Accredited by
Central Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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

Member of
Accreditation Commission for Education in Nursing, Inc. (ACEN), Air Conditioning Contractors of America (ACCA), American Associate Degree Early Childhood Educations (ACCESS), American Association of College Admissions Counselors, American Association of Collegiate Registrars and Admissions Officers, American Association, Inc. For Para Legal Education, American Bar Association, American Society for Clinical Pathology (CID), American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), American Welding Society, Association of Colleges and Universities Broadcast Education Association, Association of Science and Technology Centers, Automotive Engine Rebuilders Association (AERA), Automotive Transmission Rebuilders Association (ATRA), Central Texas Ad League, Central Texas Association for the Education of Young Children (CTAEYC), Child Development Educator’s Association for Texas Associate Degree Programs (CDEA), Council for Resource Development, Graphic Arts Technical Foundation (GATF), Graphic Communications Council (GCC), Kennedy Center/American College Theatre Festival (KC/ACTF), Killeen Sister Cities, Mathematical Association of America, Mobile Air Conditioning Society (MACS), National Association for the Education of Young Children (NAEYC), National Association for College Admission Counseling (NACAC), National Association of College and University Business Officers (NACUBO), National Association of Colleges and Employers, National Intercollegiate Flying Association, National Intramural Recreational Sports Association, National Council for Marketing and Public Relations, National Organization for Associate Degree Nursing, Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System, Southern Association of College and University Business Officers (SACUBO), Southern Association of Collegiate Registrars and Admissions Officers (SACRAO), Southern Early Childhood Association (SECA), Texas Association for the Education of Young Children (TAEYC), Texas Association of Music Schools (TAMS), Texas Association of Broadcasting Educators, Texas Association of College Technical Educators (TACTE), Texas Association of College Admission Counseling (TACAC), Texas Association of Collegiate Registrars and Admissions Officers (TACRAO), Texas Association of Collegiate Veterans Program Officials (TACVPO), Texas Association of Community College Business Officers (TACCOBO), Texas Association of Community College Foundations, Texas Association of Continuing Education (TACE), Texas Association of Schools of Art, Texas Association of Student Financial Aid Administrators, Texas Community College Instructional Administrators (TCCIA), Texas Community College Teachers Association (TCCOTA), Texas Community College Business Officers (TCCBO), Texas Public Community/Junior College Association, The Associated Press, The Aviation Association (UAA), The Planetary Society, Association of Fundraising Professionals, Western Association of Veterans Educational Specialists.
Front Row (Seated) Left to Right: Mr. Elwood Shemwell, Mrs. Mari Meyer, Mr. Charles Rex Weaver
Back Row (standing) Left to Right: Dr. Thomas Klincar, Dr. Scott Isdale, Mr. Don Armstrong, Mr. Jimmy Towers, Mr. William L. Shine

Board of Trustees

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Role</th>
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<tr>
<td>BG (Ret) Charles Rex Weaver</td>
<td>Killeen, TX</td>
<td>Chair</td>
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<tr>
<td>Mr. Jimmy Towers</td>
<td>Killeen, TX</td>
<td>Vice Chair</td>
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<tr>
<td>Dr. Scott Isdale</td>
<td>Belton, TX</td>
<td>Secretary</td>
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<td>Copperas Cove, TX</td>
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<td>Harker Heights, TX</td>
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<td>Mr. William L. Shine</td>
<td>Harker Heights, TX</td>
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Executive Officers

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<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
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<tbody>
<tr>
<td>Thomas D. Klincar</td>
<td>Chancellor</td>
<td>B.S., Southern Illinois University&lt;br&gt;M.S., University of Southern California&lt;br&gt;D.A., De La Salle University</td>
</tr>
<tr>
<td>Al H. Erdman</td>
<td>Deputy Chancellor, Finance and Administration</td>
<td>B.A., Drury University&lt;br&gt;M.B.A., University of Missouri</td>
</tr>
<tr>
<td>Dana L. Watson</td>
<td>Deputy Chancellor, Academic and Student Services</td>
<td>B.S., North Texas State University&lt;br&gt;MLIS, University of North Texas&lt;br&gt;Ph.D., University of North Texas</td>
</tr>
<tr>
<td>Jim M. Yeonopolus</td>
<td>President, Continental and International Operations</td>
<td>A.A., Temple College&lt;br&gt;B.S., Southwest Texas State University&lt;br&gt;M.Ed., University of Arizona</td>
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Chancellor’s Message

Welcome to our community college. We offer a comprehensive array of associate degree, vocational-technical, adult continuing education and high school programs in delivery formats that address virtually every need.

Central Texas College helps students succeed. We are the number 26 producer of associate degree graduates from among the 1,655 associate degree-granting colleges in the United States. More importantly, our graduates receive a quality education.

All of us at Central Texas College are especially proud of our service to military members, veterans and their families at more than 140 locations around the world and through our online programs. More enlisted military members choose to enroll with—and graduate from—Central Texas College than any other college in the world.

Our students’ college credits readily transfer to four-year universities. We have academic advisors to make certain our students take courses appropriate to their degree plans and academic goals.

We are an incredible value for students. The cost of attendance for CTC is among the lowest in Texas and the nation.

Thank you,

Dr. Thomas Klincar
Chancellor
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, 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 locations of offerings have steadily increased since that time. Central Texas College (CTC) 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 in 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 and has become a leader among two-year institutions in providing distance education courses and degree programs.

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 of Arts 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 occupational training needs, CTC 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 2013-2014
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.
About the College

Mission
Central Texas College’s accessible education supports student success and employability.

Vision
Central Texas College fulfills the needs of our global community through engaging and innovative education.

Values
Central Texas College, in meeting the educational goals and needs of students, is committed to:
- Belief in the worth and dignity of the individual
- Excellence in all aspects of operations
- Highest standards of ethical professional practice
- Accountability and responsibility in the stewardship of public trust and resources

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 occupations; 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 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.

CTC 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 as Amended (ADAAA) 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) 526-1195, 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 per year and several mini terms and unit classes. The majority of courses are offered in the evening, with daytime courses 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. Active duty Army
soldiers using military tuition assistance 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.”

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 Fort Hood Student Services office for more information and to determine your eligibility to attend.

Other Fort Hood programs and services offered:
- Leader Skills Program
- Computer Skills Program
- Microsoft Certified IT Professional Server Administrator Program
- Testing Services
- Troop School - Military Skills Enhancement Program
- Hospitality Programs

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, admission, 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. Faculty teaching distance education 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 license and approval requirements of applicable regulatory boards.

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.

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 Clear Creek Building 136, Room 139.

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, the CTC 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.
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.cttc.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 predmission 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.

Bacterial Meningitis Requirement
New students and returning students who enroll at CTC on or after January 1, 2012, are required to provide proof of a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination or booster must be provided not later than 10 days before the first day of the term. Exceptions to the requirement are students who enroll only in online or other distance education courses, who are 30* years of age or older, who have not had a break in enrollment of at least one fall or spring semester, and those who may be eligible to apply for an exemption as set forth in Texas Education Code § 51.9192. For more information, see “Important Information concerning admission to Central Texas College,” Admissions Information.

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.

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. If obtaining an official high school transcript represents a hardship on the applicant, other documents as determined by CTC may be accepted.
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 ACCUPLACER 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. Attend the new student orientation session.

* Effective January 1, 2014, the age cut-off changes from 30 years of age or older to 22 year of age or older.
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 if earned less than 12 semester hours college level coursework.
4. Submit official transcripts from each accredited college or university previously attended.
5. 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 ACCUPLACER and ACT ASSET. Test results are for placement purposes only. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses.
6. 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.
7. Meet with an academic advisor.
8. 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 or using VA educational benefits 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 ACCUPLACER or 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.

Guidelines for Active Duty Army, National Guard and Army Reserve 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 must meet the general admission requirements in the CTC college catalog. The guidelines below are to assist students in applying and registering through the portal. Procedures are subject to change, and students are encouraged to visit the GoArmyEd website for the latest information.
Central Texas College Catalog 2013-2014 - Admissions

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 distant learning orientation at the CTC Distance Learning website at online.ctcd.edu and to participate in the free online orientation and other workshops designed to promote success.

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, THEA or TSI Assessment Test Scores if applicable.

Special Note Effective August 26, 2013, the new TSI Assessment replaces the ASSET, ACCUPLACER, COMPASS and THEA tests. If you have not enrolled in a CTC course when required to meet TSI requirements prior to August 26, 2013, the TSI Assessment will be required regardless if the ACCUPLACER, ASSET, COMPASS or THEA has been taken. A Pre-Assessment must be taken before attempting the new TSI Assessment.

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: 22 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:
   • TSI Assessment: Reading - 351, Mathematics - 350, Writing - 363 with Essay of 4 or Essay 5
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.

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

High school students who attended private or recognized nonaccredited private high schools or who were homeschooled must still meet the same requirements as a student enrolled in a Texas public secondary high school, as outlined in this catalog.

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.

Note: Refer to CTC’s “High School Students” webpage for additional criteria required by CTC for exceptions to course limits and junior/senior standing.

Central Texas College Catalog 2013-2014 - Admissions
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 that 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 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 17 or Office Technology Department in Building 101, Room 11.

**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 attending.

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.

International students without scores from the Test of English as a Foreign Language (TOEFL) must take the Comprehensive English Language Test (CELT) for placement purposes upon arrival.

**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 accredited colleges or universities previously attended.
- 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.

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.

**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 and 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 website (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/DSPA 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 ACCUPLACER, ACT ASSET, or TSI Assessment and Pre Assessment.

**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**
ACCUPLACER 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.

Effective August 26, 2013, the new TSI Assessment will replace the ACCUPLACER and other state-approved TSI tests. Refer to the Texas Success Initiative section in this catalog for more information.
## 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 (42 semester hours or less),</td>
<td>waived from taking a TSI approved assessment 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>If entering a Level I Certificate program (42 hours or less),</td>
<td>waived from taking a TSI approved assessment as long as courses are not taken outside the certificate program.***</td>
</tr>
<tr>
<td>If entering a Marketable Skills Achievement program for credit,</td>
<td>take the ASSET, ACCUPLACER or TSI Assessment and Pre-Assessment unless courses are a part of a Level I Certificate program.</td>
</tr>
<tr>
<td>If entering a Skills Center Open-Entry Level II program (more than 42 hours),</td>
<td>take the ASSET, ACCUPLACER or TSI Assessment and Pre-Assessment unless TSI exempt or waived. See exemptions below.</td>
</tr>
<tr>
<td>If entering a Level II Certificate program or an associate degree program,</td>
<td>must take the ASSET, ACCUPLACER or TSI Assessment and Pre-Assessment 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 least 3 and a 2200 in math and scores less than 3 years old,</td>
<td>- TSI exempt in math, reading, and writing - may enroll in any course if course prerequisites are met - may be required to take the ASSET or ACCUPLACER to determine eligibility to enroll in English and math courses.</td>
</tr>
</tbody>
</table>

* Other placement tests, such as the COMPASS or THEA may be accepted if enrolled in CTC prior to August 26, 2013.  
** 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 a Heating and Air Conditioning Level I program is required to take a diagnostic test.

### Texas Success Initiative

The Texas Success Initiative (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.

### New TSI Assessment and Pre-Assessment Requirement

Effective with the fall 2013 semester, the state of Texas is introducing a new TSI Assessment, which replaces the four TSI assessments (ACCUPLACER, ASSET, COMPASS and THEA) currently in use. In addition, individuals will be required to take a Pre-Assessment prior to taking the new TSI Assessment. New students who have taken the ACCUPLACER or other approved TSI assessment (ASSET, COMPASS or THEA) must enroll in a CTC course prior to August 26, 2013, to use their ACCUPLACER or other TSI assessment for TSI purposes. Returning students who were previously TSI waived and new students who enroll in a CTC course on or after August 26, 2013, are required to take the Pre-Assessment and the new TSI Assessment regardless if the ACCUPLACER, ASSET, COMPASS or THEA had already been taken.

### 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, reenlisted 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 admitted 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.

- **TSI Assessment:** Reading – 351, Mathematics - 350, Writing - 363 with Essay of 4 or Essay 5
- **ACCUPLACER:** Reading Comprehension – 78; Elementary Algebra – 63; Sentence Skills – 80; and Written Essay – 6.
- **ASSET:** (a) Reading – 41, (b) Elementary Algebra – 38 and (c) Writing Objective – 40 and Written Essay – 6.
- **THEA:** (a) Reading – 230, (b) Mathematics – 230 and (c) Writing 220 and Written Essay – 6.
- **COMPASS:** Reading – 81; Algebra – 39; Writing (objective) – 59 and Written Essay – 6.

Deviations 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.

- **ACCUPLACER:** Reading Comprehension – 61; Elementary Algebra – 42, and Written Essay – 6 or Written Essay – 5 with Sentence Skills – 62.
- **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(a), 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, ACCUPLACER or COMPASS. 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 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 ACCUPLACER, ASSET or TSI Assessment and Pre-Assessment unless exempt or enrolled in a certificate-waived program prior to registration. If you are not required to take the ACCUPLACER, ASSET or TSI Assessment and Pre-Assessment, 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. 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
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 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 offices of Student Financial Assistance and Veterans Services.

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. Registration for distance learning courses closes on Thursday before the first day of class. 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. Classes missed will be counted as absences and you will be required to make up any assignments. Army TA 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.

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
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
  - BIOL 2401
  - CHEM 1411
  - MATH 1414
- 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 and the required documentation has been submitted to the MLT office.

Call for an appointment for a pre-admission interview 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.

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 availability of class openings after current class enrollment, but it is not automatic.
- Student who does not successfully complete any MLT or science course or withdraws from a MLT course with a failing average may apply once for readmission to the program.
- 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 TB Tine (skin) test or chest x-ray within six months of entering Clinical I.
  - Results of Criminal Background Check and Urine Drug Screen completed within 90 days and 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 Texas A&M 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 Department:

- 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.
  - Purchase liability insurance at the time of registration and provide proof to the department.
- Be aware that field placement experiences will require travel at your expense.
- Be aware that neither Central Texas College nor clinical facilities in which field placement occurs provide medical coverage, workers’ compensation, or emergency care. Medical coverage is the responsibility of the student.
- Meet physical exam and immunization requirements which include:
  a. Proof of a physical exam completed within the last six months, signed appropriately.
  b. Proof of immunization/protection against (MMR, Measles Booster, DT, Varicella).
  c. TB Skin Test annually.
  d. Hepatitis B series that takes six months to complete.
- In addition to the above requirements, within 30 days of the first day of class in the Practicum, the student must document eligibility by doing the following:
  a. Submit the actual results of a Criminal Background Check, at the student’s own expense, to the CTC Mental Health Services Department Chair.
  b. Submit the results of a Drug Screen, at the student’s expense, to the CTC Mental Health Services Department Chair.
  c. Sign a Release of Information for the Criminal Background Check and Drug Screen results, if negative, to be released to the facility to which the student is applying to complete the required practicum hours.
  d. Sign a Student Agreement for the 300 Hour Practicum.

Progression Requirements

In order for you to progress in the Mental Health Services Program, the following is required:

- Achieve a grade of “C” or better in all courses in the degree or certificate plan, to include academic and vocational or workforce development courses.
- Meet admission and course prerequisite requirements.
- If the student has been inactive in the program for five or more years, or took the equivalent of certain courses longer than five years ago, the need for those to be repeated will be evaluated on an individual basis. The following courses must be repeated: Introduction to Alcohol and Other Drug (AOD) Addictions, Assessment Skill of AOD, Pharmacology of Addiction and Counseling AOD Addictions.

Transfer Students

Transfer students must:

- Meet general admission requirements of CTC and the Mental Health Services Department.
- Provide transcript and course descriptions of vocational or workforce development and academic courses from all regionally accredited colleges attended for the degree or certificate plan, to include academic and vocational or workforce development courses.
- Meet the above criteria and those noted in the current Mental Health Services Department Student Handbook. Consideration is given to challenging by exam specified Mental Health Services departmental courses.

Department of Nursing

All programs in the Department of Nursing have a clinical component during which students spend time in health care facilities giving direct care to patients. It is the expectation of health care facilities that students’ practice will not be impaired by drugs or alcohol. In addition, because of patient vulnerability, facilities may not allow students with past convictions to practice on their premises. The Policy and
Standard for Drug Screening and Background Checks, as well as the Immunization, CPR requirements, Texas Success Initiative (TSI) and Health Education Systems, Inc. (HESI) Assessment Exam A2 pre-entrance exam are required for all students applying for admission to the Associate Degree Nursing Program, Nursing Option for Articulating Student, 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 (ALA), BLS - for Health Care Provider or Military Training Institute: CPR and AED Element). An on-line CPR course is not acceptable.
- 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
  - Negative 11 panel Drug Screen must be completed within 45 days prior to program start date and must be mailed, faxed or hand carried in a sealed envelope that has the testing agency stamp or employee’s signature on the back seal.
- Malpractice Insurance which is required for clinical component (included in registration fees).
- All International or Community Foreign students who meet the CTC exception or the TBON language requirement should be able to seek admission to the ADN program without taking the TOEFL examination.

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, Nursing Option for Articulating Student, Vocational Nursing, Emergency Medical Technician, and Paramedic Programs.

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, program specific background checks, physical, and PPD every year 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 MorphoTrust do not need to be repeated.

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

ADN and LVN Nursing Programs:
Submit Texas Board of Nursing documentation of actual results of a negative criminal background check through MorphoTrust 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 designee of any mental of physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status and provide written documentation of medical release to return to class/clinical. Failure to inform the program may result in immediate withdrawal from the course or program.
- Medical coverage is the responsibility of the student.

Policy:
- Sign a statement agreeing to inform the CTC Department of Nursing Chair and/or designee of any mental of physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status and provide written documentation of medical release to return to class/clinical. Failure to inform the program may result in immediate withdrawal from the course or program.
- 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.
  - Tdap must be noted as administered once in lifetime. If no record then student will need to get a Tdap. If a Tdap was administered then Td is required every ten years.
  - 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 patient contact, acceptable evidence of vaccination of one dose of rubella vaccine.
  - Students born on or after January 1, 1957, must show, prior to patient 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 patient 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.
  - Influenza: must show current vaccination, annually.
• Bacterial Meningitis: The Texas legislature passed a law requiring all entering students at institutions of higher education to have an initial bacterial meningitis vaccination or booster during the five year period preceding and at least 10 days prior to the first day of the first semester or submit an affidavit for an exemption. Vaccinations older than 5 years will require a booster.

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, designated medical limitations, and 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. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.

Associate Degree Nursing (ADN) Admission Policy
General Information
The Associate Degree Nursing Program (ADN) 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 ADN Program curriculum 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 patients in area health care facilities under the supervision and guidance of the nursing faculty. Students may enter the ADN Program in the Fall or Spring Semester. The ADN Program is approved by the Texas Board of Nursing (TBON) and is fully accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the following is required of all applicants for admission to the Nursing Program:
• Application to the ADN Program with copies of transcripts from all prior colleges attended.
• Successful completion with a C or higher and a GPA of 2.5 or higher of all courses listed in the first year, first semester of the Nursing Associate Degree plan. These courses are prerequisite to RNSG 1413, Foundations for Nursing Practice. If BIOL 2421 (Note that BIOL 1406 or the applicable CLEP is a prerequisite to BIOL 2420) is already 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 ADN 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 ACCUPLACER minimum scores or greater within the last 5 years: Reading 78+, Writing 80+ with 5-6 on the essay, and Math 66+ or comparable scores on THEA, ASSET or COMPASS.
• The most current HESI A2 nursing pre-entrance exam must be passed with passing scores (75) in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge on the same exam. Call Testing Services at (254) 526-1238 for the date, place, cost and time. (Building 111)
• An overall 2.5 GPA on a 4.0 scale in nursing degree plan courses whether transferred or taken at CTC.
• A GPA of 2.5 or higher in the lab science courses.
• All transfer courses accepted in the Nursing curriculum must be a “C” or above. Nursing degree plan science courses that are over 5 years old must be repeated.
• Attendance is required at a mandatory Small Group Interview Meeting with the Chair of the Department of Nursing/Nursing Program Coordinator or designee during the semester all prerequisite courses are completed. The following must be on record in the Department of Nursing prior to the scheduled mandatory Small Group Interview Meeting: CTC Department of Nursing application, nursing pre-entrance exam scores, TSI exam scores and all transcripts.
• Candidates for admission are ranked and selected based upon the performance of the applicant pool for each admitted group to include:
  - overall grade point average (GPA) on all CTC ADN Degree Plan coursework;
  - overall GPA on lab science coursework undertaken on the ADN Degree Plan;
  - number of science courses completed, and
  - Nursing A2 pre-entrance exam scores and number of attempts.
• After selection for admission, but prior to registration, the following must be on record in the Department of Nursing office.
  - See Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations.
  - Proof of physical exam completed within the last three months (90 days) signed by MD, DO, PA or NP which includes Purified Protein Derivative (PPD) Tuberculin skin test results, before registration. Documentation of chest x-ray is acceptable for students who meet this medical requirement. The PPD skin test will be required each year thereafter or chest x-ray as medically required.
  - Proof of current CPR course completion - American Heart Association (AHA) - BLS-Health Care Provider, or Military Training Institute: CPR and AED Elements. (Bring the original and a photo copy). An online CPR course is not acceptable.
  - Proof of purchase for the required Lab Kit.
• Negative criminal history background check through MorphoTrust screening services and negative 11 panel drug screen
  - All criminal history background check and drug screen tests must be conducted and verification of negative results received after selection, but prior to enrollment in the ADN Program. The MorphoTrust digital fingerprinting screen is the only method accepted by the Texas Board of Nursing. The prospective student will receive written instructions with originating number directly from the Department of Nursing. This DPS/FBI criminal background check is completed only once at the expense of the student.
In order to progress in the program, the following requirements must be met:

1. Provide a Birth Certificate, U.S. Passport, naturalization certificate, permanent alien card or other documents if required by the clinical facility.
2. Achieve a minimum of 90 percent on dosage calculation exams within three attempts, in clinical courses.
3. Successfully complete prerequisites to each nursing course.
4. Successfully complete co-requisites prior to or concurrently with nursing courses.
5. Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
7. Provide documentation of medical release to the Department of Nursing at Central Texas College. A negative drug screen and criminal background check are required for the duration of the enrollment period in the Program if there has not been a break from enrollment in the Department of Nursing at Central Texas College. A break in enrollment is defined as nonattendance of one full (16 week) semester or more. PPD and Flu vaccination must be annual.
8. Complete all standardized assessment and exit exams with scores as required per the course syllabi.
9. Complete the nursing program within four years of first enrollment in RNSG 1413 or its equivalent.
10. Conduct and performance in the classroom and affiliated clinical facility is 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 than one year in the program of study occurred, course work older than 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 ADN 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 ADN program, complete the nursing program within three years of first time enrollment.
- Acknowledge that admission to the ADN program after failure in another college or university nursing program will be allowed provided the student is eligible for readmission to the failed program or recommended by the Director of the Nursing program. Official letters from the failed program are required for validation.
- Recognize that after enrollment if a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student will be allowed readmission to the nursing program only one time. The procedure for readmission follows the department policy.
- Must complete 25% of the degree plan at CTC to meet residency requirements (a CTC requirement) as reviewed by the Department of Nursing ADN Program Admissions and Standards Committee.

Part-Time Policy
Students desiring to enroll in the ADN program in part-time status (not enrolled in all co-requisite RNSG courses per each semester) must:
- Mark “part-time” on the CTC Department of Nursing ADN Application form.
- Petition in writing a change in enrollment status to the ADN Admissions and Standards Committee, the semester prior to the change. Approval will be granted 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
Applicants 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 1, provided transcripts are submitted showing proof the course was taken through a college or high school program within the last 24 months.

Readmission Policy for Seeking an Associate Degree in Nursing
Any student failing an RNSG course, must apply for readmission to the ADN program through 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.

- Readmission to any nursing course is dependent upon eligibility and 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/TB screening results, and drug screen information.
- Provide documentation of any mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status and provide written documentation of medical release to return to class/clinical. Failure to inform the program may result in immediate withdrawal from the course or program.
- 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 one time. This applies to the following nursing courses: RNSG 1301, 1105, 1115, 1413, 1262, 1331, 1251, 2213, 1363, 1347, 2201, 2221, 2331, 2362 and 2363. Failure of any two RNSG courses results 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 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 student may be required.
- Selection of students for readmission will be made at the end of each semester.

ADN Challenge Policy
The Challenge option is available to transfer students from accredited Diploma, other ADN or BSN programs, if the following requirements are met:
- Admission to Central Texas College.
- Completion of all admission requirements to the CTC ADN 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 transferring.
- Meet the pre and co-requisites of the course to be challenged and complete the nationally normed exam requirements as identified in the syllabus of the course to be challenged. The appropriate nationally normed exam 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. Final semester courses may not be challenged.
- Contact the Semester/Level Coordinator Lead Professor to be provided with a course syllabus, progression and nationally normed exam 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, will include dosage calculations, and NCLEX-RN® alternate format type questions. 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 ADN Program within three years of first time enrollment in RNSG 1413 or its equivalent.

Nursing Option for Articulating Student
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, physical examination, criminal background check, A2 pre-entrance exam, TSI completion and prerequisite course requirements; see the ADN Admission Policy and Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations. All students applying to the Nursing Option must also meet the following requirements:
- Current EMT-P certification or license from any state or the National Registry of EMT or
- Current LVN/LPN license from any state.

22 Central Texas College Catalog 2013-2014 • Admissions
• Two work references as an LVN or EMT-P, 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/EMT-P in the two calendar years before admission to the Option program.
• The experience requirement in the Nursing Option program may be waived before entry into the 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.
• Completion of the courses prerequisite to RNSG 1331, Principles of Clinical Decision Making, with a C or higher and a GPA of 2.5 or higher; if BIOL 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. Completion of general education prerequisite requirements for the 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 ADN Program within three years of first time enrollment in RNSG 1331.

Progression Requirements for Nursing Option for Articulating Student Program
In order to progress in the program, 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 course average which consists of a combination of class participation points and course exams. Class participation points will be added only upon attaining an overall 75 percent average on course exams.
• 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 – AHA - BLS for Health Care Providers, ARC- CPR for the Professional Rescuer, or Military Training Institute: CPR and AED Elements.
• Maintain current liability insurance (included in registration fees).
• Provide the Department of Nursing faculty with documentation of mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status and provide written documentation of medical release to return to class/clinical. Failure to inform the program may result in immediate withdrawal from the course or program.
• Have an annual PPD Skin test/or chest x-ray as physician ordered or clinical facility requires, and provide results to Department of Nursing.
• Maintain a negative drug screen and criminal background check.

• Complete all standardized assessment and exit exams as identified in course syllabi.
• Complete the nursing program within three years of first enrollment in RNSG 1331.
• Conduct and performance in the classroom and affiliated clinical facilities according to CTC policy, 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.

Readmission Policy for Articulating Students
• 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 one time. This applies to the following nursing courses: RNSG 1301, 1331, 1251, 2213, 1363, 1347, 2201, 2362, 2331, 2221, and 2363.
  - Failure of two RNSG 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.
  - The procedure for readmission follows the department policy.

Vocational Nursing
General policies related to students in the Vocational Nursing Program are consistent with those in effect for all students enrolled at Central Texas College and can be found in the Central Texas College Student Handbook, and the Central Texas College Catalog. Support Services available to students are discussed in the Central Texas College Student Handbook and in the semester schedule bulletins.

Admission Policy
Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the student must complete all Department of Nursing standard program admission requirements which include CPR American Heart Association-Healthcare Provider (BLS), 11-Panel Drug Screen, Criminal Background check, HESI A2 pre-entrance exam, and TSI completion; see Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations. Neither the college nor hospitals provide medical coverage or worker’s compensation for illness or injury or emergency illness or injury. The following must also be completed before admission to the Vocational Nursing Program.
• Application for the Vocational Nursing program.
  - The HESI A2 nursing pre-entrance exam must be completed with passing scores (70) in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge, on the same exam. Call Testing Services (254) 526-1238 for the date, place, cost and time. (Bldg 111)
• Submission of high school transcripts to the Department of Nursing verifying graduation or GED transcript that indicates student has earned a state equivalent high school diploma.
• Submit copies of official transcripts from previous colleges attended.
• Those who are TSI complete must have the following ACCUPLACER minimum scores or greater within the last 5 years: Reading 78+, Writing 80+ with 5-6 on the essay, and Math 63+ or comparable scores on the THEA, ASSET or COMPASS.
• Attendance is required at a mandatory Small Group Interview meeting with the Chair, Department of Nursing/Nursing Program Coordinator/ or designee after all required admission documents are on the file in the Department of Nursing.
• Complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.
• Must participate in mandatory orientation meeting to enroll in the VN program.

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 progressing in the program. Failure of three nursing courses or a clinical failure for unsafe practice, or after the second failure of the same VNSG course, will make the student ineligible 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. A student 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.

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 exam, 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 exam 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 (TBON). VN students are responsible for maintaining professional conduct throughout all aspects of this program. The TBON 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.
• Must meet general admission requirements of CTC, the Department of Nursing, and the requirements of the Vocational Nursing Program.
• 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 by providing copies of syllabi.
  - 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 - AHA - Health Care Provider, ARC - 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 will be denied following any two VN course failures.

Evalutative Course Credit
In lieu of the VNSG 1405 Health Science course, the student must have earned a “C” or better in the following courses: Anatomy & Physiology I (Biology 2401); Anatomy & Physiology II (Biology 2402); and Microbiology (Biology 2421). Science and all other courses must have been completed in the last 5 years.
• In lieu of the VNSG 1231, Pharmacology, RNSG 1301 Pharmacology or its equivalent must have been completed in the last 5 years. The student must have earned a “B” or better to receive credit.
• A student who requests to receive credit for the above mentioned courses must submit a written request to the Admission and Standards Committee 90 days prior to the start of the course.
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, physical examination, drug screen, criminal background check, TSI completion, and HP-A2 pre-entrance exam; see Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations. Neither the college nor hospitals provide medical coverage or worker’s compensation for illness or injury or emergency illness or injury. All students applying to the EMT-Basic Certificate 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.
• 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 will be required annually thereafter. Documentation of chest x-ray is acceptable for students who require that. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.

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, TSI completion, and HP-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 or clinical facility require 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

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

Bacterial Meningitis Vaccination/Booster Requirement

Texas law requires entering students at a Texas institution of higher education to provide evidence that the student enrolling on or after January 1, 2012, has received a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination in the form of a certificate signed by a health practitioner or an official immunization record must be provided to CTC not later than 10 days prior to the first day of the student’s term. CTC may, on an individual basis, extend the compliance date to a date not later than the 10th day after the first day of the term in which the student enrolls.

For exceptions to the vaccination requirement, refer to the “Bacterial Meningitis Requirement” in the Admissions section. The student or parent or guardian of the student may claim an exemption from the vaccination requirement by (1) providing an affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the U.S. stating that in the physician’s opinion the vaccination will be injurious to the student’s health and well-being; or (2) providing an affidavit signed by the student stating she or he declines the vaccination for reasons of conscience, including religious belief, except this exemption does not apply during a disaster or public health emergency or other declared emergency situation as set forth in the Texas Education Code §51.9192. The State recommends that the student, guardian, or parent considering an exemption consult a physician about the need for immunization to prevent the disease.

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
• Severe headache
• Vomiting
• Light sensitivity
• Nausea
• Confusion and sleepiness
• Seizures
• Stiff neck
• Lethargy

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
• Learning disability
• Gangrene
• 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 2013-2014
Effective Date: Spring Semester 2014

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<th>Resident Out-of-District*</th>
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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
ACCUPLACER, ASSET Test and TSI Assessment .... $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) ................................ $20 - $200
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 ........................................ $35 - $250
All Industrial Technology Programs .................... $25 - $160
Health Related Careers ................................ $20 - $500
Microsoft Certification .................................... $600 - $1000
Petroleum .................................................. $100 - $250
Truck Driving ............................................. $200 - $500
Residence Hall Violation Fee ............................ $5 - $100

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
Tuition only (two semesters)
Tuition only, six hours per term
Tuition varies
Tuition only (subject to limitations)
Children of Professional Nursing Faculty (CTC 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)
Orphans of Texas veterans who were killed in action or died while in service
Children of deceased or disabled firefighters and police officers
Peace officers disabled in the line of duty
Blind or deaf students
Persons employed or volunteering as firefighters (fire science courses only)

Tuition and lab fees
Peace Officers enrolled in a Law Enforcement or Criminal Justice course (subject to limitations)
Children of POWs/MIAs
Students in Foster Care
Students graduating in the top 10% of their high school class
Students studying in the top 10% of their high school class
Students on TANF during senior year of high school
Students - 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 9/11/01
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 or be eligible to pay in-state rates in order to be eligible for this exemption.
• Students enrolled in continuing education courses which receive no formula funding are not eligible for any of the listed exemption and waiver programs, unless eligible under the Hazlewood Act.
• Individualized Instruction fees are considered to be “extraordinary costs” associated with those programs, and as such are not eligible for funding under The Hazlewood Act.
• For more information on exemptions and waivers, go to www.collegefortexans.com.

NOTE Students are responsible for any additional amounts due CTC resulting from post-enrollment audits and corrections, including all fees and waivers; e.g., registration assessing errors, dropping or adding classes, invalid employment, 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
Married Student Housing (Apartments) Deposit $200
Married Student Housing (There is an additional fee for electricity, billed monthly.) One-Bedroom Apartment, monthly rental $545
Two-Bedroom Apartment, monthly rental $630

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 $2,090
Summer Semester, 11 weeks,
Double Occupancy $1,430
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 Deposits
Nonrefundable.
Campus Apartment Deposit
Refunded after deduction for repairs, cleaning, etc.

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 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 must submit a completed Application for Refund to the Business Office for a refund to be issued.

• 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:
    • Before the first day, 100 percent.
    • During the sixteenth through twentieth days, 25 percent.
    • After the twentieth day, none.
  - Six-week summer session:
    • 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.
Length of Class Term in Weeks | Last Day for 70 Percent Refund | Last Day for 25 Percent Refund
--- | --- | ---
2 or less | 2 | N/A
3 | 3 | 4
4 | 4 | 5
5 | 5 | 6
6 | 6 | 7
7 | 7 | 8
8 | 8 | 9
9 | 9 | 10
10 | 10 | 11
11 | 11 | 12
12 | 12 | 13
13 | 13 | 14
14 | 14 | 15
15 | 15 | 16
16 or longer | 15 | 17

- 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.
- Any refund applicable for dropped courses will first be applied to any outstanding balance remaining on the student’s account before any check will be issued.
- 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 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.

- Tuition and fees paid directly to the Institution by the Veterans Administration, Title IV (Financial Aid Programs), a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.
- Emergency withdrawal will be considered to be filed as of the date of the emergency. Students must submit written proof of emergency, such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the schedule above.

- If 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.
- If withdrawing between the 21st day for semester-length courses (or the day after the 25 percent refund period for non-semester-length courses) and the midpoint of the course, 50 percent refund.
- After the midpoint of the course, no refund will be given. Please note that NTC rotations and field exercises are NOT considered deployments under this policy.

Noncredit Courses
CTC will not refund tuition except in the case of course cancellation or official withdrawal from a course. The refund policy for noncredit courses offered by Central Texas College will be as follows:

- CTC will process all refunds on the basis of the date withdrawal form is filed with the Records Office.
- For courses that meet for more than one class session, refunds of 100 percent of tuition and fees will be processed for students withdrawing prior to the second class meeting.
- For courses that meet for only one class session, refunds of 100 percent will be made only if the application for refund withdrawal is filed with the Records Office before the beginning of the class.
- Emergency withdrawal will be considered to be filed as of the date of emergency. Students must submit written proof of emergency, such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the schedule above.

Determining Residence Status
The Central Texas College Admissions Office is responsible for determining residency status of students for tuition purposes. The office is directed by state statutes and the Texas Higher Education Coordinating Board Rules and Regulations: Determining Residence Status. All rules and regulations are subject to change. Under state statutes and regulations a prospective student is classified as a resident, nonresident, or foreign student. Although state requirements for establishing residency are complex and prospective students should refer to their particular circumstance, most individuals must meet one of the following residency requirements before they can be considered residents for tuition purposes.

1. A person who graduated from a public or accredited private high school in Texas or, as an alternative to high school graduation, received the equivalent of a high school diploma in Texas, including the successful completion of a nontraditional secondary education, and maintained a residence continuously in this state for:
   - the 36 months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and
   - the 12 months preceding the census date of the academic semester in which the person enrolls in an institution.

2. A person who established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a domicile continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.
3. A dependent whose parent established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a domicile continuously in the state for 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution. (A dependent is a person who is less than 18 years of age and has not been emancipated by marriage or court order; or is eligible to be claimed as a dependent of a parent of the person for purposes of determining the parent’s income tax liability under the Internal Revenue Code of 1986.)

NOTE If a person who qualifies for residency under item 1 is not a U.S. citizen or a Permanent Resident of the U.S., the person shall, in addition to the other requirements of this section, provide the institution with a signed affidavit stating that he or she will apply to become a Permanent Resident of the U.S. as soon as the person becomes eligible to apply.

Non-U.S. Citizens
The following non-U.S. citizens are eligible to establish and maintain 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 fee/filing receipt or notice of action by USCIS showing that his or her I-485 has been reviewed and has not been rejected.
• An eligible nonimmigrant who has been issued one of the types of visas, posted on the Coordinating Board’s website, which is issued 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 Residence
The documents under Proof of Domicile and Proof of Residence may be used to support that the (1) the person or the dependent’s parent established domicile in Texas, and (2) the person or the dependent’s parent has maintained a domicile (physically residing) in Texas continuously for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls.

Proof of Domicile
The following documents can be submitted, which may support the establishment of a domicile in Texas and maintenance of a domicile in Texas.

Significant Gainful Employment
1. An employer’s statement of dates of employment in Texas (beginning and current or ending dates) that encompass at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls.
2. Other documents that show the person or the dependent’s parent, for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls:
   a. Has been engaged in employment intended to provide an income to the person or allow the person to avoid the expense of paying another to perform tasks (as in child care) that is sufficient to provide at least one-half of the individual’s tuition and living expenses or represents an average of at least 20 hours per week; or
   b. Is self-employed in Texas or is living off his/her earnings; or
   c. Is primarily supported by public assistance in Texas.
3. 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 consecutive months immediately preceding the census date of the term in which the person enrolls.

Sole or Joint Marital Ownership of Residential Real Property
Title to residential real property in Texas with documentation to verify 12 consecutive months of ownership immediately preceding the census date of the term in which the person enrolls, such as a Warranty Deed, with the person or the dependent’s parent having established and maintained domicile at that residence.

Marriage to a Person Who Has Established and Maintained Domicile in Texas
Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile in Texas for the 12 consecutive months preceding the census date of the term in which the person enrolls.

Ownership of a Business Entity
Documents that evidence the organization of the business in Texas that reflect the ownership interest of the person or dependent’s parent, and the customary management of the business by the person or dependent’s parent without the intention of liquidation for the foreseeable future.

NOTE A person whose initial purpose for moving to Texas is to attend an institution of higher education as a full-time student will be presumed not to have the required intent to make Texas his or her domicile. A person shall not ordinarily be able to establish domicile by performing acts which are directly related to fulfilling educational objectives or which are required or routinely performed by temporary residents of the State.

Proof of Residence in Texas
The following documents may be required to support residence in Texas for the 12 consecutive months immediately 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 consecutive months preceding the census date.
2. A Texas high school transcript for full senior year immediately preceding the census date.
3. A transcript from a Texas institution showing presence in the state for the 12 consecutive months preceding the census date.
4. A Texas driver’s license or Texas ID card that has not expired and, if it reflects an origination date, shows an origination date at least 12 months prior to the census date.
5. Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date.
6. A current credit report that documents the length and place of residence of the person or the dependant’s parent to be in Texas and the length of residence to be at least 12 consecutive months preceding the census date.
7. Texas voter registration card that was issued at least 12 months prior to the census date.
8. Pay stubs for the 12 consecutive months immediately preceding the census date, reflecting significantly gainful employment in Texas.
9. Bank statements reflecting a Texas address for the 12 consecutive months immediately preceding the census date.
10. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least the 12 consecutive months immediately preceding the census date.
11. Lease or rental of residential real property in the name of the person or the dependent’s parent for the 12 consecutive months immediately preceding the census date.

Other Documents that May Be Used to Lend Support To or Clarify Person’s Claim of Domicile or Residence
1. Tax return of the student or parent(s).
2. Visa, passport, or other pertinent immigration documents.
3. Leave and Earning Statements (LES).
4. Documents or statements to clarify answers to Core Residency Questions.
5. A Texas high school transcript to verify 36 months presence in the state and graduation from a Texas high school.
6. State or local licenses to conduct a business or practice a profession in this state.

Temporary Absences from State
Residents who move out of state should be classified as nonresidents upon leaving the state. However, certain temporary absences from the State of Texas with the intention to return, generally less than five years, 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 U.S. Armed Forces, U.S. Public Health Service, U.S. Department of Defense, or U.S. Department of State.
2. A person or the dependent’s parent whose company temporarily assigns him or her to work elsewhere.
3. A person or the dependent’s parent who is temporarily absent from the state for educational purposes.

General Rules and Regulations
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 U.S. 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 and 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. If a change is made 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; and 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 an appropriately authorized officer in the service certifying that the student, or parent, will be assigned to duty in Texas on 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 designee 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 that he or she attends.

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 Service who died while in service, shall pay resident tuition if the spouse and/or child move 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 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; and
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 relevant term:
   • Ownership of real estate in Texas with no delinquent property taxes;
   • Registration of an automobile in Texas; or
   • Execution of a currently-valid will deposited with a county clerk in Texas that indicates he or she is a resident of Texas.

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 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.

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;
   • Reside in the state while enrolled in the institution; 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.

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 outside the CTCD tax district who pay 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.

NOTE A student initially classified out-of-district may petition for reclassification by providing the CTC Admissions Office located at the Central Campus in Killeen, Texas, with supporting documentation.

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.

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.;
• 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
Under current federal guidelines, students who are receiving financial aid are required to maintain the standards of satisfactory academic progress (SAP). 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, and P are considered hours completed. Drops, withdrawals, IP, XN, N, F and course repeats are counted as hours attempted. Course repeats are counted as attempted hours and either earned or unearned depending upon the grade assigned as noted above. 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.

It is the student’s responsibility to read, understand, and adhere to the Satisfactory Academic Progress policy in order to remain eligible for financial aid. Failure to comply with this policy can result in the student’s financial aid being terminated at Central Texas College.
Qualitative Standard: Minimum Grade Point Average (GPA)
Students must maintain a 2.0 grade point average (GPA) during each semester of enrollment as well as a cumulative average of 2.0 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 warning for the following semester enrolled.
- At the end of the warning semester, if the student’s GPA is 2.0 or above, the student will be removed from warning status and returned to satisfactory. If after one semester 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: (A) Pace of Program and (B) Maximum Time Frame
Transfer

A. Along with meeting the Grade Point Average/Qualitative Standard, students must also meet quantitative standards. Students must complete 67% of all credit hours attempted regardless of whether financial aid was received for the hours. Our policy is not to round up during this calculation process. For example, if a student’s completion rate is 66.666% the completion rate requirement of 67% has not been met. Withdrawals, incompletes, repeated courses, and failure grades will count as attempted coursework credit hours.

* If you repeat a course, both attempts will be counted in the maximum credit hours, even if you did not receive aid for both attempts.

B. Students who have attempted 150 percent of the allowed number of credit hours will become ineligible to receive additional financial aid disbursements for hours in excess of the 150 percent maximum regardless of their semester/cumulative GPA, and regardless of whether or not financial aid was received during previous semesters. Students are advised to work with their academic advisor to “stay on target” to complete educational goals.

C. Academic progress from other institutions will be included in maximum timeframe. All attempted credit hours from CTC and/or any other institution of attendance will count towards attempted credit hours with regard to maximum timeframe. Students who have attempted 150 percent of the allowed number of credit hours for any degree and/or certificate will be ineligible to receive financial aid at CTC.

Students who change their major will have all previously attempted coursework included in the maximum timeframe calculation regardless if those credits count towards the new major.

If at any point it is clear that a student will not be able to meet the quantitative standard by graduation, the student becomes ineligible for aid (barring a successful appeal by the student consistent with appeal procedures set up by CTC).

NOTE: The above combination of hours, to include all transfer credits, cannot exceed 150 percent of the minimum number of hours required to complete any program of study. In addition, ALL students will be limited to 150 hours attempted maximum time frame which includes transfer hours.

SAP Rules for Remedial or Developmental Coursework
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 cumulative GPA calculation. However, developmental attempts are used in the completion rate calculation and in the calculation of maximum timeframe.

Evaluation Outcomes
(Consequences for not maintaining Financial Aid Satisfactory Academic Progress)

Financial Aid Automatic Suspension
If during a semester a student completely withdraws (W), receives grades of all F’s, all N’s, all IP’s, all XN’s or a combination of W’s, F’s, N’s, XN’s or IP’s, he or she is placed on automatic suspension without being given a warning. A student placed on a suspension status will not receive financial aid assistance until this status has been cleared. To reestablish eligibility, the student must meet both the Qualitative and Quantitative standard of completing 67 percent of all attempted hours and maintaining a GPA of 2.0 or above.

Students placed on automatic 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.

Financial Aid Warning
A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid warning status for one semester. While on a warning status, the student will continue to receive financial aid for which he or she has qualified. This is a warning to the student that he or she must meet the College’s Satisfactory Academic Progress standards (2.0 semester/cumulative GPA and also maintain a semester/cumulative completion rate of 67%) during the next semester of enrollment.

NOTE: Students on Probation under the prior standards will be considered on Warning for purposes of these standards.

Financial Aid Suspension
If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his or her warning period, the student will be denied from receiving financial aid until he or she meets the reinstatement requirements.

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 cumulative/semester completion rate (67 %) 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. Classes taken at institutions other than Central Texas College do not count towards reinstatement. Students who regain eligibility by completing the required coursework must notify the Financial Aid Office in order to have their progress reevaluated.
Academic Amnesty
The Federal Student Aid program regulations make no provision for the concept of academic amnesty or academic renewal. Therefore, a school must always include courses (whenever taken) in evaluating a student’s satisfactory academic progress.

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. Under the revised Department of Education rules, an appeal cannot be approved if the student is unable to meet the 2.0 GPA and the 67% completion rate within one semester. Also, the student may not appeal for failing to complete their program within the maximum timeframe. It is the responsibility of the student to successfully complete all classes enrolled. Please remember that dropping a class, failing a class, or withdrawing from class is a personal decision made by the student and may negatively affect the maximum timeframe allowance for their program.

All appeal documents must be attached to the Satisfactory Academic Progress Appeal form that can be obtained from the Financial Aid Office. Submission of an appeal does not guarantee reinstatement of financial aid eligibility. If an appeal is approved, the committee will impose enrollment restrictions on the student for the best chance of academic success. The enrollment restrictions are that at a minimum the student is required to pass all remaining courses successfully (grade of “C” or higher) and not have any withdrawals for the semester (or the student’s next semester of enrollment) the appeal is approved. Any student that fails to meet this requirement will lose his/her future financial aid eligibility.

Please note: a student cannot have appeals approved in consecutive semesters. 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 Reasons such as being unprepared for college course work, the course was not what was expected, not liking the instructor and other related excuses are NOT qualifying circumstances for an appeal and will result in an appeal being denied. Students are responsible for monitoring their own progress status. The Financial Aid office makes every attempt to notify students of their status however failure to receive notice does not affect the calculated status and is not reason to appeal. Please ensure that home and email addresses are updated with Admissions and Records Department.

Appeal Decisions

Probation
A student will be placed on a probation status if an appeal has been approved. The student must meet the College’s satisfactory academic progress policy (2.0 cumulative/semester GPA and a cumulative/semester completion rate of 67%) during the next semester of enrollment. If the student does not meet the SAP policy, their financial aid will be suspended and will not be eligible to re-appeal. They must complete the requirements of the 2.0 GPA and completion rate of 67%, at their own expense, before their aid can be considered for eligible reinstatement.

Appeal Denied
The student will not be eligible to receive financial aid until he or she meets the Satisfactory Academic Progress (SAP) standards as provided above. It may take several semesters in order for a student to regain aid eligibility. NEW: Please visit SAP GPA Calculator or SAP Completion Rate Calculator to receive an estimate of what may be required to regain eligibility.

Students may continue to enroll however it is the student’s responsibility to pay their own expenses.

Enrollment/Student Status

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/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 warning status 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 website.

Grade Changes
If a grade is changed, it is the student’s responsibility to notify the Financial Aid Office immediately. The Financial Aid Office can then initiate a review of the effect of the grade change on the student’s academic progress within 30 days of notification.

Repeated Courses
Students who have successfully completed a course and attempt to take the course a second time will be covered by financial aid. However, if they attempt the course a third time, financial aid will no longer pay for that course.

Transfer Courses
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. Transfer courses are considered in determining eligibility under the qualitative measure as well as in the quantitative and maximum timeframe measurements.

Financial Aid will not pay for:
• Courses taken by audit
• Successfully completed courses that have been attempted more than two times
• Courses exceeding the 27 maximum credits for developmental coursework
• Credit hours earned by placement tests
• Continuing education courses
• Courses for which you register after the official census date of the term
• Credit hours in excess of the 150% maximum program limit
• Courses taken without having a declared eligible program (enrolled as transient student)

NOTE The financial aid SAP standards are not the same as Central Texas College’s general academic requirements. Students should contact an academic counselor to determine those separate requirements for maintaining their academic enrollment.
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.

TEXAS 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, enrolled 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 TEXAS Grant is part of the aid package that is offered to you. **Go to the College for Texans 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.

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
Central Texas College participates in the William D. Ford Federal Direct Loan Program for Dependent and Independent Undergraduate Students and Federal Direct PLUS Loan Program for parents of Undergraduate Dependent Students.

William D. Ford Federal Direct Loan Program (Direct Loan Program)
The Federal Program that provides loans to eligible student and parent borrowers under Title IV of the Higher Education Act. The loan programs include Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans and Direct Consolidation Loans. Funds are provided directly by the federal government to eligible borrowers through participating schools.

Please review the College Default Management plan at www.ctcd.edu.

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 Loan Maximums (for loans first dispersed on or after July 1, 2008)

<table>
<thead>
<tr>
<th>Classification</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman (0 to 30 credit hours)</td>
<td></td>
</tr>
<tr>
<td>Sophomore (31 to 72 credit hours)**</td>
<td></td>
</tr>
<tr>
<td>Dependent Undergraduate</td>
<td>$5,500* – No more than $3,500 of this amount may be subsidized*</td>
</tr>
<tr>
<td>$6,500 – No more than $4,500 of this amount may be subsidized**</td>
<td></td>
</tr>
<tr>
<td>Independent Undergraduate</td>
<td>$9,500 – No more than $3,500 of this amount may be subsidized*</td>
</tr>
<tr>
<td>$10,500 – No more than $4,500 of this amount may be subsidized**</td>
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</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. All annual loan limits are subject to proration and cannot exceed the Cost of Attendance.

Entrance Loan Counseling
All first-time Federal Direct loan borrowers at Central Texas College must complete entrance counseling before their loan will be accepted and processed. Borrowing a student loan is a serious financial obligation and the entrance counseling will provide you with important information you need to know to be able to make an informed decision about student loan borrowing. Complete your online entrance counseling on the Federal Direct Loan Servicing website at www.studentloans.gov. This session provides additional information regarding loan programs such as monthly repayments, deferments, grace period and cancellation.

Exit Loan Counseling
Federal regulations require all students who received a 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.nslds.ed.gov/nslds_SA/SAeIntrol.do. You will need a list of two 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, 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:
   \[ \text{Total amount Disbursed (PELL Grant, SEOG, and Loans)} = \text{Amount of Institutional Cost Returned by School (if any)} + \text{Amount of aid earned by student} \times 50 \% + \text{Amount of Aid to be returned/repaid by the student} \]

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 will forward the account to a collection agency or take any other legal means to collect this debt.

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 1606-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. Central Texas College must now report all probation and suspensions to the VA.

NOTE You must advise the Office of Veteran Services each semester/term of courses in which you are enrolled. Chapter 33 Post 9/11 students, please contact Veterans Service office at Veterans.Services@ctcd.edu prior to enrolling in Distance Education classes.
Central Texas College Catalog 2013-2014 - Student Services

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. Please go to www.collegeforalltexans.com for full information.

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 between January 1 and March 31 of each year. These scholarships will be for awards available in the fall semester. 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. A list of scholarships and their criteria can be found at https://ctcd.academicworks.com from January 1 until March 31. 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 Federal Student Aid (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 a four-year college or university 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 to become 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, visit our website at www.ctcd.edu and go to Quick Links.

International Student Services
Services include admissions assistance, placement into the English-as-a-Second-Language Program (ESL/DSLALC 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
A textbook lending library and childcare assistance are available based on available funding to qualified students enrolled in a declared technical/vocational program. For detailed information visit the website at www.ctcd.edu/gc/sss/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 Room 207 on the Central Campus. Each semester eligible students should meet with their Disability Support Services coordinator to discuss accommodation needs. For more detailed information visit the CTC website at www.ctcd.edu/gc/sss/index.htm.
Child Care Assistance Program
This is a federally funded program and the number of students enrolled is based upon the receipt of funds. Students are chosen by the greatest economic need. Students majoring in career, technical, and certificate programs are eligible for child care assistance. Students should:

- have a career/technical degree plan or a certificate plan,
- apply and complete the process for financial aid (PELL Grant), and
- meet income guidelines and grade point average (2.0 or higher).

Lending Library Textbook Program
The program is a federally and/or state funded program. Textbooks are purchased up to the availability of funds. Students majoring in career, technical and certificate programs are eligible for the textbook program. Students are required to meet the income guidelines for the program. Information is available on the CTC website at www.ctcd.edu/ge/sss/index.htm.

Student and Employee Assistance Program
The student and Employee Assistance Program provides assessments, intervention and referral services for students and staff. 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. Exceptions are made for active duty military stationed/deployed overseas. Military located overseas may submit a request by email if they use their military email address and include their current location on the form. Refer to “Transcript Requests” in the Quick Links section of the CTC home page. 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. Cell phones and children are not permitted in the testing areas. 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.
- **ACCUPLACER** - The ACCUPLACER is a state approved assessment test to provide information about students’ academic skills. Tests within the ACCUPLACER system are delivered over the Internet. The ACCUPLACER is offered year round. Active duty Fort Hood soldiers can take the test for free of charge at the Fort Hood Education Center.
- **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.
- **TSI Assessment** - The Texas Success Initiative (TSI) Assessment is the state-approved assessment test that replaces the ACCUPLACER, ASSET, COMPASS and THEA tests. Students who did not enroll in a CTC course prior to August 26, 2013, are required to take the new TSI Assessment regardless if the student had previously taken the ACCUPLACER, ASSET, COMPASS or THEA. Students will be required to complete a Pre-Assessment before taking the TSI Assessment.
- **Health Education Systems Inc. Admissions Assessment (HESI A2)** - The HESI is a timed, computerized exam that consists of five sections. The exam is required by the CTC Nursing department. The exams measure the examinee’s ability to apply nursing and health professional concepts to clinical problems.
- **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 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).
- College Board Advanced Placement.
- American College Testing Program (ACT).
- Scholastic Assessment Test (SAT).
- College Board Advanced Placement.
- Military Service Schools, Military Occupational Specialties (MOOs), 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 or based on contractual requirements. 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 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.

Evaluated 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

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

The Servicemembers Opportunity Colleges (SOC) Consortium, consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicemembers worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at http://www.soc.aascu.org/.

SOC Degree Network System Membership

The SOC Degree Network System (DNS) is a subgroup of SOC Consortium member institutions selected by the military Services to deliver specific associate and bachelor’s degree programs to servicemembers and their families. As a member of the DNS, Central Texas College has agreed to adhere to academic policies intended to support military students in their academic endeavors towards degree completion. Central Texas College is approved for membership in SOCAD, SOCNAY, SOCMAR, and SOCCOAST at the associate degree level.

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 offices for Student Life and Activities, the Student Government Association, a game room, a recreational center, and a television lounge.

The second floor houses the Student Success and Persistence Department, which includes the Academic Studio Tutoring Center.
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.

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

Student Organizations
There are approximately 22 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-raises 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, and 46.3 the Create Channel that provides instructional programs with expert advice on cooking, arts & crafts, gardening, home improvement and travel. 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 Anderson Campus Center (Bldg. 156). 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 Anderson Campus Center (Bldg. 156) 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:

Refund Grace Period
Starts on the first day of the semester or term and ends according to the schedule below:

- 14 business days for 12-week and 16-week courses
- 7 business days for 8-week, or self-pace courses

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, basketball and softball. 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 run/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.

Health Services
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.

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. 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 Residence Hall 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 live-in 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.

Refer to the section of the Catalog “College Costs” for apartment rates and required deposits.

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 by going to the Campus Police department located in Building 137 behind the Student Services Building 119 during regular college hours. Additional information on parking is available online, in the CTC Student Handbook, semester schedule bulletins, or by calling the Campus Police at 526-1200.

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
The Library Home Page www.ctcd.edu (click on Library), is the main vehicle for providing library services and materials. A professional librarian is available to answer all your research information questions during library hours. Trained library support staff can assist you as you move around our website and our many and varied resources. Virtual resources are available 24 hours a day 365 days a year.

- Clicking on the icon “Ask a Librarian” found on the Library Home Page, links you to Live “Online Chat” and our E-mail services. Reference@ctcd.edu is checked several times a day, 7 days a week. There is a 24-hour turnaround time to all queries.

- Clicking on the icon “Request a Library Seminar” links you to a form to schedule a one-hour live virtual seminar on accessing the library website. The session will familiarize individuals with Library resources such as databases, catalog, and appropriate websites.

- To access the “Online Databases” go to the Library’s homepage, click on the “Find databases, articles, E-Books and Videos” link and then “I am using an OFF-CAMPUS computer” link, follow the login instructions on the page. The 72 subject specific databases provide digital information to collections of articles and abstracts from various sources that include peer reviewed academic journals as well as popular magazines and newspapers. The collection also includes encyclopedias, e-books and full text articles.

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 Building 155.

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. In a distance learning course the last date of attendance is the last activity by the student in 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.

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 was able to drop the course without receiving a grade or incurring an academic penalty;
3. The student was 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:

- is officially enrolled in the course on its census date, with the course reflected on the student’s transcript, and
- 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 DropExceptions 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.
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.

For purposes of this section, definitions are provided below:
- Family members include spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, stepparent, stepchild, or stepsibling.
- A sufficiently close relationship refers to a relationship with any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the institution on a case-by-case basis.

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 any 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.
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>
</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 a student elects 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.

“IIP” Incomplete, Course in Progress (for non-developmental courses)

An “IIP” 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 “IIP” 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 supporting documentation may be required by the instructor. 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. An “IIP” 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.

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

The IP grade is not used for developmental study courses and designated nontraditional, modular courses.

“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.
Central Texas College Catalog 2013-2014 - Academic Policies

"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 CTC before they may be considered for withdrawal. The withdrawal request must be received by the official last date to withdraw.

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>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 1301</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>4 x 3 = 12</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>3 x 3 = 9</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>C</td>
<td>2</td>
<td>4</td>
<td>2 x 4 = 8</td>
</tr>
<tr>
<td>CJLE 1211</td>
<td>D</td>
<td>1</td>
<td>2</td>
<td>1 x 2 = 2</td>
</tr>
</tbody>
</table>

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

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 (A, B, C) 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. A CTC grade can only be replaced by repeating the same course at CTC. 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.

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.
3. Suspended students who return after the required suspension period or who have successfully appealed a 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 (Spring) and the following summer sessions (both). Warning: Students who earn a 2.0 GPA during their re-entry semester but whose cumulative CTC GPA is still below 2.0 will not be able to graduate with a certificate or degree until they raise their overall CTC GPA to at least a 2.0. (Students may contact their campus Student Services representative for information on the college appeals process.)

Skills Center students enrolled in self-paced certificate programs who have completed the 90 calendar day suspension or who have successfully appealed the suspension through a college appeals process will be readmitted on academic probation. Students will be placed on academic probation and required to meet regularly with a Skills Center Counselor for performance assessment during the enrollment period. Students who receive an “F,” “N,” or “XN” during their term of readmission will be placed on Academic Dismissal for 120 days.

Students on Academic Dismissal may petition for readmission only after they have been out the required dismissal period. Students readmitted must consult with an academic advisor on a regular basis and participate in assessment and student support services. Students must also comply with registration restrictions established as a condition of readmission.

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 or online at http://www.ctcd.edu/student_hdbk.pdf.

**Summons**

On some occasions it will be necessary for a faculty member, counselor, or administrative official to contact an individual student. Any student receiving a summons must respond promptly as requested. A summons may take the form of a call from class or a notice by mail. Failure to respond to a summons renders the student subject to disciplinary action.

**Hazing and Disruptive Activities**

Central Texas College enforces the Texas state laws prohibiting hazing, disruptive activities, or disruption of lawful assemblies on CTC property. Information regarding these prohibited activities appears in the official Student Handbook, available to regularly enrolled students at orientation sessions, in the Office of Student Life, or online at http://www.ctcd.edu/student_hdbk.pdf.

**Falsification of Records**

Students who knowingly falsify Central Texas College records, or who knowingly submit any falsified records to CTC, are subject to disciplinary action, which may include suspension and expulsion from CTC.

**Honor Societies**

**Epsilon Delta Pi**

Students who have completed at least 15 semester hours, which includes at least six semester hours in computer science and who meet the scholastic requirements may apply for membership in Epsilon Delta Pi, a national honor society in the computer sciences.

**Psi Beta Psychology National Honor Society**

The mission of Psi Beta Honor Society is to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. A student may join Psi Beta if he or she meets the requirements below:

1. Completed a college psychology course with a grade of B or higher.
2. Completed 12 hours of college coursework with a cumulative college GPA of 3.0 or higher, or GPA is within the top 35 percent of GPAs at your college.
3. Shows interest in psychology.
4. Is in good standing in the community.
5. Pays the $50 one time, lifetime fee.
Phi Theta Kappa
Students who have completed at least 30 semester hours at Central Texas College, who are currently enrolled in at least six semester hours and who meet the minimum cumulative GPA of 3.50 may be eligible for membership in the Sigma Iota Chapter of the Phi Theta Kappa, an International Honor Society of Community Colleges. Students enrolled in developmental study courses are not eligible.

Sigma Kappa Delta
Sigma Kappa Delta National English Honor Society was established in 1996 to recognize outstanding students for their achievements in English. After having completed twelve or more semester hours of college credit, students who are initiated into the Tau Beta Chapter at CTC must be ranked in the top thirty percent of their classes in general, and they must have completed all college level English courses with a grade of “B” or better.

Obligations to the College
A student may be blocked from future registrations, not permitted to graduate and/or administratively withdrawn from a class until the student’s obligations to the College are met. CTC is authorized to place holds on a student’s record under the following conditions, which include but are not limited to:

1. Debt to the college, left unpaid.
2. Failure to make good on a returned check.
3. Failure to make payment on a promissory note or a financial aid overpayment.
4. Failure to pay library or traffic fines.
5. Failure to return materials from the Lending Library or other departments.
6. Ineligibility for aid, for which student registered; overdue loans; and failure to complete records.
7. Failure to file required documents; enrolling under false pretenses.
8. Failure to meet placement or assessment requirements.
9. Rejected charges to a credit card.

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 maiden 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 relating 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 addresses
Phone numbers
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 Arts in General Studies and certificates of completion. 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 clear 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.
Central Texas College Catalog 2013-2014 - Academic Policies

**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 described above. 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. A student who 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.

**Excessive Developmental Study Hours**

A public community college district may not receive funding for developmental coursework to include English as a Second Language 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. 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; (6) hours not eligible for formula funding; and (7) effective fall 2009, hours earned by a student before graduating from high school and used to satisfy high school graduation requirements.
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 completion.

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 grades cannot be counted in the grade point average at Central Texas College.

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 with 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 in used for credit courses.

• The four-letter prefix (rubric) is used to identify subject areas.

• The four-digit numbers are as follows:
  - First digit - identified 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 up to $1,000 from the university awarding the degree if they meet the criteria listed below.
- Must have enrolled (taken their first course) after high school graduation 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;
- If enrolled for the first time in fall 2005 or later, graduate within four calendar years for a four-year degree or within five calendar years for a five-year if degree is in architecture, engineering, or any other program determined by the Texas Higher Education Coordinating Board to require more than four years to complete;
- Must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they graduated. Hours attempted include: transfer credits, course credits earned exclusively by examination (except that, for the purposes of this program, only the number of semester hours earned exclusively by examination in excess of nine semester hours is treated as attempted); courses dropped after the official census date; optional internship and cooperative education courses; and repeated courses. Hours attempted do not include: for students graduating with a bachelor’s degree in December 2007 or later, course credit earned to meet requirements for a Reserve Officers’ Training Corps (ROTC) program but that is not required to complete the degree program; and for students graduating with a bachelor’s degree in August 2011 or later, course credit other than course credit earned exclusively by examination, which is earned before graduating from high school. 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.

Programs of Study

<table>
<thead>
<tr>
<th>Associate of Arts Degree</th>
<th>Associate of Science Degree</th>
<th>Associate of Applied Science Degree</th>
<th>Institutional Certificate of Completion</th>
<th>Level I Certificate</th>
<th>Level II Certificate</th>
<th>Marketable Skills Achievement Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>AS</td>
<td>AAS</td>
<td>CC*</td>
<td>CC**</td>
<td>MSA</td>
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</tbody>
</table>

Core Curriculum for Associate of Science (AS) and Associate of Arts (AA)

<table>
<thead>
<tr>
<th>Associate Degrees of Science and Arts and Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS Agriculture Science</td>
</tr>
<tr>
<td>AS Biology</td>
</tr>
<tr>
<td>AS Chemistry</td>
</tr>
<tr>
<td>AA Drama</td>
</tr>
<tr>
<td>AS Environmental Science</td>
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<tr>
<td>AA Geology</td>
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<tr>
<td>AA Journalism/Communications</td>
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<tr>
<td>AS Mathematics</td>
</tr>
<tr>
<td>AS Music</td>
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<tr>
<td>AS Radio and Television Broadcasting</td>
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<td>CC* Radio Broadcasting</td>
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<td>AA Social Science</td>
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<td>AAT</td>
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Degrees and Certificates

<table>
<thead>
<tr>
<th>Agriculture</th>
<th>Business Management</th>
<th>Child Development</th>
<th>Computer Science</th>
<th>Diesel</th>
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<td>Agriculture Industries</td>
<td>Equine Specialization</td>
<td>Horticulture Specialization</td>
<td>Production Specialization</td>
<td>Automotive Mechanic</td>
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<tr>
<td>CC**</td>
<td>Automotive Technician (self-paced, open-entry program)</td>
<td>Automotive System Specialist (self-paced, open-entry program)</td>
<td>Automotive Tune-Up Specialist Certificate (self-paced, open-entry program)</td>
<td>Basie Automotive Technician</td>
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<td>CC*</td>
<td>Automotive System Specialist (self-paced, open-entry program)</td>
<td>Business Management</td>
<td>Business Management - Real Estate Sales Specialization</td>
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<td>Real Estate Sales Agent</td>
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<td>Web Design Basics</td>
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<td>AAS Diesel System Specialist Certificate (self-paced, open-entry program)</td>
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<td>Drafting and Design</td>
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<td>CC*</td>
<td>Network Professional Specialization</td>
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<td>Networking and Network Security</td>
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<td>Networking and Wireless Networking</td>
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<td>AAS</td>
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<td>Commercial Heating, Air Conditioning and Refrigeration</td>
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<td>Food and Beverage Management</td>
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<td>Institutional Food Service Operations</td>
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<td>Construction Trades (self-paced, open-entry program)</td>
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<td>Chemical Dependency Specialization</td>
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<td>Social Work Specialization</td>
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<td>At Risk Youth Advanced Certificate</td>
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<td>Criminal Justice Addictions</td>
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<td>Office Management</td>
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<td>Medical Transcription</td>
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<td>Criminal Justice Corrections Specialization</td>
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<td>Industrial (self-paced, open-entry program)</td>
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Central Texas College Catalog 2013-2014 - Degrees and Certificates 55
### 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.

<table>
<thead>
<tr>
<th>Core Area</th>
<th>Course Options</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>Communications (010)</td>
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<tr>
<td>Speech (011)</td>
<td>ENGL 1301 and 1302. SPCH 1315, 1318, 1321.</td>
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<td>Mathematics (020)</td>
<td>MATH 1316, 1324, 1325, 1332, 1342, 1350, 1351, 1414, 2412, 2413, 2414, 2415.</td>
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<td>Natural Science (030)</td>
<td>BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2421, 2428. CHEM 1406, 1407, 1411, 1412, 2423, 2425. GEOL 1403, 1404, 1405. PHYS 1401, 1402, 1403, 1404, 1415, 2445, 2425, 2426. ENV 1401. AGRI 1407, 1415, 1419.</td>
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<td>Humanities (050)</td>
<td>ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2341, 2342, 2346, 2347, 2356, 2357, 2366. DRAM 1310, 1320, 1321, 1330, 1351, 1352, 2336, 2366. MUSI 1181, 1183, 1188, 1192, 1301, 1304, 1306, 1307, 1311, 1312, 1390, 2311, 2312.</td>
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<td>(literature, philosophy, and cultural studies) (040)</td>
<td>ANTH 2301, 2302, 2346, 2351. ENGL 2322, 2323, 2327, 2328, 2332, 2333. SPCH 2341. HUMA 1315. PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307.</td>
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<tr>
<td>Social/Behavioral Sciences</td>
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<td>U.S. History (060)</td>
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<td>Political Science (070)</td>
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<tr>
<td>(other social/behavioral science) (080)</td>
<td>HIST 2301, 2311, 2312, 2381. GOVT 2304. PSYC 2301, 2308, 2314, 2315, 2316. SOCI 1301, 1306, 2301. ECON 2301, 2302. GEOG 1300, 1301, 1302, 1303. AGRI 2317.</td>
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<td>Health, Wellness, Kinesiology (090)</td>
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<td>Total Core Requirements</td>
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### Associate of Arts Degree:

Complete Core .................................................................................................................. 42

Health/Wellness/Kinesiology selection (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 (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 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 ACCUPLACER 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 - 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 2305 and 2306.
- 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.
• A minimum overall grade point average of 2.0 (“C” average), to include a minimum 2.0 “C” average on all courses taken with Central Texas College.
• Meeting all other Central Texas College and departmental requirements.
• 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 of Arts in General Studies Degree requirements when approved by the appropriate Department Chair.
• A minimum score on all sections of the ACCUPLACER test or other state-approved TSI test unless TSI exempt or eligible for a waiver.

Associate of Applied Science Degree
Students must complete the specific degree requirements in the degree plan for their major field as shown in the program of study.

The associate of applied science 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 three required areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics.

The degree consists of 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, as required by specific program.
• Three semester hours of social or behavioral science.
• Three semester hours of computer instruction or successful competency challenge exam.
• A minimum of 50 percent of semester credit hours of technical courses in the major or a closely related field.
• 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 2.0 (“C” average).
  - A minimum “C” on each course in the major.
  - A minimum grade point average of 2.0 (“C” average) with Central Texas College.
• A minimum score on all sections of the ACCUPLACER test or other state-approved TSI test unless TSI exempt or eligible for a waiver.
• Meeting all other Central Texas College and departmental requirements.

Students may be required to repeat major courses in their field of study if graduation is not accomplished within five years after courses are completed.

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 in 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 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 ACCUPLACER 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


Agricultural Industries (AGI13) 010104
Certificate of Completion

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<tbody>
<tr>
<td>AGRI 1309</td>
<td>Computers in Agriculture 3</td>
</tr>
<tr>
<td>AGRI 1131</td>
<td>Agriculture Industry 1</td>
</tr>
<tr>
<td>AGRI 1407</td>
<td>Agronomy 4</td>
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<td>OR</td>
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</tr>
<tr>
<td>AGRI 1419</td>
<td>Introduction to Animal Science 4</td>
</tr>
<tr>
<td>AGCR 1307</td>
<td>Range Management 3</td>
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<tr>
<td>AGEQ 1311</td>
<td>Equine Science I 3</td>
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| Second Semester | |
|-----------------| |
| AGRI 2330       | Wildlife Conservation and Mgmt. 3 |
| AGAH 1347       | Animal Reproduction 3 |
| AGAH 1353       | Beef Cattle Management 3 |
| AGAH 1343       | Animal Health 3 |
| AGEQ 2311       | Equine Science II 3 |
| OR              | |
| HALT 1322       | Landscape Design 3 |

| Third Semester | |
|----------------| |
| AGEQ 1301      | Equine Behavior and Training I 3 |
| OR             | |
| HALT 2308      | Greenhouse Management 3 |
| AGRI 2301      | Agriculture Power Units 3 |
| AGRI 2317      | Introduction to Agriculture Economics 3 |
| AGAH 2313      | Principles of Feeds and Feeding 3 |
| OR             | |
| AGCR 2318      | Soil Science 3 |

| Fourth Semester | |
|-----------------| |
| AGEQ 1319       | Western Horsemanship I 3 |
| OR              | |
| HALT 1319       | Landscape Construction 3 |
| AGEQ 2301       | Equine Behavior and Training II 3 |
| OR              | |
| HALT 1345       | Golf/Sports Field/Park Management 3 |
| AGMG 2306       | Livestock and Meat Marketing 3 |
| AGMG 2486       | Internship 4 |

| Total Hours | 51 |

Production Specialization (AGP12) 010104
Certificate of Completion

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 1131</td>
<td>The Agriculture Industry 1</td>
</tr>
<tr>
<td>AGRI 1419</td>
<td>Introductory Animal Science 4</td>
</tr>
<tr>
<td>AGAH 1343</td>
<td>Animal Health 3</td>
</tr>
<tr>
<td>AGRI 1309</td>
<td>Computers in Agriculture 3</td>
</tr>
</tbody>
</table>

| Second Semester | |
|-----------------| |
| AGMG 2306       | Livestock and Meat Marketing 3 |
| AGAH 2313       | Principles of Feed and Feeding 3 |
| AGAH 1353       | Beef Cattle Production 3 |
| AGCR 1307       | Range Management 3 |
| AGRI 2317       | Agriculture Economics 3 |

| Total Hours | 26 |

Horticultural Specialization (AGH12) 010104
Certificate of Completion

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 1131</td>
<td>The Agriculture Industry 1</td>
</tr>
<tr>
<td>AGRI 1309</td>
<td>Computers in Agriculture 3</td>
</tr>
<tr>
<td>HALT 1324</td>
<td>Turf Grass Management 3</td>
</tr>
<tr>
<td>AGRI 1415</td>
<td>Horticulture 4</td>
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| Second Semester | |
|-----------------| |
| HALT 1338       | Irrigation/Water Management 3 |
| HALT 1470       | Horticulture Home Gardening 4 |
| HALT 2308       | Greenhouse Management 3 |
| AGCR 2318       | Soil Science 3 |

| Total Hours | 24 |

Equine Specialization (AGE12) 010104
Certificate of Completion

<table>
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<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 1131</td>
<td>The Agriculture Industry 1</td>
</tr>
<tr>
<td>AGRI 1309</td>
<td>Computers in Agriculture 3</td>
</tr>
<tr>
<td>AGRI 1419</td>
<td>Introduction to Animal Science 4</td>
</tr>
<tr>
<td>AGEQ 1301</td>
<td>Equine Behavior and Training I 3</td>
</tr>
<tr>
<td>AGEQ 1311</td>
<td>Equine Science I 3</td>
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| Second Semester | |
|-----------------| |
| AGAH 1343       | Animal Health 3 |
| AGAH 2317       | Introduction to Agriculture Economics 3 |
| AGAH 2313       | Principles of Feed and Feeding 3 |
| AGEQ 1319       | Western Horsemanship I 3 |

| Total Hours | 26 |
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 Mechanic/Technician (AUMT) 470604
Associate of Applied Science Degree

First Year
First Semester  Credit
AUMT 1405 Intro. to Automotive Technology  4
AUMT 2305 Automotive Engine Theory  3
AUMT 1407 Automotive Electrical Systems  4
AUMT 2437 Automotive Electronics  4
MATH 1332 Contemporary Mathematics  3

Second Semester
AUMT 1472 Automotive Computer Systems  4
AUMT 1445 Automotive Climate Control Systems  4
AUMT 1410 Automotive Brake Systems  4
AUMT 2413 Automotive Drive Train and Axles  4
ENGL 1301 Composition I  3

Second Year
First Semester
SPCH SPCH 1315 or 1321  3
AUMT 1416 Automotive Suspension and Steering Systems  4
ELCT Automotive Technology Skills  3
AUMT 2417 Automotive Engine Performance Analysis I  4
GOVT 2305 Federal Government  3

Second Semester
AUMT 2425 Automotive Automatic Transmissions and Transaxle  4
AUMT 2434 Automotive Engine Performance Analysis II  4
ELCT Humanities/Fine Arts Selection  3
ELCT Elective  3
AUMT 1419 Automotive Engine Repair or AUMT 2488 Internship  4
Total Hours  72

Automotive Technician (AUMT) 470604
Certificate of Completion

Cr/Clock
AUMT 1405 Intro. to Automotive Technology  4/96
AUMT 2305 Automotive Engine Theory  3/64
AUMT 1407 Automotive Electrical Systems  4/144
AUMT 2437 Automotive Electronics  4/96
AUMT 2417 Automotive Engine Performance Analysis I  4/144
AUMT 1445 Automotive Climate Control Systems  4/128
AUMT 1472 Automotive Computer Systems  4/144
AUMT 1410 Automotive Brake Systems  4/128
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  4/128
AUMT 2434 Automotive Engine Performance Analysis II  4/144
WLDG 2413 Intermediate Welding Using Multiple Processes  4/144
AUMT 1419 Automotive Engine Repair  4/96 or AUMT 2488 Internship  4/304
Total Hours  55
Total Clock Hours  1712/1920

Basic Automotive Technician (AUMT) 470604
Certificate of Completion

Cr/Clock
AUMT 1405 Intro. to Automotive Technology  4/96
AUMT 1407 Automotive Electrical Systems  4/144
AUMT 1410 Automotive Brake Systems  4/128
AUMT 1416 Automotive Suspension and Steering Systems  4/128
AUMT 2305 Automotive Engine Theory  3/64 or AUMT 2488 Internship  4/304
Total Hours  19/20
Total Clock Hours  560/800

Automotive System Specialist (AUMT) 470604
Certificate of Completion

Cr/Clock
AUMT 1405 Intro. to Automotive Technology  4/96
AUMT 2305 Automotive Engine Theory  3/64
AUMT 1407 Automotive Electrical Systems  4/144
AUMT 2437 Automotive Electronics  4/96
AUMT 1445 Automotive Climate Control Systems  4/128
AUMT 1410 Automotive Brake Systems  4/128
AUMT 1416 Automotive Suspension and Steering Systems  4/128
AUMT 2413 Automotive Drive Train and Axles  4/128
AUMT 2425 Automotive Automatic Transmissions and Transaxles  4/128
WLDG 2413 Intermediate Welding Using Multiple Processes  4/144 or AUMT 2488 Internship  4/304
Total Hours  39
Total Clock Hours  1184/1344
### Automotive Tune-Up Specialist (AUTS)

**Certificate of Completion**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit/Clock</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVOP 2033</td>
<td>Advanced Driving Skills I</td>
<td>8/80</td>
</tr>
<tr>
<td>CVOP 2037</td>
<td>Advanced Driving Skills II</td>
<td>8/80</td>
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<td><strong>Total Hours</strong></td>
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### Aviation Science Certificate (AVSC)

**Certificate of Completion**

#### First Year

**First Semester**

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<th>Course Title</th>
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<tbody>
<tr>
<td>AIRP 1315</td>
<td>Private Flight</td>
<td>3</td>
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<tr>
<td>AIRP 1417</td>
<td>Private Pilot Ground School</td>
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<tr>
<td>AIRP 1305</td>
<td>Aircraft Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1414</td>
<td>College Algebra</td>
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**Second Semester**

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<tr>
<td>AIRP 1255</td>
<td>Intermediate Flight</td>
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<tr>
<td>AIRP 1341</td>
<td>Advanced Air Navigation</td>
<td>3</td>
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<tr>
<td>AIRP 1307</td>
<td>Aviation Meteorology</td>
<td>3</td>
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<tr>
<td>SPCH 1315</td>
<td>Public Speaking</td>
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<td>ENGL 1302</td>
<td>Composition II</td>
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<td>ELCT</td>
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#### Second Year

**First Semester**

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<th>Course Title</th>
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<td>AIRP 2239</td>
<td>Commercial Flight</td>
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<tr>
<td>AIRP 2337</td>
<td>Commercial Ground School</td>
<td>3</td>
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<tr>
<td>AIRP 1343</td>
<td>Aerodynamics</td>
<td>3</td>
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<tr>
<td>ELCT</td>
<td>Computer Technology Skills</td>
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<tr>
<td>ELCT</td>
<td>Fine Arts Selection</td>
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**Second Semester**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>AIRP 2355</td>
<td>Propulsion Systems</td>
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<td>GOVT 2305</td>
<td>Federal Government</td>
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<tr>
<td>AVIM 2331</td>
<td>Airline Management</td>
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<tr>
<td>ELCT</td>
<td>Humanities Elective (Literature)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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### 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 (BUB13)  
520201  
Associate of Science Degree

First Year   
First Semester  
BUSI  1301 Business Principles  3  
SCIE  1301 Natural Science (see BIOL, CHEM, ENVIR, GEOG, and PHYS)*  4  
HIST  1301 U.S. History I*  3  
ENGL  1301 Composition I*  3  
MATH  1414 College Algebra**  4  
KINE  Physical Activity Course*  1

Second Semester  
SCIE  1302 Natural Science (see BIOL, CHEM, ENVIR, GEOG, and PHYS)*  4  
HIST  1302 U.S. History II*  3  
ENGL  1302 Composition II*  3  
ELCT  2305 ARTS/DRAM/MUSI*  3  
KINE  Physical Activity Course*  1

Second Year   
First Semester  
ECON  2301 Macroeconomics (preferred)**  3  
ACCT  2301 Principles of Accounting I  3  
ELCT  2306 PHIL 1301, English Literature or HUMA 1315*  3  
GOVT  2305 Federal Government*  3  
KINE  Physical Activity Course*  1

Second Semester  
ACCT  2302 Principles of Accounting II  3  
BCIS  1405 Business Computer Applications  4  
GOVT  2306 Texas Government*  3  
ECON  2302 Microeconomics  3  
SPCH  1315 or 1321 (preferred)*  3  
KINE  Physical Activity Course*  1

Total Hours  62

* 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 Science Degree

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

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

Second Year   
First Semester  
MATH  MATH 1332, 1342 or higher level  3  
ACCT  2301 Principles of Financial Accounting  3  
ELCT  BUSI/BMG/RELE/MRKG/BUSG  3  
HRPO  2301 Human Resource Management  3  
BUSG  2305 Business Law/Contracts or  
BUSI  2301 Business Law  3  
ECON  ECON 2301 or 2302  3

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

Business Management (BUBM)  
520201  
Certificate of Completion

First Semester  
BUSI  1301 Business Principles  3  
BMGT  1327 Principles of Management  3  
HRPO  1311 Human Relations  3  
ITSC  1409 Integrated Software Applications I or  
BCIS  1405 Business Computer Applications  4  
MRKG  1311 Principles of Marketing  3

Second Semester  
HRPO  2301 Human Resource Management  3  
BMGT  1301 Supervision  3  
BUSG  2305 Business Law/Contracts or  
BUSI  2301 Business Law  3  
ELCT  BUSI/BMG/RELE/MRKG/BUSG  3  
ELCT  BMGT 2370, BMGT 2488, or RELE 2488  3-4  
Total Hours  31-32

Entrepreneurship (BUEN)  
520201  
Certificate of Completion

First Semester  
BUSG  2309 Small Business Management  3  
POFT  1325 Business Math and Machine Applications  3  
ITSC  1409 Integrated Software Applications or  
BCIS  1405 Business Computer Applications  4  
MRKG  1311 Principles of Marketing  3  
ACCT  2301 Principles of Financial Accounting  3

Second Semester  
HRPO  2301 Human Resource Management  3  
BUSG  2305 Business Law/Contracts or  
BUSI  2301 Business Law  3  
ELCT  BUSI/BMG/RELE/IMED/MRKG  3-4  
BUSG  1370 Small Business Accounting  3  
BUSG  1371 Entrepreneurship and Business Plan Development  3  
Total Hours  31-32

Central Texas College Catalog 2013-2014 - Programs of Study  61
### Business Management Marketing and Sales Management Specialization (BUMSM)

**520201**

**Associate of Applied Science Degree**

#### First Year

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Description</th>
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<td>HRPO 1311</td>
<td>3</td>
<td>Human Relations</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>3</td>
<td>Composition I</td>
</tr>
<tr>
<td>BUSI 1301</td>
<td>3</td>
<td>Business Principles</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>3</td>
<td>Integrated Software Applications I</td>
</tr>
<tr>
<td>or BCIS 1405</td>
<td>4</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>SPCH 1315 or 1321</td>
<td>3</td>
<td>Physical Activity Course</td>
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**Second Semester**

<table>
<thead>
<tr>
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<th>Credit</th>
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<tr>
<td>MRKG 1311</td>
<td>3</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MRKG 1325</td>
<td>3</td>
<td>Office Management</td>
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<td>ELCT BMGT 2370, BMGT 2488, or rele 2488</td>
<td>3-4</td>
<td>Principles of Financial Accounting</td>
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<tr>
<td>BUSI 2301</td>
<td>3</td>
<td>Business Law/Contracts</td>
</tr>
<tr>
<td>BUSG 2305</td>
<td>3</td>
<td>Principles of Managerial Accounting</td>
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<tr>
<td>or BUSI 2301</td>
<td>3</td>
<td>Business Law</td>
</tr>
<tr>
<td>MRKG 2333</td>
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<td>Principles of Selling</td>
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<tr>
<td>ELCT Elective</td>
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<td>ELCT BMGT/BUSI/BUSG/RELE</td>
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<tr>
<td>ELCT BMGT 2371, BMGT 2489, or rele 2489</td>
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**Total Hours**

69-72

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

**520201**

**Certificate of Completion**

**First Semester**

<table>
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<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRPO 1311</td>
<td>3</td>
<td>Human Relations</td>
</tr>
<tr>
<td>BUSI 1301</td>
<td>3</td>
<td>Business Principles</td>
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<tr>
<td>ITSC 1409</td>
<td>3</td>
<td>Integrated Software Applications I</td>
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<tr>
<td>or BCIS 1405</td>
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**Second Semester**

<table>
<thead>
<tr>
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<th>Credit</th>
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<tbody>
<tr>
<td>MRKG 1311</td>
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<td>Principles of Marketing</td>
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<tr>
<td>MRKG 2333</td>
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<td>Principles of Selling</td>
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<tr>
<td>ELCT BMGT/BUSI/BUSG/RELE/MRKG</td>
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<tr>
<td>ELCT BMGT 2370, BMGT 2488, or rele 2488</td>
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</table>

**Total Hours**

25-26

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### Business Management Real Estate Specialization (BUR13)

**520201**

**Associate of Applied Science Degree**

#### First Year

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Description</th>
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<tbody>
<tr>
<td>HRPO 1311</td>
<td>3</td>
<td>Human Relations</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>3</td>
<td>Composition I</td>
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<tr>
<td>BUSI 1301</td>
<td>3</td>
<td>Business Principles</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>3</td>
<td>Integrated Software Applications I</td>
</tr>
<tr>
<td>or BCIS 1405</td>
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**Second Year**

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<tr>
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<th>Credit</th>
<th>Description</th>
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<tbody>
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<td>MRKG 1311</td>
<td>3</td>
<td>Principles of Marketing</td>
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<tr>
<td>BMGT 1325</td>
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<td>RELE 1406</td>
<td>4</td>
<td>Real Estate Principles</td>
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<tr>
<td>KINE Physical Activity Course</td>
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</table>

**Total Hours**

62-63

#### Business Management Real Estate Sales Agent (BUR13)

**520201**

**Certificate of Completion**

**First Semester**

<table>
<thead>
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<th>Credit</th>
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<tbody>
<tr>
<td>RELE 1200</td>
<td>2</td>
<td>Contract Forms and Addenda</td>
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<tr>
<td>RELE 1219</td>
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<tr>
<td>MRKG 2333</td>
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<td>RELE 1315</td>
<td>3</td>
<td>Property Management</td>
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<tr>
<td>RELE 2489</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
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<td>2</td>
<td>Real Estate Finance</td>
</tr>
<tr>
<td>MRKG 2333</td>
<td>3</td>
<td>Principles of Selling</td>
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<tr>
<td>RELE 1315</td>
<td>3</td>
<td>Property Management</td>
</tr>
<tr>
<td>RELE 2489</td>
<td>4</td>
<td>Internship</td>
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</table>

**Total Hours**

18

* 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 September 1, 2012.
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.

Child Development (CDS14)
190709
Certificate of Completion

First Year
First Semester
CDEC/TECA 1311 Educating Young Children 3
CDEC 1313 Curriculum Resources for Early Childhood Programs 3
CDEC 1319 Child Guidance 3
ENGL 1301 Composition I 3
CDEC 1359 Children with Special Needs 3
KINE Physical Activity Course 1

Second Semester
CDEC 1358 Creative Arts for Early Childhood 3
CDEC/TECA 1354 Child Growth and Development 3
CDEC/TECA 1318 Wellness of the Young Child 3
CDEC/TECA 1303 Families, School and Community 3
ELCT Computer Technology Skills (BCIS) 4
MATH MATH 1324, 1332, 1342 or higher level 3

Third Semester
SPCH SPCH 1315, 1318, 1321 or 2341 (SPCH 1315 is preferred) 3
ELCT Visual & Performing Arts or Humanities Selection 3
ELCT Social/Behavioral Science Selection 3
CDEC 2326 Administration of Programs for Children I 3
CDEC 1356 Emergent Literacy for Early Childhood 3

Total Hours 47

Administrator's Credentials (CDA14)
190708
Certificate of Completion

First Year
First Semester
CDEC 1317 Child Development Associate Training I 3
CDEC 1303 Families, School and Community 3
CDEC 1313 Curriculum Resources for Early Childhood Programs 3
CDEC 1319 Child Guidance 3
ENGL 1301 Composition I 3

Second Semester
CDEC 1354 Child Growth and Development 3
CDEC/TECA 1318 Wellness of the Young Child 3
CDEC/TECA 1303 Families, School and Community 3
ELCT Computer Technology Skills 3

Total Hours 31

Child Development Associate (CDCD)
190709
 Marketable Skills Achievement

Upon successful completion, students are eligible to continue to pursue the CDA, National Credentialing program.
Communications

The Communications Department at Central Texas College provides students with an academic foundation in English, speech, foreign language, and journalism to help them be successful in their chosen career field. The department offers Associates of Arts degrees in journalism and modern languages, both of which are designed for maximum transfer of lower-level course work to upper-level education institutions.

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
Health/Wellness/ Kinesiology (KINE Activity Courses) ....... 3
Computer Technology .............................................. 3
Foreign Language (FREN, GERM, SPAN, JAPN) .............. 8
Journalism/Communications Specialization .................... 10
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
Health/Wellness/ Kinesiology (KINE Activity Courses) ....... 3
Computer Technology .............................................. 3
Foreign Language (FREN, GERM, SPAN, JAPN) .............. 8
Modern Language Specialization ................................. 10
Total Hours ................................................................. 66


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.

Programmer Analyst (CSB13) 111002

Associate of Applied Science Degree

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

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITNW 1437</td>
<td>Introduction to the Internet</td>
</tr>
<tr>
<td>ITSE 1402</td>
<td>Computer Programming (Visual Basic)</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications I</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1332, 1342 or higher level</td>
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Second Semester

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>IMED 1416</td>
<td>Web Design I</td>
</tr>
<tr>
<td>ITSE 2421</td>
<td>Object Oriented Programming (C++)</td>
</tr>
<tr>
<td>ITSC 1405</td>
<td>Introduction to PC Operating Systems</td>
</tr>
<tr>
<td>ITSW 1407</td>
<td>Introduction to Database</td>
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<td>KINE</td>
<td>Physical Activity Course</td>
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Second Year

<table>
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<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>ITSY 1400</td>
<td>Fundamentals of Information Security</td>
</tr>
<tr>
<td>ITSE 2459</td>
<td>Advanced Computer Programming (C#)</td>
</tr>
<tr>
<td>ITSC 1415</td>
<td>Project Management Software</td>
</tr>
<tr>
<td>IMED 2409</td>
<td>Internet Commerce</td>
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<td>ELCT</td>
<td>Social/Behavioral Science Selection</td>
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Second Semester

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ITSE 2402</td>
<td>Intermediate Web Programming (PHP/Scripting/Mobile Apps)</td>
</tr>
<tr>
<td>ITSY 1442</td>
<td>Information Technology Security (CompTIA Security+)</td>
</tr>
<tr>
<td>ITNW 1458</td>
<td>Network+ (CompTIA Network+)</td>
</tr>
<tr>
<td>SPCH</td>
<td>SPCH 1315 or 1321</td>
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<tr>
<td>ELCT</td>
<td>Humanities/Fine Arts Selection</td>
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Total Hours.................................................................72

Information Security (CSS13) 111003

Associate of Applied Science Degree

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

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>COSC 1301</td>
<td>Introduction to Computing</td>
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<td>ITSC 1409</td>
<td>Integrated Software Applications I</td>
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<tr>
<td>ITSY 1400</td>
<td>Fundamentals of Information Security</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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<td>KINE</td>
<td>Physical Activity Course</td>
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Second Semester

<table>
<thead>
<tr>
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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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<tr>
<td>ITSY 1442</td>
<td>Information Technology Security (CompTIA Security+)</td>
</tr>
<tr>
<td>ITNW 1437</td>
<td>Introduction to the Internet</td>
</tr>
<tr>
<td>ITNW 1458</td>
<td>Network+ (CompTIA Network+)</td>
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</table>
### Information Technology (CSI13) 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

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<thead>
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<th>First Semester</th>
<th>Credit</th>
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<tbody>
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<tbody>
<tr>
<td>ITSC 1405</td>
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<tr>
<td>ITSE 1402</td>
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<tr>
<td>ENGL 1301</td>
<td>3</td>
</tr>
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<td>ITNW 1437</td>
<td>4</td>
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| Total Hours     | 31     |

#### Second Year

<table>
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<tr>
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<tbody>
<tr>
<td>ITSC 1405</td>
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<td>ITNW 1437</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSC 1405</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 1402</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>3</td>
</tr>
<tr>
<td>ITNW 1437</td>
<td>4</td>
</tr>
<tr>
<td>MATH</td>
<td>3</td>
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</tbody>
</table>

| Total Hours     | 68     |

### Network Systems Administrator (CSN13) 111002

**Certificate of Completion**

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSC 1405</td>
<td>4</td>
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<tr>
<td>ITSE 1402</td>
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<tr>
<td>ENGL 1301</td>
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<table>
<thead>
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<th>Second Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ITSC 1409</td>
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</tr>
<tr>
<td>ITSE 1402</td>
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</tr>
<tr>
<td>MATH</td>
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| Total Hours     | 68     |

### Network Specialist (CSN13) 111002

**Certificate of Completion**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSC 1409</td>
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<td>ITNW 1437</td>
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<td>ITSC 1425</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ITNW 1454</td>
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<td>ITNW 1458</td>
<td>4</td>
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<tr>
<td>IMED 2409</td>
<td>4</td>
</tr>
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<td>ITSC 2439</td>
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| Total Hours     | 32     |
Computer Helpdesk Specialist (CSI13)  
**110301**  
Certificate of Completion  

**First Semester**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ITNW 1437</td>
<td>Introduction to the Internet</td>
<td>4</td>
</tr>
<tr>
<td>ITSW 1401</td>
<td>Introduction to Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>ITSW 1404</td>
<td>Introduction to Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Second Semester**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMED 1416</td>
<td>Web Design I</td>
<td>4</td>
</tr>
<tr>
<td>ITSC 1405</td>
<td>Introduction to PC Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>ITSC 1425</td>
<td>Personal Computer Hardware (CompTIA A+)</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

**Web Design Basics (CSW13) 111004**  
Certificate of Completion  

**First Semester**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ITNW 1437</td>
<td>Introduction to the Internet</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 1402</td>
<td>Computer Programming (Visual Basic)</td>
<td>4</td>
</tr>
<tr>
<td>ITSC 1405</td>
<td>Introduction to PC Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>IMED 1416</td>
<td>Web Design I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Second Semester**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMED 2409</td>
<td>Internet Commerce</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 2402</td>
<td>Intermediate Web Programming (PHP/Scripting/Mobile Apps)</td>
<td>4</td>
</tr>
<tr>
<td>ITSY 1442</td>
<td>Information Technology Security (CompTIA Security+)</td>
<td>4</td>
</tr>
<tr>
<td>ITSY 1400</td>
<td>Fundamentals of Information Security</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Hours:** 32

**IT Industry Certification Preparation Program (MCS13) 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.

**First Semester**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ITNW 1458</td>
<td>Network+</td>
<td>4</td>
</tr>
<tr>
<td>ITNW 1416</td>
<td>Network Administration</td>
<td>4</td>
</tr>
<tr>
<td>ITSC 1425</td>
<td>Personal Computer Hardware (CompTIA A+)</td>
<td>4</td>
</tr>
<tr>
<td>ITNW 2454</td>
<td>Internet/Intranet Server</td>
<td>4</td>
</tr>
<tr>
<td>ITNW 1454</td>
<td>Implementing and Supporting Servers</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 1442</td>
<td>Information Technology Security (CompTIA Security+)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Hours:** 24

**Diesel**

This program is designed for students who wish to pursue a career in the Diesel Repair field. Students are taught using a “systems” approach (engines, power trains, hydraulics, etc.) which allows them to enter any one of the many separate fields of Diesel Repair (trucks/transportation construction equipment, agriculture, etc.). The program provides entry-level, industry-validated, hands-on instruction in Diesel Service and Repair using the latest technologies in Diesel systems, tools, and equipment.

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.

**Diesel Engine Mechanic and Repairer (DEM12) 470605**  
Associate of Applied Science Degree  

**First Semester**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>DEMR 1401</td>
<td>Shop Safety and Procedures</td>
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</tr>
<tr>
<td>DEMR 1406</td>
<td>Diesel Engine I</td>
<td>4</td>
</tr>
<tr>
<td>DEMR 1423</td>
<td>Heating, Ventilation, and Air Conditioning, Troubleshooting and Repair</td>
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**Second Semester**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>DEMR 1421</td>
<td>Power Train I</td>
<td>4</td>
</tr>
<tr>
<td>DEMR 1405</td>
<td>Basic Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>DEMR 1417</td>
<td>Basic Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1332</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SPCH</td>
<td>SPCH 1315 or 1321</td>
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**Third Semester**  
<table>
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<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>DEMR 1416</td>
<td>Basic Hydraulics</td>
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</tr>
<tr>
<td>DEMR 1410</td>
<td>Diesel Engine Testing and Repair I</td>
<td>4</td>
</tr>
<tr>
<td>DEMR 2412</td>
<td>Diesel Engine Testing and Repair II</td>
<td>4</td>
</tr>
<tr>
<td>ELCT</td>
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**Fourth Semester**  
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<td>GOVT 2305</td>
<td>Federal Government</td>
<td>3</td>
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<tr>
<td>DEMR 1447</td>
<td>Power Train II</td>
<td>4</td>
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<tr>
<td>DEMR 1330</td>
<td>Steering and Suspension I</td>
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<tr>
<td>DEMR 2434</td>
<td>Advanced Diesel Tune-Up and Troubleshooting</td>
<td>4</td>
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<tr>
<td>DEMR 1449</td>
<td>Diesel Engine II</td>
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<tr>
<td>DEMR 2488</td>
<td>Internship</td>
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**Total Hours:** 72


### Diesel Technician (DET12)

**470605**  
Certificate of Completion

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>DEMR 1401</td>
<td>Shop Safety and Procedures</td>
<td>4/96</td>
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<tr>
<td>DEMR 1405</td>
<td>Basic Electrical Systems</td>
<td>4/144</td>
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<tr>
<td>DEMR 1410</td>
<td>Diesel Engine Testing and Repair I</td>
<td>4/128</td>
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<tr>
<td>DEMR 2434</td>
<td>Advanced Diesel Tune-Up and Troubleshooting</td>
<td>4/144</td>
</tr>
<tr>
<td>DEMR 2412</td>
<td>Diesel Engine Testing and Repair II</td>
<td>4/144</td>
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<td>DEMR 1416</td>
<td>Basic Hydraulics</td>
<td>4/144</td>
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<td>DEMR 1421</td>
<td>Power Train I</td>
<td>4/144</td>
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<tr>
<td>DEMR 1447</td>
<td>Power Train II</td>
<td>4/96</td>
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<tr>
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<td>Basic Brake Systems</td>
<td>4/128</td>
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<tr>
<td>DEMR 1330</td>
<td>Steering and Suspension I</td>
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<td>Heating, Ventilation, and Air Conditioning, Troubleshooting and Repair</td>
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<tr>
<td>WLDG 2413</td>
<td>Intermediate Welding Using Multiple Processes</td>
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<td>or</td>
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### Diesel System Specialist (DES12)

**470605**  
Certificate of Completion

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<th>Description</th>
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<tr>
<td>DEMR 1401</td>
<td>Shop Safety and Procedures</td>
<td>4/96</td>
</tr>
<tr>
<td>DEMR 1405</td>
<td>Basic Electrical Systems</td>
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<td>Basic Hydraulics</td>
<td>4/144</td>
</tr>
<tr>
<td>DEMR 1421</td>
<td>Power Train I</td>
<td>4/144</td>
</tr>
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<td>DEMR 1447</td>
<td>Power Train II</td>
<td>4/96</td>
</tr>
<tr>
<td>DEMR 1417</td>
<td>Basic Brake Systems</td>
<td>4/128</td>
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<tr>
<td>DEMR 1330</td>
<td>Steering and Suspension I</td>
<td>3/96</td>
</tr>
<tr>
<td>DEMR 1423</td>
<td>Heating, Ventilation, and Air Conditioning, Troubleshooting and Repair</td>
<td>4/128</td>
</tr>
<tr>
<td>WLDG 2413</td>
<td>Intermediate Welding Using Multiple Processes</td>
<td>4/144</td>
</tr>
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<td>or</td>
<td>DEMR 2488</td>
<td>Internship</td>
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### Diesel Engine Specialist (DESP)

**470605**  
Certificate of Completion

<table>
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<tbody>
<tr>
<td>DEMR 1401</td>
<td>Shop Safety and Procedures</td>
<td>4/96</td>
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<tr>
<td>DEMR 1405</td>
<td>Basic Electrical Systems</td>
<td>4/144</td>
</tr>
<tr>
<td>DEMR 1410</td>
<td>Diesel Engine Testing and Repair I</td>
<td>4/128</td>
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<td>DEMR 2434</td>
<td>Advanced Diesel Tune-Up and Troubleshooting</td>
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<td>Intermediate Welding Using Multiple Processes</td>
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<td>or</td>
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**Drafting and Design**

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

### Computer-Aided Drafting and Design (DFT12)

**151301**

**Associate of Applied Science Degree**

**First Year**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
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<td>DFTG 1405</td>
<td>Technical Drafting</td>
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<tr>
<td>DFTG 2412</td>
<td>Technical Illustration and Presentation</td>
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<td>DFTG 1409</td>
<td>Basic Computer-Aided Drafting</td>
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**Second Year**

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<td>Architectural Drafting - Residential</td>
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<td>DFTG 1458</td>
<td>Electrical/Electronics Drafting</td>
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<td>ARCE</td>
<td>Structural Drafting</td>
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<td>Approved Elective</td>
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<td>Humanities/Fine Arts Selection</td>
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**Computer-Aided Drafting and Design (DFT12)**

**151301**

**Certificate of Completion**

<table>
<thead>
<tr>
<th>Credit</th>
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<tbody>
<tr>
<td>DFTG 1405</td>
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<td>DFTG 2412</td>
</tr>
<tr>
<td>DFTG 1409</td>
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<tr>
<td>DFTG 2417</td>
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<td>DFTG 2402</td>
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<td>DFTG 2440</td>
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<td>SPCH</td>
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Central Texas College Catalog 2013-2014 - Programs of Study 67
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 (ELC13)

151202
Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credit</th>
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<td>CETT 1425 Digital Fundamentals</td>
<td>4</td>
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<tr>
<td>CETT 1403 DC Circuits</td>
<td>4</td>
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<tr>
<td>CPMT 1403 Introduction to Computer Technology</td>
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<td>Second Semester</td>
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<tr>
<td>MATH 1332, 1342 or higher level</td>
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<tr>
<td>CETT 1405 AC Circuits</td>
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<tr>
<td>CETT 1429 Solid State Devices</td>
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<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
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<td>ELCT Social/Behavioral Science Selection</td>
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<td>Second Year</td>
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</tr>
<tr>
<td>First Semester</td>
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<tr>
<td>CPMT 1445 Computer Systems Maintenance</td>
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<tr>
<td>CPMT 1449 Computer Networking Technology</td>
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<tr>
<td>CETT 1449 Digital Systems</td>
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<td>CETT 1441 Solid State Circuits</td>
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<td>CPMT 1404 Microcomputer Systems Software</td>
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<td>ELMt 2435 Certified Electronics Technician</td>
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<td>ELCT Humanities/Fine Arts Selection</td>
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<tr>
<td>ELMt 1301 Programmable Logic Controllers</td>
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<tr>
<td>SPCH SPCH 1315 or 1321</td>
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Network Professional Specialization (ELF13)

151202
Associate of Applied Science Degree

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<th>Credit</th>
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<td>CPMT 1403 Introduction to Computer Technology</td>
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<tr>
<td>CETT 1425 Digital Fundamentals</td>
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<td>CETT 1403 DC Circuits</td>
<td>4</td>
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<td>ITCC 1401 Exploration-Network Fundamentals</td>
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<tr>
<td>Second Semester</td>
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<tr>
<td>CETT 1421 Electronics Fabrication</td>
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<tr>
<td>CETT 1405 AC Circuits</td>
<td>4</td>
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<tr>
<td>ITCC 1404 CISCO Exploration 2-Routing Protocols and Concepts</td>
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<tr>
<td>MATH MATH 1332, 1342 or higher level</td>
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<td>ENGL 1301 Composition I</td>
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<td>Second Year</td>
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</tr>
<tr>
<td>First Semester</td>
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</tr>
<tr>
<td>CPMT 1445 Computer System Maintenance</td>
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<tr>
<td>ITNW 1451 Fundamentals of Wireless LANs</td>
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<tr>
<td>ITCC 2408 CISCO Exploration 3-LAN</td>
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<td>ENGL 1301 Composition I</td>
<td>3</td>
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<tr>
<td>Second Semester</td>
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</tr>
<tr>
<td>ITCC 2441 CCNA Security</td>
<td>4</td>
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<tr>
<td>or ITCC 2459 Advanced Voice Over Internet Protocol (VOIP)</td>
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<tr>
<td>ITCC 2410 CISCO Exploration 4-Accessing the WAN</td>
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<tr>
<td>ITNW 1313 Computer Virtualization</td>
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Network Professional Specialization (ELN8)

151202
Certificate of Completion

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<td>CETT 1421 Electronics Fabrication</td>
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<tr>
<td>CPMT 1403 Introduction to Computer Technology</td>
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<tr>
<td>ITCC 1401 Exploration-Network Fundamentals</td>
<td>4</td>
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<tr>
<td>Second Semester</td>
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<td>ITCC 1404 CISCO Exploration 2-Routing Protocols and Concepts</td>
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<td>CETT 1425 Digital Fundamentals</td>
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<td>CETT 1405 AC Circuits</td>
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Networking and Network Security  
(ELN11)  
151202  
Certificate of Completion

First Semester  
ITCC 1401  Exploration-Network Fundamentals 4  
ITCC 1404  CISCO Exploration 2-Routing Protocols and Concepts 4

Second Semester  
ITCC 2408  CISCO Exploration 3-LAN Switching and Wireless 4  
ITCC 2410  CISCO Exploration 4-Accessing the WAN 4

Third Semester  
ITCC 2441  CCNA Security 4  
Total Hours 20

Networking and Wireless Networking  
(ELNW)  
151202  
Certificate of Completion

First Semester  
ITCC 1401  Exploration-Network Fundamentals 4  
ITCC 1404  CISCO Exploration 2-Routing Protocols and Concepts 4

Second Semester  
ITCC 2408  CISCO Exploration 3-LAN Switching and Wireless 4  
ITCC 2410  CISCO Exploration 4-Accessing the WAN 4

Third Semester  
ITNW 1451  Fundamentals of Wireless LANs 4  
Total Hours 20

Networking and Network Telephony  
(VoIP) (ELNV)  
151202  
Certificate of Completion

First Semester  
ITCC 1401  Exploration-Network Fundamentals 4  
ITCC 1404  CISCO Exploration 2-Routing Protocols and Concepts 4

Second Semester  
ITCC 2408  CISCO Exploration 3-LAN Switching and Wireless 4  
ITCC 2410  CISCO Exploration 4-Accessing the WAN 4

Third Semester  
ITCC 2459  Advanced Voice over Internet Protocol (VoIP) 4  
Total Hours 20

Emergency Medical Technology

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

Emergency Medical Technology  
(EMT13)  
510904  
Associate of Applied Science Degree

First Year

First Semester  
EMSP 1401  Emergency Medical Technician - Basic 4  
EMSP 1160  Clinical-EMT 1  
BIOL 2401  Anatomy and Physiology I 4  
PSYC 2314  Life Span Growth and Development 3  
KINE 1459  Physical Activity Course 1  
BIOL 2402  Anatomy and Physiology II 4  
ELCT  Elective 3

Second Semester  
EMSP 2434  Medical Emergencies 4  
SPCH 1315, 1318 or 1321 3  
KINE 1459  Physical Activity Course 1  
ELCT  Humanities/Fine Arts Selection 3  
EMSP 1167  Practicum-EMT 1

Second Year

First Semester  
EMSP 2330  Special Populations 3  
BIOL 2420  Microbiology for Non-science Majors* 4  
ITSC 1409  Integrated Software Applications I 4  
EMSP 2143  Assessment Based Management 1  
EMSP 1268  Practicum-EMT 2  
EMSP 2338  EMS Operations 3  
Total Hours 69

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

<table>
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<tr>
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<th>Course Title</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>
<tr>
<td>EMSP 1160</td>
<td>Clinical-EMT</td>
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<tr>
<td>EMSP 1338</td>
<td>Introduction to Advanced Practice</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1356</td>
<td>Patient Assessment and Airway Management</td>
<td>3</td>
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<tr>
<td>EMSP 1355</td>
<td>Trauma Management</td>
<td>3</td>
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<td>EMSP 1167</td>
<td>Practicum-EMT</td>
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<td>EMSP 2444</td>
<td>Cardiology</td>
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<td>Medical Emergencies</td>
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<td>EMSP 1167</td>
<td>Practicum-EMT</td>
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<td>Assessment Based Management</td>
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<td>EMSP 1268</td>
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<td><strong>Total Hours</strong></td>
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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 (ENGF3)  
140101  
Associate of Science Degree

First Semester

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<td>ENGL 1301</td>
<td>Composition I</td>
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<td>SCIE *</td>
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Second Semester

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<td>Engineering Mechanics I – Statics</td>
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<td>MATH 2413</td>
<td>Calculus I</td>
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<td>ENGL 1302</td>
<td>Composition II</td>
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<td>SPCH</td>
<td>1315 or 1321</td>
<td>3</td>
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<tr>
<td>SCIE *</td>
<td>Natural Science Selection</td>
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<tr>
<td>KINE</td>
<td>Physical Activity Selection</td>
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Second Year

First Semester

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<td>United States History I</td>
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<td>GOVT 2305</td>
<td>Federal Government</td>
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<td>ELEC</td>
<td>Literature/Philosophy/Cultural Studies</td>
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Second Semester

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<td>ENGR 2302 **</td>
<td>Engineering Mechanics II – Dynamics</td>
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<td>HIST 1302</td>
<td>United States History II</td>
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<td>GOVT 2306</td>
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<td>ELEC</td>
<td>Visual/Performing Arts</td>
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<tr>
<td>KINE</td>
<td>Physical Activity Selection</td>
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</table>

**Total Hours** 66

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.

* For students planning to transfer to TAMU, CHEM 1411 and PHYS 2425 should be completed.

** If class unavailable, can substitute with MATH 2318 or PHYS 2426 with department chair approval.

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 (DRM11)  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 2306 Voice for the Theater, DRAM 2366 Development of the Motion Picture I, DRAM 2367 Development of the Motion Picture II.

Music (MUS12)  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 I, MUAP II, MUAP III, MUAP IV in area appropriate to student (Voice, Piano, Strings, Brass, Percussion, or Woodwinds), **MUEN 1132 Chamber (Small) Instrumental Ensemble, **MUEN 1152 Chamber (Small) Vocal Ensemble, ^MUSI 1116 Sight Singing and Ear Training I, ^MUSI 1117 Sight Singing and Ear Training II, MUSI 1181 Class Piano I, MUSI 1183 Class Voice I, MUSI 1188 Class Percussion I, MUSI 1307 Music Literature, ^MUSI 1311 Music Theory I, ^MUSI 1312 Music Theory II, MUSI 1390 Electronic Music I, MUSI 2311 Music Theory III, MUSI 2312 Music Theory IV.

*MUAP (Individualized Instruction) and MUEN (Ensemble) must be taken each semester while attending CTC.
**MUEN 1132 and MUEN 1152 are residency requirements but do not transfer as credit toward the Bachelor of Music degree

^MUSI 1116 and MUSI 1311 should be taken concurrently
^MUSI 1117 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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
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</tr>
<tr>
<td>ENGL 1301</td>
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<tr>
<td>HIST 1301</td>
<td>United States History I</td>
</tr>
<tr>
<td>KINE</td>
<td>Physical Activity Course</td>
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<tr>
<td>ELCT</td>
<td>Electives*</td>
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Second Semester

<table>
<thead>
<tr>
<th>Semester</th>
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<td>Speech Selection</td>
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<tr>
<td>HIST</td>
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<tr>
<td>MATH</td>
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<td>Computer Technology Skills</td>
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Second Year

<table>
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<td>ELCT</td>
<td>Electives*</td>
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Second Semester

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<td>ELCT</td>
<td>Humanities/Fine Arts Selection</td>
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<tr>
<td>ELCT</td>
<td>Electives*</td>
</tr>
</tbody>
</table>

Total Hours 64

Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of receiving school for degree requirements and transfer policy.

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

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), 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 (GP12) 100305
Associate of Applied Science Degree

First Year
First Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>GRPH</td>
<td>Intro to Graphic Arts &amp; Printing</td>
<td>4</td>
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<tr>
<td>ARTC</td>
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<td>3</td>
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<tr>
<td>ARTC</td>
<td>Digital Publishing II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
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<td>3</td>
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Second Semester
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<thead>
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<td>Publication Design</td>
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<tr>
<td>MATH</td>
<td>Contemporary Mathematics</td>
<td>3</td>
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<tr>
<td>GOVT</td>
<td>GOVT 2305 or 2306</td>
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Second Year
First Semester
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<td>GRPH</td>
<td>Prepress Techniques</td>
<td>4</td>
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<td>ELEC</td>
<td>Computer Technology Skills</td>
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Second Semester
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<tbody>
<tr>
<td>GRPH</td>
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<td>ARTC</td>
<td>Portfolio Development for Graphic Design</td>
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<td>OR</td>
<td></td>
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</tr>
<tr>
<td>GRPH</td>
<td>Internship Graphics &amp; Printing Equipment Operator</td>
<td>4</td>
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<td>GRPH</td>
<td>Preventive Maintenance</td>
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<tr>
<td>GRPH</td>
<td>Press Operations I</td>
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<td>GRPH</td>
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Total Hours 69

Graphics and Printing (GP12) 100301
Certificate of Completion – Level 2

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<td>ARTC</td>
<td>Typography</td>
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<tr>
<td>ARTC</td>
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<td>Bindery &amp; Finishing Operations</td>
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</tr>
<tr>
<td>ARTC</td>
<td>Portfolio Development for Graphic Design</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>GRPH</td>
<td>Internship Graphics &amp; Printing Equipment Operator</td>
<td>4</td>
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Total Hours 50

Total Clock Hours 1472/1680

Graphics and Printing Technology
Press Operations (GPP12) 100305
Certificate of Completion

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<td>GRPH</td>
<td>Prepress Techniques</td>
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<td>GRPH</td>
<td>Press Operations I</td>
<td>3/96</td>
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<td>GRPH</td>
<td>Press Operations II</td>
<td>3/96</td>
</tr>
<tr>
<td>GRPH</td>
<td>Press Operations III</td>
<td>3/96</td>
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<tr>
<td>GRPH</td>
<td>Bindery &amp; Finishing Operations</td>
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Total Hours 29/1008

Graphics and Printing Technology
Graphic Design (GPGF2) 100305
Certificate of Completion

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<td>ARTC</td>
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<td>ARTC</td>
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<tr>
<td>GRPH</td>
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<tr>
<td>ARTC</td>
<td>Internship Commercial and Advertising Art</td>
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Total Hours 37

Total Clock Hours 1088/1296

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-valiﬁed “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

### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td>HART 1407</td>
<td>Refrigeration Principles</td>
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<td>HART 1401</td>
<td>Basic Electricity for HVAC</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>HART 1445</td>
<td>Gas and Electric Heating</td>
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<tr>
<td></td>
<td>4</td>
<td>MATH 1332</td>
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### Second Semester

<table>
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<tr>
<th>Course Code</th>
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<td>HART 1403</td>
<td>Air Conditioning Control Principles</td>
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<td>Residential Air Conditioning</td>
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<tr>
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### Second Year

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<th>Course Title</th>
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<td>HART 2449</td>
<td>Heat Pumps</td>
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<td>HART 2438</td>
<td>Air Conditioning Installation and Startup</td>
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<td>HART 2441</td>
<td>Commercial Air Conditioning</td>
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<tr>
<td></td>
<td>4</td>
<td>HART 2442</td>
<td>Commercial Refrigeration</td>
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### Second Semester

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<tr>
<td>HART 2431</td>
<td>Advanced Electricity for HVAC</td>
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<tr>
<td>SPCH</td>
<td>SPCH 1315 or 1321</td>
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<tr>
<td>HART 2445</td>
<td>Residential Air Conditioning System Design</td>
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<td>or</td>
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<td>HART 2488</td>
<td>Internship</td>
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### Total Hours

68

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

## Certificate of Completion

### First Semester

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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HART 1407</td>
<td>Refrigeration Principles</td>
</tr>
<tr>
<td>HART 1401</td>
<td>Basic Electricity for HVAC</td>
</tr>
<tr>
<td>HART 1445</td>
<td>Gas and Electric Heating</td>
</tr>
<tr>
<td>HART 2441</td>
<td>Commercial Air Conditioning</td>
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### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HART 2431</td>
<td>Advanced Electricity for HVAC</td>
</tr>
<tr>
<td>HART 2442</td>
<td>Commercial Refrigeration</td>
</tr>
<tr>
<td>HART 1403</td>
<td>Air Conditioning Control Principles</td>
</tr>
<tr>
<td>HART 2436</td>
<td>Air Conditioning Troubleshooting</td>
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<tr>
<td>HART 2445</td>
<td>Residential Air Conditioning System Design</td>
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<tr>
<td>or</td>
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<td>HART 2488</td>
<td>Internship</td>
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### Total Hours

40

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

## Certificate of Completion

### First Year

<table>
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<th>Semester</th>
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>First Semester</td>
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<td>HART 1407</td>
<td>Refrigeration Principles</td>
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<td></td>
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<td>HART 1401</td>
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<td></td>
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<td>HART 2438</td>
<td>Air Conditioning Installation and Startup</td>
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### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HART 2449</td>
<td>Heat Pumps</td>
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<td>HART 2431</td>
<td>Advanced Electricity for HVAC</td>
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<tr>
<td>SPCH</td>
<td>SPCH 1315 or 1321</td>
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<tr>
<td>HART 2445</td>
<td>Residential Air Conditioning System Design</td>
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<td>or</td>
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<tr>
<td>HART 2488</td>
<td>Internship</td>
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</table>

### Total Hours

40

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Central Texas College Catalog 2013-2014 - Programs of Study 73
Hospitality Management

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

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

Restaurant and Culinary Management (RCM13) 520901 Associate of Applied Science Degree

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>CHEF 1305</td>
<td>Sanitation and Safety</td>
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<tr>
<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
</tr>
<tr>
<td>CHEF 1301</td>
<td>Basic Food Preparation</td>
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<td>ELCT</td>
<td>Humanities/Fine Arts Selection</td>
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<tr>
<td>HAMG 2307</td>
<td>Hospitality Marketing and Sales</td>
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<tr>
<td>RSTO 1221</td>
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<td>KINE</td>
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Second Semester

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<tbody>
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<td>Garde Manger</td>
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<td>Federal Government</td>
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<td>SPCH</td>
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<tr>
<td>ELCT</td>
<td>HAMG/RSTO/TRVM</td>
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<tr>
<td>MATH</td>
<td>Intermediate Food Preparation</td>
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<tr>
<td>HAMG 1302</td>
<td>Principles of Healthy Cuisine</td>
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<tr>
<td>CHEF 2302</td>
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Total Hours 66

Hotel Management Specialization (HMH13) 520901 Associate of Applied Science Degree

First Year

<table>
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<th>First Semester</th>
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<tbody>
<tr>
<td>CHEF 1305</td>
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<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>ELCT</td>
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Second Semester

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<tbody>
<tr>
<td>CHEF 2301</td>
<td>Principles of Food and Beverage Operations</td>
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<td>CHEF 1302</td>
<td>Hospitality Facilities Management</td>
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<td>HAMG 2307</td>
<td>Hospitality Marketing and Sales</td>
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Total Hours 66

* HAMG 1324 may substitute.

Culinary Arts (HMC13) 520905 Associate of Applied Science Degree

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEF 1305</td>
<td>Sanitation and Safety</td>
</tr>
<tr>
<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
</tr>
<tr>
<td>CHEF 1301</td>
<td>Basic Food Preparation</td>
</tr>
<tr>
<td>ELCT</td>
<td>Humanities/Fine Arts Selection</td>
</tr>
<tr>
<td>RSTO 1221</td>
<td>Menu Management</td>
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Second Semester

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>CHEF 1302</td>
<td>Principles of Healthy Cuisine</td>
</tr>
<tr>
<td>CHEF 2302</td>
<td>Saucier</td>
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</table>

Total Hours 66
### Second Year

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>HAMG 2301</td>
<td>Principles of Food and Beverage Operations</td>
<td>3</td>
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<tr>
<td>KINE</td>
<td>Physical Activity Course</td>
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<tr>
<td>IFWA 1318</td>
<td>Nutrition for the Food Service Professional</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>PSTR 1301</td>
<td>Fundamentals of Baking</td>
<td>3</td>
</tr>
<tr>
<td>CHEF 1341</td>
<td>American Regional Cuisine</td>
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</tr>
<tr>
<td>CHEF 1345</td>
<td>International Cuisine</td>
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#### Second Semester

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<tbody>
<tr>
<td>CHEF 1341</td>
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<tr>
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<td>Nutrition for the Food Service Professional</td>
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<tr>
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<td>Composition I</td>
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<td>PSTR 1301</td>
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<tr>
<td>CHEF 1345</td>
<td>International Cuisine</td>
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### Culinary Arts (HMC13)

#### 520905 Certificate of Completion

#### First Semester

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<tr>
<td>CHEF 1305</td>
<td>Sanitation and Safety</td>
<td>3</td>
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<tr>
<td>RSTO 1313</td>
<td>Hospitality Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
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<td>CHEF 1301</td>
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<table>
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<tr>
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<td>CHEF 1410</td>
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<td>Principles of Food and Beverage Operations</td>
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<td>CHEF/PSTR</td>
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#### Third Semester

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>IFWA 1318</td>
<td>Nutrition for the Food Service Professional</td>
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<tr>
<td>HAMG 2388</td>
<td>Internship</td>
<td>3</td>
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<tr>
<td>RSTO 1325</td>
<td>Purchasing for Hospitality Operations</td>
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<tr>
<td>PSTR 1301</td>
<td>Fundamentals of Baking</td>
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### Baking (HMBK9)

#### 520905 Certificate of Completion

**Credit**

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<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>CHEF 1305</td>
<td>Sanitation and Safety</td>
<td>3</td>
</tr>
<tr>
<td>PSTR 1301</td>
<td>Fundamentals of Baking</td>
<td>3</td>
</tr>
<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>
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<td>PSTR 2331</td>
<td>Advanced Pastry Shop</td>
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### Property Management Advanced (HMP13)

#### 520904 Certificate of Completion

#### First Semester

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<tbody>
<tr>
<td>HAMG 1313</td>
<td>Front Office Procedures</td>
<td>3</td>
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<tr>
<td>HAMG 1340</td>
<td>Hospitality Legal Issues</td>
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<tr>
<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
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<tr>
<td>HAMG 2337</td>
<td>Hospitality Facilities Management</td>
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<tr>
<td>HAMG 2372</td>
<td>Hospitality Industry Training</td>
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#### Second Semester

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HAMG 2332</td>
<td>Hospitality Financial Management</td>
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<tr>
<td>RSTO 1313</td>
<td>Hospitality Supervision</td>
<td>3</td>
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<tr>
<td>HAMG 1324</td>
<td>Hospitality Human Resources</td>
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<tr>
<td>HAMG 2301</td>
<td>Principles of Food and Beverage Operations</td>
<td>3</td>
</tr>
<tr>
<td>HAMG 2307</td>
<td>Hospitality Marketing and Sales</td>
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#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>HAMG 1342</td>
<td>Guest Room Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>HAMG 2388</td>
<td>Internship</td>
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**Total Hours**: 67

### Restaurant Operations (HRO13)

#### 520905 Certificate of Completion

(Texas Department of Criminal Justice Only)

**Credit**

<table>
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<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>CHEF 1305</td>
<td>Sanitation and Safety</td>
<td>3</td>
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<tr>
<td>CHEF 1301</td>
<td>Basic Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>HAMG 2301</td>
<td>Principles of Food and Beverage Operations</td>
<td>3</td>
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<tr>
<td>PSTR 1301</td>
<td>Fundamentals of Baking</td>
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<tr>
<td>RSTO 1221</td>
<td>Menu Management</td>
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<tr>
<td>HAMG 2307</td>
<td>Hospitality Marketing and Sales</td>
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<tr>
<td>HAMG 1340</td>
<td>Hospitality Legal Issues</td>
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</tr>
<tr>
<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
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<tr>
<td>IFWA 1318</td>
<td>Nutrition for the Food Service Professional</td>
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**Total Hours**: 21
Institutional Food Service Operations (HMI13)
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.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>CHEF 1305</td>
<td>Sanitation and Safety</td>
</tr>
<tr>
<td>IFWA 1318</td>
<td>Nutrition for the Food Service Professional</td>
</tr>
<tr>
<td>RSTO 2405</td>
<td>Management of Production &amp; Service</td>
</tr>
<tr>
<td>CHEF 1301</td>
<td>Basic Food Preparation</td>
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</table>

Second Semester

<table>
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<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
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<tr>
<td>ELCT</td>
<td>CHEF/PSTR</td>
</tr>
<tr>
<td>HAMG 2307</td>
<td>Hospitality Marketing and Sales</td>
</tr>
<tr>
<td>RSTO 1221</td>
<td>Menu Management</td>
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</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTO 1325</td>
<td>Purchasing for Hospitality Operations</td>
</tr>
<tr>
<td>HAMG 2301</td>
<td>Principles of Food and Beverage Operations</td>
</tr>
<tr>
<td>RSTO 1313</td>
<td>Hospitality Supervision</td>
</tr>
<tr>
<td>RSTO 1204</td>
<td>Dining Room Service</td>
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<td>ELCT</td>
<td>CHEF/PSTR</td>
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Total Hours: 38

Rooms Division (HRD13)
520904
Certificate of Completion

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>HAMG 1313</td>
<td>Front Office Procedures</td>
</tr>
<tr>
<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
</tr>
<tr>
<td>HAMG 1342</td>
<td>Guest Room Maintenance</td>
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<tr>
<td>HAMG 1340</td>
<td>Hospitality Legal Issues</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>RSTO 1313</td>
<td>Hospitality Supervision</td>
</tr>
<tr>
<td>RSTO 1325</td>
<td>Purchasing for Hospitality Operations</td>
</tr>
<tr>
<td>HAMG 2332</td>
<td>Hospitality Financial Management</td>
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<tr>
<td>HAMG 2388</td>
<td>Internship</td>
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</table>

Total Hours: 24

Food and Beverage Management Specialization (HMF13)
520901
Associate of Applied Science Degree

First Year

First Semester

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<tr>
<td>CHEF 1305</td>
<td>Sanitation and Safety</td>
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<tr>
<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
</tr>
<tr>
<td>ELCT</td>
<td>Humanities/Fine Arts Selection</td>
</tr>
<tr>
<td>HAMG 2307</td>
<td>Hospitality Marketing and Sales</td>
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<tr>
<td>ELCT</td>
<td>HAMG/RSTO/TRVM</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>GOVT 2305</td>
<td>Federal Government</td>
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<tr>
<td>HAMG 1324</td>
<td>Hospitality Human Resource Management</td>
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<tr>
<td>SPCH</td>
<td>SPCH 1315 or 1321</td>
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<tr>
<td>RSTO 1204</td>
<td>Dining Room Service</td>
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<tr>
<td>HAMG 2301</td>
<td>Principles of Food and Beverage Operations</td>
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<tr>
<td>KINE</td>
<td>Physical Activity Course</td>
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Second Year

First Semester

<table>
<thead>
<tr>
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<th>Credit</th>
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<tbody>
<tr>
<td>HAMG 2332</td>
<td>Hospitality Financial Management</td>
</tr>
<tr>
<td>TRVM 2301</td>
<td>Introduction to Convention and Meeting Management</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
</tr>
<tr>
<td>RSTO 2301</td>
<td>Principles of Food and Beverage Controls</td>
</tr>
<tr>
<td>RSTO 1301</td>
<td>Beverage Management</td>
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<tr>
<td>HAMG 2337</td>
<td>Hospitality Facilities Management</td>
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Second Semester

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<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>RSTO 1325</td>
<td>Purchasing for Hospitality Operations</td>
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<tr>
<td>MATH</td>
<td>MATH 1332 or MATH 1342</td>
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<tr>
<td>HAMG 1340</td>
<td>Hospitality Legal Issues</td>
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<td>RSTO 1313</td>
<td>Hospitality Supervision</td>
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<td>ELCT</td>
<td>Academic Elective</td>
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<td>HAMG 2388</td>
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Total Hours: 66

Food and Beverage Management (HMF13)
520905
Certificate of Completion
(Offered at locations outside of Texas under Military Contract Obligation)

Lower Division Major Courses:
Total of 23 credits, select from among the Following courses:

<table>
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<th>Credit</th>
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<tbody>
<tr>
<td>CHEF 1305</td>
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<td>HAMG 1340</td>
<td>Hospitality Legal Issues</td>
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<tr>
<td>HAMG 1324</td>
<td>Hospitality Human Resource Management</td>
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<tr>
<td>HAMG 2301</td>
<td>Principles of Food and Beverage Operations</td>
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<tr>
<td>RSTO 1204</td>
<td>Dining Room Service</td>
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<tr>
<td>RSTO 1313</td>
<td>Hospitality Supervision</td>
</tr>
<tr>
<td>HAMG 1321</td>
<td>Intro to the Hospitality Industry</td>
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<tr>
<td>RSTO 2301</td>
<td>Principles of Food and Beverage Controls</td>
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Hospitality Select three of the following courses:

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HAMG 1313</td>
<td>Front Office Procedures</td>
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<tr>
<td>HAMG 1342</td>
<td>Guest Room Maintenance</td>
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<tr>
<td>HAMG 2337</td>
<td>Hospitality Facilities Management</td>
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<tr>
<td>HAMG 2372</td>
<td>Hospitality Industry Training</td>
</tr>
<tr>
<td>TRVM 2301</td>
<td>Introduction to Convention and Meeting Management</td>
</tr>
</tbody>
</table>

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

<table>
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<td>Health/Wellness/Kinesiology (KINE Activity Courses)</td>
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<tr>
<td>Computer Technology</td>
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Kinesiology

Kinesiology (KINE) 310501

Associate of Science

First Year

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Second Semester

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<tbody>
<tr>
<td>ENGL 1302</td>
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<tr>
<td>HIST 1412</td>
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Second Year

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<tbody>
<tr>
<td>ELCT</td>
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<tr>
<td>GOVT 2305</td>
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<tr>
<td>ELEC</td>
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<td>KINE 1304</td>
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Second Semester

<table>
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<th>Credit</th>
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<tbody>
<tr>
<td>ELCT</td>
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<td>GOVT 2306</td>
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<td>ELCT</td>
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<td>KINE 1321</td>
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<td>KINE 1338</td>
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<tr>
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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 (LAS14)
220302

Associate of Applied Science Degree

First Year

<table>
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<tbody>
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<td>ELCT</td>
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Second Semester

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<tbody>
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Second Year

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Second Semester

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<td>LGLA 2335</td>
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Total Hours 63
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 (MNT12) 460401
Associate of Applied Science Degree

<table>
<thead>
<tr>
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<th>Credit</th>
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<td>CRPT 1429 Introduction to Carpentry</td>
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Total Hours 72

Building Trades (MTBT) 460401
Certificate of Completion

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<td>WDK 2451</td>
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<td>PFBB 2409</td>
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Total Hours 52
Total Clock Hours 1312/1520

Carpentry Trades (MTCA) 460401
Certificate of Completion

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<td>4/96</td>
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<td>Second Semester</td>
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<td>CBFM 1334</td>
<td>3/96</td>
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<td>WDK 1413</td>
<td>4/112</td>
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Total Hours 31
Total Clock Hours 784/992

Construction Trades (MTCO) 460401
Certificate of Completion

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<tr>
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<td>or CBFM 2487</td>
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Total Hours 29
Total Clock Hours 720/928
Residential Construction (MTRC)
460401
Certificate of Completion
(Brady Campus Only)

First Semester
CRPT 1423 Floor Systems 4
CRPT 1415 Wall Systems 4
CRPT 1411 Roof Systems 4
CBFM 1334 Interior and Exterior Painting and Refinishing 3

Second Semester
WDWK 2451 Cabinet Making II 4
MBST 1507 Masonry I 5
ELPT 1429 Residential Wiring 4
PFPB 2409 Residential Construction Plumbing I 4

Total Hours 32

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 (MA14) 270101
Associate of Science Degree
Complete Core ......................................................... 42
Health/Wellness/ Kinesiology (KINE Activity Courses)..... 3
Mathematics Selection (MATH 2413 and MATH 2414)..... 8
Natural Science Selection (BIOL, CHEM, PHYS, GEOL)..... 4
Mathematics Specialization ........................................... 7
Total Hours ......................................................... 64

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

Medical Laboratory Technician

Medical laboratory Technology, also known as Clinical Laboratory Scientist 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) 511004
Associate of Applied Science Degree

Departmental approval is required for admission into the Medical Laboratory Technician/Clinical laboratory Technician (MLT/CLT) program. MLT/CLT application, physical form, immunizations, academic records are required BEFORE you schedule your pre-admission interview with the Program Director. CPR, negative Drug Screen (11 panel), negative Criminal Background check are required BEFORE you register for clinical courses. Clinical sites and times are subject to change. Please come to Science Building 150, room 1028 or call 526-1883 for application and forms. More information can be found under Departmental Admissions Requirements.

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 I -MLT 5

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 3
Total Hours 72

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

Phlebotomy (PLMS)
511009
Noncredit Marketable Skills Achievement

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<tr>
<td>PLAB 1060</td>
<td>Clinical-Phlebotomy/Phlebotomist</td>
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Total Hours 18 180
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 (MHA13) 511503
Associate of Applied Science Degree

First Year

<table>
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<tr>
<th>First Semester</th>
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<tr>
<td>PSYT 1329</td>
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<tr>
<td>DAAC 1319</td>
<td>Introduction to Alcohol and Other Drug Addictions 3</td>
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<td>DAAC 1304</td>
<td>Pharmacology of Addiction 3</td>
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<tr>
<td>PSYC 1300</td>
<td>Learning Frameworks 3</td>
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<tr>
<td>PSYT 1309</td>
<td>Health Psychology 3</td>
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Second Semester

| CMSW 1309      | Problems of Children & Adolescents 3 |
| CMSW 1166      | Practicum 1 |
| GOVT 2305      | Federal Government 3 |
| ENGL 1301      | Composition I 3 |
| PSYC 2301      | General Psychology 3 |
| PSYT 2321      | Crisis Intervention 3 |

Third Semester

Second Year

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<th>First Semester</th>
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<tr>
<td>ENGL 1302</td>
<td>Composition II 3</td>
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<tr>
<td>DAAC 2307</td>
<td>Addicted Family Intervention 3</td>
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<tr>
<td>DAAC 1311</td>
<td>Counseling Theories 3</td>
</tr>
<tr>
<td>PSYT 2331</td>
<td>Abnormal Psychology 3</td>
</tr>
<tr>
<td>SPCH 1315 or 1321</td>
<td>Dynamics of Group Counseling 3</td>
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Second Semester

| MATH 1414       | College Algebra 4 |
| PSYT 2345       | Principles of Behavior Management and Modification 3 |
| SCWK 2301       | Assessment and Case Management 3 |
| CMSW 1167       | Practicum 1 |
| ELCT            | Humanities/Visual/Performing Arts Selection 3 |
| Total Hours     | 63 |

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

First Semester

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<tr>
<td>PSYC 1300</td>
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<td>PSYT 1309</td>
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Second Semester

| CMSW 1309 | Problems of Children and Adolescents 3 |
| CMSW 1166 | Practicum 1 |
| DAAC 2306 | Substance Abuse Prevention I 3 |
| PSYT 2321 | Crisis Intervention 3 |
| DAAC 2307 | Addicted Family Intervention 3 |
| PSYT 2331 | Abnormal Psychology 3 |

Third Semester

| DAAC 1311 | Counseling Theories 3 |
| DAAC 2354 | Dynamics of Group Counseling 3 |
| PSYT 2345 | Principles of Behavior Management and Modification 3 |

Second Year

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<td>CMSW 1167</td>
<td>Practicum 1</td>
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| Total Hours     | 44 |

Chemical Dependency Specialization (MHC14) 511503
Associate of Applied Science Degree

First Year

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<tr>
<td>PSYC 1300</td>
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Second Semester

| CMSW 1309 | Problems of Children and Adolescents 3 |
| CMSW 1166 | Practicum 1 |
| DAAC 1309 | Assessment Skills of Alcohol and Other Drug Addictions 3 |
| ENGL 1301 | Composition I 3 |
| PSYC 2301 | General Psychology 3 |
| PSYT 2321 | Crisis Intervention 3 |

Second Year

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<tbody>
<tr>
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<td>DAAC 1311</td>
<td>Counseling Theories 3</td>
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<tr>
<td>PSYT 2331</td>
<td>Abnormal Psychology 3</td>
</tr>
<tr>
<td>SPCH 1315 or 1321</td>
<td>Dynamics of Group Counseling 3</td>
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### Second Semester
- **MATH 1414** College Algebra 4
- **PSYT 2345** Principles of Behavior Management and Modification 3
- **DAAC 2341** Counseling Alcohol and Other Drug Addictions 3
- **DAAC 2347** Practicum 3
- **ELCT** Humanities/Visual/Performing Arts Selection 3

**Total Hours: 65**

### Chemical Dependency Counseling (MHC14)
**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
- **PSYC 1300** Learning Frameworks 3
- **PSYT 1309** Health Psychology 3

**Second Semester**
- **CMSW 1309** Problems of Children and Adolescents 3
- **CMSW 1166** Practicum 1
- **DAAC 1309** Assessment Skill of Alcohol and Other Drug Addictions 3
- **PSYT 2321** Crisis Intervention 3
- **DAAC 2307** Addicted Family Intervention 3
- **DAAC 2311** Counseling Theories 3

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

**Second Year**

**First Semester**
- **DAAC 2341** Counseling Alcohol and Other Drug Addictions 3
- **DAAC 2367** Practicum 3

**Total Hours: 46**

### Criminal Justice Addictions (MCJ13)
**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
- **PSYC 1300** Learning Frameworks 3
- **PSYT 1309** Health Psychology 3

**Second Semester**
- **CMSW 1309** Problems of Children and Adolescents 3
- **CMSW 1166** Practicum 1
- **DAAC 1309** Assessment Skill of Alcohol and Other Drug Addictions 3
- **PSYT 2321** Crisis Intervention 3
- **DAAC 2307** Addicted Family Intervention 3
- **PSYT 2331** Abnormal Psychology 3

**Second Semester (Cont.)**
- **CMSW 1309** Problems of Children and Adolescents 3
- **CMSW 1166** Practicum 1

**Total Hours: 63**

### Social Work Specialization (MHS14)
**511503 Associate of Applied Science**

**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 1309** Problems of Children and Adolescents 3
- **CMSW 1166** Practicum 1
- **ENGL 1301** Composition I 3
- **PSYC 2301** General Psychology 3

**Third Semester**
- **PSYT 2331** Abnormal Psychology 3
- **ENGL 1302** Composition II 3
- **SPCH** SPCH 1315 or 1321 3

**Second Semester**
- **SCWK 2301** Assessment & Case Management 3
- **SOCW 2361** Introduction to Social Work 3
- **DAAC 1311** Counseling Theories 3
- **PSYT 2321** Crisis Intervention 3
- **DAAC 2354** Dynamics of Group Counseling 3

**Second Semester (Cont.)**
- **MATH 1414** College Algebra 4
- **SOCW 2362** Social Welfare as a Social Institution 3
- **CMSW 1167** Practicum 1
- **GOVT 2305** Federal Government 3
- **ELCT** Humanities/Visual/Performing Arts Selection 3

**Total Hours: 63**

### Basic Mental Health Professional (MHBP) 511501
**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
- **PSYC 1300** Learning Frameworks 3
- **PSYT 1309** Health Psychology 3

**Second Semester**
- **CMSW 1309** Problems of Children and Adolescents 3
- **CMSW 1166** Practicum 1

**Total Hours: 19**
Substance Abuse Prevention Specialist (MHP14) 511501
Certificate of Completion

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

Second Semester
- CMSW 1309 Problems of Children & Adolescents 3
- CMSW 1166 Practicum 1
- DAAC 2306 Substance Abuse Prevention I 3
- PSYT 2321 Crisis Intervention 3
- DAAC 2307 Addicted Family Intervention 3

Third Semester
- DAAC 2353 Substance Abuse Prevention II 3
- PSYT 2345 Principles of Behavior Management and Modification 3
- DAAC 1167 Practicum 1

Total Hours 35

Department of Nursing

Nursing Associate Degree (NUA14) 513801

Associate of Applied Science Degree

The Nursing Associate Degree program is accredited by the Accreditation Commission in Nursing, Inc. (ACEN), 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 Accreditation Commission for Education in Nursing, Inc. (ACEN).

First Semester
- RNSG 1209 Introduction to Nursing 2
- BIOL 2401 Anatomy and Physiology I 4
- ELCT CHEM 1406/1411 or MATH 1414 4
- ENGL 1301 Composition I 3

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

Total Hours 71

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
- BIOL 2420 Microbiology for Non-science Majors**4

Fourth Semester
- RNSG 1347 Concepts of Clinical Decision Making 3
- RNSG 2201 Care of Children and Families 2
- RNSG 2363 Clinical-Nursing IV 3
- SPCH SPCH 1315, 1318 or 1321 3
- PSYC 2314 Life Span Growth and Development 3

Fifth Semester
- RNSG 2331 Advanced Concepts of Adult Health 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

Nursing Option for Articulating Student (NOA14) 513801
Associate of Applied Science Degree

First Year

First Semester
- BIOL 2401 Anatomy and Physiology I 4
- ENGL 1301 Composition I 3
- ELCT CHEM 1406/1411 or MATH 1414 4
- PSYC 2301 General Psychology 3

Second Semester
- BIOL 2402 Anatomy and Physiology II 4
- BIOL 2420 Microbiology for Non-science Majors** 4
- RNSG 1229 Integrated Nursing Skills II 2
  (RNSG 1413, 1105, 1115, 1262)* - (8)

Second Year (Acceptance into ADN program)

Third Semester
- RNSG 2213 Mental Health Nursing 2
- RNSG 1301 Pharmacology 3
- RNSG 1251 Care of the Childbearing Family 2
- RNSG 1363 Clinical II 3
- RNSG 1351 Principles of Clinical Decision Making 3

Fourth Semester
- PSYC 2314 Life Span Growth and Development 3
- 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
Vocational Nursing (NUVS2)
513901
Certificate of Completion Spring Admission

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).

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| Total Hours | 53 |

Office Technology

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

Four of the Office Technology certificates of completion within this program may be completed through the Vocational Skills Center. The Vocational Skills Center offers students instruction through a self-paced, open-entry delivery format. This instructional clock hour format provides flexibility to accommodate the special needs of the student.
### Executive Assistant (OTE12) 520401
#### Associate of Applied Science Degree

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**Total Hours**: 46

### General Office Assistant (OTG12) 520401
#### Certificate of Completion

(Offered at Texas Department of Criminal Justice Gatesville, Texas, Only)

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**Total Hours**: 30

### Office Assistant (OTOA) 520401
#### Certificate of Completion

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**Total Hours**: 33

### Office Management (OTO12) 520401
#### Associate of Applied Science Degree

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**Total Hours**: 46

### Office Procedures

- **I** 3
- **II** 3

### Office Procedures II

- **I** 3
- **II** 3

### Office Procedures III

- **I** 3
- **II** 3

### Office Procedures IV

- **I** 3
- **II** 3

### Office Procedures V

- **I** 3
- **II** 3

### Office Procedures VI

- **I** 3
- **II** 3

### Office Procedures VII

- **I** 3
- **II** 3

### Office Procedures VIII

- **I** 3
- **II** 3

### Office Procedures IX

- **I** 3
- **II** 3

### Office Procedures X

- **I** 3
- **II** 3

### Office Procedures XI

- **I** 3
- **II** 3

### Office Procedures XII

- **I** 3
- **II** 3
### Second Year

**First Semester**

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**Total Hours** 63

### Office Management (OTM12)

**520401 Certificate of Completion**

**First Year**

**First Semester**

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**Second Year**

**First Semester**

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**Total Hours** 48

### Software Applications Specialist (OTSA)

**520407 Certificate of Completion**

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### Office Information Management (OTI12)

**520407 Certificate of Completion**

(Courses offered in the self-paced delivery format only)

**First Semester**

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**Second Semester**

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**Third Semester**

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**Total Hours** 39

**Total Clock Hours** 1296

### Health Management Related

### Health Information Management (OTH13)

**510716 Certificate of Completion**

(Courses offered in the self-paced delivery format only)

**First Semester**

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**Third Semester**

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**Total Hours** 33

**Health Information Management**
### Medical Secretary (OTM7)
**510716**
**Certificate of Completion**
(Courses offered in the self-paced delivery format only)

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**Total Hours** 39
**Total Clock Hours** 1296

### Medical Office Specialist (OTMO)
**510716**
**Certificate of Completion**
(Courses offered in both the self-paced and online delivery formats)

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**Total Hours** 39
**Total Clock Hours** 1296

### Medical Coding and Billing (OTMC)
**510713**
**Certificate of Completion**
(Courses offered in the online delivery format only)

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**Total Hours** 39
**Total Clock Hours** 1296

### Medical Transcription (OTMT)
**510716**
**Certificate of Completion**
(Courses offered in the online delivery format only)

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**Total Hours** 39
Protective Services

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

Criminal Justice (CJCJ)

430104
Associate of Applied Science Degree

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<td>CISA 2300/CRIJ 2323</td>
<td>Legal Aspects of Law Enforcement</td>
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<td>CISA 1313/CRIJ 1306</td>
<td>Court Systems and Practices</td>
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<td>Fundamentals of Criminal Law</td>
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<td>CISA 1317/CRIJ 1313</td>
<td>Juvenile Justice System</td>
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<td>CISA 1348</td>
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<td>CISA 1342/CRIJ 2314</td>
<td>Criminal Investigation</td>
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<td>CISA 1351</td>
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<td>SOCI 1301</td>
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Criminal Justice - Corrections Specialization (CJCR)

430104
Associate of Applied Science Degree

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<td>Court Systems and Practices</td>
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<td>Probation and Parole</td>
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| Total Hours | 67 |

* Appropriate Criminal Justice elective selection may substitute.

Criminal Justice Studies with Specialization

430104
Certificate of Completion

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<td>Court Systems and Practices</td>
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| Core Courses Total | 15 |

(Criminal Justice Studies Specialization-CJCJ)

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| Specialization Courses Total | 15 |
| Certificate Total | 30 |
Central Texas College Catalog 2013-2014 - Programs of Study

(Criminal Justice Corrections Specialization-CJCR)

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

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 (HS13)
440401
Associate of Applied Science Degree

First Year
First Semester
HMSY 1337 Introduction to Homeland Security 3
EMAP 1400 Principles of Basic Emergency Management 4
LGLA 1304 Military and National Security Legal Issues 3
ENGL 1301 Composition I 3
GOVT 2305 Federal Government 3
KINE Physical Activity Course 1

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

Second Year
First Semester
KINE Physical Activity Course 1
ELEC Humanities/Fine Arts Selection 3
MATH MATH 1332, 1342 or higher level 3
HMSY 1370 IT Security for Homeland Security Specialists 3
EMAP Social/Behavioral Science Selection 3
EMAP 2355 Disaster Recovery 3
HMSY 1371 Counter Terrorism 3
HMSY 1339 Homeland Security Emergency Contingency Planning 3

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

Homeland Security and Emergency Management (HS13)
440401
Certificate of Completion

First Semester
HMSY 1337 Introduction to Homeland Security 3
EMAP 1400 Principles of Basic Emergency Management 4
LGLA 1304 Military and National Security Legal Issues 3
HMSY 1338 Homeland Security Emergency Communications Management 3
HMSY 1342 Understanding and Combating Terrorism 3
EMAP 2300 Developing Volunteer Resources and Decision Making 3
OR
HMSY 1370 IT Security for Homeland Security Specialists 3
EMAP 2301 Leadership and Effective Communication 3
OR
HMSY 1371 Counter Terrorism 3
HMSY 2337 Managing a Unified Incident Command 3
HMSY 1470 Final Project in Homeland Security and Emergency Management 3
or
HMSY 2476 Internship 4
Total Hours 32
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 Associate of General Studies degree.

Radio/Television Broadcasting (RTB11) 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>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1335</td>
<td>Survey of Radio/TV</td>
</tr>
<tr>
<td>COMM 2303</td>
<td>Audio/Radio Production</td>
</tr>
<tr>
<td>COMM 2331</td>
<td>Radio/Television Announcing</td>
</tr>
<tr>
<td>COMM 2332</td>
<td>Radio/Television News</td>
</tr>
<tr>
<td>SPCH</td>
<td>SPCH 1315, 1321 or 2341</td>
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<thead>
<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>COMM 2339</td>
<td>Writing for Radio, TV and Film</td>
</tr>
<tr>
<td>COMM 2324</td>
<td>Practicum in Electronic Media (Audio)</td>
</tr>
<tr>
<td>COMM 2327</td>
<td>Principles of Advertising</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications I</td>
</tr>
<tr>
<td>COMM 2389</td>
<td>Academic Cooperative</td>
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</table>

Total Hours 31

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, AGRI) ......................................................... 4
Biology Specialization ...................................................... 11
Total Hours ........................................................................ 66

BIOL 1406 Biology for Science Majors I, BIOL 1407 Biology for Science Majors II, BIOL 1411 General Botany, BIOL 1413 General Zoology, BIOL 2401 Anatomy & Physiology I, BIOL 2402 Anatomy & Physiology II, BIOL 2421 Microbiology for Science Majors, BIOL 2426 Vertebrate Zoology, ENVR 1401 Environmental Science I
Chemistry (CHEM) 400501
Associate of Science Degree
Complete Core ......................................................... 42
Mathematics Selection (MATH) .................................. 3
Mathematics Selection (MATH) .................................. 3
Chemistry Specialization .......................................... 4
Total Hours ................................................................ 66
CHEM 1411 General Chemistry I, CHEM 1412 General Chemistry II, CHEM 2423 Organic Chemistry I, CHEM 2425 Organic Chemistry II.

Environmental Science (ENVS) 030104
Associate of Science Degree
Complete Core ......................................................... 42
Mathematics Selection (MATH) .................................. 3
Natural Science Selection (BIOL, CHEM, PHYS, GEOL) 4
Total Hours ................................................................ 66
Biol 1406/1407 General Biology for Science Majors I & II, Biol 1411 General Botany, BIOL 1413 General Zoology, CHEM 1411/12 General Chemistry I & II, ENVR 1401 Environmental Science, GEOL 1403 Physical Geology.

Geology (GEOL) 400601
Associate of Science Degree
Complete Core ......................................................... 42
Mathematics Selection (MATH) .................................. 3
Natural Science Selection (BIOL, CHEM, PHYS, GEOL) 4
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
Complete Core ......................................................... 42
Health/Wellness/ Kinesiology (KINE Activity Courses) 3
Foreign Language (FREN, GERM, SPAN, JAPN) ............ 8
Total Hours ................................................................ 66
ANTH, ECON, GEOG, GOVT, HIST, PSYC, SOCI.

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

Teaching Certification (TEAC) 131210
Associate of Arts in Teaching Degree
First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>EDUC 1301 Intro to Teaching Profession**</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1414 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1301 Composition I*</td>
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<tr>
<td>ELCT Science Selection*</td>
<td>4</td>
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<tr>
<td>KINE Physical Activity Course*</td>
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Second Semester

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>MATH 1350 Fundamentals of Math I**</td>
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<td>ENGL 1302 Composition II*</td>
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<td>ELCT Science Selection*</td>
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<tr>
<td>HIST 1301 United States History I*</td>
<td>3</td>
</tr>
<tr>
<td>SPEH SPCH 1315, 1318 or 1321*</td>
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Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
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</thead>
<tbody>
<tr>
<td>MATH 1351 Fundamentals of Math II**</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2327 American Literature I*</td>
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</tr>
<tr>
<td>GOVT 2305 Federal Government*</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1302 United States History II*</td>
<td>3</td>
</tr>
<tr>
<td>ELCT Science Selection**</td>
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Second Semester

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>EDUC 2301 Intro to Special Populations**</td>
<td>3</td>
</tr>
<tr>
<td>ELCT Science Selection**</td>
<td>4</td>
</tr>
<tr>
<td>ELCT Visual/Performing Arts Selection*</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2306 Texas Government*</td>
<td>3</td>
</tr>
<tr>
<td>ELCT Social/Behavioral Science Selection</td>
<td>3</td>
</tr>
<tr>
<td>Total Hours</td>
<td>63</td>
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</table>

* Core Requirements
** EC-6 Requirements
**Welding Technology**

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

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>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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</tr>
<tr>
<td>WLDG 1323</td>
<td>Welding Safety Tools and Equipment</td>
</tr>
<tr>
<td>WLDG 1425</td>
<td>Introduction to Oxy-Fuel Welding and Cutting</td>
</tr>
<tr>
<td>WLDG 1428</td>
<td>Introduction to Shielded Metal Arc Welding (SMAW)</td>
</tr>
<tr>
<td>MATH 1332</td>
<td>Contemporary Mathematics</td>
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<tr>
<td>ELCT</td>
<td>Elective</td>
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<td><strong>Second Semester</strong></td>
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</tr>
<tr>
<td>WLDG 1457</td>
<td>Intermediate Shielded Metal Arc Welding (SMAW)</td>
</tr>
<tr>
<td>WLDG 2443</td>
<td>Advanced Shielded Metal Arc Welding (SMAW)</td>
</tr>
<tr>
<td>WLDG 1313</td>
<td>Introduction to Blueprint Reading for Welders</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
</tr>
<tr>
<td>KINE</td>
<td>Physical Activity Course</td>
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<table>
<thead>
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<th>Second Year</th>
<th>Credit</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>WLDG 1430</td>
<td>Introduction to Gas Metal Arc (GMAW) Welding</td>
</tr>
<tr>
<td>WLDG 1435</td>
<td>Introduction to Pipe Welding</td>
</tr>
<tr>
<td>WLDG 1434</td>
<td>Introduction to Gas Tungsten Arc (GTAW) Welding</td>
</tr>
<tr>
<td>WLDG 1417</td>
<td>Introduction to Layout and Fabrication</td>
</tr>
<tr>
<td>ELCT</td>
<td>Computer Technology Skills</td>
</tr>
<tr>
<td>GOVT 2305</td>
<td>Federal Government</td>
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<th><strong>Second Semester</strong></th>
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<tbody>
<tr>
<td>WLDG 2453</td>
<td>Advanced Pipe Welding</td>
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<tr>
<td>SPCH</td>
<td>SPCH 1315 or 1321</td>
</tr>
<tr>
<td>WLDG 2447</td>
<td>Advanced Gas Metal Arc (GMAW) Welding</td>
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<tr>
<td>ELCT</td>
<td>Humanities/Fine Arts Selection</td>
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<tr>
<td>WLDG 2435</td>
<td>Advanced Layout and Fabrication</td>
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<tr>
<td>or WLDG 2488</td>
<td>Internship</td>
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**Total Hours**: 72

**Welding Technology (WLD13) 480508 Certificate of Completion**

<table>
<thead>
<tr>
<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>3/36</td>
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<tr>
<td>WLDG 1313</td>
<td>Introduction to Blueprint Reading for Welders</td>
<td>3/36</td>
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<tr>
<td>WLDG 1425</td>
<td>Introduction to Oxy-Fuel Welding and Cutting</td>
<td>4/72</td>
</tr>
<tr>
<td>WLDG 1428</td>
<td>Introduction to Shielded Metal Arc Welding (SMAW)</td>
<td>4/72</td>
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<td>Intermediate Shielded Metal Arc Welding (SMAW)</td>
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<tr>
<td>WLDG 2443</td>
<td>Advanced Shielded Metal Arc Welding (SMAW)</td>
<td>4/144</td>
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<td>WLDG 1430</td>
<td>Introduction to Gas Metal Arc (GMAW) Welding</td>
<td>4/72</td>
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<tr>
<td>WLDG 1434</td>
<td>Introduction to Gas Tungsten Arc (GTAW) Welding</td>
<td>4/72</td>
</tr>
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<td>WLDG 2451</td>
<td>Advanced Gas Tungsten Arc (GTAW) Welding</td>
<td>4/72</td>
</tr>
<tr>
<td>WLDG 1435</td>
<td>Introduction to Pipe Welding</td>
<td>4/72</td>
</tr>
<tr>
<td>WLDG 2453</td>
<td>Advanced Pipe Welding</td>
<td>4/144</td>
</tr>
<tr>
<td>WLDG 1417</td>
<td>Intro. to Layout and Fabrication</td>
<td>4/72</td>
</tr>
<tr>
<td>WLDG 2435</td>
<td>Advanced Layout and Fabrication</td>
<td>4/144</td>
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<tr>
<td>or WLDG 2488</td>
<td>Internship</td>
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**Total Hours**: 54

**Total Clock Hours**: 1440/1648

**Farm and Ranch (WLFR3) 480508 Certificate of Completion**

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<th>Course Title</th>
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<tbody>
<tr>
<td>WLDG 1323</td>
<td>Welding Safety, Tools &amp; Equipment</td>
<td>3/36</td>
</tr>
<tr>
<td>WLDG 1313</td>
<td>Introduction to Blueprint Reading for Welders</td>
<td>3/36</td>
</tr>
<tr>
<td>WLDG 1425</td>
<td>Introduction to Oxy-Fuel Welding and Cutting</td>
<td>4/72</td>
</tr>
<tr>
<td>WLDG 1428</td>
<td>Introduction to Shielded Metal Arc Welding (SMAW)</td>
<td>4/72</td>
</tr>
<tr>
<td>WLDG 1457</td>
<td>Intermediate Shielded Metal Arc Welding (SMAW)</td>
<td>4/72</td>
</tr>
<tr>
<td>WLDG 2443</td>
<td>Advanced Shielded Metal Arc Welding (SMAW)</td>
<td>4/144</td>
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<tr>
<td>or WLDG 2488</td>
<td>Internship</td>
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**Total Hours**: 22

**Total Clock Hours**: 576/784
### Structural (WLS13)

480508  
Certificate of Completion

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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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<td>Introduction to Blueprint Reading for Welders</td>
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<tr>
<td>WLDG 1425</td>
<td>Introduction to Oxy-Fuel Welding and Cutting</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 2447</td>
<td>Advanced 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 1417</td>
<td>Intro to Layout and Fabrication</td>
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<tr>
<td>or</td>
<td>WLDG 2488 Internship</td>
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### Industrial (WLI13)

480508  
Certificate of Completion

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<tr>
<td>WLDG 2443</td>
<td>Advanced Shielded Metal Arc Welding (SMAW)</td>
<td>4/144</td>
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<tr>
<td>WLDG 2447</td>
<td>Advanced 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 2451</td>
<td>Advanced Gas Tungsten Arc (GTAW) Welding</td>
<td>4/96</td>
</tr>
<tr>
<td>WLDG 2453</td>
<td>Advanced Pipe Welding</td>
<td>4/144</td>
</tr>
<tr>
<td>WLDG 2435</td>
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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
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Prerequisite: ACCT 2301.

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, nutrition, health, 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.

AGCR Agriculture  see also AGAH, AGEQ, AGMG and HALT

AGCR 1307  Range Management  2-4-3
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.

AGCR 2318  Soil Science  2-4-3
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.

AGEQ Agriculture  see also AGAH, AGCR, AGMG and HALT

AGEQ 1301  Equine Behavior and Training I  2-3-3
Instruction in basic equine behavior and training methods. Topics include anatomy and physiology, behavior, safety, health care management, and training methods.

AGEQ 1311  Equine Science I  2-3-3
An introduction to the horse industry. Topics include breeds and breeding, selection, and management practices.

AGEQ 1319  Western Horsemanship I  2-3-3
Instruction in basic horsemanship skills including handling, saddling, bridling, mounting, riding, grooming, safety, and basic health care.

AGEQ 2301  Equine Behavior and Training II  2-3-3
A study of advanced concepts in equine behavioral patterns relevant to specific performance training strategies. Emphasis on training methods for specific performance objectives.

AGEQ 2311  Equine Science II  2-3-3
Study of advanced concepts in horse production. Emphasis on management practices utilized in the horse industry.

AGEQ 2339  Western Horsemanship II  2-3-3
Instruction in advanced horsemanship skills including cues, lead changes, head-set, side-pass, and pivots.

AGMG Agriculture  see also AGAH, AGCR, AGEQ, and HALT

AGMG 2306  Livestock and Meat Marketing  2-4-3
Exploration of the relationship of livestock production to marketing. Topics include trends, consumption, processing, distribution, governmental regulation, transportation, and animal health.

AGMG 2486  Internship Agriculture Business & 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. Department approval required.

AGRI Agriculture

AGRI 1131  The Agriculture Industry  1-0-1
An overview of world agriculture, nature of the industry, resource conservation, and the American system, including production, distribution, and marketing.

AGRI 1309  Computers in Agriculture  2-2-3
This course covers the use of computers in agricultural applications. It includes an introduction to programming languages, word processing, electronic spreadsheets, and agriculture software.

AGRI 1407  Agronomy  3-3-4
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.

AGRI 1415  Horticulture  3-3-4
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.
AGRI 1419 Introductory Animal Science (Animal Husbandry) 3-3-4
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.

AGRI 2301 Agriculture Power Units 2-2-3
Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems.

AGRI 2317 Introduction to Agriculture Economics 3-0-3
Fundamental economic principles including assembly, food production and processing, distribution, and agribusiness industries and their application to the problems of the agriculture industry.

AGRI 2330 Wildlife Conservation and Management 2-2-3
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.

AIRP Aviation Science see also AVIM

AIRP 1255 Intermediate Flight 1-3-2
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.

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 turbo fan. 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 Archaeology 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.

ANTH 2346 General Anthropology 3-0-3
Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology, archeology, linguistics, and ethnology.

ANTH 2351 Cultural Anthropology 3-0-3
Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples.

ARAB Arabic

ARAB 1311 Beginning Arabic I 3-0-3
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

ARAB 1312 Beginning Arabic II 3-0-3
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: ARAB 1311 with a grade of “C” or above.

ARAB 1411 Beginning Arabic I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

ARAB 1412 Beginning Arabic II 4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: ARAB 1411 with a grade of “C” or above.

ARAB 2311 Intermediate Arabic I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: ARAB 1411 and ARAB 1412 with a grade of “C” or above.

ARAB 2312 Intermediate Arabic II 3-0-3
This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: ARAB 2311 with a grade of “C” or above.

ARCE Computer Aided Drafting and Design see also DFTG

ARCE 1452 Structural Drafting 3-3-4
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Prerequisite: Sophomore standing in the drafting program.

ARTC Graphics and Printing see also GRPH

ARTC 1302 Digital Imaging I 2-4-3
Digital imaging using raster image editing and/or image creation software; scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Prerequisite: GRPH 1405.

ARTC 1313 Digital Publishing I 2-4-3
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. Prerequisite: GRPH 1405.

ARTC 1327 Typography 2-4-3
A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards. Prerequisite: ARTC 2348.

ARTC 2305 Digital Imaging II 2-4-3
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. Prerequisite: ARTC 1302.

ARTC 2313 Digital Publishing II 2-4-3
Layout procedures from thumbnails and roughs to final comprehensive and print output. 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 2-4-3
Development of skills and advanced knowledge of publishing software, with emphasis on the maintenance of visual continuity in documents for publication. Prerequisite: ARTC 1327.

ARTC 2348 Digital Publishing III 2-4-3
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 3-3-4
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. Prerequisite: GRPH 1419.
ARTS 2316 with emphasis on individual expression. Prerequisite: None.

This course studies the techniques and materials used 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.

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.

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.

This course gives basic instruction in the principles and elements of design as applicable to three-dimensional design problems. Prerequisite: None.

This course covers various techniques of painting in the medium. Drawing skills are recommended. Prerequisite: None.

This is a survey of the major and minor arts from prehistoric times to the 14th century. Prerequisite: None.

This course is a survey of the major and minor arts from the 14th century to the present. Prerequisite: None.

This course involves a study of the basic drawing skills. Focus will be on the use of Adobe Photoshop and Illustrator. Prerequisite: Computer literacy and ARTS 1311, or Instructor Approval.

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.

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.

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.

This course is a survey of the major and minor arts from the 14th century to the present. Prerequisite: None.

ARTS 2323 Life Drawing I 2-4-3
This is a life drawing course which emphasizes structure and action of the human figure. Prerequisite: None.

ARTS 2341 Art Metals I 2-4-3
An introduction to jewelry-making and metalworking techniques. Basic fabrication techniques are stressed including bezel settings. Some lost wax casting is included. Prerequisite: None

ARTS 2342 Art Metals II 2-4-3
A continuation of jewelry-making and metalworking techniques. Lost wax casting, surface treatments, and 3-D construction are emphasized. Prerequisite: ARTS 2341.

ARTS 2346 Ceramics I 2-4-3
This course is an introduction to making pottery by hand-built methods. Glazing and decoration techniques are covered. Prerequisite: None

ARTS 2347 Ceramics II 2-4-3
This course is a continuation of pottery-making techniques. Prerequisite: ARTS 2346.

ARTS 2356 Photography I 2-4-3
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

ARTS 2357 Photography II 2-4-3
Extends the student’s knowledge of technique including digital photography and guides them in developing a personal outlook towards a specific application of the photographic process.

ARTS 2366 Watercolor I 2-4-3
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.

AUMT Automotive Service and Repair

AUMT 1405 Introduction to Automotive Technology 3-3-4
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance.

AUMT 1407 Automotive Electrical Systems 2-7-4
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principle schematic diagrams and service manuals. Prerequisites: AUMT 1405 and 2305.

AUMT 1410 Automotive Brake Systems 2-6-4
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. Prerequisite: AUMT 1405.
AUMT 1416 Automotive Suspension and Steering Systems 2-6-4
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. Prerequisite: AUMT 1405.

AUMT 1419 Automotive Engine Repair 3-3-4
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. Prerequisites: AUMT 2434.

AUMT 1445 Automotive Climate Control Systems 2-6-4
Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. Prerequisites: AUMT 2437.

AUMT 1472 Automotive Computer Systems 2-7-4
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 2437.

AUMT 2305 Automotive Engine Theory 2-2-3
Fundamentals of engine operation and diagnosis including lubrication and cooling systems. Emphasis on identification of components, measurements, inspections, and repair methods. Prerequisite: AUMT 1405.

AUMT 2413 Automotive Drive Train and Axles 2-6-4
A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair. Prerequisite: AUMT 1405.

AUMT 2417 Automotive Engine Performance Analysis I 2-7-4
Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. Prerequisites: AUMT 2437.

AUMT 2425 Automotive Automatic Transmission and Transaxle 2-6-4
A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions/transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. Prerequisite: AUMT 2413.

AUMT 2434 Automotive Engine Performance Analysis II 2-7-4
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. Prerequisites: AUMT 2417.

AUMT 2437 Automotive Electronics 3-3-4
Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. Prerequisites: AUMT 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
Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. This course does not fulfill the Science requirement necessary for the completion of the Core Curriculum, the Associate of Science degree and the Associate of Arts degree.

BIOL 1322 Nutrition and Diet Therapy I 3-0-3
Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. This course does not fulfill the Science requirement necessary for the completion of the Core Curriculum, the Associate of Science degree and the Associate of Arts degree.

BIOL 1406 Biology for Science Majors I 3-3-4
Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Prerequisite: Math ASSET score of 45 or above; or a math ACCUPLACER score of 95 or above or completion of DSMA 0303 with a grade of “C” or above. Co-requisite: BBOX 1406.

BIOL 1407 Biology for Science Majors II 3-3-4
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: Math ASSET score of 45 or above; or a math ACCUPLACER score of 95 or above or completion of DSMA 0303 with a grade of “C” or above. Co-requisite: BBOX 1407.

BIOL 1408 Biology for Non-Science Majors II 3-3-4
This lecture and lab course provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

BIOL 1411 General Botany 3-3-4
Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce fundamental biological concepts relevant to the course material. Co-requisite: BBOX 1411. Completion of BIOL 1406 is recommended prior to enrollment in this course.

BIOL 2428 Vertebrate Zoology 3-3-4
Structure, development, physiology, and natural history of the vertebrate animals with emphasis on comparative evolution. Prerequisite: BIOL 1406, 1407, or 1413. Completion of a college level science course is recommended. Co-requisite: BBOX 2428.

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, supervising 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. 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 2388 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 2389 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 2388 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, planning, heading, organizing, staffing, and controlling Enactus operations. Members of the 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 Enactus 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.
The effects of parenting methods on children as well as a model of parenting that is correlated with healthy children will be presented and taught.

CDEC 1174 Technology in the Classroom (Europe/PFEC only) 1-0-1
This course is designed to teach the specific use of technology in the classroom, including preschool management software, recording children’s work, and current software available for brochures, flyers, etc., that will be used commonly for preschool/school settings. Recommended for the student who has completed 3 credit hours of computer studies.

CDEC 1164 Practicum (or Field Experience) - Child Development 0-7-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Requires 112 hours at an approved Child Care facility. Prerequisite CDEC 1313 and CDEC 1319.

CDEC 1303 Families, School and Community 3-1-3
Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1311 Educating Young Children 3-1-3
An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1313 Curriculum Resources for Early Childhood Programs 3-0-3
A study of the fundamentals developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age 8.

CDEC 1317 Child Development Associate Training I 2-2-3
Based on the requirements for the Child Development Associate credential (CDA). Topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication. 32 hour lab required.

CDEC 1318 Wellness of the Young Child 3-1-3
Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1319 Child Guidance 3-0-3
An exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

CDEC 1321 The Infant and Toddler 3-0-3
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.
CDEC  1354  Child Growth & Development  3-0-3
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  3-0-3
An exploration of principles, methods, and materials for teaching language and literacy through a play-based, integrated curriculum to children from birth through age 8.

CDEC  1358  Creative Arts for Early Childhood  3-0-3
An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children from birth through age 8.

CDEC  1359  Children with Special Needs  3-0-3
A survey of information regarding children with special needs including possible causes and characteristics of exceptionality, intervention strategies, available resources, referral processes, and the advocacy role and legislative issues.

CDEC  2164  Practicum (or Field Experience) - Child Development  0-7-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Requires 112 hours at an approved Child Care facility. Prerequisite CDEC 1164.

CDEC  2288  Internship Child Care Provider/Assistant  0-12-2
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. Student’s final course. 192 hours required at student’s qualifying place of employment; or an approved site, must work directly with young children, ages 0-8.

CDEC  2307  Math & Science for Early Childhood  3-0-3
An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play.

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. 32 hour lab required.

CDEC  2324  Child Development Associate Training III  2-2-3
Continuation of the requirements for the Child Development Associate credential (CDA). The three functional areas of study include family, program management and professionalism. 32 hour lab required.

CDEC  2326  Administration of Programs for Children I  3-0-3
Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

CDEC  2328  Administration of Programs for Children II  3-0-3
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.

CETT Computer Electronics Technology see also CPMT, CSIR, EECT, ELMT, HART, 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  Electronic 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 combinational 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.
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 1302 Principles of Healthy Cuisine 1-7-3
Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Prerequisite: CHEF 1301.

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 1410 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 2300 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 sauces 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: Math ASSET score of 45 or above; or a math ACCUPLACER score of 95 or above or completion of DSMA 0303 with a grade of “C” or above. 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 3-3-4
The first of two courses covering the fundamental principles of chemistry for majors in the sciences, health sciences, and engineering. Topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Emphasis is placed on problem solving. Prerequisite: Student must have completed MATH 1414 with a grade of “C” or better within the last 5 years. Co-requisite: CHEX 1411.

CHEM 1412 General Chemistry II 3-3-4
The second of two courses covering the fundamental principles of chemistry for majors in the sciences, health sciences, and engineering. Topics include chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Emphasis is placed on problem solving. 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. Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. 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 some of the topics covered in CHEM 2423. Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. Prerequisite: CHEM 2423. Co-requisite: CHEX 2425.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIN 1311</td>
<td>Beginning Chinese I</td>
<td>3-0-3</td>
<td>Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: CHIN 1311 with a grade of &quot;C&quot; or above.</td>
</tr>
<tr>
<td>CHIN 1312</td>
<td>Beginning Chinese II</td>
<td>3-0-3</td>
<td>Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: CHIN 1311 with a grade of &quot;C&quot; or above.</td>
</tr>
<tr>
<td>CHIN 1411</td>
<td>Beginning Chinese I</td>
<td>4-2-4</td>
<td>This course includes basic grammar drill, pronunciation drill, simple reading, and conversation. Prerequisite: CHIN 1411 with a grade of &quot;C&quot; or above.</td>
</tr>
<tr>
<td>CHIN 1412</td>
<td>Beginning Chinese II</td>
<td>4-2-4</td>
<td>Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: CHIN 1411 with a grade of &quot;C&quot; or above.</td>
</tr>
<tr>
<td>CHIN 2311</td>
<td>Intermediate Chinese I</td>
<td>3-0-3</td>
<td>This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: CHIN 1411 and 1412 with a grade of &quot;C&quot; or above.</td>
</tr>
<tr>
<td>CHIN 2312</td>
<td>Intermediate Chinese II</td>
<td>3-0-3</td>
<td>This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: CHIN 2311 with a grade of &quot;C&quot; or above.</td>
</tr>
<tr>
<td>CHHLT 1309</td>
<td>Community Ethics</td>
<td>2-4-3</td>
<td>Discussion of the role of ethics as it pertains to healthcare and community settings including ethical decision-making. This course examines professional and legal conduct in human services.</td>
</tr>
<tr>
<td>CJCR 1304</td>
<td>Probation and Parole</td>
<td>3-0-3</td>
<td>A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.</td>
</tr>
<tr>
<td>CJCR 1307</td>
<td>Correctional Systems and Practices</td>
<td>3-0-3</td>
<td>Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.</td>
</tr>
<tr>
<td>CJCR 1358</td>
<td>Rights of Prisoners</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
<tr>
<td>CJCR 1391</td>
<td>Special Topics in Corrections/Correctional Administration</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
<tr>
<td>CJCR 1400</td>
<td>Basic Jail Course</td>
<td>4-1-4</td>
<td>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.</td>
</tr>
<tr>
<td>CJCR 2324</td>
<td>Community Resources in Corrections</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
<tr>
<td>CJCR 2325</td>
<td>Legal Aspects of Corrections</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
<tr>
<td>CJCR 2466</td>
<td>Practicum (or Field Experience)</td>
<td>0-28-4</td>
<td>Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Consent of the Department Chair.</td>
</tr>
<tr>
<td>CJJE 1211</td>
<td>Basic Firearms</td>
<td>1-2-2</td>
<td>Instruction in firearm safety, cleaning and care techniques, proper shooting principles, and proficiency with a handgun and shotgun. Prerequisite: Department approval required.</td>
</tr>
<tr>
<td>CJJE 1333</td>
<td>Traffic Law and Investigation</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
<tr>
<td>CJJE 1345</td>
<td>Intermediate Crime Scene Investigation</td>
<td>3-0-3</td>
<td>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: CRJ 2314/CJSA 1342 or Police Academy.</td>
</tr>
<tr>
<td>CJJE 2345</td>
<td>Vice and Narcotics Investigation</td>
<td>3-0-3</td>
<td>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: CRJ 2314/CJSA 1342.</td>
</tr>
<tr>
<td>CJJE 2486</td>
<td>Internship-Criminal Justice/Police Science</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: Consent of the Department Chair.</td>
</tr>
</tbody>
</table>
CJSA 1170 Alcohol Awareness/Intervention 1-0-1
This course will provide the student with a basic overview of alcohol as a drug of abuse and the methodology for developing an action plan of intervention at a local level. Focus on alcohol fueled offenses and problems, identifying and dealing with alcohol abusers and the criminal justice implications of alcohol related convictions.

CJSA 1171 Police Brutality 1-0-1
This course will provide students with basic information about the excessive use of force by police. The police have the right to use force to subdue criminals; even deadly force is authorized in certain situations. This course addresses what triggers the excessive use of force, what the consequences are to the police and society when this happens, and how it can be prevented.

CJSA 1172 Topics for Parents 1-0-1
The course will focus on areas of concern for today’s parents; on-line predators, teenage alcohol and drug abuse and teenage domestic violence. This course will provide students with knowledge concerning these areas that will provide additional avenues of communication.

CJSA 1173 Drug Recognition for Law Enforcement 1-0-1
The course will provide the student with the basics of the most common controlled substances a law enforcement officer will encounter. The student will gain knowledge of classifications of, identification of, and effects of “street drugs”.

CJSA 1174 Terrorism as a Strategy 1-0-1
The course will consider the definition of terrorism and its place in the spectrum of political violence as well as comparing different classifications of insurgency. The course will introduce students to how terrorism is used as a strategy of insurgency and how it is a strategy based on the psychological impact.

CJSA 1175 Investigation of Sexual Abuse 1-0-1
This course discusses the different formats used to investigate the crime of sexual assault. It includes strategies to investigate sexual assault, interview victims and witnesses, document evidence in accordance with state laws, and conduct case studies.

CJSA 1176 Introduction to Gangs and Gang Infiltration of the Military 1-0-1
This course offers an introduction to gangs in America and the infiltration of gangs in the United States military. Topics include gang identification, the role of the criminal justice system and the community in suppressing, intervening and preventing gang activity, how and why gang members join the military and the impact of gangs on the military.

CJSA 1177 International Criminal Justice 1-0-1
This course will provide an introduction to the history, policy, and practices of criminal justice in an international environment. The history of the development of the laws and judicial structures that serve to administer international criminal justice will be examined, particularly post World War II. The agencies involved in international criminal justice, from INTERPOL to the Federal Bureau of Investigation, will be studied as will the differing policing practices in particular comparative cases. Specific attention will be paid to the international issues arising for criminal justice practitioners in both domestic and foreign jurisdictions and the bodies of international law that will affect a criminal justice practitioner. Finally, the 21st Century international terrorist threat will be studied for its affects on the practice of criminal justice in civil and military contexts.

CJSA 1178 Criminal Deviance 1-0-1
This course is an examination of criminal behavior with a special emphasis on the deviation from societal norms. The course will discuss ideas about crime, criminal intent, and criminal motivation. The course offers a survey of theories and research on the rationality of criminal behavior and stimulus of offenders. The course also offers a review of the social response to criminal behavior.

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: CRJ 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: CRIJ 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 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.

CMSW Mental Health Services see also CHLT, DAAC, PSYT and SCWK

CMSW 1166 Practicum (or Field Experience) - Clinical/Medical Social Work 0-8-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
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  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  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, pronunciation, 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, TV, 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.

CPMT Computer Electronics Technology  see also CETT, CSIR, EECT, ELMT, HART, 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
This course is designed to prepare student to challenge the Comp Tia A+ certification exam, providing an examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids to repair computer systems. Prerequisite: CETT 1425 and CETT 1429.

CPMT 1449  Computer Networking Technology  3-3-4
This course is designed to prepare student to challenge the Comp Tia Net+ certification exam. Topics include: networking fundamentals, terminology, hardware, software, and network architecture. The course includes hands-on activities reinforcing local area network (LAN) and wide area network (WAN) 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 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 WDK

CRPT 1411 Roof Systems 3-3-4
Principles of design and construction of a roof system incorporating gable, hip, and intersections. Emphasis given to safe work practices and the use and maintenance of tools and equipment. Prerequisite: CRPT 1429 and CRPT 1415.

CRPT 1415 Wall Systems 3-3-4
Identification of components; construction of wall systems; safe work practices; and the use and maintenance of tools and equipment. Prerequisite: CRPT 1429 and CRPT 1423.

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 use and maintenance of tools and equipment. Prerequisite: CRPT 1429.

CRPT 1429 Introduction to Carpentry 3-3-4
An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

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.

DAAC Mental Health Services see also CHLT, CMSW, PSYT and SCWK

DAAC 1304 Pharmacology of Addiction 2-4-3
This course provides an emphasis on the pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interactions, withdrawal, and recovery; describing the psychological and physiological effects of substance use. Recommended: DAAC 1319 be taken concurrently.

DAAC 1309 Assessment Skill of Alcohol and Other Drug Addictions 2-4-3
An exploration of the procedures and tools used to identify and assess a client’s problems, strengths, deficits, and needs. Emphasis will be on practical application through the development of assessment documentation, case studies, and treatment plans. Prerequisites: DAAC 1304, DAAC 1319.

DAAC 1311 Counseling Theories 2-4-3
This course is an examination of the major theories and current treatment modalities used in the field of counseling. Prerequisite: PSYT 1329. Recommended prerequisite: PSYC 2301.

DAAC 1319 Introduction to Alcohol and Other Drug Addictions 2-4-3
An examination of the causes and consequences of addiction, the major drug classifications, and the counselor’s code of ethics. Attention is given to family systems, special populations & diversity, prevention, intervention, & relapse prevention, and legal and professional issues in addiction counseling. An overview of competencies and requirements for licensure in Texas is covered. Recommended: DAAC 1304 to be taken concurrently.

DAAC 2301 Therapeutic Communities in a Criminal Justice Setting 2-2-3
The models of addiction counseling related to the treatment of incarcerated substance users are examined. This includes the application of ethical standards and laws that relate to addiction counseling. Information on relapse prevention and recovery programs is also covered. Prerequisites: DAAC 1304, DAAC 1309, DAAC 1319.

DAAC 2306 Substance Abuse Prevention I 2-2-3
Identify evidence-based prevention strategies within a cultural context; identify risk and protective factors for substance use disorders; describe resources for prevention program planning; and explain program evaluation methods.

DAAC 2307 Addicted Family Intervention 2-4-3
Examination of family systems focusing on the effects of addiction and recovery. Describe the effects of addiction on the family system; differentiate between various family treatment processes; identify the impact of addictive behaviors as they relate to diverse family structures; and analyze the roles of the family members in the addictive and recovery process. Therapeutic alternatives as they relate to the family from a multicultural and trans-generational perspective will be addressed. Prerequisite: DAAC 1319.
DAAC 2341 Counseling Alcohol and Other Drug Addictions 2-4-3
This course is an advanced examination of skills, confidentiality and ethical guidelines applied in the counseling, treatment and recovery of substance use disorders. Required prerequisites: Departmental Approval, DAAC 1304, DAAC 1309, DAAC 2354, CMSW 1309, PSYT 1329, PSYT 2321, PSYT 2331.

DAAC 2353 Substance Abuse Prevention II 2-2-3
In-depth exploration of research, evaluation methods and best practices in prevention program design.

DAAC 2354 Dynamics of Group Counseling 2-4-3
Exploration of group counseling skills, techniques, and stages of group development, and confidentiality and ethics. Differentiate types of groups; describe the basic stages of the group process; demonstrate group management skills; produce client documentation; and identify issues of confidentiality. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1304, DAAC 1319, PSYT 1329, PSYT 2321, PSYT 2331. Recommended prerequisite: PSYC 2301.

DAAC 2367 Practicum (or Field Experience) – Substance Abuse/Addiction Counseling 0-22-3
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. This course is the Capstone Experience for students exiting the program with a Certificate or Associates in Applied Science (AAS) Degree in Chemical Dependency Counseling and the Certificate in Criminal Justice Addictions. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1304, DAAC 1309, DAAC 1319, DAAC 2301, DAAC 2307, DAAC 2341, DAAC 2354, PSYT 1329, PSYT 2321, PSYT 2331.

DEM 1401 Shop Safety and Procedures 3-3-4
A study of shop safety, rules, basic shop tools, and test equipment.

DEM 1405 Basic Electrical Systems 2-7-4
Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries. Prerequisites: DEMR 1406.

DEM 1406 Diesel Engine I 3-3-4
An introduction to the basic principles of diesel engines and systems. Prerequisite: DEMR 1401.

DEM 1410 Diesel Engine Testing and Repair I 2-6-4
An introduction to testing and repairing diesel engines including related systems specialized tools. Prerequisites: DEMR 1405.

DEM 1416 Basic Hydraulics 2-7-4
Fundamentals of hydraulics including components and related systems. Prerequisite: DEMR 1401.

DEM 1417 Basic Brake Systems 2-6-4
Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting. Prerequisite: DEMR 1405.

DEM 1421 Power Train I 2-7-4
Fundamentals, repair, and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair. Prerequisites: DEMR 1416.

DEM 1423 Heating, Ventilation and Air Conditioning, Troubleshooting and Repair 2-7-4
Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. Prerequisite: DEMR 1405.

DEM 1447 Power Train II 3-3-4
Continuation of fundamentals and theory of power train systems. Emphasis on disassembly, inspection, and repair of power train components. Prerequisites: DEMR 1421.

DEM 1449 Diesel Engine II 2-7-4
An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. Prerequisites: DEMR 2434.

DEM 2412 Diesel Engine Testing and Repair II 2-7-4
Coverage of testing and repairing diesel engines including related systems and specialized tools. Prerequisites: DEMR 1410.

DEM 2434 Advanced Diesel Tune-Up and Troubleshooting 2-7-4
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 1410.

DEM 2488 Internship-Diesel 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.

DFTG Computer-Aided Drafting and Design see also ARCE

DFTG 1405 Technical Drafting 3-3-4
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 3-3-4
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: DFTG 1405 or concurrent enrollment.

DFTG 1417 Architectural Drafting - Residential 3-3-4
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 3-3-4
A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/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 3-3-4
Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Prerequisites: DFTG 1405, DFTG 2417, or concurrent enrollment.

DFTG 2412 Technical Illustration and Presentation 3-3-4
Introduction to pictorial drawings as used in industrial catalogs, assembly sheets, newspaper 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: 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: 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.

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 1342 Introduction to Costume 2-4-3
Principles and techniques of costume design and construction for theatrical productions.

DRAM 1351 Acting I 2-4-3
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 2-4-3
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 2-4-3
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 2-4-3
The focus of this course could vary from semester to semester. It will follow an in-depth study of a specific element related to the motion picture art form. Some possible topics might include a focus on genre, sociological influence, technical art or directorial style. 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSMA 0101</td>
<td>Basic Developmental Mathematics</td>
<td>1-1.5-1</td>
<td>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. (Fort Hood BSEP/FAST)</td>
</tr>
<tr>
<td>DSMA 0300</td>
<td>Developmental Mathematics I</td>
<td>5-1-3</td>
<td>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.</td>
</tr>
<tr>
<td>DSMA 0301</td>
<td>Developmental Mathematics II</td>
<td>5-1-3</td>
<td>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.</td>
</tr>
<tr>
<td>DSMA 0303</td>
<td>Developmental Mathematics IV</td>
<td>5-1-3</td>
<td>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.</td>
</tr>
<tr>
<td>DSMA 0304</td>
<td>Fundamentals of Mathematics II</td>
<td>3-0-3</td>
<td>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. (Offered at locations that do not have a lab facility)</td>
</tr>
<tr>
<td>DSMA 0305</td>
<td>Pre-Algebra</td>
<td>4-0-3</td>
<td>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. This course is offered online.</td>
</tr>
<tr>
<td>DSMA 0306</td>
<td>Introductory Algebra</td>
<td>3-0-3</td>
<td>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. (Offered at locations that do not have a lab facility)</td>
</tr>
<tr>
<td>DSMA 0307</td>
<td>Intermediate Algebra</td>
<td>3-0-3</td>
<td>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. (Offered at locations that do not have a lab facility)</td>
</tr>
<tr>
<td>DSMA 0309</td>
<td>Fundamentals of Algebra</td>
<td>4-0-3</td>
<td>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. This course is offered online.</td>
</tr>
<tr>
<td>DSMA 0310</td>
<td>Intermediate Algebra</td>
<td>4-0-3</td>
<td>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 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. This course is offered online.</td>
</tr>
<tr>
<td>DSRE 0300</td>
<td>Developmental Reading I</td>
<td>2-2-3</td>
<td>Developmental Reading I (DSRE 0300) 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 below 50 on the reading portion of the ACCUPLACER test. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. Each student is required to log 16 hours in the developmental studies computer lab to practice the reading skills addressed in class.</td>
</tr>
<tr>
<td>DSRE 0301</td>
<td>Developmental Reading II</td>
<td>2-2-3</td>
<td>Developmental Reading II (DSRE 0301) is designed to aid students in developing and reinforcing the skills needed for reading college-level materials. This course was developed specifically for those who scored between 50 and 77 on the ACCUPLACER test or those who have successfully completed Developmental Reading I (DSRE 0300 or DSRE 0302). Emphasis will be on vocabulary development, literal and critical comprehension skills, study and test taking skills, and fluency. Each student is required to log 16 hours in the developmental studies computer lab to practice the reading skills addressed in class. Successful completion of DSRE 0301 should provide a student with an adequate background to successfully pass the reading section of the ACCUPLACER as well as any college course that requires extensive reading.</td>
</tr>
</tbody>
</table>
DSRE 0302 Fundamentals of Reading I 3-0-3
Fundamentals of Reading I (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 below 50 on the ACCUPLACER test. Emphasis will be on vocabulary development, sentence and paragraph 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 below 50 on the ACCUPLACER or 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). (Offered at locations that do not have a lab facility)

DSRE 0303 Fundamentals of Reading II 3-0-3
Fundamentals of Reading II (DSRE 0303) is designed to aid students in developing and reinforcing the skills needed for reading college-level materials. This course was developed specifically for those who scored between 50 and 77 on the ACCUPLACER test or those who have successfully completed Developmental Reading I (DSRE 0302 or DSRE 0302). Emphasis will be on vocabulary development, literal and critical comprehension skills, study and test-taking skills, and fluency. Successful completion of DSRE 0303 should provide a student with an adequate background to successfully pass the reading section of the ACCUPLACER as well as any college course that requires extensive reading. (Offered at locations that do not have a lab facility)

DSRE 0311 Developmental Reading II 4-0-3
Developmental Reading II (DSRE 0311) is designed for the student who requires a flexible schedule and who possesses the commitment and self-discipline to benefit from interactive on-line learning. This course is designed to aid students in developing and reinforcing the skills needed for reading college-level materials. This course was developed specifically for those who scored between 50 and 77 on the ACCUPLACER test or those who have successfully completed Developmental Reading I (DSRE 0300 or DSRE 0302). Emphasis will be on vocabulary development, literal and critical comprehension skills, study and test-taking skills, and fluency. A computer, internet connection, and designated course software to facilitate interactive learning must be available. Successful completion of DSRE 0311 should provide the student with an adequate background to pass the reading section of the ACCUPLACER as well as to complete any college course that requires extensive reading. Prerequisite: A course comparable to DSRE 3—or DSRE 302 OR OTHER APPROPRIATE TEST SCORES. This course is offered online.

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 a 50 on the ACCUPLACER and a 2 or 3 on the writing section. Intended for native English speakers or for those students who have scored below 50 on the 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). This course focuses on the development of correct simple, compound, and complex sentences; basic process paragraphs; and expository paragraphs. A laboratory is required. Prerequisite: DSLA 0315

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 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 between 50 and 79 on the ACCUPLACER test or those 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). This course focuses on the development of correct simple, compound, and complex sentences; basic process paragraphs; and expository paragraphs. A laboratory is required. Prerequisite: DSWR 0301

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 50 on the ACCUPLACER or 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). (Offered at locations that do not have a lab facility)

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 50 and 79 on the ACCUPLACER test or those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL). (Offered at locations that do not have a lab facility)

DSWR 0311 Developmental Writing II 4-0-3
Developmental Writing II is designed for the student who requires a flexible schedule and who 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 3—or DSWR 302 OR OTHER APPROPRIATE TEST SCORES. This course is offered online.

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, and test-taking, and research techniques are taught. Prerequisites: Completion of all courses in Level 1 DSLA.

DSL A 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.

DSL A 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 0315
DSLA 0315 Grammar I (ESL) 3-1-3
This course is for beginning-intermediate non-native speakers. It covers basic elements of English sentence structure and linguistic problem areas such as countable/uncountable nouns, articles, prepositions, phrasal verbs, word order, and simple sentence construction.

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.

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 0323 Academic Listening and Speaking I 4-1-3
This course, designed for beginning non-native speakers, moves students from aural language recognition to oral production through simple conversational dialogues and the use of dictation. This course focuses on fluency and accuracy.

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
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

ECON 2302 Principles of Microeconomics 3-0-3
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

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 and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and course must include 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; should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; must include 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, CSIR, ELMT, HART, 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, CSIR, EECT, HART, 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  1311  Solar Fundamentals  3-1-3
The study of heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.

ELMT  1402  Solar Photovoltaic Systems  3-3-4
Design and installation of solar photovoltaic systems and their applications.

ELMT  2339  Advanced Programmable Logic Controllers  2-4-3
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.

ELMT  2435  Certified Electronics Technician Training  3-3-4
Review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency. Prerequisite: CETT 1449.

ELMT  2437  Electronic Troubleshooting, Service, and Repair  3-3-4
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. Prerequisites: CETT 1429.

ELPT  Maintenance Technology  see also CBFM, CNBT, CRPT, MBST, PFPB and WDWK

ELPT  1411  Basic Electrical Theory  3-3-4
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

ELPT  1429  Residential Wiring  3-3-4
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.

EMAP  Public Administration/ Homeland Security  see also HMSY

EMAP  1345  Hazard Mitigation and Debris Management  3-0-3
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.

EMAP  1400  Principles of Basic Emergency Management  4-0-4
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 interaction 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.

EMAP  1440  Disaster Exercise Design & Evaluation 4-0-4
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.

EMAP  2300  Developing Volunteer Resources and Decision Making  3-0-3
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.

EMAP  2301  Leadership and Effective Communication  3-0-3
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.

EMAP  2302  Managing Mass Casualty and Fatality Incidents  3-0-3
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.

EMAP  2355  Disaster Recovery  3-0-3
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.

EMSP  Emergency Medical Technology

EMSP  1108  Emergency Vehicle Operations  0-2-1
Instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

EMSP  1147  Pediatric Advanced Life Support  1-0-1
A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies.
EMSP 1160 Clinical-Emergency Medical Technology/Technician 0-6-1
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.

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 1204 EMT Refresher 1-2-2
Update and review theory and skills necessary to meet national and/or state requirements for remediation or recertification as an Emergency Medical Technician (EMT).

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-requisite: EMSP 2143. See also admission requirements.

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 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-requisite: EMSP 1268. See also admission requirements.

EMSP 2147 Pediatric Education for Pre-Hospital Providers 1-0-1
A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma-related emergencies.
EMSP 2160 Clinical – Emergency Medical EMT Paramedic 0-3-1
A 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.

EMSP 2300 Methods of Teaching Emergency Medical Services 2-2-3
Instruction in teaching methodology for instructors of emergency medical services.

EMSP 2330 Special Populations 2-2-3
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. Upon successful completion of this course, EMSP 2444, EMSP 2434, EMSP 1167, EMSP 2143 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 1167. See also admission requirements.

EMSP 2338 EMS Operations 3-0-3
A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. Prerequisites: Current CPR certification, EMSP 1401. See also admission requirements.

EMSP 2434 Medical Emergencies 3-3-4
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. Upon successful completion of this course, EMSP 2444, EMSP 1167, EMSP 2330, EMSP 2143 and EMSP 1268, students will be 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 1401 and EMSP 1160. See also admission requirements.

EMSP 2444 Cardiology 3-3-4
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. Upon successful completion of this course, EMSP 2434, EMSP 1167, EMSP 2330, EMSP 2143 and EMSP 1268, students will be 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 1401 and EMSP 1160. See also admission requirements.

EMSP 2458 Critical Care Paramedic 3-3-4
Prepares healthcare personnel to function as members of a critical care transport team.

ENGL English

ENGL 1301 Composition I 3-0-3
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 3-0-3
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 3-0-3
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 2308 Creative Writing II 3-0-3
This course provides practical experience in the techniques of imaginative writing. The focus of this course will be genre specific. This course is designed to guide the student in completing a detailed outline of a working novel. It will expose students to constructive criticism of their own work, and develop appropriate critiquing skills to be applied to the writings of others. The course will also focus on developing skills to set and meet timelines for the completion of a large project. Prerequisite: ENGL 1301.

ENGL 2311 Technical and Business Writing 3-0-3
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 equivalent, with a grade of “C” or above.

ENGL 2322 British Literature I 3-0-3
A survey of English literature from Beowulf to the major writers of the 19th 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 3-0-3
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 3-0-3
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 3-0-3
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.
ENGL 2332 World Literature I
A survey of the major works of world writers from ancient epics to Renaissance poetry. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected reading. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of “C” or above.

ENGL 2333 World Literature II
A survey of the major works of world writers from the Enlightenment to the Twenty-first Century. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of “C” or above.

ENGR Engineering
ENGR 1201 Introduction to Engineering
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 2301 Engineering Mechanics I – Statics
Calculus-based study of composition and resolution of forces, equilibrium of force systems, friction, centroids, and moments of inertia. Prerequisite: MATH 2413. Co-requisite MATH 2414.

ENGR 2302 Engineering Mechanics II – Dynamics
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
General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. Prerequisite: Math ASSET score of 45 or above; or a math ACCUPLACER score of 95 or above or completion of DSMA 0303 with a grade of “C” or above. Co-requisite: ENVX 1401.

FIRT Fire Protection
FIRT 1301 Fundamentals of Fire Protection
Overview to 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
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
Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.

FIRT 1309 Fire Administration I
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
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
Study of firefighter occupational safety and health in emergency and non-emergency situations.

FIRT 1338 Fire Protection Systems
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 Fighting Strategies and Tactics I
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.

FREN French
FREN 1411 Beginning French I
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

FREN 1412 Beginning French II
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
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
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.

GEOG Geography
GEOG 1300 Principles of Geography
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
Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. The first semester emphasizes physical geography and the second semester emphasizes cultural geography.

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.

GEOG 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.

GOVT Government

GOVT 2304 Introduction to Political Science 3-0-3
Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

GOVT 2305 Federal Government 3-0-3
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

GOVT 2306 Texas Government 3-0-3
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

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 Hamada 234 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 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 1374 or ARTC 2333.

GRPH 1474 Preventive Maintenance 3-3-4
This course covers preventive maintenance of the offset printing press. A thorough study of the adjustments, preventive maintenance and simple repair on darkroom, composing room, press room, and bindery equipment. Prerequisites: GRPH 2436.

GRPH 2338 Press Operations II 2-4-3
Maintenance and operation of large sheet-fed offset press systems and production of process-color jobs with hairline registration. Prerequisite: GRPH 1309.

GRPH 2436 Prepress Techniques 2-6-4
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: ARTC 2305.
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.

HALT 1470 Horticulture – Home Gardening 2-4-4
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.

HALT 2308 Greenhouse Management 2-3-3
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.

HAMG Hospitality Management see also CHEF, IFWA, PSTR, RSTO and TRVM

HAMG 1313 Front Office Procedures 3-0-3
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.

HAMG 1321 Introduction to the Hospitality Industry 3-0-3
Introduction to the Hospitality Industry introduces students to the various elements of the Hospitality field. It provides an in-depth overview of the world’s largest and fastest growing business. Topics include growth, development and organization of the foodservice and lodging industries; human resources; marketing; security, engineering and maintenance of hospitality facilities; and career opportunities within the hospitality industry.

HAMG 1324 Hospitality Human Resource Management 3-0-3
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.

HAMG 1340 Hospitality Legal Issues 3-0-3
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.

HAMG 1342 Guest Room Maintenance 3-1-3
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.

HAMG 2301 Principles of Food and Beverage Operations 3-0-3
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.

HAMG 2307 Hospitality Marketing and Sales 3-0-3
Identification of the core principles of marketing and their impact on the hospitality industry.

HAMG 2332 Hospitality Financial Management 3-0-3
Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.

HAMG 2337 Hospitality Facilities Management 3-0-3
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.

HAMG 2372 Hospitality Industry Training 3-0-3
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.

HAMG 2388 Internship - Hospitality Administration and Management 0-17-3
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. Prerequisite: Consent of the Program Director.
HART Heating, Air Conditioning and Refrigeration

HART 1401 Basic Electricity for HVAC  3-3-4
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Prerequisite: department consent required.

HART 1403 Air Conditioning Control Principles  3-3-4
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.

HART 1407 Refrigeration Principles  3-3-4
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Prerequisite: Department consent required.

HART 1441 Residential Air Conditioning  3-3-4
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisite or Co-requisite: HART 1401 and 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: Department consent required.

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 operation 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, 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  4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

HIND 1412 Beginning Hindi II  4-2-4
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
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

HIST 1302 United States History II  3-0-3
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

HIST 2301 Texas History  3-0-3
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.
HIST 2311 Western Civilization I 3-0-3
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

HIST 2312 Western Civilization II 3-0-3
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalization.

HIST 2381 African-American History 3-0-3
Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

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 the study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Prerequisite: HITT 1305 or equivalent.

HITT 1305 Medical Terminology I 2-4-3
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1341 Coding and Classification Systems 2-4-3
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. Prerequisites: HITT 1301 and HITT 1305.

HITT 2166 Practicum 0-8-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Completion of all courses in the certificate except HITT 2346 and Departmental approval. HITT 2346 may be taken as a co-requisite with HITT 2166.

HITT 2335 Coding and Reimbursement Methodologies 2-4-3
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisites: HITT 1341 and 1303.

HITT 2346 Advanced Medical Coding 2-4-3
Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. Prerequisites: POFM 1327, POFM 2310 and Departmental approval.

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.
Human Resources 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.

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. Prerequisite: Department approval 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. Prerequisite: Department approval required.

HUMA Humanities

HUMA 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 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 database technology, creating websites in order to collect information, perform online transactions and generate dynamic content. Prerequisite: ITNW 1437, or ITSC 1409, or BCIS 1405.

INDO Indonesian

INDO 1411 Beginning Indonesian I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

INDO 1412 Beginning Indonesian II 4-2-4
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 providing contexts that reinforce the usefulness of the Italian language 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 Electronics see also CETT, CPMT, CSIR, EECT, ELMT, HART 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 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 2441 CCNA 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; and secure router design, installation, configuration, and maintenance; AAA and VPN implementation using routers and firewalls.

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 IMED, ITSC, ITSE, ITSW and ITSY

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 MCTS 70-642 exam leading to certification for Microsoft Server 2008.

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 MC-PRO 70-646. Prerequisite: None.

ITNW 1458 Network+ (CompTIA) 3-3-4
Network+ certification exam and for a career as a network professional. Prerequisite: None.

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 MCTS 70-640 exam leading to certification for Microsoft Server 2008.

ITNW Electronics see also CETT, CPMT, CSIR, EECT, ELMT, HART and ITCC

ITNW 1313 Computer Virtualization 2-4-3
Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.

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.
ITNW, ITSE, ITSW and ITSY

**ITSC Computer Science** see also IMED, ITNW, ITSE, 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.

**ITSC 1405 Introduction to PC Operating Systems** 3-3-4
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.

**ITSC 1409 Integrated Software Applications I** 3-3-4
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Prerequisite: None.

**ITSC 1415 Project Management Software** 3-3-4
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.

**ITSC 1425 Personal Computer Hardware (CompTIA A+)** 3-3-4
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Prerequisite: None.

**ITSC 2439 Personal Computer Help Desk Support** 3-3-4
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.

**ITSC 2486 Internship - Computer and Information Sciences, 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: 24 hours in computer science courses and consent of the Department Chair.

**ITSE Computer Science** see also IMED, ITNW, ITSE, ITSW and ITSY

**ITSE 1402 Comp. Programming (Visual Basic)** 3-3-4
Introduction to computer programming including design, development, testing, implementation, and documentation. Prerequisite: None.

**ITSE 2402 Intermediate Web Programming (PHP/Scripting/Mobile Apps)** 3-3-4
Techniques for Web development. Includes server-side and client-side scripting. Prerequisite: IMED 1416.

**ITSE 2421 Object-Oriented Programming (C++)** 3-3-4
Introduction to object-oriented programming. Emphasis on the fundamentals of design with classes, including development, testing, implementation, and documentation. Prerequisite: ITSE 1402.

**ITSE 2459 Advanced Comp. Programming (C#)** 3-3-4
Advanced programming techniques including file access methods, data structures, modular programming, program testing and documentation. Prerequisite: ITSE 1402.

**ITSE 2486 Internship - Computer Programming/Programmer, 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: 24 hours in computer science courses and consent of the Department Chair.

**ITSW Computer Science** see also IMED, ITNW, ITSC, ITSE and ITSY

**ITSW 1401 Introduction to Word Processing** 3-3-4
An overview of the production of documents, tables, and graphics. Prerequisites: none.

**ITSW 1404 Introduction to Spreadsheets** 3-3-4
Instruction in the concepts, procedures, and application of electronic spreadsheets. Prerequisites: none.

**ITSW 1407 Introduction to Database** 3-3-4
Introduction to database theory and the practical applications of a database. Prerequisites: ITSW 1401 OR ITSW 1404 OR ITSC 1409, OR BCIS 1405.

**ITSW 2486 Internship - Data Processing and Data Processing 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. Prerequisites: 24 hours in computer science courses and consent of the Department Chair.

**ITSY Computer Science** see also IMED, ITNW, ITSC, ITSE and ITSY

**ITSY 1400 Fundamentals of Information Security** 3-3-4
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.

**ITSY 1442 Information Technology Security (CompTIA)** 3-3-4
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Presents information needed to prepare and take the Computer Technology Industry Association (CompTIA) Security+ Certification Exam. Prerequisite: None.

**ITSY 2401 Firewalls and Network Security** 3-3-4
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: ITCY 1400 or concurrent enrollment.

**ITSY 2442 Incident Response & Handling** 3-3-4
In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. Prerequisite: ITCY 1400 or concurrent enrollment.
KINE 2459 Security Assessment and Auditing  3-3-4
Capstone experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place to assure regulatory compliance. Prerequisite: ITSY 1400.

JAPN Japanese

JAPN 1311 Beginning Japanese I  3-0-3
Introduction to Japanese with emphasis on conversation, grammar, and the written forms. There will also be readings of simple texts dealing with Japanese life and culture.

JAPN 1312 Beginning Japanese II  3-0-3
Continuation of Japanese conversation, grammar and the written forms. Emphasis is on reading texts dealing with Japanese life and culture. Prerequisite: JAPN 1311 with a grade of "C" or above.

JAPN 1411 Beginning Japanese I  4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

JAPN 1412 Beginning Japanese II  4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: JAPN 1411 with a grade of "C" or above.

JAPN 2311 Intermediate Japanese I  3-0-3
Review and application of skills in listening, comprehension, and speaking; introduction to advanced grammar patterns; and acquisition of additional Japanese characters. Prerequisite JAPN 1411 and 1412 with a grade of "C" or above.

JAPN 2312 Intermediate Japanese II  3-0-3
This course continues reading in contemporary Japanese writings and drill on syntax as needed for reading, composition, and conversation. Prerequisite: JAPN 2311 with a grade of "C" or above.

KINE Kinesiology

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<th>Title</th>
<th>Prerequisite</th>
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<td>Weight Training II</td>
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<td>KINE 1146</td>
<td>Yoga I</td>
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<td>KINE 1147</td>
<td>Yoga II</td>
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<td>KINE 1148</td>
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<td>KINE 1149</td>
<td>Jogging I</td>
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<td>Jogging II</td>
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<td>Scuba Diving II</td>
<td>KINE 1151</td>
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<td>KINE 1153</td>
<td>Lifeguard Training</td>
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<td>Pilates I</td>
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<td>Pilates II</td>
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<td>KINE 2100</td>
<td>Zooma Cardio I</td>
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<td>KINE 2101</td>
<td>Aquatic Zooma I</td>
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<td>Aquatic Zooma II</td>
<td>KINE 2101</td>
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<td>KINE 2103</td>
<td>Recreational Activities I</td>
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<td>KINE 2104</td>
<td>Zooma Cardio II</td>
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<td>KINE 2102</td>
<td>Barbell Training/Fitness II</td>
<td>KINE 1131</td>
<td>0-3-1</td>
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<tr>
<td>KINE 2105</td>
<td>Scuba III Rescue Divers</td>
<td>KINE 1152</td>
<td>0-3-1</td>
</tr>
</tbody>
</table>
| KINE 1301 | Introduction to Physical Fitness & Sport | 3-0-3 | 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| 3-0-3 | Investigation of the principles and practices in relation to personal and community health. 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.

Central Texas College Catalog 2013-2014 • Course Descriptions 123
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>KINE 1306</td>
<td>First Aid</td>
<td>3-0-3</td>
</tr>
<tr>
<td>KINE 1308</td>
<td>Sports Officiating I</td>
<td>3-0-3</td>
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<tr>
<td>KINE 1321</td>
<td>Coaching/Sports/Athletics I</td>
<td>3-0-3</td>
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<tr>
<td>KINE 1331</td>
<td>Physical Education for Elementary Majors</td>
<td>3-0-3</td>
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<tr>
<td>KINE 1338</td>
<td>Concepts of Physical Fitness – Personal Trainer – NCSF Trainer Certification Course</td>
<td>3-0-3</td>
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<tr>
<td>KORE 1311</td>
<td>Beginning Korean I</td>
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<td>KORE 1312</td>
<td>Beginning Korean II</td>
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<td>KORE 1313</td>
<td>Beginning Korean III</td>
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<td>KORE 1314</td>
<td>Beginning Korean IV</td>
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<tr>
<td>LGLA 1300</td>
<td>Elder Law</td>
<td>3-0-3</td>
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<tr>
<td>LGLA 1301</td>
<td>Legal Research and Writing</td>
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<tr>
<td>LGLA 1304</td>
<td>Military and National Security Legal Issues</td>
<td>3-0-3</td>
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<tr>
<td>LGLA 1307</td>
<td>Introduction to Law and the Legal Profession</td>
<td>3-0-3</td>
</tr>
<tr>
<td>LGLA 1317</td>
<td>Law Office Technology</td>
<td>3-0-3</td>
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</tbody>
</table>

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, and CPR for the Professional 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.

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.

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.

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.

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.

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

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.

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation. Prerequisite: KORE 1411 with a grade of “C” or above.

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.

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.

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

Fundamental concepts of elder law, including financial and estate planning, public benefits, health care, personal planning and protection, and consumer protection emphasizing the paralegal’s role in elder law.

Presents the fundamentals of legal research and writing emphasizing the paralegal’s role including resources and processes used in legal research and writing.

Emphasizes the role of the paralegal and presents fundamentals of the United States military legal system including an introduction to the Uniform Code of Military Justice, military regulations, and court decisions involved in military law emphasizing emerging issues of national security laws.

Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal’s role.

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. 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.

LGLA 1351 Contracts 3-0-3
This course presents fundamental concepts of contract law with emphasis on the paralegal’s role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code.

LGLA 1353 Wills, Trust and Probate Administration 3-0-3
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal’s role. Recommended co-requisite: LGLA 1345.

LGLA 1355 Family Law 3-0-3
This course presents fundamental concepts of family law with emphasis on the paralegal’s role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

LGLA 1357 Juvenile Law 3-0-3
This course presents fundamental concepts of juvenile law with emphasis on the paralegal’s role. Topics include differences between the criminal and juvenile justice systems, detention, adjudication, disposition, certification procedures, and related issues within the public education system.

LGLA 1372 National Security Law 3-0-3
Emphasizes emerging issues of national security laws, terrorism and national security crimes, national security detentions and trials, military tribunals, and clandestine operations. It includes legal challenges to Intelligence Operations and Collection, as well as legal issues involved in detaining and interrogating terrorist suspects, and prosecution of accused terrorists and their supporters in criminal courts and before military tribunals.

LGLA 1391 Special Topics in Paralegal/ Legal Assistance 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. This course was designed to be repeated multiple times to improve student proficiency.

LGLA 2303 Torts and Personal Injury Law 3-0-3
Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability are presented with emphasis on the paralegal’s role in tort and personal injury law.

LGLA 2307 Law Office Management 3-0-3
This course presents the fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals. Recommended prerequisite: LGLA 1307.

LGLA 2309 Real Property 3-0-3
This course presents fundamental concepts of real property law with emphasis on the paralegal’s role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

LGLA 2311 Business Organizations 3-0-3
This course presents basic concepts of business organizations with emphasis on the paralegal’s role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations, and other emerging business entities. Recommended prerequisite LGLA 1351.

LGLA 2313 Criminal Law and Procedure 3-0-3
This course presents the fundamental concepts of criminal law from arrest to final disposition, principles of federal and state law, and the role of the paralegal in the preparation of pleadings and motions.

LGLA 2321 Military Law 3-0-3
This course presents an overview of the operation and management of military law as applied to paralegals including detailed coverage of Uniform Code of Military Justice (UCMJ), claims, military administrative law, legal assistance, and civil law as it applies to the military.

LGLA 2331 Advanced Legal Research & Writing 2-3-3
Builds on previous legal research and writing courses and covers standard and electronic research techniques and preparation of complex legal documents with emphasis on the paralegal’s role.

LGLA 2333 Advanced Legal Document Preparation 3-0-3
The use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

LGLA 2335 Advanced Civil Litigation 3-0-3
Implementation of advanced civil litigation techniques with emphasis on the paralegal’s role. Builds upon skills required in prior civil litigation courses. Prerequisite: LGLA 1345.

LGLA 2388 Internship- Paralegal/ Legal Assistant 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. Prerequisite: Department approval required.

MATH Mathematics

MATH 1316 Plane Trigonometry 3-0-3
Topics include trigonometric functions, radian and degree measure, circular functions, solving right and oblique triangle problems, deriving and verifying trigonometric identities, inverse trigonometric functions, and solving conditional equations. Prerequisites: DSMA 0303 or equivalent with a grade of “C” or above, or a score on an approved CTC placement assessment equivalent to a 95 on the ACCUPLACER.

MATH 1324 Mathematics for Business and Social Sciences I (Finite Mathematics) 3-0-3
Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Prerequisite: DSMA 0303 or equivalent with a grade of “C” or above, or a score on an approved CTC placement assessment equivalent to a 95 on the ACCUPLACER.
MATH 1325 Mathematics for Business and Social Sciences II (Business Calculus) 3-0-3
Topics include limits and continuity; derivatives; graphing and optimization; exponential and logarithmic functions; antiderivatives; integration; and applications to management, economic, and business. Prerequisites: MATH 1414 or MATH 1324 with a grade of “C” or above.

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: DSMA 0301 or equivalent with a grade of “C” or above, or a score on an approved CTC placement assessment equivalent to a 63 on the ACCUPLACER. This course is for non-mathematics, non-science, and non-business students.

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: DSMA 0301 or equivalent with a grade of “C” or above, or MATH 1332 with a grade of “C” or above, a score on an approved CTC placement assessment equivalent to a 71 on the ACCUPLACER. This course is for non-mathematics, non-science, and non-business students.

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 above 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: A grade of “C” or above in MATH 1414.

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-lecture, lab environment requiring a minimum of one contact hour per week of activity. Prerequisites: DSMA 0303 or equivalent with a grade of “C” or above, or a score on a CTC placement assessment equivalent to a 95 on the ACCUPLACER.

MATH 2318 Linear Algebra 3-0-3
Topics include finite dimensional vector spaces; linear transformations and matrices; quadratic forms; and eigenvalues and eigenvectors. 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 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, CNBT, CRPT, ELPT, FPBP and WDKW

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 1302 Human Disease/Pathophysiology 2-4-3
A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

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 medical laboratory science, structure, equipment, philosophy. 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: MLAB 1211.
MLAB 1211 Urinalysis and Body Fluids 1-4-2
An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety. 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.

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, quality control, quality assurance and safety. Prerequisite: MLAB 1201, 1211.

MLAB 1415 Hematology 3-3-4
The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of routine and special hematology procedures, including quality control, quality assurance, safety, 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, procedures, physiological basis, and significance of testing performed in Clinical Chemistry. Also includes basic chemical laboratory technique, 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. Presents quality control, basic laboratory techniques and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group and Rh typing, pre-transfusion testing, adverse effects of transfusions, and donor selection and components, and hemolytic disease of the newborn. 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, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting results. Prerequisite: MLAB 1201, 1211, 1415.

MLAB 2460 Clinical II - Medical Laboratory Technician 0-18-4
A 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. 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 0-18-4
A 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. 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, 2460.

MLAB 2561 Clinical I - Medical Laboratory Technician 0-25-5
A 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. 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, environmental, 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 technology compatible with industry standards. Designed to develop speed and accuracy. 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. Prerequisite: completion of all courses in the certificate and Departmental approval.
MRMT 2333 Medical Transcription II 2-4-3
Transcription of 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
Application of highly developed medical transcription skills. Includes use of technology 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, officereship, 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>MUAP 1117</td>
<td>Brass I</td>
<td>None</td>
<td>0-1-1</td>
</tr>
<tr>
<td>MUAP 1138</td>
<td>Brass II</td>
<td>MUAP 1137</td>
<td>0-1-1</td>
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<tr>
<td>MUAP 2237</td>
<td>Brass III</td>
<td>MUAP 1138</td>
<td>0-2-2</td>
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<td>MUAP 2238</td>
<td>Brass IV</td>
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<tr>
<td>MUAP 1169</td>
<td>Piano I</td>
<td>None</td>
<td>0-1-1</td>
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<td>MUAP 1170</td>
<td>Piano II</td>
<td>MUAP 1169</td>
<td>0-1-1</td>
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<td>MUAP 2269</td>
<td>Piano III</td>
<td>MUAP 1170</td>
<td>0-2-2</td>
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<tr>
<td>MUAP 2270</td>
<td>Piano IV</td>
<td>MUAP 2269</td>
<td>0-2-2</td>
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<tr>
<td>MUAP 1157</td>
<td>Percussion I</td>
<td>None</td>
<td>0-1-1</td>
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<tr>
<td>MUAP 1158</td>
<td>Percussion II</td>
<td>MUAP 1157</td>
<td>0-1-1</td>
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<td>MUAP 2257</td>
<td>Percussion III</td>
<td>MUAP 1158</td>
<td>0-2-2</td>
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<td>MUAP 2258</td>
<td>Percussion IV</td>
<td>MUAP 2257</td>
<td>0-2-2</td>
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<tr>
<td>MUAP 1101</td>
<td>Strings I</td>
<td>None</td>
<td>0-1-1</td>
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<tr>
<td>MUAP 1102</td>
<td>Strings II</td>
<td>MUAP 1101</td>
<td>0-1-1</td>
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<td>MUAP 2201</td>
<td>Strings III</td>
<td>MUAP 1102</td>
<td>0-2-2</td>
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<td>MUAP 2202</td>
<td>Strings IV</td>
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<td>MUAP 1181</td>
<td>Voice I</td>
<td>None</td>
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<td>MUAP 1182</td>
<td>Voice II</td>
<td>MUAP 1181</td>
<td>0-1-1</td>
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<td>MUAP 2281</td>
<td>Voice III</td>
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<td>MUAP 2282</td>
<td>Voice IV</td>
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<td>MUAP 1117</td>
<td>Woodwinds I</td>
<td>None</td>
<td>0-1-1</td>
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<td>MUAP 1118</td>
<td>Woodwinds II</td>
<td>MUAP 1117</td>
<td>0-1-1</td>
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<td>MUAP 2217</td>
<td>Woodwinds III</td>
<td>MUAP 1118</td>
<td>0-2-2</td>
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<tr>
<td>MUAP 2218</td>
<td>Woodwinds IV</td>
<td>MUAP 2217</td>
<td>0-2-2</td>
</tr>
</tbody>
</table>

MUEN Music

MUEN 1132 Chamber (Small) Instrumental Ensembles 1-1-1
Smaller instrumental ensembles: wind, string, percussion, piano, or laboratory (jazz, rock, fusion, or contemporary).

MUEN 1142 Major (large) Vocal Ensemble 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

MUEN 1152 Chamber (Small) Vocal Ensembles 1-1-1
Vocal ensemble, glee club, madrigal, or small swing choir.

MUSI Music

MUSI 1116 Sight Singing and Ear Training I 1-1-1
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 1117 Sight Singing and Ear Training II 1-1-1
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 1116. This course should be taken concurrently with MUSI 1117. This is a required course for music majors.

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 1301 Fundamentals of Music I 3-0-3
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 3-0-3
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 3-0-3
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 1116. This course is required for music majors.

MUSI 1312 Music Theory II 3-0-3
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 1117. This course is required for music majors.

MUSI 1390 Electronic Music I 3-0-3
An introduction to the use of synthesizers, computers, sequencing, music printing software, multi-rack, recorders, and other MIDI devices in the notation, arranging composition, and performance of music. Prerequisite: The ability to read music, play an instrument or instructor approval.

MUSI 2311 Music Theory III 3-0-3
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 3-0-3
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 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PASH 1412 Beginning Pashtu II 4-2-4
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 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PERS 1412 Beginning Persian-Iranian/Afghan II 4-2-4
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERS 2312</td>
<td>Intermediate Persian- Iranian/ Afghan II</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
<tr>
<td>PFPB 2409</td>
<td>Residential Const. Plumbing I</td>
<td>3-3-4</td>
<td>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.</td>
</tr>
<tr>
<td>PFPB 2445</td>
<td>Residential Const. Plumbing II</td>
<td>3-3-4</td>
<td>Installation of residential plumbing fixtures used in single- and multi-family housing. Prerequisite: PFPB 2409.</td>
</tr>
<tr>
<td>PHIL 1301</td>
<td>Introduction to Philosophy</td>
<td>3-0-3</td>
<td>Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning.</td>
</tr>
<tr>
<td>PHIL 1304</td>
<td>Introduction to World Religions</td>
<td>3-0-3</td>
<td>A comparative study of various world religions.</td>
</tr>
<tr>
<td>PHIL 1316</td>
<td>History of Religions I</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
<tr>
<td>PHIL 1317</td>
<td>History of Religions II</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
<tr>
<td>PHIL 2303</td>
<td>Introduction to Logic</td>
<td>3-0-3</td>
<td>Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning, and fallacies.</td>
</tr>
<tr>
<td>PHIL 2306</td>
<td>Introduction to Ethics</td>
<td>3-0-3</td>
<td>Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards.</td>
</tr>
<tr>
<td>PHIL 2307</td>
<td>Introduction to Social and Political Philosophy</td>
<td>3-0-3</td>
<td>Critical examination of the major philosophical theories concerning the organization of societies and the role and scope of government.</td>
</tr>
<tr>
<td>PHYS 1401</td>
<td>College Physics I</td>
<td>3-3-4</td>
<td>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.</td>
</tr>
<tr>
<td>PHYS 1402</td>
<td>College Physics II</td>
<td>3-3-4</td>
<td>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.</td>
</tr>
<tr>
<td>PHYS 1403</td>
<td>Stars and Galaxies</td>
<td>3-2-4</td>
<td>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.</td>
</tr>
<tr>
<td>PHYS 1404</td>
<td>Solar System</td>
<td>3-2-4</td>
<td>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.</td>
</tr>
<tr>
<td>PHYS 1405</td>
<td>Elementary Physics I</td>
<td>3-3-4</td>
<td>A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of classical and modern physics which are the foundation of everyday phenomena. Offered at C&amp;I locations only.</td>
</tr>
<tr>
<td>PHYS 1415</td>
<td>Physical Science I</td>
<td>3-3-4</td>
<td>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</td>
</tr>
</tbody>
</table>
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: PHYS 2426.

POF I Office Technology see also HITT, MDCA, MRMT, POFI and POFT

POF I 1301 Computer Applications I 2-4-3
This course is an overview of office computer applications including current terminology and technology. An introduction to computer hardware, software applications, and procedures. Prerequisite: Keyboarding skills or concurrent enrollment in keyboarding course recommended.

POF I 1349 Spreadsheets 2-4-3
Skill development in concepts, procedures, and application of spreadsheets. Prerequisite: An introduction to a computer application course or equivalent recommended.

POF I 2301 Word Processing 2-4-3
Word processing software focusing on business applications. Prerequisite: Keyboarding proficiency recommended.

POF I 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.

POF I 2340 Advanced Word Processing 2-4-3
Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Prerequisite: Keyboarding and word processing skills recommended.

POF I 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.

POF I 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.

POF M Office Technology see also HITT, MDCA, MRMT, POFI and POFT

POF M 1302 Medical Software Applications 2-4-3
Medical software applications for the management and operation of health care information systems. Keyboarding proficiency recommended.

POF M 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.

POF M 1327 Medical Insurance 2-4-3
Survey of medical insurance including the life cycle of various claim forms, terminology, patient relations, and legal and ethical issues. Prerequisite: HITT 1305. Keyboarding and computer skills recommended.

POF M 2310 Intermediate Medical Coding 2-4-3
Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases. Prerequisites: HITT 1341 or POFM 1300.

POF M 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>POFT 2387</td>
<td>Internship - Medical Administrative/Executive Assistant and Medical Secretary</td>
<td>0-9-3</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. Departmental approval required upon completion of certificate requirements.</td>
</tr>
<tr>
<td>POFT 1207</td>
<td>Proofreading and Editing</td>
<td>2-1-2</td>
<td>Instruction in proofreading and editing skills necessary to assure accuracy in business documents.</td>
</tr>
<tr>
<td>POFT 1301</td>
<td>Business English</td>
<td>2-4-3</td>
<td>Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding skills recommended.</td>
</tr>
<tr>
<td>POFT 1309</td>
<td>Administrative Office Procedures I</td>
<td>2-4-3</td>
<td>Study of current office procedures, duties and responsibilities applicable to an office environment.</td>
</tr>
<tr>
<td>POFT 1319</td>
<td>Records and Information Management I</td>
<td>2-4-3</td>
<td>Introduction to basic records and information management, including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.</td>
</tr>
<tr>
<td>POFT 1325</td>
<td>Business Math and Machine Applications</td>
<td>2-4-3</td>
<td>Business math problem-solving skills using office technology.</td>
</tr>
<tr>
<td>POFT 1329</td>
<td>Beginning Keyboarding</td>
<td>2-4-3</td>
<td>Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.</td>
</tr>
<tr>
<td>POFT 1349</td>
<td>Administrative Office Procedures II</td>
<td>2-4-3</td>
<td>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.</td>
</tr>
<tr>
<td>POFT 2312</td>
<td>Business Correspondence and Communication</td>
<td>2-4-3</td>
<td>Development of writing and presentation skills to produce effective business communications. Prerequisites: POFT 1301 or ENGL 1301.</td>
</tr>
<tr>
<td>POFT 2333</td>
<td>Advanced Keyboarding</td>
<td>2-4-3</td>
<td>A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Keyboarding and word processing skills recommended.</td>
</tr>
<tr>
<td>POFT 2386</td>
<td>Internship - Administrative Assistant and Secretarial Science, General</td>
<td>0-9-3</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. 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.</td>
</tr>
<tr>
<td>POFT 2387</td>
<td>Internship - Administrative Assistant and Secretarial Science, General</td>
<td>0-9-3</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. 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.</td>
</tr>
<tr>
<td>POFT 2388</td>
<td>Internship - General Office Occupations and Clerical Services</td>
<td>0-9-3</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. 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.</td>
</tr>
<tr>
<td>PORT 1411</td>
<td>Beginning Portuguese I</td>
<td>4-2-4</td>
<td>This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.</td>
</tr>
<tr>
<td>PORT 1412</td>
<td>Beginning Portuguese II</td>
<td>4-2-4</td>
<td>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.</td>
</tr>
<tr>
<td>PORT 2311</td>
<td>Intermediate Portuguese I</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
<tr>
<td>PORT 2312</td>
<td>Intermediate Portuguese II</td>
<td>3-0-3</td>
<td>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.</td>
</tr>
<tr>
<td>PSTR 1301</td>
<td>Fundamentals of Baking</td>
<td>2-4-3</td>
<td>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.</td>
</tr>
<tr>
<td>PSTR 1302</td>
<td>Cake Baking and Production</td>
<td>2-4-3</td>
<td>Principles and techniques of cake production. Emphasizes ingredient identification, functions, mixing, and baking. Prerequisite: PSTR 1301.</td>
</tr>
</tbody>
</table>
**PSTR 1306 Cake Decorating I**  2-4-3
Introduction to 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.

**PSTR 2350 Wedding Cakes**  1-7-3
Skills, concepts, and techniques for preparing wedding cakes. Includes marzipan, plastic chocolate-rolled fondant, chocolate garnish, flower making, and royal icing piping work. Prerequisite: PSTR 1306.

**PSYC Psychology**

**PSYC 1300 Learning Framework**  3-0-3
This course is a study of research and theory in the psychology of learning, cognition, and motivation. The basis for the conceptual framework include factors that impact learning, strategic learning and the application of learning. Students use self-assessment instruments to help them identify personality types, learning styles, and vocational interest to help identify individual strengths and weaknesses as critical thinkers. Students are ultimately expected to integrate and apply the learning skills discussed across their academic program to become efficient and proficient learners in all subjects. Recommended: to be taken in the first semester.

**PSYC 2301 General Psychology**  3-0-3
Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior.

**PSYC 2308 Child Psychology**  3-0-3
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.

**PSYC 2314 Life Span Growth and Development**  3-0-3
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.

**PSYC 2315 Psychology of Adjustment**  3-0-3
Study of the processes involved in adjustment of individuals to their personal and social environments.

**PSYC 2316 Psychology of Personality**  3-0-3
The study of various approaches to determinants, development, and assessment of personality. Prerequisite: PSYC 2301.

**PSYT Mental Health Services** see also CHLT, CMSW, DAAC and SCWK

**PSYT 1309 Health Psychology**  2-2-3
An exploration of behavioral medicine and the interdependence of mind, body, and spirit. Topics include stress and its effect on body systems, techniques for improving and maintaining health and physiological, psychological, behavioral, and social effects of disease and disabilities.

**PSYT 1329 Interviewing and Communication Skills**  2-4-3
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. Recommended: to be taken in the first semester.

**PSYT 2321 Crisis Intervention**  2-2-3
Examination of crisis management and intervention theories in assisting clients in crisis situations. This course introduces assessment skills and techniques in rating the severity of crisis in three areas; affective, cognitive and behavioral.

**PSYT 2331 Abnormal Psychology**  2-2-3
An examination and assessment of the symptoms, etiology, and treatment procedures of mental, emotional, and behavioral disorders. Attention is paid to diagnostic criteria, predisposing factors, and dual diagnosis. Recommended prerequisite: PSYC 2301.

**PSYT 2345 Principles of Behavior Management and Modification**  2-2-3
An analysis of behavior management and cognitive theories and techniques with emphasis on their applications. Topics covered include basic principles of behavior and behavior change, procedures to establish new behaviors, and procedures to increase desirable behaviors and decrease undesirable behaviors. Generic, cultural, environmental, and social factors will be considered, as well as predisposing factors, perceptions, and prior learning.

**PUNJ Punjabi**

**PUNJ 1411 Beginning Punjabi I**  4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**PUNJ 1412 Beginning Punjabi II**  4-2-4
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**  3-0-3
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**  3-0-3
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 1200 Contract Forms and Addenda**  2-0-2
Promulgated Contract Forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms and case studies involving use of forms. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.
RELE 1219 Real Estate Finance 2-0-2
Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.

RELE 1303 Real Estate Appraisal 3-0-3
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
Elements of a contract, offer and acceptance, 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) requirement 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 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 1229 Integrated Nursing Skills II 1-2-2
Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse patients across the life span. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Prerequisite: Students must be Licensed Vocational Nurses, or EMT-Paramedics and receive Department Chair consent prior to enrolling. Completion of BIOL 2401, ENGL 1301, BIOL 1406 and PSYC 2301.

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: BIOL 2401.

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, 1311, 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 the 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; and 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 1347, 2201, 2362. Co-requisites: Humanities elective, and a KINE course.

RNSG 2331 Advanced Concepts in Adult Health 2-3-3
Application of advanced concepts and skills for the development of the professional nurse’s roles with adult patients and families involving multiple body systems. Emphasis on advanced knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisite: RNSG 1347, 2201, 2362.

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: RNSG 1347, RNSG 2201, RNSG 2362. Co-requisites: RNSG 2331, RNSG 2221, Humanities elective, KINE course.

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. Emphasis on informal price comparisons, proper receiving procedures, specifications, determination of order quantities, formal and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

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 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

RUSS 1412 Beginning Russian II 4-2-4
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 and PSYT

SCWK 2301 Assessment and Case Management 2-4-3
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 screening, assessment, and case management to determine the need for prevention, intervention, and/or referral. Prerequisites: CMSW 1309, DAAC 1319, PSYT 1329, PSYT 2321, PSYT 2331.

SOCI Sociology

SOCI 1301 Introduction to Sociology 3-0-3
Introduction to the concepts and principles used in the study of group life, social institutions, and social processes.

SOCI 1306 Social Problems 3-0-3
Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems.
### SPAN Spanish

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
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<tr>
<td>SPCH 1145</td>
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<tr>
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<td>SOCI 2319</td>
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<td>Interpersonal Communication</td>
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<td>TECA 1371</td>
<td>Educating Young Children</td>
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<tr>
<td>TECA 1318</td>
<td>Wellness of the Young Child</td>
<td>3-1-3</td>
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Central Texas College Catalog 2013-2014 • Course Descriptions 137
TECA 1354 Child Growth & Development 3-0-3
This course is a study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

TRVM Hospitality Management see also CHEF, HAMG, IFWA, PSTR and RSTO

TRVM 1300 Introduction to Travel and Tourism 3-0-3
An overview of the travel industry. Emphasis on travel careers and the impact of tourism on society.

TRVM 2301 Introduction to Convention/Meeting Management 3-0-3
Overview of the meetings and convention industry and the various aspects and skills involved in planning and managing meetings and conventions. Emphasis on types of meetings, meeting markets, industry suppliers, budget and program planning, site selection and contract negotiations, registration and housing, food and beverage requirements, function and meeting room setup, and audiovisual requirements. 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.

TURK Turkish

TURK 1411 Beginning Turkish I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

TURK 1412 Beginning Turkish II 4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: TURK 1411 with a grade of “C” or above.

TURK 2311 Intermediate Turkish I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: TURK 1411 and 1412 with a grade of “C” or above.

TURK 2312 Intermediate Turkish II 3-0-3
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 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

URDU 1412 Beginning Urdu II 4-2-4
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 3-0-3
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 3-0-3
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 1-0-1
Introduction to nutrients and the role of diet therapy in proper growth and development and in the maintenance of health. Prerequisites: VNSG 1222, 1223, 1227, 1136. Co-requisites: VNSG 1126, 1160, 2331, 1304, 1405.

VNSG 1126 Gerontology 1-0-1
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 1222, 1227, 1304, 1323, 1405.

VNSG 1136 Mental Health 1-0-1
Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Prerequisites: VNSG 1126, 1222, 1227, 1304, 1323, 1405. Co-requisites: VNSG 1116, 1160, 2331.

VNSG 1160 Clinical - Practical Nurse I 0-6-1
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 1232, 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, 1334, 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, 1334, 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. Prerequisites: Fall Admission VNSG 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1160. Spring Admission VNSG 1330, 1334, 1400, 1360. Co-requisites: Fall Admission VNSG 1231, 1219, 1400, 1409, 1560. Spring Admission VNSG 1231, 1219, 1409, 1410, 1560.
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 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 biopsychosocio-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, 1334. Spring Admission VNSG 1360, 1334.

VNSG 1334 Pediatrics 2-2-3

VNSG 1360 Clinical - Practical Nurse II 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 external learning experience. Course may be repeated if topics and learning outcomes vary. Prerequisites: Fall Admission VNSG 1160, 1304, 1405, 1323, 1227, 1222, 1136, 1126, 2331, 1126, 1116, 1160. Spring Admission VNSG 1360, 1334. Co-requisites: Fall Admission VNSG 1360, 1334. Spring Admission VNSG 1360, 1330.

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, 1227, 1222, 1136, 2331, 1126, 1116, 1160. Co-requisites: Fall Admission VNSG 1560, 1238, 1231, 1219. Spring Admission VNSG 1360, 1330, 1334.

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.
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 the 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
Principles of gas metal arc (GMAW) 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
Principles of gas tungsten arc welding (GTAW) including setup, and use of GTAW equipment. 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 various positions. Prerequisite: WLDG 1428.

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.

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) 2-7-4
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 2-7-4
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

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Central Texas College Catalog 2013-2014 • Personnel & Faculty 141
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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

Marilyn L. Mapes (2009)
Kinesiology
B.S., University of Mary Hardin-Baylor
M.S. Ed., Tarleton State University

Reineer Schelert (2004)
Kinesiology
B.S., Lubbock Christian University
M.S., Texas Tech University
Additional graduate studies, Texas A&M University

Erikè L. Willes (2007)
Kinesiology
B.S., University of Mary Hardin-Baylor
M.S. Ed., Tarleton State University

Mathematics
Steven Burrow (2008, 2009)
Mathematics
B.S., Tarleton State University
M.S., Tarleton State University

Jennifer Cabaniss (2005)
Mathematics
B.S., Baylor University
M.Ed., Texas A&M University

Audrie Cruz-Seailey (2010)
Mathematics
B.S., Tarleton State University
M.S., Tarleton State University
Mathematics  
B.A., Kentucky State University  
M.S., University of Mississippi

Matthew Lyles (2007, 2012)  
Mathematics  
B.S., University of Virginia  
M.A., Arizona State University

Debra Prescott, Department Chair (2002, 2010)  
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

Donna Slack (2009)  
Mathematics - Fort Hood Campus  
A.S., Austin Community College  
B.A., University of Texas at Austin  
M.A., Baylor University

Kristine San Nicolas (2012)  
Mathematics  
B.S., Tarleton State University  
M.S., Tarleton State University

Eva D. Wankowski (2009)  
Mathematics (Gatesville)  
B.S., Cameron University  
B.A., Cameron University  
M.S., Tarleton State University

Mental Health Services  
Robin Beauregard (2010)  
Mental Health Services  
B.A., Tarleton State University  
M.Ed., Tarleton State University

Dawn Green, Department Chair (1994, 2005)  
Mental Health Services  
B.A., Saint Leo College  
M.A., Hampton University

Marlene Henry Fletcher (2011)  
Mental Health Services  
B.S., Tarleton State University  
M.S., Tarleton State University/Texas A&M-Central Texas

Renee Henry (2003)  
Mental Health Services  
B.S.W., University of Mary Hardin-Baylor  
M.S.S.W., University of Texas at Arlington  
Ed.D., University of Mary Hardin-Baylor

Bertha Kondrak (2003)  
Mental Health Services  
B.A., University of Texas at Austin  
M.S.S.W., University of Texas at Austin

Nursing  
Brenda Blanchard (2008)  
Nursing - Vocational Nursing  
Diploma Nursing, Bryan School of Nursing

Jacqueline Byrd (2011)  
Nursing - Associate Degree Nursing  
A.A.S., Central Texas College  
M.S.N., Walden University

Priscilla Clark  
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 - Associate Degree Nursing  
A.A.S., Central Texas College  
M.S.N., Texas A&M 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

Lisa Fox (2012)  
Nursing - Vocational Nursing  
A.A.S., Central Texas College

Felecia Glasgow (2005, 2012)  
Nursing - Associate Degree Nursing  
A.A.S., East Arkansas Community College  
B.S.N., University of Arkansas of Monticello  
M.S.N., University of Arkansas for Medical Sciences

Kaylar Griffin (2010)  
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

Varnell Hudson (2011)  
Nursing - Associate Degree Nursing  
B.S., University of Mary Hardin-Baylor  
M.S., Morgan State University

Ronald J. Johnson Program Medical Director (2006)  
Nursing - EMT/Paramedic  
B.S.N., Truman State University  
D.O., Kirksville College of Osteopathy

Jeanette Jost Assistant Chair/Retention Counselor/Professor (1978, 2004, 2009)  
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

Jared Koppes (2012)  
Nursing - EMT/Paramedic  
A.A.S., Weatherford College
Tiffany Marty (2011)  
Nursing - Associate Degree Nursing  
A.A.S., McLennan Community College  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., Texas A&M University  

Tammy Niswonger (2010)  
Nursing - Associate Degree Nursing  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., Clarkson College  

Tamara Parks (2011)  
Nursing - Vocational Nursing  
L.P.N., Central Arizona College  
A.A.S., Central Arizona College  
B.S.N., Regis University  
M.S.N., University of Northern Colorado  

Catherine Pena (2009)  
Nursing - Associate Degree Nursing  
A.A.S., USC & LAC School of Nursing  
B.S.N., University of Phoenix  
M.S.N., University of Phoenix  

Michael Rammingner (2010)  
Nursing - EMT/Paramedic  
A.A.S., Central Texas College  

Susan Ramnarine-Singh, Simulation Coordinator/Professor (2007, 2010)  
Nursing - Associate Degree Nursing  
M.S.N., University of Hawaii  
M.P.A., University of San Francisco  

Edwinna Marie Reeves (2012)  
Nursing - Vocational Nursing  
A.A.S., Central Texas College  

Tammy M. Samarripa, Director/Coordinator (2002, 2005)  
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  

Gloria Smith (2010)  
Nursing - Associate Degree Nursing  
B.S.N., University of Texas at Arlington  
M.P.H., Texas A&M University  

Pauline Terry-Culbert (2012)  
Nursing - Associate Degree Nursing  
A.A.S., McLennan Community College  
B.S.N., University of Texas at Arlington  
M.A., Texas A&M Health Science Center  

Sandra Thomason, Department Chair (1992, 2007)  
Nursing - Associate Degree Nursing  
B.S.N., Incarnate Word College  
M.S.N., Texas A&M University  

Patricia Vashinder (2009)  
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  

Tina Yows (2012)  
Nursing - Vocational Nursing  
A.A.S., Central Texas College  

Office Technology  
Debbie R. Clark (2004, 2012)  
Office Technology  
A.A.S., Central Texas College  
B.S., Tarleton State 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  

Melissa E. Gonzalez (2011)  
Office Technology  
B.A.S., University of Mary Hardin-Baylor  
M.S., Tarleton State University  

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., North Central Texas College  
B.A.A.S., University of North Texas  
M.Ed., Lamar University  

Yvette E. Pawlowski (2010)  
Office Technology  
B.A., Western Governors University  
M.Ed., Lamar University  

Science  
Zhau D. Aljoe (1997)  
Agriculture  
B.S., Texas A&M University  
M.Ag., Texas A&M University  

Molly Byrd (2009)  
Science - Medical Laboratory Technician/Phlebotomy  
Technician Manager  
B.S., University of Southern Mississippi  

Ann Kelly, Program Director (2012)  
Science - Medical Laboratory Technician/Phlebotomy  
B.S., Oklahoma Christian University  
M.S., Texas Tech University  

Richard Kopec (2009)
Science - Biology
M.P.A., Indiana State University
M.S., University of Houston
Ph.D., University of Houston

Chelsea R. Loafman (2008)
Science - Biology
B.S., Baylor University
M.S., Texas Tech University

Science
B.S., Temple University
M.S., Temple University

Tracy Meyer (2010)
Science - Chemistry
B.S., Texas State University
M.S., Texas State University

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
Ed.D., Texas A&M University - Commerce
Additional graduate studies, University of Tennessee

Cristina Martinez Summers (2002)
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

Daniel J. Wegert (2013)
Science - Geology
B.S., Northern Kentucky University
M.S., Eastern Kentucky University
Additional Graduate Studies, Baylor University

Sandra Whisler (2001)
Science - Biology
B.S., Ohio State University
M.S., Ohio State University

Joyce M. Wilkinson (2012)
Science - Biology
B.S., Lamar University
Ph.D., University of Texas Medical Branch at Galveston

Science - Biology
B.S., University of Virginia
M.S., Old Dominion University

Social & Behavioral Science
Karen Andrade Pizarro (2013)
Social and Behavioral Sciences (Fort Hood Campus)
B.A., University of Puerto Rico
M.S., Carlos Albizu University

Kenneth Bass, (2011)
Social and Behavioral Science - Religion Philosophy
B.B.A., University of Houston
M.A., Biblical Studies – Asbury Theological Seminary
Ph.D., Baylor 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

Maria E. Bravo (2001)
Social and Behavioral Sciences - Psychology
B.S., University of Central Texas
M.S., University of Central Texas
Ph.D., University of Texas at Austin

Tracy Cook, Department Chair (2003, 2012)
Social and Behavioral Sciences - Government
B.A., University of Texas Austin
M.A., St. Mary’s University
Ph.D., Baylor University

Pamela D. Doughty (2013)
Social and Behavioral Sciences - Sociology
B.A., Colorado Mesa University
M.S., Baylor University
Ph.D., Texas Woman’s 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

Social and Behavioral Science - Government
B.A., University of Texas at Arlington
M.A., University of Texas at Arlington

Jerry L. Herrick (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 Sciences - History/Government
B.A., St. John’s University
M.A., Baylor University
Ph.D., Baylor University
William R. Mack III (2013)
Social and Behavioral Sciences - Government
B.A., University of Notre Dame
Ph.D., Texas A&M University

Wesley A. Riddle (2012)
Social and Behavioral Sciences - Government
B.S., United States Military Academy West Point
M.A., University of Oxford

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

Social and Behavioral Sciences - Anthropology
B.A., Juniata College
M.A., West Virginia University
Ph.D., University of Texas-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

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
William C. Alexander (1981-2011)
Deputy Chancellor Emeritus of Texas Campus Operations and Distance Learning

Dr. Wynona Alexander (1969-2010)
Department Chair Emeritus of Fine Arts

Professor Emeritus of Nursing

Professor Emeritus of Social Sciences

Dr. James R. Anderson (1988-2012)
Chancellor Emeritus

Gordon D. Bacon (1986-2011)
Department Chair Emeritus of Early Childhood Professions

Bill Beebe (1981-2010)
Deputy Chancellor and Contracting Officer Emeritus

Dr. J. Parker Bogue (1973-1995)
Professor Emeritus of History

Sheridan D. Cavitt (1967-1989)
Dean Emeritus of Admissions and Counseling

Elva Chase (1980-2006)
Professor Emeritus of Learning Resource Center

Elizabeth Cheatham (1974-2011)
Professor Emeritus of Office Technology

Donna Chumney (1990-2010)
Professor Emeritus of Chemistry

Professor Emeritus of Auto Collision

Susan Davis (1991-2010)
Professor Emeritus of Nursing

Robert C. Farrell (1976-2011)
Deputy Chancellor Emeritus of Resource Management

Harriet C. Foster (1983-2011)
Professor Emeritus of Nursing

Adel M. Galanffy (1968-1992)
Professor Emeritus of Music

Audrie E. Hall (1976-1999)
Professor Emeritus of Electronics

Tim Hall (1969-1999)
Professor Emeritus of Mathematics

Dr. John Henderson (1970-2010)
Department Chair Emeritus of Communications

Patrick Hidy (1976-2006)
Department Chair Emeritus of Science and Agriculture

Joseph Hogan (1991-2011)
Professor Emeritus of Criminal Justice

Anna Holston (1988-2009)
Professor Emeritus of Communications

David Hubbell (1995-2011)
Professor Emeritus of Communications

Professor Emeritus of Mathematics

Nancy Isett (1984-2010)
Professor Emeritus of Fine Arts

Margaret Jennings (1982-2007)
Dean Emeritus of Library Services

Jeanette Jost (1979-2007)
Professor Emeritus of Nursing

Dr. Billie J. Laney (1970-2001)
Professor Emeritus of Psychology/Sociology

Professor Emeritus of Nursing

Herbert J. Maglietta (1974-2011)
Associate Dean Emeritus of Vocational/Technical Programs
Department Chair Emeritus of Engineering, Drafting and Design, and Office Technology
Catherine M. Mason (1973-1995)
Professor Emeritus of Early Childhood Professions

Don Mikles (1973-2010)
Dean Emeritus of Central Campus

John W. Moffitt (1967-2004)
Professor Emeritus of Mathematics

Marilynn Neumann (1982-2002)
Professor Emeritus of Nursing

Dean Emeritus of Fort Hood and Service Area Campus

Fred J. Ostertag (1974-2006)
Dean Emeritus of Europe Campus

Donna Poteet (1989-2009)
Professor Emeritus of Medical Lab Technician

Gary Ragsdale (1971-1999)
Professor Emeritus of Office Administration

Paula Ray (1976-1999)
Professor Emeritus of Biology

Patricia Reid (1980-2010)
Professor Emeritus of AD Nursing

Dr. Shirley L. Robertson (1981-2005)
Professor Emeritus of Nursing

Theodore Robinson (1971-1992)
Professor Emeritus of Computer Science

Noel Schnitz (1969-1999)
Dean Emeritus of Library Services

Deputy Chancellor Emeritus of Campus Operations

Mary L. Simpson (1984-2011)
Professor Emeritus of English

Dr. Phyllis P. Sisson (1983-2011)
Professor Emeritus of Developmental Studies

Dr. Antonio V. Suarez-Barrio (1973-1996)
Professor Emeritus of Criminal Justice

Doris Louise Sutton (1984-2005)
Professor Emeritus of Mathematics

Ella Teague (1968-2004)
Professor Emeritus of Physical Education

Dora Thrash (1974-2002)
Professor Emeritus of Nursing

Harvey A. Tolbert (1971-1999)
Professor Emeritus of Business Administration

Albert Waite (1990-2012)
Professor Emeritus of Social Sciences

Joan Waldrop (1985-2007)
Administrator Emeritus of Continental Campus

Timothy Walker (1984-2005)
Professor Emeritus of Welding

Ben H. Wickersham (1975-2007)
Deputy Chancellor Emeritus of Educational Program and Support Services

Beverly J. Wickersham (1975-1999)
Professor Emeritus of English and Developmental Reading

Dennis Williams (1969-1999)
Professor Emeritus of English

Martha S. Williams (1990-2011)
Professor Emeritus of Nursing

Rainford Williams (1968-1997)
Professor Emeritus of Agriculture

Dr. Kenneth Word (1977-2010)
Department Chair Emeritus of Mathematics

Dr. Donnie D. Yeilding (1974-2002)
Professor Emeritus of English

Dr. Thomas D. Yeilding (1976-2003)
Professor Emeritus of Social and Behavioral Sciences
Index

A
Absences 44
Academic Fresh Start 50
Academic Load 43
Academic Policies 43
Academic Probation, Suspension, Dismissal 48
Adding or Dropping Classes 16
Address Changes 50
Admissions 8
Active Duty Army Using TA 9
Aviation Science, See Departmental Admissions 16
Community Non-Native Speakers 12
Early Admission, High School Students 10
Former CTC Students, Readmissions 9
CTC Students, Previously Attended CTC Outside of Texas 9
Distant Learners 10
General Admission Information 8
International Students 12
Medical Lab Technician, See Departmental Admissions 16
Mental Health Services 18
New CTC Students, First-Time Students 8
Nursing, See Departmental Admissions 18
Skills Center Self-Paced Programs 12
Transfer Students 9
Transient Students, Non-degree seeking 9
Admissions and Registration 8
Alcohol and Other Drug Abuse 50
Alumni and Friends Association 41
Americans with Disabilities Act 6
AROTC Affiliated Programs 43
Articulation Agreements 7
Associate of Applied Science Degree, General Requirements 56
Associate of Applied Science Degrees
Applied Technology 57
Automotive Mechanic/Technician 59
Aviation Science 60
Business Management 61
Business Management, Level I 61
Marketing & Sales Management Specialization 62
Real Estate Sales Agent Specialization 62
Child Development 63
Computer Science
Business Programmer Analyst 64
Information Security 65
Information Technology 65
Network Systems Administrator 66
Computer-Aided Drafting and Design 68
Diesel Engine Mechanic and Repairer 67
Electronics
Computer Electronics 68
Network Professional Specialization 69
Emergency Medical Technology (EMT) 70
Graphics and Printing 72
Heating, Air Conditioning, and Refrigeration Mechanic/Repairer 73
Hospitality Management
Culinary Arts 75
Restaurant and Culinary Management 74
Hotel Management Specialization 74
Food and Beverage Management Specialization 76
Legal Assistant 77
Maintenance Technology 78
Medical Laboratory Technician 79
Mental Health Services
At-Risk Youth Specialization 80
Chemical Dependency Specialization 80
Social Work Specialization 81
Nursing
Nursing, Associate Degree 82
Nursing Option for Articulating Student 82
Vocational Nursing (see Certificates of Completion)
Office Technology
Executive Assistant 83
Office Management 84
Protective Services
Criminal Justice 87
Corrections Specialization 87
Public Administration
Homeland Security and Emergency Management 88
Welding 91
Associate of Arts Degrees
Art 71
Commercial Art 71
Drama 71
Interdisciplinary Studies 77
Journalism/Communications 64
Modern Language 64
Music 71
Radio/Television Broadcasting 89
Social Science 89
Teaching Certification 90
Associate of Arts in General Studies Degree 72
Associate of Science and Associate of Arts Degree Requirements 56
Associate of Science Degrees
Agriculture Science 58
Biology 89
Business Administration 61
Chemistry 89
Engineering 70
Environmental Science 90
Geology 90
Kinesiology 77
Mathematics 79
Attendance Policy 44
Auditing Classes. See Classroom Visitors
B
Bacterial Meningitis, Important Information 8, 25
Board of Trustees 2
Bookstore 41
C
Calendar 5
Campus Life 40
Career Center 38
Central Texas College Foundation 38
Certificate Programs 53
Certificates of Completion
Agriculture
Agriculture Industries 58
Equine Specialization 58
Horticultural Specialization, Level I 58
Production Specialization, Level I 58
Automotive Mechanic
Automotive System Specialist, Level I 59
Auto Technician, Level II 59
Auto Tune-Up Specialist, Level I 60
Basic Automotive Technician 60
Aviation Science, Level I 60
Business Management
Business Management, Level I 61
Entrepreneurship, Level I 61
Marketing & Sales Management, Level I 62
Real Estate Sales Agent, Level I 62
Child Development
Child Development, Level I 63
Administrator’s Credentials, Level I 63
Special Child Option, Level I 64
Child Development Associate 64
<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Computer-Aided Drafting and Design, Level I</td>
<td>68</td>
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<tr>
<td>Computer Science</td>
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<td>Network Specialist, Level I</td>
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<td>Computer Helpdesk Specialist, Level I</td>
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<td>Information Security Specialist</td>
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<td>IT Industry Certification Preparation Program</td>
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<td>Web Design Basics</td>
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<td>Diesel</td>
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<td>Diesel Engine Specialist, Level I</td>
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<td>Diesel System Specialist, Level I</td>
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<td>Diesel Technician, Level II</td>
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<td>Electronics</td>
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<td>Emergency Medical Technology (EMT)</td>
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<td>Graphics and Printing Technology</td>
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<td>Graphic Design</td>
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<td>Press Operations</td>
<td>73</td>
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<tr>
<td>Heating, Air Conditioning, and Refrigeration</td>
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<td>Commercial Heating, AC, and Refrigeration,</td>
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<tr>
<td>Level I</td>
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<tr>
<td>Residential Heating, AC, and Refrigeration,</td>
<td>74</td>
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<tr>
<td>Level I</td>
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<td>Hospitality Management</td>
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<td>Culinary Arts, Level I</td>
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<tr>
<td>Institutional Food Service Operations, Level I</td>
<td>76</td>
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<tr>
<td>Property Management Advanced, Level I</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Restaurant Operations (TDCJ only)</td>
<td>76</td>
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<tr>
<td>Restaurant Skills, Level I</td>
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<td>Rooms Division, Level I</td>
<td>76</td>
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<tr>
<td>Food and Beverage Management, Level I</td>
<td>76</td>
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</tr>
<tr>
<td>Maintenance Technology</td>
<td></td>
<td></td>
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<tr>
<td>Building Trades, Level I</td>
<td>78</td>
<td></td>
</tr>
<tr>
<td>Carpentry Trades, Level I</td>
<td>78</td>
<td></td>
</tr>
<tr>
<td>Construction Trades, Level I</td>
<td>78</td>
<td></td>
</tr>
<tr>
<td>Residential Construction (Brady only)</td>
<td>79</td>
<td></td>
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<tr>
<td>Mental Health Services</td>
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<td>At Risk Youth Advanced, Level II</td>
<td>80</td>
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<td>Basic Mental Health Professional, Level I</td>
<td>81</td>
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<td>Chemical Dependency Specialization, Level II</td>
<td>81</td>
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<tr>
<td>Criminal Justice Addictions, Level II</td>
<td>81</td>
<td></td>
</tr>
<tr>
<td>Substance Abuse Prevention Specialist</td>
<td>82</td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational Nursing, Level II</td>
<td>83</td>
<td></td>
</tr>
<tr>
<td>Office Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Support, Level II</td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>General Office Assistant, Level I (TDCJ only)</td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>Health Information Management, Level I</td>
<td>85</td>
<td></td>
</tr>
<tr>
<td>Medical Coding and Billing</td>
<td>86</td>
<td></td>
</tr>
<tr>
<td>Medical Office Specialist, Level I</td>
<td>86</td>
<td></td>
</tr>
<tr>
<td>Medical Secretary, Level I</td>
<td>86</td>
<td></td>
</tr>
<tr>
<td>Medical Transcription, Level I</td>
<td>86</td>
<td></td>
</tr>
<tr>
<td>Office Assistant, Level I</td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>Office Management, Levels I and II</td>
<td>85</td>
<td></td>
</tr>
<tr>
<td>Office Information Management, Level I</td>
<td>85</td>
<td></td>
</tr>
<tr>
<td>Software Applications Specialist, Level I</td>
<td>85</td>
<td></td>
</tr>
<tr>
<td>Protective Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Studies Specialization, Level I</td>
<td>87</td>
<td></td>
</tr>
<tr>
<td>Fire Protection Technology</td>
<td>88</td>
<td></td>
</tr>
<tr>
<td>Public Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeland Security and Emergency Mgmt</td>
<td>88</td>
<td></td>
</tr>
<tr>
<td>Radio/Television Broadcasting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radio Broadcasting, Level I</td>
<td>89</td>
<td></td>
</tr>
<tr>
<td>Television/Radio Broadcasting, Level I</td>
<td>89</td>
<td></td>
</tr>
<tr>
<td>Welding Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welding Technology, Level II</td>
<td>91</td>
<td></td>
</tr>
<tr>
<td>Structural, Level I</td>
<td>91</td>
<td></td>
</tr>
<tr>
<td>Industrial, Level I</td>
<td>92</td>
<td></td>
</tr>
<tr>
<td>Farm &amp; Ranch, Level I</td>
<td>92</td>
<td></td>
</tr>
<tr>
<td>Chancellor’s Message</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Child Care, See Child Development Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Development Center</td>
<td>41</td>
<td></td>
</tr>
<tr>
<td>Classroom Visitors</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Clubs, Student, See Student Organizations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Calendar</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Copying Service</td>
<td>43</td>
<td></td>
</tr>
<tr>
<td>Core Curriculum</td>
<td>53, 56</td>
<td></td>
</tr>
<tr>
<td>Course Descriptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT Accounting</td>
<td>93</td>
<td></td>
</tr>
<tr>
<td>AGAH Agriculture</td>
<td>93</td>
<td></td>
</tr>
<tr>
<td>AGCR Agriculture</td>
<td>93</td>
<td></td>
</tr>
<tr>
<td>AGEQ Agriculture</td>
<td>93</td>
<td></td>
</tr>
<tr>
<td>AGMG Agriculture</td>
<td>93</td>
<td></td>
</tr>
<tr>
<td>AGRI Agriculture</td>
<td>93</td>
<td></td>
</tr>
<tr>
<td>AirP Aviation Science</td>
<td>94</td>
<td></td>
</tr>
<tr>
<td>ANTH Anthropology</td>
<td>95</td>
<td></td>
</tr>
<tr>
<td>ARAB Arabic</td>
<td>95</td>
<td></td>
</tr>
<tr>
<td>ARCE Computer Aided Drafting and Design</td>
<td>95</td>
<td></td>
</tr>
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<td>95</td>
<td></td>
</tr>
<tr>
<td>ARTS Arts</td>
<td>96</td>
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</tr>
<tr>
<td>AMT Automotive Service and Repair</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>ATM Aviation Science</td>
<td>97</td>
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</tr>
<tr>
<td>BCIS Computer Science</td>
<td>97</td>
<td></td>
</tr>
<tr>
<td>BIOL Biology</td>
<td>97</td>
<td></td>
</tr>
<tr>
<td>BMGT Business Administration and Management</td>
<td>98</td>
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<td>98</td>
<td></td>
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<tr>
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<td>99</td>
<td></td>
</tr>
<tr>
<td>CDEC Child Development</td>
<td>99</td>
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<tr>
<td>CETT Computer Electronics Technology</td>
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<tr>
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<td>101</td>
<td></td>
</tr>
<tr>
<td>CHEM Chemistry</td>
<td>101</td>
<td></td>
</tr>
<tr>
<td>CHIN Chinese</td>
<td>102</td>
<td></td>
</tr>
<tr>
<td>CHLT Mental Health Services</td>
<td>102</td>
<td></td>
</tr>
<tr>
<td>CJCR Criminal Justice</td>
<td>102</td>
<td></td>
</tr>
<tr>
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<td>102</td>
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</tr>
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<td>103</td>
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<tr>
<td>CMSW Mental Health Services</td>
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</tr>
<tr>
<td>CNBT Maintenance Technology</td>
<td>104</td>
<td></td>
</tr>
<tr>
<td>COMM Communications/Journalism</td>
<td>104</td>
<td></td>
</tr>
<tr>
<td>COMM Radio/Television Broadcasting</td>
<td>105</td>
<td></td>
</tr>
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<td>Communications</td>
<td>105</td>
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<tr>
<td>COSC Computer Science</td>
<td>105</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>CRU Criminal Justice</td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>CRPT Maintenance Technology</td>
<td>106</td>
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</tr>
<tr>
<td>CSIR Computer Electronics</td>
<td>106</td>
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</tr>
<tr>
<td>CZEC Czech</td>
<td>106</td>
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</tr>
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<td>DAAC Mental Health Services</td>
<td>106</td>
<td></td>
</tr>
<tr>
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<td>107</td>
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<td>DFTG Computer Aided Drafting and Design</td>
<td>107</td>
<td></td>
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<tr>
<td>DRAM Drama</td>
<td>108</td>
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<tr>
<td>Developmental Studies</td>
<td>109</td>
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<td>ES-- English as a Second Language (ESL)</td>
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</tr>
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<td>112</td>
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<td></td>
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<tr>
<td>EMSP Emergency Medical Technology</td>
<td>113</td>
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</tr>
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<td>ENGL English</td>
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<td>FREN</td>
<td>French</td>
<td>115</td>
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<td>116</td>
</tr>
<tr>
<td>GEOL</td>
<td>Geology</td>
<td>116</td>
</tr>
<tr>
<td>GERM</td>
<td>German</td>
<td>116</td>
</tr>
<tr>
<td>GERS</td>
<td>Mental Health Services</td>
<td>116</td>
</tr>
<tr>
<td>GOVT</td>
<td>Government</td>
<td>116</td>
</tr>
<tr>
<td>GRPH</td>
<td>Graphics and Printing</td>
<td>117</td>
</tr>
<tr>
<td>HALT</td>
<td>Agriculture</td>
<td>117</td>
</tr>
<tr>
<td>HART</td>
<td>Heating, Air Conditioning and Refrigeration</td>
<td>118</td>
</tr>
<tr>
<td>HIND</td>
<td>Hindi</td>
<td>118</td>
</tr>
<tr>
<td>HIST</td>
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<td>119</td>
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<tr>
<td>HITT</td>
<td>Office Technology</td>
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</tr>
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<td>HMSY</td>
<td>Criminal Justice</td>
<td>119</td>
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<td>Business Administration and Management</td>
<td>120</td>
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</tr>
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<td>Computer Science</td>
<td>123</td>
</tr>
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<td>123</td>
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<td>LGLA</td>
<td>Paralegal/Legal Assistance</td>
<td>124</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics</td>
<td>126</td>
</tr>
<tr>
<td>MBST</td>
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<td>127</td>
</tr>
<tr>
<td>MDCA</td>
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<td>127</td>
</tr>
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<td>MLAB</td>
<td>Medical Lab Technician</td>
<td>127</td>
</tr>
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<td>MRKG</td>
<td>Business Administration and Management</td>
<td>127</td>
</tr>
<tr>
<td>MRMT</td>
<td>Office Technology</td>
<td>128</td>
</tr>
<tr>
<td>MSMG</td>
<td>Military Science Management (ROTC)</td>
<td>128</td>
</tr>
<tr>
<td>MUAP</td>
<td>Music Applied</td>
<td>128</td>
</tr>
<tr>
<td>MUEN</td>
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</tr>
<tr>
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<td>129</td>
</tr>
<tr>
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<td>Persian-Iranian/Afghan</td>
<td>129</td>
</tr>
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<td>PFPP</td>
<td>Maintenance Technology</td>
<td>130</td>
</tr>
<tr>
<td>PHIL</td>
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<td>130</td>
</tr>
<tr>
<td>PHYS</td>
<td>Physical Science</td>
<td>130</td>
</tr>
<tr>
<td>POFI</td>
<td>Office Technology</td>
<td>131</td>
</tr>
<tr>
<td>POFM</td>
<td>Office Technology</td>
<td>131</td>
</tr>
<tr>
<td>POF</td>
<td>Office Technology</td>
<td>132</td>
</tr>
<tr>
<td>PORT</td>
<td>Portuguese</td>
<td>132</td>
</tr>
<tr>
<td>PSTR</td>
<td>Hospitality Management</td>
<td>132</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology</td>
<td>133</td>
</tr>
<tr>
<td>PSYT</td>
<td>Mental Health Services</td>
<td>133</td>
</tr>
<tr>
<td>PUNJ</td>
<td>Punjabi</td>
<td>133</td>
</tr>
<tr>
<td>RELE</td>
<td>Real Estate</td>
<td>134</td>
</tr>
<tr>
<td>RNSG</td>
<td>Nursing</td>
<td>134</td>
</tr>
<tr>
<td>RSTO</td>
<td>Hospitality Management</td>
<td>136</td>
</tr>
<tr>
<td>RUSS</td>
<td>Russian</td>
<td>137</td>
</tr>
<tr>
<td>SCWK</td>
<td>Mental Health Services</td>
<td>136</td>
</tr>
<tr>
<td>SOCI</td>
<td>Sociology</td>
<td>137</td>
</tr>
<tr>
<td>SOCW</td>
<td>Mental Health Services</td>
<td>137</td>
</tr>
<tr>
<td>SPAN</td>
<td>Spanish</td>
<td>137</td>
</tr>
<tr>
<td>SPCH</td>
<td>Speech</td>
<td>137</td>
</tr>
<tr>
<td>TECA</td>
<td>Child Development</td>
<td>137</td>
</tr>
<tr>
<td>TRVM</td>
<td>Hospitality Management</td>
<td>138</td>
</tr>
<tr>
<td>TURK</td>
<td>Turkish</td>
<td>138</td>
</tr>
<tr>
<td>URDU</td>
<td>Urdu</td>
<td>138</td>
</tr>
<tr>
<td>VNSG</td>
<td>Nursing - LVN</td>
<td>138</td>
</tr>
<tr>
<td>WDVK</td>
<td>Maintenance Technology</td>
<td>139</td>
</tr>
<tr>
<td>WLDG</td>
<td>Welding</td>
<td>140</td>
</tr>
</tbody>
</table>

D

Degree Programs 53
Degrees, Certificates, and Marketable Skills

See Associate of Applied Science Degree
See Associate of Arts Degrees
See Associate of Arts in General Studies Degree
See Associate of Science Degrees
See Certificates of Completion
See Marketable Skills

Departmental Admissions

Associate Degree Nursing 18, 20
Aviation Science 16
Emergency Medical Technologies 25
Medical Lab Technician 16
Mental Health Services 18
Paramedic Program 25
Vocational Nursing 23

Developmental Studies 53
Directory Information 51
Disability Support Services 38
Discipline 49
Discrimination 6
Dismissal 48
Distance Learning 7

E

Emeriti Faculty and Staff Members 149
English as a Second Language (ESL) 13
Epsilon Delta Pi 49
Equal Opportunity Policy 6
Evaluation of Previous Education and Training 40
Excessive Developmental Study Hours 52
Excessive Undergraduate Hours 52
Executive Officers 2

F

Faculty 142
Falsification of Records 49
Family Educational Rights and Privacy Act of 1974 (FERPA) 51

Federal College Work-Study Program 36

Fees

ACT ASSET, ACCUPLACER and TSI Assessment 27
Course Challenge 27
Diploma Replacement 27
FAA Exam (Knowledge Test) 27
GED Testing 27
Individualized Instruction
Aviation Science 27
Criminal Justice 27
Health Related Careers 27
Hospitality Management 27
Microsoft Certification 27
Music 27
Overflight 27
Petroleum 27
Physical Education 27
Truck Driving 27
All Industrial Technology Programs 27
Installment Plan 28
Late Payment 27
Nursing Insurance, Fees and Testing 27
Return Check 27
Student I.D. or Meal Card Replacement (per card) 27

Fees-Continuing Education 27

Filing a Grievance. See Equal Opportunity Policy

Financial Aid

Appeal Process 35
Applying for Financial Aid 33
Deadlines for Filing 33
Drops and Withdrawals 35

Central Texas College Catalog 2013-2014 - Index 153
Eligibility Requirements 33
Grade Point Average 34
Grants 36
Hazlewood Educational Benefits 38
Loans 36
Maximum Time Frame 34
Repeated Courses 35
Return/Repayment of Title IV Funds 37
Satisfactory Academic Progress Policy 33
Selective Service Registration Compliance 33
Scholarships 36
Transfer Students 35
Veteran Benefits 37
Vocational Rehabilitation 38
Warning and Suspension of Financial Aid 34
Food Service 41
Fort Hood Campus 6

G
GED. See High School Equivalency Examination
General Information 5
Grade Designations 46
Grading Policy
  Change of Grade (Appeal Process) 48
  Grading System 47
  Grade Point Averaging 48
  Grades and Financial Aid 48
  Repeating a Course 48
Graduate Guarantee Program 52
Graduation
  Applying for Graduation 51
  Commencement 52
  Graduation Requirements 51
  Program Timelines 51
  Replacing a Lost Certificate or Degree 52
Honors 51
Grants
  Federal PELL Grant 36
  Federal Supplemental Educational Opportunity Grant 36
  Texas Educational Opportunity Grant 36
  Texas Grant 36
  Federal College Work-Study 36
Grievances. See Equal Opportunity Policy
Guarantee for Job Competency 52
Guidance and Counseling 38

H
Harassment and Discrimination 6
Hazlewood Educational Benefits 38
Hazing and Disruptive Activities 49
Health Services 42
High School Equivalency Examination 39
High School Students
  Dual Credit 10
  Early Admissions 10
  Eligibility Requirements 10
  Tech Prep 52
History of the College 4
Honor Roll 48
Honor Societies
  Epsilon Delta Pi 49
  Phi Theta Kappa 50
  Sigma Kappa Delta 50
  Psi Beta Psychology National Honor Society 49
Housing
  Married Student Housing 42
  Residence Hall 42

I
Information Release. See Directory Information
Installment Payment Plan 28
Institutional Purpose 5
International Student Services 12, 38
Intramural Sports 42

J
Jeanne Clery Disclosure of Campus Security Policy and
  Campus Crime Statistics Act 6

K
KNCT-TV & KNCT-FM 41

L
Learning Resource Center 38
Lending Library 39
Library 43
Loans 36
  Repayment 35, 36

M
Marketable Skills Achievement
  Child Development 64
Married Student Housing 42
Maximum/Minimum Load 43
Mission and Institutional Purpose 5

N
Name Changes 50
Natatorium and Physical Education Center 42

O
Obligations to the College 50

P
Parking 42
Personnel Directory 141
Phi Beta Psychology 49
Phi Theta Kappa 50
Placement Examinations 14
Probation 48
Probation, Suspension, and Dismissal Policies 48
Program and Course Availability 6
Programs of Study 55

Q
Readmission Requirements 9
Records Access (FERPA) 51
Records Required 13
  Transcripts and Test Scores 13
Refunds 28
Registration 16
  Adding or Dropping Classes 16
  Late Registration 16
  New Student Registration 16
  Official Enrollment 16
  Skills Center Courses 16
  Religious Holy Days 44
  Remedial Studies. See Developmental Studies

R
Readmission Requirements 9
Records Access (FERPA) 51
Records Required 13
  Transcripts and Test Scores 13
Refunds 28
Registration 16
  Adding or Dropping Classes 16
  Late Registration 16
  New Student Registration 16
  Official Enrollment 16
  Skills Center Courses 16
  Religious Holy Days 44
  Remedial Studies. See Developmental Studies

S
Scholarships 36
Transfer Students 35
Veteran Benefits 37
Vocational Rehabilitation 38
Warning and Suspension of Financial Aid 34

T
Tech Prep 52

U
University of the Incarnate Word 39

V
Veteran Benefits 37
Vocational Rehabilitation 38

W
Warning and Suspension of Financial Aid 34

X
XML Metadata Conversion 1
Rent, Room & Board, and Deposits  27
  Campus Apartments  27
  College Housing Deposit  27
  International Student Deposits with Application  12
Repeating a Course  44
Residence Hall  13, 42
Residency Information for Tuition Purposes  29
  Distant Learners  31
  Domicile in Texas  30
  Federal Employees other than Military  31
  General Rules and Regulations  31
  In-District and Out-of-District Students  32
  Married Students  30
  Military Personnel  31
  After Assignment in Texas  32
  Continuous Enrollment  32
  Honorably Discharged Veterans, their Spouse and Dependents  32
  Nonresidents Assigned to Duty in Texas  31
  Out-of-State Military  32
  Spouse and Dependents who Previously Lived in Texas  32
  Survivors  32
  Non-U.S. Citizens  30
  Temporary Absences from State  31
  Reclassification  31
  Student Responsibilities  31
  Waivers  31
Residency for Degree and Certificate  51
ROTC (Army)  43
Satisfactory Progress Standards  43
Scholastic Honesty  49
  Cheating  49
  Collusion  49
  Plagiarism  49
Semester Credit Hours  53
Service Area Campus  7
Servicemembers Opportunity Colleges Consortium  40
Sigma Kappa Delta  49
Statement on Harassment and Discrimination  6
Strategic Planning  5
Student and Employee Assistance Program  39
Student Classification  46
Student Discipline  49
Student Financial Assistance  33
Student Grievances. See Equal Opportunity Policy
Student I.D. Cards  42
Student Organizations  41
Student Records  51
Student Responsibilities  50
Student Services
  Career Center  38
  Child Care Assistance  39
  Disability Support Services  38
  Evaluation of Previous Education and Training  40
  Guidance and Counseling  38
  International Student Services  38
  Learning Resource Center  38
  Lending Library  39
  Testing Services  39
  Transfer Counselor  38
  Transcripts, CTC  39
  Student Travel  41
  Summons  49
  Suspension  48

T
TEC 51.907 Course Withdrawal Limit Policy  44
TSI  see Texas Success Initiative
Tech Prep  52
Testing Services  39
  American College Test (ACT)  39
  Automatic Transmission Rebuilders (ATRA)  39
  Automotive Service Excellence (ASE)  39
  Diagnostic Tests  39
  English Language Pretests  39
  Health Education Systems, Inc. Admissions Assessment (HESI A2)  39
  High School Equivalency Examination  39
  IMAC Auto Air Conditioning Examination  39
  Institutional Challenge Examinations  39
  Other Tests  39
  Special Accommodations  39
  TSI Testing  39
Texas Grant  36
Texas Success Initiative (TSI)  14
  Tests  15
  Exemptions and Waivers  14
  High School Students  10
  Minimum Standards  15
  Special Conditions due to Elimination of Certain TASP Exemptions  15
Third Course Repeat  45
Transcripts, CTC  39
Transfer Counselor  38
Transfer Students  9
  See also General Admission Requirements For All Students; Transcripts and Test Scores
Transfer Credits, General Information
  Transfer Credits, Acceptance by CTC  46
  Credit Transfer to Other Colleges or Universities  47
  Resolution of Transfer Dispute  47
  Transfer Guarantee  47
Tuition and Fees
  College Costs, Tuition Schedule  26
  Continuing Education  27
  Exemptions and Waivers  27
  Installment Payment Plan  28
  Laboratory Fees  27
  Other Fees  27
  Rent, College Housing  28
  Room and Board, Residence Hall  28
  Refunds of Rent, Room and Board, and Deposits  28
  Refunds of Tuition and Fees  28
Tuition Rebate Program  54

U
Uniform Application of Standards  7

V
Veteran Benefits  37
Visitors  50
Vocational Rehabilitation  38

W
Withdrawal From Classes  44
  Limitation on Course Drops  45
Workforce Education and Training  7