineering Mechanics I – Statics  3
Second Semester
HIST 1302  United States History II  3
SPCH 1315  Public Speaking OR  3
SPCH 1321  Business and Professional Communication  3
GOVT 2302  American Government II  3
ENGR 2302  Engineering Mechanics II – Dynamics  3
ELEC  Social/Behavioral Science Selection  3
ELEC  **  Humanities/Fine Arts Selection  3
Total Hours  69

In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor’s degree differ from those listed above, changes can be made in the Associate in Art/Science degree requirements when approved by the appropriate department chair.

*  See course selection under BIOL, CHEM, GEOL, and PHYS. For students planning to transfer to TAMU, CHEM 1411 and PHYS 2425 should be completed.
**  Choose from ENGL 2322, 2323, 2327, 2328, 2332, 2332, 2333.

Fine Arts

The Associate of Arts Degree is designed to transfer course hours to a 4 year university for a Baccalaureate degree in Art, Drama, or Music. Individual courses within each curriculum also provide elective and individual enrichment opportunities.

Art (ARTS)  500702
Associate of Arts Degree
Complete Core ................................................................. 42
Health/Wellness/ Kinesiology (KINE Activity Courses) .... 3
Computer Technology ..................................................... 3
Foreign Language (FREN, GERM, SPAN, JAPN) ............ 8
Art Specialization ......................................................... 10
Total Hours .................................................................... 66


Commercial Art (CART)  500402
Associate of Arts Degree
Complete Core ................................................................. 42
Health/Wellness/ Kinesiology (KINE Activity Courses) .... 3
Computer Technology ..................................................... 3
Foreign Language (FREN, GERM, SPAN, JAPN) ............ 8
Commercial Art specialization ...................................... 10
Total Hours .................................................................... 66

ARTS 1303/04 Art History I & II, ARTS 1311/12 Design I & II, ARTS 1316/17 Drawing I & II, ARTS 2323 Life Drawing I, ARTS 2313/14 Design Communications I & II, and ARTS 2356/57 Photography I & II.
Drama (DRMA)  
500501  
Associate of Arts Degree  
Complete Core ...................................................... 42  
Health/Wellness/ Kinesiology (KINE Activity Courses) ....... 3  
Computer Technology ............................................. 3  
Foreign Language (FREN, GERM, SPAN, JAPN) .............. 8  
Drama Specialization .............................................. 10  
Total Hours .......................................................... 66  
DRAM 1310, Introduction to Theater, DRAM 1320/21 Theater Practicum I & II, DRAM 1330 Stagecraft I, DRAM 1351/52 Acting I & II, DRAM 2336 Voice for the Theater, DRAM 2366 Development of the Motion Picture I.

Music (MUSI)  
500901  
Associate of Arts Degree  
Complete Core ...................................................... 42  
Health/Wellness/ Kinesiology (KINE Activity Courses) ....... 3  
Computer Technology ............................................. 3  
Foreign Language (FREN, GERM, SPAN, JAPN) .............. 8  
Music Specialization .............................................. 10  
Total Hours .......................................................... 66  

*MUAP (Individualized Instruction) and MUEN (Ensemble) must be taken each semester while attending CTC.  
**MUEN 1131 and MUEN 1151 are residency requirements but do not transfer as credit toward the Bachelor of Music degree

*MUSI 1216 and MUSI 1311 should be taken concurrently  
**MUSI 1217 and MUSI 1312 should be taken concurrently

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  
Total Hours 20

Second Semester Credit  
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  
Total Hours 16

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.

Graphics and Printing Technology  
This program is for students who wish to prepare themselves to enter the Printing career field (Graphic Arts/Printing). The program provides entry-level, industry-validated, “hands-on” instruction that will prepare the student to enter and be successful in the Printing industry job market. Studies include: shop skills, layout, design, composition, desktop publishing (IBM compatible and Macintosh), camera work, press operation, bindery and preventive maintenance.  
The certificates of completion within this program may be completed through the Vocational Skills Center. The Vocational Skills Center offers students instruction in a self-paced, open-entry delivery format. This instructional clock hour format provides flexibility to accommodate the special needs of the student.

Graphics and Printing (GP10)  
100305  
Associate of Applied Science Degree  
First Year  
First Semester Credit  
GRPH 1405 Introduction to Graphic Arts & Printing 4  
ARTC 1313 Digital Publishing I 3  
ARTC 1327 Typography 3  
ENGL 1301 Composition I 3  
ELCT Humanities/Fine Arts Selection 3  
Total Hours 16

Second Semester Credit  
ARTC 2313 Digital Publishing II 3  
ARTC 1302 Digital Imaging I 3  
ARTC 2305 Digital Imaging II 3  
MATH Contemporary Mathematics 3  
GOVT GOVT 2301 or 2302 3  
Total Hours 16
**Graphics and Printing Technology**

**Press Operations (GP10.CC2) 100301 Certificate of Completion – Level 2**

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**Total Hours** 72

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**Graphics and Printing Technology**

**Graphic Design (GPGD.CC1) 100301 Certificate of Completion**

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**Graphics and Printing (GPGP) 100305 Certificate of Completion**

(Texas Department of Criminal Justice Gatesville, Texas, only)

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**Graphics and Printing Technology**

**Press Operations (GP10.CC2) 100305 Certificate of Completion**

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**TOTALS** 32
# 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

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First Semester

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

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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 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

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* HAMG 1324 may substitute.

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

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<td>CHEF 1301</td>
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<td>Hospitality Supervision</td>
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<tr>
<td>HAMG 1313</td>
<td>Front Office Procedures</td>
<td>3</td>
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<tr>
<td>HAMG 2301</td>
<td>Principles of Food and Beverage Operations</td>
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Culinary Arts (HMCA) 520905
Certificate of Completion

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<tr>
<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
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<tr>
<td>CHEF 1301</td>
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<td>RSTO 1325</td>
<td>Purchasing for Hospitality Operations</td>
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### Restaurant Skills (HMR9)
#### 520905 Certificate of Completion

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<td>CHEF 1301</td>
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### Baking (HMBK9)
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<td>Fundamentals of Baking</td>
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<tr>
<td>PSTR 1302</td>
<td>Cake Baking and Production</td>
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<td>PSTR 1306</td>
<td>Cake Decorating</td>
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<td>PSTR 2350</td>
<td>Wedding Cakes</td>
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<td>PSTR 2307</td>
<td>Cake Decorating II</td>
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<td>PSTR 2331</td>
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### Property Management Advanced (HMPM)
#### 520904 Certificate of Completion

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<td>HAMG 1340</td>
<td>Hospitality Legal Issues</td>
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<td></td>
<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
<td>3</td>
</tr>
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<td>HAMG 2337</td>
<td>Hospitality Facilities Management</td>
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<tr>
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<td>HAMG 2372</td>
<td>Hospitality Industry Training</td>
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<td>Second</td>
<td>HAMG 2332</td>
<td>Hospitality Financial Management</td>
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<td>RSTO 1313</td>
<td>Hospitality Supervision</td>
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<td>HAMG 1324</td>
<td>Hospitality Human Resources</td>
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<td>Principles of Food and Beverage Operations</td>
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### Restaurant Operations (HMRO)
#### 520905 Certificate of Completion
(For Texas Department of Criminal Justice Only)

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<td>Basic Food Preparation</td>
<td>3</td>
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<tr>
<td>HAMG 1319</td>
<td>Computers in Hospitality</td>
<td>3</td>
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<tr>
<td>HAMG 2301</td>
<td>Principles of Food and Beverage Operations</td>
<td>3</td>
</tr>
<tr>
<td>PSTR 1301</td>
<td>Fundamentals of Baking</td>
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</tr>
<tr>
<td>RSTO 1221</td>
<td>Menu Management</td>
<td>2</td>
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<td>HAMG 2307</td>
<td>Hospitality Marketing and Sales</td>
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<td>Hospitality Legal Issues</td>
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<td>Intro to the Hospitality Industry</td>
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<td>RSTO 1204</td>
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### Institutional Food Service Operations (HMIF)
#### 520905 Certificate of Completion

Upon successful completion of the Institutional Food Service Operations certificate, students are eligible to take the level 5 certification with the Texas School Food Association.

<table>
<thead>
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<th>Semester</th>
<th>Course</th>
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<tr>
<td>First</td>
<td>CHEF 1305</td>
<td>Sanitation and Safety</td>
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<td></td>
<td>IFWA 1318</td>
<td>Nutrition for the Food Service Professional</td>
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<td></td>
<td>RSTO 2405</td>
<td>Management of Production &amp; Service</td>
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<td>CHEF 1301</td>
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<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
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<td>HAMG 2307</td>
<td>Hospitality Marketing and Sales</td>
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<td>HAMG 1319</td>
<td>Computers in Hospitality</td>
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<tr>
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<td>RSTO 1221</td>
<td>Menu Management</td>
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<td>Third</td>
<td>RSTO 1325</td>
<td>Purchasing for Hospitality Operations</td>
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<td>RSTO 1313</td>
<td>Hospitality Supervision</td>
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<td>RSTO 1204</td>
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### Rooms Division (HMRD)
#### 520904 Certificate of Completion

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<tr>
<td>First</td>
<td>HAMG 1313</td>
<td>Front Office Procedures</td>
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<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
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<td>HAMG 1342</td>
<td>Guest Room Maintenance</td>
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<td>HAMG 1340</td>
<td>Hospitality Legal Issues</td>
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<td>Second</td>
<td>RSTO 1313</td>
<td>Hospitality Supervision</td>
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<td>HAMG 1319</td>
<td>Computers in Hospitality</td>
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<td>HAMG 2332</td>
<td>Hospitality Financial Management</td>
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Food and Beverage Management Specialization (HMFB)  
520901  
Associate of Applied Science Degree

First Year

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<tr>
<td>CHEF 1305</td>
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<td>HAMG 1321</td>
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<td>ELCT</td>
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<td>HAMG 2307</td>
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Second Semester

| GOVT 1324             | 3      |
| HAMG 2301             | 3      |
| SPCH 1321             | 3      |
| RSTO 1204             | 3      |
| HAMG 2301             | 3      |
| KINE                   | 1      |

First Semester

| HAMG 2332             | 3      |
| TRVM 2301             | 3      |
| ENGL 1301             | 3      |
| RSTO 2301             | 3      |
| RSTO 1301             | 3      |
| HAMG 2337             | 3      |

Second Semester

| RSTO 1325             | 3      |
| MATH 1301             | 3      |
| HAMG 1340             | 3      |
| RSTO 1313             | 3      |
| ELCT                  | 3      |
| HAMG 2388             | 3      |

Total Hours 72

Food and Beverage Management (HMFOL)  
520905  
Certificate of Completion

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

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<td>HAMG 2301</td>
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<td>RSTO 1313</td>
<td>3</td>
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<td>HAMG 1321</td>
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<td>RSTO 2301</td>
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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
Total Hours .................................................................. 66

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

<table>
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Central Texas College Catalog 2010-2011 - Programs of Study 77
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.

The 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.

Maintenance Technology (MTNT)

460401
Associate of Applied Science Degree

First Year

<table>
<thead>
<tr>
<th>Time Frame</th>
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<td>Refrigeration Principles</td>
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<td>CRPT 1423</td>
<td>Floor Systems</td>
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<td>MATH 1332</td>
<td>Contemporary Mathematics</td>
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<td>KINE</td>
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Second Year

First Semester

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<td>LGLA 2303</td>
<td>Conventional Wall Systems</td>
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Second Semester

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<td>Administrative Office Procedures I</td>
<td>3</td>
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<td>Advanced Legal Research and Writing</td>
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Total Hours 68

Building Trades (MTBT) 460401
Certificate of Completion

First Semester

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr/Clock</th>
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<tbody>
<tr>
<td>CRPT 1429</td>
<td>Introduction to Carpentry</td>
<td>4/96</td>
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<tr>
<td>CRPT 1423</td>
<td>Floor Systems</td>
<td>4/96</td>
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<tr>
<td>CRPT 1415</td>
<td>Conventional Wall Systems</td>
<td>4/96</td>
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</tr>
<tr>
<td>CRPT 1411</td>
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Second Semester

<table>
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<tr>
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<td>Interior and Exterior Painting and Refinishing</td>
<td>3/96</td>
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<td>HART 1401</td>
<td>Basic Electricity for HVAC</td>
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<td>MBST 1507</td>
<td>Masonry I</td>
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<td>SPCH</td>
<td>SPCH 1315 or 1321</td>
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<tr>
<td>PFPB 2445</td>
<td>Residential Construction Plumbing II</td>
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<td>CBFM 2487</td>
<td>Internship</td>
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Total Hours 72

Carpentry Trades (MTCA) 460401
Certificate of Completion

First Semester

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<tr>
<td>CRPT 1429</td>
<td>Residential Wiring</td>
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<td>CRPT 1423</td>
<td>Floor Systems</td>
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<td>CRPT 1415</td>
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Second Semester

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<td>ELPT 1429</td>
<td>Residential Construction Plumbing I</td>
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<tr>
<td>PFPB 2445</td>
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<td>CNBT 1446</td>
<td>Construction Estimating I</td>
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<td>or CBFM 2487</td>
<td>Internship</td>
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Total Hours 52

Total Clock Hours 1312/1520
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
Total Hours........................................................................68

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

Medical Laboratory Technician

Medical Laboratory Technology is a challenging and rewarding field. Medical Laboratory Technicians, along with Medical Technologist, utilize the latest in modern instrumentation and test procedures to aid the physician in the detection, diagnosis and treatment of disease.

Medical Laboratory Technician (MLAB) 51104
Associate of Applied Science Degree

The Medical Laboratory Technician program at CTC is accredited by the National Accrediting Agency for Clinical Laboratory Sciences programs, 5600 N. River Road, Suite 72, Rosemont, IL 60018. (773) 714-8880. Upon completion of the program, students are eligible to take a national credentialing examination.

First Year
First Semester
Credit
MLAB 1201 Intro to Clinical Laboratory Science 2
MLAB 1211 Urinalysis and Body Fluids 2
BIOL 2401 Anatomy and Physiology I* 4
CHEM 1411 General Chemistry I* 4
MATH 1414 College Algebra 4

Second Semester
MLAB 1415 Hematology 4
BIOL 2402 Anatomy and Physiology II* 4
CHEM 1412 General Chemistry II* 4
ITSC 1409 Integrated Software Applications I 4

Third Semester
MLAB 2561 Clinical 1-MLT 5
Central Texas College Catalog 2010-2011 - Programs of Study

**Second Year**

**First Semester**
- MLAB 2460: Clinical II-MLT 4
- MLAB 2434: Clinical Microbiology 4
- MLAB 2431: Immunohematology 4
- ENGL 1301: Composition I 3
- ELCT: Humanities/Fine Arts Selection 3

**Second Semester**
- MLAB 1331: Parasitology/Mycology 3
- MLAB 2401: Clinical Chemistry 4
- MLAB 2461: Clinical III-MLT 4
- ELCT: PSYC 2301 or SOCI 1301 3
- SPCH: SPCH 1315 or 1321

Total Hours: 72

* * Credit in Science and MLAB courses must have been received within 5 years prior to enrollment in MLAB 1201/1211.

## 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**
- 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

**Third Semester**
- KINE: Physical Activity Course 1
- PSYT 2331: Abnormal Psychology 3
- PSYT 2321: Crisis Intervention 3

### Chemical Dependency Specialization (MHAC8) 511503

#### Associate of Applied Science Degree

**First Year**

**First Semester**
- 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

**Third Semester**
- KINE: Physical Activity Course 1
- PSYT 2331: Abnormal Psychology 3
- PSYT 2321: Crisis Intervention 3

### At Risk Youth Specialization Advanced Certificate (MHAR) 511503

#### Certificate of Completion

**First Semester**
- 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

**Second Semester**
- DAAC 2307: Addicted Family Intervention 3
- PSYT 2345: Principles of Behavior Management and Modification 3
- CMSW 1313: Assessment and Service Delivery 3
- DAAC 1311: Counseling Theories 3
- PSYT 2321: Crisis Intervention 3

**Third Semester**
- SCWK 2301: Assessment and Case Management 3
- PSYT 2331: Abnormal Psychology 3
- DAAC 2354: Dynamics of Group Counseling 3
- CMSW 1167: Practicum 1

Total Hours: 40
### Chemical Dependency Specialization - Advanced Certificate (MHCA)  
**511503**  
Certificate of Completion

<table>
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<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>PSYT 1329</td>
<td>Interviewing &amp; Communications Skills 3</td>
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<tr>
<td>DAAC 1319</td>
<td>Introduction to Alcohol &amp; Other Drug Addictions 3</td>
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<tr>
<td>DAAC 1304</td>
<td>Pharmacology of Addiction 3</td>
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<td>DAAC 1309</td>
<td>Assessment Skill of Alcohol &amp; Other Drug Addictions 3</td>
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<td>DAAC 2307</td>
<td>Addicted Family Intervention 3</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>PSYT 2331</td>
<td>Abnormal Psychology 3</td>
</tr>
<tr>
<td>DAAC 2354</td>
<td>Dynamics of Group Counseling 3</td>
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<tr>
<td>DAAC 2321</td>
<td>Crisis Intervention 3</td>
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<tr>
<td>DAAC 2341</td>
<td>Counseling Alcohol &amp; Other Drug Addictions 3</td>
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<td>DAAC 2301</td>
<td>Therapeutic Communities in a Criminal Justice Setting 3</td>
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<td>DAAC 2367</td>
<td>Practicum 3</td>
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**Total Hours 67**

### Social Work Specialization (MHS8)  
**511503**  
Associate of Applied Science

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I 3</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>United States History I 3</td>
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<tr>
<td>SOCI 1301</td>
<td>Introduction to Sociology 3</td>
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<tr>
<td>PSYT 1329</td>
<td>Interviewing &amp; Communications Skills 3</td>
</tr>
<tr>
<td>PSYC 1300</td>
<td>Learning Frameworks 3</td>
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<table>
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<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>ENGL 1302</td>
<td>Composition II 3</td>
</tr>
<tr>
<td>HIST 1302</td>
<td>United States History II 3</td>
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<tr>
<td>PSYT 2301</td>
<td>General Psychology 3</td>
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<tr>
<td>DDAC 1319</td>
<td>Introduction to Alcohol &amp; Other Drug Addictions 3</td>
</tr>
<tr>
<td>CMSW 1309</td>
<td>Problems of Children and Adolescents 3</td>
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<table>
<thead>
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<th>Second Year</th>
<th>Credit</th>
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<tbody>
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<td>First Semester (Summer)</td>
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<tr>
<td>KINE</td>
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<tr>
<td>GOVT 2301</td>
<td>American Government I 3</td>
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<tr>
<td>SPCH</td>
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<td>ELCT</td>
<td>Visual and Performing Arts 3</td>
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<thead>
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<tbody>
<tr>
<td>SOCW 2361</td>
<td>Introduction to Social Work 3</td>
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<tr>
<td>GOVT 2302</td>
<td>American Government II 3</td>
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<tr>
<td>PSYT 2331</td>
<td>Abnormal Psychology 3</td>
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<tr>
<td>PSYT 2321</td>
<td>Crisis Intervention 3</td>
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<tr>
<td>DAAC 1304</td>
<td>Pharmacology of Addiction 3</td>
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<table>
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<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>SOCW 2362</td>
<td>Social Welfare as a Social Institution 3</td>
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<td>CMSW 1167</td>
<td>Practicum 1</td>
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<td>DAAC 2354</td>
<td>Dynamics of Group Counseling 3</td>
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<td>PSYT 1309</td>
<td>Health Psychology 3</td>
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<tr>
<td>MATH 1332 or 1342</td>
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**Total Hours 68**
Department of Nursing

Nursing Associate Degree (NUA6) 513801

Associate of Applied Science Degree

The Nursing Associate Degree program is accredited by the National League for Accrediting Commission, Sharon J. Tanner, EdD, RN, Executive Director, 3343 Peachtree Road, NE, Suite 500; Atlanta, GA 30326; P. 404-975-5000, F. 404-975-5020, www.nlnac.org.

The Nursing Associate Degree is a prelicensure nursing program which enables the graduate to sit the National Council Licensure Examination-Registered Nurse (NLCEX-RN®) and prepares graduates for professional practice in a variety of health care settings. The A.D.N. program provides classroom instruction and coordinated supervised clinical experiences in the nursing care of clients in local affiliated health care agencies. The CTC A.D.N. program is approved by the Texas Board of Nursing (TBON) and is fully accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC).

<table>
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<tr>
<th>First Year</th>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>RNSG 1209</td>
<td>Introduction to Nursing</td>
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<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>ELCT</td>
<td>BIOL 1406*</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
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| Second Semester | RNSG 1105 | Nursing Skills I | 1 |
|-----------------| RNSG 1115 | Health Assessment | 1 |
| RNSG 1301       | Pharmacology | 3 |
| RNSG 1413       | Foundations for Nursing Practice | 4 |
| RNSG 1262       | Clinical -Nursing I | 2 |
| BIOL 2402       | Anatomy and Physiology II | 4 |

| Third Semester | RNSG 1331 | Principles of Clinical Decision Making | 3 |
|----------------| RNSG 1251 | Care of the Childbearing Family | 2 |
| RNSG 2213       | Mental Health Nursing | 2 |
| RNSG 1363       | Clinical-Nursing II | 3 |
| PSYC 2301       | General Psychology | 3 |

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<tr>
<th>Second Year</th>
<th>Fourth Semester</th>
<th>BIOL 2421</th>
<th>Microbiology for Science Majors</th>
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<tbody>
<tr>
<td>RNSG 1347</td>
<td>Concepts of Clinical Decision Making</td>
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<td>RNSG 2201</td>
<td>Care of Children and Families</td>
<td>2</td>
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<tr>
<td>RNSG 2362</td>
<td>Clinical-Nursing III</td>
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<td>PSYC 2314</td>
<td>Life Span Growth and Development</td>
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| Fifth Semester | RNSG 2341 | Advanced Concepts of Clinical Decision Making | 3 |
|----------------| RNSG 2221 | Management of Client Care | 2 |
| RNSG 2363 | Clinical-Nursing IV | 3 |
| ELCT       | Humanities/Fine Arts Selection | 3 |
| KINE       | Physical Activity Course | 1 |

Total Hours: 71

* If Microbiology 2421 is completed successfully prior to the second semester, elective credit may be granted for CHEM 1406, CHEM 1411 or MATH 1414 in place of BIOL 1406.

Nursing Option for LVN (NUL6) 513801

Associate of Applied Science Degree

This program admits eligible students who are Licensed Vocational Nurses in Texas or have privileges to practice in Texas. Requires three semesters to complete and prepares graduates for professional practice in a variety of health care settings. Graduates are eligible to receive an Associate of Applied Science Degree and sit the National Council Licensure Examination-Registered Nurse (NLCEX-RN®). The CTC A.D.N. program is approved by the Texas Board of Nursing (TBON) and is fully accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC).

<table>
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<th>First Semester</th>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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<td>ELCT</td>
<td>BIOL 1406*</td>
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<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
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| Second Semester | BIOL 2402 | Anatomy and Physiology II | 4 |
|-----------------| BIOL 2421 | Microbiology for Science Majors | 4 |
| (BIOL 2421 is the only Microbiology accepted and is a prerequisite to the fifth semester) |

| Third Semester | RNSG 1327 | Transition from Vocational to Professional Nursing** | 3 |
|----------------| RNSG 1162 | Clinical -LVN Transition** | 1 |
| (RNSG 1413, 1105, 1115, 1301, 1262, 1363, 1209) | 16 |
| RNSG 2213 | Mental Health Nursing | 2 |
| PSYC 2314 | Life Span Growth and Development | 3 |

| Fourth Semester | RNSG 1347 | Concepts of Clinical Decision Making | 3 |
|-----------------| RNSG 2201 | Care of Children and Families | 2 |
| RNSG 2362 | Clinical - Nursing III | 3 |
| SPCH | SPCH 1315, 1318 or 1321 | 3 |

| Fifth Semester | RNSG 2341 | Advanced Concepts of Clinical Decision Making | 3 |
|----------------| RNSG 2221 | Management of Client Care | 2 |
| RNSG 2363 | Clinical - Nursing IV | 3 |
| ELCT       | Humanities/Fine Arts Selection | 3 |
| KINE       | Physical Activity Course | 1 |

Total Hours: 70

* If Microbiology 2421 is completed successfully prior to the second semester, elective credit may be granted for CHEM 1406, CHEM 1411 or MATH 1414 in place of BIOL 1406.

** RNSG 1327, 1162 are transition courses, available to Licensed Vocational Nurses. Upon successful completion of the 4th semester, Licensed Vocational Nurses will receive credit for RNSG 1413, 1105, 1115, 1301, 1262, 1363, 1209.
Nursing - Paramedic to ADN (NUP6)
513801
Associate of Applied Science Degree

This program admits eligible students who are certified or licensed Paramedics in any state or the National Registry of EMTs. Requires three semesters to complete and prepares graduates for professional practice in a variety of health care settings. Graduates are eligible to receive an Associate of Applied Science Degree and sit the National Council Licensure Examination-Registered Nurse (NLCEX-RN®). The CTC A.D.N. program is approved by the Texas Board of Nursing (TBON) and is fully accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC)

First Year
First Semester
ENGL 1301 Composition I 3
ELCT BIOL 1406** 4
PSYC 2301 General Psychology 3
BIOL 2401 Anatomy and Physiology I 4

Second Semester
BIOL 2402 Anatomy and Physiology II 4
BIOL 2421 Microbiology for Science Majors 4
(RNSG 1417, 1105, 1115, 1209)* 8
RNSG 1301 Pharmacology 3

Third Semester
RNSG 1417 Concepts of Nursing Practice I for Articulating Students 4
RNSG 2360 Clinical Nursing for Articulating Students 3
(RNSG 1413, 1105, 1115, 1209)* 8
RNSG 1251 Care of the Childbearing Family 2
RNSG 2213 Mental Health Nursing 2
PSYC 2314 Life Span Growth and Development 3

Fourth Semester
RNSG 1347 Concepts of Clinical Decision Making 3
RNSG 2201 Care of Children and Families 2
RNSG 2362 Clinical Nursing III 3
SPCH SPCH 1315, 1318 or 1321 3

Fifth Semester
RNSG 2341 Advanced Concepts of Clinical Decision Making 3
RNSG 2221 Management of Client Care 2
RNSG 2363 Clinical Nursing IV 3
ELCT Humanities/Fine Arts Selection 3
KINE Physical Activity Course 1

Total Hours 70

* RNSG 1470 and 2360 are articulation courses, available to Paramedics. Upon successful completion of the last semester, Paramedics will receive credit for RNSG 1413, 1105, 1115, 1209.

** If Microbiology 2421 is completed successfully prior to the second semester, elective credit may be granted for CHEM 1406, CHEM 1411 or MATH 1414 in place of BIOL 1406.

Vocational Nursing (NUVN)
513901
Certificate of Completion

A 12 month certificate program which enables the graduate to sit the National Council Licensure Examination-Practical Nurse (NLCEX-PN®) and prepares graduates for practical/vocational nursing practice in a variety of health care settings. The V.N. program provides classroom instruction and coordinated supervised clinical experiences in the nursing care of clients in local affiliated health care agencies. The CTC V.N. program is approved by the Texas Board of Nursing (TBON)

First Semester
VNSG 1304 Foundations of Nursing 3
VNSG 1405 Health Science 4
VNSG 1323 Basic Nursing Skills 3
VNSG 1227 Essentials of Medication Administration 2
VNSG 1222 Vocational Nursing Concepts 2
VNSG 1136 Mental Health 1
VNSG 2331 Advanced Nursing Skills 3
VNSG 1126 Gerontology 1
VNSG 1116 Nutrition 1
VNSG 1160 Clinical-Practical Nurse I 1

Second Semester
VNSG 1400 Nursing in Health and Illness I 4
VNSG 1238 Mental Illness 2
VNSG 1219 Leadership and Professional Development 2
VNSG 1409 Nursing in Health and Illness II 4
VNSG 1231 Pharmacology 2
VNSG 1560 Clinical-Practical Nurse II 5

Third Semester
VNSG 1330 Maternal/Neonatal Nursing 3
VNSG 1307 Pediatric Nursing 3
VNSG 1410 Nursing in Health and Illness III 4
VNSG 1360 Clinical-Practical Nurse III 3

Total Hours 53

Nurse Aide
Noncredit Certificate of Completion

This non-credit program consists of 64 hours of classroom instruction, including skills lab and 24 hours of clinical practice in a long-term care facility. The program prepares students for the state certification examination to become a Certified Nurse Aide.

NURA 1001 Nurse Aide for Health Care 64
NURA 1060 Clinical Nursing Asst/Aide 24

Total 88
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.

Many 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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>POFI 1301 Computer Applications I</td>
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<tr>
<td>POFI 1329 Beginning Keyboarding</td>
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<tr>
<td>POFI 1301 Business English</td>
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<tr>
<td>POFI 1309 Administrative Office Procedures I</td>
<td>3</td>
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<tr>
<td>POFI 1319 Records &amp; Information Management I</td>
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<tr>
<td>KINE Physical Activity Course</td>
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Second Semester

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

Second Year

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<tbody>
<tr>
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<tr>
<td>POFI 2331 Desktop Publishing</td>
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<td>ELCT Humanities/Fine Arts Selection</td>
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<td>SPCH SPCH 1315 or 1321</td>
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<tr>
<td>ELCT POFI/POFT/POFM Internship Selection</td>
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Second Semester

| POFI 1349 Spreadsheets          | 3      |
| POFI 1349 Administrative Office Procedures II | 3 |
| POFI 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

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<tbody>
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<td>POFI 1319 Records &amp; Information Management I</td>
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Second Semester

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<td>ENGL 1301 Composition I</td>
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<td>POFI 2312 Business Correspondence and Communication</td>
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Third Semester

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<td>POFI 2331 Desktop Publishing</td>
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<td>POFI 1349 Spreadsheets</td>
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Total Hours 49

* ACNT 1325 or ACCT 2301.

General Office Assistant (OTGO)
520401
Certificate of Completion
(Offered at Texas Department of Criminal Justice Gatesville, Texas, Only)

First Semester

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Second Semester

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Third Semester

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<tbody>
<tr>
<td>POFI 2301 Word Processing</td>
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<tr>
<td>ACNT 1326 Principles of Accounting II*</td>
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<td>POFI 1349 Spreadsheets</td>
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Total Hours 33

*ACNT 1325, 1326 or ACCT 2301, 2302.
### Office Assistant (OTOA)

#### Certificate of Completion

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### Office Management (OTOM)

#### Certificate of Completion

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<td>POFT 2312</td>
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<td>POFT 1325</td>
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*ACNT 1325, 1326 or ACCT 2301, 2302.

### Office Management (OTOM)

#### Associate of Applied Science Degree

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*ACNT 1325, 1326 or ACCT 2301, 2302.
**Software Applications Specialist (OTSA) 520407**

Certificate of Completion

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<tbody>
<tr>
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<td>Beginning Keyboarding</td>
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<td>POFI 2301</td>
<td>Word Processing</td>
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<td>POFT 2333</td>
<td>Advanced Keyboarding or</td>
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<td>Spreadsheets</td>
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**Total Hours** 15

**Office Information Management (OTIM) 520407**

Certificate of Completion

|  |
|--------|---|
| **First Semester** Cr/Clock |  |
| POFT 1329 | Beginning Keyboarding | 3/96 |
| POFT 1309 | Administrative Office Procedures | 3/96 |
| POFT 1301 | Business English | 3/96 |

|  |
|--------|---|
| **Second Semester** |  |
| POFI 1301 | Computer Applications I | 3/96 |
| POFT 2312 | Business Correspondence and Communication | 3/96 |
| POFI 2301 | Word Processing | 3/96 |

|  |
|--------|---|
| **Third Semester** |  |
| POFT 1325 | Business Math and Machine Applications | 3/96 |
| POFT 1319 | Records & Information Management I | 3/96 |
| ACNT 1325 | Principles of Accounting I | 3/96 |

|  |
|--------|---|
| **Fourth Semester** |  |
| POFI 1349 | Spreadsheets | 3/96 |
| POFT 2333 | Advanced Keyboarding | 3/96 |
| ACNT 1311 | Introduction to Computerized Accounting | 3/96 |
| POFT 2388 | Internship | 3/144 |

**Total Hours** 39

**Total Clock Hours** 1296

**Health Management Related**

**Health Information Management (OTHI) 510716**

Certificate of Completion

|  |
|--------|---|
| **First Semester** Cr/Clock |  |
| POFT 1329 | Beginning Keyboarding | 3/96 |
| POFTM 1317 | Medical Administrative Support | 3/96 |
| POFT 1301 | Business English | 3/96 |

|  |
|--------|---|
| **Second Semester** |  |
| POFI 1301 | Computer Applications I | 3/96 |
| POFT 2312 | Business Correspondence and Communication | 3/96 |
| HITT 1305 | Medical Terminology I | 3/96 |

|  |
|--------|---|
| **Third Semester** |  |
| POFI 2301 | Word Processing | 3/96 |
| POFT 1319 | Records & Information Management I | 3/96 |
| HITT 1303 | Medical Terminology II | 3/96 |
| MRMT 1307 | Medical Transcription I | 3/96 |

|  |
|--------|---|
| **Fourth Semester** |  |
| POFI 2333 | Advanced Keyboarding | 3/96 |
| MRMT 2333 | Medical Transcription II | 3/96 |
| POFTM 2387 | Internship | 3/144 |

**Total Hours** 39

**Total Clock Hours** 1296

**Medical Office Specialist (OTMO) 510716**

Certificate of Completion

|  |
|--------|---|
| **First Semester** Cr/Clock |  |
| POFT 1329 | Beginning Keyboarding | 3/96 |
| POFTM 1317 | Medical Administrative Support | 3/96 |
| POFT 1301 | Business English | 3/96 |

|  |
|--------|---|
| **Second Semester** |  |
| POFI 1301 | Computer Applications I | 3/96 |
| POFT 2312 | Business Correspondence and Communication | 3/96 |
| HITT 1305 | Medical Terminology I | 3/96 |

|  |
|--------|---|
| **Third Semester** |  |
| POFI 2301 | Word Processing | 3/96 |
| POFT 1319 | Records & Information Management I | 3/96 |
| POFT 1325 | Business Math and Machine Applications | 3/96 |
| POFT 1349 | Spreadsheets | 3/96 |

|  |
|--------|---|
| **Fourth Semester** |  |
| POFTM 1302 | Medical Software Applications | 3/96 |
| POFTM 1327 | Medical Insurance | 3/96 |
| POFI 2386 | Internship | 3/144 |

**Total Hours** 39

**Total Clock Hours** 1296
Medical Transcription (OTMT)
510716
Certificate of Completion

First Semester
- **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** 1249 Pharmacology 2
- **MDCA** 1409 Anatomy and Physiology for Medical Assistants 4
- **POFI** 1301 Computer Applications I 3

Third Semester
- **MRMT** 2357 Advanced Medical Transcription 3
- **HITT** 1303 Medical Terminology II 3
- **MDCA** 1409 Anatomy and Physiology for Medical Assistants 4
- **POFT** 1207 Proofreading and Editing 2

Fourth Semester
- **MRMT** 2166 Practicum 1

Total Hours 39

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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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>CJSJ 1322/CRJ 1301</td>
<td>Introduction to Criminal Justice 3</td>
</tr>
<tr>
<td>CJSJ 2300/CRJ 2323</td>
<td>Legal Aspects of Law 3</td>
</tr>
<tr>
<td>CJSJ 1313/CRJ 1306</td>
<td>Court Systems and Practices 3</td>
</tr>
<tr>
<td>CJSJ 1312/CRJ 1307</td>
<td>Crime in America 3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I 3</td>
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<tr>
<td>KINE 1125</td>
<td>Physical Conditioning I 1</td>
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</tbody>
</table>

Second Semester

| CJSJ 1327/CRJ 1310 | Fundamentals of Criminal Law 3 |
| CJSJ 1317/CRJ 1313 | Juvenile Justice System 3 |
| CJSJ 1348 | Ethics in Criminal Justice 3 |
| ENGL 1301 | Composition I 3 |
| MATH | MATH 1332, 1342 or higher level 3 |
| KINE | Physical Activity Course 1 |

Total Hours 67

* Appropriate Criminal Justice elective selection may substitute.

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

First Year

<table>
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<tr>
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<tr>
<td>CJSJ 1322/CRJ 1301</td>
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<td>Legal Aspects of Law 3</td>
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<td>CJSJ 1313/CRJ 1306</td>
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<tr>
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Second Semester

| CJSJ 1327/CRJ 1310 | Fundamentals of Criminal Law 3 |
| CJSJ 1304 | Probation and Parole 3 |
| CJSJ 1348 | Ethics in Criminal Justice 3 |
| ENGL 1301 | Composition I 3 |
| MATH | MATH 1332, 1342 or higher level 3 |
| KINE | Physical Activity Course 1 |

Total Hours 67

* Appropriate Criminal Justice elective selection may substitute.
## Criminal Justice Studies with Specialization

**430104**

### Certificate of Completion

#### First Year

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<tr>
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<tr>
<td>CJSA 1313/CRIJ 1306</td>
<td>Court Systems and Practices</td>
</tr>
<tr>
<td>CJSA 1348</td>
<td>Ethics in Criminal Justice</td>
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<tr>
<td>CJSA 1322/CRIJ 1301</td>
<td>Intro to Criminal Justice</td>
</tr>
<tr>
<td>CJSA 1359/CRIJ 2328</td>
<td>Police Systems and Practices</td>
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**Core Courses Total 15**

#### 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 Studies Specialization-CJCJ)

#### Second Semester

| CJCR 2324/CRIJ 2301          | Community Resources in Corrections | 3 |
| ELCT                         | Criminal Justice Elective | 3 |

**Total Hours 67**

## Criminal Justice - Law Enforcement Technology Specialization (CJLET)

**430104**

### Associate of Applied Science Degree

#### First Year

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<th>Credit</th>
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<tr>
<td>CJSA1322/CRIJ 1301</td>
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<td>CJSA1317/CRIJ 1313</td>
<td>Juvenile Justice System</td>
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<tr>
<td>CJLE 1506</td>
<td>Basic Peace Officer I</td>
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#### Second Semester

| CJSA 1348      | Ethics in Criminal Justice | 3 |
| CJLE 1512      | Basic Peace Officer II | 5 |
| ENGL 1301      | ENGL 1302 or 2311 | 3 |
| MATH           | MATH 1332, 1342 or higher level | 3 |
| KINE           | Physical Activity Course | 1 |

#### Second Year

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**Total Clock Hours 740**

## Extended Basic Peace Officer Training (CJBP)

**430107**

### Certificate of Completion

#### First Semester

| CJLE 1506 | Basic Peace Officer I | 5 |

#### Second Semester

| CJLE 1512 | Basic Peace Officer II | 5 |

#### Third Semester

| CJLE 1518 | Basic Peace Officer III | 5 |

#### Fourth Semester

| CJLE 1524 | Basic Peace Officer IV | 5 |

#### Fifth Semester

| CJLE 1329 | Basic Peace Officer V | 3 |

**Total Hours 23**

## Basic Peace Officer Training (CJBP)

**430107**

### Non-Credit Certificate of Completion

#### First Semester

| CJLE 1006 | Basic Peace Officer I | 146 |

#### Second Semester

| CJLE 1012 | Basic Peace Officer II | 174 |

#### Third Semester

| CJLE 1018 | Basic Peace Officer III | 159 |

#### Fourth Semester

| CJLE 1024 | Basic Peace Officer IV | 148 |

#### Fifth Semester

| CJLE 1029 | Basic Peace Officer V | 113 |

**Total Clock Hours 740**

## Fire Protection Technology (BFPC.CC)

Central Texas College offers the workforce education courses listed below in Fire Protection Technology.

| FIRT 1301 | Fundamentals of Fire Protection | 3 |
| FIRT 1309 | Fire Administration I | 3 |
| FIRT 2309 | Firefighting Strategies and Tactics I | 3 |
| FIRT 1338 | Fire Protection Systems | 3 |

**Total Hours 12**

Upon successful completion of 12 semester credit hours the student may meet the initial employment requirements of a municipal fire department.
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

<table>
<thead>
<tr>
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<th>Credit</th>
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<tr>
<td>EMAP 1400</td>
<td>Principles of Basic Emergency Management</td>
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<td>LGLA 1304</td>
<td>Military and National Security Legal Issues</td>
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<td>Critical Infrastructure Protection</td>
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<td>HMSY 1342</td>
<td>Understanding and Combating Terrorism</td>
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<tr>
<td>ELEC</td>
<td>Social/Behavioral Science Selection</td>
</tr>
<tr>
<td>EMAP 2355</td>
<td>Disaster Recovery</td>
</tr>
<tr>
<td>or BMGT 1327</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>HMSY 1339</td>
<td>Homeland Security Emergency Contingency Planning</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>EMAP 2300</td>
<td>Developing Volunteer Resources and Decision Making</td>
</tr>
<tr>
<td>EMAP 2301</td>
<td>Leadership and Effective Communication</td>
</tr>
<tr>
<td>EMAP 2302</td>
<td>Managing Mass Casualty and Fatality Incidents</td>
</tr>
<tr>
<td>HMSY 2337</td>
<td>Managing a Unified Incident Command</td>
</tr>
<tr>
<td>HMSY 1470</td>
<td>Final Project in Homeland Security and Emergency Management</td>
</tr>
<tr>
<td>or HMSY 2476</td>
<td>Internship</td>
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<tr>
<td>Total Hours</td>
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Homeland Security and Emergency Management 440401 Certificate of Completion

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>HMSY 1337</td>
<td>Introduction to Homeland Security</td>
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<tr>
<td>EMAP 1400</td>
<td>Principles of Basic Emergency Management</td>
</tr>
<tr>
<td>LGLA 1304</td>
<td>Military and National Security Legal Issues</td>
</tr>
<tr>
<td>HMSY 1338</td>
<td>Homeland Security Emergency Communications Management</td>
</tr>
<tr>
<td>HMSY 1342</td>
<td>Understanding and Combating Terrorism</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>EMAP 2355</td>
<td>Disaster Recovery</td>
</tr>
<tr>
<td>or HMSY 1339</td>
<td>Homeland Security Emergency Contingency Planning</td>
</tr>
<tr>
<td>EMAP 2300</td>
<td>Developing Volunteer Resources and Decision Making</td>
</tr>
<tr>
<td>EMAP 2301</td>
<td>Leadership and Effective Communication</td>
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<tr>
<td>EMAP 2302</td>
<td>Managing Mass Casualty and Fatality Incidents</td>
</tr>
<tr>
<td>HMSY 2337</td>
<td>Managing a Unified Incident Command</td>
</tr>
<tr>
<td>HMSY 1470</td>
<td>Final Project in Homeland Security and Emergency Management</td>
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<tr>
<td>or HMSY 2476</td>
<td>Internship</td>
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Radio and Television Broadcasting

We are on the threshold of a communications revolution. The number of channels of information which can be delivered to people around the world is increasing at a staggering rate. The Radio/Television Broadcasting Program at Central Texas College prepares students to be the innovators and the creative leaders for this growing communications future. Hands-on, practical, and comprehensive, the program instructs students in a variety of broadcasting fields, present and future.

The Associate of Arts degree in Radio/Television Broadcasting 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 institution. As well as providing transfer credits and a hands-on, practical learning experience, the Certificates of Completion provide students with foundation skills which may be applied to the Central Texas College Associates of General Studies degree.

Radio/Television Broadcasting (RTBD) 090701

Associate of Arts Degree

Complete Core .............................................................................................................................................. 42
Health/Wellness/ Kinesiology (KINE Activity Courses) ........................................................................ 3
Computer Technology .............................................................................................................................. 3
Foreign Language (FREN, GERM, SPAN, JAPN) .................................................................................. 8
Radio/Television Broadcasting Specialization ......................................................................................... 10
Total Hours .................................................................................................................................................. 66

Radio Broadcasting (RTBD) 090701 Certificate of Completion

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>COMM 1335 Survey of Radio/Television</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2303 Audio/Radio Production</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2331 Radio/Television Announcing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2332 Radio/Television News</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1315, 1321 or 2341</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>COMM 2339 Writing for Radio, Television and Film</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2324 Practicum in Electronic Media (Audio)</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2327 Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>ITSC 1409 Integrated Software Applications I</td>
<td>4</td>
</tr>
<tr>
<td>COMM 2389 Academic Cooperative</td>
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<td>Total Hours</td>
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Television/Radio/Broadcasting (RTBC) 090701 Certificate of Completion

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<tbody>
<tr>
<td>COMM 1335 Survey of Radio/Television</td>
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<tr>
<td>COMM 2303 Audio/Radio Production</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2331 Radio/Television Announcing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2332 Radio/Television News</td>
<td>3</td>
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<tr>
<td>COMM 1336 Television Production I</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>COMM 2339 Writing for Radio, Television and Film</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2324 Practicum in Electronic Media (Audio)</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2327 Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1337 Television Production II</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 2314 Design Communications II</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>COMM 1238 Television Production III (Directing)</td>
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<td>ITSC 1409 Integrated Software Applications I</td>
<td>4</td>
</tr>
<tr>
<td>COMM 2389 Academic Cooperative</td>
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</tr>
<tr>
<td>Total Hours</td>
<td>39</td>
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</table>

Science

The Associate of Science degrees offered through the Science Department at Central Texas College are 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. Associate of Science degrees are available in Biology, Chemistry, Environmental Science and Geology. These degrees provide the foundation skills required of many diverse career fields from the health care industry to the emerging alternative energy area.

Biology (BIOL) 260101 Associate of Science Degree

| Complete Core | 42 |
| Health/Wellness/ Kinesiology (KINE Activity Courses) | 3 |
| Computer Technology | 3 |
| Mathematics Selection (MATH) | 3 |
| Natural Science Selection (BIOL, CHEM, PHYS, GEOL) | 4 |
| Biology Specialization | 11 |

| Total Hours | 66 |

Chemistry (CHEM) 400501 Associate of Science Degree

| Complete Core | 42 |
| Health/Wellness/ Kinesiology (KINE Activity Courses) | 3 |
| Computer Technology | 3 |
| Mathematics Selection (MATH) | 3 |
| Natural Science Selection (BIOL, CHEM, PHYS, GEOL) | 4 |
| Chemistry Specialization | 11 |

| Total Hours | 66 |

Environmental Science (ENVS) 030104 Associate of Science Degree

| Complete Core | 42 |
| Health/Wellness/ Kinesiology (KINE Activity Courses) | 3 |
| Computer Technology | 3 |
| Mathematics Selection (MATH) | 3 |
| Natural Science Selection (BIOL, CHEM, PHYS, GEOL) | 4 |
| Environmental Science Specialization | 11 |

| Total Hours | 66 |

Geology (GEOL) 400601 Associate of Science Degree

| Complete Core | 42 |
| Health/Wellness/ Kinesiology (KINE Activity Courses) | 3 |
| Computer Technology | 3 |
| Mathematics Selection (MATH) | 3 |
| Natural Science Selection (BIOL, CHEM, PHYS, GEOL) | 4 |
| Geology Specialization | 11 |

| Total Hours | 66 |

GEOL 1403 Physical Geology, GEOL 1404 Historical Geology, GEOG 1301 Physical Geography

Students deficient in mathematics must take College Algebra. This course should be taken during the summer term prior to the freshman year.
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 (SOCI) 450101

Associate of Arts Degree

<table>
<thead>
<tr>
<th>Component</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Core</td>
<td>42</td>
</tr>
<tr>
<td>Health/Wellness/ Kinesiology (KINE Activity Courses)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language (FREN, GERM, SPAN, JAPN)</td>
<td>8</td>
</tr>
<tr>
<td>Social Science Specialization</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>66</strong></td>
</tr>
</tbody>
</table>

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

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

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

Welding (WLDG) 480508

Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>First Year</th>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 1323</td>
<td>Welding Safety Tools and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>WLDG 1425</td>
<td>Introduction to Oxy-Fuel Welding and Cutting</td>
<td>4</td>
</tr>
<tr>
<td>WLDG 1428</td>
<td>Introduction to Shielded Metal Arc Welding (SMAW)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1332</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ELCT</td>
<td>Elective</td>
<td>3</td>
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</table>

| 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 |

<table>
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<tr>
<th>Second Year</th>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 1430</td>
<td>Introduction to Gas Metal Arc (GMAW) Welding</td>
<td>4</td>
</tr>
<tr>
<td>WLDG 1435</td>
<td>Introduction to Pipe Welding</td>
<td>4</td>
</tr>
<tr>
<td>WLDG 1434</td>
<td>Introduction to Gas Tungsten Arc (GTAW) Welding</td>
<td>4</td>
</tr>
<tr>
<td>WLDG 1417</td>
<td>Introduction to Layout and Fabrication</td>
<td>4</td>
</tr>
<tr>
<td>ELCT</td>
<td>Computer Technology Skills</td>
<td>3</td>
</tr>
<tr>
<td>GOVT</td>
<td>GOVT 2301or 2302</td>
<td>3</td>
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</table>

| Second Semester | WLDG 2453 | Advanced Pipe Welding | 4 |
|-----------------| WLDG 2447 | Advanced Gas Metal Arc (GMAW) Welding | 4 |
| SPCH            | SPCH 1315 or 1321 | 3 |
| ELCT            | Humanities/Fine Arts Selection | 3 |
| WLDG 2435 | Advanced Layout and Fabrication | 4 |
| or WLDG 2488   | Internship | 72 |
| **Total Hours** | **72** |
### Welding Technology (WLDG) 480508
#### Certificate of Completion

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr/Clock</th>
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<tbody>
<tr>
<td>WLDG 1323</td>
<td>Welding, Safety, Tools &amp; Equipment</td>
<td>3/96</td>
</tr>
<tr>
<td>WLDG 1313</td>
<td>Introduction to Blueprint Reading for Welders</td>
<td>3/96</td>
</tr>
<tr>
<td>WLDG 1425</td>
<td>Introduction to Oxy-Fuel Welding and Cutting</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 1428</td>
<td>Introduction to Shielded Metal Arc Welding (SMAW)</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 1457</td>
<td>Intermediate Shielded Metal Arc Welding (SMAW)</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 2443</td>
<td>Advanced Shielded Metal Arc Welding (SMAW)</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 1430</td>
<td>Introduction to Gas Metal Arc (GMAW) Welding</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 1434</td>
<td>Introduction to Gas Tungsten Arc (GTAW) Welding</td>
<td>4/96</td>
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<tr>
<td>WLDG 1435</td>
<td>Introduction to Pipe Welding</td>
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<td>WLDG 2406</td>
<td>Intermediate Pipe Welding</td>
<td>4/96</td>
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<td>WLDG 2453</td>
<td>Advanced Pipe Welding</td>
<td>4/96</td>
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<tr>
<td>WLDG 2435</td>
<td>Advanced Layout and Fabrication</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 2488</td>
<td>Internship</td>
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**Total Hours:** 38  
**Total Clock Hours:** 960/1168

### Welder (WLDG) 480508
#### Certificate of Completion

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>WLDG 1323</td>
<td>Welding Safety, Tools &amp; Equipment</td>
<td>3/96</td>
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<tr>
<td>WLDG 1313</td>
<td>Introduction to Blueprint Reading for Welders</td>
<td>3/96</td>
</tr>
<tr>
<td>WLDG 2443</td>
<td>Advanced Shielded Metal Arc Welding (SMAW)</td>
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<tr>
<td>WLDG 1430</td>
<td>Introduction to Gas Metal Arc (GMAW) Welding</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 1425</td>
<td>Introduction to Oxy-Fuel Welding and Cutting</td>
<td>4/96</td>
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<tr>
<td>WLDG 1428</td>
<td>Introduction to Shielded Metal Arc Welding (SMAW)</td>
<td>4/96</td>
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<tr>
<td>WLDG 1457</td>
<td>Intermediate Shielded Metal Arc Welding (SMAW)</td>
<td>4/96</td>
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<tr>
<td>WLDG 1430</td>
<td>Introduction to Gas Metal Arc (GMAW) Welding</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 1434</td>
<td>Introduction to Gas Tungsten Arc (GTAW) Welding</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 1435</td>
<td>Introduction to Pipe Welding</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 1417</td>
<td>Intro. to Layout and Fabrication</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 2488</td>
<td>Internship</td>
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**Total Hours:** 38  
**Total Clock Hours:** 864/1072

### Fitter (WLFC) 480508
#### Certificate of Completion

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<th>Course Title</th>
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<td>Welding Safety, Tools &amp; Equipment</td>
<td>3/96</td>
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<tr>
<td>WLDG 1313</td>
<td>Introduction to Blueprint Reading for Welders</td>
<td>3/96</td>
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<tr>
<td>WLDG 1425</td>
<td>Introduction to Oxy-Fuel Welding and Cutting</td>
<td>4/96</td>
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<tr>
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<td>Introduction to Shielded Metal Arc Welding (SMAW)</td>
<td>4/96</td>
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<tr>
<td>WLDG 1430</td>
<td>Introduction to Gas Metal Arc (GMAW) Welding</td>
<td>4/96</td>
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<tr>
<td>WLDG 1434</td>
<td>Introduction to Gas Tungsten Arc (GTAW) Welding</td>
<td>4/96</td>
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<td>WLDG 1435</td>
<td>Introduction to Pipe Welding</td>
<td>4/96</td>
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**Total Hours:** 38  
**Total Clock Hours:** 1440/1648

### Tacker (WLTC) 480508
#### Certificate of completion

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<td>3/96</td>
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<tr>
<td>WLDG 1313</td>
<td>Introduction to Blueprint Reading for Welders</td>
<td>3/96</td>
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<tr>
<td>WLDG 1425</td>
<td>Introduction to Oxy-Fuel Welding and Cutting</td>
<td>4/96</td>
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<tr>
<td>WLDG 1428</td>
<td>Introduction to Shielded Metal Arc Welding (SMAW)</td>
<td>4/96</td>
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</tr>
<tr>
<td>WLDG 1430</td>
<td>Introduction to Gas Metal Arc (GMAW) Welding</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 1434</td>
<td>Introduction to Gas Tungsten Arc (GTAW) Welding</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 1435</td>
<td>Introduction to Pipe Welding</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 1417</td>
<td>Intro. to Layout and Fabrication</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 2488</td>
<td>Internship</td>
<td>4/304</td>
</tr>
</tbody>
</table>

**Total Hours:** 34  
**Total Clock Hours:** 864/1072
ABDR  Autobody Repair

ABDR 1419  Basic Metal Repair  2-7-4
In-depth coverage of basic metal principles and working techniques including proper tool usage and product application.

ABDR 1431  Basic Refinishing  2-6-4
An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts. Prerequisite: ABDR 1419.

ABDR 1441  Structural Analysis and Damage Repair I  2-7-4
Expanded training in the roughing and shaping procedures on automotive sheet metal necessary to make satisfactory body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. Prerequisites: ABDR 1419 and 2447.

ABDR 1449  Automotive Plastic and Sheet Molded Compound Repair  2-6-4
A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and plastic welding. Prerequisite: ABDR 1419.

ABDR 1472  Auto Body Glass, Hardware & Trim  2-7-4
This course is designed to provide the student with instruction in the removal, replacement, and service of both stationary and moveable automotive glass as well as related interior and exterior hardware such as manual and power lock mechanisms and regulators. The removal and replacement/repair of exterior and interior trim is also covered. Prerequisite: ABDR 1419.

ABDR 2447  Advanced Auto Body Welding  2-7-4
This course is designed to provide the student with instruction in the use of those gas and electrical welding and cutting processes required in Auto Collision Repair. Basic gas welding and cutting, GMAW (MIG), resistance spot welding, and plasma arc cutting will be covered. Emphasis will be placed on safety; equipment selection and set up; the design, preparation, and fitting of weld joints; and the application of correct welding procedures to specific repair requirements. Prerequisite: ABDR 1419.

ABDR 2449  Advanced Refinishing  2-7-4

ABDR 2488  Internship-Autobody/Collision and Repair Technology/Technician  0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

ACCT  Accounting

ACCT 2301  Principles of Financial Accounting  3-0-3
An introduction to accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset, liability, and equity accounting in proprietorships, partnerships, and corporations.

ACCT 2302  Principles of Managerial Accounting  3-0-3
An introduction to the use of accounting information as an aid to management decision making. Topics include the statement of cash flows, financial analysis, cost behavior, budgeting, responsibility accounting, cost control, and product costing. Prerequisite: ACCT 2301.

ACNT  Accounting

ACNT 1311  Introduction to Computerized Accounting  2-4-3
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Prerequisites: ACNT 1325 or equivalent recommended.

ACNT 1325  Principles of Accounting I  2-4-3

ACNT 1326  Principles of Accounting II  2-4-3
A study of the fundamentals of managerial accounting. Emphasis on budgeting, planning, management decision making, and analysis of financial reports. Prerequisites: ACNT 1325 or equivalent recommended.

AGAH  Agriculture see also AGCR, AGEQ, AGMG and HALT

AGAH 1343  Animal Health  2-4-3
An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals.

AGAH 1347  Animal Reproduction  2-4-3
Study of organs, functions, endocrinology, and common management practices related to reproduction. Other topics will include artificial insemination and pregnancy determination.

AGAH 1353  Beef Cattle Production  2-4-3
An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing. Suggested prerequisite: AGRI 1419.

AGAH 2313  Principles of Feeds and Feeding  2-4-3
An overview of the anatomy and physiology of the digestive systems of various livestock animals. Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>AGCR 1307</td>
<td>Range Management</td>
<td>2-4-3</td>
<td>Study of the practical problems of managing native pastures and range lands. Topics include range land ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing.</td>
</tr>
<tr>
<td>AGCR 2318</td>
<td>Soil Science</td>
<td>2-4-3</td>
<td>Introduction to the physical, chemical, and biological properties of soils. Topics include the relationship between crops and soils, conservation of soil and water resources, and the economic use of fertilizer.</td>
</tr>
<tr>
<td>AGEQ 1301</td>
<td>Equine Behavior and Training I</td>
<td>2-3-3</td>
<td>Instruction in basic equine behavior and training methods. Topics include anatomy and physiology, behavior, safety, health care management, and training methods.</td>
</tr>
<tr>
<td>AGEQ 1311</td>
<td>Equine Science I</td>
<td>2-3-3</td>
<td>An introduction to the horse industry. Topics include breeds and breeding, selection, and management practices.</td>
</tr>
<tr>
<td>AGEQ 2301</td>
<td>Equine Behavior and Training II</td>
<td>2-3-3</td>
<td>A study of advanced concepts in equine behavioral patterns relevant to specific performance training strategies. Emphasis on training methods for specific performance objectives.</td>
</tr>
<tr>
<td>AGEQ 2311</td>
<td>Equine Science II</td>
<td>2-3-3</td>
<td>Study of advanced concepts in horse production. Emphasis on management practices utilized in the horse industry.</td>
</tr>
<tr>
<td>AGEQ 2339</td>
<td>Horsemanship II</td>
<td>2-3-3</td>
<td>Instruction in advanced horsemanship skills including cues, lead changes, head-set, side-pass, and pivots.</td>
</tr>
<tr>
<td>AGMG 2306</td>
<td>Livestock and Meat Marketing</td>
<td>2-4-3</td>
<td>Exploration of the relationship of livestock production to marketing. Topics include trends, consumption, processing, distribution, governmental regulation, transportation, and animal health.</td>
</tr>
<tr>
<td>AGMG 2486</td>
<td>Internship Agriculture Business &amp; Management, General</td>
<td>0-19-4</td>
<td>A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Department approval required.</td>
</tr>
<tr>
<td>AGRI 1131</td>
<td>The Agriculture Industry</td>
<td>1-0-1</td>
<td>An overview of world agriculture, nature of the industry, resource conservation, and the American system, including production, distribution, and marketing.</td>
</tr>
<tr>
<td>AGRI 1309</td>
<td>Computers in Agriculture</td>
<td>2-2-3</td>
<td>This course covers the use of computers in agricultural applications. It includes an introduction to programming languages, word processing, electronic spreadsheets, and agriculture software.</td>
</tr>
<tr>
<td>AGRI 1407</td>
<td>Agronomy</td>
<td>3-3-4</td>
<td>Classification and distribution of farm crops, their use, production, and identification will be studied with emphasis placed on those crops important to Texas. Studies will also include crop improvement technology, value of rotation, weed/pest/disease management, and use/need of fertilizer, which will be determined by soil testing in the laboratory to the course. Laboratory work will also include practical use of tillage and harvesting equipment by student participation in actual crop production.</td>
</tr>
<tr>
<td>AGRI 1415</td>
<td>Horticulture</td>
<td>3-3-4</td>
<td>An introduction to horticulture. Lectures will include basic botany, plant classification, plant structures, plant growth processes, plant production, as well as the environmental effects on the plant. Discussions will also include various landscape and ornamental plants, especially those that are native or well adapted to the local area. Laboratory will include hands on experience in all aspects of plant propagation and an introduction to greenhouse production and management.</td>
</tr>
<tr>
<td>AGRI 1419</td>
<td>Introductory Animal Science (Animal Husbandry)</td>
<td>3-3-4</td>
<td>An introductory survey course. Farm animals as a source of food, clothing, and labor. The place of livestock in farming and ranching. The value of heredity and breeding for improvement, importance of judging, pedigrees, and proper nutrition, and the proper handling and management of livestock.</td>
</tr>
<tr>
<td>AGRI 2301</td>
<td>Agriculture Power Units</td>
<td>2-2-3</td>
<td>Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems.</td>
</tr>
<tr>
<td>AGRI 2317</td>
<td>Introduction to Agriculture Economics</td>
<td>3-0-3</td>
<td>Fundamental economic principles including assembly, food production and processing, distribution, and agribusiness industries and their application to the problems of the agriculture industry.</td>
</tr>
<tr>
<td>AGRI 2330</td>
<td>Wildlife Conservation and Management</td>
<td>2-2-3</td>
<td>This course covers the principles and practices used in the production improvement of wildlife resources and the aesthetic, ecological, and recreational uses of public and private lands.</td>
</tr>
</tbody>
</table>

**AIRP Aviation Science** see also AVIM

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<tbody>
<tr>
<td>AIRP 1255</td>
<td>Intermediate Flight</td>
<td>1-3-2</td>
<td>Provides students with flight hours and skills to fulfill solo cross country requirements for the F.A.A., Commercial Pilot Certificate with airplane single engine land rating. Dual flight instruction provided to introduce basic instrument operations including instrument approaches and holding procedures. Prerequisites: F.A.A. Private Pilot Certificate with Airplane Category Rating: Current Class II F.A.A. Medical Certificate and completion or concurrent enrollment in AIRP 1341.</td>
</tr>
</tbody>
</table>
AIRP 1305 Aircraft Science 3-0-3
Introductory course in the development of aviation. Topics include design and development of aircraft and aircraft components, basic flight systems, aircraft flight characteristics and performance and the historical development of the Aviation Industry.

AIRP 1307 Aviation Meteorology 3-0-3
In-depth study of meteorological phenomena affecting aircraft operations. Topics include basic concepts of aviation meteorology including temperature, moisture, pressure and stability. Major emphasis is placed on recognition and avoidance of common aviation weather hazards. Course also covers procurement, analysis and use of weather reports and forecasts for flight planning.

AIRP 1315 Private Flight 2-3-3
Flight training to prepare the student for the completion of F.A.A. certification requirements for the Private Pilot Certificate with Airplane Single Engine Land Rating. Dual and solo flight hours are included for training in the areas of private pilot flight maneuvers and cross country navigation. Prerequisite: F.A.A. Class II Medical Certificate, F.A.A. Student Pilot Certificate and completion or concurrent enrollment in AIRP 1417.

AIRP 1341 Advanced Air Navigation 3-0-3
Skill development in advanced airplane systems and performance including radio navigation and cross-country flight planning. Includes an introduction to instrument flight operations and navigation. This course may be used as part of a program leading to Federal Aviation Administration certification. Prerequisite: AIRP 1417.

AIRP 1343 Aerodynamics 3-0-3
Study of the general principles of the physical laws of flight. Topics include physical terms and the four forces of flight: lift, weight, thrust, and drag; aircraft design; stability control; and high-speed flight characteristics.

AIRP 1417 Private Pilot Ground School 3-3-4
Basic ground school for the Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for FAA Private Pilot Certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations.

AIRP 1451 Instrument Ground School 3-3-4
A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of aerial navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration certification. Prerequisite: AIRP 1341.

AIRP 2239 Commercial Flight 1-3-2
Flight instruction necessary to qualify for the Federal Aviation Administration Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student for mastery of all commercial pilot maneuvers. Prerequisite: Minimum of a Private Pilot Certificate with Airplane category and instrument rating; have at least 125 hours of flight time of which no more than 40 were in an approved ground trainer; hold a current Class II FAA Medical Certificate; have completed or be concurrently enrolled in AIRP 2337, Commercial Ground School. Approved ground school must be completed prior to finishing AIRP 2239.

AIRP 2243 Flight Instructor - Multiengine Airplane 1-2-2
Instruction in flight training to prepare the student for the Federal Aviation Administration Flight Instructor - Multiengine Airplane Rating. Includes combined ground and flight instruction and analysis of flight maneuvers. Prerequisite: Must hold a current FAA CFI Certificate with Airplane Single Engine Rating and Instrument Airplane.

AIRP 2250 Instrument Flight 1-3-2
Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument procedures. Prerequisite: Minimum of a Private Pilot Certificate with an Airplane category; hold a Class II FAA Medical Certificate; a minimum of 95 hours of flight experience of which 25 were solo cross-country since the Private Pilot Certificate was issued; 20 hours of instrument instruction of which no more than 10 were in an approved ground trainer; have completed or will complete AIRP 1451 before the end of this course.

AIRP 2251 Multiengine Flight 2-2-2
Preparation for the multiengine class rating which will be added to a current pilot certificate. Includes explanation and demonstration of all required Federal Aviation Administration normal and emergency operations and procedures. Prerequisite: Commercial Pilot Certificate.

AIRP 2336 Certified Flight Instructor - Airplane 2-3-3
Flight instruction necessary to qualify for the Federal Aviation Administration Certified Flight Instructor - Airplane Certificate. Topics include ground and flight instruction. Prerequisite: Must hold Commercial Pilot certification with instrument rating.

AIRP 2337 Commercial Ground School 3-0-3
A study of advanced aviation topics that can be used for Federal Aviation Administration certification at the commercial pilot level. Includes preparation for the Commercial Airplane knowledge test. Prerequisite: AIRP 1451.

AIRP 2342 Flight Instructor - Instrument Airplane 2-2-3

AIRP 2355 Propulsion Systems 3-0-3
In-depth coverage of aircraft engine theory and principles of operation of various types of aircraft engines including reciprocating, turboprop, turbojet, and turbofan. Topics include propellers, superchargers, engine accessories, controls, and instrumentation.

ANTH Anthropology

ANTH 2301 Physical Anthropology 3-0-3
Principles of physical anthropology, human evolution, race, heredity, the organic basis of culture, and cultural history through the Paleolithic stage.

ANTH 2302 Introduction to Archeology 3-0-3
Overview of human origins and biocultural adaptations. Introduces methods and theory in the excavation and interpretation of material remains of past cultures.
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<tbody>
<tr>
<td>ARTC 1302</td>
<td>Digital Imaging I</td>
<td>2-4-3</td>
</tr>
<tr>
<td>ARTC 1313</td>
<td>Digital Publishing I</td>
<td>2-4-3</td>
</tr>
<tr>
<td>ARTC 1327</td>
<td>Typography</td>
<td>2-4-3</td>
</tr>
<tr>
<td>ARTC 2305</td>
<td>Digital Imaging II</td>
<td>2-4-3</td>
</tr>
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<td>ARCE 1311</td>
<td>Beginning Arabic I</td>
<td>3-0-3</td>
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<td>ARAB 2312</td>
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</tbody>
</table>

**Description:**

- **ARTC 1302 Digital Imaging I**: Digital imaging using raster image editing and/or image creation software; scanning, resolution, file formats, output devices, color systems, and image-acquisitions.
- **ARTC 1313 Digital Publishing I**: The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.
- **ARTC 1327 Typography**: A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.
- **ARTC 2305 Digital Imaging II**: Principles of digital image processing and electronic painting, emphasis on bitmapped- or raster-based image marking and the creative aspects of electronic illustration for commercial or fine art applications.
- **ARTC 2313 Digital Publishing II**: Layout procedures from thumbnails and roughs to final comprehensive and printing; emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects. Prerequisite: ARTC 1313
- **ARTC 2333 Publication Design**: Development of skills and advanced knowledge of publishing software, with emphasis on the maintenance of visual continuity in documents for publication.
- **ARTC 2348 Digital Publishing III**: A project based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques. Prerequisite: ARTC 2313
- **ARTC 2435 Portfolio Development for Graphic Design**: Preparation of a portfolio comprised of completed graphic design projects. An evaluation and demonstration of the portfolio presentation methods based on the student’s specific area of study.

**ARTS Arts**

- **ARTS 1303 Art History I**: This course is a survey of the major and minor arts from prehistoric times to the 14th century. Prerequisite: None
- **ARTS 1304 Art History II**: This course is a survey of the major and minor arts from the 14th century to the present. Prerequisite: None.
- **ARTS 1311 Design I**: This course gives basic instruction in the elements and principles of design, with emphasis on the study of form and color theory. It is a study of design in two-dimensional formats. Prerequisite: None
- **ARTS 1312 Design II**: This course gives basic instruction in the principles and elements of design as applicable to three-dimensional design problems. Prerequisite: None.
- **ARTS 1316 Drawing I**: This course involves a study of the basic drawing skills including both abstraction and expressive drawing in charcoal, pencil, pen, wash, conte, and mixed media. Prerequisite: None
- **ARTS 1317 Drawing II**: This course continues the development of skills, application of drawing media, and personal expression explored in Drawing I. Prerequisite: ARTS 1316.
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<tr>
<td>ARTS 2311</td>
<td>Design III</td>
<td>2-4-3</td>
<td>This course is designed primarily for the Commercial Art major, but can apply to Fine Arts as well. The student will learn to use standard computer-aided techniques in creating and elaborating upon designs. Focus will be on the use of Adobe Photoshop and Illustrator. Prerequisite: Computer literacy and ARTS 1311, or Instructor Approval.</td>
</tr>
<tr>
<td>ARTS 2313</td>
<td>Design and Communications I</td>
<td>2-4-3</td>
<td>This course is a study of current concerns and practices in the commercial arts, including contemporary media and techniques. Emphasis is on the introduction of Adobe Photoshop. Students must be computer literate. Prerequisite: None</td>
</tr>
<tr>
<td>ARTS 2314</td>
<td>Design and Communications II</td>
<td>2-4-3</td>
<td>This course is a study of current concerns and practices in the commercial arts, including contemporary media and techniques. Emphasis is on the use of Adobe Photoshop for the restoration and repair of images as well as correction and enhancement of digital photographs. Students must be computer literate. Prerequisite: None</td>
</tr>
<tr>
<td>ARTS 2316</td>
<td>Painting I</td>
<td>2-4-3</td>
<td>This course studies the techniques and materials used in oil-based and emulsion based painting. Drawing skills are recommended. Prerequisite: None.</td>
</tr>
<tr>
<td>ARTS 2317</td>
<td>Painting II</td>
<td>2-4-3</td>
<td>This course is a continuation of techniques explored in ARTS 2316 with emphasis on individual expression. Prerequisite: ARTS 2316.</td>
</tr>
<tr>
<td>ARTS 2322</td>
<td>Life Drawing I</td>
<td>2-4-3</td>
<td>This is a life drawing course which emphasizes structure and action of the human figure. Prerequisite: None.</td>
</tr>
<tr>
<td>ARTS 2341</td>
<td>Art Metals I</td>
<td>2-4-3</td>
<td>An introduction to jewelry-making and metalworking techniques. Basic fabrication techniques are stressed including bezel settings. Some lost wax casting is included. Prerequisite: None.</td>
</tr>
<tr>
<td>ARTS 2342</td>
<td>Art Metals II</td>
<td>2-4-3</td>
<td>A continuation of jewelry-making and metalworking techniques. Lost wax casting, surface treatments, and 3-D construction are emphasized. Prerequisite: ARTS 2341.</td>
</tr>
<tr>
<td>ARTS 2346</td>
<td>Ceramics I</td>
<td>2-4-3</td>
<td>This course is an introduction to making pottery by hand-built methods. Glazing and decoration techniques are covered. Prerequisite: None.</td>
</tr>
<tr>
<td>ARTS 2347</td>
<td>Ceramics II</td>
<td>2-4-3</td>
<td>This course is a continuation of pottery-making techniques. Prerequisite: ARTS 2346.</td>
</tr>
<tr>
<td>ARTS 2356</td>
<td>Photography I</td>
<td>2-4-3</td>
<td>An introduction to the basics of photography. Technical information will include camera operation, black and white camera techniques, knowledge of chemistry, and presentation skills. Emphasis will also be placed on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Students will be asked to complete projects which address art, journalism, and commercial photography. Prerequisite: None.</td>
</tr>
<tr>
<td>ARTS 2357</td>
<td>Photography II</td>
<td>2-4-3</td>
<td>Extends the student’s knowledge of technique and guides them in developing a personal outlook towards a specific application of the photographic process. Prerequisite: ARTS 2356.</td>
</tr>
<tr>
<td>ARTS 2366</td>
<td>Watercolor I</td>
<td>2-4-3</td>
<td>This course covers various techniques of painting in watercolor. It stresses color and composition in application of the medium. Drawing skills are recommended. Prerequisite: None.</td>
</tr>
<tr>
<td>AUMT 1405</td>
<td>Introduction to Automotive Technology</td>
<td>3-3-4</td>
<td>An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance.</td>
</tr>
<tr>
<td>AUMT 1407</td>
<td>Automotive Electrical Systems</td>
<td>2-7-4</td>
<td>An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. Prerequisites: AUMT 1405 and 2305.</td>
</tr>
<tr>
<td>AUMT 1410</td>
<td>Automotive Brake Systems</td>
<td>2-6-4</td>
<td>Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. Prerequisite: AUMT 1405.</td>
</tr>
<tr>
<td>AUMT 1416</td>
<td>Automotive Suspension and Steering Systems</td>
<td>2-6-4</td>
<td>A study of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Prerequisite: AUMT 1405.</td>
</tr>
<tr>
<td>AUMT 1419</td>
<td>Automotive Engine Repair</td>
<td>3-3-4</td>
<td>Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. Prerequisites: AUMT 1405, 2305 and 2434.</td>
</tr>
<tr>
<td>AUMT 1445</td>
<td>Automotive Heating and Air Conditioning</td>
<td>2-6-4</td>
<td>Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. Prerequisites: AUMT 1405, 1407, 1472 and 2437.</td>
</tr>
<tr>
<td>AUMT 1472</td>
<td>Automotive Computer Systems</td>
<td>2-7-4</td>
<td>This course provides the student with a working knowledge of automotive computer systems. It includes principles of operation, components and function, tools and test equipment, diagnosis, and service and repair of automotive computerized systems. Prerequisites: AUMT 1405, 1407, 2417 and 2437.</td>
</tr>
<tr>
<td>AUMT 2305</td>
<td>Automotive Engine Theory</td>
<td>2-2-3</td>
<td>Fundamentals of engine operation and diagnosis including lubrication and cooling systems. Emphasis on identification of components, measurements, inspections, and repair methods. Prerequisite: AUMT 1405.</td>
</tr>
<tr>
<td>AUMT 2413</td>
<td>Automotive Drive Train and Axles</td>
<td>2-6-4</td>
<td>A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair of transmissions/transaxles and drive lines. May be taught with manufacturer specific instructions. Prerequisite: AUMT 1405.</td>
</tr>
</tbody>
</table>
AUMT 2417 Automotive Engine Performance Analysis I 2-7-4
Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught with manufacturer specific instructions. Prerequisites: AUMT 1405, AUMT 1407, AUMT 2305, and AUMT 2437.

AUMT 2425 Automotive Automatic Transmission and Transaxle 2-6-4
A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. May be taught with manufacturer specific instructions. Prerequisite: AUMT 2413.

AUMT 2434 Automotive Engine Performance Analysis II 2-7-4
A study of diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. Prerequisites: AUMT 1407, 1471, 1472, 2305, and 2437.

AUMT 2437 Automotive Electronics 3-3-4
Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Prerequisites: AUMT 1405 and 1407.

AUMT 2488 Internship - Automobile/Automotive Mechanics Technology/Technician 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

AVIM Aviation Science see also AIRP

AVIM 2331 Airline Management 3-0-3
An examination of the organization, operation, and management of airlines. Topics include financing, aircraft selection, route feasibility studies, load factors, and marketing.

BCIS Computer Science see also COSC

BCIS 1405 Business Computer Applications 3-3-4
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet. Prerequisite: None.

BIOL Biology

BIOL 1308 Biology for Non Science Majors I 3-0-3
A study of selected topics of biological science for the non-science major. Topics include the cell concept, systems of the human body, aging, and introduction to genetics, evolution, and ecology.

BIOL 1322 Nutrition and Diet Therapy I 3-0-3
A study of the essential nutrients, including nutrient functions, food source, deficiency symptoms, and toxicity symptoms; the nutritional requirements throughout life; the effects of nutrition on health and fitness; nutrition fads and controversies; and evaluation of personal eating habits. Prerequisite: One semester of chemistry is recommended.

BIOL 1406 Biology for Science Majors I 3-3-4
Study of the fundamental principles of living organisms at the cellular level. Includes cell structure and function, photosynthesis/cellular respiration, mitosis/meiosis, DNA, Mendelian and modern genetics, bacterial structure and gene control. Prerequisite: Test score of 240 on both math and reading sections of the THEA exam or equivalent. No students are exempt from testing. Co-requisite: BIOC 1406.

BIOL 1407 Biology for Science Majors II 3-3-4
Aspects of systematics, survey of plant kingdom (structure/functioning/life cycles), survey of the animal kingdom, structure and functioning of animal systems, and aspects of ecology. Prerequisite: Test score of 240 on both math and reading sections of the THEA exam or equivalent. No students are exempt from testing. Co-requisite: BIOC 1407.

BIOL 1411 General Botany 3-3-4
The study of structure and function of plant cells, tissues, and organs with emphasis on angiosperms. An evolutionary survey of the following representative groups: algae, fungi, mosses, ferns, and seed plants (angiosperms and gymnosperms). Lecture and laboratory aspects are integrated. Prerequisite: BIOC 1411. Completion of BIOL 1406 is recommended prior to enrollment in this course.

BIOL 1413 General Zoology 3-3-4
A survey of important invertebrate and vertebrate groups of the animal kingdom emphasizing relevant biological concepts. Includes laboratory experiments and dissections; lifestyles, structures, and classification of protozoa, sponges, jellyfish, worms, molluscs, arthropods, echinoderms, and vertebrates. Co-requisite: BIOC 1413. Completion of BIOL 1406 is recommended. Completion of a college level science course is recommended.

BIOL 2401 Anatomy and Physiology I 3-3-4
Study of the structure and function of the human body. Main systems covered include: skeletal system, muscular system, integumentary system, immune system, digestive system, urinary system, lymphatic system, and reproductive system. Prerequisite: BIOC 2401. Completion of BIOL 1406 is recommended.

BIOL 2402 Anatomy and Physiology II 3-3-4
Study of the structure and function of the human body. Emphasis is on the function of body systems and interactions among body systems with emphasis on cardiovascular, respiratory, nervous, and endocrine systems. Integration of body systems is emphasized. Problem solving and interpretation of biomedical research is also stressed. Prerequisite: BIOL 2401. Co-requisite: BIOC 2402.

BIOL 2421 Microbiology for Science Majors 3-3-4
Fundamental principles of microbiology. Includes study of morphology, physiology, and classification of microbes and their relationships with soil, food, water, disease, and immunology. Designed for nursing and all allied health-related majors. Prerequisite BIOL 1406 with a grade of “C” or above, must have been taken within the last 5 years. Co-requisite: BIOC 2421.

BIOL 2428 Vertebrate Zoology 3-3-4
Structure, development, physiology, and natural history of the vertebrate animals. Emphasis will be placed on North American forms. Field trips are required at minimal student expense. Labs include dissections. Prerequisite: BIOL 1406, 1407, or 1413. Completion of a college level science course is recommended.
BMGT Business Administration and Management see also BUSG, HRPO and MRKG

BMGT 1301 Supervision 3-0-3
A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1325 Office Management 3-0-3
Systems, procedures, and practices related to organizing and planning office work, controlling employees’ performance, and exercising leadership skills.

BMGT 1327 Principles of Management 3-0-3
Concepts, terminology, principles, theory, and issues that are in the field of management.

BMGT 2370 Management Applications I 1-5-3
A management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. It serves as a program Capstone for those students whose situation precludes an internship. The course may be repeated (if topics and learning outcomes vary). Note: Should be taken during the last semester of a certificate program or at about the halfway point in a degree plan. Prerequisite: Consent of the Department Chair.

BMGT 2371 Management Applications II 1-5-3
A management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. It serves as a program Capstone for those students whose situation precludes an internship. Prerequisite: BMGT 2370 and Consent of the Department Chair.

BMGT 2488 Internship - Business Administration and Management, General 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

BMGT 2489 Internship - Business Administration and Management, General 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: BMGT 2488 and Consent of the Department Chair.

BUSG Business Administration and Management see also BMGT, HRPO and MRKG

BUSG 1315 Small Business Operations 3-0-3
Central Campus Only. A course in the unique aspects of operating a small business. Emphasizes management functions including how managers plan, exercise leadership, organize, and control the operations. Members of the Students in Free Enterprise (SIFE) organization that participate during the entire training program and document a minimum of 50 hours of active participation, can be awarded credit for this course with the approval of the SIFE Faculty Advisor.

BUSG 1370 Small Business Accounting 3-0-3
A course designed to introduce small business owners to basic accounting/financial information necessary to the successful operation of a business. Topics covered include, but are not limited to, cost behavior, cost-volume-profit relationships, budgeting, relevant cost, pricing decisions, payroll accounting and taxes.

BUSG 1371 Entrepreneurship and Business Plan Development 3-0-3
Involves the development and presentation of a plan to create or expand a business. It provides the student with an opportunity to develop and demonstrate a mastery of the essential competencies required for business opportunity analysis, the development of a marketing plan, and the development of a business financial plan. Students will prepare a business plan for a business that they want to develop or expand.

BUSG 1372 Financial Management of Personal Accounts 3-0-3
Personal and family accounts, budgets, and budgetary controls, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting, home ownership, wills, and trust plans.

BUSG 2305 Business Law/Contracts 3-0-3
Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

BUSG 2309 Small Business Management 3-0-3
A course on starting and operating a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

BUSI Business Administration and Management

BUSI 1301 Business Principles 3-0-3
Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

BUSI 2301 Business Law 3-0-3
Principles of law which form the legal framework for business activity.

CBFM Maintenance Technology see also CNBT, ELPT, MBST, PFPB, and WDWK

CBFM 1334 Interior and Exterior Painting and Refinishing 2-4-3
Interior and exterior painting and refinishing for commercial and residential applications. Prerequisite: CRPT 1429.

CBFM 2487 Internship–Building/Property Maintenance and Manager 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.
CDEC Early Childhood Professions

*All CDEC courses require a lab except CDEC 1195.

CDEC 1195 Special Topics in Child Care Provider/Assistant 1-0-1
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course has different topics and may be repeated.

CDEC 1303 Families, School and Community 2-2-3
A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, multicultural instruction, child abuse, and current issues. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1311 Educating Young Children 2-2-3
An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1313 Curriculum Resources for Early Childhood Programs 2-2-3
Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1317 Child Development Associate Training I 2-2-3
Based on the requirements for the Child Development Associate (CDA) National Credential. Three of the 13 functional areas of study include family, program management and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1318 Wellness of the Young Child 2-2-3
A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles apply to a variety of settings. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1319 Child Guidance 2-2-3
An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1321 The Infant and Toddler 2-2-3
A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1335 Early Childhood Development: 3-5 Years 2-2-3
This course covers the principles of normal growth and development from three to five years. Emphasis is on physical, emotional, and social development. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1354 Child Growth & Development 2-2-3
A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development.

CDEC 1356 Emergent Literacy for Early Childhood 2-2-3
An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1358 Creative Arts for Early Childhood 2-2-3
An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1359 Children with Special Needs 2-2-3
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.
CDEC 1371 Physical Development and Disorder in Children 2-2-3
This course is designed for the paraprofessional working in integrated early childhood settings. Roles and responsibility of the paraprofessional, including IEP and ISFP lesson plan teaching strategies, and hands-on training in physical management and care skills of the child with special needs are emphasized. Instruction in basic sign language, and an overview of current learning technologies to assist the child with disabilities, is included. Emphasis is placed on methods and materials for promoting activities of daily living. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1391 Special Topics in Family Life and Relations Studies 2-2-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. The focus is on setting up a FIDCH and activities for children. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1393 Special Topics in Early Childhood Education and Teaching 2-2-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2307 Math & Science for Early Childhood 2-2-3
An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2322 Child Development Associate Training II 2-2-3
A continuation of the study of the requirements for the Child Development Associate (CDA) National Credential. The six functional areas of study include safety, health, learning environment, self, social, and guidance. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2324 Child Development Associate Training III 2-2-3
A continuation of the study of the requirements for the Child Development Associate (CDA) National Credential. The four functional areas of study are creative, cognitive, physical, and communication. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2326 Administration of Programs for Children I 2-2-3
A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2328 Administration of Programs for Children II 2-2-3
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/ partnerships, and technical applications in programs. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2340 Instructional Techniques for Children with Special Needs 2-2-3
Exploration of development and implementation of curriculum for children with special needs. The focus is on how to adapt curriculum activities for children with special needs. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2341 The School Age Child 2-2-3
A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2384 Cooperative Education in Child Development 1-14-3
Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Includes a lecture component.

CETT Computer Electronics Technology see also CPMT, EECT, ELMT, ITCC and ITNW

CETT 1403 DC Circuits 3-3-4
A study of the fundamentals of direct current including Ohm’s law, Kirchhoff’s laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.
CETT 1405 AC Circuits 3-3-4
A study of the fundamentals of alternating current including
series and parallel AC circuits, phasors, capacitive and
inductive networks, transformers, and resonance. Prerequisite:
CETT 1403.

CETT 1421 Electronics Fabrication 3-3-4
A study of electronic circuit fabrication techniques including
printed circuit boards, wire wrapping, bread boarding, and
various soldering techniques.

CETT 1425 Digital Fundamentals 3-3-4
An entry level course in digital electronics covering number
systems, binary mathematics, digital codes, logic gates,
Boolean algebra, Karnaugh maps, and combinatorial logic.
Emphasis on circuit logic analysis and troubleshooting digital
circuits.

CETT 1429 Solid State Devices 3-3-4
A study of diodes and bipolar semiconductor devices,
including analysis of static and dynamic characteristics, bi
techniques, and thermal considerations of solid state devices.
Prerequisite: CETT 1405.

CETT 1441 Solid State Circuits 3-3-4
A study of various semiconductor devices incorporated
in circuits and their applications. Emphasis on circuit
construction, measurements, and analysis. Prerequisite: CETT
1429.

CETT 1449 Digital Systems 3-3-4
A course in electronics covering digital systems. Emphasis
on application and troubleshooting digital systems using
counters, registers, code converters, multiplexers, analog-to-
digital to-analog circuits, and large-scale integrated circuits.
Prerequisites CETT 1425 and CETT 1429.

CETT 1491 Special Topics in Computer
Engineering Technology/Technician 3-3-4
Topics address recently identified current events, skills,
knowledge, and/or attitudes and behaviors pertinent to the
technology or occupation and relevant to the professional
development of the student. This course was designed to
be repeated multiple times to improve student proficiency.
Prerequisites CETT 1429 and CETT 1449.

CETT 1509 DC-AC Circuits 4-3-5
Fundamentals of DC circuits and AC circuits operation
including Ohm’s law, Kirchhoff’s laws, networks,
transformers, resonance, phasors, capacitive and inductive and
circuit analysis techniques.

CETT 2449 Research and Project Design 3-3-4
Principles of electrical/electronic design encompassing
schematics wiring diagrams, materials lists, operating
characteristics, completion schedules, and cost estimates.
Prerequisites: CETT 1429 and CETT 1449.

CETT 2489 Internship-Computer Engineering Technology/Technician 0-19-4
A work-based learning experience that enables the student to
apply specialized occupational theory, skills and concepts. A
learning plan is developed by the college and the employer.
Prerequisite: Department approval required.

CHEF Hospitality Management see also
HAMG, IFWA, PSTR, RSTO and TRVM

CHEF 1301 Basic Food Preparation 1-8-3
A study of the fundamental principles of food preparation
and cookery to include Brigade System, cooking techniques,
material handling, heat transfer, sanitation, safety, nutrition,
and professionalism. National Restaurant Association (NRA)
Food Production Certificate Examination.

CHEF 1305 Sanitation and Safety 3-0-3
A study of personal cleanliness; sanitary practices in food
preparation; causes, investigation, control of illness caused by
food contamination (Hazard Analysis Critical Control Points);
and work place safety standards.

CHEF 1341 American Regional Cuisine 2-4-3
A study of the development of regional cuisine in the United
States with emphasis on the similarities in production and
service systems. Application of skills to develop, organize, and
build a portfolio of recipe strategies and production systems.
Prerequisite: CHEF 1301.

CHEF 1345 International Cuisine 2-4-3
The study of classical cooking skills associated with the
preparation and service of international and ethnic cuisine.
Topics include similarities between food production systems
used in the United States and other regions of the world.
Prerequisite: CHEF 1301.

CHEF 1346 Garde Manger 2-6-4
A study of specialty foods and garnishes. Emphasis on design,
techniques, and display of fine foods. Prerequisite: CHEF
1301.

CHEF 2301 Intermediate Food Preparation 1-8-3
Continuation of previous food preparation course. Topics
include the concept of pre-cooked food items, as well as
scratch preparation. Covers full range of food preparation
techniques. Prerequisite: CHEF 1301.

CHEF 2302 Saucier 2-3-3
Instruction in the preparation of stocks, soups, classical sauces,
contemporary sauces, accompaniments, and the pairing of
saucers with a variety of foods. Prerequisite: CHEF 1301.

CHEF 2332 Buffet Theory and Production 2-4-3
Advanced concepts in the construction of inedible display
items. Emphasis on buffet production, presentation, and
service. The student will produce tallow, butter, and ice
sculptures, and organize a buffet layout. Prerequisite: CHEF
1301.

CHEM Chemistry

CHEM 1406 Introductory Chemistry I 3-3-4
This course is a survey of the fundamentals of general
chemistry with applications from medicine, modern living,
agriculture, and the environment. This course is designed for
non-science majors who need a lab science credit, for nursing
students seeking a B.S. degree or background for physiology,
and also for students who have very little or no chemical
background. Prerequisite: minimum math THEA score of 230
or completion of DSMA 0301, Developmental Mathematics II.
Co-requisite: CHEX 1406.
CHEM 1407 Introductory Chemistry II 3-3-4
A survey of the fundamentals of organic and biochemistry for nursing students interested in the processes of life. Basic principles, nomenclature, principle reactions and methods of synthesis, and the major classes of physiologically important compounds are studied. Prerequisite: CHEM 1406, or CHEM 1411. Co-requisite: CHEX 1407.

CHEM 1411 General Chemistry I 3-4-4
The first of two courses for science-related majors, this course is a study of the fundamental theories and laws of chemistry, chemical nomenclature, metals and non-metals and their compounds, states of matter, solutions, and the quantum theory of structure. Emphasis is placed on problem solving. Prerequisite: MATH 1414 or consent of the Department Chair. Co-requisite: CHEX 1411.

CHEM 1412 General Chemistry II 3-4-4
The second of two courses for science-related majors, this course covers kinetics, chemical equilibrium, acid-base concepts, electrochemistry, elementary thermodynamics, and introduction to nuclear chemistry. Prerequisite: CHEM 1411. Co-requisite: CHEX 1412.

CHEM 2423 Organic Chemistry I 3-4-4
The first of two courses designed to provide a foundation in organic chemistry, a study of the chemistry of carbon and its compounds. The course is a study of structural theory, functional groups, nomenclature, stereochemistry, reaction mechanisms, synthesis, and properties of organic compounds. This course is designed for both science majors and minors. Prerequisites: CHEM 1411 and CHEM 1412. Co-requisite: CHEX 2423.

CHEM 2425 Organic Chemistry II 3-4-4
As a continuation of CHEM 2423 this course involves a more in-depth study of the topics covered in CHEM 2423 in addition to the study of aliphatic and aromatic compounds and spectroscopic analysis concepts. Designed for both science majors and minors. Prerequisite: CHEX 2423.

CHIN Chinese

CHIN 1311 Beginning Chinese I 3-0-3
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

CHIN 1312 Beginning Chinese II 3-0-3
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: CHIN 1311 with a grade of "C" or above.

CHIN 1411 Beginning Chinese I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

CHIN 1412 Beginning Chinese II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: CHIN 1411 with a grade of "C" or above.

CHIN 2311 Intermediate Chinese I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: CHIN 1411 and 1412 with a grade of "C" or above.

CHIN 2312 Intermediate Chinese II 3-0-3
This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: CHIN 2311 with a grade of "C" or above.

CHLT Mental Health Services See also CMSW, DAAC, GERS, PSYT and SCWK

CHLT 1309 Community Ethics 3-0-3
This course will include discussions on the role of ethics as it pertains to health care and community settings. It will include ethical decision-making, teamwork and the impact of illness on the individual and the social setting. Professional ethical and legal conduct in human services will be explored.

CJCR Criminal Justice See also CJLE, CJSA and SLPS

CJCR 1304 Probation and Parole 3-0-3
A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

CJCR 1307 Correctional Systems and Practices 3-0-3
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CJCR 1358 Rights of Prisoners 3-0-3
Analysis of the legal rights of the convicted offender incarcerated in state and federal penal institutions. Emphasis on constitutional principles, case law, and federal and state statutes concerning prisoner rights.

CJCR 1391 Special Topics in Corrections/Correctional Administration 3-0-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisites: Consent of the Department Chair.

CJCR 1400 Basic Jail Course 4-1-4
Provides instruction in human relations; observation; evaluation of prisoners, booking procedures; classification; mug shots; fingerprinting, strip searches; meals, medical services, visitation; inmates rights and privileges; detention areas; key; knife and tool control; disturbances; riots; fire procedures; and release procedures. Taught in accordance with the current TCLEOSE instructor guides provided by the Commission for course #1005.

CJCR 2324 Community Resources in Corrections 3-0-3
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CJCR 2325 Legal Aspects of Corrections 3-0-3
A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff.
CJCR 2466 Practicum (or Field Experience)
Corrections/Correctional Administration 0-28-4
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Consent of the Department Chair.

CJLE Criminal Justice see also CJCR, CJSA and SLPS

CJLE 1006 Basic Peace Officer I 146 clock hours
Introduction to fitness and wellness, history of policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course taken in conjunction with Basic Peace Officer II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 1012 Basic Peace Officer II 174 clock hours
Basic preparation for a new peace officer. Covers field note taking, report writing, “use of force” law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 1018 Basic Peace Officer III 159 clock hours
Basic preparation for a new peace officer. Covers laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course taken in conjunction with Basic Peace Officer I, II, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 1024 Basic Peace Officer IV 148 clock hours
Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This course taken in conjunction with Basic Peace Officer I, II, and III will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 1029 Basic Peace Officer V 113 clock hours
Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. This course taken in conjunction with Basic Peace Officer I, II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1211 Basic Firearms 1-2-2
Instruction in firearm safety, cleaning and care techniques, proper shooting principles, and proficiency with a handgun and shotgun. Prerequisite: Department approval required.

CJLE 1329 Basic Peace Officer V 3-0-3
Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. This course taken in conjunction with Basic Peace Officer I, II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1333 Traffic Law and Investigation 3-0-3
Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

CJLE 1345 Intermediate Crime Scene Investigation 3-0-3
Topics include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions. Prerequisites: CRIJ 2314/CJSA 1342 or Police Academy.

CJLE 1506 Basic Peace Officer I 3-7-5
Introduction to fitness and wellness, history of Policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course, taken in conjunction with Basic Peace Officer II, III, and IV, will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 1512 Basic Peace Officer II 3-7-5
Basic preparation for a new peace officer. Covers field note taking, report writing, “use of force” law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course, taken in conjunction with Basic Peace Officer I, III, and IV, will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1518 Basic Peace Officer III 3-7-5
Basic preparation for a new peace officer. Covers laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course, taken in conjunction with Basic Peace Officer I, II, and IV, will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1524 Basic Peace Officer IV 3-8-5
Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This course, taken in conjunction with Basic Peace Officer I, II, and III, will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.
CJLE 2345 Vice and Narcotics Investigation 3-0-3
Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques. Prerequisite: CRIJ 2314/CJSA 1342.

CJLE 2486 Internship-Criminal Justice/Police Science 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

CJSA Criminal Justice see also CJCR, CSLE and SLPS

CJSA 1192 Special Topics in Criminal Justice/Law Enforcement Administration 1-0-1
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

CJSA 1302 Private Security Officer Training 3-0-3
A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification. Prerequisite: Consent of Department Chair.

CJSA 1308 Criminalistics I 3-0-3
Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. Prerequisites: CRIJ 2314/CJSA 1342.

CJSA 1312 Crime in America 3-0-3
The study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and crime prevention.

CJSA 1313 Court Systems and Practices 3-0-3
The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing.

CJSA 1317 Juvenile Justice System 3-0-3
A study of the juvenile justice process. Topics include specialized juvenile law; role of the juvenile law; role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CJSA 1318 Court Management 3-0-3
Exploration of operational issues in the administration of American courts. Topics include responsibilities of court personnel, records management, and organizational management topics.

CJSA 1322 Introduction to Criminal Justice 3-0-3
The study of the history and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement, court system; prosecution and defense; trial process; corrections.

CJSA 1327 Fundamentals of Criminal Law 3-0-3
A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

CJSA 1342 Criminal Investigation 3-0-3
Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, case and trial preparation.

CJSA 1348 Ethics in Criminal Justice 3-0-3
Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

CJSA 1351 Use of Force 3-0-3
A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement. Prerequisite: Consent of Department Chair.

CJSA 1359 Police Systems and Practices 3-0-3
Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

CJSA 1393 Special Topics in Criminal Justice Studies 3-0-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: CRRIJ 1301/CJSA 1322 and consent of Department Chair.

CJSA 2300 Legal Aspects of Law Enforcement 3-0-3
Exploration of police authority. Topics include responsibilities and constitutional constraints, law of arrest, search and seizure, and police liability.

CJSA 2302 Police Management, Supervision, and Related Topics 3-0-3
Techniques and theories regarding dealing with people, their performance and problems. Topics include basic supervision, leadership, time management, first-line supervision, and management by objectives.

CJSA 2331 Child Abuse, Prevention and Investigation 3-0-3
Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law, and conduct case studies. Prerequisites: CRIJ 2314/CJSA 1342 or CRIJ 1313/CJSA 1317, or Police Academy.

CJSA 2334 Contemporary Issues in Criminal Justice 3-0-3
A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. Prerequisite: Consent of Department Chair.

CJSA 2488 Internship-Criminal Justice Safety Studies 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

Central Texas College Catalog 2010-2011 - Course Descriptions 105
CMSW Mental Health Services  see also
CHLT, DAAC, GERS, PSYT and SCWK

CMSW 1167 Practicum (or Field Experience) -
Clinical and Medical Social Work 0-10-1
This course provides the student with practical general training
and experience in the workplace through assignment to a
specific field placement site. The guided external experience is
conducted under the supervision of professionals from the
host agency. Liability insurance, transportation, physical exam,
documentation of required immunizations, CPR/First Aid,
and medical insurance will be provided by the student.
This course is the Capstone Experience for students exiting
the program with an Advanced Certificate or Associates in
Applied Science (AAS) Degree in Mental Health Services
with an At-Risk Youth Specialization, or an AAS with a Social
Work Specialization. It provides a final external learning
experience that allows the student to apply broad knowledge of
the profession. Prerequisites: Departmental Approval, PSYT
1329, CMSW 1309, DAAC 1319, DAAC 2354 Recommended
Prerequisites: (CMSW 1313, SOCW 2361 Depending on
Specialization)

CMSW 1309 Problems of Children and
Adolescents 2-4-3
This course will provide an examination of the particular
problems of children and youth; and their implications for
the delivery of social services. Emphasis is on social service
institutions of a preventive and rehabilitative nature.

CMSW 1370 Adolescent Development 3-0-3
The study of the development phases from adolescence
through young adulthood will be explored. Identification
of the task and goals to be achieved during these stages of
development will be discussed. Topics include physical
and psychological changes as well as the areas of interpersonal
relationships and the individual’s ability to relate to the social
environment.

CNBT Maintenance Technology  see also
CBFM, CRPT, ELPT, MBST, FFPB and WDK

CNBT 1446 Construction Estimating I 3-3-4
Fundamentals of estimating materials and labor costs in
construction. Prerequisite: Department approval required.

COMM Communications/Journalism

COMM 1307 Introduction to Mass
Communication 3-0-3
Instruction to mass media of the modern world. A survey of
all mass media, their purposes, and their methods of operation.

COMM 2305 Editing and Layout 2-2-3
Enables students to develop an understanding of the newsroom
organization and the entire news/editorial process. Students
perform copy editing for errors of fact, interpretation, and
grammar. Emphasis is on developing a regard for accuracy
and fairness in the editing and design process. Prerequisite:
COMM 2311.

COMM 2311 News Gathering and Writing I 3-2-3
Fundamentals of writing news for the mass media. Includes
instruction in methods and techniques for gathering,
processing, and delivering news in a professional manner.

COMM 2315 News Gathering and Writing II 3-2-3
Continuation of the aims and objectives of News Gathering
and Writing I with emphasis on advanced reporting techniques.
Prerequisite: COMM 2311 or consent of the Department Chair.

COMM Radio/Television Broadcasting
Communications

COMM 1238 Television Production III
(Directing/Producing) 2-4-2
Study and practical experience with television production
control equipment including switches, audio consoles, special
effects and graphics. Prerequisite: COMM 1336.

COMM 1335 Survey of Radio/Television 3-0-3
Study of the development, regulation, economics, social
impact and industry practices in broadcasting and cable
communication. Includes non-broadcast television and radio,
new technologies, and other communication systems.

COMM 1336 Television Production I (Studio) 3-3-3
Study and practical experience with television studio
production equipment including cameras, lighting, audio, sets
and communication with talent.

COMM 1337 Television Production II (Field) 3-3-3
Study and practical experience in the operation of television
field production equipment including cameras, lighting, audio,
video storage and editing systems.

COMM 2303 Audio/Radio Production 2-2-3
Concepts and techniques of sound production, including the
coordinating and directing processes. Hands-on experience
with equipment, sound sources, and direction of talent.

COMM 2324 Practicum in Electronic Media
(Audio) 2-4-3
Study and practical experience in digital audio production
systems and software including multi-track recording
techniques, processing and special effects. Prerequisite:
COMM 2303.

COMM 2326 Practicum in Electronic Media
(Special Projects) 2-3-3
Lecture and laboratory instruction and participation in special
project production. Prerequisite: COMM 1337 or COMM
1336.

COMM 2327 Introduction to Advertising 3-0-3
Fundamentals of advertising including marketing theory and
strategy, copy writing, and selection of media.

COMM 2331 Radio/Television Announcing 3-0-3
Principles of announcing: study of voice, diction,
punctuation, and delivery. Experience in various types of
announcing. Study of phonetics will be included.

COMM 2332 Radio/Television News 3-3-3
Preparation and analysis of news gathering and presentation
styles for the electronic media.

COMM 2339 Writing for Radio, Television,
and Film 3-0-3
Introduction to basic script formats, terminology, and writing
techniques, including the writing of commercials, public
service announcements, promotional announcements, and
other materials.

COMM 2389 Academic Cooperative 0-7-3
An instructional program designed to integrate on-campus
study with practical hands-on work experience in a specific
area of communication. Prerequisite: Consent of the Radio/
TV Broadcasting Department Chair is required.
COSC  Computer Science  see also BCIS

COSC 1301 Introduction to Computing  3-1-3
Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student’s major field of study in business or computer science.

COSC 2425 Computer Organization and Machine Language  3-3-4
Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. Prerequisite: None.

CPMT Computer Electronics Technology  see also CETT, EECT, ELMT, ITCC and ITNW

CPMT 1403 Introduction to Computer Technology  3-3-4
A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

CPMT 1404 Microcomputer Systems Software  3-3-4
Skills development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers.

CPMT 1445 Computer Systems Maintenance  3-3-4
Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. Prerequisite CETT 1425 and CETT 1429

CPMT 1449 Computer Networking Technology  3-3-4
Networking fundamentals, terminology, hardware, software, and network architecture. Includes local and wide area networking concepts and networking installations and operations. Prerequisite: CETT 1425 and CPMT 1403.

CPMT 2350 Industry Certification Preparation  2-3-3
Overview of the objectives for industry specific certification exam(s). Prerequisite: ITCC 2408.

CPMT 2434 Network Security  3-3-4
Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products and solutions; firewall and secure router design, installation, configuration and maintenance; AAA implementation using routers and firewalls; VPN implementation using routers and firewalls.

CPMT 2445 Computer System Troubleshooting  3-3-4
Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. Prerequisite: CPMT 1445

CRIJ Criminal Justice

CRIJ 1301 Introduction to Criminal Justice  3-0-3
History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

CRIJ 1306 Court Systems and Practices  3-0-3
The study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

CRIJ 1307 Crime in America  3-0-3
The study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

CRIJ 1310 Fundamentals of Criminal Law  3-0-3
Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

CRIJ 1313 Juvenile Justice System  3-0-3
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2301 Community Resources in Corrections  3-0-3
An introductory study of the role of the community in corrections, community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CRIJ 2313 Correctional Systems and Practices  3-0-3
A study of the role of corrections in the criminal justice system. Topics include organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatments and rehabilitation, and current and future issues.

CRIJ 2314 Criminal Investigation  3-0-3
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2323 Legal Aspects of Law Enforcement  3-0-3
Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.

CRIJ 2328 Police Systems and Practices  3-0-3
Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

CRPT Maintenance Technology  See also CBFM, CNBT, ELPT, MBST, PFPB and WDWK

CRPT 1411 Conventional Roof Systems  3-3-4
Principles of design and construction of a conventional roof system incorporating gable, hip, and intersections. Emphasis given to safe work practices and the selection, use, and maintenance of tools and equipment. Prerequisite: CRPT 1429.

CRPT 1415 Conventional Wall Systems  3-3-4
Conventional wall systems with emphasis on wood frame construction. Includes identification of components; construction of wall systems; safe work practices; and the selection, use, and maintenance of tools and equipment. Prerequisite: CRPT 1429.

CRPT 1423 Floor Systems  3-3-4
An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the selection, use, and maintenance of tools and equipment. Prerequisite: CRPT 1429.
### CSME Cosmetology

**CSME 1443 Manicuring and Related Theory**  
2-8-4  
Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Co-requisites: CSME 1501 and CSME 1551.

**CSME 1453 Chemical Reformation and Related Theory**  
2-8-4  
Presentation of the theory and practice of chemical reformation, including terminology, application, and workplace competencies. Prerequisite: CSME 1443, 1501 and 1551. Co-requisite: CSME 1505 and 1547.

**CSME 1501 Orientation to Cosmetology**  
3-8-5  
An overview of the skills and knowledge necessary for the field of cosmetology. Co-requisite: CSME 1443 and 1551.

**CSME 1505 Fundamentals of Cosmetology**  
3-8-5  
A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Prerequisites: CSME 1443, 1501 and 1551. Co-requisites: CSME 1453 and 1547.

**CSME 1547 Principles of Skin Care/Facials and Related Theory**  
3-8-5  
In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Prerequisite: CSME 1443, 1501 and 1551. Co-requisite: CSME 1453 and 1505.

**CSME 1551 Artistry of Hair, Theory & Practice**  
3-8-5  
Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Co-requisite: CSME 1443.

**CSME 2441 Preparation for the State Licensing Examination**  
2-8-4  
Preparation for the state licensing examination. Prerequisites: CSME 1443, 1453, 1501, 1505, 1547 and 1551. Co-requisites: CSME 2501 and 2539.

**CSME 2501 The Principles of Hair Coloring and Related Theory**  
3-8-5  
Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. Prerequisites: CSME 1443, 1453, 1501, 1505, 1547, 1551. Co-requisite: CSME 2441 and 2539.

**CSME 2539 Advanced Hair Design**  
3-8-5  
Advanced concepts in the theory and practice of hair design. Prerequisites: CSME 1443, 1453, 1501, 1505, 1547, 1551. Co-requisite: CSME 2441 and 2501.

### CZEC Czech

**CZEC 1311 Beginning Czech I**  
3-0-3  
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**CZEC 1312 Beginning Czech II**  
3-0-3  
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: CZEC 1311 with a grade of “C” or above.
This advanced placement helps students gain practical experience in the discipline, enhances skills, and integrates knowledge gained from the classroom. Direct supervision at an advanced level is provided by clinical professionals at the host agency. The guided external experiences may be paid or unpaid. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, background check, drug screen and medical insurance will be provided by the student. This course is the Capstone Experience for the student exiting the program with an Advanced Certificate and the AAS Degree in Chemical Dependency Counseling. It provides a final external learning experience that allows the student to apply broad knowledge of the profession. Prerequisites: Departmental Approval required. A learning plan is developed by the college and employer. Apply specialized occupational theory, skills and concepts. A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

**DEMR Diesel**

**DEMR 1330 Steering and Suspension I**  
A study of design, function, maintenance, and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components. Prerequisite: DEMR 1401.

**DEMR 1401 Shop Safety and Procedures**  
A study of shop safety, rules, basic shop tools, and test equipment.

**DEMR 1405 Basic Electrical Systems**  
Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries. Prerequisites: DEMR 1401 and DEMR 1406.

**DEMR 1406 Diesel Engine I**  
An introduction to the basic principles of diesel engines and systems. Prerequisite: DEMR 1401.

**DEMR 1410 Diesel Engine Testing and Repair I**  
An introduction to testing and repairing diesel engines including related systems specialized tools. Prerequisites: DEMR 1401 and DEMR 1406.

**DEMR 1416 Basic Hydraulics**  
Fundamentals of hydraulics including components and related systems. Prerequisite: DEMR 1401.

**DEMR 1417 Basic Brake Systems**  
Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting. Prerequisite: DEMR 1401.

**DEMR 1421 Power Train I**  
Fundamentals, repair, and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair. Prerequisites: DEMR 1401 and DEMR 1416.

**DEMR 1447 Power Train II**  
Continuation of fundamentals and theory of power train systems. Emphasis on disassembly, inspection, and repair of power train components. Prerequisites: DEMR 1401 and DEMR 1421.

**DEMR 1449 Diesel Engine II**  
An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. Prerequisites: DEMR 1401, 1406, 1410 and 2434.

**DEMR 2412 Diesel Engine Testing and Repair II**  
Coverage of testing and repairing diesel engines including related systems and specialized tools. Prerequisites: DEMR 1401 and 1406.

**DEMR 2434 Advanced Diesel Tune-Up and Troubleshooting**  
Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach. Prerequisites: DEMR 1401, 1405, 1406, and 1410.

**DEMR 2488 Internship-Diesel Mechanics Technology/Technician**  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

**DFTG Computer-Aided Drafting and Design**  
see also ARCE

**DFTG 1405 Technical Drafting**  
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.

**DFTG 1409 Basic Computer-Aided Drafting**  
An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Prerequisites: ENGR 1304 or DFTG 1405 or concurrent enrollment.

**DFTG 1417 Architectural Drafting - Residential**  
Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for a residential structure with emphasis on light frame construction methods. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

**DFTG 1458 Electrical/Electronics Drafting**  
A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring and assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

**DFTG 2402 Machine Drafting**  
Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Prerequisites: ENGR 1304 or DFTG 1405, ENGR 1305 or DFTG 2417, or concurrent enrollment.

**DFTG 2412 Technical Illustration and Presentation**  
Introduction to pictorial drawings as used in industrial catalogs, assembly sheets, new paper publications and promotional literature. Topics include pictorial drawing including isometrics, oblique, perspectives, charts, and graphs, shading, and use of different media including pencil and ink. Prerequisite: ENGR 1304 or DFTG 1405, or concurrent enrollment
DFTG 2417 Descriptive Geometry 3-3-4
Examination of the graphical solution to problems involving points, lines, and planes in space. Prerequisite: ENGR 1304 or DFTG 1405.

DFTG 2421 Topographical Drafting 3-3-4
A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. All drawing assignments will be computer generated. Prerequisite: Second semester Sophomore standing in the Drafting Program.

DFTG 2423 Pipe Drafting 3-3-4
A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

DFTG 2438 Final Project - Advanced Drafting 3-3-4
A general drafting course in which students participate in a simulated project. The process from conception to conclusion is studied. All work done in this class will typify actual industrial projects. An employment resume, cover letter, and portfolio will be completed as part of the course requirements. All projects will be completed with the use of Computer-Aided Drafting (AutoCAD). Prerequisites: Second semester Sophomore standing in the Drafting program.

DFTG 2440 Solid Modeling/Design 3-3-4
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Prerequisite: DFTG 1409 and consent of the Department Chair.

DRAM Drama

DRAM 1310 Introduction to Theater 3-0-3
This course surveys all phases of theater including history, dramatic works, stage techniques, and their relation to fine arts. Prerequisite: None.

DRAM 1320 Theater Practicum I 2-4-3
This course will be used as a laboratory for the exploration, development and synthesis of all the elements of theater. This course supplements other theater courses that concentrate on theories, information, and techniques by providing for the integration and implementation of those ideas and skills. Practical acting and production are provided through the preparation and public performance of one or more plays. Prerequisite: DRAM 1320 and department consent.

DRAM 1321 Theater Practicum II 2-4-3
This course is a continuation of the laboratory for exploring all the elements of theater. Practical acting and production work are provided through involvement with public performance of one or more plays. Prerequisite: DRAM 1320 and department consent.

DRAM 1330 Stagecraft I 2-4-3
The study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. Prerequisite: None.

DRAM 1351 Acting I 3-3-3
The development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, script analysis, and mechanics of acting. Prerequisite: None.

DRAM 1352 Acting II 3-3-3
This course is designed to complement Acting I and to provide a continuum for community college students. Basic skills and techniques will be augmented by additional physical and vocal techniques. Prerequisite: DRAM 1351, or Instructor Approval.

DRAM 2336 Voice for the Theater 3-0-3
Application of the performer’s use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer’s speaking abilities. Prerequisite: None

DRAM 2366 Development of the Motion Picture I 3-3-3
This course focuses on the development of motion picture; analyzing visual, aural, dramatic and narrative aspects of films. A survey of historical growth and the sociological effect of film as an art is included. Prerequisite: None

DRAM 2367 Development of the Motion Picture II 3-3-3
The focus of this course will vary from semester to semester but will be an in-depth look at a specific aspect of motion picture art. Prerequisite: None

DS—Developmental Studies

The credit received from these courses is not transferable and cannot be applied towards degree completion.

DSED 0300 College Study Skills 3-0-3
This course is designed to provide an opportunity for students to develop, select, and use strategies necessary in becoming prepared and successful in college and life. Emphasis in this particular course will be placed on the transference of high-level study skills to practical classroom situations and include the areas of time management, effective listening and note taking, concentration, learning through media, reading, retention of information, taking examinations, creativity, and leadership.

DSMA 0101 Basic Developmental Mathematics I 1-1.5-1
This course helps students prepare to pursue college-level academic work. It uses varied instructional techniques to identify deficiencies and provide a review of fundamental operations in mathematics.

DSMA 0300 Developmental Mathematics I 5-1-3
Developmental Mathematics I is designed to help the student make the transition from arithmetic to algebra. This is accomplished through in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations. A computer lab where students practice math skills is required.

DSMA 0301 Developmental Mathematics II 5-1-3
Developmental Mathematics II is designed to provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. A computer lab where students practice math skills is required. The prerequisite for this course is DSMA 0300 or DSMA 0304 or DSMA 0305 or an appropriate placement test score.

DSMA 0303 Developmental Mathematics IV 5-1-3
Developmental Mathematics IV requires an understanding of the topics taught in DSMA 0301. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs.
This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. A computer lab where students practice math skills is required. The prerequisite for this course is DSMA 0301 or DSMA 0306 or DSMA 0309 or an appropriate placement test score.

**DSMA 0304 Fundamentals of Mathematics II** 3-0-3

Fundamentals of Mathematics II is designed to help the student make the transition from arithmetic to algebra. This is accomplished through in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations.

**DSMA 0305 Pre-Algebra** 4-0-3

This course is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course includes an in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations. A computer, internet connection, and designated course software to facilitate interactive learning must be available.

**DSMA 0306 Introductory Algebra** 3-0-3

Introductory Algebra is designed to provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. The prerequisite for this course is DSMA 0304 or DSMA 0300 or DSMA 0305 or an appropriate placement test score.

**DSMA 0307 Intermediate Algebra** 3-0-3

Intermediate Algebra requires an understanding of the topics taught in DSMA 0306. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. The prerequisite for this course is DSMA 0306 or DSMA 0301 or DSMA 0309 or an appropriate placement test score.

**DSMA 0309 Fundamentals of Algebra** 4-0-3

Fundamentals of Algebra is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course provides instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. A computer, internet connection, and designated course software to facilitate interactive learning must be available. The prerequisite for this course is DSMA 0305 or DSMA 0300 or DSMA 0304 or an appropriate placement test score.

**DSMA 0310 Intermediate Algebra** 4-0-3

Intermediate Algebra is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course requires an understanding of the topics taught in DSMA 0309. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. A computer, internet connection, and designated course software to facilitate interactive learning must be available. The prerequisite for this course is DSMA 0309 or DSMA 0301 or DSMA 0306 or an appropriate placement test score.

**DSRE 0301 Developmental Reading I** 4-0-3

Developmental Reading I (DSRE 0301) is designed to aid students in acquiring and improving the basic skills needed for reading college-level materials. This course was developed specifically for those who scored below 35 percent on the reading section of the Asset test. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. A computer lab where students practice reading skills is required.

**DSRE 0302 Developmental Reading II** 4-0-3

Developmental Reading II (DSRE 0302) is a fundamental reading course designed to aid students in acquiring and improving the basic skills needed for reading college-level materials. This course was developed specifically for those who scored between 35-40 percent on the reading section of the Asset test or passed DSRE 0300. Emphasis will be on vocabulary development, literal and critical comprehension skills, and fluency. A computer lab where students practice reading skills is required. Successful completion of DSRE 0301 should provide a student with an adequate background to successfully pass the reading section of the THEA as well as any college course that requires extensive reading.

**DSRE 0303 Fundamentals of Reading I** 3-0-3

Fundamentals of Reading I (DSRE 0303) is a fundamental reading course designed to aid students in acquiring and improving the basic skills needed for reading college-level materials. This course was developed specifically for those who scored between 35-40 percent on the reading section of the Asset test or passed DSRE 0302. Emphasis will be on vocabulary development, literal and critical comprehension skills, and fluency. Successful completion of DSRE 0303 should provide a student with an adequate background to successfully pass the reading section of the THEA as well as any college course that requires extensive reading.

**DSRE 0311 Developmental Reading II** 4-0-3

Developmental Reading II is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course’s purpose is to aid students in developing and reinforcing the skills needed for reading college-level materials; specifically those who scored between 35-40 percent on the reading section of the Asset test or passed DSRE 0302. Emphasis will be on vocabulary development, literal and critical comprehension skills, and fluency. Successful completion of DSRE 0303 should provide a student with an adequate background to successfully pass the reading section of the THEA as well as any college course that requires extensive reading.

**Course Descriptions**
DSWR 0301 Developmental Writing I 3-1-3
Developmental Writing I is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to problems in grammar and usage as these problems occur in the paragraphs. This is a required course for students who have scored below 200 on the writing section of the THEA or below 35 on the ASSET and a 2 or 3 on the writing section. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL). A computer lab where students practice writing skills is required.

DSWR 0302 Developmental Writing II 3-1-3
Developmental Writing II is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on essay development, with attention given to problems in grammar and usage as these problems occur in the essays. This is a required course for students who have scored between 200 and 239 on the THEA or between 35 and 40 on the ASSET and a 4 or 5 on the writing section or for students who have successfully completed DSWR 0301. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL). A computer lab where students practice writing skills is required.

DSWR 0303 Fundamentals of Writing I 3-0-3
Fundamentals of Writing I is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to problems in grammar and usage as these problems occur in the paragraphs. This is a required course for students who have scored below 200 on the writing section of the THEA or below 35 on the ASSET and a 2 or 3 on the writing section. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL).

DSWR 0304 Fundamentals of Writing II 3-0-3
Fundamentals of Writing II is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on essay development, with attention given to problems in grammar and usage as these problems occur in the essays. This is a required course for students who have scored between 200 and 239 on the THEA or between 35 and 40 on the ASSET and a 4 or 5 on the writing section or for students who have successfully completed DSWR 0303. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL).

DSWR 0305 Developmental Studies Basic Grammar Review 3-0-3
Basic Grammar Review is an elective developmental studies course designed for those with native or near-native English speaking background who want to improve their grammar and writing skills by specifically focusing on grammar, punctuation, and mechanics in the context of the utilization of standard English sentences and paragraphs through intensive practice and revision.

DSWR 0311 Developmental Writing II 4-0-3
Developmental Writing II is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course’s purpose is to aid students in developing and reinforcing the skills needed for college-level writing; specifically those who scored between 50-69 percent on the college placement writing section or passed DSWR 0301. This course emphasizes essay writing, with attention given to grammar, mechanical, and usage problems as they occur in the context of the essay intended for native English speakers or for those students who scored 550 or above on the Test of English as a Foreign Language (TOEFL). A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: A course comparable to DSWR 0301 or appropriate test scores.

DS— English as a Second Language (ESL)
The credit received from these courses is not transferable and cannot be applied towards degree completion.

DSED 0302 College Study Skills for Foreign Students (ESL) 3-1-3
This elective for ESL students at levels 2 and 3 prepares students for the Test of English as a Foreign Language (TOEFL iBT), the test required for entry into most college-level institutions. Advanced reading, listening, speaking, writing, test-taking, and research techniques are taught. Prerequisites: Completion of all courses in Level 1 DSLA.

DSLA 0310 Reading and Vocabulary I (ESL) 3-2-3
This course is designed for beginning non-native speakers who need to develop basic vocabulary and reading skills such as identifying the main idea, locating details, and using word analysis to sound out new words. A laboratory is required.

DSLA 0314 Writing I (ESL) 3-2-3
This course, designed for intermediate non-native speakers, is a continuation of Grammar I. It covers grammatical structures, beginning with clauses in complex sentences. The course focuses on the development of correct simple, compound, and complex sentences; basic process paragraphs; and expository paragraphs. A laboratory is required. Prerequisite: DSLA 0314

DSLA 0316 Listening Comprehension I (ESL) 3-2-3
This course, for beginning non-native speakers, develops aural comprehension of simple conversations, short radio announcements, brief stories, and American language reductions such as “won’ cha” (won’t you) and “would ja” (would you).

DSLA 0317 Speaking I (ESL) 3-1-3
This course, for beginning non-native speakers, moves students from language recognition to oral production through the use of dictation and conversational dialogues.

DSLA 0318 English for Foreign Students I (ESL) 3-2-3
This course offers an integrated approach to speaking, listening, reading, and writing. Though primarily conversational in nature, grammatical concepts, reading, and writing are covered. This course may be substituted for Listening I and Speaking I.

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DSLA 0320 Reading and Vocabulary II (ESL) 3-2-3
This course, for intermediate non-native speakers, provides instruction in vocabulary, reading comprehension, structural analysis, and organizational patterns. A laboratory is required. Prerequisite: DSLA 0310.

DSLA 0321 Writing II (ESL) 3-2-3
This course is a continuation of Grammar I and Writing I. Students continue their study of grammar while learning to write narrative and persuasive paragraphs. A laboratory is required. Prerequisite: DSLA 0314.

DSLA 0322 Academic Listening and Speaking II (ESL) 3-2-3
In this course, designed for intermediate non-native speakers, students develop beginning note-taking and speaking skills to prepare them for academic environments. Prerequisites: DSLA 0316 and DSLA 0317.

DSLA 0330 Reading and Vocabulary III (ESL) 3-2-3
This course is a continuation of DSLA 0320, Reading and Vocabulary II, in the Certificate Program for English-as-a-Second Language. It provides advanced vocabulary acquisition and comprehension skills through the study of short stories and informational articles. A laboratory is required.

DSLA 0332 Academic Listening and Speaking III (ESL) 3-2-3
In this course for advanced non-native speakers, students improve note taking, and oral reporting skills to prepare for college-level courses. Prerequisite: DSLA 0322.

DSLA 0340 Accent Reduction (ESL) 3-0-3
This course is designed for non-native speakers of English who, despite knowledge of English, experience difficulty in pronouncing words and phrases correctly. It consists of exercises to shape and articulate correct consonant and vowel sounds in words and phrases using English rhythm, intonation, and pitch patterns. This course will not result in accent-free speech, but it will improve the speaker’s clarity and phrasing so that English speakers will more readily understand the non-native speaker. This course differs from DSLA 0316 and DSLA 0317 in that it focuses on pronunciation rather than vocabulary acquisition. Prerequisites: DSLA 0316 Listening I and DSLA 0317 Speaking I. Offered on Central Campus only.

ECON Economics

ECON 2301 Principles of Macroeconomics 3-0-3
Introduction to economic analysis, price-level changes, the creation of money, the Federal Reserve System and monetary policy, the national accounts, the consumption function, taxation, fiscal policy, public debts, the theory of economic growth and population problems, and foreign economic policy.

ECON 2302 Principles of Microeconomics 3-0-3
Determination of relative prices, consumer demand analysis, the competitive firm; agricultural policy, the monopolistic firm, imperfect competition, business organization and government regulation, determinants of demand, the economic view of taxation and public expenditure, regional economics, international trade and finance.

EDUC Education see also TECA

EDUC 1301 Introduction to the Teaching Profession 3-1-3
An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling. Classroom course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course includes a minimum of 16 contact hours of field experience in P-12 classrooms.

EDUC 2301 Introduction to Special Populations 3-1-3
An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning, provides students with opportunities to participate in early field observations of P-12 special populations. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course includes a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301.

EECT Communications Electronics see also CETT, CPMT, ELMT, ITCC and ITNW

EECT 1474 Basic Communications Circuits 3-3-4
An introduction to communications circuits used in both the two way and broadcast medium of transmission and reception with heavy emphasis on reception. Prerequisite: CETT 1429.

EECT 1476 Digital Communications 3-3-4
A broad coverage of digital communications including telephone data communications and voice synthesis. Prerequisite: CETT 1425 and CETT 1429.

EECT 2439 Communications Circuits 3-3-4
A study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers. Prerequisite: EECT 1474.

ELMT Communications Electronics see also CETT, CPMT, EECT, ITCC and ITNW

ELMT 1301 Programmable Logic Controllers 2-4-3
An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment. Prerequisites: CETT 1425 and CETT 1429.

ELMT 1402 Solar Photovoltaic Systems 3-3-4
Design and installation of solar photovoltaic systems and their applications.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELMT 2339</td>
<td>Advanced Programmable Logic Controllers</td>
<td>2-4-3</td>
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<td></td>
<td>Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing of equipment. Prerequisite: ELMT 1301.</td>
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<tr>
<td>ELMT 2435</td>
<td>Certified Electronics Technician Training</td>
<td>3-3-4</td>
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<td>Review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency. Prerequisite: CETT 1449.</td>
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<tr>
<td>ELMT 2437</td>
<td>Electronic Troubleshooting, Service, and Repair</td>
<td>3-3-4</td>
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<td>In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventive maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course. Prerequisite: CETT 1449.</td>
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<tr>
<td>ELPT Maintenance Technology</td>
<td>see also CBFM, CNBT, CRPT, MBST, PFPB and WDWK</td>
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<tr>
<td>ELPT 1411</td>
<td>Basic Electrical Theory</td>
<td>3-3-4</td>
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<td>Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.</td>
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<tr>
<td>ELPT 1429</td>
<td>Residential Wiring</td>
<td>3-3-4</td>
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<td>Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. Prerequisite: ELPT 1411.</td>
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<tr>
<td>EMAP Public Administration/Homeland Security</td>
<td>see also HMSY</td>
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<tr>
<td>EMAP 1345</td>
<td>Hazard Mitigation and Debris Management</td>
<td>3-0-3</td>
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<td>Hazard mitigation process and available methodologies which, when applied, will contribute to reducing the vulnerability of a jurisdiction. Includes an in-depth study of potential funding mechanisms including the Hazard Mitigation Grant Program.</td>
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<tr>
<td>EMAP 1400</td>
<td>Principles of Basic Emergency Management</td>
<td>4-0-4</td>
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<td>Overview of the Texas Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards, the role of the local emergency manager, including instruction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.</td>
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<tr>
<td>EMAP 1440</td>
<td>Disaster Exercise Design &amp; Evaluation</td>
<td>4-0-4</td>
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<td>Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction’s exercise needs and continuing through criteria-based evaluation and after-action reporting. This course will provide students with detailed information concerning the system for command, control and coordination of emergency response. This course is equivalent to the Texas Department of Emergency Management and the Federal Management Agency course G920.</td>
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<tr>
<td>EMAP 2300</td>
<td>Developing Volunteer Resources and Decision Making</td>
<td>3-0-3</td>
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<td>Management of volunteer services. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288.</td>
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<tr>
<td>EMAP 2301</td>
<td>Leadership and Effective Communication</td>
<td>3-0-3</td>
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<td>Analysis of personal and group dynamics in an emergency management setting. Examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G240 and G242.</td>
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<tr>
<td>EMAP 2302</td>
<td>Managing Mass Casualty and Fatality Incidents</td>
<td>3-0-3</td>
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<td>Disaster scene control involving large numbers of casualties and coordination of the responding agencies. Includes observation and critique of mass casualty disaster drills and critical incident stress debriefing.</td>
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<tr>
<td>EMAP 2355</td>
<td>Disaster Recovery</td>
<td>3-0-3</td>
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<td>Policies, concepts, and procedures of recovery. Addresses the various federal and state assistance programs. Emphasizes coordination of damage assessment, preparing documentation, and recovery procedures. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency course G620.</td>
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<td>EMSP Emergency Medical Technology</td>
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<td>EMSP 1108</td>
<td>Emergency Vehicle Operations</td>
<td>0-2-1</td>
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<td>Instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.</td>
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<td>EMSP 1145</td>
<td>Basic Trauma Life Support</td>
<td>1-0-1</td>
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<td>Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements.</td>
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<tr>
<td>EMSP 1147</td>
<td>Pediatric Advanced Life Support</td>
<td>1-0-1</td>
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<td>A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies.</td>
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<tr>
<td>EMSP 1149</td>
<td>Pre-Hospital Trauma Life Support</td>
<td>1-0-1</td>
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<td>The course is designed to provide the practicing pre-hospital provider with specific knowledge related to the pre-hospital assessment and care of the trauma patient. Advances in pre-hospital trauma intervention techniques, along with new combinations and applications of existing skills and knowledge are included. Offered at Europe Campus only.</td>
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<tr>
<td>EMSP 1160</td>
<td>Clinical-Emergency Medical Technology/Technician</td>
<td>0-6-1</td>
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<td>A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Upon successful completion of this course and EMSP 1401, students are eligible to take the exam to be certified as an EMT-Basic. This course is only offered with EMSP 1401.</td>
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</tbody>
</table>
EMSP 1166 Practicum/Field Experience-Emergency Medical Technology/Technician 0-7-1
An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. Upon successful completion of this course, EMSP 1441 and EMSP 1355, students are eligible to take the exam to be certified as an EMT-I. This course is only offered with EMSP 1441 and EMSP 1355.

EMSP 1167 Practicum/Field Experience-Emergency Medical Technology/Technician 0-8-1
An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. This course is designed to meet Practicum requirements for EMSP 2444 and EMSP 2434. Prerequisites: Current CPR certification. co-requisites: EMSP 2444 and 2434. See also admission requirements.

EMSP 1268 Practicum/Field Experience-Emergency Medical Technology/Technician 0-14-2
An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. Upon successful completion of this course and EMSP 2143, students are eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification. co-requisites: EMSP 2143. See also admission requirements.

EMSP 1270 Emergency Medical Technician - Basic Refresher 1-2-2
The EMT-Basic refresher course is designed to provide training in skills and equipment necessary to help maintain basic life support. Instruction is given in basic Anatomy and Physiology, patient assessment, and the theory behind the procedures used in giving pre-hospital care to the sick and injured. This course will serve as a First Responder, Emergency Care Attendant and an Emergency Medical Technician-Basic refresher course. Emphasis of this course will be on the requirements of the national and state accrediting agencies.

EMSP 1291 Special Topics in Emergency Medical Technology/Technician 2-0-2
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

EMSP 1305 Emergency Care Attendant 2-3-3
Basic first responder course in basic emergency medical care. Emphasis on requirements of national and state accrediting agencies.

EMSP 1338 Introduction to Advanced Practice 3-0-3
An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

EMSP 1355 Trauma Management 2-3-3
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Upon successful completion of this course, EMSP 1441 and EMSP 1166, students are eligible to take the exam to be certified as an EMT-Intermediate. Prerequisites: Current CPR certification, EMSP 1401, EMSP 1160, or national registry certification, or any state certification as an EMT-Basic. See also admission requirements.

EMSP 1356 Patient Assessment and Airway Management 2-3-3
A detailed study of the knowledge and skills required to perform patient assessment and airway management.

EMSP 1370 Emergency Medical Technician - Paramedic Refresher 2-4-3
This course is designed to provide training in skills and equipment necessary to help maintain basic life support. Instruction is given in basic Anatomy and Physiology, patient assessment, and the theory behind the procedures used in giving pre-hospital care to the sick and injured. Emphasis of this course will be on the requirements of the national and state accrediting agencies. Upon successful completion of the course, the student is eligible to take the exam to be certified as an Emergency Medical-Paramedic and/or to renew EMT-paramedic by the Texas Department of Health and/or National Registry EMT.

EMSP 1391 Special Topics in Emergency Medical Technology/Technician 2-4-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

EMSP 1401 Emergency Medical Technician-Basic 2-6-4
Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Upon successful completion of this course and EMSP 1160, students are eligible to take the exam to be certified as an EMT-Basic by the Texas Department of Health and/or National Registry of EMT. Prerequisite: Current CPR certification. See also admission requirements.

EMSP 2135 Advanced Cardiac Life Support 1-0-1
Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties.

EMSP 2143 Assessment Based Management 0-3-1
The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. Upon successful completion of this course and EMSP 1268, students are eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 2330. co-require: EMSP 1268. See also admission requirements.
ENGL 1301 Composition I  
A study of the principles and techniques of written compositions including sentence structure, paragraph development, and paper organization. Also stresses the development of critical thinking as it applies to the textual analysis of expository prose. Prerequisite: Appropriate test score(s).

ENGL 1302 Composition II  
A continuation of ENGL 1301, emphasizing in more depth the principles and techniques of written compositions. Focus of compositions is on the development of critical thinking as it relates to the textual analysis of literary genres: the short story, poetry, drama, and the novel. Formal research paper is required. Prerequisite: ENGL 1301, or equivalent, with a grade of “C” or above.

ENGL 2307 Creative Writing I  
This course provides practical experience in the techniques of imaginative writing. It is designed to engage students in practical criticism and contemporary trends while emphasizing the development of creative skills. Students will receive guidance and instruction in the skills and craft necessary to construct successful fiction (short stories) and poetry. Prerequisite: ENGL 1301, or equivalent, with a grade of “C” or above.

ENGL 2311 Technical and Business Writing  
Study of technical, scientific, and business writing including reports, proposals, and other papers. The course also includes presentation of oral reports. Prerequisite: ENGL 1301 or ENGL 1312, or equivalent, with a grade of “C” or above.

ENGL 2322 British Literature I  
A survey of English literature from Beowulf to the major writers of the 18th Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of “C” or above.

ENGL 2323 British Literature II  
A survey of English literature from the early Romantic writers to the Twentieth Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of “C” or above.

ENGL 2327 American Literature I  
A survey of American literature from selected Pre-Colonial and Colonial literature to selected major writers of the American Renaissance period. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of our American literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of “C” or above.

ENGL 2328 American Literature II  
A survey of American literature beginning with Walt Whitman and ending with selected major writers from the present. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis is on the individual selections themselves as outstanding expressions of our American literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of “C” or above.
ENGR 1201 Introduction to Engineering 2-0-2
Introduction to engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society. Prerequisite: MATH 1414 or equivalent with a grade of “C” or above.

ENGR 1304 Engineering Graphics I 2-4-3
Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projections drawing, geometry of graphical construction and an introduction to Computer-Aided Drafting. Required for beginning engineering students.

ENGR 1305 Engineering Graphics II 2-4-3
Involves point, line, and plane relationships; auxiliary views; intersections; and flat-pattern development. Emphasis is placed on practical solutions to realistic engineering problems relating to aerospace, mining, and geology. Prerequisite: ENGR 1304.

ENGR 2301 Engineering Mechanics I – Statics 4-0-3
Calculus-based study of composition and resolution of forces, equilibrium of force systems, friction, centroids, and moments of inertia. Prerequisite: PHYS 2425. Co-requisite: MATH 2414.

ENGR 2302 Engineering Mechanics II – Dynamics 4-0-3
Calculus-based study of dynamics of rigid bodies, force-mass-acceleration, work-energy, and impulse-momentum computation. Prerequisite: ENGR 2301 and MATH 2414.

ENVR Environmental Science

ENVR 1401 Environmental Science I 3-3-4
Environmental science is an interdisciplinary study that draws from the physical, biological, and social sciences. It attempts to understand how life on Earth is sustained, what leads to environmental problems, and how to manage these problems. This course satisfies the science requirements in most curricula. As a four semester credit hour course, there is a lecture and laboratory component. Prerequisite: Test score of 240 on both math and reading sections of the THEA exam or equivalent. No students are exempt from testing. Co-requisite: ENVX 1401.

FIRT Fire Protection

FIRT 1301 Fundamentals of Fire Protection 3-0-3
Overview of fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection/service, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local governments, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, and basic fire chemistry and physics. Includes introduction to fire protection systems and introduction to fire strategy and tactics.

FIRT 1303 Fire and Arson Investigation I 3-0-3
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

FIRT 1307 Fire Prevention Codes & Inspections 3-0-3
Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.

FIRT 1309 Fire Administration I 3-0-3
Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRT 1315 Hazardous Materials I 3-0-3
Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

FIRT 1319 Firefighter Health and Safety 3-0-3
Study of firefighter occupational safety and health in emergency and non-emergency situations.

FIRT 1329 Building Codes and Construction 3-0-3
Examination of building codes and requirements, construction types, and building materials. Topics include walls, floorings, foundations, and various roof types and the associated dangers of each. Not offered in Texas.

FIRT 1338 Fire Protection Systems 3-0-3
Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.

FIRT 2309 Firefighting Strategies and Tactics I 3-0-3
Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.

FIRT 2331 Firefighting Strategies and Tactics II 3-0-3
Continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command in large scale command problems and other specialized fire problems. Not offered in Texas.

FREN French

FREN 1411 Beginning French I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.
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FREN 1412 Beginning French II 4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: FREN 1411 with a grade of “C” or above.

FREN 2311 Intermediate French I 3-0-3
This course includes grammar review, composition, and reading of French masterpieces, with conversation based on material read. Prerequisite: FREN 1411 and 1412 with a grade of “C” or above.

FREN 2312 Intermediate French II 3-0-3
This course continues reading of French masterpieces and drill on syntax as needed for reading, composition, and conversation. Prerequisite: FREN 2311 with a grade of “C” or above.

GAME Computer Science See also IMED, ITNW, ITSC, ITSE, ITSW and ITSY

GAME 1403 Introduction to Game Design and Development 3-3-4
Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Prerequisites: 4 hours of computer science courses.

GEOG Geography

GEOG 1300 Principles of Geography 3-0-3
This is an introductory-level course that combines physical and cultural geography using a spatial approach. The course examines the physical environment of the Earth and explains maps, covers man’s adaptation to environmental extremes, and explores man’s use of his environment ranging from adaptation within a tribal culture to the highly modernized urban world.

GEOG 1301 Physical Geography 3-0-3
A course which examines the physical characteristics of the Earth’s environment using maps as a primary tool for expressing location and interrelationships. Principle discussion topics are the atmosphere and oceans, weather, climate, environments of earth materials and vegetation, earth processes, land forms and their development.

GEOG 1302 Cultural Geography 3-0-3
A survey of human geography and the ways mankind adapts and reacts to his spatial environment. Culture is defined and its various aspects are described and compared. Important topics to be discussed are population, health, livelihoods, communities, urbanization, organizational interaction including economics and politics, present and future global problems.

GEOG 1303 World Regional Geography 3-0-3
The study of major developing and developed regions of the world stressing their similarities and differences and their physical and cultural spatial interrelationships. An additional emphasis is the diversity of ideas and practices to be found in those regions.

GEOL Geology

GEOL 1403 Physical Geology 3-3-4
An introductory course about the materials and processes of the Earth. Topics included are: minerals, rocks, plate tectonics, continental evolution, earthquakes, seismology, volcanoes, weathering, running water, ground water, mass wasting, and others. The study of regional rocks and minerals and the opportunity for field observation and collection are provided. Co-requisite: GEOX 1403.

GEOL 1404 Historical Geology 3-3-4
The course involves a study of the record of life forms that have developed throughout geological time. It also covers the development of the Earth from its cosmic beginning to current land forms. Principles of stratigraphy, sedimentary processes, paleontology, geologic time, plate tectonics, and hypotheses of the Earth’s origin are studied in the course. The study of local and regional fossil fauna and the opportunity for field observation and collection of rocks and the fossils are provided. Co-requisite: GEOX 1404.

GEOL 1405 Environmental Geology 3-2-4
An interdisciplinary course which includes an overview of Earth materials and processes, which then goes on to focus upon specific geologic problems and possible solutions. A major emphasis of this course is that of the relationship of geology with other academic and practical matters and studies.

GERM German

GERM 1411 Beginning German I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

GERM 1412 Beginning German II 4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: GERM 1411 with a grade of “C” or above.

GERM 2311 Intermediate German I 3-0-3
This course includes grammar review, composition and practice in conversation, with readings in contemporary German writings. Includes short stories and some longer works, providing a conversational basis. Prerequisite: GERM 1411 and 1412 with a grade of “C” or above.

GERM 2312 Intermediate German II 3-0-3
This course continues reading in contemporary German writings and drill on syntax as needed for reading, composition, and conversation. Prerequisite: GERM 2311 with a grade of “C” or above.

GERS Mental Health Services See also CMSW, DAAC, CHLT, PSYT and SCWK

GERS 1343 Psychology of Adult Development and Aging 3-0-3
This course is the scientific study of a lifelong process of development with specific focus on the physical, cognitive, and psychosocial aspects of adult development and aging. The course includes a study of common cognitive disorders that affect the elderly with emphasis on mental health and optimum development.
GOVT Government

GOVT  2301  American Government I  3-0-3
An introductory, survey course on various United States, Texas, and local government topics. This course includes study of the U.S. and Texas constitutions, federalism, local governments, national elections (state and local), civil liberties, interest groups, and political parties.

GOVT  2302  American Government II  3-0-3
An introductory, survey course on various United States, Texas, and local government topics. This course includes studying institutions of national and Texas governments including the executive, legislative, and judicial branches; the bureaucracy; and public policy including defense and foreign relations.

GOVT  2304  Introduction to Political Science  3-0-3
This course is designed to introduce the student to the general area of political science and to provide knowledge and understanding of political fundamentals, public law, political dynamics, public policy, theory and organization of the modern state, and international relations.

GRPH  Graphics and Printing Technology see also ARTC

GRPH  1309  Press Operations I  2-4-3
Introduction to offset printing. Includes knowledge and skills for operating a small offset press. Emphasizes parts of the press and operation procedures, printing terminology, paper and inks, and cleanup. Prerequisite: GRPH 1405.

GRPH  1374  Press Operations III  2-4-3
Covers the press transport system, preparation of water and ink system and end of press run activities to include clean up of AB Dick 360 press. Prerequisite: GRPH 2338.

GRPH  1405  Introduction to Graphic Arts and Printing  3-3-4
A study of the graphic and print industry, including the history of printing and techniques involved in the production and distribution of printed materials, printing terminology, and identification of career opportunities.

GRPH  1408  Darkroom Techniques for Plate Development  3-3-4
A study of basic camera operations and darkroom procedures. Includes percentage size calculations, simple line shots, film processing, and basic techniques in the precise layout of simple line negative. Emphasizes selection of proper plates for specific jobs and the exposing and developing of plates. Prerequisite: GRPH 1405.

GRPH  1419  Bindery and Finishing Operations  3-3-4
An overview of bindery and finishing equipment and techniques. Emphasis on parts and operation. Demonstration of sorting, folding, cutting, labeling, wrapping, packaging, and binding methods. Prerequisites: GRPH 1405 and GRPH 1474.

GRPH  1472  Graphics and Printing Applications  3-3-4
Allows the student to put all the skills learned in previous courses to practice by performing the function of a print shop employee. Includes paper selection and cutting, darkroom functions, platemaking, ink selection, press operations, bindery operation, storing flats and plates and equipment maintenance and repair. Prerequisite: Department approval required.

GRPH  1474  Preventive Maintenance  3-3-4
This course covers preventive maintenance of the offset printing press. It also includes bindery operations such as paper characteristics and identification, proper paper jogging and padding procedures, figuring paper cuts, and paper cutter operations. A thorough study of the adjustments, preventive maintenance and simple repair on darkroom, composing room, press room, and bindery equipment. Prerequisites: (GRPH 1405 and GRPH 2338) or (GRPH 1405 and GRPH 1374).

GRPH  2336  Prepress Techniques  2-4-3
Hands-on experience in both electronic file imaging and/or traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. Prerequisite: GRPH 1408.

GRPH  2338  Press Operations II  2-4-3
Maintenance and operation of sheet-fed offset press systems and production of process-color jobs with hairline registration. Prerequisite: GRPH 1309.

GRPH  2488  Internship - Graphics & Printing Equipment Operator, General Production  0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

HALT Agriculture see also AGCR, AGEQ, AGMG and AGAH

HALT  1319  Landscape Construction  2-3-3
Exploration of landscape construction materials and the methods used for installation. Topics on soil preparation, including wood, concrete, and masonry construction; and landscape lighting, including pools, spas, and general construction details.

HALT  1322  Landscape Design  2-3-3
A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

HALT  1324  Turf Grass Science and Management  2-3-3
Coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

HALT  1338  Irrigation Water Management and Conservation  2-3-3
Application of the science of soil-water plant relations and climatic conditions to develop effective scheduling and management of irrigation water systems for residential, commercial, industrial, park, and golf courses. Water conservation issues, water policies and codes and other related matters will be discussed.

HALT  1345  Golf/Sports Field/Park Management  2-3-3
Instruction in the management of golf courses, sports fields, and municipal parks departments. Topics include record keeping, budgeting, labor management, maintenance programs, financial reports, personnel management, and business functions. 

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>HALT 1470</td>
<td>Horticulture – Home Gardening 2-4-4</td>
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<tr>
<td>HAMG 2337</td>
<td>Hospitality Facilities Management 3-0-3</td>
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<tr>
<td>HAMG 2388</td>
<td>Internship – Hospitality Administration and Management 0-17-3</td>
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<td>HAMG 1313</td>
<td>Front Office Procedures 3-0-3</td>
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<td>HAMG 1319</td>
<td>Computers in Hospitality 2-3-3</td>
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<td>HAMG 1321</td>
<td>Introduction to the Hospitality Industry 3-0-3</td>
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<td>HAMG 1324</td>
<td>Hospitality Human Resource Management 3-0-3</td>
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<td>HAMG 1340</td>
<td>Hospitality Legal Issues 3-0-3</td>
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<td>HALT 1441</td>
<td>Basic Electricity for HVAC 3-3-4</td>
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<tr>
<td>HALT 1403</td>
<td>Air Conditioning Control Principles 3-3-4</td>
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<tr>
<td>HAMG 2301</td>
<td>Principles of Food and Beverage Operations 3-0-3</td>
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<tr>
<td>HAMG 2307</td>
<td>Hospitality Marketing and Sales 3-0-3</td>
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<tr>
<td>HAMG 2332</td>
<td>Hospitality Financial Management 3-0-3</td>
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This course provides the student with the fundamental skills necessary for planting and maintaining vegetable gardens crops, from both a home gardening and a commercial level of production. Specific topics include studies of soils, fertilizer, water requirements, container gardening, hydroponics gardening, pest control, composting, and plant propagation.

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management.

A course in legal and regulatory requirements that impact the hospitality industry. This course includes an overview of industry specific software.

A study of the flow of activities and functions in today’s lodging operation. Topics include a comparison of manual, machine-assisted, and computer-based methods for each front file function.

An introduction to computers and their relationship as an information system to the hospitality industry. This course includes an overview of industry specific software.

Introduction to the elements of the hospitality industry.

A study of the principles and procedures of managing people in the hospitality workplace. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws.

Demonstrates the working relationship in the lodging industry between housekeeping and maintenance. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

An introduction to food, beverage, and labor cost controls with an overview of the hospitality industry from procurement to marketing. Examination of cost components including forecasting, menu planning and pricing, logistical support, production, purchasing, and quality assurance.

Identification of the core principles of marketing and their impact on the hospitality industry.

Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.

Identification of building systems, facilities management, security and safety procedures. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

This course serves as a bridge between basic accounting and managerial accounting courses. Covers such areas as specialized accounting for hotel revenue and expenses; periodic inventory accounting for food and beverage areas; hospitality payroll accounting; intangible assets; accounting for inventory, property and equipment; financial information systems; hotel departmental financial statements; the income statement, balance sheets and statement of cash flow; the analysis of financial statements; and interim and annual reports. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification. Prerequisite: HAMG 2337.

This course provides a thorough look at training by addressing how to assess and analyze the training needs of new and established operations; design, implement, and evaluate training programs for non-management employees; manage the basic training functions; and train the trainer programs.

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Program Director.

The study of heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Prerequisite: department consent required.

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm’s law as applied to air conditioning controls and circuits. Prerequisite: HART 1401.

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Prerequisite: department consent required.

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisite: HART 1407.
HART 1445 Gas and Electric Heating 3-3-4
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Prerequisite: HART 1401.

HART 2431 Advanced Electricity for HVAC 3-3-4
Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices. Prerequisites: HART 1401 and HART 1403.

HART 2436 Air Conditioning Troubleshooting 3-3-4
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: HART 1401, 1403, 1407, 1441, 1445.

HART 2438 Air Conditioning Installation and Startup 3-3-4
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Prerequisite or co-requisite: HART 1407.

HART 2441 Commercial Air Conditioning 3-3-4
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisites: HART 1401, HART 1407, HART 1441.

HART 2442 Commercial Refrigeration 3-3-4
Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Prerequisites: HART 1401 and HART 1407.

HART 2445 Residential Air Conditioning System Design 3-3-4
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Prerequisite: HART 1407.

HART 2449 Heat Pumps 3-3-4
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Prerequisites: HART 1401, HART 1403, HART 1407, and HART 1441.

HART 2488 Internship - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR) 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

HIND Hindi

HIND 1411 Beginning Hindi I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

HIND 1412 Beginning Hindi II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: HIND 1411 with a grade of “C” or above.

HIND 2311 Intermediate Hindi I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: HIND 1411 and 1412 with a grade of “C” or above.

HIND 2312 Intermediate Hindi II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: HIND 2311 with a grade of “C” or above.

HIST History

HIST 1301 United States History I 3-0-3
English colonization, the Revolution, adoption of the Constitution, growth of nationalism, cotton and the slavery problem, civil war, and reconstruction.

HIST 1302 United States History II 3-0-3
New social and industrial problems, rise of the progressive movement, United States’ emergence as a world power, World War I, reaction and the New Deal, World War II, and contemporary America.

HIST 2301 Texas History 3-0-3
A survey of Texas from the Spanish exploration to the present.

HIST 2311 Western Civilization I 3-0-3
A survey course examining social, political, economic, and technological developments of early civilizations of the Near East through European exploration and conquests of the Far East and the New World. Additional topics include examination of the Greek and Roman civilizations, the European Medieval Period, the rise and spread of Islam, the Middle Ages, and the European Renaissance and Reformation.

HIST 2312 Western Civilization II 3-0-3
A survey course examining social, political, economic, and technological developments of Europe from the Seventeenth through Twentieth centuries. Particular topics include the formation of modern nation-states, the Enlightenment, the scientific and industrial revolutions, political upheavals in Europe and the New World, the clash of ideologies, imperialism, nationalism, the world wars, and the Cold War.

HIST 2381 African-American History 3-0-3
The purpose of this course is to familiarize students with the general study of African-American History from the early days of West Africa to American slavery and freedom and ending with the modern civil-rights movement of the 1950s and 1960s.

HITT Office Technology see also MDCA, MRMT, POFI, POFM, and POFT

HITT 1249 Pharmacology 1-3-2
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Recommended prerequisites: HITT 1305 or MDCA 1409.

HITT 1301 Health Data Content and Structure 2-4-3
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

HITT 1303 Medical Terminology II 2-4-3
A continuation of word origin and structure. Includes prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Prerequisite: HITT 1305 or equivalent.
HITT 1305 Medical Terminology I 2-4-3
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

HMSY Public Administration/ Homeland Security see also EMAP

HMSY 1337 Introduction to Homeland Security 3-0-3
Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

HMSY 1338 Homeland Security Emergency Communications Management 3-0-3
A study of public safety communication system interactions. Topics include political and policy basis of emergency management, technology, mitigation, and disaster recovery. Includes an overview of incident command systems, emergency management, mitigation for emergency managers, and individual and community disaster education.

HMSY 1339 Homeland Security Emergency Contingency Planning 3-0-3
Procedures for developing, implementing, and updating an Emergency Contingency Plan that outlines public agencies and private industry response, recovery, and mitigation. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, and exercises are included.

HMSY 1340 Homeland Security Intelligence Operations 3-0-3
A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, cycle, management of operations, classification, production and analysis, assessment of targets, and assessment of threat vulnerability. Source development will be conducted.

HMSY 1341 Critical Infrastructure Protection 3-0-3
Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures.

HMSY 1342 Understanding and Combating Terrorism 3-0-3
Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime’s impact on terrorism.

HMSY 1343 Weapons of Mass Destruction 3-0-3
This course covers hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion will include historical events related to the use of weapons of mass destruction.

HMSY 1370 Information Technology Security for Homeland Security Specialists 3-0-3
This course covers the basics of information technology security. Topics covered are: the uses of cyber crime by terrorist organizations and their impact on our nation’s information-based infrastructure, government, corporate, and private institutions and citizens; how to protect data and infrastructure from cyber crimes and electronic terrorism. Desktop computer, organizational infrastructure, communications infrastructure, and network security will also be covered. The course includes a study of the uses of computer forensics and methods to defend against cyber attacks. It will examine applications with proven success and tie them to real-life scenarios.

HMSY 1371 Counter Terrorism 3-0-3
This course will provide students with a broad understanding of the basic structure, roles and missions of the counterterrorism community in homeland security. The course will examine the definition of terrorism by investigating what motivates individuals to commit acts of terrorism, the political, legal, and policy measures that must be in place to execute counterterrorism measures, the rules of engagement in counterterrorism that affects commanders and policy makers, the role of both the legislature and courts regarding counterterrorism, the role of state sponsored terrorism and how the media influences counterterrorism operations and the implications of counterterrorism on homeland security and policies for the United States.

HMSY 1470 Final Project in Homeland Security and Emergency Management 4-0-4
Students will participate in a comprehensive project from conception to conclusion. The student will be required to plan and develop a project consisting of research, design, and layout. A formal written report and a demonstration and presentation of the process and results are required.

HMSY 2337 Managing a Unified Incident Command 3-0-3
A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios.

HMSY 2476 Internship-- Homeland Security and Emergency Management 0-12-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

HRPO Business Administration and Management see also BMGT, BUSG and MRKG

HRPO 1311 Human Relations 3-0-3
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301 Human Resources Management 3-0-3
Behavioral and legal approaches to the management of human resources in organizations.
HUMA Humanities

HUM 1315  Fine Arts Appreciation  3-0-3
This is an introductory course designed to give the student a fundamental understanding and appreciation of diverse modes of expression through the visual arts, within the context of Fine and Applied Arts. Prerequisite: None

IFWA Hospitality Management see also CHEF, HAMG, PSTR, RSTO and TRVM

IFWA 1318  Nutrition for the Food Service Professional  3-0-3
An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

IMED Computer Science see also GAME, ITNW, ITSC, ITSE, ITSW and ITSY

IMED 1416  Web Design I  3-3-4
Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers.

IMED 2409  Internet Commerce  3-3-4
An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data integration, data collection, and online transactions. Prerequisite: ITNW 1437, or ITSC 1409, or BCIS 1405.

INDO Indonesian

INDO 1411  Beginning Indonesian I  3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

INDO 1412  Beginning Indonesian II  3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: INDO 1411 with a grade of “C” or above.

INDO 2311  Intermediate Indonesian I  3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: INDO 1411 and 1412 with a grade of “C” or above.

INDO 2312  Intermediate Indonesian II  3-0-3
This course continues reading and drill on syntax as needed for reading composition and conversation. Prerequisite: INDO 2311 with a grade of “C” or above.

ITAL Italian

ITAL 1311  Beginning Italian I  3-0-3
This course is designed to help learners build proficiency in Italian and appreciation for the Italian language. It will also help students to develop an understanding of the Italian culture while living and traveling in Italy. This course is only available, under contract, to the Navy Pace Campus.

ITAL 1312  Beginning Italian II  3-0-3
This course is a continuation of ITAL 1311, Beginning Italian I. This course will build upon skills developed in Beginning Italian I, with continued emphasis on understanding Italian culture. Prerequisite: ITAL 1311. This course is only available, under contract, to the Navy Pace Campus.

ITAL 1411  Beginning Italian I  4-2-4
This course includes basic grammar drill, simple reading, and conversation.

ITAL 1412  Beginning Italian II  4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: ITAL 1411 with a grade of “C” or above.

ITAL 2311  Intermediate Italian I  3-0-3
This course includes grammar review, composition, and reading of Italian masterpieces, with conversation based on material read. Prerequisite: ITAL 1411 and ITAL 1412 with a grade of “C” or above.

ITAL 2312  Intermediate Italian II  3-0-3
This course continues reading of Italian masterpieces and drill on syntax as needed for reading composition and conversation. Prerequisite: ITAL 2311 with a grade of “C” or above.

ITCC Computer Electronics Technology see also CETT, CPMT, EECT, ELMT and ITNW

ITCC 1401  Exploration – Network Fundamentals  3-3-4
A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

ITCC 1404  Cisco Exploration 2 – Routing Protocols and Concepts  3-3-4
This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes. Prerequisite: ITCC 1401.

ITCC 2332  CCNP1: Advanced Routing  2-4-3
A study of advanced network development issues and methods used to configure Cisco routers for effective LAN and WAN traffic management. Topics include designing scalable internetworks, managing traffic, configuring OSPF in single and multiple areas, configuring EIGRP, and configuring and using interior and border gateway routing protocols. Prerequisite: ITCC 2410.

ITCC 2336  CCNP2: Remote Access  2-4-3
Designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via synchronous modem, ISDN, X.25, and frame relay architectures and associated protocols. Prerequisite: Department approval required.

ITCC 2340  CCNP3: Multilayer Switching  2-4-3
An introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANS, switch architecture (hardware and software), switch configuration, management and troubleshooting. Prerequisite: Department approval required.
ITCC 2344 CCNP4: Internetwork Troubleshooting 2-4-3
A study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting tools, diagnosing and correcting problems within TCP/IP, Novell and AppleTalk networks, and with Frame Relay and ISDN network connections. Prerequisite: Department approval required.

ITCC 2408 Cisco Exploration 3 – LAN Switching and Wireless 3-3-4
This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Prerequisite: ITCC 1404.

ITCC 2410 Cisco Exploration 4 – Accessing the WAN 3-3-4
This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Prerequisite: ITCC 2408.

ITCC 2459 Advanced Voice Over Internet Protocol (VOIP) 3-3-4
Voice Over Internet Protocol (VOIP) architecture, components, and functionality. Includes VOIP signaling, call control, voice dial plans, configuring voice interfaces, dial peers, and quality of service (QoS) technologies. Prerequisite: Department approval required.

ITNW Computer Science see also GAME, IMED, ITSC, ITSE, ITSW and ITSY

ITNW 1408 Implementing and Supporting Client Operating Systems 3-3-4
Skills development in the management of client as desktop operating systems. Emphasis will be on the MS Windows Server environment. Presents information needed to prepare for and take the Microsoft Exam 70-270. Co-requisite: ITNW 1458 should be taken concurrently with ITNW 1408.

ITNW 1416 Network Administration 3-3-4
An introduction to Network administration as applied to Microsoft Server 2008. Topics include the role of directory services; access to network services, configuring file and print services; IP address and name resolution and services. This course prepares the individual to take the Microsoft MCITP 70-642 exam leading to certification for Microsoft Server 2008.

ITNW 1425 Fundamentals of Networking Technologies 3-3-4
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ITNW 1437 Introduction to the Internet 3-3-4
Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, publish information, and create web pages in HTML; creating simple web pages using internet and DHTML. Survey of emerging technologies on the Internet. Prerequisite: None.

ITNW 1454 Implementing and Supporting Servers 3-3-4
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Emphasis will be on the MS Windows Server environment. Presents information needed to prepare for and take the Microsoft Exam 70-290. Prerequisite: None.

ITNW 1458 Network+ 3-3-4
Presents information needed to prepare for and take the Computing Technology Industry Association (CompTIA) Network+ certification exam and for a career as a network professional. Prerequisite: None.

ITNW 2405 Network Administration 3-3-4
Topics include network components, user accounts and groups, network file systems, file system security, and network printing.

ITNW 2435 Network Troubleshooting and Support 3-2-4
Troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software. Prepares individuals to sit for the MS A+ Training exam. Prerequisite: ITNW 2405 or concurrent enrollment.

ITNW 2454 Internet/Intranet Server 3-3-4
Designing, installing, configuring, maintaining, and managing an Internet/Intranet server. Configure Domain Name System (DNS), configure Active Directory. This course prepares the individual to take the Microsoft MCITP 70-640 exam leading to certification for Microsoft Server 2008.

ITNW 2456 Designing a Network Directory Infrastructure 3-3-4
Design, implement, and support a network directory infrastructure in a multi-domain environment. Emphasis will be on the MS Windows Server environment. Presents information needed to prepare for and take the Microsoft Exam 70-291. Prerequisite: None.

ITNW Electronics see also CETT, CPMT, EECT, ELMT and ITCC

ITNW 1451 Fundamentals of Wireless LANs 3-3-4
Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. Prerequisite: Department approval.

ITSC Computer Science see also GAME, IMED, ITNW, ITSW and ITSY

ITSC 1301 Introduction to Computers 3-1-3
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Prerequisite: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSC 1405</td>
<td>Introduction to PC Operating Systems</td>
<td>3-3-4</td>
<td>An introduction to personal computer operating systems including installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications I</td>
<td>3-3-4</td>
<td>Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Prerequisite: None.</td>
</tr>
<tr>
<td>ITSC 1415</td>
<td>Project Management Software</td>
<td>3-3-4</td>
<td>Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools. Prerequisites: 4 hours of computer science courses.</td>
</tr>
<tr>
<td>ITSC 2439</td>
<td>Personal Computer Help Desk Support</td>
<td>3-3-4</td>
<td>Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Prerequisite: 12 semester hours of computer science courses.</td>
</tr>
<tr>
<td>ITSC 2486</td>
<td>Internship - Computer and Information Sciences, General</td>
<td>0-19-4</td>
<td>A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: 24 semester hours of computer science courses.</td>
</tr>
<tr>
<td>ITSE 1407</td>
<td>Introduction to C++ Programming</td>
<td>3-3-4</td>
<td>Introduction to programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisite: None.</td>
</tr>
<tr>
<td>ITSE 1431</td>
<td>Introduction to Visual Basic Programming</td>
<td>3-3-4</td>
<td>Introduction to computer programming using Visual Basic. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisite: None.</td>
</tr>
<tr>
<td>ITSE 1450</td>
<td>System Analysis and Design</td>
<td>3-3-4</td>
<td>Introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Prerequisites: Must have 16 semester hours of computer science courses.</td>
</tr>
<tr>
<td>ITSE 2413</td>
<td>Web Authoring</td>
<td>3-3-4</td>
<td>Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Prerequisites: ITNW 1437 or IMED 1416.</td>
</tr>
<tr>
<td>ITSE 2417</td>
<td>JAVA Programming</td>
<td>3-3-4</td>
<td>Introduction to object oriented JAVA programming, including the fundamental syntax and semantics of JAVA for applications and web applets. Prerequisite: ITSE 1431.</td>
</tr>
<tr>
<td>ITSE 2431</td>
<td>Advanced C++ Programming</td>
<td>3-3-4</td>
<td>Further application of C++ programming techniques including file access, abstract data structures, class inheritance modeling, and other advanced techniques. Prerequisite: ITSE 1407.</td>
</tr>
<tr>
<td>ITSE 2486</td>
<td>Internship - Computer Programming/Programmer, General</td>
<td>0-19-4</td>
<td>A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 24 hours in computer science courses.</td>
</tr>
<tr>
<td>ITSW Computer Science</td>
<td>see also GAME, IMED, ITNW, ITSC, ITSE and ITSY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITSW 1401</td>
<td>Introduction to Word Processing</td>
<td>3-3-4</td>
<td>An overview of the production of documents, tables, and graphics. Prerequisites: None.</td>
</tr>
<tr>
<td>ITSW 1404</td>
<td>Introduction to Spreadsheets</td>
<td>3-3-4</td>
<td>Instruction in the concepts, procedures, and application of electronic spreadsheets. Prerequisites: None.</td>
</tr>
<tr>
<td>ITSW 1407</td>
<td>Introduction to Database</td>
<td>3-3-4</td>
<td>Introduction to database theory and the practical applications of a database. Prerequisites: ITSW 1401 OR ITSW 1404 OR ITSE 1409; OR BCIS 1405.</td>
</tr>
<tr>
<td>ITSW 2486</td>
<td>Internship - Data Processing and Data Processing Technology/Technician</td>
<td>0-19-4</td>
<td>A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 24 hours in computer science courses.</td>
</tr>
<tr>
<td>ITSY Computer Science</td>
<td>see also GAME, IMED, ITNW, ITSC, ITSE and ITSY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITSY 1400</td>
<td>Fundamentals of Information Security</td>
<td>3-3-4</td>
<td>An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed. Prerequisite: None</td>
</tr>
<tr>
<td>ITSY 1442</td>
<td>Information Technology Security</td>
<td>3-3-4</td>
<td>Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Prerequisite: None</td>
</tr>
<tr>
<td>ITSY 2400</td>
<td>Operating System Security</td>
<td>3-3-4</td>
<td>Safeguard computer operating systems by demonstrating server support skills and understanding the design and implementation of a security system. Identify security threats and monitor network security implementations. Understand how to configure operating systems to industry security standards. Prerequisite: 15 hours of computer science courses or ITSC 1405</td>
</tr>
<tr>
<td>ITSY 2401</td>
<td>Firewalls and Network Security</td>
<td>3-3-4</td>
<td>Identify elements of firewall design, types of security threats and responses to security attacks. Understand how to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Prerequisites: ITSY 1400 or concurrent enrollment.</td>
</tr>
<tr>
<td>ITSY 2441</td>
<td>Security Management Practices</td>
<td>3-3-4</td>
<td>In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. Prerequisite: ITSY 1400.</td>
</tr>
</tbody>
</table>
KINE Kinesiology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINE 1100</td>
<td>Aerobics I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1102</td>
<td>Badminton I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1103</td>
<td>Badminton II</td>
<td>KINE 1102</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1104</td>
<td>Ballet I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1105</td>
<td>Ballet II</td>
<td>KINE 1104</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1106</td>
<td>Basketball I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1107</td>
<td>Basketball II</td>
<td>KINE 1106</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1108</td>
<td>Bowling I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1109</td>
<td>Bowling II</td>
<td>KINE 1108</td>
<td>0-3-1</td>
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<tr>
<td>KINE 1110</td>
<td>Fitness Walking I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1111</td>
<td>Fitness Walking II</td>
<td>KINE 1110</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1112</td>
<td>Golf I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1113</td>
<td>Golf II</td>
<td>KINE 1112</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1114</td>
<td>Spin Bike I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1115</td>
<td>Spin Bike II</td>
<td>KINE 1114</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1116</td>
<td>Jazz Dance I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1117</td>
<td>Jazz Dance II</td>
<td>KINE 1116</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1118</td>
<td>Jujutsu I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1119</td>
<td>Jujutsu II</td>
<td>KINE 1118</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1120</td>
<td>Karate I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1121</td>
<td>Karate II</td>
<td>KINE 1120</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1122</td>
<td>Kickboxing/Aerobics I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
<tr>
<td>KINE 1123</td>
<td>Muay Thai Kickboxing I</td>
<td>None</td>
<td>0-3-1</td>
</tr>
</tbody>
</table>

KINE 1124 Muay Thai Kickboxing II  
KINE 1125 Physical Conditioning I  
KINE 1126 Physical Conditioning II  
KINE 1127 Soccer I  
KINE 1128 Soccer II  
KINE 1129 Softball I  
KINE 1130 Softball II  
KINE 1131 Barbell Training/Aerobics  
KINE 1132 Swimming I  
KINE 1133 Swimming II  
KINE 1134 Swimming III  
KINE 1135 Tennis I  
KINE 1136 Tennis II  
KINE 1137 Volleyball I  
KINE 1138 Volleyball II  
KINE 1139 Water Aerobics I  
KINE 1140 Water Aerobics II  
KINE 1141 Water Safety I  
KINE 1142 Water Safety II  
KINE 1143 Weight Training I  
KINE 1144 Weight Training II  
KINE 1145 Weight Training III  
KINE 1146 Yoga I  
KINE 1147 Yoga II  
KINE 1148 Kickboxing/Aerobics II  
KINE 1149 Jogging I  
KINE 1150 Jogging II  
KINE 1151 Scuba Diving I  
KINE 1152 Scuba Diving II  
KINE 1153 Lifeguard Training  
KINE 1154 Pilates I  
KINE 1155 Pilates II  
KINE 2132 Barbell Training/Aerobics  
KINE 2150 Scuba III Rescue Divers  
KINE 1152  

KINE 1301 Introduction to Physical Fitness & Sport  
A course which introduces the student to the fields of health, physical education, and recreation. Emphasis on the scope and organization of professional activities, opportunities and qualifications of the professional physical educator. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.

KINE 1304 Personal/Community Health I  
Investigation of the principles and practices in relation to personal and community health. Prerequisite: None.

KINE 1306 First Aid  
First aid topics include how to assess and act in the event of injuries (including cuts, burns, joint injuries, and temperature-related illnesses). Splinting and bandaging techniques are covered. CPR topics include how to recognize an emergency, caring for conscious and unconscious choking victims, recognizing signs of a heart attack, rescue breathing, and cardiopulmonary resuscitation, and provides an introduction to Automatic External Defibrillation. American Red Cross certification in Standard First Aid Responding to an Emergency as well as Adult/Child/Infant CPR certifications.
may be earned. An additional fee will be charged in this course for Red Cross books and supplies. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.

KINE 1308 Sports Officiating I 3-0-3
Theory and practice in techniques of officiating. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.

KINE 1321 Coaching/Sports/Athletics I 3-0-3
Techniques and theories underlying the coaching of men’s and women’s sports. Special emphasis upon AIDS, equipment, organization, and administration of the program. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.

KINE 1331 Physical Education for Elementary Majors 3-0-3
This course is designed to give a foundation for a working knowledge of activities that are appropriate for elementary children, especially those in grades Pre-K through 5th grade. The students will learn to teach a variety of games, exercises, sport activities and dances appropriate for children. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.

KINE 1338 Concepts of Physical Fitness – Personal Trainer – NCSF Trainer Certification Course 3-0-3
To provide professional development as well as theoretical proficiency required for qualified personal trainers. This course will also provide a hands-on approach as an integral component of preparation for careers that emphasize exercise prescription and training utilizing a practical skill approach. After completion of this program students will be prepared to sit for the NCSF-CPT exam and enter the job market with a valid credential denoting their qualified status. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.

KORE Korean

KORE 1311 Beginning Korean I 3-0-3
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

KORE 1312 Beginning Korean II 3-0-3
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: KORE 1311 with a grade of “C” or above.

KORE 1411 Beginning Korean I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

KORE 1412 Beginning Korean II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: KORE 1411 with a grade of “C” or above.

KORE 2311 Intermediate Korean I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: KORE 1411 and 1412 with a grade of “C” or above.

KORE 2312 Intermediate Korean II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: KORE 2311 with a grade of “C” or above.

LGLA Paralegal/Legal Assistant

LGLA 1300 Elder Law 3-0-3
This course presents the fundamental concepts of elder law, including financial and estate planning, public benefits, health care, personal planning and protection, and consumer protection.

LGLA 1303 Legal Research 3-0-3
Identify and locate primary and secondary legal authority; and implement effective research strategies utilizing standard and electronic legal research tools with emphasis on the paralegal’s role and ethical considerations in legal research.

LGLA 1304 Military and National Security Legal Issues 3-0-3
This course presents the fundamentals of the United States military legal system includes an introduction to the Uniform Code of Military Justice, military regulations, and court decisions involved in military law with emphasis on emerging issues of national security laws including terrorism and national security crimes, national security detentions and trials, military tribunals, and clandestine operations.

LGLA 1307 Introduction to Law and the Legal Profession 3-0-3
This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.

LGLA 1317 Law Office Technology 2-2-3
This course introduces computer technology and its applications within the law office. Topics include the use of computer technology in the delivery of legal services with particular emphasis on the paralegal’s role. Lab included. Recommended co-requisite: ITSW 1401.

LGLA 1343 Bankruptcy 3-0-3
This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal’s role. Topics include individual and business liquidation and reorganization.

LGLA 1345 Civil Litigation 3-0-3
This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal’s role. Topics include pretrial, trial, and post trial phases of litigation.

LGLA 1349 Constitutional Law 3-0-3
This course provides an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government.
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<td>Contracts</td>
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<td>Commercial Code.</td>
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<td>LGLA 1353</td>
<td>Wills, Trust and Probate Administration</td>
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<td>LGLA 1355</td>
<td>Family Law</td>
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<td>Special Topics in Paralegal/</td>
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<td>Legal Assistance</td>
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<td>Torts and Personal Injury Law</td>
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<td>LGLA 2307</td>
<td>Law Office Management</td>
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<td>Analyze the fundamental principles</td>
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<td>paralegal in the law office.</td>
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<td>Recommended Pre-requisite: LGLA 1307.</td>
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<td>LGLA 2309</td>
<td>Real Property</td>
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<td>LGLA 2311</td>
<td>Business Organizations</td>
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<td>partnerships, corporations, and</td>
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<td>LGLA 2313</td>
<td>Criminal Law and Procedure</td>
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<td>LGLA 2321</td>
<td>Military Law</td>
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<td>paralegals including detailed</td>
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<td>coverage of Uniform Code of</td>
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<td>Military Justice (UCMJ), claims,</td>
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<td>LGLA 2331</td>
<td>Advanced Legal Research and Writing</td>
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<td>Standard and electronic research</td>
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<td>complex legal documents such as</td>
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<td>briefs, legal office memoranda, and</td>
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<td>LGLA 2433</td>
<td>Advanced Legal Document Preparation</td>
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<td>Preparation of legal documents</td>
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<td>LGLA 2435</td>
<td>Advanced Civil Litigation</td>
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<td>Implementation of advanced civil</td>
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<td>Builds upon skills required in</td>
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<td>LGLA 2480</td>
<td>Cooperative Education - Paralegal/</td>
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<td>Legal Assistant</td>
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<td>Career-related activities encountered</td>
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<td>combines classroom learning with</td>
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<td>A work-based learning experience</td>
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**MATH Mathematics**

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<td>A study of relations and functions,</td>
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<td>MATH 1324</td>
<td>Mathematics for Business and Social</td>
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<td>mathematics of finance (simple and</td>
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<td>compound interest, annuities),</td>
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<td>applications to management,</td>
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<td>economics, and business.</td>
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<td>Prerequisite: A score on the</td>
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<td>CTC approved assessment that is</td>
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<td>equivalent to a 270 on the</td>
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<td>THEA or DSMA 0303 with a grade</td>
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<td>of “C” or above.</td>
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<td>MATH 1325</td>
<td>Mathematics for Business and Social</td>
<td>3-0-3</td>
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<td>Sciences II (Business Calculus)</td>
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<td>Topics include elementary,</td>
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<td>calculus that apply to business and</td>
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<td>economics. Prerequisites: MATH</td>
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<td>1414 or MATH 1324 with a grade of</td>
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<td>“C” or above.</td>
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MATH 1332 Contemporary Mathematics I 3-0-3
Topics include sets, logic, number theory, geometric concepts, consumer finance, and an introduction to probability and statistics. Prerequisite: Minimum passing score on the CTC approved assessments or DSMA 0301 or equivalent with a grade of “C” or above. This course is for non-mathematics, non-science, and non-business students seeking mathematics credit for an AAS degree only. This course is not above the level of College Algebra and does not satisfy the CTC Core Curriculum mathematics (020) requirements for AA or AS degrees.

MATH 1342 Elementary Statistical Methods 3-0-3
Topics include the collecting, organizing, and displaying of data; measures of central tendency, measures of variation, histograms, probability; probability distributions, binomial distributions, normal distributions, linear regression and their applications. Prerequisites: A score on the CTC approved assessments that is equivalent to a 240 on the THEA, or DSMA 0301 with a minimum grade of “C”, or DSMA 0303 (Intermediate Algebra or equivalent) with a minimum grade of “C”, or MATH 1332 with a minimum grade of “C”. This course is not above the level of College Algebra and does not satisfy the CTC Core Curriculum mathematics (020) requirements for AA or AS degrees. This course will however satisfy the mathematics requirement of many of the Associate of Applied Science degrees offered at CTC. * DSMA 0307, DSMA 0310, DSMA 0316 and DSMA 0317.

MATH 1350 Fundamentals of Mathematics I 3-0-3
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is the first semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of elementary analysis. Prerequisite: A grade of “C” or better in MATH 1414.

MATH 1351 Fundamentals of Mathematics II 3-0-3
Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This is the second semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of these concepts. Prerequisite: For students seeking certification for K-4, MATH 1350 with a grade of “C” or better and MATH 1414 with a grade of “C” or better is required. For students seeking certification for 4-8, MATH 1350 with a grade of “C” or better and MATH 1316 with a grade of “C” or better is required.

MATH 1414 College Algebra 4-0-4
A study of relations and functions, polynomial functions and equations of degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, the binomial theorem, and mathematical induction. This course meets the college core requirement and is recommended for students planning to transfer to bachelor’s degree programs. Graded exercises, guided practice, and graded quizzes will be completed in a non-lab environment requiring a minimum of one contact hour per week of activity. Prerequisites: DSMA 0303 or equivalent with a grade of “C” or better or acceptable evaluation scores.

MATH 2318 Linear Algebra 3-0-3
An introductory course in linear algebra covering vector spaces, linear transformations, matrices, systems of linear equations. Prerequisite: MATH 2414 with a grade of “C” or above.

MATH 2412 Precalculus Math 4-0-4
Topics include applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Prerequisite: MATH 1414 with a grade of “C” or above. (A previous study of trigonometry is helpful but not required.)

MATH 2413 Calculus I 4-0-4
Calculus I is a first course in calculus which emphasizes limits and continuity; the Fundamental Theorem of Calculus; derivatives and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule; the mean value theorem; rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions; and an application to calculation of areas. Prerequisite: MATH-2412 with a grade of “C” or above.

MATH 2414 Calculus II 4-0-4
Calculus II is a second course in calculus which emphasizes differentiation and integration techniques of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; and improper integrals. Prerequisite: MATH-2412 and MATH-2413 with a grade of “C” or above.

MATH 2415 Calculus III 4-0-4
Calculus III is a third course in calculus which emphasizes vectors and vector-valued functions; partial differentiation; Lagrange multipliers; multiple integrals; Jacobians; and application of the line integral which includes Green’s Theorem, the Divergence Theorem, and Stoke’s Theorem. Prerequisite: MATH-2414 with a grade of “C” or above.

MBST Maintenance Technology see also CBFM, CBPT, ELPT, FFPB and WDWK
MBST 1507 Masonry I 2-7-5
Introduction to masonry including safety, tools and equipment, masonry materials, theory, terminology, federal and state guidelines, building plans, mortar mixing and spreading. Emphasis on the fundamentals of laying bricks and block. Prerequisite: CRPT 1429.

MDCA Office Technology see also HITT, MRMT, POFI, POFM and POFT
MDCA 1409 Anatomy and Physiology for Medical Assistants 3-4-4
Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

MLAB Medical Lab Technician
MLAB 1201 Introduction to Clinical Laboratory Science 1-1-2
An introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation and certification. Attention will be focused on basic didactic and practical techniques in the following laboratory areas: microscopy, phlebotomy, immunology, and clinical microbiology. Co-requisite: MLAX 1201, MLAB 1211, MLAX 1211.
MLAB 1211 Urinalysis and Body Fluids 1-4-2
An introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney, and physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids. Attention will be focused on basic didactic and practical techniques in urinalysis. Body fluids are taught in MLAB 1415 and MLAB 2401. Co-requisite: MLAB 1201, MLAX 1201, MLAX 1211.

MLAB 1331 Parasitology/Mycology 2-4-3
An introductory course in clinical parasitology, mycology, and virology. A study of the taxonomy, morphology, and pathogenesis of human parasites, fungi, and viruses and the practical application of laboratory procedures as they relate to given disease processes. Prerequisite: MLAB 1201, 1211.

MLAB 1415 Hematology 3-3-4
Introduction to the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases. Prerequisite: MLAB 1201, 1211.

MLAB 2401 Clinical Chemistry 3-3-4
An introduction to the principles and procedures of various tests performed in Clinical Chemistry. Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology and chemical analysis of body fluids. Prerequisite: MLAB 1201, 1211, 1415, BIOL 2401, 2402, CHEM 1411, 1412, MATH 1414.

MLAB 2431 Immunohematology 3-3-4
A study of blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, crossmatching, elution, and absorption techniques. Included in this course is a study of the theory and application of basic immunology including the principles of serological procedures. Prerequisite: MLAB 1201, 1211, 1415, BIOL 2401, 2402.

MLAB 2434 Clinical Microbiology 3-3-4
Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Prerequisite: MLAB 1201, 1211, 1415.

MLAB 2460 Clinical II - Medical Laboratory Technician 0-19-4
A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Course may be repeated if topics and learning outcomes vary. Weekly site visits are conducted by the college faculty. Prerequisite: MLAB 2561.

MLAB 2461 Clinical III - Medical Laboratory Technician 0-19-4
A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Course may be repeated if topics and learning outcomes vary. Weekly site visits are conducted by the college faculty. Prerequisite: MLAB 2561.

MLAB 2561 Clinical I - Medical Laboratory Technician 0-25-5
A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Course may be repeated if topics and learning outcomes vary. Weekly site visits are conducted by the college faculty. Prerequisite: MLAB 1201, 1211, 1415, BIOL 2401, 2402, CHEM 1411, 1412, MATH 1414, ITSC 1409.

MRKG Business Administration and Management see also BMGT, BUSG and HRPO

MRKG 1302 Principles of Retailing 3-0-3
Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

MRKG 1311 Principles of Marketing 3-0-3
Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MRKG 2333 Principles of Selling 3-0-3
Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.

MRMT Office Technology see also HITT, MDCA, POFI, POFM, and POFT

MRMT 1307 Medical Transcription I 2-4-3
Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcription and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Recommended prerequisite: HITT 1305 or concurrent enrollment. Keyboarding proficiency and written communication skills recommended.

MRMT 2166 Practicum - Medical Transcription/Transcriptionist 0-8-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Student will spend 15-20 hours per week working with practicum employer. Prerequisite: completion of all courses in the certificate and Departmental approval.

MRMT 2333 Medical Transcription II 2-4-3
Transcription of advanced medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Prerequisite: MRMT 1307.
MRMT 2357 Advanced Medical Transcription 2-4-3
Practical application of highly developed medical transcription skills. Includes use of sophisticated transcription equipment and medical resources to produce correct medical documents from their inception as dictated materials to their inclusion in the patient health record. Prerequisite: MRMT 2333 or Departmental approval.

MSMG Military Science Management (ROTC)
The credit received from these courses is not transferable to a degree and cannot be applied towards degree completion.

MSMG 1201 Leadership and Personal Development 2-2-2
The course introduces cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as time management, physical fitness, and stress management relate to leadership, officerhood, and Army operations. Focus is placed on developing basic knowledge and comprehension of Army Leadership Dimensions while gaining a broad understanding of the ROTC program, its purpose in the Army, and its advantages for the student. One Two hour lecture and one Two hour Lab a week for one semester.

MSMG 1203 Introduction to Tactical Leadership 2-2-2
This course presents an overview of leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback and using effective writing skills. Cadets explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. Cadre role models and the building of stronger relationships among the cadets through common experience and practical interaction are critical aspects of this course. Prerequisite: None. One Two hour lecture and one Two hour Lab a week for one semester.

MSMG 1310 Foundations of Leadership 2-2-3
This course explores the dimensions of creative and innovative tactical leadership strategies and styles by studying historical case studies and engaging in interactive student exercises. Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises. Focus is on continued development of the knowledge of leadership values and attributes through an understanding of rank, uniform, customs, and courtesies. Leadership case studies provide tangible context for learning the Soldier’s Creed and Warrior Ethos as they apply in the Contemporary Operating Environment (COE). Prerequisites: Leadership and Personal Development and Introduction to Tactical Leadership or approval of the Military Science department. One Two hour lecture and one Two hour Lab a week for one semester.

MSMG 1312 Foundations of Tactical Leadership 2-2-3
This course examines the challenges of leading teams in the complex contemporary operating environment (COE). The course highlights dimensions of cross-cultural challenges of leadership in a constantly changing world and applies these challenges to practical Army leadership tasks and situations. Cadets develop greater self-awareness as they practice communication and team building skills. COE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios. Prerequisites: Leadership and Personal Development, Introduction to Tactical Leadership and Foundations of Leadership or approval of the Military Science department. One Two hour lecture and one Two hour Lab a week for one semester.

MUAP Music Applied
INDIVIDUALIZED INSTRUCTION IS OFFERED IN THE FOLLOWING AREAS - Voice, Piano, Winds, Strings, Brass, Percussion. Literature from all style periods and technical skills will be emphasized. One half hour lesson per week for Levels I and II. One hour lesson per week for Levels III and IV. One hour practice per day is required. Instructor approval. Special fees apply.

Course | Title | Prerequisite | Credit
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MUAP 1137 | Brass I | None | 0-1-1
MUAP 1138 | Brass II | MUAP 1137 | 0-1-1
MUAP 2237 | Brass III | MUAP 1138 | 0-2-2
MUAP 2238 | Brass IV | MUAP 2237 | 0-2-2
MUAP 1169 | Piano I | None | 0-1-1
MUAP 1170 | Piano II | MUAP 1169 | 0-1-1
MUAP 2269 | Piano III | MUAP 1170 | 0-2-2
MUAP 2270 | Piano IV | MUAP 2269 | 0-2-2
MUAP 1157 | Percussion I | None | 0-1-1
MUAP 1158 | Percussion II | MUAP 1157 | 0-1-1
MUAP 2257 | Percussion III | MUAP 1158 | 0-2-2
MUAP 2258 | Percussion IV | MUAP 2257 | 0-2-2
MUAP 1101 | Strings I | None | 0-1-1
MUAP 1102 | Strings II | MUAP 1101 | 0-1-1
MUAP 2201 | Strings III | MUAP 1102 | 0-2-2
MUAP 2202 | Strings IV | MUAP 2201 | 0-2-2
MUAP 1181 | Voice I | None | 0-1-1
MUAP 1182 | Voice II | MUAP 1181 | 0-1-1
MUAP 2281 | Voice III | MUAP 1182 | 0-2-2
MUAP 2282 | Voice IV | MUAP 2281 | 0-2-2
MUAP 1117 | Woodwinds I | None | 0-1-1
MUAP 1118 | Woodwinds II | MUAP 1117 | 0-1-1
MUAP 2217 | Woodwinds III | MUAP 1118 | 0-2-2
MUAP 2218 | Woodwinds IV | MUAP 2217 | 0-2-2

MUEN Music

MUEN 1131 Instrumental Ensemble (Band/Orchestra) 1-1-1
This course is open to all students who play an instrument. The ensemble will perform a variety of styles of music and will play on and off campus. Music majors are required to take one ensemble each semester. Prerequisite: None.

MUEN 1151 Vocal Ensemble (Choir) 1-1-1
This course is open to all students. The ensemble will perform a variety of styles of music and will perform on and off campus. Music majors are required to take one ensemble each semester. Prerequisite: None.

MUSI Music

MUSI 1181 Piano Class I 1-1-1
Introduction to the keyboard. Beginning and elementary level teaching literature and technical skills will be emphasized. Course is geared towards students who have little or no previous musical experience. Five hours weekly practice is required. Open to all students. Prerequisite: None.

MUSI 1183 Voice Class I 1-1-1
This course is concerned with the most basic principles of singing; correct breathing, posture and the proper use of the vocal anatomy (i.e., palate, larynx, and tongue). Basic vocal literature will be introduced. Open to All Students. Prerequisite: None.
MUSI 1188 Percussion Class I 1-1-1
Class instruction in the fundamental techniques of playing and teaching percussion instruments. Prerequisite: None.

MUSI 1192 Guitar Class I 1-1-1
This course is an introduction to the guitar. Beginning level literature and technical skills will be emphasized. Course is geared towards students who have little or no musical experience. Practice outside class is required. Open to all students. Prerequisite: None.

MUSI 1216 Sight Singing and Ear Training I 1-2-2
This course is designed to help the student develop the aural skills pertinent to proficiency in music theory. It includes the study and proper identification of melodic patterns, intervals and triads, and exercises in melodic dictation. This course should be taken concurrently with MUSI 1311. Prerequisite: None. This is a required course for music majors.

MUSI 1217 Sight Singing and Ear Training II 1-2-2
A continuation of Ear Training and Sight Singing I. Sight singing, intervals, triads, and seventh chords, asymmetric and mixed meters. Exercises in melodic and harmonic dictation. Prerequisite: MUSI 1216. This course should be taken concurrently with MUSI 1312. This is a required course for music majors.

MUSI 1301 Fundamentals of Music I 2-1-3
An introduction to music including note reading, rhythm, intervals, triads, scales, and key signatures. Open to all students. Prerequisite: None.

MUSI 1304 Foundations of Music 2-1-3
A study of the basic fundamentals of music with an introduction to melodic, rhythmic, and harmonic instruments. Emphasis on participation in singing and reading music. For students in the field of education and the general college student. This course is not for music majors. Prerequisite: None.

MUSI 1306 Music Appreciation 3-0-3
This course is designed for the general college student. It emphasizes intelligent, directed listening to music with attention focused on the materials, the forms and the periods and styles of music. Course work will also cover the relation of music to other areas of cultural development. Prerequisite: None.

MUSI 1307 Music Literature 3-0-3
An in-depth study of the music, literature and history from the 15th through the 20th centuries. Emphasis will be placed on principle forms and composers of the literature of those historical periods. This course is designed for music majors, but is also appropriate for any student who has prior musical knowledge. Prerequisite: None.

MUSI 1311 Music Theory I 2-1-3
A continuation of Music Fundamentals. Harmonic progressions, seventh chords, cadences, pentatonic, and modal scales with an introduction to four-part writing. Prerequisite: MUSI 1301 or placement exam by the instructor. This course should be taken concurrently with MUSI 1216. This course is required for music majors.

MUSI 1312 Music Theory II 2-1-3
A continuation of Music Theory I with an introduction to four-part writing and analysis of music. Prerequisite: MUSI 1311 or placement exam by the instructor. This course should be taken concurrently with MUSI 1217. This course is required for music majors.

MUSI 2311 Music Theory III 2-1-3
A study of the harmonic materials of the 18th and 19th centuries through analysis and written exercises. Dominant and secondary seventh chords, secondary dominants, the diminished seventh chord, the Neapolitan sixth, the augmented sixth chords, nonharmonic tones, harmonic tones, harmonic dictation for the keyboard. Prerequisite: MUSI 1312. This course is required for music majors.

MUSI 2312 Music Theory IV 2-1-3
The study of harmony as an organizing element of the large-scale musical structure. Diatonic, chromatic and inharmonic modulations; the modulating sequence. Melody harmonization, analysis of larger works, harmonic dictation. Modulation to related and distant keys on the keyboard. Prerequisite: MUSI 2311. This course is required for music majors.

PASH Pashtu

PASH 1411 Beginning Pashtu I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PASH 1412 Beginning Pashtu II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PASH 1411 with a grade of “C” or above.

PASH 2311 Intermediate Pashtu I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PASH 1411 and 1412 with a grade of “C” or above.

PASH 2312 Intermediate Pashtu II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PASH 2311 with a grade of “C” or above.

PERS Persian-Iranian/Afghan

PERS 1411 Beginning Persian-Iranian/Afghan I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PERS 1412 Beginning Persian-Iranian/Afghan II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PERS 1411 with a grade of “C” or above.

PERS 2311 Intermediate Persian-Iranian/ Afghan I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PERS 1411 and 1412 with a grade of “C” or above.

PERS 2312 Intermediate Persian-Iranian/ Afghan II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PERS 2311 with a grade of “C” or above.

PFPB Maintenance Technology see also CBFM, CNBT, CRPT, ELPT, MBST and WDWK

PFPB 2409 Residential Construction Plumbing I 3-3-4
Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home. Prerequisite: CRPT 1429.
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<th>Course Code</th>
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<td>PFPB 2445</td>
<td>Residential Construction Plumbing II</td>
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<tr>
<td>PHYS 1401</td>
<td>College Physics I</td>
<td>3-3-4</td>
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<tr>
<td>PHYS 1402</td>
<td>College Physics II</td>
<td>3-3-4</td>
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<td>PHYS 1403</td>
<td>Stars and Galaxies</td>
<td>3-2-4</td>
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<td>PHYS 1404</td>
<td>Solar System</td>
<td>3-2-4</td>
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<tr>
<td>PHYS 1405</td>
<td>Physical Science I</td>
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**PHIL Philosophy**

**PHIL 1301 Introduction to Philosophy**
A general introduction to critical and reflective thinking as applied to the basic problems of existence and the meaning of human life and institutions; study of methods and types of evidence utilized by authority, intuition, revelation, reason and scientific methods, and a study of the nature of philosophy, including its relation to religion, science, and art.

**PHIL 1304 Introduction to World Religions**
A survey course dealing with the origins, tenets, and development of the major world religions. Deductive method used to understand religion as a phenomenon in man's life. Discussion of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

**PHIL 1316 History of Religions I**
In a historical survey of major religions, this course focuses on the history and literature of Ancient Judaism during the Old Testament period emphasizing its development of social, political, and religious institutions and ideas.

**PHIL 1317 History of Religions II**
In a historical survey of major religions, this course focuses on the history and literature of Early Christianity during the New Testament period emphasizing its origin, development, and expansion of religious institutions and ideas.

**PHIL 2303 Introduction to Logic**
Nature and methods of correct reasoning, deductive proof, inductive proof, fallacies, and arguments.

**PHIL 2306 Introduction to Ethics**
Study of basic principles of the normal life, with critical examination of traditional and current theories of the nature of goodness, happiness, duty, and freedom.

**PHIL 2307 Introduction to Social and Political Philosophy**
Critical examination of the major philosophical theories concerning the organization of societies and the role and scope of government.

**PHYS Physical Science**

**PHYS 1401 College Physics I**
This is the first part of a one-year algebra-based physics course. This course includes the fundamentals of classical Mechanics, Thermal Physics, and Wave Motion. The student will be introduced to the basic principles of linear and rotational Kinematics and Dynamics, Newton's laws of motion, work and Energy, Impulse and Momentum, Elasticity, Simple Harmonic Motion, Fluids, Temperature and Heat, The Transfer of Heat, The Ideal Gas Laws and Kinetic Theory, Thermodynamics, Waves and Sound, Linear Superposition and Interference Phenomena. This is a required course for students who plan to major in Medicine, Dentistry, Veterinary Science, Pharmacy, and all other Biological or Health science disciplines. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the fall and summer semesters. Prerequisite: MATH 1414 or concurrent enrollment. Co-requisite: PHYX 1401.

**PHYS 1402 College Physics II**
This is the second part of a one-year algebra-based physics course. This course includes the basic principles of Electricity and Magnetism, Light and Optics, and modern advances in physics, namely, Relativity, Atomic and Nuclear Physics. The topics covered in this course are as follows: Electrostatics (Electric forces, Electric fields and Electric Potentials); Electric Circuits, (DC and AC); Magnetic Forces and Magnetic Field; Electromagnetic Induction and Electromagnetic Waves; Light (Geometrical and Wave Optics); Special Relativity; The Nature of the Atom; Nuclear Physics and Radioactivity. This is a required course for students who plan to major in any Health science disciplines. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the spring semester only. Prerequisite: PHYS 1401 or consent of the Department Chair and Instructor. Co-requisite: PHYX 1402.

**PHYS 1403 Stars and Galaxies**
This course is designed to give an overview of the visible universe. The objective throughout this course is to explain how astronomers know the many curious things they have learned about our universe. It brings the universe alive, in a sense, by showing the drama of the birth, evolution, and death of stars. What is the universe? Did the universe have a beginning? Will the universe last forever? These cosmological questions are answered in a qualitative way. The chances of life elsewhere in the universe, and how we might know about it are discussed. Planetarium and Observatory are used extensively. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concept). The class meets twice a week, three hours per day.

**PHYS 1404 Solar System**
This course is an introduction to Astronomy. The approach is very qualitative, but simple mathematics skills are required. The course is designed to explain the origin of the Solar System including the Sun and its nine planets, and smaller bodies - satellites (moon) orbiting the planets, asteroids, and comets. The students are also exposed to the basic idea of the function of a telescope. Planetarium and Observatory are used extensively. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concepts). The class meets twice a week, three hours per day.

**PHYS 1415 Physical Science I**
This is an introductory course on Physical Science for the first year non-science majors; strongly recommended for students in teacher training program. It is designed to provide skills needed for success in other science classes and for improving science literacy. The course emphasizes the basic concepts in Physics, Chemistry, Earth Science, and Astronomy. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concept). The class meets twice a week, three hours per day. Prerequisite: None. Co-requisite: PHYX 1415.
PHYS 2425 University Physics I 3-3-4
This is the first part of a one-year calculus-based physics course. It includes the materials from kinematics to special relativity. This course presents the fundamental principles of classical Mechanics, Heat and Thermodynamics, and Waves and Oscillations. It presumes that the student is now taking or has already taken calculus, but a modest knowledge of algebra, geometry and trigonometry is required. Whatever calculus is required will be included as the need arises. The student will be introduced to the basic principles of Vector algebra, Kinematics and Dynamics of Motion, Newton’s laws, Work and Energy, Impulse and Momentum, Elasticity, Simple Harmonic Motion, Fluids, Temperature and Heat, The Transfer of Heat, The Ideal Gas Laws and Kinetic Theory, Thermodynamics, Waves and Oscillation, Linear Superposition and Interference Phenomena, Sound Waves, Special Theory of Relativity. This is a required course for students who plan to major in Engineering, Computer Science and in any subjects of Physical Science. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the fall semester only. Prerequisite: MATH 2413 or concurrent enrollment. Co-requisite: PHYX 2425.

PHYS 2426 University Physics II 3-3-4
This is the second part of a one-year calculus-based physics course and it includes the materials from Electrostatics to Atomic and Nuclear Physics. It presumes that the student is now taking or has already taken calculus, but a modest knowledge of algebra, geometry, and trigonometry is required. Whatever calculus is required will be included as the need arises. The student will be introduced to the basic principles of Electricity, Magnetism, Electromagnetic Waves, Properties of Light, Optical Devices, and the Nature of Atoms, Molecules, and Nucleus. This is a required course for students who plan to major in Engineering, Computer Science, and in any subjects of Physical Science. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the spring semester only. Prerequisite: PHYS 2425 or consent of the Department Chair and Instructor. Co-requisite: PHYX 2426.

POFI Office Technology see also HITT, MDCA, MRMT, POFI and POFT

POFI 1301 Computer Applications I 2-4-3
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

POFI 1349 Spreadsheets 2-4-3
Spreadsheet software for business applications. Prerequisite: An introduction to a computer application course or equivalent recommended.

POFI 2301 Word Processing 2-4-3
Word processing software focusing on business applications. Prerequisite: Keyboarding proficiency recommended.

POFI 2331 Desktop Publishing 2-4-3
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Prerequisite: Keyboarding and word processing skills or concurrent enrollment in word processing course recommended.

POFI 2340 Advanced Word Processing 2-4-3
Advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Prerequisites: Keyboarding and word processing skills recommended.

POFI 2386 Internship - Business/Office Automation/Technology/Data Entry 0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

POFI 2387 Internship - Business/Office Automation/Technology/Data Entry 0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

POFM Office Technology see also HITT, MDCA, MRMT, POFI and POFT

POFM 1300 Medical Coding Basics 2-4-3
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305, HITT 1303 or Department consent.

POFM 1302 Medical Software Applications 2-4-3
Medical software applications for the management and operation of health care information systems. Keyboarding proficiency recommended.

POFM 1317 Medical Administrative Support 2-4-3
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM 1327 Medical Insurance 2-4-3
Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. Prerequisite: Medical Terminology, Keyboarding and Computer Skills or Department consent.

POFM 2386 Internship - Medical Administrative/Executive Assistant and Medical Secretary 0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Departmental approval required upon completion of certificate requirements.

POFM 2387 Internship - Medical Administrative/Executive Assistant and Medical Secretary 0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Departmental approval required upon completion of certificate requirements.
POFT Office Technology  see also HITT, MDCA, MRMT, POFI and POFM

POFT 1301 Business English 2-4-3
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding skills recommended.

POFT 1309 Administrative Office Procedures I 2-4-3
Study of current office procedures, duties, and responsibilities applicable to an office environment. Keyboarding skills or current enrollment in a keyboarding course required.

POFT 1319 Records and Information Management I 2-4-3
Introduction to basic records and information management, including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.

POFT 1325 Business Math and Machine Applications 2-4-3
Business math problem-solving skills using office technology.

POFT 1329 Beginning Keyboarding 2-4-3
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 1349 Administrative Office Procedures II 2-4-3
In-depth coverage of office applications with emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1301, POFT 1329 and concurrent enrollment in or completion of second year office technology courses recommended.

POFT 2312 Business Correspondence and Communication 2-4-3
Development of writing and presentation skills to produce effective business communications. Prerequisites: Keyboarding and document formatting skills recommended. POFT 1301 recommended

POFT 2333 Advanced Keyboarding 2-4-3
A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Keyboarding and word processing skills recommended.

POFT 2386 Internship - Administrative Assistant and Secretarial Science, General 0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

POFT 2387 Internship - Administrative Assistant and Secretarial Science, General 0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

POFT 2388 Internship - General Office Occupations and Clerical Services 0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

POFT 2389 Internship - General Office Occupations and Clerical Services 0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

PORT Portuguese

PORT 1411 Beginning Portuguese I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PORT 1412 Beginning Portuguese II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PORT 1411 with a grade of “C” or above.

PORT 2311 Intermediate Portuguese I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PORT 1411 and 1412 with a grade of “C” or above.

PORT 2312 Intermediate Portuguese II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PORT 2311 with a grade of “C” or above.

PSTR Hospitality Management  see also CHEF, HAMG, IFWA, RSTO and TRVM

PSTR 1301 Fundamentals of Baking 2-4-3
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours.

PSTR 1302 Cake Baking and Production 2-4-3
Principles and techniques of cake production. Emphasizes ingredient identification, functions, mixing, and baking. Prerequisite: PSTR 1301.

PSTR 1306 Cake Decorating I 2-4-3
Introductory course in skills, concepts and techniques of cake decorating.

PSTR 2307 Cake Decorating II 1-5-3
A course in decoration of specialized and seasonal products. Prerequisite: PSTR 1306.

PSTR 2331 Advanced Pastry Shop 2-4-3
A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques. Prerequisite: PSTR 1301.
PSY 1300 Learning Framework
This course is a study of the research and theory of the psychology of learning, cognition and motivation. It will explore factors that impact learning and the application of learning strategies. Theoretical modes of strategic learning, cognition and motivation will serve as the conceptual basis for the introduction of college-level student academic strategies. A holistic approach will be taken in guiding students as they assess their personality type, learning styles, vocational interest and identify their strengths and weaknesses as strategic learners. The student will evaluate factors that impact learning and development and will discuss the application of effective learning strategies. The role of relationships, money and health to a student’s ability to perform and remain motivated to learn will be explored. Students will be able to apply the knowledge, skills and attitudes developed in this course to their future college studies.

PSY 2301 General Psychology
Basic principles of human experience and behavior involving biological, environmental and sociocultural studies. An overview course including an introduction to the major studies of psychology.

PSY 2308 Child Psychology
The purpose of this course is to develop an understanding of children and to engender a real interest in them. Consideration is given to the human organism as it develops physically, mentally, emotionally, and socially from birth through adolescence.

PSY 2314 Life Span Growth and Development
This course will study the relationship of the physical, emotional, social and mental factors of growth and development of children and adults through the life span.

PSY 2315 Psychology of Adjustment
A study of psychological concepts and principles related to healthy personality and social adjustments.

PSY 2316 Psychology of Personality
The study of various approaches to determinants, development, and assessment of personality. Prerequisite: PSY 2301.

PSYT Mental Health Services see also CHLT, CMSW, DAAC, GERS and SCWK

PSYT 1309 Health Psychology
This course provides for an exploration of behavioral medicine and the interdependence of mind, body, and spirit. Topics include stress and its effect on body systems, mind/body interactions, and techniques for improving and maintaining health.

PSYT 1313 Psychology of Personal Adjustment
This course focuses on the development of personal, social, and work adjustment skills. Students will explore a variety of issues relevant to health social interactions.

PSYT 1325 Death and Dying
This course is a study of the cultural and social norms, values, beliefs, and activities associated with the dying and their survivors. Topics include theories, communication skills, and activities to assist with coping for the dying and their survivors.

PSYT 1329 Interviewing and Communication Skills
This course provides instruction for the development of interviewing and communication skills in professional relationships. Students are encouraged to explore personal issues which may affect their ability to remain objective in the clinical setting. Demonstration of skills learned serves as an integral part of the lab process.

PSYT 2303 Social Psychology
This course will focus on the study of social perception, social influence, and social relations on individual and group interactions. Recommended prerequisite: PSY 2301.

PSYT 2321 Crisis Intervention
This course is a study of the principles and theories of assisting the individual in a crisis situation. Topics include coping skills to increase potential reinstatement of equilibrium to an individual’s lifestyle and suicide prevention.

PSYT 2331 Abnormal Psychology
This course provides for the study of the theories and processes involved in the diagnosis and treatment of mental disorders. Recommended prerequisite: PSYT 2301.

PSYT 2345 Principles of Behavior Management and Modification
This course provides for the study of behavior management and cognitive theories and techniques with emphasis on their applications. Recommended prerequisite: PSYT 2301.

PUNJ Punjabi

PUNJ 1411 Beginning Punjabi I
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PUNJ 1412 Beginning Punjabi II
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PUNJ 1411 with a grade of “C” or above.

PUNJ 2311 Intermediate Punjabi I
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PUNJ 1411 and 1412 with a grade of “C” or above.

PUNJ 2312 Intermediate Punjabi II
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PUNJ 2311 with a grade of “C” or above.

RELE Real Estate

RELE 1303 Real Estate Appraisal
A study of the central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting.
RELE 1311 Law of Contracts 3-0-3
A review of real estate contracts required by Section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history, and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms. Includes the elements of a contract, offer and acceptance, the statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.

RELE 1315 Property Management 3-0-3
A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.

RELE 1325 Real Estate Mathematics 3-0-3
Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements.

RELE 1406 Real Estate Principles 4-0-4
An overview of licensing as a real estate broker and salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community real estate principles reinvestment. This course meets the Texas Real Estate Licensing Act (TRELA) requirements for a core course on Real Estate principles. Fulfills the 60-hour requirement for salesperson license.

RELE 2301 Law of Agency 3-0-3
A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent’s authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of agency. This course meets the Texas Real Estate Licensing Act (TRELA) requirements for a core course on Real Estate Agency Law.

RELE 2488 Internship- Real Estate 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: RELE 1311, 1406, 2301, and consent of the Department Chair.

RELE 2489 Internship- Real Estate 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: RELE 2488 or BMGT 2488 or BMGT 2370 and consent of the Department Chair.

RNSG Nursing

RNSG 1105 Nursing Skills I 0-3-1
Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communications, caring, community and critical thinking are used throughout the course. Prerequisite: Admission to Central Texas College and the Department of Nursing.

RNSG 1115 Health Assessment 0-3-1
Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community and critical thinking will be included throughout the course. Prerequisite: BIOL 2401, ENGL 1301, RNSG 1209, BIOL 1406.
Co-requisite: RNSG 1105, 1301, 1413, BIOL 2402.

RNSG 1162 Clinical Nursing – LVN Transition (RN Training) 0-4-1
An intermediate health related work-based learning experience that enables the student who is an LVN/LPN to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional in the care of adult clients in acute care settings. The concepts of communications, caring, community and critical thinking are used throughout the course. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301, RNSG 1327, BIOL 2421, BIOL 1406. Co-requisite: RNSG 2213, and PSYC 2314, RNSG 1327.

RNSG 1209 Introduction to Nursing 2-0-2
Overview of nursing and the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. The use of medical terminology and study and test-taking skills for technical courses and computer competency are included. This course lends itself to a blocked approach. The concepts of communications, caring, community and critical thinking are used throughout the course. Prerequisite: Admissions to Central Texas College.

RNSG 1251 Care of the Childbearing Family 1-3-2
Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community and critical thinking will be included throughout the course. Prerequisites: BIOL 2401, BIOL 2402, RNSG 1115, 1105, 1301, 1413, 1262.

RNSG 1262 Clinical-Nursing I (RN Training) 0-9-2
An introductory type of health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course includes clinical rotations in adult long term and acute health care settings. The concepts of communication, caring, community and critical thinking are used throughout the course. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401, ENGL 1301, RNSG 1209, RNSG 1105, and RNSG 1115, BIOL 1406. Co-requisites: RNSG 1413, BIOL 2402, RNSG 1301.
RNSG 1301 Pharmacology 3-0-3
Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to a blocked or integrated approach. The concepts of communication, caring, community, and critical thinking will be included throughout the course. Prerequisites: Admission to Central Texas College.

RNSG 1327 Transition from Vocational to Professional Nursing 2-3-3
Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. This course lends itself to a blocked or integrated approach. The concepts of communication, caring, community, and critical thinking will be included throughout the course. Prerequisites: ENGL 1301, PSYC 2301, BIOL 2401, BIOL 2402, BIOL 2421, BIOL 1406. Co-requisites: RNSG 2213.

RNSG 1331 Principles of Clinical Decision-Making 2-3-3
Examination of selected principles related to the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes; perioperative care; pain; respiratory disorders; peripheral vascular disorders; immunologic disorders; and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked or integrated approach. The concepts of communication, caring, community, and critical thinking are used throughout the course. Prerequisite: BIOL 2401, BIOL 2402, RNSG 1115, 1105, 1301, 1413, 1262. Co-requisites: PSYC 2301.

RNSG 1347 Concepts of Clinical Decision-Making 2-3-3
Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of care, coordinator of care, and member of the profession. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders and integumentary. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community, and critical thinking are used throughout the course. Prerequisites: PSYC 2301, RNSG 1251, 1331, 2213, 1363 or 1162 and 1327, OR 1417 and 2360, BIOL 2421. Co-requisites: PSYC 2314.

RNSG 1363 Clinical -Nursing II (RN Training) 0-18-3
An intermediate type of health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course includes clinical rotations in adult acute health care and maternity settings. The concepts of communication, caring, community and critical thinking are used throughout the course. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401, BIOL 2402, RNSG 1115, 1105, 1301, 1413, 1262. Co-requisites: RNSG 1331, 1251.

RNSG 1413 Foundations for Nursing Practice 3-3-4
Introduction to the role of the professional nurse as a provider of care, coordinator of care, and a member of a profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework. The concepts of communication, caring, community, and critical thinking are included throughout the course. Prerequisite: BIOL 2401, ENGL 1301, RNSG 1209, BIOL 1406. Co-requisites: RNSG 1105, 1301, 1115, BIOL 2402.

RNSG 1417 Concepts of Nursing Practice I for Articulating Students 3-3-4
Provides the articulating student the opportunity to examine the role of the professional nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community, and critical thinking are used throughout the course. Prerequisites: BIOL 2401, BIOL 2402, BIOL 2421, ENGL 1301, PSYC 2301, RNSG 1301, BIOL 1406. Co-requisites: RNSG 2213, 2360, 1251.

RNSG 2201 Care of Children and Families 1-3-2
Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. The concepts of communication, caring, community, and critical thinking will be included throughout the course. This course lends itself to a blocked approach. Prerequisites: PSYC 2301, RNSG 1331, 1251, 2213, and 1363 or 1162 and 1327 or 1417 and 2360, BIOL 2421. Co-requisites: PSYC 2314.

RNSG 2213 Mental Health Nursing 1-3-2
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The concepts of communication, caring, community, and critical thinking will be included throughout the course. This course lends itself to a blocked approach. Prerequisites: BIOL 2401, BIOL 2402, RNSG 1115, 1105, 1301, 1413, 1262. Co-requisites: RNSG 1327 and 1162 or 1417 and 2360.

RNSG 2221 Management of Client Care 1-3-2
Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community, and critical thinking will be included throughout the course. Prerequisites: RNSG 2362, 1347, 2201. Co-requisites: Humanities elective, and a KINE course.
RNSG 2341 Advanced Concepts of Clinical Decision-Making 2-3-3
Application of advanced concepts and skills for development of the professional nurse’s roles in complex client/nursing situations. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving cardiovascular disorders; neurologic disorders; liver, biliary and pancreatic disorders; renal and urinary disorders; hematologic disorders; and cancer. Focus given to knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community and critical thinking will be included throughout the course. Prerequisites: RNSG 2362, 1347, 2201. Co-requisites: Humanities elective, and a KINE course.

RNSG 2360 Clinical Nursing – for Articulating Students (RN training) 0-12-3
An intermediate health related work-based learning experience that enables the student who is a paramedic to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional in the care of adult clients in acute care settings. Clinical education is an unpaid learning experience. The concepts of communication, caring, community and critical thinking are used throughout the course. Prerequisites: BIOL 2401, BIOL 2402, BIOL 2421, ENGL 1301, PSYC 2301, RNSG 1301, BIOL 1406. Co-requisites: RNSG 2213, 1417, 1251.

RNSG 2362 Clinical - Nursing III (RN Training) 0-18-3
An intermediate type of health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course includes clinical rotations in adult acute health care, pediatric, and mental health care settings. Clinical education is an unpaid learning experience. The concepts of communication, caring, community and critical thinking are used throughout the course. Prerequisites: PSYC 2301, RNSG 1251, 2213, 1331, 1363, BIOL 2421, or RNSG 1162 and 1327, or 1417 and 2360. Co-requisites: RNSG 1347, 2201, PSYC 2314.

RNSG 2363 Clinical-Nursing IV (RN Training) 0-18-3
An advanced type of health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional in the care of adult clients in acute care settings. Clinical education is an unpaid learning experience. The concepts of communication, caring, community and critical thinking are used throughout the course. Prerequisites: RNSG 1347, RNSG 2201, RNSG 2362. Co-requisites: RNSG 2341, RNSG 2221, Humanities elective, KINE course.

RSTO Hospitality Management see also CHEF, HAMG, IFWA, PSTR and TRVM

RSTO 1204 Dining Room Service 1-3-2
Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

RSTO 1221 Menu Management 2-0-2
A study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

RSTO 1301 Beverage Management 3-0-3
A study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

RSTO 1313 Hospitality Supervision 3-0-3
Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development.

RSTO 1325 Purchasing for Hospitality Operations 3-0-3
Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

RSTO 2301 Principles of Food and Beverage Controls 3-0-3
A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

RSTO 2307 Catering 2-2-3
Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

RSTO 2405 Management of Food Production and Service 2-4-4
A study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning, and customer food preferences. Includes laboratory experiences in quantity food preparation and service.

RUSS Russian

RUSS 1411 Beginning Russian I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

RUSS 1412 Beginning Russian II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: RUSS 1411 with a grade of “C” or above.

RUSS 2311 Intermediate Russian I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: RUSS 1411 and 1412 with a grade of “C” or above.

RUSS 2312 Intermediate Russian II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: RUSS 2311 with a grade of “C” or above.
**SCWK Mental Health Services** see also CHLT, CMSW, DAAC, GERS and PSYT

**SCWK 1321 Orientation to Social Services** 3-0-3
Introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal, and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services.

**SCWK 2301 Assessment and Case Management** 2-2-3
Exploration of procedures to identify and evaluate an individual’s and/or family’s strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, prevention, case management, and referral.

**SCWK 2307 Human Behavior and the Social Environment** 3-0-3
In-depth analysis of human behavior and the social environment. A study of social systems, life span, and strength approaches to understanding human behavior and environmental impact. Emphasis on the impact of human diversity, discrimination, and oppression on the individual’s ability to reach or maintain optimal health and well-being.

**SLPS Criminal Justice** see also CJCR, CJLE, CJSA and HMSY

**SLPS 2488 Internship--Security and Loss Prevention Services** 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

**SOCI Sociology**

**SOCI 1301 Introduction to Sociology** 3-0-3
The study of human society, human behavior and personality as a product of group life, community organization, social change and current social problems.

**SOCI 1306 Social Problems** 3-0-3
A study of identification and analysis of contemporary social problems and development of criteria for evaluating these issues for social betterment.

**SOCI 2301 Marriage and The Family** 3-0-3
A study of problems in courtship, marriage, and family living as they relate to the social structure of American society.

**SOCW Mental Health Services**

**SOCW 2361 Introduction to Social Work** 3-0-3
This course explores the development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

**SOCW 2362 Social Welfare as a Social Institution** 3-0-3
Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives are explored.

**SPAN Spanish**

**SPAN 1411 Beginning Spanish I** 4-2-4
The study of basic Spanish grammar with the development of frequently used vocabulary. This course develops students’ speaking, listening, reading and writing skills so they will be able to express their own ideas and interact with others. Some culture points are integrated to introduce students to the everyday lives of Spanish speakers in the twenty-one countries of the Spanish-speaking world.

**SPAN 1412 Beginning Spanish II** 4-2-4
The study of basic Spanish grammar and vocabulary development continued from the SPAN 1411 curriculum. Prerequisite: SPAN 1411 with a “C” or above.

**SPAN 2311 Intermediate Spanish I** 3-0-3
The study of grammar and vocabulary with emphasis on conversation and writing. This course will introduce students to Spanish culture and history as well as Latin American culture and history. Prerequisites: SPAN 1411 and SPAN 1412 with a “C” or above.

**SPAN 2312 Intermediate Spanish II** 3-0-3
The continuation of SPAN 2311. Emphasis on complex grammar, composition and conversation about Spanish American topics. Prerequisite: SPAN 2311 with a “C” or above.

**SPCH Speech**

**SPCH 1144 Forensic Activities I** 1-0-1
Study and practice of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments as a member of CTC’s speech team.

**SPCH 1145 Forensic Activities II** 1-0-1
Study and practice of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments as a member of CTC’s speech team.

**SPCH 1315 Public Speaking** 3-0-3
Course encompasses both theory and practice of communicating with others and includes research, composition, organization, and delivery of speeches for various purposes and occasions.

**SPCH 1318 Interpersonal Communication** 3-0-3
Theory, examples, and participation in exercises to improve effective one-to-one and small-group communication.

**SPCH 1321 Business and Professional Communication** 3-0-3
Theories and skills of speech communication as applied to business and professional situations. Includes participating in an interview, preparing a resume and cover letter, engaging in problem-solving discussions, and delivering public speeches.

**SPCH 2144 Forensic Activities III** 1-0-1
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments as a member of CTC’s speech team.
CHEF, HAMG, IFAW, PSTR and RSTO

Test to receive National Certification. Student must attain a score of 70% or higher on certification course.

Hotel and Lodging Association (AH&LA) certification course.

Meeting room setup, and audiovisual requirements. American and housing, food and beverage requirements, function and planning, site selection and contract negotiations, registration meeting markets, industry suppliers, budget and program meetings and conventions. Emphasis on types of meetings.

Overview of the meetings and convention industry and the Management 3-0-3

with a grade of “C” or above.

Prerequisite: TURK 1411 and 1412 with a grade of “C” or above.

TURK 2312 Intermediate Turkish II

This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: TURK 2311 with a grade of “C” or above.

URDU Urdu

URDU 1411 Beginning Urdu I

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

URDU 1412 Beginning Urdu II

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: URDU 1411 with a grade of “C” or above.

URDU 2311 Intermediate Urdu I

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: URDU 1411 and 1412 with a grade of “C” or above.

URDU 2312 Intermediate Urdu II

This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: URDU 2311 with a grade of “C” or above.

VNSG Nursing - LVN

VNSG 1116 Nutrition

Introduction to nutrients and the role of diet therapy in proper growth and development and in the maintenance of health. Prerequisites: VNSG 1222, 1323, 1227, 1136. Co-requisites: VNSG 1126, 1160, 2331, 1304, 1405.

VNSG 1126 Gerontology

Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the elderly. Prerequisites: VNSG 1323, 1222, 1227, 1136. Co-requisites: VNSG 1116, 1160, 2331, 1304, 1405.

VNSG 1136 Mental Health

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Co-requisites: VNSG 1222, 1323, 1227, 1304, 1405.

VNSG 1160 Clinical - Practical Nurse I

An introductory health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: VNSG 1323, 1222, 1227, 1136. Co-requisites: VNSG 1116, 1126, 2331, 1304, 1405.
VNSG 1219 Leadership and Professional Development 2-0-2
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multidisciplinary health care team, professional organizations, and continuing education. Prerequisites: Fall Admission VNSG 1323, 1304, 1405, 1227, 1222, 1136, 2331, 1126, 1116, 1160. Spring Admission VNSG 1330, 1307, 1400, 1360. Co-requisites: Fall Admission VNSG 1231, 1238, 1400, 1409, 1560. Spring Admission VNSG 1231, 1238, 1409, 1410, 1560.

VNSG 1222 Vocational Nursing Concepts 2-0-2

VNSG 1227 Essentials of Medication Administration 2-1-2
General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Co-requisites: VNSG 1323, 1222, 1136, 1304, 1405.

VNSG 1231 Pharmacology 2-0-2
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Prerequisites: Fall Admission VNSG 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1160. Spring Admission VNSG 1330, 1307, 1400, 1360. Co-requisites: Fall Admission VNSG 1231, 1219, 1400, 1409, 1560. Spring Admission VNSG 1231, 1219, 1409, 1410, 1560.

VNSG 1238 Mental Illness 2-0-2
Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. It also includes the health care system and documentation. Co-requisites: 1st 8 weeks VNSG 1222, 1227, 1136, 1323, 1405. Co-requisites: 2nd 8 weeks VNSG 2331, 1126, 1116, 1160, 1405.

VNSG 1304 Foundations of Nursing 2-1-3
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. It also includes the health care system and documentation. Co-requisites: 1st 8 weeks VNSG 1222, 1227, 1136, 1323, 1405. Co-requisites: 2nd 8 weeks VNSG 2331, 1126, 1116, 1160, 1405.

VNSG 1307 Pediatric Nursing 2-2-3

VNSG 1323 Basic Nursing Skills 1-6-3
Mastery of entry-level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Co-requisites: VNSG 1222, 1227, 1136, 1405, 1304.

VNSG 1330 Maternal-Neonatal Nursing 3-0-3
Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the biopsychosocial-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Prerequisites: Fall Admission VNSG 1400, 1238, 1219, 1409, 1231, 1560. Spring Admission VNSG 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1400, 1116, 1160. Co-requisites: Fall Admission VNSG 1360, 1307. Spring Admission VNSG 1360, 1307.

VNSG 1360 Clinical - Practical Nurse III 0-17-3
An intermediate/advanced health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: Fall Admission VNSG 1160, 1560, 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1400, 1109, 1231, 1219. Spring Admission VNSG 1160, 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116. Co-requisites: Fall Admission VNSG 1330, 1307, 1410. Spring Admission VNSG 1330, 1307, 1400.

VNSG 1400 Nursing in Health and Illness I 4-1-4
Introduction to general principles of growth and development, primary health care needs of the client across the lifespan, and therapeutic nursing interventions. Prerequisites: VNSG 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1160. Co-requisites: Fall Admission VNSG 1560, 1238, 1231, 1219. Spring Admission VNSG 1360, 1330, 1307.

VNSG 1405 Health Science 3-2-4
An introduction to the general principles of anatomy and physiology, nutrition, and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions. Co-requisites: 1st 8 weeks VNSG 1222, 1227, 1136, 1323, 1304. Co-requisites: 2nd 8 weeks VNSG 2331, 1126, 1116, 1160, 1304.

VNSG 1409 Nursing in Health and Illness II 3-2-4
Introduction to common health problems requiring medical and surgical interventions. Prerequisites: VNSG 1400, 1160. Co-requisites: VNSG 1560, 1238, 1219, 1231.

VNSG 1410 Nursing in Health and Illness III 3-2-4
Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Prerequisite: VNSG 1409. Co-requisites: Fall Admission VNSG 1360, 1330, 1307. Spring Admission VNSG 1560, 1238, 1231, 1219.

VNSG 1560 Clinical - Practical Nurse II 0-25-5
An intermediate/advanced health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Prerequisites: Fall Admission VNSG 1160, 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1160. Spring Admission VNSG 1160, 1304, 1330, 1307. Co-requisites: Fall Admission VNSG 1231, 1238, 1219, 1409, 1410. Spring Admission VNSG 1231, 1238, 1219, 1409, 1410.

VNSG 2331 Advanced Nursing Skills 1-6-3
Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisites: VNSG 1323, 1222, 1227, 1136. Co-requisites: VNSG 1116, 1160, 1126, 1304, 1405.
WLDWK Maintenance Technology

WLDWK 1413 Cabinet Making I 2-5-4
Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools. Prerequisite: CRPT 1429.

WLDWK 2451 Cabinet Making II 3-3-4
Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation. Prerequisite: WLDWK 1413.

WLDG Welding

WLDG 1313 Introduction to Blueprint Reading for Welders 2-4-3
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Prerequisite: WLDG 1323.

WLDG 1323 Welding Safety, Tools, and Equipment 2-4-3
An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of the hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints.

WLDG 1417 Introduction to Layout and Fabrication 3-3-4
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting 3-3-4
An introduction to oxy-fuel welding and cutting, safety, set up and maintenance of oxy-fuel welding, and cutting equipment and supplies. Prerequisite: WLDG 1323.

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) 3-3-4
An introduction to shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Prerequisites: WLDG 1323 and WLDG 1425.

WLDG 1430 Introduction to Gas Metal Arc (GMAW) Welding 3-3-4
A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. Prerequisites: WLDG 1323 and WLDG 1428.

WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding 3-3-4
An introduction to the principles of gas tungsten arc welding (GTAW) setup and use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Prerequisites: WLDG 1323 and WLDG 1428.

WLDG 1435 Introduction to Pipe Welding 3-3-4
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Prerequisite: WLDG 1457.

WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW) 3-3-4
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Prerequisite: WLDG 1428.

WLDG 2406 Intermediate Pipe Welding 3-3-4
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. Prerequisite: WLDG 1435.

WLDG 2413 Intermediate Welding Using Multiple Processes 2-7-4
Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW) or any other approved welding process. Prerequisite: Department approval required.

WLDG 2435 Advanced Layout and Fabrication 3-3-4
An advanced course in layout and fabrication. Includes production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Prerequisite: WLDG 1417.

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) 3-3-4
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisites: WLDG 1323 and WLDG 1457.

WLDG 2447 Advanced Gas Metal Arc Welding (GMAW) 3-3-4
Advanced topics in gas metal arc welding (GMAW). Includes welding in various positions and directions. Prerequisite: WLDG 1430.

WLDG 2451 Advanced Gas Tungsten Welding (GTAW) 3-3-4
Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: WLDG 1434.

WLDG 2453 Advanced Pipe Welding 3-3-4
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Prerequisite: WLDG 2406.

WLDG 2488 Internship - Welder/Welding Technology 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.
Personnel

Tina Ady, Director, Contracts and Grants
Joseph Anderson, Director, Foreign Language, Continental Campus
Lena Anderson, eArmyU Evaluator
Ken Austin, Dean, Continental Campus
Troy Barber, eArmyU/GoArmyEd Evaluator
James D. Barton, Internal Auditor
Shannon Bralley, Admissions Counselor/TSI Coordinator
Tesa L. Brazelton, eArmyU Counselor
Kerstin Brooks, Director, Student Life & Student Activities
Kevin Brungot, Coordinator, Project PASS
Cheryl Burks, Contract Manager, TDCJ/Gatesville
Wauneta Cannon, Supervisor, Accounts Payable
Marian Carlson, Academic/Vocational Counselor, Guidance and Counseling
Mary Carr, Director, Distance Learning Operations
Michele Carter, Director, Business Services
Diana Castillo, eArmyU/GoArmyEd Institutional Liaison
Kevin Ceryes, DL Counselor/Administrator
Teresa Chavez, Director, Continuing Education
Amy Churchill, Coordinator, Distance Learning Operations
Amanda Clark, Coordinator, Electronic Records
Tony Cleaver, Director, Skills Center Counselors/ Tech Prep
Pearl Crevison, Assistant Director, Financial Aid
Pamela Dancer, Director, C&I Campus Records
Colvin L. Davis, Dean, American Preparatory Institute
Sharon Davis, Director, Distance Education and Educational Technology
Janill Deal, Evaluator, Fort Hood Student Services, CTC Representative
Leticia Dizon, API High School Lead Teacher
George Erskine, Director, Testing Services
Lorene H. Flynn, Coordinator, Course Scheduling
Gary Fuda, Bookstore Manager
Eva Garcia, Site Representative, Student Records, Fort Hood Campus
Catrice L. Glasgow, Online Mentor
Shelly Gonsalves, Assistant Director, Human Resource Management
Marta Grant, Academic Advisor
Barbara A. Grice, Dean, Pacific Far East Campus
Tonia Griffin, Recruiter/Advisor
Greg Griffith, Transfer Counselor
Cindy Guzman, Learning Disability Coordinator/Counselor
Lee Hale, Coordinator, Married Student Housing
Lorrie Hammer, Assistant Comptroller
Debbie Hansen, Coordinator, Graduations
Paula Hawk, Online Mentor
RoseAnn Hayes, Director, Pension Plan
Denise Hazlett, Director of Evaluations and SOC
Elisabeth Helbing, Coordinator, Employee Benefits
Jewele L. Heartfield, Director, CTC Foundation
Marlene K. Henry, Coordinator, Mental Health Services
Sharon Herman, Coordinator, Course Scheduling
Keisha Holman, Coordinator, DL Records and Registration
Robert Holman, eArmyU Evaluator
John Hunt, Dean, Central Campus
Richard R. Ibarra, Jr., Intramural Director
Pamela Infantas, Coordinator, Transfer Evaluations
Marcie Islas, Coordinator, GoArmyEd Student Support Services
Holly Jordan, Director, Human Resource Management
Georgianna Karpip, Coordinator, Degree Audit
Bruce Kendall, Director, Information Technology

Jeanette Kendrick, IT Information Systems Consultant
Rowena Killough, Coordinator, GoArmyEd/eArmyU
Gary Kindred, Dean, Europe Campus
Sabrina Kindred, Coordinator, Continuing Education
Tamiko Kinnebrew, Online Mentor
Lillian Kroeger, Systems Registrar
Dottie Kyle, Director, Admissions and Recruitment
Katherine Latham, Instructional Development Manager, DL
Jennise Leaafa, Coordinator, Military Student Support Services
Eileen Ledet, Manager, Inventory Control
Stephanie Legree-Roberts, Director, International Student Services
Tracy Lehmkuhler, Manager, Accounts Receivable
Robert W. Liberty, Comptroller
Marie Light, Academic/Vocational Counselor, Guidance and Counseling
Jim Lindley, General Counsel
Pattie Lofton, Assistant Manager, Accounts Receivable
Yancey Lones, Instructional Technology Manager, DL
Adele Magnani, Resident Dormitory Manager
Clara Maher, Director Payroll Services
Gerald Mahone-Lewis, Director, Substance Abuse Resource Center
Judy Marshall, Director, Day Care, Early Childhood Development
JoAnn Maxon, Manager, Reprographics
Angela May, Distance Learning Quality Assurance Manager
David McClure, Associate Dean, Guidance and Counseling
Martin O. Menn, Director, IT Infrastructure
Barbara Merlo, Director, Community Relations & Technical Publications
Cecilia Moreno-Shortwell, Counselor Retention Support
Christie Morton, Coordinator, eArmyU/GoArmyEd Evaluations
James C. Nixon, Dean, Fort Hood and Service Area Campus
Jim O’Brien, Director, Facilities Management
Terri K. O’Connor, Manager, IT Infrastructure Support, Computer Operations
Stephen O’Donovan, Retention Specialist
Michael Oliver, Business Office Supervisor
Nancy A. Ortiz, Coordinator, Course Scheduling
Seung-Hee Pastella, Online Mentor
Sue Payne, Webmaster
Aracelli Perez, Student Services Information Analyst
Denise Pergl, Director, Student Support Services
Jessica Petty, eArmyU/GoArmyEd Evaluator
Mark Plasterer, Director, Multimedia Services
Mark A. Pollett, Associate Dean, Fort Hood and Service Area Campus
Sherry L. Pollett, Bursar
Tanya Portella, Academic Counselor/Advisor
Douglas Porter, Project Manager, MOS Programs, Fort Hood Campus
Jekethia Rainge, Coordinator, Central Records and Registration
William Randazzo, Supervisor, Learning Resource Center
Angela Reese, Director, Recruitment Communications & Outreach
Erin Rhoden, Coordinator, Instructional Services
Barbara Riffel-Darter, Director, IT Information Systems
Elaine Riley, Director, Career Planning and Placement
Felicia Robinson, Coordinator, Student Financial Aid
Brad Rogers, Assistant Director, Testing Services
Crickett Rogers, Mobility, Physical Disability Coordinator/Counselor
Max Rudolph, General Manager, KNCT-TV/FM
Deborah L. Shibley, Director, Risk Management
Anne R. Sloane, Evaluator, Student Services, Fort Hood
Campus

Annabelle L. Smith, Director, Offices of Student Financial Assistance/Veteran Services
James Spurgeon, Coordinator, Workforce Development
Deba Swan, Dean, Library Services
Jacqueline Thomas, Coordinator, AA/EEO
Charlene A. Thompson, Evaluator, Student Services, Fort Hood Campus
Joseph O. Toomer, Community Coordinator, KISD/CCISD, Fort Hood Campus
Michael Ulinski, Coordinator, Mathematics Resource
Bruce Vasbinder, Coordinator, Community Relations and Marketing
Dana L. Watson, Dean, Instructional and Accreditation Support Services
Amanda Welch, Online Mentor
Johnelle L. Welsh, Dean, Student Developmental Services
Mary Wheeler, Director, Security Services
Chand Wije, Director, Institutional Effectiveness
Ronald Wilson, Program Manager, Library/Army Learning Center, Fort Hood Campus
Jim M. Yeonopolus, Deputy Chancellor, International and Navy Campus Operations/Dean, Navy Campus
Jane Zimmerman, Director, Learning Outcome Assessment

Faculty

Figures in parentheses indicate date of first appointment on the Central Texas College staff and date of appointment to present position, respectively.

Aviation Science

Aviation Science
A.A.S., Central Texas College
B.A.S., University of Mary Hardin-Baylor
M.S., University of Central Texas

Curtis Gibson, Department Chair (1981, 1987)
Aviation Science
A.A.S., Central Texas College
B.S., University of Central Texas
M.S., University of Central Texas

Richard E. Whitesell, Chief Flight Instructor (1995)
Aviation Science
A.A.S., Central Texas College
B.A., University of Central Texas

Business Administration/Paralegal & Hospitality

Richard Brownlee (1996)
Hospitality/Business Administration
A.O.S., Austin Peay State University (TN)
A.A., Central Texas College
B.S., University of Maryland
M.S., Indiana State University

Larry Flegle (2004, 2007)
B.A., University of South Florida
M.A., Pepperdine University
Ph.D., Nova Southeastern University

John R. Frith, Department Chair (1984, 1994)
Business Administration and Paralegal/Legal Assistant/
Hospitality Management/Culinary Arts/Management/Marketing/Real Estate
B.B.A. University of Georgia
M.B.A. Auburn University
M.S. Troy State University
D.B.A., Nova Southeastern University

Richard Hindman (2001)
Hospitality Programs
B.A., Texas Tech University
M.S., University of North Texas

Hospitality (San Saba)
A.G.S., Central Texas College
Certificate of Completion I, Central Texas College
David Lazarus (1997)
Hospitality (Fort Hood Campus)
A.G.S., Central Texas College
A.A.S., Central Texas College
B.S., Excelsior College
M.S., Tarleton State University

Elke Jensen (1999)
Hospitality (Fort Hood Campus)
A.G.S., Central Texas College
A.A.S., Central Texas College
B.S., Excelsior College
M.S., Tarleton State University

Business Administration - Management
B.B.A., Southwest Texas State University
M.B.A., University of Texas at Austin

Hospitality
A.G.S., Central Texas College

Mark S. Murgia (2001)
Hospitality (Fort Hood)
A.G.S., Jefferson Community College
A.A.S., Central Texas College
B.S., Excelsior College
M.B.A., Tarleton State University

George C. Sargent (2008)
Hospitality (Gatesville)
A.A., Central Texas College

Business Management (Gatesville)
A.A., Central Texas College
B.A., Campbell University
M.A., Webster University

Business Administration and Paralegal/Legal Assistant
B.A., Dickinson College
J.D., University of Dayton
Post Doctorate Studies graduate TJAGSA, VA Military Law

Marie Smith (1993)
Business Administration - Accounting
B.A., University of Texas
M.S., University of North Texas
Certified Public Accountant

Tracy Uzzell (2004)
Hospitality (Gatesville)
A.G.S., Central Texas College
A.A.S., Central Texas College
B.S., Excelsior College

Business Administration - Management
B.S., Northern Illinois University
M.B.A., Jacksonville State University

Rosa Vazquez (2007, 2009)
Hospitality (Gatesville)
A.A.S., Central Texas College
B.S., Excelsior College

Cynthia A. White (1996)
Business Administration - Accounting
A.G.S., Central Texas College
B.B.A., University of Texas at Austin
M.P.A., University of Texas at Austin

Communications
Dianne L. Blomberg (2007)
Communications
B.A., Metropolitan State College of Denver
M.A., University of Northern Colorado
Ph.D., University of Denver

Communications - English
B.A., Millsaps College
M.A., University of Southern Mississippi
Ph.D., University of Southern Mississippi

Martha A. Davidson (2007)
Communications - English
B.A., Tarleton State University
M.A., Tarleton State University
Ph.D., Texas A&M University

Joshua W. Everett (2002)
Communications - English
B.A., Texas A&M University
M.A., Stephen F. Austin State University

Communications (Gatesville)
B.S., Baylor University
M.A., University of Mary Hardin-Baylor

Robert A. Garner (1981)
Communications (Gatesville)
A.A., McLennan Community College
B.A., Baylor University
M.A., Baylor University
M.A., Tarleton State University

Mary L. Gogas-Vizcaino (2006)
Communications (Fort Hood)
B.A., Western New Mexico University
M.Ed., Eastern New Mexico University

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Communications
B.S., Southwest Texas State University
M.Ed., University of Houston
Ed.D., University of Houston

Communications - English
A.A., Temple Junior College
B.A., Stephen F. Austin State University
M.A., Stephen F. Austin State University
M.A., University of Phoenix

Jane M. Gibson (1979)
Communications - Foreign Language
B.A., Abilene Christian University
M.A.T., Southwest Texas State University

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Communications - English
B.A., University of Texas at Austin
M.F.A., Southwest Texas State University in San Marcos
Additional undergraduate studies, University of Texas at Austin

Communications - Foreign Language
B.M., Mississippi State University
M.A., University of Arkansas
Ph.D., University of Texas at Austin
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Communications - Speech
B.S., Southwest Texas State University
M.A., Southwest Texas State University
Additional graduate studies, University of Mary Hardin-Baylor, Baylor University

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Communications - English
B.A., William Carey College
M.Ed., Tarleton State University
Additional graduate studies, University of Mary Hardin-Baylor

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Communications - English
B.A., Western Maryland College
M.A., West Virginia University
Ed., Cert., Methodist College

Communications - Foreign Language/Anthropology
B.A., Juniata College
M.A., West Virginia University
Additional graduate studies, University of Texas at Arlington, University of Texas at Austin

Bethany Winkler (2006)
Communications - Speech
B.S., Howard Payne University
M.A., Texas A&M University

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Communications - Speech/Director of Forensics
B.A., Illinois State University
M.A., Illinois State University

Computer Science
Erasmus Addae (2005, 2007)
B.S., University of Ghana
M.S., Tarleton State University
Ph.D., Nova Southeastern University

Computer Science
A.G.S., Central Texas College
B.S., University of Central Texas
M.S., University of Central Texas

Computer Science
A.A.S., Austin Peay State University
A.G.S., Central Texas College
B.S., University of Central Texas
M.S., University of Central Texas
Additional graduate studies, Capella University

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Computer Science
A.A.S., Central Texas College
B.S., University of Central Texas
M.S., University of Central Texas

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Computer Science
A.A.S., Central Texas College
B.S., University of Central Texas
M.S., University of Central Texas

Robert W. Grazinski, Department Chair (1984, 1995)
Computer Science
A.A., University State of New York
A.A.S., Central Texas College
B.S., University of Central Texas
M.S., University of Central Texas

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Computer Science
A.G.S., Central Texas College
B.S., University of Central Texas
M.S., Tarleton State University

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Computer Science
B.A., Rutgers University
M.S., University of Central Texas
Ph.D., Nova Southeastern University
Additional graduate studies, Pennsylvania State University

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Computer Science
A.A.S., Central Texas College
B.S., University of Texas at Austin
M.S., University of Central Texas

Criminal Justice
Hugh C. Anderson III, Director (1997)
Police Academy
A.A.S., Central Texas College
B.S., University of Central Texas
M.C.J., University of Central Texas

Jonathan E. Cella, Department Chair (1999, 2004)
Criminal Justice
A.A.S., Central Texas College
B.S., University of Central Texas
M.C.J., University of Central Texas

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Criminal Justice
A.A.S., Central Texas College
B.G.S., Chaminade University of Honolulu
M.C.J., University of Central Texas

Cheryl Thomas (2001, 2007)
B.S., Appalachian State University
J.D., Mercer University

Developmental Studies
Monika Bender (2002)
Developmental Studies - Mathematics
A.S., Central Texas College
B.S., Southwest Texas State University
M.S., Southwest Texas State University

Developmental Studies - Mathematics
B.S., Tarleton State University
M.S., Tarleton State University

David W. Daniels (2005)
Developmental Studies - Writing
B.A. University of Texas at Austin
M.L.I.S., University of Texas at Austin
M.A., University of Texas at Austin

Ellen M. Falkenstein (2006)
Developmental Studies - Mathematics
B.A., University of Virginia
M.S., George Mason University
Barbara J. Little (2005)
Developmental Studies - Mathematics
B.S., Baylor University
M.S., Baylor University

Developmental Studies - Writing
B.A., Southwest Texas State University
B.A., California State University, Sacramento
M.Ed., Southwest Texas State University
Ph.D., Texas A&M University

Developmental Studies - Mathematics
A.A.S., Central Texas College
B.S., Tarleton State University
M.S., Texas A&M University

Developmental Studies - Letters
B.A., University of Kentucky
M.Ed., Bowie State University
Ed.D., Baylor University

Edward L. Wagner, Department Chair (1993, 2004)
Developmental Studies - Mathematics
B.S., Southern University
M.A., Webster University
B.S. and M.S., Louisiana Tech University
Ph.D., Trinity Theological Seminary

Drafting and Design
Herbert J. Maglietta
Department Chair, ENGR/Drafting & Design (1974)/Office Technology (1999)
Associate Dean, Vocational/Technical Programs (1995)
B.S., Southwest Texas State University
M.Ed., Southwest Texas State University

Early Childhood Professions
Gordon D. Bacon, Department Chair (1985)
Early Childhood Professions
B.A., Montana State University
M.Ed., University of Montana

Electronics
Norman D. Ahlhelm (1999)
Electronics
A.A.S., Community College of the Air Force
B.S., Embry-Riddle Aeronautical University
M.S., Colorado Technical University

Mark W. Winans, Department Chair (2002, 2005)
Electronics
A.A.S., Victor Valley College
B.S., Cameron University

English as a Second Language (ESL)
Janice R. Anderson, Department Chair (1980, 2004)
English-as-a-Second-Language
B.S., University of Georgia
M.Ed., East Stroudsburg University
Additional graduate studies, University of Georgia

Fine Arts
Wynona W. Alexander, Department Chair (1969, 1974)
Fine Arts
B.A., East Texas State University
M.A., East Texas State University
Ph.D., University of North Texas

Celinda Hallbauer (1998)
Fine Arts - Music
B.M., University of Texas at Austin
M.M., Baylor University

Nancy B. Isett (1985)
Fine Arts - Art
B.A., University of Texas at Austin
B.F.A., University of Texas at Austin
M.F.A., University of Texas at Austin

James M. Salter (2002)
Fine Arts/Communications
B.A., California State University, Sacramento
M.F.A., Baylor University

Industrial Technology
Simon Garcia (2005)
Industrial Technology - Automotive
A.A.S., Central Texas College

Timothy Gohdes (2006)
Industrial Technology - Heating and Air Conditioning
A.A.S., Central Texas College

Billy Hazzard, Department Chair (2005, 2006)
Industrial Technology-Air Conditioning/Automotive/Auto Body/Building Trades/Maintenance Technology/
Cosmetology/Diesel/Graphics and Printing/Small Gas Engine Repair/Welding/Professional Truck Driving
A.A.S., Central Texas College
B.A., Pittsburg State University

Industrial Technology - Diesel
A.A.S., Central Texas College

Frank Morgan (2006)
Industrial Technology
Building Trades/Maintenance Technology
A.A.S., Central Texas College

Solomon Powell (2004)
Industrial Technology - Graphics & Printing
A.A.S., Central Texas College

David S. Swanson (1999)
Industrial Technology - Graphics & Printing
B.S., Arizona State University

Ronnie Turner (2005)
Industrial Technology - Welding
A.A.S., Central Texas College

David Walker (2005)
Industrial Technology - Diesel
A.A.S., Central Texas College

Kinesiology
Richard M. Carney, Department Chair (1990, 2004)
Kinesiology
B.S., Southwest Texas State University
M.A., Southwest Texas State University

Christine N. Holden (1990)
Kinesiology
B.S., Southwest Texas State University
M.Ed., Tarleton State University
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Kinesiology
B.S., University of Mary Hardin-Baylor
M.S. Ed., Tarleton State University

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Kinesiology
B.S., Lubbock Christian University
M.S., Texas Tech University
Additional graduate studies, Texas A&M University

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Kinesiology
B.S., University of Mary Hardin-Baylor
M.S. Ed., Tarleton State University

Mathematics
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Mathematics
B.S., Baylor University
M.Ed., Texas A&M University

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Mathematics
B.A., Kentucky State University
M.S., University of Mississippi

Donald Hoines (2006)
Mathematics - Fort Hood Campus
B.S., Northern State University
M.S., Northern State University

Debra Prescott (2002)
Mathematics
B.S., Southwest Texas State University
M.S., Southwest Texas State University

Robert D. Shea (2007)
Mathematics - Fort Hood Campus
B.A., Pacific Lutheran University
M.A., Webster University

Eva D. Wankowski (2009)
Mathematics (Gatesville)
B.S., Cameron University
B.A., Cameron University
M.S., Tarleton State University

Mental Health Services
Dawn Green, Department Chair (1994, 2005)
Mental Health Services
B.A., Saint Leo College
M.A., Hampton University

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Mental Health Services
B.S.W., University of Mary Hardin-Baylor
M.S.S.W., University of Texas at Arlington

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Mental Health Services
B.A., University of Texas at Austin
M.S.W., University of Texas at Austin

Nursing
Brenda Blanchard (2008)
Nursing - Vocational Nursing
Diploma Nursing, Bryan School of Nursing
M.S. Ed., Baylor University

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Nursing - Vocational Nursing
B.S.N., McNeese State University
B.S.Ed, McNeese State University

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Nursing - Associate Degree Nursing
A.A.S., Central Texas College
B.S.N., University of Texas at Arlington
M.S.N., Texas A&M University - Corpus Christi

Elizabeth Colon (2008)
Nursing - Vocational Nursing
A.A.S., Central Texas College
M.S.N., Texas A&M University

Susan Davis (1991)
Nursing - Associate Degree Nursing
B.S.N., Texas Woman’s University
M.S., Texas Woman’s University

Fermina (Marilyn) Espaillat (2008)
Nursing - Associate Degree Nursing
A.A.S., Anne Arundel Community College
B.S.N., University Mary Hardin-Baylor
M.S.N., University of Texas at Austin

Harriet Foster (1983)
Nursing - Vocational Nursing
B.S.N., University of Mary Hardin-Baylor

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Nursing - Associate Degree Nursing
B.S.N., University of Mary Hardin-Baylor
M.S.N., Drexel University

Catherine M. Gronski (2009)
Nursing - Associate Degree Nursing
M.S.N., Angelo State University

Pamela L. Hadnot (2002)
Nursing - Associate Degree Nursing
Diploma, Vassar Brothers School of Nursing
B.S.N., University of Texas at Arlington
M.S., Texas Woman’s University
Additional graduate studies, University of Texas at Arlington

Ralph Hebert (1999)
Nursing - EMT/Paramedic

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Nursing - Associate Degree Nursing
A.A.S., Amarillo College
B.S.N., University of Texas at Arlington
M.S.N., Texas A&M - Corpus Christi

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Nursing - EMT/Paramedic
B.S.N., Truman State University
D.O., Kirksville College of Osteopathy

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Nursing - Associate Degree Nursing
Diploma, Scott and White Memorial Hospital School of Nursing
B.S.N., University of Mary Hardin-Baylor
M.S., University of Central Texas
M.S.N., University of Texas at Austin
Brenda Krause (2003)  
Nursing - Associate Degree Nursing  
B.S.N., Midwestern State University  
M.S.N., Texas A&M - Corpus Christi

Nursing - Vocational Nursing  
A.A.S., Central Texas College  
B.S.W., University of New Orleans

Tammy Niswonger (2010)  
Nursing - Associate Degree Nursing  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., Clarkson College

Jennifer Pena (2009)  
Nursing - Vocational Nursing  
A.A.S., USC & LAC School of Nursing  
B.S.N., University of Phoenix

Michael Ramminger (2010)  
Nursing - EMT/Paramedic  
A.A.S., Central Texas College

Susan Ramnarine-Singh (2007)  
Nursing - Associate Degree Nursing  
M.S.N., University of Hawaii  
M.P.A., University of San Francisco

Patricia A. Rylander (2002)  
Nursing - Associate Degree Nursing  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., Texas A&M University

Nursing - EMT/Paramedic  
A.A.S., Central Texas College  
B.A., American Military University

Kimberly Simmons (2006)  
Nursing - Associate Degree Nursing  
A.A.S., Central Texas College  
B.S.N., University of Texas - Arlington  
M.S.N., Texas A&M - Corpus Christi

Kim Smart-Shahry (2006)  
Nursing - Associate Degree Nursing  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., University of Texas at Austin

Gloria Smith (2010)  
Nursing - Associate Degree Nursing  
B.S.N., University of Texas at Arlington  
M.P.H., Texas A&M University

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Nursing - Associate Degree Nursing  
B.S.N., Incarnate Word College  
M.S.N., Texas A&M University

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Nursing - EMT/Paramedic

Sandra Tuel (1997)  
Nursing - Associate Degree Nursing  
B.S.N., University of Texas at San Antonio  
M.S.N., University of Texas at San Antonio

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Nursing - Associate Degree Nursing  
B.B.A., University of Mary Hardin-Baylor  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., University of Texas at Austin

Cindy Wesso (1999)  
Nursing - Vocational Nursing  
B.S.N., Penn State  
M.A., Webster University

Delores Williams (1990, 1995)  
Nursing - Associate Degree Nursing  
A.A., Temple College  
B.S.N., University of Mary Hardin-Baylor  
M.S., Texas Woman’s University

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Nursing - Vocational Nursing  
Diploma, University of Virginia Hospital School of Nursing  
A.A.S., Eastfield College  
Additional graduate studies, Graceland College

Office Technology  
Elizabeth L. Cheatham (1974)  
Office Technology  
B.S., Louisiana Tech University  
M.B.A., Louisiana Tech University

Office Technology  
B.A., Baylor University  
M.S., University of Central Texas

Lovie A. Dunn (1994, 1995)  
Office Technology  
A.A.S, Central Texas College  
B.S., University of Central Texas

Cynthia D. Long (1995)  
Office Technology  
B.B.A., Tarleton State University  
M.B.A., Tarleton State University  
M.L.S., Sam Houston State University

Amy McAnally (1999)  
Office Technology  
A.A.S., Cooke County College  
B.S., University of North Texas

Office Technology  
B.A., University of Mary Hardin-Baylor  
M.S., Tarleton State University - Central Texas

Office Technology (San Saba)  
A.S., University of Hawaii  
B.S., Excelsior College  
M.S., Tarleton State University

Science  
Zhan D. Aljoe (1997)  
Agriculture  
B.S., Texas A&M University  
M.Ag., Texas A&M University
Tim J. Anderson, Department Chair (2004, 2006)
Science/Agriculture
B.S., Trent University
M.S., University of Guelph
Ph.D., University of Guelph

Chelsea R. Barker (2008)
Science - Biology
B.S., Baylor University
M.S., Texas Tech University

Molly Byrd (2009)
Science - Medical Laboratory Technician/Phlebotomy Technician Manager
B.S., University of Southern Mississippi

Cindi Dunn Director, Medical Laboratory Technician/ Phlebotomy Program (2009)
Science - Medical Laboratory Technician
B.S., Missouri State University

Peter W. Knights (1982)
Science - Geology/Geography
B.S., SUNY Oneonta
M.Ed., Texas A&M University
Additional graduate studies, Texas A&M University and University of Texas at Austin

Richard Kopec (2009)
Science - Biology
M.P.A., Indiana State University
M.S., University of Houston
Ph.D., University of Houston

Science - Service Area Campus
B.S.Ed, Texas Tech University
M.Ed., Texas A&M University

Marvin Price (2000)
Science - Biology
B.S., Hardin-Simmons University
M.S., University of Texas at Arlington

Syed G. Rabbani (1991)
Science - Physics/Astronomy
B.Sc., University of Dacca
M.Sc., University of Dacca
M.S., Marquette University
Ph.D., University of Arkansas

Steven W. Salvato (1995)
Science - Chemistry
B.S., Angelo State University
M.S., University of Tennessee
Additional graduate studies, University of Tennessee

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Science - Biology
B.S., University of Texas at Austin
M.S., Texas A&M University

Science (San Saba)
B.S., Tarleton State University
M.S., Tarleton State University

Sandra Whisher (2001)
Science - Biology
B.S., Ohio State University
M.S., Ohio State University

Science - Biology
B.S., University of Virginia
M.S., Old Dominion University

Social & Behavioral Science
Social and Behavioral Sciences - Philosophy
B.S., University of North Texas
M.Th., Harding University
Additional graduate studies, Abilene Christian University

Joyce Bateman-Jones (2001)
Social and Behavioral Science - Psychology
B.S., Hardin-Simmons University
M.A., Our Lady of the Lake University
Ed.D., Baylor University
L.D., University of Mary Hardin-Baylor

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Social and Behavioral Science - Psychology
B.S., University of Central Texas
M.S., University of Central Texas
Ph.D., University of Texas at Austin

Tracy Cook (2003)
Social and Behavioral Science - Government
B.A., University of Texas Austin
M.A., St. Mary’s University
Additional graduate studies, Baylor University

Stanford P. Dyer (1992)
Social and Behavioral Sciences - History/Government
B.A., Louisiana Tech University
M.A., Louisiana Tech University
Ph.D., Texas A&M University
Additional graduate studies, Sam Houston State University

B.A., University of Texas at Arlington
M.A., University of Texas at Arlington

Jerry L. Herrick, Department Chair (1979, 1999)
Social and Behavioral Sciences - Psychology
B.A., Jacksonville State University
M.A., State University of West Georgia
C.A.G.S., Boston University
Ed.D., Boston University

Jesse Justice (2008)
Social and Behavioral Sciences - Psychology
B.S., Walla Walla College
M.Ed., Walla Walla College
M.S.W., University of Minnesota - Duluth

Daniel G. Karppi (2000)
Social and Behavioral Science - History/Government
B.A., St. John’s University
M.A., Baylor University
Ph.D., Baylor University

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Social and Behavioral Sciences - Psychology
B.S., University of North Texas
M.Ed., University of North Texas
Ed.D., Texas A&M University
Social and Behavioral Sciences - Economics
B.S., University of Aix-Marseille, France
M.S., University of Aix-Marseille, France
Post-Master’s Degree, University of Caen, France
M.B.A., West Virginia University
Ph.D., University of Texas at Arlington

Lynn Skaggs (1994)
Social and Behavioral Sciences - Psychology/Sociology
B.S., University of North Texas
M.S., Texas Christian University
Ph.D., Texas Christian University

Albert C. Waite (1990)
Social and Behavioral Sciences - History/Government
B.A., University of Maryland
M.A., Niagara University
Additional graduate studies, University of Texas at Austin

Robert C. Williams (2003)
Social and Behavioral Sciences - History
B.A., Abilene Christian College
M.A., Eastern New Mexico University
M.A., Eastern New Mexico University
Ph.D., Texas Tech University

Social & Behavioral Science (San Saba)
B.S., University of Texas at Arlington
M.S., University of Texas at Arlington

Radio/Television Broadcasting
Max Rudolph, Department Chair (1992, 2003)
Radio/Television Broadcasting
A.A.S., Central Texas College
B.S., University of Central Texas
M.S., University of Central Texas
Emeriti Faculty and Staff Members

Elva Chase, Professor Emeritus of Learning Resource Center (1980-2006)
B.J. Cummings, Professor Emeritus, Auto Collision (1982-2008)
Adel M. Galanffy, Professor Emeritus of Music (1968-1992)
Audrie E. Hall, Professor Emeritus of Electronics (1976-1999)
Tim Hall, Professor Emeritus of Mathematics (1969-1999)
Patrick K. Hidy, Professor Emeritus of Science and Agriculture (1976-2006)
Anna Holston, Professor Emeritus, Communications (1988-2009)
Truell W. Hyde, Professor Emeritus of History (1968-1989)
Margaret Jennings, Dean Emeritus of Library Services (1982-2007)
Jeanette M. Jost, Professor Emeritus of Nursing (1979-2007)
Billie J. Laney, Professor Emeritus of Psychology/Sociology (1970-2001)
Gloria L. Lyons, Professor Emeritus of Nursing (1974-2002)
Catherine M. Mason, Professor Emeritus of Early Childhood Professions (1973-1995)
Marilynn Neumann, Professor Emeritus of Nursing (1982-2002)
Fred J. Ostertag, Dean Emeritus of Europe Campus (1974-2006)
Donna Poteet, Professor Emeritus, Medical Lab Technician (1989-2009)
Gary Ragsdale, Professor Emeritus of Office Administration (1971-1999)
Paula Ray, Professor Emeritus of Biology (1976-1999)
Patricia Reid, Professor Emeritus of AD Nursing (1980-2010)
Shirley L. Robertson, Professor Emeritus of Nursing (1981-2005)
Antonio V. Suarez-Barrio, Professor Emeritus of Criminal Justice (1973-1996)
Ella Teague, Professor Emeritus of Physical Education (1968-2004)
Dora Thrash, Professor Emeritus of Nursing (1974-2002)
Harvey A. Tolbert, Professor Emeritus of Business Administration (1971-1999)
Joan Waldrop, Administrator Emeritus, Continental Campus (1985-2007)
Timothy Walker, Professor Emeritus of Welding (1984-2005)
Beverly J. Wickersham, Professor Emeritus of English and Developmental Reading (1975-1999)
Ben H. Wickersham, Deputy Chancellor Emeritus of Educational Program and Support Services (1975-2007)
Dennis Williams, Professor Emeritus of English (1969-1999)
Norman R. Williams, Professor Emeritus of Anatomy (1968-2002)
Raiford Williams, Professor Emeritus of Agriculture (1968-1997)
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