CENTRAL TEXAS COLLEGE

www.ctcd.edu

Central Texas College District
Continental and International Campuses Catalog
Twenty-Second Edition • 2010-2011

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

Approved by
Texas Higher Education Coordinating Board; Texas Education Agency

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Mr. Charles Rex Weaver
Back Row (standing) Left to Right:
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Mr. Jimmy Towers, Mr. William L. Shine
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From left to right (back to front)
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Mr. B.W. Beebe, Mr. Robert C. Farrell, and
Dr. James R. Anderson

Chancellor's Message

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

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

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

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

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

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

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

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

Thank you,

James R Anderson

James R. Anderson, Ph. D.
Chancellor

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History

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

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

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

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

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

Term Calendar for Continental and International Campuses, 2010-2011

The term calendar lists the official term dates for Central Texas College campuses outside Texas. Contact your Central Texas College representative for start and end dates of courses offered at your location. Most courses offered by the Continental and International (C&I) locations are taught over eight weeks. Distance learning courses offered from the Central Campus in Killeen, Texas, have monthly start dates and course lengths of eight to sixteen weeks. Visit the college's web site at www.ctcd.edu to view distance learning courses.

Term Calendar

Term 1 (Fall)	August 1, 2010 through Oct. 16, 2010
Term 2 (Fall)	Oct. 17, 2010 through Dec. 31, 2010
Term 3 (Spring)	Jan. 1, 2011 through March 12, 2011
Term 4 (Spring)	March 13, 2011 through April 30, 2011
Term 5 (Summer I)	May 1, 2011 through June 30, 2011
Mini Term *(Summer II)	July 1, 2011 through July 31, 2011

* Offered at selected locations

Our Mission and Purpose

Institutional Mission Statement

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

Institutional Purpose

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

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

Strategic Planning

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

General Information

The Catalog

Central Texas College serves military personnel and their family members worldwide. The Central Campus is located in Killeen, Texas. This catalog is an official publication of Central Texas College containing policies, regulations, and procedures applicable to locations outside the state of Texas, which were 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 or federal laws, and tuition or fee changes. CTC also publishes a Texas Campuses Catalog for students attending in the state of Texas or enrolled in distance learning.

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

Program and Course Availability

Programs of study vary with each location and not all programs are available at every location. Individuals interested in programs that are not locally available should consult with the local Education Services Officer (ESO), Navy College Office Representative (NCO), Education Specialist, or Central Texas College representative.

Programs of study displayed in this Catalog are offered when sufficient interest indicates a level of enrollment required for program continuation and when authorized under the military contract or memorandum of understanding for the specific C&I site or campus. CTC reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances require this action. There is no guarantee that a specific course will be offered at any given time. It is the student's responsibility to complete the required courses when offered.

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, 21 degree and 22 certificate programs online and CD-ROM courses available for servicemembers deployed at remote locations, you can choose the option that's right for you.

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 Mr. Jim Yeonopolus, Deputy Chancellor for International and Navy Campus Operations/Dean, Navy Campus (254) 526-1781; 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 CTC official representative or the Campus Dean at your location. Refer to your student handbook for additional information.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If you have a documented disability, please contact your CTC official representative or Campus Dean at your location.

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 appropriate Campus Dean. Faculty and staff should contact the Human Resources Department at (254) 526-1128.

Approvals and Authorization

Central Texas College is approved to offer specific programs and courses at military installations around the world according to the contract, agreement, or memorandum of understanding for that campus or location.

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. 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.

Central Texas College is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Central Texas College to offer the following degree program: Associate of General Studies. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430. The State Council of Higher Education for Virginia has certified Central Texas College to operate in Virginia at 961 Bishop Loop, Bldg 8035, Fort Lee, Virginia. In addition, Central Texas College is authorized to offer college programs in Alaska, California, Georgia, Louisiana, Maryland, North Carolina, Virginia, and Washington D.C.

Central Texas College is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Central Texas College's programs are approved for individuals who wish to attend and receive benefits under the Veterans Readjustment Benefits Act of 1966, Post-Vietnam Veterans Educational Assistance Program, the Veterans Educational Assistance Act of 1984, Chapter 106-Reservists Education Bill, Chapter 30-VA Education Bill of 1986, Chapter 33-Post 9/11 Veterans Assistance and family members qualified for VA Educational Benefits, Chapter 35.

Distance Education

In addition to classes offered at CTC locations around the world, 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 learning classes must meet the academic and professional preparation criteria of regional accreditation, the standards established by the Texas Higher Education Coordinating Board rules and regulations and licensure and approval requirements of applicable regulatory boards. Both DANTES and the Servicemembers Opportunity Colleges have approved CTC as a provider of distance learning courses. CTC is an educational provider of distance learning through the Sloan Consortium.

Distance education courses are designed to be equivalent to the same course taught in a classroom. They have the same course descriptions, course objectives, and learning outcomes of a traditional classroom course.

Articulation Agreements Leading to Bachelor Degrees

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

Admissions and Registration

General Admission Information

Students wishing to attend Central Texas College should visit with the Education Center or Navy College Office representative to discuss their educational goals. Military facilities provide diagnostic, aptitude, and placement testing to assist students in selecting programs of study. Once students have identified and chosen an appropriate program of study, the admissions and registration process may begin.

Central Texas College is a comprehensive community college that maintains an open-door admissions 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 admissions to specific programs and courses. Departmental approval is required to register for certain courses as published in the college catalog and schedule bulletins.

Only personnel sponsored in the overseas command by the U.S. Armed Services are normally permitted to attend Central Texas College classes. Other applicants may attend classes if local policy permits, but they must receive approval from the local ESO or NCO personnel for necessary military and governmental approval before being permitted to file an application for admission. Active duty personnel will have priority when enrolling for all classes.

General Admission Requirements For All Students in Credit Programs

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

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

Early admission offers the opportunity for high school students to earn college credits while concurrently enrolled in high school or during the summer. Early admission is open to high school students who are classified as juniors or seniors and are in good academic standing. Permission to enroll in CTC must be granted by the student's parent or legal guardian and endorsed by the high school principal, counselor, or designated representative. Concurrently enrolled high school students must adhere to the requirements of CTC and their high school. An early admission form signed by the designated school official and parent or legal guardian must be submitted each semester of enrollment. Independent school districts may have additional requirements.

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

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

Admission Procedures, College Credit Programs

Visit the CTC representative at your location for information on admissions, registration, program and course selection. If you are interested in distance learning courses and there is not a CTC representative at your location, contact online. mentors@ctcd.edu. Listed below are general admission requirements for students located outside of Texas.

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. Submit an official high school transcript or General Educational Development (GED) scores demonstrating high school graduation or equivalency.
3. Meet with the designated CTC representative at your location to discuss a program of study and course selections.

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. Submit an official high school transcript or General Educational Development (GED) scores demonstrating high school graduation or equivalency.
3. Submit official transcripts from each accredited college or university previously attended.
4. Meet with the designated CTC representative at your location to discuss a program of study and course selections.

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.

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. If you have attended other colleges or universities since last enrolled with CTC, request that official transcripts be sent to CTC.
3. Meet with the designated CTC representative at your location to discuss a program of study and course selections.

Transient Students

If your intent is to attend CTC to earn credits to transfer into a degree program at another college or university, you do not need to submit education records from previously attended colleges or universities unless required for Veterans Services, Financial Aid, or to document earned requirements. Records will be required if you later elect to seek a certificate, degree, or award of credit. You are required to:

1. Complete a CTC Application for Admission.
2. Contact the advisor at your college or university to ensure course transferability. If your school is a member of the Servicemembers Opportunity College (SOC), the SOC Degree Network System-2 Handbook that includes transfer guarantee articulations is available at local Education Centers, Navy College Offices, and CTC locations. The handbook is also available online at www.soc.aascu.org.
3. Meet with the CTC representative to determine any course prerequisites or placement requirements.

Early Admissions, High School Students

Early admissions is available to selected high school students who are in good academic standing and classified as juniors or seniors. To apply for early admission:

1. Complete the Early Admissions Application signed by the high school principal or counselor and parent or legal guardian. Application must be re-submitted for each semester of enrollment.
2. Complete CTC's Application for Admission.
3. Provide an official high school transcript.
4. Accepted high school students are limited to two courses per semester (fall, spring, summer). A student may not take more than six courses in a year.

Guidelines for Active Duty Army Using Tuition Assistance

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 through the GoArmyEd portal and render payment directly to CTC in order to track their academic progress. All students 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.

1. Obtain your GoArmyEd user login and password. If you have not received an AKO email with your login, go to the GoArmyEd portal at www.GoArmyEd.com and click on the New Users tab. Complete the information requested to receive a username and password. Complete the Soldier Quick Start Training on the portal and other required in-processing steps. Soldiers will need to contact an Army Education Center to activate their account.

2. Print your annual SOU, have it signed by your Commander, and use the training document "How to Use your eFile" to upload your SOU to the GoArmyEd portal or turn it in to an Army Education Counselor assigned to your geographic Education Center.
3. If CTC is your host college and you have not previously enrolled in CTC courses through the GoArmyEd portal but have a SOCAD2 Agreement currently with CTC, take a copy of your student agreement to the Army Education Counselor. Your counselor will upload your student agreement to the portal. Any changes in your program of study must be approved by your Army Education Center counselor. New students will receive a student agreement prior to completion of six semester hours with CTC. Refer to the Student Services section of the catalog for more information.
4. Visit with a CTC representative to obtain a catalog, degree plan advisement, and other school-related information.
5. Fill out the GoArmyEd common application online.
6. If CTC is your host college, request official transcripts from each regionally accredited college or university previously attended be sent directly to CTC. Submit a high school transcript or GED scores verifying high school graduation equivalency if you have not already successfully completed at least 12 semester hours at another college or university.
7. Transient students (students who have a home institution other than CTC) are not required to submit official transcripts unless using financial aid.
8. Browse through the GoArmyEd Schedule of Classes and register for courses online. Ensure you meet course prerequisites prior to enrolling. If you are not eligible to enroll in a course, you will be notified by CTC. Refer to Reference Document titled "Enrolling in GoArmyEd Courses (Course Enrollment Guide Step-by-Step Instructions)".

Distant Learners

Students enrolling in distance learning programs must meet general institutional admission requirements. If you cannot apply for admission and register at a local CTC office, contact the online.mentors@ctcd.edu. An online mentor will assist you with admissions, registration, and advisement. Distant learners may contact their local CTC representative to determine eligibility to register online through WebAdvisor. Students are encouraged to complete the distant learning orientation at the CTC Distance Learning website at online.ctcd.edu. Students enrolled in distance education courses must provide their own computers, or have access to computers, have Internet access for online courses and email accounts.

Texas Success Initiative

Distant learners in Texas and out-of-state distant learners who are bona fide Texas residents receiving in-state tuition rates must meet the Texas Success Initiative (TSI) requirements unless TSI exempt or waived; and submit substantiating documents for residency purposes. The TSI program is a state-legislated mandated program to ensure that students have the skills to be successful in freshman academic coursework. The program includes (1) an assessment to diagnose students' basic academic skills in reading, writing, and mathematics; and (2) developmental instruction to strengthen academic skills that need improvement. Distant learners must contact an online counselor to determine their TSI status and educational plan.

International Students

Local and third country national students are not permitted to attend Central Texas College C&I locations without permission from the Education Center or Navy College Office representative and the appropriate Military Command. Local nationals who receive permission are required to take the Test of English as a Foreign Language (TOEFL). A score of 520 on the paper-based test, 190 on the computer-based test or 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.

Out-of-State CTC Students Who Move to Texas

If you move to Texas and continue your studies with Central Texas College, you are required to meet certain in-state requirements as follows:

1. Complete a CTC Application for Admission.
2. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their spouse and dependent children are entitled to pay resident tuition rates. To qualify, the student must submit a completed military verification form, that is available online and in the schedule bulletin, during his or her first semester of enrollment which he or she will be using the waiver and present a valid military I.D. card. In lieu of a military verification form, a copy of the military orders of the active duty military sponsor with permanent assignment to duty in Texas may be substituted.
3. Take the ACT ASSET or Texas Higher Education Assessment (THEA) test unless student is exempt or waived from the Texas Success Initiative (TSI) requirements. Refer to the Texas Campuses Catalog or contact an online counselor for more information.
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. Meet with an academic advisor.
6. Make arrangements to attend the new student orientation.

NOTE Official transcripts and TSI state-approved test scores must be sent directly to CTC from the issuing educational institution. You may be conditionally admitted pending receipt of official high school and college or university transcripts. Falsification of information will result in disciplinary action and may result in dismissal from Central Texas College.

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, or requests an official evaluation of prior learning experiences. Distant learners who must meet Texas Success Initiative requirements are required to submit official transcripts. Transfer students who plan to use financial aid must have transcripts on file prior to determining financial aid eligibility. Official transcripts must be mailed directly to CTC from each college or university. Hand-carried transcripts will only be accepted if received in a sealed envelope marked "official."

Registration

Typically, Central Texas College assigns a representative to each Education Center or CTC office where a program is conducted. Information on registration, term dates, evaluations, programs offered and related questions should be directed to the local Central Texas College representative at the Education Center, Navy College Office, or to the local Central Texas College office.

Check with your local CTC representative to determine if online registration (WebAdvisor at www.ctcd.edu) is available at your location. Distant learners should contact online.mentors@ctcd.edu if there is not a CTC representative in your area. GoArmyEd TA, eArmyU, and Army self-pay students register, drop, and add courses through the GoArmyEd portal.

Registration Schedules

CTC conducts an academic year starting and ending in August. Courses are usually offered through five, eight-week terms but start/end dates and course lengths may vary at different locations to meet military schedules. Consult your local schedule for times and dates of registration and classes. GoArmyEd TA and eArmyU students may view local classroom and online course offerings through the GoArmyEd portal.

Distance learning course offerings generally start on a monthly basis with varying course lengths. Students may choose to take courses online or offline (multi media). Distance learning course offerings are available for view on the CTC Distance Learning website and through WebAdvisor accessed through the official CTC web site.

Officially enrolled distance learning students receive a welcome confirmation email with instructions for getting started.

Registration Procedures

Upon completion of the admissions requirements, the following must be completed before you will be officially registered and permitted to start your course:

1. Complete the C&I Class Registration form each time your register, register online via CTC's Webadvisor or register through the GoArmyEd portal if using Army TA.
2. Pay tuition and fees at the time of course enrollment. Students are responsible for submitting approved military tuition assistance forms and other third-party sponsorship forms. Army TA is automatically processed at the time of registration on the GoArmyEd portal.

Admission and registration forms are available from the Central Texas College representative at your location and online at the CTC web site.

Late Registration

Late registration for classroom courses is permitted for a limited time after class begins. Consult local schedules for exact dates. Late registration is not permitted for distance learning courses. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.

Adding or Dropping Classes

During the official add/drop period, you may add and drop courses based upon institutional and military guidelines. You may not add a distance learning course without special permission. Classes missed will be counted as absences, and you will be required to make up any assignments. GoArmyEd students drop and add courses through the GoArmyEd portal.

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.

Uniform Application of Standards

The standards of Central Texas College's academic and student policies are uniform at all locations served by CTC. The subsequent sections of this Catalog provide information required and unique to Continental and International Campuses.

College Costs

Tuition*

Tuition for classes at Central Texas College locations outside Texas varies with the government contract, agreement, or memorandum of understanding through which the institution operates. Therefore, both tuition and fees may be adjusted, based on government contracts and local conditions, during the period this Catalog is in effect. Costs of classes to students will vary with the level of support being provided by the sponsoring agency at each campus or site.

Obtain information about current tuition, fees and costs of classes from the Education Officer, Navy College Officer, or the Central Texas College representative.

NOTE   Students are responsible for any additional amounts owed to CTC resulting from post-enrollment audits and corrections, including all fees and waivers; e.g., registered 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 the sponsoring agency does not remit payment in full.

Other Fees *

In addition to tuition, the following fees are required or applicable. Fees are nonrefundable.

Return Check Fee...$25
Diploma Replacement...$25
Transcript and Records (per copy).............................no charge
Course Challenge $50
Instructional Materials (as required by contract, per credit hour)
    (non-refundable) .... $30-$40

Tuition and Fees - Noncredit Courses

Tuition and fees for Continental and International locations are determined by contracts and agreements.

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

Refunds

No tuition refunds will be made except in the case of cancellation or official withdrawal from Central Texas College or from a course. For students receiving military tuition assistance, the effective date of withdrawal is the date the Application for Withdrawal/Refund is signed by the designated Education Center or Navy College office representative or processed through the GoArmyEd portal for Army TA. The instructor must sign the withdrawal form before or after the effective withdrawal date.

For self-pay students refunds are computed from the date the Application for Withdrawal or Refund is filed with the designated CTC Student Services Office, CTC Records Office, or GoArmyEd portal.

Special conditions apply to students who receive federal, state, and/or institutional financial aid or VA benefits. The refund is generally calculated based upon the student's last date of attendance.

Although the following refund schedule is provided, actual refunds for tuition and fees are based upon the contract, agreement, or memorandum of understanding at the location for which the College operates.

- 100% Withdrawal before the first day of the term or semester.
- 75% Withdrawal if not more than 1/8 of the term or semester has elapsed.
- 25% Withdrawal if not more than ¼ of the term or semester has elapsed.
- 0% Withdrawal if more than ¼ of the term or semester has elapsed.

- Refund schedule is calculated based on the first calendar day of the term and includes all weekdays, Monday through Friday, which are not designated official Central Texas College holidays.

- Central Texas College will allow hours to be dropped and re-added without penalty to the student if the following conditions are met:
  - The transaction must be completed prior to the census date of the dropped hours.
  - The start date of the added hours must be prior to the census date of the dropped hours.
  - The exchange must be an equal one.
  - The exchange must occur simultaneously as a single transaction.

  When 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 tuition refund schedule listed above.

- Special consideration is available under the following conditions:
  - Any student suffering a catastrophic illness or accident or death in the immediate family.
  - Active duty military students who receive PCS or deployment orders and dependent family members of active duty military who receive PCS orders after the start of classes which require the service member to depart before the class is completed.

A student must present a copy of deployment orders, medical certification, death certificate, or published obituary along with the refund request to be eligible for special consideration. Refunds under these conditions will follow the tuition refund schedule listed below.
  - If withdrawing before ¼ of the term has elapsed (before the last day for 25 percent refund), 100 percent refund.
  - If withdrawing after ¼ of the term has elapsed and prior to 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.

Textbooks

Prices are based on the publisher's price and may vary from term to term. Prices are available from the Central Texas College Bookstore website at www.ctcbookstore.com. Please visit our website for complete information regarding returns and exchanges.

Determining Residence Status

Students enrolled in courses at CTC locations outside Texas pay the tuition and fee rates based upon the applicable military contract or memorandum of understanding. Bona fide Texas residents enrolled in distance learning courses through the Central Campus in Killeen may be eligible for in-state tuition rates. Certain conditions apply, and substantiating documents to affirm residence are required. Refer to the Texas Campuses catalog, which is available online at the CTC website www.ctcd.edu.

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.

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., or meets special ability-to-benefit requirements;
- Is registered with the selective service if required to do so; and
- Does not owe a refund on a Federal Pell Grant or other Federal financial aid awards.

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

Satisfactory Academic Progress Policy, Financial Aid

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

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

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

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

Evaluating Satisfactory Academic Progress

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

Grade Point Average/Qualitative Standard

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

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

Quantitative Standard/Maximum Time Frame

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

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

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

2. For a student completing a certificate program that requires 30 hours, the student must complete the certificate within 45 attempted hours. The student will lose eligibility for additional financial aid to complete the program after 45 attempted hours.

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

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

SAP Treatment of Developmental Course Work

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

Evaluation Outcomes

Financial Aid Automatic Suspension

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

Financial Aid Probation

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

Financial Aid Suspension

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

Reinstatement of Eligibility

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

Appeal Process

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

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

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

Break in Enrollment

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

Drops and Withdrawals

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

Transfer 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. All previous college transcripts must be submitted to the Incoming Transcripts section of Student Services, and evaluated by the appropriate Campus representative such as the Guidance Counselors at the Central Campus. Transfer courses are not considered in determining eligibility under the qualitative measure but are considered in the quantitative maximum timeframe measurements.

Types of Aid Available

Financial Aid is categorized into two types: Gift Aid and Self-Help Aid.

- Gift Aid includes grants and scholarships that do not have to be repaid.
- Self-Help Aid includes student employment and student loans. Student loans must be repaid with few exceptions.

Federal PELL Grant

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

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

Loans

Federal Family Education Loan Program (FFELP)

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

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

Federal Stafford Loan Maximums

Classification
Freshman (0 to 29 credit hours)*
Sophomore (30 to 72 credit hours)**
Dependent Undergraduate
$3,500*
$4,500**
Independent Undergraduate
$7,500 – No more than $3,500 of this amount may be subsidized*
$8,500 – No more than $4,500 of this amount may be subsidized**

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

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

Unsubsidized Stafford Loan
- Does not require students to demonstrate financial need.
- The U.S. Department of Education does not pay interest on unsubsidized loans.
- To determine the amount of your unsubsidized loan, the school will use this equation:

  Cost of attendance
  - Federal Pell Grant (if eligible)
  - Subsidized Stafford Loan amount (if eligible)
  - Any other financial aid you receive
  = Amount of unsubsidized loan (up to the maximum loan amount)

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

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

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

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

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

1. Students who withdraw from all courses before completing 60 percent or more of the current term must return/repay a portion of the Title IV Funds (PELL, Supplemental Educational Opportunity Grant, ACG and Loans) disbursed. Federal Loans are repaid in accordance with the terms of the loan. The amount of funds to be returned/repaid will be calculated using the following formula:
   Total amount Disbursed (PELL Grant, SEOG, ACG and Loans)
   - Amount of Institutional Cost Returned by School (if any)
   - Amount of aid earned by student
   - Amount of Aid to be returned/repaid by the student X 50 percent

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

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

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

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

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

Veteran Benefits

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

Please provide the Veterans Services Office with a copy of the Certificate of Eligibility for your Chapter, 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 must be evaluated before the close of the first semester and a copy of the updated degree plan furnished to the Veteran Services Office.

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

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

Central Texas College Foundation

For those students attending classes at campuses outside the College tax district, the Central Texas College Foundation has 27 scholarships, which give some 38 awards to competitively selected students every year. One application will place a student in consideration for all of these awards. A student must file an application for selection with the Foundation office when the award cycle is announced. The announcement usually occurs between January and March of each year and will be for awards available in the fall semester. Students, including international students, may apply for any Foundation scholarship for which they are otherwise eligible. There are specific requirements for eligibility that apply to individual scholarships and the student is advised to read the Foundation's Scholarship Guidelines when it is announced each year. In making application for these scholarships, the applicant must have applied to attend CTC, have official transcripts from previous colleges attended on file with CTC, and completed the Free Application for Student Financial Assistance (FASFA) as verified by the CTC Student Financial Assistance office.

Student Services

Guidance and Counseling

Central Texas College maintains a staff of academic advisors at various locations throughout the world. Visit your local CTC representative for program and course selections, or the designated Education Center or Navy College Office representative. If you do not have a designated representative at your location, contact your campus Student Services Office. If you are at a location without a CTC representative, contact the Student Services Office located on the Central Campus in Killeen, Texas. For students enrolled in distance learning programs, there are several CTC distance learning advisors who can assist you. Refer to the Personnel section of this Catalog for points of contact.

CTC Transcripts

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

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

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

Testing Services

Central Texas College provides an extensive testing program, which supports traditional classroom instruction and distance learning courses.

Placement Tests for English and Mathematics

Students must take placement tests to determine their eligibility to enroll in English and mathematics courses or otherwise meet prerequisites through traditional coursework. Students who are active duty/prior military and/or degree holders should contact their local CTC representative as special conditions apply to mathematics placement. Acceptable placement tests are the ASSET, the ACT Accuplacer, the COMPASS, the SAT, the ACT, and the Texas Higher Education Assessment (THEA). Online screening exams in English and mathematics are available for students who are unable to take one of the designated placement tests. Test scores are valid for five years.

Proctored Testing for Distant Learners

CTC requires proctored testing for most distance learning courses. It is the student's responsibility to locate a suitable test proctor, make arrangements, and immediately provide the CTC Testing Office with the proctor information or changes to the original proctor. You must submit proctor information using the Test Proctor Submission Form available on the CTC distance learning website.

To locate a proctor, military students should check with their Education Center; Navy College Office; or the installation's testing center, library, or learning center. Other students may locate a proctor at a local college, library, high school, or other suitable facility. You may also contact the CTC Testing Office to request testing site options and to request information about persons who qualify as proctors.

Most tests are available online. Upon submission and approval of the Test Proctor Submission Form, the CTC Testing Office personnel will coordinate and provide access information to proctors at the beginning of the course. If you submitted a form but your proctor has not received this information within 5 to 7 business days, the proctor should contact the CTC Testing Office at online.testing@ctcd.edu.

Testing, eArmyU Students

The CTC Testing Office will provide your Education Center's testing office representative with test availability and access information at the beginning of the course. This information is provided to the Education Center at the military installation, which is listed on your admission application at the time of course enrollment.

If you are not near a designated eArmyU test site, please refer to the list of approved test sites on the CTC Distance Learning website at http://online.ctcd.edu/testingrequirements.cfm to ensure your tests can be forwarded as soon as possible.

Student Responsibilities

The CTC Testing Office cannot be responsible for test delays due to lack of complete test proctor information if not provided in a timely manner. If you find yourself in this situation, contact your course instructor immediately. The instructor makes the final decision on whether to allow an extension on a test.

Institutional Challenge Examinations

Students may request permission to take challenge examinations for certain courses. An application for challenging a course must be submitted with the nonrefundable fee through the Campus office serving the student's location to the CTC Testing Office in Killeen, Texas. The student coordinates with the local CTC representative for the time and place to take the examination. Students are eligible to take a challenge exam upon successful completion of six semester hours with a "C" or higher with CTC. To obtain credit, the student must pass the examination with a minimum grade of "B." Retesting is not permitted, and the fee is forfeited. Credit awarded for successful completion of the challenge exam cannot be used to satisfy CTC residency requirements.

Evaluation of Previous Education and Training
Nontraditional Education

Central Texas College recognizes that each student's educational needs, goals and experiences are unique and that individuals are skilled in many areas of college work that are not formally documented on transcripts. It is the policy of Central Texas College to recognize nontraditional learning experiences and to award college credit in all cases where such credit is appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP). The purpose of ICEP is to systematically correlate business, industry, government and military education received by nontraditional methods with institutional curricular requirements. All students, including military and former military personnel, are eligible for credit consideration based upon documentation of their previous learning experiences.

The nontraditional methods usually considered applicable toward a degree at Central Texas College are:
- Chauncey Group International - DSST Program.
- College Level Examination Program (CLEP), both the General and Subject Examinations.
- Excelsior College Examinations (ECE).
- Defense Language Proficiency Tests (DLPT).
- American College Testing Program (ACT).
- Scholastic Assessment Test (SAT).
- College Board Advanced Placement.
- Military Service Schools, Military Occupational Specialties (MOSs), Ratings and other Military Job Training and Experience as recommended by the American Council on Education (ACE).
- Civilian Education and Training as recommended in The National Guide to Educational 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, final certificate and degree plans are provided upon receipt of all official transcripts and documents following successful completion ("C" or "P" grade or higher) of a minimum of six semester credit hours earned in the Central Texas College system. Students on financial or academic hold are not eligible for final evaluation of nontraditional educational experiences until the financial or academic hold is cleared. Students pursuing a technical/vocational program may be required to repeat major field of study courses if the degree program is not completed within five years.

GoArmyEd 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 (SOC)

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

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

SOC Degree Network System

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

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

Career Center

The Career Center, located on the Central Campus in Killeen, Texas, provides career planning and employer connections to current CTC students and alumni, high school students, and the general public. To access Career Services online or for additional information and assistance, go to www.ctcd.edu (follow the Alumni and Friends or Quick Links).

Student Support Services

Student support services are provided to students who need assistance with academic tutoring, and who have documented disabilities. Students should contact the designated campus representative at their location. The CTC web site provides contact information for services supported through the Central Campus.

Disability Support Services

The Disability Support Services provides assistance to distant learners with a documented learning or physical disability. Appropriate documentation of the disability is required in order to access services or receive course accommodations. Students should contact their local CTC representative at least 15 days before the course start date.

Distance Education

Distant learners have access to the same support services as campus-based students. Services provided to distant learners include but are not limited to, financial aid, veterans' benefits, career planning, career advisement, library, bookstore and special assistance. These services may be obtained by email, phone, Internet or through any of the CTC campus locations. The Distance Learning web site contains web-based tools as well as points of contact for all student services. Technical support for distant learners is available 24 hours a day, seven days a week. A Distant Learner Handbook is located on the CTC Distance Education website and is provided in the distance education course.

Campus Life

Alumni and Friends Association

The CTC Alumni and Friends Association is open to any individual or group that wants to help the association achieve its mission to develop and maintain the love and loyalty of graduates, former students and community members for CTC. Current objectives include:
- Keeping in touch with former and returning students.
- Fostering a spirit of loyalty and good will toward the College.
- Encouraging student enrollment.
- Developing a corps of alumni who serve as CTC ambassadors.

In addition to assisting current and future CTC students achieve their goals through the Association's scholarship program, members also receive the following benefits:
- Free career placement services.
- Notice of College activities and special alumni events.
- Go on record as a CTC booster.
- An Alumni Membership Card.

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

Bookstore

The CTC Bookstore, located in the Student Center on the Central Campus, carries new and used textbooks, supplies, trade books, and general merchandise. Distant learners may purchase textbooks online. Students enrolled in traditional classroom courses taught outside of Texas may obtain further information on how to purchase textbooks from their local CTC representative.

Refund Policy, Textbooks Purchased Through the CTC Bookstore

You are responsible for checking to ensure that you have the correct book and correct edition. Check the course syllabus or contact the department or instructor to verify that you have the correct course materials.

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:

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, mini-term, 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. A student will receive a 50 percent refund if he or she writes in a new textbook.

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, software, or clothing.

Buybacks are held every day and at the end of each Central Campus fall and spring semesters. Several factors affect the price you receive. Books that have no wholesale or resale value will not be bought.

Library Services

Located on the Central Texas College Campus in Killeen, the Oveta Culp Hobby Memorial Library (HML) provides library services to all registered students, faculty and staff worldwide. Online resources are provided through the library's website www.ctcd.edu (click on library). The library home page is the main vehicle for providing library services and materials; access is available 24 hours a day. The Library catalog is password free and any book from our collection can be sent to a patron through the Books by Mail program. (Information about B-B-M is available on the web page) Through the "Online Books Page" a free link to the University of Pennsylvania; students can access electronic books, periodical articles and other information.

Access to the virtual collection is from the library web page link "Online Databases". A user name and password is required from off campus, the service is available 24 hours a day 7 days a week. Through the 75 electronic databases, users can access online tutorials, periodical citation indexes, full-text periodical articles, reference resources, encyclopedias, legal documents and e-books. Information resources are available by phone and e-mail; there is a professional librarian on duty all the hours the library is open. Remote reference request through "Ask an Online Reference Librarian" is checked several times a day 7 days a week, and there is a 24 hour "turnaround" time to all queries.

Academic Policies

Academic Load

A normal academic 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 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.

Satisfactory Progress Standards

Each student has the responsibility for attending class and pursuing the objectives of the 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.

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 course (or the census date of other course lengths) will be administratively dropped with a grade of "W" by the instructor. 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.

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.

Withdrawal From Classes

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

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

Instructor Initiated Withdrawals

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

Administrative Initiated Withdrawals

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

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

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

Student Classification

Freshman	Less than 30 semester hours of college-level credit recorded on your permanent record.
Sophomore	At least 30 semester hours, but no more than 72 semester hours of college-level credit recorded on your permanent record.
Unclassified	More than 72 hours with no associate of higher degree earned.

Credit Transfer
To Central Texas College

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

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

To Other Colleges and Universities

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

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

Grading Policy
Grading System

The grading system at Central Texas College is as follows:

Grades	Grade Points	
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
FN	Nonattendance	0
FI	Failure, nonremoval of incomplete	0
IP	Incomplete, in progress (except developmental)	Not Computed
N	No Credit	Not Computed
P	Completed	Not Computed
W	Withdrawal	Not Computed
XN	Nonattendance, Incomplete for developmental and designated modular courses	Not Computed

Grade Designations
"D"

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

"F"

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

"IP" Incomplete, Course in Progress (for non-developmental courses)

An "IP" grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The "IP" grade may also be assigned for extenuating circumstances beyond a student's control such as personal illness, death in the immediate family, or military orders. 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 "IP" grade cannot be replaced by the grade of "W." If a student elects to repeat the course, the student must register, pay full tuition and fees and repeat the entire course.

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

"N"- No Credit

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

"P"- Completed

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

"XN"- Non-Attendance

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

"W"- Withdrawal

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

Grade Point Average (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

Course	Grade	Grade Points	Credit Hours	Calculation
BUSI 1301	A	4	3	4 x 3 = 12
ENGL 1301	B	3	3	3 x 3 = 9
ITSC 1409	C	2	4	2 x 4 = 8
CJLE 1211	D	1	2	1 x 2 = 2
			12 crs.	31 gp.
		31/12 = 2.583 GPA		

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

Change of Grades

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

Grades and Financial Assistance/ Tuition Assistance/VA Benefits

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

Repeating a Course

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

Academic Standards
Dean's Honor Roll

Students whose scholastic achievement is outstanding are notified by letter of the "Dean's Honor Roll." The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college-level credit taken concurrently during the regular semester or eight semester hours of college-level credit taken during the summer semester. Students completing 12 or more semester hours of college-level credit during two consecutive eight-week terms that start and end within a fall or spring semester and achieve a grade point average of 3.5 or higher receive Honor Roll status.

Academic Probation, Suspension and Dismissal

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

1. Students who fail to maintain a 2.0 cumulative grade point average (GPA) during their initial seven semester hours will be notified of their Unsatisfactory Academic Progress status and provided a list of student support services available to them.
2. Students who fail to (a) maintain a 2.0 cumulative GPA after the first seven semester hours or (b) fail to achieve a 2.0 GPA during any term after the first seven semester hours and have less than a 2.0 cumulative GPA will be placed on Academic Probation during the next term in which they register. Students will be notified of their status and referred to Guidance and Counseling for academic advisement and assistance. Once students raise their cumulative GPA to 2.0, their status will be changed to Academic Good Standing. Students who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on

Academic Suspension. The mandatory suspension period is one sixteen-week semester, two eight-week terms, or both summer semesters.

3. Suspended students who return after the required suspension period or who have successfully appealed suspension through a college appeals process, will be readmitted on academic probationary status. Students will be required to regularly report to an academic advisor for assessment and advisement during the semester for which readmitted. Students readmitted after academic suspension who fail to achieve a 2.0 GPA during their semester of probation will be placed on Academic Dismissal for two long semesters or one long semester (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.)

    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.

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.

For those few students who fail to understand and accept their role in an educational institution, Central Texas College has prescribed procedures for counseling and disciplinary action, which are designed to help the students in every way possible. Disciplinary action may be an oral or written reprimand, disciplinary probation, suspension, or expulsion from Central Texas College. Students on disciplinary probation may receive no honors from Central Texas College. The probation status is permanent unless the student earned the privilege of being released from disciplinary probation.

You may request further information concerning disciplinary procedures from your campus Student Services official.

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 or in the Office of Student Life.

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.

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 Project PASS 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 paraphanalia 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. Information regarding drug and alcohol abuse at Central Texas College locations outside of Texas will be provided at individual campus sites.

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 or the Central Texas College site representative.

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 "Academic Fresh Start" section of the online Texas Campus Catalog at www.ctcd.edu.

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 to the CTC Site Office or emailed to the CTC Admissions Office in Killeen, Texas at admissions@ctcd.edu. Students should include their CTC assigned student identification number and date of birth on the request. Students are responsible for all communication mailed to the last address on file.

Name Changes

Provide your legal name on your Application for Admission because this is the name that will appear on your official student record. To change a legal name to a new legal name, submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, present a copy of the marriage certificate. A female student who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name must present a divorce decree or signed court order showing restoration of the maiden name or other names. Other documents that may be used include a U.S. Government issued military I.D. card or Social Security Administration card. An affidavit must be provided before the name change will be processed. Submit name change documents and affidavits to CTC Records and Registration, 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 address
Telephone number
Date and place of birth
Major field of study
Dates of enrollment
Degrees, awards and honors received
Most recent previous educational agency or institution attended
Photographs
Classification (freshman, sophomore or unclassified)
Participation in officially recognized activities and sports
Date of graduation

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

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

Graduation Requirements

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

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

Catalog Program in Effect and Completion

Students may graduate in the program listed in the catalog that was in effect at the time they enrolled or subsequent catalogs if (1) the catalog is not more than five years old and (2) the program has not been discontinued. Students whose programs of study are discontinued have two years to complete the degree or certificate before the program is officially deactivated.

Graduation with Honors

Candidates for degrees conferred by Central Texas College may be eligible to graduate with highest honors or honors. Certificates of completion do not qualify for honors. To graduate with honors or highest honors from CTC, the student must:

- Have a 3.5 GPA on a 4.0 scale with no grades below "B" on all coursework taken, which includes all CTC courses and transfer credits. Repeating a CTC credit course in which a "C" or lower grade was earned does not 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. Students should submit a completed Application for Degree/Certificate to their local CTC site representative by the dates listed below.

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

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

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

Commencement

Many CTC sites conduct an annual graduation ceremony in conjunction with their local Education Center or Navy College office. Students should contact their local CTC representative for more information.

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

Replacing a Lost Certificate or Degree

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

Degrees and Certificates

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

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

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

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

Developmental Studies

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

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

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

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.

To facilitate transfer of freshman- and sophomore-level core courses, a Texas Common Core Numbering System (TCCNS) exists. These lower-division courses have a TCCNS number and are listed in the *Lower-Division Academic Course Guide Manual*, an official publication of the Texas Higher Education Coordinating Board, Community and Technical Colleges Division.

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, certificates, and courses offered at the C&I Campuses are on the following pages. Please refer to the current Texas Campuses catalog and the CTC Distance Learning website for additional programs of study and courses that may be available through distance learning. 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.

NOTE Although academic counseling is available, it remains your 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 is used for credit courses.
- The four-letter prefix (rubric) is used to identify subject areas.
- The four-digit numbers are as follows:
  - First digit—identifies the course as lower division
  - Second digit—identifies the credit hour value
  - Third and Fourth digits—represent a unique course identifier

Programs of Study

AA	Associate of Arts Degree
AS	Associate of Science Degree
AAS	Associate of Applied Science Degree
AA	Associate Of Arts - General Studies
CC	Institutional Certificate of Completion
CC**	Level II Certificate
CC*	Level I Certificate

Core Curriculum for Associate of Science (AS) and Associate of Arts (AA) 27

Degrees and Certificates

Auto Collision
AAS	Auto Collision Repair (not offered on Central Campus)	30

Automotive Mechanic
AAS	Automotive Mechanic/Technician	30
CC**	Automotive Technician	31
CC*	Automotive Tune-Up Specialist	31

Aviation Science
AAS	Aviation Maintenance Technology (PFEC only)	31

Business
AS	Business Administration	32
AAS	Applied Management	32
AAS	Applied Management - Computer Applications	33
AAS	Applied Management - Military Science Specialization	33
AAS	Business Management - Marketing and Sales Management Specialization	34
AAS	Business Management	33
CC*	Business Management	33
CC*	Entrepreneurship	34
CC*	Marketing and Sales Management	34

Computer Science
AAS	Business Programmer Analyst	35
AAS	Information Security Management	35
AAS	Information Technology	36
AAS	Network Systems Administrator	36
CC*	Computer Help Desk Specialist	36
CC*	Information Security Management	35
CC*	Microsoft Information Technology (MCITP) Server Administrator	37
CC*	Network Specialist	36
CC*	Web Design Basics	37

Drafting and Design
AAS	Computer-Aided Drafting and Design	37
CC*	Computer-Aided Drafting and Design	37

Early Childhood Professions
AAS	Early Childhood Professions	38
CC*	Administrator's Credentials	38
CC*	Early Childhood Professions	38
CC*	Special Child Option	39

Electronics
AAS	Communications Electronics (Europe only)	39
AAS	Computer Electronics	39
CC*	Computer Electronics Technology	39

Emergency Medical Technology
AAS	Emergency Medical Technology	40
CC*	EMT-Paramedic	40

General Studies
AA	General Studies	40

Heating and Air Conditioning
AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	41
CC**	Heating, Air Conditioning and Refrigeration	41
CC*	Commercial Heating, Air Conditioning and Refrigeration	41
CC*	Residential Heating, Air Conditioning and Refrigeration	41

Hospitality Management

AAS	Restaurant and Culinary Management	42
AAS	Hotel Management Specialization	42
AAS	Food and Beverage Management Specialization	43
CC*	Baking	43
CC*	Culinary Arts	43
CC*	Food and Beverage Management	43
CC*	Property Management Advanced	43
CC*	Restaurant Skills	43
CC*	Room Divisions	43

Interdisciplinary Studies

AA	Interdisciplinary Studies	44

Legal Assistant

AAS	Paralegal/Legal Assistant	44

Maintenance Technology

AAS	Maintenance Technology	45

Mathematics

AS	Mathematics	45

Mental Health Services

AAS	At Risk Youth Specialization	45
AAS	Chemical Dependency Specialization	46
AAS	Social Work Specialization	47
CC*	At Risk Youth Specialization Advanced Certificate	46
CC*	Chemical Dependency Specialization Advanced Certificate	46
CC*	Criminal Justice Addictions	47

Office Technology

AAS	Executive Assistant	47
AAS	Office Management	48
CC**	Administrative Support	48
CC**	Office Management	48
CC*	Medical Office Specialist	49
CC*	Medical Transcription	49
CC*	Office Assistant	48
CC*	Office Management	49
CC*	Software Applications Specialist	49

Protective Services

AAS	Criminal Justice	49
AAS	Criminal Justice - Corrections Specialization	50
AAS	Fire Protection	50
CC*	Criminal Justice Studies Specialization	50
CC*	Fire Protection	51

Public Administration

AAS	Homeland Security and Emergency Management	51
CC*	Homeland Security and Emergency Management	51

Social Science

AA	Social Science	52

Teaching

AAT	Teaching	52

Welding

AAS	Welding	52
CC**	Welding Technology	53
CC*	Fitter	53
CC*	Tacker	53
CC*	Welder	53

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. A course cannot count toward more than one requirement of the 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. Check with the appropriate Department Chair for specific degree requirements.

Core Area	Course Options	Semester Credit Hours
Communications (010) Speech (011)	ENGL 1301 and 1302. SPCH 1315, 1318, 1321.	6 3
Mathematics (020)	MATH 1316, 1325, 1350, 1351, 1414, 2412, 2413, 2414, 2415.	3
Natural Science (030)	BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2413, 2421, 2428. CHEM 1406, 1407, 1411, 1412, 2423, 2425. GEOL 1403, 1404, 1405. PHYS 1401, 1402, 1403, 1404, 1415, 2425, 2426. ENVR 1401. AGRI 1407, 1415, 1419.	8
Humanities (visual/performing arts) (050)	ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2326, 2341, 2342, 2346, 2347, 2356, 2357, 2366. DRAM 1310, 1320, 1321, 1330, 1351, 1352, 2336, 2366. MUSI 1162, 1181, 1183, 1188, 1192, 1216, 1217, 1301, 1304, 1306, 1307, 1311, 1312, 2311, 2312.	3
(literature, philosophy, and cultural studies) (040)	ANTH 2301, 2302, 2346, 2351. ENGL 2322, 2323, 2327, 2328, 2332, 2333. SPCH 2341. HUMA 1315. PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307.	3
Social/Behavioral Sciences U.S. History (060) Political Science (070)	HIST 1301, 1302. GOVT 2301, 2302.	12
(other social/behavioral science) (080)	HIST 2301, 2311, 2312, 2381. GOVT 2304. PSYC 2301, 2308, 2314, 2315, 2316. SOCI 1301, 1306, 2301, 2319. ECON 2301, 2302. GEOG 1300, 1301, 1302, 1303. AGRI 2317.	3
Health, Wellness, Kinesiology (090)	KINE (Physical Activity Courses)	1
Total Core Requirements		42

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

Associate of Arts - General Studies Degree

Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there. The minimum required hours for an Associate of General Studies Degree is 60 semester hours. Students must complete the specific degree requirements as shown in the program of study which includes:

- ENGL 1301 and three semester hours of oral communications.
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH 1332, 1342 or higher level.
- HIST 1301 and 1302.
- GOVT 2301 and 2302.
- Three semester hours of computer instruction.
- Two semester hours of physical education (KINE) from activity courses.
- If the major is music, journalism, commercial art, or television/radio broadcasting, all required courses in the major as listed in this Catalog must be completed.
- A minimum of 25 percent of semester hour credits earned within the Central Texas College System.
- 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 General Studies Degree requirements when approved by the appropriate Department Chair.
- A minimum score on all sections of the THEA 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 of 2.0 "C" with Central Texas College.
- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.
- Meeting all other Central Texas College and departmental requirements.

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

- ENGL 1301 and three semester hours of oral communications
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH 1414, MATH 1324, MATH 1332, MATH 1342, or higher.
- Three semester hours of social or behavioral science.
- Three semester hours of computer instruction.
- Two semester hours of physical education (KINE) from activity courses.
- 44-47 semester hours of major area courses related to a specific MOS, Rating, or Job Specialty Code.
- A minimum of 25 percent of semester credit hours earned within Central Texas College.
- Satisfy:
  - A minimum overall grade point average 2.0 ("C" average).
  - A minimum "C" on each course in the major area specialization.
  - A minimum grade point average of 2.0 ("C" average) with Central Texas College.
- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.

Approved Electives

Approved electives are courses which, although not specifically related to the major, are designed to broaden the student's exposure to various disciplines considered supportive of the program's objectives. Credits earned at CTC are transferable to other institutions in accordance with policies of the receiving institutions. 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 the receiving school for degree requirements and transfer policy.

Special Electives

Many programs of study have courses that can be used to satisfy Humanities/Fine Arts and Social/Behavioral Science elective requirements. Some courses can be used as either a Humanities/Fine Arts or Social/Behavioral Science elective. Credits earned at CTC are transferable to other institutions in accordance with policies of the receiving institutions. 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 the receiving school for degree requirements and transfer policy. The special electives are listed below.

Humanities/Fine Arts Electives

ANTH	2351	Cultural Anthropology
ARTS		Art courses
DRAM		Drama courses
Foreign Lanugage courses		
GEOG	1302	Cultural Geography
GEOG	1303	World Regional Geography
HIST	2311	Western Civilization I
HIST	2312	Western Civilization II
HIST	2381	African-American History
HUMA	1315	Fine Arts Appreciation
ENGL		Literature courses only
MUSI		Music courses
PHIL		Philosophy courses to include Religion
SPCH	2341	Oral Interpretation

Social/Behavioral Science Electives

AGRI	2317	Introduction to Agriculture Economics
ANTH	2301	Physical Anthropology
ANTH	2351	Cultural Anthropology
ECON	2301	Principles of Macroeconomics
ECON	2302	Principles of Microeconomics
CRIJ	1307	Crime in America
GEOG		Geography courses (except GEOG 1302 and 1303)
GOVT		Government courses
HIST		History courses
PSYC		Psychology courses
SOCI		Sociology courses

Computer Science Electives

Computer Science courses

AGRI	1309	Computers in Agriculture
BCIS	1405	Business Computer Applications
CPMT	1403	Introduction to Computer Technology
CPMT	1449	Computer Networking Technology
DFTG	1409	Basic Computer-Aided Drafting
HAMG	1319	Computers in Hospitality

NOTE Courses taken at another college or university to satisfy special elective requirements must be freshman/sophomore level. Other courses may satisfy the special electives.

Auto Collision

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

Auto Collision Repair (ABCR)
470603
Associate of Applied Science Degree
(Offered at locations outside of Texas under Military Contract Obligation)

First Year

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	2447	Advanced Auto Body Welding	4
ABDR	1431	Basic Refinishing	4
KINE		Physical Activity Course	1

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

Second Year

First Semester			
ABDR	2435	Structural Analysis and Damage Repair IV	4
ABDR	2437	Structural Analysis and Damage Repair V	4
ELCT		Humanities/Fine Arts Selection	3
ENGL	1301	Composition I	3
GOVT		GOVT 2301 or 2302	3

Second Semester			
ABDR	2402	Auto Body Mechanical and Electrical Service	4
AUMT	1416	Suspension and Steering	4
ELCT		Computer Technology Skills	4
SPCH		SPCH 1315 or 1321	3
AUMT	1410	Automotive Brake Systems	
or			
ABDR	2488	Internship	4
Total Hours			**72**

Automotive Mechanic

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

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

First Year

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

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

Second Year

First Semester			
SPCH		SPCH 1315 or 1321	3
AUMT	1416	Automotive Suspension and Steering Systems	4
ELCT		Computer Technology Skills	3
AUMT	2417	Automotive Engine Performance Analysis I	4
GOVT		GOVT 2301 or 2302	3

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

Automotive Technician (AUTT)
470604
Certificate of Completion

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

Second Semester

AUMT	2417	Automotive Engine Performance and Analysis I	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1472	Automotive Computer Systems	4
AUMT	1410	Automotive Brake Systems	4

Second Year

First Semester

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

Second Semester

AUMT	2434	Automotive Engine Performance Analysis II	4
AUMT	1419	Automotive Engine Repair	4
or			
AUMT	2488	Internship	4
Total Hours			**55**

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

			Credit
AUMT	1405	Intro. to Automotive Technology	4
AUMT	2305	Automotive Engine Theory	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	2417	Automotive Engine Performance and Analysis I	4
AUMT	1472	Automotive Computer Systems	4
AUMT	2434	Automotive Engine Performance Analysis II	4
AUMT	1419	Automotive Engine Repair	4
or			
AUMT	2488	Internship	4
Total Hours			**31**

Aviation Science

Aviation Maintenance Technology (AVMT)
470608
Associate of Applied Science Degree
(Offered at Pacific Far East Campus only)

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

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

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

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

First Year

First Semester			Credit
ENGL	1301	Composition I	3
PHYS	1405	Elementary Physics I	4
AERM	1314	Basic Electricity	3
AERM	1203	Shop Practices	2
AERM	2351	Aircraft Turbine Engine Overhaul	3

Second Semester

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

Third Semester

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

Second Year

First Semester

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

Left Column

Second Semester

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

Third Semester

AERM		Selected AERM Elective	3
ELCT		Social/Behavioral Science	3
Total Hours			**67**

Business

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

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

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

Business Administration (BUB8)
520101
Associate of Science Degree

First Year

First Semester — **Credit**

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

Second Semester

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

Second Year

First Semester

ECON	2301	Macroeconomics**	3
ACCT	2301	Principles of Accounting I	3
ENGL		English Literature Selection*	3
GOVT	2301	American Government I*	3

Right Column

Second Semester

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

* Core Courses
** For students transferring to Universities within the state of Texas the following Core Courses are highly recommended when completing the Core Curriculum:
MATH 1414, ECON 2301

Applied Management (BUAM)
520201
Associate of Applied Science Degree
(Offered at locations outside of Texas under Military Contract Obligation)

First Year

First Semester — **Credit**

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

Second Semester

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

Second Year

First Semester

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

Second Semester

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

Applied Management with Computer Applications (BUAMC) 520201
Associate of Applied Science Degree
(Offered at locations outside of Texas under Military Contract Obligation)

First Year

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

Second Semester			
BMGT	1301	Supervision	3
BMGT	1325	Office Management	3
ITSW	1404	Introduction to Spreadsheets	4
ITSW	1407	Introduction to Database	4
SPCH		SPCH 1315 or 1321	3
KINE		Physical Activity Course	1

Second Year

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

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

Applied Management - Military Science Specialization (BUAMM) 520201
Associate of Applied Science Degree
(Offered at the Europe Campus under Military contract obligation)

First Year

First Semester			Credit
MTMS	1170	Military Science I	1
BMGT	1327	Principles of Management	3
ENGL		English Selection	3
MATH		MATH 1332, 1342 or higher level	3
HRPO	1311	Human Relations	3
ELCT		Computer Technology Skills	3

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

Second Year

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

Second Semester			
MTMS	2271	Military Science III	2
MTMS	2372	Ethics in Management	3
ELCT		Social/Behavioral Science Selection	3
ELCT		BMGT/BUSG/HRPO/MTMS	3
MTMS	2370	Advanced Leadership	3
MTPE		Physical Activity Course	1
Total Hours			**64**

Business Management (BUBM) 520201
Associate of Applied Science Degree

First Year

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

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

Second Year

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

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

Business Management (BUBM)
520201
Certificate of Completion

First Semester — **Credit**

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

Second Semester

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

Entrepreneurship (BUEN)
520201
Certificate of Completion

First Semester — **Credit**

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

Second Semester

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

Business Management Marketing and Sales Management Specialization (BUMSM)
520201
Associate of Applied Science Degree

First Year
First Semester — **Credit**

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

Second Semester

MATH		MATH 1332, 1342 or higher level	3
MRKG	1311	Principles of Marketing	3
BMGT	1325	Office Management	3
MRKG	1302	Principles of Retailing	3
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
KINE		Physical Activity Course	1

Second Year
First Semester

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

Second Semester

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

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

First Semester — **Credit**

HRPO	1311	Human Relations	3
BUSI	1301	Business Principles	3
ITSC	1409	Integrated Software Applications I	
or			
BCIS	1405	Business Computer Applications	4
ELCT		BMGT/BUSI/BUSG/RELE/HRPO	3

Second Semester

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

Computer Science

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

Business Programmer Analyst (CSBP)
111002
Associate of Applied Science Degree

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

First Year

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

Second Semester

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

Second Year

First Semester

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

Second Semester

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

Information Security Management (CSSM)
111003
Associate of Applied Science Degree

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

First Year

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

Second Semester

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

Second Year

First Semester

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

Second Semester

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

Information Security Management Specialist (CSSM)
111003
Certificate of Completion

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

Second Semester

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

Information Technology (CSIT)
111002
Associate of Applied Science Degree

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

First Year

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

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

Second Year

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

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

Network Systems Administrator (CSNS)
111002
Associate of Applied Science Degree

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

First Year

First Semester			Credit
ITSC	1409	Integrated Software Applications I	4
ITSE	1431	Introduction to Visual Basic	4
ENGL	1301	Composition I	3
MATH		MATH 1332, 1342 or higher level	3
KINE		Physical Activity Course	1

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

Second Year

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

Second Semester			
ITSE	1450	System Analysis and Design	4
ITNW	2435	Network Troubleshooting & Support	
or			
ITSE	2413	Web Authoring	4
IMED	2409	Internet Commerce	4
SPCH		SPCH 1315 or SPCH 1321	3
ITSC	1415	Project Management Software	4
Total Hours			**68**

Network Specialist (CSNS)
111002
Certificate of Completion

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

Second Semester			
COSC	2425	Computer Organization and Machine Language	4
IMED	1416	Web Design I	4
ITNW	1425	Fundamentals of Networking Technologies	4
ITSY	2400	Operating Systems Security	4
Total Hours			**32**

Computer Helpdesk Specialist (CSI9)
110301
Certificate of Completion

First Semester			Credit
ITNW	1437	Introduction to the Internet	4
ITSW	1401	Introduction to Word Processing	4
ITSW	1404	Introduction to Spreadsheets	4
ITSC	1409	Integrated Software Applications I	4

Second Semester			
ITSW	1407	Introduction to Database	4
IMED	1416	Web Design I	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	2439	Personal Computer Help Desk Support	4
Total Hours			**32**

Web Design Basics (CSWB)
111004
Certificate of Completion

First Semester

			Credit
ITSC	1409	Integrated Software Applications I	4
ITNW	1437	Introduction to the Internet	4
IMED	1416	Web Design I	4
ITSC	1405	Introduction to PC Operating Systems	4

Second Semester

IMED	2409	Internet Commerce	4
ITSE	1450	System Analysis & Design	4
ITSE	2413	Web Authoring	4
ITSY	2400	Operating System Security	4
Total Hours:			**32**

Microsoft Information Technology (MCITP) Server Administrator (MCS10)   111002
Certificate of Completion

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

			Credit
ITNW	**1458**	**Network+***	**4**
		(Preparation for COMPTIA's Network+ exam)	
ITNW	**1416**	**Network Administration****	**4**
		(Preparation for MS MCITP 70-642 exam)	
ITNW	**2454**	**Internet/Intranet Server****	**4**
		(Preparation for MS MCITP 70-640 exam)	
ITNW	**1454**	**Implementing and Supporting**	
		Servers**	**4**
		(Preparation for MS MCITP 70-646 exam or MS 70-290 exam)	
ITSY	**1442**	**Information Technology Security****	**4**
		(Preparation for COMPTIA's Security+ exam)	
Total Hours			**20**

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

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

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

Drafting and Design

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

Computer-Aided Drafting and Design (DFDS)
151301
Associate of Applied Science Degree

First Year

First Semester

			Credit
ENGR	1304	Engineering Graphics I*	3
DFTG	2412	Technical Illustration and Presentation	4
DFTG	1409	Basic Computer-Aided Drafting	4
MATH		MATH 1332, 1342 or 1414	3-4

Second Semester

ENGR	1305	Engineering Graphics II*	3
DFTG	2402	Machine Drafting	4
DFTG	2440	Solid Modeling/Design	4
ENGL	1301	Composition I	3
SPCH		SPCH 1315 or 1321	3

Second Year

First Semester

DFTG	1417	Architectural Drafting-Residential	4
DFTG	1458	Electrical/Electronics Drafting	4
ARCE	1452	Structural Drafting	4
ELCT		Approved Elective	3
ELCT		Humanities/Fine Arts Selection	3

Second Semester

DFTG	2423	Pipe Drafting	4
DFTG	2421	Topographical Drafting	4
DFTG	2438	Final Project -Advanced Drafting	4
ELCT		Social/Behavioral Science Selection	3
Total Hours			**64-65**

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

Computer-Aided Drafting and Design (DFDS)
151301
Certificate of Completion

			Credit
ENGR	1304	Engineering Graphics I	3
ENGR	1305	Engineering Graphics II	3
DFTG	1409	Basic Computer-Aided Drafting	4
DFTG	2402	Machine Drafting	4
DFTG	2440	Solid Modeling/Design	4
DFTG	2412	Technical Illustration and Presentation	4
MATH	1332	Contemporary Mathematics	3
Total Hours			**25**

Early Childhood Professions

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

Early Childhood Professions (CDEC) 190709
Associate of Applied Science Degree

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

First Year

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

Second Semester		
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 1354	Child Growth and Development**	3
CDEC 1318	Wellness of the Young Child**	3
CDEC 1303	Families, School and Community**	3
CDEC 1356	Emergent Literacy for Early Childhood	3

Second Year

First Semester		
CDEC 1321	The Infant and Toddler	3
CDEC 2326	Administration of Programs for Children I	
or		
CDEC 2328	Admin. of Programs for Children II	3
ELCT	Computer Technology Skills	4
SPCH	SPCH 1315, 1318, 1321 or 2341	3
MATH	MATH 1324, 1332, 1342 or higher level	3
or		
ENVR 1401	Environmental Science	4
CDEC 1335	Early Childhood Development: 3-5 Years	3

Second Semester		
CDEC 2307	Math & Science for Early Childhood	3
CDEC 2384	Cooperative Education in Child Development	3
CDEC 2341	The School Age Child	3
CDEC 1195	Special Topics in Child Care Provider/Assistant	1
ELCT	Humanities/Fine Arts Selection	3
ELCT	Social/Behavioral Science Selection	3
Total Hours		**66-67**

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

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

Early Childhood Professions (CDEC) 190709
Certificate of Completion

		Credit
CDEC 1311	Educating Young Children*	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 1319	Child Guidance	3
CDEC 1359	Children with Special Needs	3
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 1354	Child Growth and Development*	3
CDEC 1318	Wellness of the Young Child*	3
CDEC 1303	Families, School and Community*	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1321	The Infant and Toddler	3
CDEC 1335	Early Childhood Development: 3-5 Years	
or		
CDEC 1391	Special Topics in Family Life and Relations Studies	3
Total Hours		**33**

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

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

Administrator's Credentials (CDAC) 190708
Certificate of Completion

First Semester		Credit
CDEC 1311	Educating Young Children*	
or		
CDEC 2341	The School Age Child	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	
or		
CDEC 2307	Math & Science for Early Childhood	3
CDEC 1319	Child Guidance	3
CDEC 2326	Administration of Programs for Children I	3
ENGL 1301	Composition I	3

Second Semester		
CDEC 1354	Child Growth and Development*	3
CDEC 1318	Wellness of the Young Child*	3
CDEC 2328	Administration of Programs for Children II	3
CDEC 2384	Cooperative Education in Child Development	3
ELCT	Computer Technology Skills	3
Total Hours		**30**

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

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

Special Child Option (CDSC)
190709
Certificate of Completion

First Semester   **Credit**
CDEC 1311   Educating Young Children*   3
CDEC 1359   Children with Special Needs   3
CDEC 1303   Families, School and Community*   3
CDEC 1371   Physical Development and Disorder
            in Children   3
ENGL 1301   Composition I   3

Second Semester
CDEC 1313   Curriculum Resources in Early
            Childhood Programs   3
CDEC 2340   Instructional Techniques for Children
            with Special Needs   3
CDEC 1354   Child Growth and Development*   3
CDEC 1318   Wellness of the Young Child*   3
Total Hours   **27**

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

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

Electronics

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

Communications Electronics (ELCU)
150305
Associate of Applied Science Degree
(Offered at locations outside of Texas under Military Contract Obligation)

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

Second Semester
MATH   MATH 1332, 1342 or higher level   3
CETT 1405   AC Circuits   4
CETT 1429   Solid State Devices   4
ENGL 1301   Composition I   3
ELCT   Social/Behavioral Science Selection   3

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

Second Semester
EECT 2439   Communications Circuits   4
ELMT 2435   Certified Electronics Technician
            Training   4
ELCT   Humanities/Fine Arts Selection   3
EECT 1476   Digital Communications   4
ELCT   Academic Elective from Humanities/
            Fine Arts, Social/Behavioral Science,
            Natural Science/Mathematics   3
Total Hours   **66**

Computer Electronics (ELCP)
151202
Associate of Applied Science Degree

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

Second Semester
MATH   MATH 1332, 1342 or higher level   3
CETT 1405   AC Circuits   4
CETT 1429   Solid State Devices   4
ENGL 1301   Composition I   3
ELCT   Social/Behavioral Science Selection   3

Second Year
First Semester
CPMT 1445   Computer Systems Maintenance   4
CPMT 1449   Computer Networking Technology   4
CETT 1449   Digital Systems   4
CETT 1441   Solid State Circuits   4

Second Semester
CPMT 1404   Microcomputer Systems Software   4
ELMT 2435   Certified Electronics Technician
            Training   4
ELCT   Humanities/Fine Arts Selection   3
ELCT   Approved Technical Elective   3-4
SPCH   SPCH 1315 or 1321   3
Total Hours   **66-67**

Computer Electronics Technology (ELCP)
151202
Certificate of Completion

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

Second Semester
CETT 1405   AC Circuits   4
CETT 1429   Solid State Devices   4
CPMT 1445   Computer Systems Maintenance   4
SPCH   SPCH 1315 or 1321   3
Total Hours   **30**

Emergency Medical Technology

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

Emergency Medical Technology (EMT9)
510904
Associate of Applied Science Degree

First Year

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

Second Semester

EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1338	Introduction to Advanced Practice	3
EMSP	1355	Trauma Management	3
EMSP	1166	Practicum-EMT	1
BIOL	2402	Anatomy and Physiology II	4
ELCT		Elective	3

Third Semester

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

Second Year

First Semester

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

Second Semester

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

Third Semester

EMSP	2143	Assessment Based Management	1
EMSP	1268	Practicum-EMT	2
EMSP	2338	EMS Operations	3
Total Hours			**69**

EMT - Paramedic (EMP9)
510904
Certificate of Completion

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

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

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

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

General Studies

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

General Studies (GSTU) 240102
Associate of Arts Degree

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

First Year

First Semester			Credit
ENGL	1301	Composition I	3
HIST	1301	United States History I	3
KINE		Physical Activity Course	1
ELCT		Electives*	9

Second Semester

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

Second Year

First Semester

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

Second Semester

GOVT 2302	American Government II	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Electives*	10
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 34-37 semester credit hours from courses that fulfill the student's educational goals.

Heating and Air Conditioning

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

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

Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART)
470201
Associate of Applied Science Degree

First Year
First Semester

		Credit
HART 1407	Refrigeration Principles	4
HART 1401	Basic Electricity for HVAC	4
HART 1445	Gas and Electric Heating	4
MATH 1332	Contemporary Mathematics	3
KINE	Physical Activity Course	1

Second Semester

HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
ELCT	Computer Technology Skills	4
ENGL 1301	Composition I	3
GOVT	GOVT 2301 or 2302	3

Second Year
First Semester

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

Second Semester

HART 2436	Air Conditioning Troubleshooting	4
HART 2438	Air Conditioning Installation and Startup	4
SPCH	SPCH 1315 or 1321	3
HART 2445	Residential Air Conditioning System Design	
or		
HART 2488	Internship	4
Total Hours		**68**

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

First Year
First Semester

		Credit
HART 1407	Refrigeration Principles	4
HART 1401	Basic Electricity for HVAC	4
HART 1445	Gas and Electric Heating	4

Second Semester

HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
HART 2431	Advanced Electricity for HVAC	4

Second Year
First Semester

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

Second Semester

HART 2436	Air Conditioning Troubleshooting	4
HART 2438	Air Conditioning Installation and Startup	4
HART 2445	Residential Air Conditioning System Design	
or		
HART 2488	Internship	4
Total Hours		**48**

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

First Semester

		Credit
HART 1407	Refrigeration Principles	4
HART 1401	Basic Electricity for HVAC	4
HART 1445	Gas and Electric Heating	4
HART 1403	Air Conditioning Control Principles	4
HART 2441	Commercial Air Conditioning	4

Second Semester

HART 2431	Advanced Electricity for HVAC	4
HART 2442	Commercial Refrigeration	4
HART 2436	Air Conditioning Troubleshooting	4
HART 2445	Residential Air Conditioning System Design	4
HART 2438	Air Conditioning Installation and Startup	
or		
HART 2488	Internship	4
Total Hours		**40**

Residential Heating, Air Conditioning and Refrigeration (HARR)
470201
Certificate of Completion

First Semester

		Credit
HART 1407	Refrigeration Principles	4
HART 1401	Basic Electricity for HVAC	4
HART 1445	Gas and Electric Heating	4
HART 1441	Residential Air Conditioning	4
HART 1403	Air Conditioning Control Principles	4

Second Semester

HART	2449	Heat Pumps	4
HART	2438	Air Conditioning Installation and Startup	4
HART	2431	Advanced Electricity for HVAC	4
HART	2436	Air Conditioning Troubleshooting	4
HART	2445	Residential Air Conditioning System Design	

or

HART	2488	Internship	4
Total Hours			**40**

Hospitality Management

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

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

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

First Year

First Semester

			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
ELCT		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1221	Menu Management	2
KINE		Physical Activity Course	1

Second Semester

GOVT	2301	American Government I	3
HAMG	1319	Computers in Hospitality	3
SPCH		SPCH 1315 or SPCH 1321	3
ELCT		Selected Technical Elective	3
ELCT		Selected Technical Elective	3
HAMG	2301	Principles of Food and Beverage Operations	3

Second Year

First Semester

HAMG	2332	Hospitality Financial Management	3
IFWA	1318	Nutrition for the Food Service Professional	3
ENGL	1301	Composition I	3
PSTR	1301	Fundamentals of Baking	3
ELCT		Technical Elective	3
ELCT		Selected Technical Elective	3

Second Semester

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

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

First Year

First Semester

			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation*	3
HAMG	1319	Computers in Hospitality	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Academic Elective	3

Second Semester

GOVT	2301	American Government I	3
SPCH		SPCH 1315 or SPCH 1321	3
HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	1313	Front Office Procedures	3
HAMG	2301	Principles of Food and Beverage Operations	3

Second Year

First Semester

RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1204	Dining Room Service	2
HAMG	1342	Guest Room Maintenance	3
MATH		MATH 1332 or MATH 1342	3
HAMG	1340	Hospitality Legal Issues	3
ELCT		Technical Elective	3
KINE		Physical Activity Course	1

Second Semester

HAMG	2337	Hospitality Facilities Management	3
ENGL	1301	Composition I	3
ELCT		Technical Elective	3
HAMG	2307	Hospitality Marketing and Sales	3
ELCT		Technical Elective	3
HAMG	2388	Internship	3
Total Hours			**72**

* HAMG 1324 may substitute.

Culinary Arts (HMCA)
520905
Certificate of Completion

First Semester

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

Second Semester

CHEF	1410	Garde Manger	4
HAMG	2301	Principles of Food and Beverage Operations	3
ELCT		Selected Technical Elective	3

Third Semester

IFWA	1318	Nutrition for the Food Service Professional	3
HAMG	2388	Internship	3
RSTO	1325	Purchasing for Hospitality Operations	3
PSTR	1301	Fundamentals of Baking	3
ELCT		Selected Technical Elective	3
Total Hours			**40**

Restaurant Skills (HMR9)
520905
Certificate of Completion

			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1319	Computers in Hospitality	3
CHEF	1301	Basic Food Preparation	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1221	Menu Management	2
ELCT		Selected Technical Elective	3
PSTR	1301	Fundamentals of Baking	3
Total Hours			**20**

Baking (HMBK9)
520905
Certificate of Completion

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

Property Management Advanced (HMPM)
520904
Certificate of Completion

First Semester

			Credit
HAMG	1313	Front Office Procedures	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	1321	Intro to the Hospitality Industry	3
HAMG	2337	Hospitality Facilities Management	3
HAMG	2372	Hospitality Industry Training	3

Second Semester

HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	1324	Hospitality Human Resources	3
HAMG	2301	Principles of Food and Beverage Operations	3
HAMG	2307	Hospitality Marketing and Sales	3

Third Semester

HAMG	2370	Hospitality Financial Management II	3
HAMG	1342	Guest Room Maintenance	3
HAMG	2388	Internship	3
Total Hours			**39**

Rooms Division (HMRD)
520904
Certificate of Completion

First Semester

			Credit
HAMG	1313	Front Office Procedures	3
HAMG	1321	Intro to the Hospitality Industry	3
HAMG	1342	Guest Room Maintenance	3
HAMG	1340	Hospitality Legal Issues	3

Second Semester

RSTO	1313	Hospitality Supervision	3
HAMG	1319	Computers in Hospitality	3
HAMG	2332	Hospitality Financial Management	3
HAMG	2388	Internship	3
Total Hours			**24**

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

First Year
First Semester

			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
HAMG	1319	Computers in Hospitality	3
ELCT		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
ELCT		Technical Elective	3

Second Semester

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

Second Year
First Semester

HAMG	2332	Hospitality Financial Management	3
TRVM	2301	Convention Management and Service	3
ENGL	1301	Composition I	3
RSTO	2301	Principles of Food and Beverage Controls	3
RSTO	1301	Beverage Management	3
HAMG	2337	Hospitality Facilities Management	3

Second Semester

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

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

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

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

Hospitality
Select three of the following courses:

HAMG	1313	Front Office Procedures	3
HAMG	1342	Guest Room Maintenance	3
HAMG	2337	Hospitality Facilities Management	3
HAMG	2372	Hospitality Industry Training	3
TRVM	2301	Introduction to Convention and Meeting Management	3
Total Hours			**32**

Interdisciplinary Studies

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

Interdisciplinary Studies (IDST)
240101
Associate of Arts Degree

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

Legal Assistant

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

Paralegal/Legal Assistant (LAP8)
220302
Associate of Applied Science Degree

First Year
First Semester

			Credit
LGLA	1303	Legal Research	3
LGLA	1307	Introduction to Law and the Legal Profession	3
ENGL	1301	Composition I	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		ITSW 1401 or ITSC 1409	4

Second Semester

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

Second Year
First Semester

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

Second Semester

LGLA	2313	Criminal Law and Procedures	3
POFT	1309	Administrative Office Procedures I	3
LGLA	2331	Advanced Legal Research and Writing	3
LGLA		Legal Elective	3
LGLA		Legal Elective	3
LGLA	2433	Advanced Legal Document Preparation	
or			
LGLA	2435	Advanced Civil Litigation	4
Total Hours			**68**

Maintenance Technology

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

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

Maintenance Technology (MTNT) 460401
Associate of Applied Science Degree

First Year

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

Second Semester

ELPT	1411	Basic Electrical Theory	4
ELPT	1429	Residential Wiring	4
ENGL	1301	Composition I	3
CRPT	1411	Conventional Roof Systems	4
ELEC		Humanities/Fine Arts Selection	3

Second Year
First Semester

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

Second Semester

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

Mathematics

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

Mathematics (MATH) 270101
Associate of Science Degree

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

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

Mental Health Services

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

At Risk Youth Specialization (MHA8) 511503
Associate of Applied Science Degree

First Year

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

Second Semester

CMSW	1319	Adolescent Development	3
ENGL	1301	Composition I	3
CMSW	1309	Problems of Children and Adolescents	3
DAAC	1311	Counseling Theories	3
PSYC	2301	General Psychology	3

Third Semester

KINE	Physical Activity Course	1
PSYT 2331	Abnormal Psychology	3
PSYT 2321	Crisis Intervention	3

Second Year
First Semester

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

Second Semester

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

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

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

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

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

Chemical Dependency Specialization (MHC8)
511503
Associate of Applied Science Degree

First Year

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

Second Semester

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

Second Year
First Semester

KINE	Physical Activity Course	1
PSYT 2331	Abnormal Psychology	3
PSYT 2321	Crisis Intervention	3

Second Semester

DAAC 2301	Thearapeutic Communities in the Criminal Justice Setting	3
ELCT	Mental Health Elective	3
ENGL 2311	Technical and Business Writing	3
DAAC 2307	Addicted Family Intervention	3
DAAC 2354	Dynamics of Group Counseling	3

Third Semester

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

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

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

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

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

Criminal Justice Addictions (MHCJ)
511503
Certificate of Completion

First Semester

			Credit
PSYT	1329	Interviewing & Communications Skills	3
DAAC	1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
DAAC	1309	Assessment Skill of Alcohol & Other Drug Addictions	3
DAAC	2307	Addicted Family Intervention	3

Second Semester

PSYT	2331	Abnormal Psychology	3
DAAC	2354	Dynamics of Group Counseling	3
PSYT	2321	Crisis Intervention	3
DAAC	2341	Counseling Alcohol & Other Drug Addictions	3
DAAC	2301	Therapeutic Communities in a Criminal Justice Setting	3
DAAC	2367	Practicum	3
Total Hours			**33**

Social Work Specialization (MHS8)
511503
Associate of Applied Science

First Year
First Semester

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

Second Semester

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

Second Year
First Semester (Summer)

KINE		Physical Activity Course	1
GOVT	2301	American Government I	3
SPCH		SPCH 1315 or 1321	3
ELCT		Visual and Performing Arts	3

Second Semester

SOCW	2361	Introduction to Social Work	3
GOVT	2302	American Government II	3
PSYT	2331	Abnormal Psychology	3
PSYT	2321	Crisis Intervention	3
DAAC	1304	Pharmacology of Addiction	3

Third Semester

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

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.

Executive Assistant (OTEA)
520401
Associate of Applied Science Degree

First Year
First Semester

			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1319	Records & Information Management I	3
KINE		Physical Activity Course	1

Second Semester

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

Second Year
First Semester

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

Second Semester

POFI	1349	Spreadsheets	3
POFT	1349	Administrative Office Procedures II	3
POFT	2333	Advanced Keyboarding	3
or			
POFI	2340	Advanced Word Processing	
ELCT		Social/Behavioral Science Selection	3
ELCT		POFI/POFT Internship Selection	3
Total Hours			**66**

*ACNT 1325 or ACCT 2301.

Administrative Support (OTAS)
520401
Certificate of Completion

First Semester   Credit

POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1319	Records & Information Management I	3

Second Semester

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

Third Semester

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

* ACNT 1325 or ACCT 2301.

Office Assistant (OTOA)
520401
Certificate of Completion

First Semester   Credit

POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1319	Records & Information Management I	3

Second Semester

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

Office Management (OTOM)
520401
Associate of Applied Science Degree

First Year
First Semester   Credit

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

Second Semester

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

Second Year
First Semester

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

Second Semester

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

*ACNT 1325, 1326 or ACCT 2301, 2302.

Office Management (OTOM)
520401
Certificate of Completion

First Year
First Semester   Credit

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

Second Semester

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

Second Year
First Semester

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

Second Semester

ACNT	1326	Principles of Accounting II*	3
POFT	1349	Administrative Office Procedures II	3
ELCT		Social/Behavioral Science Selection	3
ELCT		POFI/POFT Internship Selection	3
Total Hours			**54**

*ACNT 1325, 1326 or ACCT 2301, 2302.

Office Management (OTOM)
520401
Certificate of Completion

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

Second Semester | | |
---|---|---|---
POFI | 2301 | Word Processing | 3
POFT | 1319 | Records & Information Management I | 3
POFT | 2312 | Business Correspondence and Communication | 3
POFT | 1325 | Business Math and Machine Applications | 3
BMGT | 1325 | Office Management | 3
ELCT | | POFI/POFT Internship Selection | 3
Total Hours | | | **33**

Software Applications Specialist (OTSA)
520407
Certificate of Completion

			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFI	2301	Word Processing	3
POFT	2333	Advanced Keyboarding
or		
POFI	2340	Advanced Word Processing	3
POFI	1349	Spreadsheets	3
Total Hours			**15**

Health Management Related

Medical Office Specialist (OTMO)
510716
Certificate of Completion

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

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

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

Fourth Semester | | |
---|---|---|---
POFM | 1302 | Medical Software Applications | 3
POFM | 1327 | Medical Insurance | 3
POFI | 2386 | Internship | 3
Total Hours | | | **39**

Medical Transcription (OTMT)
510716
Certificate of Completion

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

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

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

Fourth Semester | | |
---|---|---|---
MRMT | 2166 | Practicum | 1
Total Hours | | | **39**

Protective Services

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

Criminal Justice (CJCJ)
430104
Associate of Applied Science Degree

First Year
First Semester			**Credit**
CJSA 1322/CRIJ 1301		Introduction to Criminal Justice	3
CJSA 2300/CRIJ 2323		Legal Aspects of Law Enforcement	3
CJSA 1313/CRIJ 1306		Court Systems and Practices	3
CJSA 1312/CRIJ 1307		Crime in America	3
ENGL	1301	Composition I	3
KINE	1125	Physical Conditioning I	1

Second Semester | | |
---|---|---|---
CJSA 1327/CRIJ 1310 | | Fundamentals of Criminal Law | 3
CJSA 1317/CRIJ 1313 | | Juvenile Justice System | 3
CJSA | 1348 | Ethics in Criminal Justice | 3
ENGL | | ENGL 1302 or 2311 | 3
MATH | | MATH 1332, 1342 or higher level | 3
KINE | | Physical Activity Course | 1

Second Year
First Semester

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

Second Semester

CJSA 2331	Child Abuse, Prevention and Investigation	3
CJLE 1211	Basic Firearms*	2
ELCT	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology Skills	3
Total Hours		**67**

* Appropriate Criminal Justice elective selection may substitute.

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

First Year
First Semester   **Credit**

CJSA 1322/CRIJ 1301	Introduction to Criminal Justice	3
CJCR 2325	Legal Aspects of Corrections	3
CJSA 1313/CRIJ 1306	Court Systems and Practices	3
CJSA 1312/CRIJ 1307	Crime in America	3
ENGL 1301	Composition I	3
KINE 1125	Physical Conditioning I	1

Second Semester

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

Second Year
First Semester

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

Second Semester

CJCR 1358	Rights of Prisoners	3
CJLE 1211	Basic Firearms*	2
ELCT	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology Skills	3
Total Hours		**67**

* Appropriate Criminal Justice elective selection may substitute.

Criminal Justice Studies with Specialization
430104
Certificate of Completion

First Year
First Semester (Core Courses)   **Credit**

CJSA 1312/CRIJ 1307	Crime in America	3
CJSA 1313/CRIJ 1306	Court Systems and Practices	3
CJSA 1348	Ethics in Criminal Justice	3
CJSA 1322/CRIJ 1301	Intro to Criminal Justice	3
CJSA 1359/CRIJ 2328	Police Systems and Practices	3
Core Courses Total		**15**

(Criminal Justice Studies Specialization-CJCJ)
Second Semester

CJSA 1342/CRIJ 2314	Criminal Investigation	3
CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
CJSA 1317/CRIJ 1313	Juvenile Justice System	3
CJSA 2300/CRIJ 2323	Legal Aspects of Law Enforcement	3
ELCT	Criminal Justice Elective	3
Specialization Courses Total		**15**
Certificate Total		**30**

(Criminal Justice Corrections Specialization-CJCR)
Second Semester

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

Fire Protection (FIPT)
430202
Associate of Applied Science Degree
(Offered at locations outside of Texas under Military Contract Obligation)

First Year
First Semester   **Credit**

FIRT 1301	Fundamentals of Fire Protection	3
FIRT 1309	Fire Administration I	3
FIRT 1333	Fire Chemistry I	3
FIRT 1338	Fire Protection Systems	3
ENGL 1301	Composition I	3
KINE 1125	Physical Conditioning I	1

Second Semester

FIRT 1307	Fire Prevention Codes and Inspection	3
FIRT 1319	Firefighter Health and Safety	3
FIRT 2309	Firefighting Strategies and Tactics I	3
ENGL	ENGL 1302 or 2311	3
MATH	MATH 1332, 1342 or higher level	3
KINE	Physical Activity Course	1

Second Year
First Semester

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

Second Semester

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

Fire Protection (FIPT)
430202
Certificate of Completion
(Offered at locations outside of Texas under Military Contract Obligation)

First Semester

			Credit
FIRT	1301	Fundamentals of Fire Protection	3
FIRT	2309	Firefighting Strategies and Tactics I	3
FIRT	1338	Fire Protection Systems	3
FIRT	1309	Fire Administration I	3
FIRT	1315	Hazardous Materials I	3

Second Semester

FIRT	1307	Fire Prevention Codes and Inspections	3
FIRT	1303	Fire and Arson Investigation I	3
FIRT	2331	Firefighting Strategies and Tactics II	3
FIRT	1333	Fire Chemistry I	3
FIRT		Technical Elective	3
Total Hours			**30**

Public Administration

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

Homeland Security and Emergency Management (HSEM)
440401
Associate of Applied Science Degree

First Year
First Semester

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

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		HMSY Elective	3
ELEC		Social/Behavioral Science Selection	3
EMAP	2355	Disaster Recovery	
or			
BMGT	1327	Principles of Management	3
HMSY	1339	Homeland Security Emergency Contingency Planning	3

Second Semester

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

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

First Semester

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

Second Semester

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

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
Computer Technology 3
Foreign Language (FREN, GERM, SPAN, JAPN) 8
Social Science Specialization 10
Total Hours 66

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

Teaching

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

Teaching Certification (TEAC) 131210
Associate of Arts in Teaching Degree
Complete Core (MATH 1414 is required) 42
Initial Texas Teacher Certification requirements:
EC-6 20
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).. 8
Mathematics (MATH-1350, MATH-1351)..........................6
Education (EDUC-1301, EDUC-2301) 6
Total Hours 60

Welding Technology

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

Welding (WLDG)
480508
Associate of Applied Science Degree

First Year
First Semester

		Credit
WLDG 1323	Welding Safety Tools and Equipment	3
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
MATH 1332	Contemporary Mathematics	3
ELCT	Elective	3

Second Semester

WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 1313	Introduction to Blueprint Reading for Welders	3
ENGL 1301	Composition I	3
KINE	Physical Activity Course	1

Second Year
First Semester

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

Second Semester

WLDG 2453	Advanced Pipe Welding	4
SPCH	SPCH 1315 or 1321	3
WLDG 2447	Advanced Gas Metal Arc (GMAW) Welding	4
ELCT	Humanities/Fine Arts Selection	3
WLDG 2435 or	Advanced Layout and Fabrication	4
WLDG 2488	Internship	
Total Hours		**72**

Welding Technology (WLDG)
480508
Certificate of Completion

			Credit
WLDG	1323	Welding, Safety, Tools & Equipment	3
WLDG	1313	Introduction to Blueprint Reading for Welders	3
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	2447	Advanced Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	1417	Intro. to Layout and Fabrication	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship	4
Total Hours			**58**

Fitter (WLFC)
480508
Certificate of Completion

			Credit
WLDG	1323	Welding Safety, Tools & Equipment	3
WLDG	1313	Introduction to Blueprint Reading for Welders	3
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	1417	Intro to Layout and Fabrication	4
or			
WLDG	2488	Internship	4
Total Hours			**38**

Welder (WLDG)
480508
Certificate of Completion

			Crredit
WLDG	1323	Welding Safety, Tools & Equipment	3
WLDG	1313	Introduction to Blueprint Reading for Welders	3
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	2447	Advanced Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship	4
Total Hours			**38**

Tacker (WLTC)
480508
Certificate of completion

			Credit
WLDG	1323	Welding Safety, Tools & Equipment	3
WLDG	1313	Introduction to Blueprint Reading for Welders	3
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	1417	Intro. to Layout and Fabrication	4
or			
WLDG	2488	Internship	4
Total Hours			**34**

ABDR Autobody Repair

ABDR 1419 Basic Metal Repair 2-7-4
In-depth coverage of basic metal principles and working techniques including proper tool usage and product application.

ABDR 1431 Basic Refinishing 2-6-4
An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts. Prerequisite: ABDR 1419.

ABDR 1441 Structural Analysis and Damage Repair I 2-7-4
Expanded training in the roughing and shaping procedures on automotive sheet metal necessary to make satisfactory body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. Prerequisites: ABDR 1419 and 2447.

ABDR 1442 Structural Analysis and Damage Repair II (C&I Locations only) 3-3-4
Continuation of general repair and replacement procedures for damaged structural parts and collision damage. Prerequisites: ABDR 1419, 1441, and 2447.

ABDR 1449 Automotive Plastic and Sheet Molded Compound Repair 2-6-4
A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and plastic welding. Prerequisite: ABDR 1419.

ABDR 1472 Auto Body Glass, Hardware & Trim 2-7-4
This course is designed to provide the student with instruction in the removal, replacement, and service of both stationary and moveable automotive glass as well as related interior and exterior hardware such as manual and power lock mechanisms and regulators. The removal and replacement/repair of exterior and interior trim is also covered. Prerequisite: ABDR 1419.

ABDR 2402 Auto Body Mechanical and Electrical Service (C&I Locations only) 2-7-4
A course in the repair, replacement, and/or service of collision damaged mechanical or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. Prerequisite: ABDR 1419.

ABDR 2435 Structural Analysis and Damage Repair IV (C&I Locations only) 2-6-4
Extension of Structural Analysis and Damage Repair III providing skill development in the auto body application of theories to the repair and replacement of complete body units. Prerequisites: ABDR 1419, 1442 and 2447.

ABDR 2437 Structural Analysis and Damage Repair V (C&I Locations only) 2-7-4
Advanced development in the operation of equipment and the procedures involved in the repair of body structures. Special emphasis on conducting a thorough damage analysis as well as demonstrating proper pulling and anchoring techniques. Prerequisites: ABDR 1419, 2447, and 2435.

ABDR 2447 Advanced Auto Body Welding 2-7-4
This course is designed to provide the student with instruction in the use of those gas and electrical welding and cutting processes required in Auto Collision Repair. Basic gas welding and cutting, GMAW (MIG), resistance spot welding, and plasma arc cutting will be covered. Emphasis will be placed on safety; equipment selection and set up; the design, preparation, and fitting of weld joints; and the application of correct welding procedures to specific repair requirements. Prerequisite: ABDR 1419.

ABDR 2449 Advanced Refinishing 2-7-4
Skill development in multi-stage refinishing techniques. Further development in identification of problems and solutions in color matching and partial panel refinishing. Prerequisites: ABDR 1419 and 1431.

ABDR 2488 Internship- Autobody/Collision and Repair Technology/Technician 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

ACCT Accounting

ACCT 2301 Principles of Financial Accounting 3-0-3
An introduction to accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset, liability, and equity accounting in proprietorships, partnerships, and corporations.

ACCT 2302 Principles of Managerial Accounting 3-0-3
An introduction to the use of accounting information as an aid to management decision making. Topics include the statement of cash flows, financial analysis, cost behavior, budgeting, responsibility accounting, cost control, and product costing. Prerequisite: ACCT 2301.

ACNT Accounting

ACNT 1311 Introduction to Computerized Accounting 2-4-3
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Prerequisites: ACNT 1325 or equivalent recommended.

ACNT 1325 Principles of Accounting I 2-4-3
A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising enterprises.

ACNT 1326 Principles of Accounting II 2-4-3
A study of the fundamentals of managerial accounting. Emphasis on budgeting, planning, management decision making, and analysis of financial reports. Prerequisites: ACNT 1325 or equivalent recommended.

AERM Aviation Maintenance Technology

Not offered in Texas

AERM 1203 Shop Practices-G   **2-2-2**
An introduction to the correct use of hand tools and equipment and precision measurement; identification of aircraft hardware; and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating, and inspection of aircraft structures.

AERM 1205 Weight and Balance-G   **2-2-2**
An introduction to Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries.

AERM 1208 Federal Aviation Regulations-G   **2-2-2**
A course in the use and understanding of the Federal Aviation Administration and aircraft manufacturers' publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations.

AERM 1210 Ground Operations-G   **2-2-2**
An introductory course in fuels, servicing methods and procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control.

**AERM 1243 Instruments and Navigation/
Communications-G**   **2-1-2**
A study of aircraft instruments and electronic flight instrument systems including testing and installing instruments; inspecting, checking, and troubleshooting navigation and communication systems; and inspecting and repairing antennas and electronic equipment installations.

AERM 1254 Aircraft Composites-A   **2-2-2**
A study of the inspection and repair of composite, fiberglass, honeycomb, and laminated structural materials including doors, windows, bonded structures, and interior furnishings.

AERM 1314 Basic Electricity-G   **2-4-3**
A study of aircraft electrical systems and their requirements including the use of ammeter, voltmeter, and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and reading and interpreting aircraft electrical diagrams to include solid state devices and logic functions.

AERM 1340 Aircraft Propellers-P   **2-4-3**
Fundamentals of construction of propellers. Skill development in inspection, servicing, and repair of fixed-pitch, constant-speed, and feathering propellers and governing systems. Instruction in removal, balancing, and installation of propellers.

AERM 1357 Fuel Metering & Induction System-P 2-4-3
A study of fuel metering and induction systems used on reciprocating and turbine engines including fuel metering systems, carburetors, induction systems, heat exchangers, and cooling systems.

AERM 1444 Aircraft Reciprocating Engines-P   **3-4-4**
A study of reciprocating engines and their development, operating principles, and theory. Instruction in engine instruments, lubricating, and exhaust systems.

AERM 1445 Airframe Electrical Systems-A   **3-4-4**
A study of airframe electrical systems including installation, removal, disassembly, and repair of electrical components and related wiring.

**AERM 1449 Hydraulic, Pneumatic, and
Fuel Systems-A**   **3-4-4**
Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics, and fuel. Application of basic concepts through detailed maintenance procedures.

AERM 1452 Aircraft Sheet Metal-A   **2-6-4**
A course in inspection and repair of sheet metal structures including forming, lay out, and bending of sheet metal and identification, selection, and installation of rivets and fasteners.

AERM 1456 Aircraft Powerplant Electrical   **3-4-4**
Theory, operation, and maintenance of powerplants including electrical, ignition, starting, and fire protection systems.

AERM 2231 Airframe Inspection-A   **2-2-2**
A study of the materials and procedures for completing a One Hundred Hour Inspection as per Federal Aviation Regulations and manufacturers' service information.

**AERM 2341 Power Plant and Auxiliary Power
Units-P**   **2-3-3**
General principles of auxiliary power unit (APU) and powerplant systems and components.

AERM 2351 Aircraft Turbine Engine Overhaul-P 2-4-3
Topics address inspection, disassembly, reassembly, and replacement of gas turbine engines, sections, and components and operational troubleshooting and analysis.

AERM 2370 A&P Mechanic General Course   **3-0-3**
A course intended to prepare experienced aircraft mechanics to successfully complete the written, oral and practical exams for certification by the Federal Aviation Administration as Aviation Maintenance Technician. In-depth coverage of topics for A&P certification will include maintenance publications, FAA Regulations, weight & balance determination, blueprints, diagrams, corrosion control, basic electricity, aircraft materials and hardware, basic math and physics, basic aerodynamics and aircraft inspection fundamentals.

AERM 2371 Aircraft Airframe Course   **3-0-3**
A course intended to prepare experienced aircraft mechanics to successfully complete the written, oral and practical exams for certification by the Federal Aviation Administration as an Airframe Maintenance Technician. An in-depth coverage of topics pertaining to Airframe certification to include inspection, fabrication and repair of aircraft structures and components; application of aircraft finishes; sheet metal and composite structures; fuel systems; instrumentation; hydraulics; pneumatics and airframe electrical systems.

AERM 2372 Aircraft Power Plants and Systems   **3-0-3**
A course intended to prepare experienced aircraft mechanics to successfully complete the written, oral and practical exams for certification by the Federal Aviation Administration as a Powerplant Maintenance Technician. An in-depth coverage of topics pertaining to Power plant certification to include proper technique and procedures for maintaining, servicing, overhaul and inspections of both reciprocating and turbine engines. Other subjects to be covered include engine electrical, fuel, oil, cooling and propeller subsystems.

ANTH Anthropology

ANTH 2301 Physical Anthropology   3-0-3
Principles of physical anthropology, human evolution, race, heredity, the organic basis of culture, and cultural history through the Paleolithic stage.

ANTH 2302 Introduction to Archeology   3-0-3
Overview of human origins and biocultural adaptations. Introduces methods and theory in the excavation and interpretation of material remains of past cultures.

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
Study of human behavior (nations and societies) the world over, comparing and describing their cultural patterns. An introduction to the various theories and anthropologists is reviewed as well as the relationship of Cultural Anthropology to the other social sciences (Psychology, Sociology, History, etc.).

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   3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

ARAB 1412 Beginning Arabic II   3-2-4
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.

ARTS Arts

ARTS 1303 Art History I   3-0-3
This course is a survey of the major and minor arts from prehistoric times to the 14th century. Prerequisite: None

ARTS 1304 Art History II   3-0-3
This course is a survey of the major and minor arts from the 14th century to the present. 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, fasteners, professional responsibilities, and 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 batteries, charging and starting systems, and electrical accessories. Emphasis on electrical 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. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. Prerequisite: AUMT 1405.

AUMT 1416 Automotive Suspension and Steering Systems   2-6-4
A study of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Prerequisite: AUMT 1405.

AUMT 1419 Automotive Engine Repair   3-3-4
Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. Prerequisites: AUMT 1405, 2305 and 2434.

AUMT 1445 Automotive Heating and Air Conditioning   2-6-4
Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. Prerequisites: AUMT 1405, 1407, 1472 and 2437.

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 1405, 1407, 2417 and 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 of transmissions/transaxles and drive lines. May be taught with manufacturer specific instructions. Prerequisite: AUMT 1405.

AUMT 2417 Automotive Engine Performance Analysis I 2-7-4
Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught with manufacturer specific instructions. Prerequisites: AUMT 1405, AUMT 1407, AUMT 2305, and AUMT 2437.

AUMT 2425 Automotive Automatic Transmission and Transaxle 2-6-4
A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. May be taught with manufacturer specific instructions. Prerequisite: AUMT 2413.

AUMT 2434 Automotive Engine Performance Analysis II 2-7-4
A study of diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. Prerequisites: AUMT 1407, 1471, 1472, 2305, and 2437.

AUMT 2437 Automotive Electronics 3-3-4
Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Prerequisites: AUMT 1405 and 1407.

AUMT 2488 Internship - Automobile/Automotive Mechanics Technology/Technician 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

BCIS Computer Science see also COSC

BCIS 1405 Business Computer Applications 3-3-4
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet. Prerequisite: None.

BIOL Biology

BIOL 1308 Biology for Non Science Majors I 3-0-3
A study of selected topics of biological science for the non-science major. Topics include the cell concept, systems of the human body, aging, and introduction to genetics, evolution, and ecology.

BIOL 1322 Nutrition and Diet Therapy I 3-0-3
A study of the essential nutrients, including nutrient functions, food source, deficiency symptoms, and toxicity symptoms; the nutritional requirements throughout life; the effects of nutrition on health and fitness; nutrition fads and controversies; and evaluation of personal eating habits. Prerequisite: One semester of chemistry is recommended.

BIOL 1406 Biology for Science Majors I 3-3-4
Study of the fundamental principles of living organisms at the cellular level. Includes cell structure and function, photosynthesis/cellular respiration, mitosis/meiosis, DNA, Mendelian and modern genetics, bacterial structure and gene control. Prerequisite: Test score of 240 on both math and reading sections of the THEA exam or equivalent. No students are exempt from testing. Co-requisite: BIOX 1406.

BIOL 1407 Biology for Science Majors II 3-3-4
Aspects of systematics, survey of plant kingdom (structure/functioning/life cycles), survey of the animal kingdom, structure and functioning of animal systems, and aspects of ecology. Prerequisite: Test score of 240 on both math and reading sections of the THEA exam or equivalent. No students are exempt from testing. Co-requisite: BIOX 1407.

BIOL 1411 General Botany 3-3-4
The study of structure and function of plant cells, tissues, and organs with emphasis on angiosperms. An evolutionary survey of the following representative groups: algae, fungi, mosses, ferns, and seed plants (angiosperms and gymnosperms). Lecture and laboratory aspects are integrated. Co-requisite: BIOX 1411. Completion of BIOL 1406 is recommended prior to enrollment in this course.

BIOL 1413 General Zoology 3-3-4
A survey of important invertebrate and vertebrate groups of the animal kingdom emphasizing relevant biological concepts. Includes laboratory experiments and dissections; lifestyles, structures, and classification of protozoa, sponges, jellyfish, worms, molluscs, arthropods, echinoderms, and vertebrates. Co-requisite: BIOX 1413. Completion of BIOL 1406 is recommended. Completion of a college level science course is recommended.

BIOL 2401 Anatomy and Physiology I 3-3-4
Study of the structure and function of the human body. Main systems covered include; skeletal system, muscular system, integumentary system, immune system, digestive system, urinary system, lymphatic system, and reproductive system. Co-requisite: BIOX 2401. Completion of BIOL 1406 is recommended.

BIOL 2402 Anatomy and Physiology II 3-3-4
Study of the structure and function of the human body. Emphasis is on the function of body systems and interactions among body systems with emphasis on cardiovascular, respiratory, nervous, and endocrine systems. Integration of body systems is emphasized. Problem solving and interpretation of biomedical research is also stressed. Prerequisite: BIOL 2401. Co-requisite: BIOX 2402.

BIOL 2421 Microbiology for Science Majors 3-3-4
Fundamental principles of microbiology. Includes study of morphology, physiology, and classification of microbes and their relationships with soil, food, water, disease, and immunology. Designed for nursing and all allied health-related majors. Prerequisite BIOL 1406 with a grade of "C" or above, must have been taken within the last 5 years. Co-requisite: BIOX 2421.

BMGT Business Administration and Management see also BUSG, HRPO and MRKG

BMGT 1301 Supervision 3-0-3
A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1325 Office Management 3-0-3
Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills.

BMGT 1327 Principles of Management 3-0-3
Concepts, terminology, principles, theory, and issues that are in the field of management.

BMGT 2370 Management Applications I 1-5-3
A management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. It serves as a program Capstone for those students whose situation precludes an internship. The course may be repeated (if topics and learning outcomes vary). Note: Should be taken during the last semester of a certificate program or at about the halfway point in a degree plan. Prerequisite: Consent of the Department Chair.

BMGT 2371 Management Applications II 1-5-3
A management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. It serves as a program Capstone for those students whose situation precludes an internship. Prerequisite: BMGT 2370 and Consent of the Department Chair.

BMGT 2488 Internship - Business Administration and Management, General 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

BMGT 2489 Internship - Business Administration and Management, General 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: BMGT 2488 and Consent of the Department Chair.

BUSG Business Administration and Management see also BMGT, HRPO and MRKG

BUSG 1315 Small Business Operations 3-0-3
Central Campus Only. A course in the unique aspects of operating a small business. Emphasizes management functions including how managers plan, exercise leadership, organize, and control the operations. Members of the Students in Free Enterprise (SIFE) organization that participate during the entire training program and document a minimum of 50 hours of active participation, can be awarded credit for this course with the approval of the SIFE Faculty Advisor.

BUSG 1370 Small Business Accounting 3-0-3
A course designed to introduce small business owners to basic accounting/financial information necessary to the successful operation of a business. Topics covered include, but are not limited to, cost behavior, cost-volume-profit relationships, budgeting, relevant cost, pricing decisions, payroll accounting and taxes.

BUSG 1371 Entrepreneurship and Business Plan Development 3-0-3
Involves the development and presentation of a plan to create or expand a business. It provides the student with an opportunity to develop and demonstrate a mastery of the essential competencies required for business opportunity analysis, the development of a marketing plan, and the development of a business financial plan. Students will prepare a business plan for a business that they want to develop or expand.

BUSG 1372 Financial Management of Personal Accounts 3-0-3
Personal and family accounts, budgets, and budgetary controls, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting, home ownership, wills, and trust plans.

BUSG 2305 Business Law/Contracts 3-0-3
Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

BUSG 2309 Small Business Management 3-0-3
A course on starting and operating a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

BUSI Business Administration and Management

BUSI 1301 Business Principles 3-0-3
Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

BUSI 2301 Business Law 3-0-3
Principles of law which form the legal framework for business activity.

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

CBFM 1334 Interior and Exterior Painting and Refinishing 2-4-3
Interior and exterior painting and refinishing for commercial and residential applications. Prerequisite: CRPT 1429.

CBFM 2487 Internship–Building/Property Maintenance and Manager 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

CDEC Early Childhood Professions
*All CDEC courses require a lab except CDEC 1195.

CDEC 1170 Deployment and Military Families (Europe only) 1-0-1
This course explores the effects of deployments on military families and children. Techniques for supporting children of military families during deployments will be covered.

CDEC 1171 American Sign Language (Europe only) 1-0-1
This course provides a forum to learn and to practice developmentally appropriate ASL along with providing creative ways to use sign with children both in the classroom and at home. Basic signs and useful phrases will be introduced that are specific to a child's environment. Appropriate use of an ASL interpreter in the classroom will also be included.

CDEC   1172   Mentoring for Early Childhood Educators
(Europe only)   1-0-1
This course covers an in-depth look at early childhood
mentoring, an important professional facet of a teacher's
development. Students will explore what it means to be a
mentor and work directly with new people entering into the
early childhood field. This is a practical course designed
to teach skills to new and experienced mentors in Early
Childhood Education.

CDEC   1173   Parenting for Healthy Families
(Europe only)   1-0-1
This course covers different models of parenting, and includes
identification and reflection, of one's chosen style of parenting.
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 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   1195   Special Topics in Child Care Provider/
Assistant   1-0-1
Topics address recently identified current events, skills,
knowledge, and/or attitudes and behaviors pertinent to the
technology or occupation and relevant to the professional
development of the student. This course has different topics
and may be repeated.

CDEC   1303   Families, School and Community   2-2-3
A study of the relationship between the child, the family, the
community, and early childhood educators, including a study
of parent education, family and community lifestyles, multi-
culture instruction, child abuse, and current issues. All Early
Childhood Professions courses have a requirement for 34
hours of lab except CDEC 1195 which has no lab and CDEC
2384 which has 225 hours of lab. Interaction with children is
related to program outcomes. Some labs require observations
in childcare facilities and schools.

CDEC   1311   Educating Young Children   2-2-3
An introduction to the profession of early childhood education,
focusing on developmentally appropriate practices, types of
programs, historical perspectives, ethics, and current issues.
All Early Childhood Professions courses have a requirement
for 34 hours of lab except CDEC 1195 which has no lab and
CDEC 2384 which has 225 hours of lab. Interaction with
children is related to program outcomes. Some labs require
observations in childcare facilities and schools.

CDEC   1313   Curriculum Resources for Early
Childhood Programs   2-2-3
Fundamentals of curriculum design and implementation in
developmentally appropriate programs for young children. All
Early Childhood Professions courses have a requirement for 34
hours of lab except CDEC 1195 which has no lab and CDEC
2384 which has 225 hours of lab. Interaction with children is
related to program outcomes. Some labs require observations
in childcare facilities and schools.

CDEC   1317   Child Development Associate
Training I   2-2-3
Based on the requirements for the Child Development
Associate (CDA) National Credential. Three of the 13
functional areas of study include family, program management
and professionalism. Topics on CDA overview, general
observation skills, and child growth and development
overview. All Early Childhood Professions courses have a
requirement for 34 hours of lab except CDEC 1195 which has
no lab and CDEC 2384 which has 225 hours of lab. Interaction
with children is related to program outcomes. Some labs
require observations in childcare facilities and schools.

CDEC   1318   Wellness of the Young Child   2-2-3
A study of nutrition, health, safety, and related activities,
including skill development in management of issues,
guidelines, and practices in nutrition, as well as community
health, hygiene, safety, and legal implications. Integration
of these principles apply to a variety of settings. All Early
Childhood Professions courses have a requirement for 34
hours of lab except CDEC 1195 which has no lab and CDEC
2384 which has 225 hours of lab. Interaction with children is
related to program outcomes. Some labs require observations
in childcare facilities and schools.

CDEC   1319   Child Guidance   2-2-3
An exploration of common behavior problems of young
children in an early childhood setting. Emphasis on positive
guidance techniques for effective behavior management.
Practical application through direct participation in an early
childhood setting. All Early Childhood Professions courses
have a requirement for 34 hours of lab except CDEC 1195
which has no lab and CDEC 2384 which has 225 hours of lab.
Interaction with children is related to program outcomes. Some
labs require observations in childcare facilities and schools.

CDEC   1321   The Infant and Toddler   2-2-3
A study of appropriate infant and toddler (birth to 3 years)
programs, including an overview of development, quality
caregiving routines, appropriate environments, materials
and activities, and teaching/guidance techniques. All Early
Childhood Professions courses have a requirement for 34
hours of lab except CDEC 1195 which has no lab and CDEC
2384 which has 225 hours of lab. Interaction with children is
related to program outcomes. Some labs require observations
in childcare facilities and schools.

CDEC   1335   Early Childhood Development:
3-5 Years   2-2-3
This course covers the principles of normal growth and
development from three to five years. Emphasis is on physical,
emotional, and social development. All Early Childhood
Professions courses have a requirement for 34 hours of lab
except CDEC 1195 which has no lab and CDEC 2384 which
has 225 hours of lab. Interaction with children is related
to program outcomes. Some labs require observations in
childcare facilities and schools.

CDEC   1354   Child Growth & Development   2-2-3
A study of the principles of normal child growth and
development from conception to adolescence. Focus on
physical, cognitive, social, and emotional domains of
development.

CDEC 1356 Emergent Literacy for Early Childhood 2-2-3

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1358 Creative Arts for Early Childhood 2-2-3

An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1359 Children with Special Needs 2-2-3

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1371 Physical Development and Disorder in Children 2-2-3

This course is designed for the paraprofessional working in integrated early childhood settings. Roles and responsibility of the paraprofessional, including IEP and ISFP lesson plan teaching strategies, and hands-on training in physical management and care skills of the child with special needs are emphasized. Instruction in basic sign language, and an overview of current learning technologies to assist the child with disabilities, is included. Emphasis is placed on methods and materials for promoting activities of daily living. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1391 Special Topics in Family Life and Relations Studies 2-2-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. The focus is on setting up a FDCH and activities for children. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 1393 Special Topics in Early Childhood Education and Teaching 2-2-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2307 Math & Science for Early Childhood 2-2-3

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2322 Child Development Associate Training II 2-2-3

A continuation of the study of the requirements for the Child Development Associate (CDA) National Credential. The six functional areas of study include safety, health, learning environment, self, social, and guidance. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2324 Child Development Associate Training III 2-2-3

A continuation of the study of the requirements for the Child Development Associate (CDA) National Credential. The four functional areas of study are creative, cognitive, physical, and communication. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2326 Administration of Programs for Children I 2-2-3

A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2328 Administration of Programs for Children II 2-2-3

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2340 Instructional Techniques for Children with Special Needs 2-2-3

Exploration of development and implementation of curriculum for children with special needs. The focus is on how to adapt curriculum activities for children with special needs. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2341 The School Age Child 2-2-3
A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

CDEC 2384 Cooperative Education in Child Development 1-14-3
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Includes a lecture component.

CETT Computer Electronics Technology see also CPMT, EECT, ELMT, ITCC and ITNW

CETT 1403 DC Circuits 3-3-4
A study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

CETT 1405 AC Circuits 3-3-4
A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Prerequisite: CETT 1403.

CETT 1421 Electronics Fabrication 3-3-4
A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

CETT 1425 Digital Fundamentals 3-3-4
An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and 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, Kirchoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

CETT 2449 Research and Project Design 3-3-4
Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Prerequisites: CETT 1429 and CETT 1449.

CETT 2489 Internship-Computer Engineering Technology/Technician 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Deparment approval required.

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

CHEF 1301 Basic Food Preparation 1-8-3
A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. National Restaurant Association (NRA) Food Production Certificate Examination.

CHEF 1305 Sanitation and Safety 3-0-3
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

CHEF 1341 American Regional Cuisine 2-4-3
A study of the development of regional cuisine in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. Prerequisite: CHEF 1301.

CHEF 1345 International Cuisine 2-4-3
The study of classical cooking skills associated with the preparation and service of international and ethnic cuisine. Topics include similarities between food production systems used in the United States and other regions of the world. Prerequisite: CHEF 1301.

CHEF 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 2301 Intermediate Food Preparation 1-8-3
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Prerequisite: CHEF 1301.

CHEF 2302 Saucier 2-3-3
Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of 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: minimum math THEA score of 230 or completion of DSMA 0301, Developmental Mathematics II. Co-requisite: CHEX 1406.

CHEM 1407 Introductory Chemistry II 3-3-4
A survey of the fundamentals of organic and biochemistry for nursing students interested in the processes of life. Basic principles, nomenclature, principle reactions and methods of synthesis, and the major classes of physiologically important compounds are studied. Prerequisite: CHEM 1406, or CHEM 1411. Co-requisite: CHEX 1407.

CHEM 1411 General Chemistry I 3-4-4
The first of two courses for science-related majors, this course is a study of the fundamental theories and laws of chemistry, chemical nomenclature, metals and non-metals and their compounds, states of matter, solutions, and the quantum theory of structure. Emphasis is placed on problem solving. Prerequisite: MATH 1414 or consent of the Department Chair. Co-requisite: CHEX 1411.

CHEM 1412 General Chemistry II 3-4-4
The second of two courses for science-related majors, this course covers kinetics, chemical equilibrium, acid-base concepts, electrochemistry, elementary thermodynamics, and introduction to nuclear chemistry. Prerequisite: CHEM 1411. Co-requisite: CHEX 1412.

CHEM 2423 Organic Chemistry I 3-4-4
The first of two courses designed to provide a foundation in organic chemistry, a study of the chemistry of carbon and its compounds. The course is a study of structural theory, functional groups, nomenclature, stereochemisty, reaction mechanisms, synthesis, and properties of organic compounds. This course is designed for both science majors and minors. Prerequisites: CHEM 1411 and CHEM 1412. Co-requisite: CHEX 2423.

CHEM 2425 Organic Chemistry II 3-4-4
As a continuation of CHEM 2423 this course involves a more in-depth study of the topics covered in CHEM 2423 in addition to the study of aliphatic and aromatic compounds and spectroscopic analysis concepts. Designed for both science majors and minors. Prerequisite: CHEM 2423. Co-requisite: CHEX 2425.

CHIN Chinese

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

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

CHIN 1411 Beginning Chinese I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

CHIN 1412 Beginning Chinese II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: CHIN 1411 with a grade of "C" or above.

CHIN 2311 Intermediate Chinese I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: CHIN 1411 and 1412 with a grade of "C" or above.

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

CHLT Mental Health Services See also CMSW, DAAC, GERS, PSYT and SCWK

CHLT 1309 Community Ethics 3-0-3
This course will include discussions on the role of ethics as it pertains to health care and community settings. It will include ethical decision-making, teamwork and the impact of illness on the individual and the social setting. Professional ethical and legal conduct in human services will be explored.

CJCR Criminal Justice See also CJLE, CJSA and SLPS

CJCR 1304 Probation and Parole 3-0-3
A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

CJCR 1307 Correctional Systems and Practices 3-0-3
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CJCR 1358 Rights of Prisoners 3-0-3
Analysis of the legal rights of the convicted offender incarcerated in state and federal penal institutions. Emphasis on constitutional principles, case law, and federal and state statutes concerning prisoner rights.

CJCR 1391 Special Topics in Corrections/Correctional Administration 3-0-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisites: Consent of the Department Chair.

CJCR 1400 Basic Jail Course 4-1-4
Provides instruction in human relations; observation; evaluation of prisoners, booking procedures; classification; mug shots; fingerprinting, strip searches; meals, medical services, visitation; inmates rights and privileges; detention areas; key; knife and tool control; disturbances; riots; fire procedures; and release procedures. Taught in accordance with the current TCLEOSE instructor guides provided by the Commission for course #1005.

CJCR 2324 Community Resources in Corrections 3-0-3
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CJCR 2325 Legal Aspects of Corrections 3-0-3
A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff.

CJCR 2466 Practicum (or Field Experience) Corrections/Correctional Administration 0-28-4
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Consent of the Department Chair.

CJLE Criminal Justice see also CJCR, CJSA and SLPS

CJLE 1211 Basic Firearms 1-2-2
Instruction in firearm safety, cleaning and care techniques, proper shooting principles, and proficiency with a handgun and shotgun. Prerequisite: Department approval required.

CJLE 1329 Basic Peace Officer V 3-0-3
Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. This course taken in conjunction with Basic Peace Officer I, II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1333 Traffic Law and Investigation 3-0-3
Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

CJLE 1345 Intermediate Crime Scene Investigation 3-0-3
Topics include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions. Prerequisites: CRIJ 2314/CJSA 1342 or Police Academy.

CJLE 1506 Basic Peace Officer I 3-7-5
Introduction to fitness and wellness, history of Policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course, taken in conjunction with Basic Peace Officer II, III, and IV, will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 1512 Basic Peace Officer II 3-7-5
Basic preparation for a new peace officer. Covers field note taking, report writing, "use of force" law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course, taken in conjunction with Basic Peace Officer I, III, and IV, will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1518 Basic Peace Officer III 3-7-5
Basic preparation for a new peace officer. Covers laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course, taken in conjunction with Basic Peace Officer I, II, and IV, will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1524 Basic Peace Officer IV 3-8-5
Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This course, taken in conjunction with Basic Peace Officer I, II, and III, will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 2345 Vice and Narcotics Investigation 3-0-3
Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques. Prerequisite: CRIJ 2314/CJSA 1342.

CJLE 2486 Internship-Criminal Justice/ Police Science 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

CJSA Criminal Justice see also CJCR, CSLE and SLPS

CJSA 1170 Alcohol Awareness/Intervention (Europe only) 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 1172 Topics for Parents (Europe only) 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
(Europe only)   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
(Europe only)   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
(Europe only)   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
(Europe only)   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
(Europe Only)   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 (Europe Only)   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: CRIJ 2314/CJSA 1342.

CJSA   1312   Crime in America   3-0-3
The study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and crime prevention.

CJSA   1313   Court Systems and Practices   3-0-3
The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing.

CJSA   1317   Juvenile Justice System   3-0-3
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CJSA   1318   Court Management   3-0-3
Exploration of operational issues in the administration of American courts. Topics include responsibilities of court personnel, records management, and organizational management topics.

CJSA   1322   Introduction to Criminal Justice   3-0-3
The study of the history and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement, court system; prosecution and defense; trial process; corrections.

CJSA   1327   Fundamentals of Criminal Law   3-0-3
A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

CJSA   1342   Criminal Investigation   3-0-3
Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, case and trial preparation.

CJSA   1348   Ethics in Criminal Justice   3-0-3
Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

CJSA   1351   Use of Force   3-0-3
A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement. Prerequisite: Consent of Department Chair.

CJSA 1359 Police Systems and Practices 3-0-3
Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

**CJSA 1393 Special Topics in Criminal
Justice Studies 3-0-3**
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: 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 2334 Contemporary Issues in Criminal
Justice 3-0-3**
A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. Prerequisite: Consent of Department Chair.

**CJSA 2488 Internship-Criminal Justice
Safety Studies 0-19-4**
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

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

**CMSW 1167 Practicum (or Field Experience) -
Clinical and Medical Social Work 0-10-1**
This course provides the student with practical general training and experience in the workplace through assignment to a specific field placement site. The guided external experience is conducted under the supervision of professionals from the host agency. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, and medical insurance will be provided by the student. This course is the Capstone Experience for students exiting the program with an Advanced Certificate or Associates in Applied Science (AAS) Degree in Mental Health Services with an At-Risk Youth Specialization, or an AAS with a Social Work Specialization. It provides a final external learning experience that allows the student to apply broad knowledge of the profession. Prerequisites: Departmental Approval, PSYT 1329, CMSW 1309, DAAC 1319, DAAC 2354 Recommended Prerequisites: (CMSW 1313, SOCW 2361 Depending on Specialization).

**CMSW 1309 Problems of Children and
Adolescents 2-4-3**
This course will provide an examination of the particular problems of children and youth; and their implications for the delivery of social services. Emphasis is on social service institutions of a preventive and rehabilitative nature.

CMSW 1370 Adolescent Development 3-0-3
The study of the development phases from adolescence through young adulthood will be explored. Identification of the task and goals to be achieved during these stages of development will be discussed. Topics include physical and psychological changes as well as the areas of interpersonal relationships and the individual's ability to relate to the social environment.

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

CNBT 1446 Construction Estimating I 3-3-4
Fundamentals of estimating materials and labor costs in construction. Prerequisite: Department approval required.

COSC Computer Science see also BCIS

COSC 1301 Introduction to Computing 3-1-3
Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

**COSC 2425 Computer Organization and
Machine Language 3-3-4**
Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. Prerequisite: None.

CPMT Computer Electronics Technology see also CETT, EECT, ELMT, ITCC and ITNW

**CPMT 1403 Introduction to Computer
Technology 3-3-4**
A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

CPMT 1404 Microcomputer Systems Software 3-3-4
Skills development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers.

CPMT 1445 Computer Systems Maintenance 3-3-4
Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. Prerequisite CETT 1425 and CETT 1429

CPMT 1449 Computer Networking Technology 3-3-4
Networking fundamentals, terminology, hardware, software, and network architecture. Includes local and wide area networking concepts and networking installations and operations. Prerequisite: CETT 1425 and CPMT 1403.

CPMT 2350 Industry Certification Preparation 2-3-3
Overview of the objectives for industry specific certification exam(s). Prerequisite: ITCC 2408.

CPMT 2434 Network Security 3-3-4
Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products and solutions; firewall and secure router design, installation, configuration and maintenance; AAA implementation using routers and firewalls; VPN implementation using routers and firewalls.

CPMT 2445 Computer System Troubleshooting 3-3-4
Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. Prerequisite: CPMT 1445

CRIJ Criminal Justice

CRIJ 1301 Introduction to Criminal Justice 3-0-3
History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

CRIJ 1306 Court Systems and Practices 3-0-3
The study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

CRIJ 1307 Crime in America 3-0-3
The study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

CRIJ 1310 Fundamentals of Criminal Law 3-0-3
Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

CRIJ 1313 Juvenile Justice System 3-0-3
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2301 Community Resources in Corrections 3-0-3
An introductory study of the role of the community in corrections, community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CRIJ 2313 Correctional Systems and Practices 3-0-3
A study of the role of corrections in the criminal justice system. Topics include organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatments and rehabilitation, and current and future issues.

CRIJ 2314 Criminal Investigation 3-0-3
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2323 Legal Aspects of Law Enforcement 3-0-3
Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.

CRIJ 2328 Police Systems and Practices 3-0-3
Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

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

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

CRPT 1415 Conventional Wall Systems 3-3-4
Conventional wall systems with emphasis on wood frame construction. Includes identification of components; construction of wall systems; safe work practices; and the selection, use, and maintenance of tools and equipment. Prerequisite: CRPT 1429.

CRPT 1423 Floor Systems 3-3-4
An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the selection, use, and maintenance of tools and equipment. Prerequisite: CRPT 1429.

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, GERS, PSYT and SCWK

DAAC 1304 Pharmacology of Addiction 2-4-3
This course will study the psychological, physiological, and sociological effects of mood altering substances and behaviors. The course emphasizes pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.

DAAC 1309 Assessment Skill of Alcohol and other Drug Addictions 2-2-3
This course examines procedures and tools used to identify and assess a client's strengths, weaknesses, problems and needs in order to develop treatment strategies. Emphasis is on current tools in the field. Prerequisite: DAAC 1319.

DAAC 1311 Counseling Theories 2-2-3
This course provides an introduction to the major counseling theories and current treatment modalities used in working with individuals, families and groups.

DAAC 1319 Introduction to Alcohol and other Drug Addictions 2-4-3
Causes and consequences of drug abuse and addiction as they relate to the individual, family, community, and society are discussed. Overview of alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented.

DAAC 2301 Therapeutic Communities in a Criminal Justice Setting 2-4-3
Insight into the use of the therapeutic community as an approach in rehabilitation of the incarcerated substance abuser. Emphasizes therapeutic community issues such as lifestyle change, abstinence, elimination of antisocial activity, employability and pro-social attitudes and values. Includes integration of social and psychological goals. Prerequisite: DAAC 1304, DAAC 1309, DAAC 1319.

DAAC 2307 Addicted Family Intervention 2-2-3
This course will explore the family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. The course will discuss the impact of mood altering substances, behaviors, and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

DAAC 2330 Multicultural Counseling 2-4-3
Characteristics of minorities and diverse populations encountered by counselors will be explored. The primary focus will include issues among those groups which affect the counseling process including communication patterns.

DAAC 2341 Counseling Alcohol and other Drug Addictions 2-4-3
Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client will be explored. Development and utilization of advanced treatment planning and case management skills are surveyed. Prerequisites: Departmental Approval, DAAC 1167, DAAC 1304, DAAC 1309, DAAC 1319, DAAC 2354, CMSW 1309, PSYT 1329, PSYT 2321, PSYT 2331.

DAAC 2354 Dynamics of Group Counseling 2-4-3
This course provides for exploration of group counseling skills and techniques. Stages of group development and working with multicultural groups will be discussed. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1304, DAAC 1319, PSYT 1329, PSYT 2321, PSYT 2331.

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. The guided external experiences may be paid or unpaid. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, background check, drug screen and medical insurance will be provided by the student. This course is the Capstone Experience for the student exiting the program with an Advanced Certificate and the AAS Degree in Chemical Dependency Counseling. It provides a final external learning experience that allows the student to apply broad knowledge of the profession. Prerequisites: Departmental Approval; CMSW 1309, DAAC 1167, DAAC 1304, DAAC 1309, DAAC 1319, DAAC 2307, DAAC 2341, DAAC 2354, PSYT 1329, PSYT 2321, PSYT 2331.

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: ENGR 1304 or 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: ENGR 1304 or DFTG 1405, ENGR 1305 or 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, new paper publications and promotional literature. Topics include pictorial drawing including isometrics, oblique, perspectives, charts, and graphs, shading, and use of different media including pencil and ink. Prerequisite: ENGR 1304 or DFTG 1405, or concurrent enrollment

DFTG 2417 Descriptive Geometry 3-3-4
Examination of the graphical solution to problems involving points, lines, and planes in space. Prerequisite: ENGR 1304 or DFTG 1405.

DFTG 2421 Topographical Drafting 3-3-4
A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. All drawing assignments will be computer generated. Prerequisite: Second semester Sophomore standing in the Drafting Program.

DFTG 2423 Pipe Drafting 3-3-4
A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

DFTG 2438 Final Project - Advanced Drafting 3-3-4
A general drafting course in which students participate in a simulated project. The process from conception to conclusion is studied. All work done in this class will typify actual industrial projects. An employment resume, cover letter, and portfolio will be completed as part of the course requirements. All projects will be completed with the use of Computer-Aided Drafting (AutoCAD). Prerequisites: Second semester Sophomore standing in the Drafting program.

DFTG 2440 Solid Modeling/Design 3-3-4
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Prerequisite: DFTG 1409 and consent of the Department Chair.

DRAM Drama

DRAM 2366 Development of the Motion Picture I 3-3-3
This course focuses on the development of motion picture; analyzing visual, aural, dramatic and narrative aspects of films. A survey of historical growth and the sociological effect of film as an art is included. Prerequisite: None

DS— Developmental Studies
The credit received from these courses is not transferable and cannot be applied towards degree completion.

DSED 0300 College Study Skills 3-0-3
This course is designed to provide an opportunity for students to develop, select, and use strategies necessary in becoming prepared and successful in college and life. Emphasis in this particular course will be placed on the transference of high-level study skills to practical classroom situations and include the areas of time management, effective listening and note taking, concentration, learning through media, reading, retention of information, taking examinations, creativity, and leadership.

DSMA 0101 Basic Developmental Mathematics 1-1.5-1
This course helps students prepare to pursue college-level academic work. It uses varied instructional techniques to identify deficiencies and provide a review of fundamental operations in mathematics.

DSMA 0300 Developmental Mathematics I 5-1-3
Developmental Mathematics I is designed to help the student make the transition from arithmetic to algebra. This is accomplished through in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations. A computer lab where students practice math skills is required.

DSMA 0301 Developmental Mathematics II 5-1-3
Developmental Mathematics II is designed to provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. A computer lab where students practice math skills is required. The prerequisite for this course is DSMA 0300 or DSMA 0304 or DSMA 0305 or an appropriate placement test score.

DSMA 0303 Developmental Mathematics IV 5-1-3
Developmental Mathematics IV requires an understanding of the topics taught in DSMA 0301. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. A computer lab where students practice math skills is required. The prerequisite for this course is DSMA 0301 or DSMA 0306 or DSMA 0309 or an appropriate placement test score.

DSMA 0304 Fundamentals of Mathematics II 3-0-3
Fundamentals of Mathematics II is designed to help the student make the transition from arithmetic to algebra. This is accomplished through in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations.

DSMA 0305 Pre-Algebra 4-0-3
This course is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course includes an in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations. A computer, internet connection, and designated course software to facilitate interactive learning must be available.

DSMA 0306 Introductory Algebra 3-0-3
Introductory Algebra is designed to provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. The prerequisite for this course is DSMA 0304 or DSMA 0300 or DSMA 0305 or an appropriate placement test score.

DSMA 0307 Intermediate Algebra 3-0-3
Intermediate Algebra requires an understanding of the topics taught in DSMA 0306. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. The prerequisite for this course is DSMA 0306 or DSMA 0301 or DSMA 0309 or an appropriate placement test score.

DSMA 0309 Fundamentals of Algebra 4-0-3
Fundamentals of Algebra is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course 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, internet connection, and designated course software to facilitate interactive learning must be available. The prerequisite for this course is DSMA 0305 or DSMA 0300 or DSMA 0304 or an appropriate placement test score.

DSMA 0310 Intermediate Algebra 4-0-3

Intermediate Algebra is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course requires an understanding of the topics taught in DSMA0309. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. A computer, internet connection, and designated course software to facilitate interactive learning must be available. The prerequisite for this course is DSMA 0309 or DSMA 0301 or DSMA 0306 or an appropriate placement test score.

DSRE 0101 Developmental Reading 1-1.15-1

Developmental Reading laboratory.

DSRE 0300 Developmental Reading I 2-2-3

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 35 percent on the reading section of the Asset test. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. A computer lab where students practice reading skills is required.

DSRE 0301 Developmental Reading II 2-2-3

Developmental Reading II (DSRE 0301) is designed to aid students in developing and reinforcing the skills needed for reading college-level materials; specifically those who scored between 35-40 percent on the reading section of the Asset test or passed DSRE 0300. Emphasis will be on vocabulary development, literal and critical comprehension skills, and fluency. A computer lab where students practice reading skills is required. Successful completion of DSRE 0301 should provide a student with an adequate background to successfully pass the reading section of the THEA as well as any college course that requires extensive reading.

DSRE 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 35 percent on the reading section of the Asset test. Emphasis will be on word attach skills, vocabulary development, comprehension, fluency, and study and test-taking skills.

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; specifically those who scored between 35-40 percent on the reading section of the Asset test or passed DSRE 0302. Emphasis will be on vocabulary development, literal and critical comprehension skills, and fluency. Successful completion of DSRE 0303 should provide a student with an adequate background to successfully pass the reading section of the THEA as well as any college course that requires extensive reading.

DSRE 0311 Developmental Reading II 4-0-3

Developmental Reading II is designed for the student who requires a flexible schedule and possesses the commitment and self discipline to benefit from interactive on-line learning. This course's purpose is to aid students in developing and reinforcing the skills needed for reading college-level materials; specifically those who scored between 50-69 percent on the college placement reading section or passed DSRE 0300. This course emphasizes vocabulary development, literal comprehension skills, critical reading and thinking skills, and fluency. A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: A course comparable to DSRE 0300 or appropriate test scores.

DSWR 0301 Developmental Writing I 3-1-3

Developmental Writing I is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to problems in grammar and usage as these problems occur in the paragraphs. This is a required course for students who have scored below 200 on the writing section of the THEA or below 35 on the ASSET and a 2 or 3 on the writing section. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL). A computer lab where students practice writing skills is required.

DSWR 0302 Developmental Writing II 3-1-3

Developmental Writing II is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on essay development, with attention given to problems in grammar and usage as these problems occur in the essays. This is a required course for students who have scored between 200 and 239 on the THEA or between 35 and 40 on the ASSET and a 4 or 5 on the writing section or for students who have successfully completed DSWR-0301. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL). A computer lab where students practice writing skills is required.

DSWR 0303 Fundamentals of Writing I 3-0-3

Fundamentals of Writing I is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to problems in grammar and usage as these problems occur in the paragraphs. This is a required course for students who have scored below 200 on the writing section of the THEA or below 35 on the ASSET and a 2 or 3 on the writing section. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL).

DSWR 0304 Fundamentals of Writing II 3-0-3

Fundamentals of Writing II is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on essay development, with attention given to problems in grammar and usage as these problems occur in the essays. This is a required course for students who have scored between 200 and 239 on the THEA or between 35 and 40 on the ASSET and a 4 or 5 on the writing section or for students who have successfully completed DSWR 0303. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL).

DSWR 0305 Developmental Studies Basic Grammar Review 3-0-3
Basic Grammar Review is an elective developmental studies course designed for those with native or near-native English speaking background who want to improve their grammar and writing skills by specifically focusing on grammar, punctuation, and mechanics in the context of the utilization of standard English sentences and paragraphs through intensive practice and revision.

DSWR 0311 Developmental Writing II 4-0-3
Developmental Writing II is designed for the student who requires a flexible schedule and possesses the commitment and self discipline to benefit from interactive on-line learning. This course's purpose is to aid students in developing and reinforcing the skills needed for college-level writing; specifically those who scored between 50-69 percent on the college placement writing section or passed DSWR 0301. This course emphasizes essay writing, with attention given to grammar, mechanical, and usage problems as they occur in the context of the essay intended for native English speakers or for those students who scored 550 or above on the Test of English as a Foreign Language (TOEFL). A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: A course comparable to DSWR 0301 or appropriate test scores.

DS— English as a Second Language (ESL)

The credit received from these courses is not transferable and cannot be applied towards degree completion.

DSED 0302 College Study Skills for Foreign Students (ESL) 3-1-3
This elective for ESL students at levels 2 and 3 prepares students for the Test of English as a Foreign Language (TOEFL iBT), the test required for entry into most college-level institutions. Advanced reading, listening, speaking, writing, test-taking, and research techniques are taught. Prerequisites: Completion of all courses in Level 1 DSLA.

DSLA 0310 Reading and Vocabulary I (ESL) 3-2-3
This course is designed for beginning non-native speakers who need to develop basic vocabulary and reading skills such as identifying the main idea, locating details, and using word analysis to sound out new words. A laboratory is required.

DSLA 0314 Writing I (ESL) 3-2-3
This course, designed for intermediate non-native speakers, is a continuation of Grammar I. It covers grammatical structures, beginning with clauses in complex sentences. The course focuses on the development of correct simple, compound, and complex sentences; basic process paragraphs; and expository paragraphs. A laboratory is required. Prerequisite: DSLA 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 0316 Listening Comprehension I (ESL) 3-2-3
This course, for beginning non-native speakers, develops aural comprehension of simple conversations, short radio announcements, brief stories, and American language reductions such as "won' cha" (won't you) and "would ja" (would you).

DSLA 0317 Speaking I (ESL) 3-1-3
This course, for beginning non-native speakers, moves students from language recognition to oral production through the use of dictation and conversational dialogues.

DSLA 0318 English for Foreign Students I (ESL) 3-2-3
This course offers an integrated approach to speaking, listening, reading, and writing. Though primarily conversational in nature, grammatical concepts, reading, and writing are covered. This course may be substituted for Listening I and Speaking I.

DSLA 0320 Reading and Vocabulary II (ESL) 3-2-3
This course, for intermediate non-native speakers, provides instruction in vocabulary, reading comprehension, structural analysis, and organizational patterns. A laboratory is required. Prerequisite: DSLA 0310.

DSLA 0321 Writing II (ESL) 3-2-3
This course is a continuation of Grammar I and Writing I. Students continue their study of grammar while learning to write narrative and persuasive paragraphs. A laboratory is required. Prerequisite: DSLA 0314.

DSLA 0322 Academic Listening and Speaking II (ESL) 3-2-3
In this course, designed for intermediate non-native speakers, students develop beginning note-taking and speaking skills to prepare them for academic environments. Prerequisites: DSLA 0316 and DSLA 0317.

DSLA 0330 Reading and Vocabulary III (ESL) 3-2-3
This course is a continuation of DSLA 0320, Reading and Vocabulary II, in the Certificate Program for English-as-a-Second Language. It provides advanced vocabulary acquisition and comprehension skills through the study of short stories and informational articles. A laboratory is required.

DSLA 0332 Academic Listening and Speaking III (ESL) 3-2-3
In this course for advanced non-native speakers, students improve note taking, and oral reporting skills to prepare for college-level courses. Prerequisite: DSLA 0322.

ECON Economics

ECON 2301 Principles of Macroeconomics 3-0-3
Introduction to economic analysis, price-level changes, the creation of money, the Federal Reserve System and monetary policy, the national accounts, the consumption function, taxation, fiscal policy, public debts, the theory of economic growth and population problems, and foreign economic policy.

ECON 2302 Principles of Microeconomics 3-0-3
Determination of relative prices, consumer demand analysis, the competitive firm; agricultural policy, the monopolistic firm, imperfect competition, business organization and government regulation, determinants of demand, the economic view of taxation and public expenditure, regional economics, international trade and finance.

EDUC Education see also TECA

EDUC 1301 Introduction to the Teaching Profession 3-1-3
An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling. Classroom course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course includes a minimum of 16 contact hours of field experience in P-12 classrooms.

EDUC 2301 Introduction to Special Populations 3-1-3
An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning, provides students with opportunities to participate in early field observations of P-12 special populations. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course includes a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC-1301.

EECT Communications Electronics
see also CETT, CPMT, ELMT, ITCC and ITNW

EECT 1474 Basic Communications Circuits 3-3-4
An introduction to communications circuits used in both the two way and broadcast medium of transmission and reception with heavy emphasis on reception. Prerequisite: CETT 1429.

EECT 1476 Digital Communications 3-3-4
A broad coverage of digital communications including telephone data communications and voice synthesis. Prerequisite: CETT 1425 and CETT 1429.

EECT 2439 Communications Circuits 3-3-4
A study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers. Prerequisite: EECT 1474.

ELMT Communications Electronics
see also CETT, CPMT, EECT, ITCC and ITNW

ELMT 1301 Programmable Logic Controllers 2-4-3
An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment. Prerequisites: CETT 1425 and CETT 1429.

ELMT 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 1449.

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 instruction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.

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 1145 Basic Trauma Life Support 1-0-1

Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements.

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 1149 Pre-Hospital Trauma Life Support 1-0-1

The course is designed to provide the practicing pre-hospital provider with specific knowledge related to the pre-hospital assessment and care of the trauma patient. Advances in pre-hospital trauma intervention techniques, along with new combinations and applications of existing skills and knowledge are included. Offered at Europe Campus only.

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 1170 Rapid Patient Assessment (Europe only) 1-0-1

The course is designed to train medical care providers to determine the seriousness of a patients condition in the first few minutes of a patient encounter. It focuses on the "Sick not Sick" method of assessment; a systematic initial assessment aimed at recognizing life threatening conditions. The method is then applied to multiple scenarios.

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 1270 Emergency Medical Technician - Basic Refresher 1-2-2

The EMT-Basic refresher course is designed to provide training in skills and equipment necessary to help maintain basic life support. Instruction is given in basic Anatomy and Physiology, patient assessment, and the theory behind the procedures used in giving pre-hospital care to the sick and injured. This course will serve as a First Responder, Emergency Care Attendant and an Emergency Medical Technician-Basic refresher course. Emphasis of this course will be on the requirements of the national and state accrediting agencies.

EMSP 1271 Sports and Physical Training Injuries (Europe only) 2-0-2

The course is designed for the pre-hospital care provider emphasizing musculoskeletal injuries incurred during physical activity. The course is designed to build upon and extend the knowledge gained by pre-hospital care providers during an EMT-B certification course; or similar training.

EMSP 1272 EMT-B Refresher (Europe only) 2-0-2

The course is designed to refresh the Certified Emergency Medical Technician Basic with changes in trends; policies; and procedures. This course includes a review of basic knowledge and skills required to meet the National Registry of Emergency Medical Technician Basic Recertification. The course follows the Department of Transportations EMT-B Refresher curriculum.

EMSP 1273 Advanced Airway Management (Europe only) 2-0-2

The anatomy and physiology of the respiratory system; the use of airway adjuncts; oxygen therapy; and airway care are reviewed. Then anatomical considerations and the steps in the performance of endotracheal and esophageal intubation in the adult are considered. Endotracheal intubation in the infant is presented. The steps to be followed in assisting an EMT-P during intubation are presented.

EMSP 1291 Special Topics in Emergency Medical Technology/Technician 2-0-2

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

EMSP 1305 Emergency Care Attendant 2-3-3

Basic first responder course in basic emergency medical care. Emphasis on requirements of national and state accrediting agencies.

EMSP 1338 Introduction to Advanced Practice 3-0-3

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

EMSP 1355 Trauma Management 2-3-3

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Upon successful completion of this course, EMSP 1441 and EMSP 1166, students are eligible to take the exam to be certified as an EMT-Intermediate. Prerequisites: Current CPR certification, EMSP 1401, EMSP 1160, or national registry certification, or any state certification as an EMT-Basic. See also admission requirements.

EMSP 1356 Patient Assessment and Airway Management 2-3-3

A detailed study of the knowledge and skills required to perform patient assessment and airway management.

EMSP 1370 Emergency Medical Technician - Paramedic Refresher 2-4-3

This course is designed to provide training in skills and equipment necessary to help maintain basic life support. Instruction is given in basic Anatomy and Physiology, patient assessment, and the theory behind the procedures used in giving pre-hospital care to the sick and injured. Emphasis of this course will be on the requirements of the national and state accrediting agencies. Upon successful completion of the course, the student is eligible to take the exam to be certified as an Emergency Medical-Paramedic and/or to renew EMT-paramedic by the Texas Department of Health and/or National Registry EMT.

EMSP 1391 Special Topics in Emergency Medical Technology/Technician 2-4-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

EMSP 1401 Emergency Medical Technician-Basic 2-6-4

Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Upon successful completion of this course and EMSP 1160, students are eligible to take the exam to be certified as an EMT-Basic by the Texas Department of Health and/or National Registry of EMT. Prerequisite: Current CPR certification. See also admission requirements.

EMSP 2135 Advanced Cardiac Life Support 1-0-1

Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties.

EMSP 2143 Assessment Based Management 0-3-1

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. Upon successful completion of this course and EMSP 1268, students are eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 2330. co-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 Service 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 admissions 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 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 ENGL 1312, 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 18th Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGL 2323 British Literature II   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   3-0-3
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   3-0-3
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   2-0-2
Introduction to engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society. Prerequisite: MATH 1414 or equivalent with a grade of "C" or above.

ENGR 1304 Engineering Graphics I 2-4-3
Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projections drawing, geometry of graphical construction and an introduction to Computer-Aided Drafting. Required for beginning engineering students.

ENGR 1305 Engineering Graphics II 2-4-3
Involves point, line, and plane relationships; auxiliary views; intersections; and flat-pattern development. Emphasis is placed on practical solutions to realistic engineering problems relating to aerospace, mining, and geology. Prerequisite: ENGR 1304.

ENVR Environmental Science

ENVR 1401 Environmental Science I 3-3-4
Environmental science is an interdisciplinary study that draws from the physical, biological, and social sciences. It attempts to understand how life on Earth is sustained, what leads to environmental problems, and how to manage these problems. This course satisfies the science requirements in most curricula. As a four semester credit hour course, there is a lecture and laboratory component. Prerequisite: Test score of 240 on both math and reading sections of the THEA exam or equivalent. No students are exempt from testing. Co-requisite: ENVX 1401.

FIRT Fire Protection

FIRT 1301 Fundamentals of Fire Protection 3-0-3
Overview 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 3-0-3
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

FIRT 1307 Fire Prevention Codes & Inspections 3-0-3
Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.

FIRT 1309 Fire Administration I 3-0-3
Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRT 1311 Fire Service Hydraulics 3-0-3
Principles of the use of water in fire protection. Includes application of hydraulic principles to analyze and solve water supply problems. Not offered in Texas.

FIRT 1315 Hazardous Materials I 3-0-3
Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

FIRT 1319 Firefighter Health and Safety 3-0-3
Study of firefighter occupational safety and health in emergency and non-emergency situations.

FIRT 1329 Building Codes and Construction 3-0-3
Examination of building codes and requirements, construction types, and building materials. Topics include walls, floorings, foundations, and various roof types and the associated dangers of each. Not offered in Texas.

FIRT 1333 Fire Chemistry I 3-0-3
Introduction to the chemical nature and properties of inorganic compounds as related to the fire service. Topics include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes. Not offered in Texas.

FIRT 1338 Fire Protection Systems 3-0-3
Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.

FIRT 1345 Hazardous Materials II 3-0-3
In-depth study of mitigation practices and techniques to effectively control hazardous material spills and leaks. Not offered in Texas.

FIRT 1347 Industrial Fire Protection 3-0-3
Study of industrial emergency response teams and specific concerns related to business and industrial facilities. Not offered in Texas.

FIRT 1349 Fire Administration II 3-0-3
In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. Not offered in Texas.

FIRT 2309 Firefighting Strategies and Tactics I 3-0-3
Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.

FIRT 2319 Fire Chemistry II 3-0-3
Chemical compounds related to the fire service. Includes effective selection of extinguishing agents and method of application. Not offered in Texas.

FIRT 2331 Firefighting Strategies and Tactics II 3-0-3
Continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command in large scale command problems and other specialized fire problems. Not offered in Texas.

FREN French

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

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

FREN 2311 Intermediate French I 3-0-3
This course includes grammar review, composition, and reading of French masterpieces, with conversation based on material read. Prerequisite: FREN 1411 and 1412 with a grade of "C" or above.

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

GAME Computer Science See also IMED, ITNW, ITSC, ITSE, ITSW and ITSY

GAME   1403   Introduction to Game Design and Development   3-3-4
Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Prerequisites: 4 hours of computer science courses.

GEOL Geology

GEOL   1403   Physical Geology   3-3-4
An introductory course about the materials and processes of the Earth. Topics included are: minerals, rocks, plate tectonics, continental evolution, earthquakes, seismology, volcanoes, weathering, running water, ground water, mass wasting, and others. The study of regional rocks and minerals and the opportunity for field observation and collection are provided. Co-requisite: GEOX 1403.

GEOL   1404   Historical Geology   3-3-4
The course involves a study of the record of life forms that have developed throughout geological time. It also covers the development of the Earth from its cosmic beginning to current land forms. Principles of stratigraphy, sedimentary processes, paleontology, geologic time, plate tectonics, and hypotheses of the Earth's origin are studied in the course. The study of local and regional fossil fauna and the opportunity for field observation and collection of rocks and the fossils are provided. Co-requisite: GEOX 1404.

GEOL   1405   Environmental Geology   3-2-4
An interdisciplinary course which includes an overview of Earth materials and processes, which then goes on to focus upon specific geologic problems and possible solutions. A major emphasis of this course is that of the relationship of geology with other academic and practical matters and studies.

GERM German

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

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

GERM   2311   Intermediate German I   3-0-3
This course includes grammar review, composition and practice in conversation, with readings in contemporary German writings. Includes short stories and some longer works, providing a conversational basis. Prerequisite: GERM 1411 and 1412 with a grade of "C" or above.

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

GERS   Mental Health Services See also CMSW, DAAC, CHLT, PSYT and SCWK

GERS   1343   Psychology of Adult Development and Aging   3-0-3
This course is the scientific study of a lifelong process of development with specific focus on the physical, cognitive, and psychosocial aspects of adult development and aging. The course includes a study of common cognitive disorders that affect the elderly with emphasis on mental health and optimum development.

GOVT Government

GOVT   2301   American Government I   3-0-3
An introductory, survey course on various United States, Texas, and local government topics. This course includes study of the U.S. and Texas constitutions, federalism, local governments, national elections (state and local), civil liberties, interest groups, and political parties.

GOVT   2302   American Government II   3-0-3
An introductory, survey course on various United States, Texas, and local government topics. This course includes studying institutions of national and Texas governments including the executive, legislative, and judicial branches; the bureaucracy; and public policy including defense and foreign relations.

GOVT   2304   Introduction to Political Science   3-0-3
This course is designed to introduce the student to the general area of political science and to provide knowledge and understanding of political fundamentals, public law, political dynamics, public policy, theory and organization of the modern state, and international relations.

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   1319   Computers in Hospitality   2-3-3
An introduction to computers and their relationship as an information system to the hospitality industry. This course includes an overview of industry specific software.

HAMG   1321   Introduction to the Hospitality Industry   3-0-3
Introduction to the elements of 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 2370 Hospitality Financial Management II 3-0-3
This course serves as a bridge between basic accounting and managerial accounting courses. Covers such areas as specialized accounting for hotel revenue and expenses; periodic inventory accounting for food and beverage areas; hospitality payroll accounting; intangible assets; accounting for inventory, property and equipment; financial information systems; hotel departmental financial statements; the income statement, balance sheets and statement of cash flow; the analysis of financial statements; and interim and annual reports. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification. Prerequisite: HAMG 2332.

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: HART 1407.

HART 1445 Gas and Electric Heating 3-3-4
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Prerequisite: HART 1401.

HART 2431 Advanced Electricity for HVAC 3-3-4
Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices. Prerequisites: HART 1401 and HART 1403.

HART 2436 Air Conditioning Troubleshooting 3-3-4
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: HART 1401, 1403, 1407, 1441, 1445.

HART 2438 Air Conditioning Installation and Startup 3-3-4
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Prerequisite or co-requisite: HART 1407.

HART 2441 Commercial Air Conditioning 3-3-4
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisites: HART 1401, HART 1407, HART 1441.

HART 2442 Commercial Refrigeration 3-3-4
Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Prerequisites: HART 1401 and HART 1407.

HART 2445 Residential Air Conditioning System Design 3-3-4
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Prerequisite: HART 1407.

HART 2449 Heat Pumps 3-3-4
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Prerequisites: HART 1401, HART 1403, HART 1407, and HART 1441.

HART 2488 Internship - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/ Technician (HAC, HACR) 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

HIND Hindi

HIND 1411 Beginning Hindi I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

HIND 1412 Beginning Hindi II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: HIND 1411 with a grade of "C" or above.

HIND 2311 Intermediate Hindi I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: HIND 1411 and 1412 with a grade of "C" or above.

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

HIST History

HIST 1301 United States History I 3-0-3
English colonization, the Revolution, adoption of the Constitution, growth of nationalism, cotton and the slavery problem, civil war, and reconstruction.

HIST 1302 United States History II 3-0-3
New social and industrial problems, rise of the progressive movement, United States' emergence as a world power, World War I, reaction and the New Deal, World War II, and contemporary America.

HIST 2301 Texas History 3-0-3
A survey of Texas from the Spanish exploration to the present.

HIST 2311 Western Civilization I 3-0-3
A survey course examining social, political, economic, and technological developments of early civilizations of the Near East through European exploration and conquests of the Far East and the New World. Additional topics include examination of the Greek and Roman civilizations, the European Medieval Period, the rise and spread of Islam, the Middle Ages, and the European Renaissance and Reformation.

HIST 2312 Western Civilization II 3-0-3
A survey course examining social, political, economic, and technological developments of Europe from the Seventeenth through Twentieth centuries. Particular topics include the formation of modern nation-states, the Enlightenment, the scientific and industrial revolutions, political upheavals in Europe and the New World, the clash of ideologies, imperialism, nationalism, the world wars, and the Cold War.

HIST 2381 African-American History 3-0-3
The purpose of this course is to familiarize students with the general study of African-American history from the early days of West Africa to American slavery and freedom and ending with the modern civil-rights movement of the 1950s and 1960s.

HITT Office Technology see also MDCA, MRMT, POFI, POFM, and POFT

HITT 1249 Pharmacology 1-3-2
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Recommended prerequisites: HITT 1305 or MDCA 1409.

HITT 1301 Health Data Content and Structure 2-4-3
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

HITT 1303 Medical Terminology II 2-4-3
A continuation of word origin and structure. Includes prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Prerequisite: HITT 1305 or equivalent.

HITT 1305 Medical Terminology I 2-4-3
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

HMSY Public Administration/ Homeland Security see also EMAP

HMSY 1337 Introduction to Homeland Security 3-0-3
Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

HMSY 1338 Homeland Security Emergency Communications Management 3-0-3
A study of public safety communication system interactions. Topics include political and policy basis of emergency management, technology, mitigation, and disaster recovery. Includes an overview of incident command systems, emergency management, mitigation for emergency managers, and individual and community disaster education.

HMSY 1339 Homeland Security Emergency Contingency Planning 3-0-3
Procedures for developing, implementing, and updating an Emergency Contingency Plan that outlines public agencies and private industry response, recovery, and mitigation. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, and exercises are included.

HMSY 1340 Homeland Security Intelligence Operations 3-0-3
A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, cycle, management of operations, classification, production and analysis, assessment of targets, and assessment of threat vulnerability. Source development will be conducted.

HMSY 1341 Critical Infrastructure Protection 3-0-3
Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures.

HMSY 1342 Understanding and Combating Terrorism 3-0-3

Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.

HMSY 1343 Weapons of Mass Destruction 3-0-3

This course covers hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion will include historical events related to the use of weapons of mass destruction.

HMSY 1370 Information Technology Security for Homeland Security Specialists 3-0-3

This course covers the basics of information technology security. Topics covered are: the uses of cyber crime by terrorist organizations and their impact on our nation's information-based infrastructure, government, corporate, and private institutions and citizens; how to protect data and infrastructure from cyber crimes and electronic terrorism. Desktop computer, organizational infrastructure, communications infrastructure, and network security will also be covered. The course includes a study of the uses of computer forensics and methods to defend against cyber attacks. It will examine applications with proven success and tie them to real-life scenarios.

HMSY 1371 Counter Terrorism 3-0-3

This course will provide students with a broad understanding of the basic structure, roles and missions of the counterterrorism community in homeland security. The course will examine the definition of terrorism by investigating what motivates individuals to commit acts of terrorism, the political, legal, and policy measures that must be in place to execute counterterrorism measures, the rules of engagement in counterterrorism that affects commanders and policy makers, the role of both the legislature and courts regarding counterterrorism, the role of state sponsored terrorism and how the media influences counterterrorism operations and the implications of counterterrorism on homeland security and policies for the United States.

HMSY 1470 Final Project in Homeland Security and Emergency Management 4-0-4

Students will participate in a comprehensive project from conception to conclusion. The student will be required to plan and develop a project consisting of research, design, and layout. A formal written report and a demonstration and presentation of the process and results are required.

HMSY 2337 Managing a Unified Incident Command 3-0-3

A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios.

HMSY 2476 Internship- Homeland Security and Emergency Management 0-12-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

HRPO Business Administration and Management see also BMGT, BUSG and MRKG

HRPO 1311 Human Relations 3-0-3

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301 Human Resources Management 3-0-3

Behavioral and legal approaches to the management of human resources in organizations.

HUMA Humanities

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 GAME, ITNW, ITSC, ITSE, ITSW and ITSY

IMED 1416 Web Design I 3-3-4

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers.

IMED 2409 Internet Commerce 3-3-4

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data integration, data collection, and online transactions. Prerequisite: ITNW 1437, or ITSC 1409, or BCIS 1405.

INDO Indonesian

INDO 1411 Beginning Indonesian I 3-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

INDO 1412 Beginning Indonesian II 3-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: INDO 1411 with a grade of "C" or above.

INDO 2311 Intermediate Indonesian I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: INDO 1411 and 1412 with a grade of "C" or above.

INDO 2312 Intermediate Indonesian II 3-0-3

This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: INDO 2311 with a grade of "C" or above.

ITAL Italian

ITAL 1311 Beginning Italian I   3-0-3
This course is designed to help learners build proficiency in Italian and appreciation for the Italian language. It will also help students to develop an understanding of the Italian culture while 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.

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

ITNW 1408 Implementing and Supporting Client Operating Systems   3-3-4
Skills development in the management of client as desktop operating systems. Emphasis will be on the MS Windows Server environment. Presents information needed to prepare for and take the Microsoft Exam 70-270. Co-requisite: ITNW-1458 should be taken concurrently with ITNW-1408.

ITNW 1416 Network Administration   3-3-4
An introduction to Network administration as applied to Microsoft Server 2008. Topics include the role of directory services; access to network services, configuring file and print services; IP address and name resolution and services. This course prepares the individual to take the Microsoft MCITP 70-642 exam leading to certification for Microsoft Server 2008.

ITNW 1425 Fundamentals of Networking Technologies   3-3-4
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ITNW 1437 Introduction to the Internet   3-3-4
Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, publish information, and create web pages in HTML; creating simple web pages using internet and DHTML. Survey of emerging technologies on the Internet. Prerequisite: None.

ITNW 1454 Implementing and Supporting Servers   3-3-4
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Emphasis will be on the MS Windows Server environment. Presents information needed to prepare for and take the Microsoft Exam 70-290. Prerequisite: None.

ITNW 1458 Network+   3-3-4
Presents information needed to prepare for and take the Computing Technology Industry Association (CompTIA) Network+ certification exam and for a career as a network professional. Prerequisite: None.

ITNW 2405 Network Administration   3-3-4
Topics include network components, user accounts and groups, network file systems, file system security, and network printing.

ITNW 2435 Network Troubleshooting and Support   3-2-4
Troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software. Prepares individuals to sit for the MS A+ Training exam. Prerequisite: ITNW 2405 or concurrent enrollment.

ITNW 2454 Internet/Intranet Server   3-3-4
Designing, installing, configuring, maintaining, and managing an Internet/Intranet server. Configure Domain Name System (DNS), configure Active Directory. This course prepares the individual to take the Microsoft MCITP 70-640 exam leading to certification for Microsoft Server 2008.

ITNW 2456 Designing a Network Directory Infrastructure   3-3-4
Design, implement, and support a network directory infrastructure in a multi-domain environment. Emphasis will be on the MS Windows Server environment. Presents information needed to prepare for and take the Microsoft Exam 70-291. Prerequisite: None.

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

ITNW 1451 Fundamentals of Wireless LANs   3-3-4
Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. Prerequisite: Department approval.

ITSC Computer Science see also GAME, IMED, ITNW, 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 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. Prerequisite: 24 semester hours of computer science courses.

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

ITSE 1407 Introduction to C++ Programming 3-3-4
Introduction to programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisite: None.

ITSE 1431 Introduction to Visual Basic Programming 3-3-4
Introduction to computer programming using Visual Basic. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisite: None.

ITSE 1450 System Analysis and Design 3-3-4
Introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Prerequisites: Must have 16 semester hours of computer science courses.

ITSE 2413 Web Authoring 3-3-4
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Prerequisites: ITNW 1437 or IMED 1416.

ITSE 2417 JAVA Programming 3-3-4
Introduction to object oriented JAVA programming, including the fundamental syntax and semantics of JAVA for applications and web applets. Prerequisite: ITSE 1431.

ITSE 2431 Advanced C++ Programming 3-3-4
Further application of C++ programming techniques including file access, abstract data structures, class inheritance modeling, and other advanced techniques. Prerequisite: ITSE 1407.

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.

ITSW Computer Science see also GAME, 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.

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

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 3-3-4
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Prerequisite: None

ITSY 2400 Operating System Security 3-3-4
Safeguard computer operating systems by demonstrating server support skills and understanding the design and implementation of a security system. Identify security threats and monitor network security implementations. Understand how to configure operating systems to industry security standards. Prerequisite: 15 hours of computer science courses or ITSC 1405

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: ITSY 1400 or concurrent enrollment.

ITSY 2441 Security Management Practices 3-3-4
In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. Prerequisite: ITSY 1400.

ITSY 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

Course		Title	Prerequisite	Credit
KINE	1112	Golf I	None	0-3-1
KINE	1113	Golf II	KINE 1112	0-3-1

KORE Korean

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

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

KORE 1411 Beginning Korean I   3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

KORE 1412 Beginning Korean II   3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: KORE 1411 with a grade of "C" or above.

KORE 2311 Intermediate Korean I   3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: KORE 1411 and 1412 with a grade of "C" or above.

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

LGLA Paralegal/Legal Assistant

LGLA 1300 Elder Law   3-0-3
This course presents the fundamental concepts of elder law, including financial and estate planning, public benefits, health care, personal planning and protection, and consumer protection.

LGLA 1303 Legal Research   3-0-3
Identify and locate primary and secondary legal authority; and implement effective research strategies utilizing standard and electronic legal research tools with emphasis on the paralegal's role and ethical considerations in legal research.

LGLA 1304 Military and National Security Legal Issues   3-0-3
This course presents the fundamentals of the United States military legal system includes an introduction to the Uniform Code of Military Justice, military regulations, and court decisions involved in military law with emphasis on emerging issues of national security laws including terrorism and national security crimes, national security detentions and trials, military tribunals, and clandestine operations.

LGLA 1307 Introduction to Law and the Legal Profession   3-0-3
This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.

LGLA 1317 Law Office Technology   2-2-3
This course introduces computer technology and its applications within the law office. Topics include the use of computer technology in the delivery of legal services with particular emphasis on the paralegal's role. Lab included. Recommended co-requisite: ITSW 1401.

LGLA 1343 Bankruptcy   3-0-3
This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization.

LGLA 1345 Civil Litigation   3-0-3
This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation.

LGLA 1349 Constitutional Law   3-0-3
This course provides an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government.

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 and certification procedures, and related issues within the public education system. Prerequisites: LGLA 1307 and LGLA 1355.

**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.

LGLA   2303   Torts and Personal Injury Law   3-0-3
This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

LGLA   2307   Law Office Management   3-0-3
Analyze the fundamental principles of management, administration and substantive systems of the law office; implement use of technology in the management and administration of the law office; and describe the role and ethical considerations of the paralegal in the law office. Recommended Pre-requisite: 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 and
                     Writing   3-2-3**
Standard and electronic research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms with emphasis on the paralegal's role.

**LGLA   2433   Advanced Legal Document
                     Preparation   3-3-4**
Preparation of legal documents based on hypothetical fact situations drawn from various areas including real estate, family law, contracts, litigation, and business organizations (lab included).

LGLA   2435   Advanced Civil Litigation   3-3-4
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   2480   Cooperative Education - Paralegal/
                     Legal Assistant   0-22-4**
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**LGLA   2488   Internship- Paralegal/
                     Legal Assistant   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.

MATH Mathematics

MATH   1314   College Algebra   3-0-3
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. Prerequisites: DSMA 0303 or equivalent with a grade of "C" or better or acceptable evaluation scores. NAVY A ND PACIFIC FAR EAST CAMPUSES ONLY. DO NOT PULL FOR TEXAS, CONTINENTAL CAMPUS.

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 acceptable evaluation scores.

**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: A score on the CTC approved assessment that is equivalent to a 270 on the THEA or DSMA 0303 with a grade of "C" or above.

**MATH   1325   Mathematics for Business and Social
                     Sciences II (Business Calculus)   3-0-3**
Topics include elementary, differential and integral calculus that apply to business and economics. 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: Minimum passing score on the CTC approved assessments or DSMA 0301 or equivalent with a grade of "C" or above. This course is for non-mathematics, non-science, and non-business students seeking mathematics credit for an AAS degree only. This course is not above the level of College Algebra and does not satisfy the CTC Core Curriculum mathematics (020) requirements for AA or AS degrees.

MATH 1342 Elementary Statistical Methods 3-0-3
Topics include the collecting, organizing, and displaying of data; measures of central tendency, measures of variation, histograms, probability; probability distributions, binomial distributions, normal distributions, linear regression and their applications. Prerequisites: A score on the CTC approved assessments that is equivalent to a 240 on the THEA, or DSMA 0301 with a minimum grade of "C", or DSMA 0303 (Intermediate Algebra or equivalent*) with a minimum grade of "C", or MATH 1332 with a minimum grade of "C". This course is not above the level of College Algebra and does not satisfy the CTC Core Curriculum mathematics (020) requirements for AA or AS degrees. This course will however satisfy the mathematics requirement of many of the Associate of Applied Science degrees offered at CTC. * DSMA 0307, DSMA 0310, DSMA 0316 and DSMA 0317.

MATH 1350 Fundamentals of Mathematics I 3-0-3
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is the first semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of elementary analysis. Prerequisite: A grade of "C" or better in MATH 1414.

MATH 1351 Fundamentals of Mathematics II 3-0-3
Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This is the second semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of these concepts. Prerequisite: For students seeking certification for K-4, MATH 1350 with a grade of "C" or better and MATH 1414 with a grade of "C" or better is required. For students seeking certification for 4-8, MATH 1350 with a grade of "C" or better and MATH 1316 with a grade of "C" or better is required.

MATH 1414 College Algebra 4-0-4
A study of relations and functions, polynomial functions and equations of degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, the binomial theorem, and mathematical induction. This course meets the college core requirement and is recommended for students planning to transfer to bachelor's degree programs. Graded exercises, guided practice, and graded quizzes will be completed in a non-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 better or acceptable evaluation scores.

MATH 2318 Linear Algebra 3-0-3
An introductory course in linear algebra covering vector spaces, linear transformations, matrices, systems of linear equations. Prerequisite: MATH 2414 with a grade of "C" or above.

MATH 2412 Precalculus Math 4-0-4
Topics include applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Prerequisite: MATH 1414 with a grade of "C" or above. (A previous study of trigonometry is helpful but not required.)

MATH 2413 Calculus I 4-0-4
Calculus I is a first course in calculus which emphasizes limits and continuity; the Fundamental Theorem of Calculus; derivatives and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule; the mean value theorem; rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions; and an application to calculation of areas. Prerequisite: MATH-2412 with a grade of "C" or above.

MATH 2414 Calculus II 4-0-4
Calculus II is a second course in calculus which emphasizes differentiation and integration techniques of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; and improper integrals. Prerequisite: MATH-2412 and MATH-2413 with a grade of "C" or above.

MATH 2415 Calculus III 4-0-4
Calculus III is a third course in calculus which emphasizes vectors and vector-valued functions; partial differentiation; Lagrange multipliers; multiple integrals; Jacobians; and application of the line integral which includes Green's Theorem, the Divergence Theorem, and Stoke's Theorem. Prerequisite: MATH-2414 with a grade of "C" or above.

MBST Maintenance Technology see also CBFM, CBPT, ELPT, PFPB and WDWK

MBST 1507 Masonry I 2-7-5
Introduction to masonry including safety, tools and equipment, masonry materials, theory, terminology, federal and state guidelines, building plans, mortar mixing and spreading. Emphasis on the fundamentals of laying bricks and block. Prerequisite: CRPT 1429.

MDCA Office Technology see also HITT, MRMT, POFI, POFM and POFT

MDCA 1409 Anatomy and Physiology for Medical Assistants 3-4-4
Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

MGMT Military Contract Courses (Air Force Reserve)

MGMT 2172 Introduction to Management Theory 1-0-1
This course examines management theories and also covers management functions, problem solving, and decision making. Air Force Reserve Contract Only

MGMT 2173 Leadership Communications in Management 1-0-1
The major objective of the course is to improve professional managerial capabilities through the enhancement of supervisor-worker communications skills. Air Force Reserve Contract Only

MRKG Business Administration and Management see also BMGT, BUSG and HRPO

MRKG 1302 Principles of Retailing 3-0-3
Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

MRKG 1311 Principles of Marketing 3-0-3
Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MRKG 2333 Principles of Selling 3-0-3
Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.

MRMT Office Technology see also HITT, MDCA, POFI, POFM, and POFT

MRMT 1307 Medical Transcription I 2-4-3
Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Recommended prerequisite: HITT 1305 or concurrent enrollment. Keyboarding proficiency and written communication skills recommended.

MRMT 2166 Practicum - Medical Transcription/ Transcriptionist 0-8-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Student will spend 15-20 hours per week working with practicum employer. Prerequisite: completion of all courses in the certificate and Departmental approval.

MRMT 2333 Medical Transcription II 2-4-3
Transcription of advanced medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Prerequisite: MRMT 1307.

MRMT 2357 Advanced Medical Transcription 2-4-3
Practical application of highly developed medical transcription skills. Includes use of sophisticated transcription equipment and medical resources to produce correct medical documents from their inception as dictated materials to their inclusion in the patient health record. Prerequisite: MRMT 2333 or Departmental approval.

MT- Military Contract Courses

BMGT 1177 Critical and Creative Thinking 1-0-1
This course is designed to provide the students with the skills and knowledge required to develop structured approaches to critical/creative thinking and problem solving in the workplace.

MTBC 1170 Conducting Briefings (NCO Lead SUMT/ ASMC) (Europe) (Bolling) 1-0-1
Teaches how to prepare and conduct military style information briefings. Special attention is given to organizing material, to developing effective delivery skills and the use of audiovisual aids to enhance briefings.

MTBC 1171 Effective Writing I (NCO Lead SUMT/ ASMC) (Europe) 1-0-1
The course explains the communications process; describes the writing process; and covers identifying, analyzing and constructing effective sentences and paragraphs.

MTBC 1173 Effective Writing II (NCO Lead SUMT/ ASMC) (Europe) 1-0-1
Building on the student's basic knowledge of grammar and writing techniques, this course concentrates on improving writing skills through the use of practical exercises.

MTBC 1370 Briefing Techniques (Fort Stewart/ Hunter) 3-0-3
A course designed to provide the manager with the capability to employ proper briefing methods and to develop the skills required to produce briefing aids to include charts, graphs, posters, slides, filmstrips, transparencies, opaque, and other media.

MTCS 1173 Introduction to Computers (NCO Lead MISP/SUMT) 1-0-1
A beginner course designed to help students with little or no computer experience understand computer hardware and software, computer terminology, and the Windows desktop operating system. This course should be followed up with other computer courses.

MTCS 1174 Academic Research Using the Internet (NCO Lead MISP/SUMT/ASMC) 1-0-1
This course is designed to help students conduct research online by teaching them a variety of online search strategies, how to evaluate sources, the ethical responsibility associated with plagiarism and how to avoid it, using online library databases to conduct research, and creating and using the Modern Language Association (MLA) AND/ OR THE American Psychological Association (APA) DOCUMENTATION STYLES IN Microsoft Word. Students should be able to demonstrate basic computer, internet, and word processing skills. MTCS 1173 Introduction to computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding Using the Computer, and MTMC 1172 Word Processing are recommended, but not required.

MTCS 1175 Basic Keyboarding for Computers 1-0-1
This course is designed to teach students the basics of ergonomics, proofreading, basic correspondence and touch typing using a personal computer. Students should be able to type a minimum of 25 WPM to successfully complete the course. Prerequisite: Student must be able to demonstrate basic computer skills or have successfully completed MTCS 1173 Introduction to Computers.

MTES 1170 Professional Ethics (NCO Lead SUMT/ ASMC) (Europe) 1-0-1
This course examines current definitions of ethics and provides opportunities for group and personal analysis of ethical issues. Participants will gain experience in making ethically-related decisions through exercises with case studies. The lecture material and group exercises will increase participant awareness in the principles involved in ethical decision making.

MTES 1171 Professional Values (NCO Lead SUMT/ ASMC) 1-0-1
This course is a study of the Seven Army values and their application to military and personal life. It is designed to acquaint the student with the Army Seven Values, distinguish between professional values and personal values, and understand how they apply to their unit, community and nation.

MTHO 1170 Historical Principles of War (NCO Lead SUMT/ASMC) 1-0-1
This course provides the student with an understanding of the nine principles of war with specific battle examples of each; discusses their application to the history of the United States military; enables the student to apply the military concepts and principles used in past engagements to that of the present and future missions of the military.

MTHO 1171 Middle East Culture (Europe Military Science Managment) 1-0-1
To provide soldiers with a general knowledge of the culture of the people who inhabit the Middle East. This course will provide a brief overview of the history and culture to include: governmental structure, politics, influence of nomadic tribes, religious influence, heritage, family roles, arts, education, business wealth, poverty, jobs, language, health and medicine. Food, drink, dress, etiquette, holidays, organizations, and media are also covered. (Military Science Management-AAS)

MTHO 1370 Historical Principles of War (Europe Military Science Managment) 3-0-3
This course focuses on the history of the United States Military and the professional values and ethics of the military profession. Strategies and tactics used by the United States Military in selected engagements throughout its history will be covered. (Military Science Management-AAS)

MTHR 1170 Preparing Efficiency Reports (NCO Lead SUMT/ASMC) (Europe) 1-0-1
This course is designed to teach the student aspects of the NCO Evaluation Reporting System (NCOERS) to include its development, functions, purpose, forms, preparation of forms, and proper processing of forms. The student will learn how to record counseling sessions; prepare and process the efficiency report; recognize prohibited comments on the efficiency report; and become familiar with the various avenues of appeal.

MTHR 1171 Performance Oriented Training (NCO Lead SUMT/ASMC) 1-0-1
This course is designed to provide the student with a basic knowledge and understanding of the rationale, methods, techniques, and procedures for determining training needs; the selection of resources to enhance training effectiveness; and how to prepare, present and evaluate training.

MTHR 1172 Prevention of Sexual Harassment (NCO Lead SUMT/ASMC) (Europe) 1-0-1
This course provides students with an overview of sexual harassment including definition, cause, impact, and suggested approaches for dealing with sexual harassment problems when they arise in the workplace. It examines ethical guidelines and actions supervisors can take to avoid sexual harassment. It also includes how to objectively handle complaints.

MTHR 1173 Counseling Practicum Technique (NCO Lead SUMT/ASMC) (Europe) 1-0-1
Examines the counseling role of supervisors. Emphasizes speaking, listening, and writing skills through simulated counseling situations and the preparation of the leadership counseling forms. The course reviews leadership principles and positive counseling techniques by analyzing various case studies.

MTHR 1174 Time Management (NCO Lead SUMT/ASMC) (Europe) 1-0-1
Teaches efficient use of time management and organizational skills. Supervisors learn to eliminate time wasters, increase productivity, better distribute work and schedule tasks more efficiently.

MTHR 1175 Career Management (NCO Lead SUMT/ASMC) (Europe) 1-0-1
This course provides students with the basic management techniques for career management. It will assist individuals in building a base of information for career planning, training and professional development and establishing and working with career goals for themselves and their subordinates.

MTHR 1176 Stress Management (NCO Lead SUMT/ASMC) 1-0-1
This course explores the relationship between stress and work performance. Provides mechanisms that will enable participants to manage personal stress constructively, help subordinates cope with stress, and reduce stress in the workplace. Emphasis on reducing stress levels to achieve high performance in organizations.

MTHR 1373 Performance Counseling (Fort Stewart/Hunter) 3-0-3
Systematic study of major theories of personnel counseling with supervised exercises in role-playing utilizing these approaches.

MTIR 1170 Interpersonal Relationships (NCO Lead SUMT/ASMC) (Europe) 1-0-1
This course provides the student with the tools to become more understanding of themselves and others. It presents techniques to better deal with difficult people It defines the basic differences between people in an attempt to create a better understanding of those with whom we work. It reviews the basic model for dealing with these differences.

MTLE 1170 Crime Prevention 1-0-1
This course will provide a basic understanding of crime prevention. It will also cover the historical background, fundamental concepts, and techniques for the deterrence and prevention of crime.

MTLM 1170 Managerial Planning (NCO Lead SUMT/ASMC) (Europe) 1-0-1
Develops complex skills in setting goals, planning and coordinating objectives, and allocating resources. Managerial styles and models are applied to simulated and real problems.

MTLM 1171 Managing Resources (NCO Lead SUMT/ASMC) (Europe) 1-0-1
Working with management problems such as inventory control, planning the efficient use of available resources and creative problem-solving within the limitations of budget constraints.

MTMM 1170 Increasing Work Site Efficiency (NCO Lead SUMT/ASMC) (Europe) 1-0-1
This course is designed to assist supervisors to increase knowledge about performance, job satisfaction, and efficiency of oneself and subordinates at the work site. The course will suggest and demonstrate a systematic process to organize work methods and work environments in order to accomplish more work in less time using fewer resources. The course provides techniques for increasing productivity at the work site.

MTMM 1171 Problem Solving (NCO Lead SUMT/ASMC) (Europe) 1-0-1
This course presents an effective problem solving and decision making model for management settings and offers hands-on practice in using problem solving techniques. This course includes defining, analyzing, and solving management problems. It is designed to present a logical approach to problem solving, and step-by-step process for the achievement of desired results.

MTOB 1170 Styles of Leadership (NCO Lead SUMT/ ASMC) (Europe) 1-0-1

A study of the current Army thoughts on leadership with hands-on practice in developing and practicing a leadership style within the framework of the military organization.

MTOB 1171 Improve Work Performance (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course is designed to provide students with the knowledge and tools needed to define desired work performance and design/implement appropriate strategies to improve performance. Topics include a behavioral approach to management, performance standards, motivation, leadership, communication, and worker training. Participants will learn behavioral theories and complete practical exercises that provide experience leading to improved work performance.

MTPF 1170 Personal Financial Management I (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course provides students with the basic management techniques for planning personal financial affairs and developing a base of information to use during the counseling of subordinates, including budgetary controls, family budgets, financial concepts, credit, debt, and risk management, bank accounts, borrowing, investing, and insurance.

MTPF 1171 Personal Financial Management II (NCO Lead SUMT/ASMC) (Europe) 1-0-1

This course provides students with the basic management techniques for planning personal financial affairs and developing a base of information to use during the counseling of subordinates, including investment concepts, mutual funds, IRAs, retirement, and estate planning. Prerequisite: MTPF 1170.

MTMC NCO Lead Microcomputer Courses

MTMC 1170 Internet (NCO Lead MISP/ASMC) 1-0-1

This is an introductory course designed to teach students about the World Wide Web, using search engines, information security, e-commerce, e-mail, Ethernet and wireless networks, and installing a home network. Prerequisite: Student should be able to demonstrate basic computer skills. MTCS 1173 Introduction to Computers and MTCS 1175 Basic keyboarding Using the computer are recommended, but not required.

MTMC 1171 Spreadsheet Applications (NCO Lead MISP/ASMC) 1-0-1

A basic course of instruction to Microsoft Excel, a spreadsheet application. Learning objectives include: Working with formulas and functions, formatting worksheets, and linking worksheets.

MTMC 1172 Word Processing Applications (NCO Lead MISP/ASMC) 1-0-1

A basic course of instruction with Microsoft Word. The class will emphasize creating new documents, working with autotext, creating styles, use of proofreading tools, copying, cutting and pasting. The course will also cover manipulating the screen display, creating sections & columns, using pictures with text, and creating headers & footers. Pre-requisite: Basic knowledge of Windows required.

MTMC 1173 Data Base Applications (NCO Lead MISP/ASMC) 1-0-1

This is an introductory course for Microsoft Access, a database management software program, designed to help students create and modify simple databases, filter and sort records, format a datasheet, create and modify a table and its fields, join related tables, create forms for data entry, and create reports and queries to analyze data. Prerequisite: Students should be able to demonstrate basic computer and word processing skills. MTCS 1173 Introduction to Computers, MTCS 1175 Basic keyboarding Using the Computer, MTMC 1172 Word processing, and MTMC 1171 Spreadsheet Applications are recommended, but not required.

MTMC 1174 Microsoft Outlook (NCO Lead MISP) 1-0-1

A course of instruction to Microsoft Outlook, a desktop management program that helps you organize and share information on your desktop and communicate with others. You can use Outlook to manage your intranet and Internet e-mail, appointments, contacts, and tasks; and to make notes and journal entries.

MTMC 1175 Web Page Development I (NCO Lead MISP) 1-0-1

This is an introductory course for SharePoint Designer, a web authoring program, designed to teach students how to create, modify, and format simple web pages for personal or professional use. Prerequisite: MTMC 1172 Word processing is required. Students should also be able to demonstrate basic computer and internet skills. MTCS 1175 Basic Keyboarding Using the Computer and MTMC 1170 Internet are recommended, but not required.

MTMC 1176 Microsoft Power Point (NCO Lead MISP) 1-0-1

This is an introductory course for Microsoft PowerPoint, a presentation software program, designed to teach students how to create, modify, and format custom electronic presentations for personal school, or professional use. Students will learn presentation basics and work with images, sounds, movie clips, and custom animation effects. Students should be able to demonstrate basic computer skills. Prerequisite: MTCS 1173 Introduction to Computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding Using the Computer, and MTMC 1172 Word Processing are recommended, but not required.

MTMC 1177 Desktop Publishing Application (NCO Lead MISP) 1-0-1

This is an introductory course for Microsoft Publisher, a desktop publishing software program, designed to teach students how to create personal or professional looking publications such as letterhead, envelopes, advertisements, business cards, flyers, postcards, and more. Prerequisite: Students should be able to demonstrate basic computer and word processing skills. MTCS 1173 Introduction to computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding Using the Computer and MTMC 1172 Word Processing are recommended but not required.

MTMC 2171 Microsoft Excel Advanced (NCO Lead MISP) 1-0-1

This is an advanced course for Microsoft Excel, a spreadsheet software program, designed to teach students advanced formulas and functions, how to create and modify Pivot Tables, analyze and organize data, work with Excel on the web, import external data, and work with simple macros and other objects. Prerequisite: Students should be able to demonstrate basic computer, internet, and word processing skills. MTCS 1173 Introduction to Computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding Using the Computer, MTMC 1172 Word Processing, and MTMC 1171 Spreadsheet applications are recommended, but not required.

MTMC 2172   Microsoft Word Advanced (NCO Lead MISP)   1-0-1

This is an advanced course for Microsoft Word, a word processing software program, designed to teach students about mail merge, collaboration tools working with long documents, forms, templates, and macros. Prerequisite: Student should be able to demonstrate basic computer, internet and word processing skills. MTCS 1173 Introduction to computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding using the computer, and MTMC 1172 Word Processing are recommended, but not required.

MTMC 2173   Microsoft Power Point Advanced (NCO Lead MISP)   1-0-1

This course advances the principles learned in Microsoft Power Point MTMC 1176 by exploring more features of Power Point including graphics, portability, design and presentations. MTMC 1176 is recommended but not required.

MTMC 2175   Web Page Development II (NCO Lead MISP)   1-0-1

This is an advanced course for SharePoint Designer, a web authoring program, designed to teach students to create simple web pages using frames, basic Hypertext Markup Language (HTML) codes, online forms, and publish and mange web pages. Prerequisite: Student must be able to demonstrate basic computer, internet, and word processing skills. MTCS 1173 Introduction to Computers, MTMC 1170 Internet, MTCS 1175 Microsoft FrontPage are recommended, but not required.

MTMC 2176   Microsoft Access Advanced Topics (NCO Lead MISP)   1-0-1

This is an advanced course for Microsoft Access, a database management software program, designed to teach students how to create advanced queries, modify form controls and properties, modify report controls and properties, create calculating fields, and create and modify simple macros. Prerequisites: Students must be able to demonstrate basic computer, internet and word processing skills. MTCS 1173 Introduction to Computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding using the Computer, MTMC 1172 Word processing, MTMC 1171 spreadsheet Applications, and MTMC 1173 Database Applications are recommended, but not required.

MTMS Military Science Management

MTMS 1170   Military Science I   1-0-1

A study of first-line to mid-level supervision. The course reviews procedures in the context of the standard supervisory roles of directing, problem solving, decision-making, and personal relations at the primary leader level.

MTMS 1171   Psychology of Personal Adjustment I   1-0-1

The course is designed to meet the needs of Soldiers, Sailors, Marines and Airmen and their families before, during, and after deployments. Students will be able to demonstrate the skills of problem solving, goal setting, and conflict resolution. Instruction to take place in either a classroom or on-line setting with 16 hours of instruction.

MTMS 1172   Psychology of Personal Adjustment II   1-0-1

The course is designed to meet the needs of Soldiers, Sailors, Marines and Airmen and their families before, during, and after deployments. Students will be able to demonstrate the skills of problems solving, goal setting, and conflict resolution. Instruction to take place in either a classroom or on-line setting with 16 hours of instruction.

MTMS 1173   Psychology of Personal Adjustment III   1-0-1

The course is designed to meet the needs of Soldiers, Sailors, Maries and Airmen and their families before, during, and after deployments. Students will be able to demonstrate the skills of problem solving, goal setting, and conflict resolution. Instruction to take place in either a classroom or on-line setting with 16 hours of instruction.

MTMS 1174   Terrorism in the Middle East   1-0-1

This course will examine various elements of terrorism in the Middle East and is designed to explore the origins, characteristics and current trends in worldwide terrorism. The course will look at the difference between political and fundamentalist terrorist activities and their targets. The class will examine the key characteristics or traits of known terrorist groups and the psychological aspects of the suicide bomber. The course will also explore the relationship of terrorism to international relations and how the future of military action may be changed.

MTMS 1270   Military Science II   2-0-2

A fundamental course on the basics of applied management in the context of the military, its missions, organization, and operations. The course concentrates on the basic leadership level of employing personnel and equipment. Prerequisite: MTMS 1170 or consent of the instructor.

MTMS 1271   Setting Goals, and Objectives   2-0-2

Combination of formal instruction and practical exercises in establishing objectives under conditions of constrained resources. An in-depth look at the military mission essential task list approach for defining training goals, setting strategies, and assessing effectiveness.

MTMS 1272   Job Performance and Motivation   2-0-2

An in-depth personnel management study of motivational theories and their application to the military. Includes both older needs theory and more current equity and group behavior models and their implications for leaders in today's environments.

MTMS 1273   Fundamentals of Leadership   2-0-2

An introduction to the theories of motivation, with a focus on their practical application reflected in current military leadership fundamentals. This course includes an overview of the traits, techniques, and styles common to all effective leaders.

MTMS 1274   Professionalism and Responsibility   2-0-2

An organizational behavior approach that examines the beliefs, values, and norms of the organization; how they impact on the individual; and implications for managers. Military culture is used throughout the course to illustrate how professionalism and responsibility are defined and measured by the degree of similarity between the individual and the organization.

MTMS 1275   Personnel Counseling   2-0-2

Personnel Counseling is intended to provide managers and other professionals with a systematic set of skills to help them and their subordinates cope effectively with the challenges and problems of the organization, the job, and the people.

MTMS 1371 Human Dimensions of Leadership
(Fort Lewis) 3-0-3
This course will examine critical elements of leadership and the various aspects of inter-relationships between people in a combat environment or contingency operation. This course will look at different forms of motivation, communications, group interaction and leadership. Also, it addresses itself to the development of individual skills so as to enable one to operate independently and make critical decisions if necessary. The course will incorporate various disciplines, specifically human relations, history and sociology. This will ensure the material is relevant to current events by interweaving past examples that show the dynamic aspects of leadership. The course will use various resources, current films, guest speakers, and current events.

MTMS 1372 Terrorism, Looking for Answers
(Fort Lewis) 3-0-3
This course will examine various elements of terrorism and is designed to explore the origins, characteristics and current trends in worldwide terrorism. The course will look at the differences between political and fundamentalist terrorist activity and their targets. The class will examine the key characteristics or traits of known terrorist groups and the psychological aspects of the suicide bomber. The course will also explore the relationship of terrorism to international relations and how the future of military action may be changed. Finally, the class will examine terrorism and organized crime in small contingency areas.

MTMS 2270 Professional Development of
the Manager 2-0-2
Course explores effective training of junior-level leaders. Studies the tools of proper delegation of tasks and assistance to subordinates in problem solving. Emphasis will be placed on the effectiveness of active and passive styles of leadership in reinforcing good performance and motivating towards excellence.

MTMS 2271 Military Science III 2-0-2
An applied management course at the advanced leadership level, concentrating on the mid-level management skills required to employ assets at higher levels of command. Course covers situational analysis, staffing procedures, communications, planning and controlling operations, and evaluations.

MTMS 2272 Management and Learning
Strategies 2-0-2
A course for leaders who want to explore further into the arena of training in organizations, including needs assessment, instruction techniques, and evaluation procedures. Also addressed is training for career changes, cross training, and the implications of fair labor standards.

MTMS 2370 Advanced Leadership 3-0-3
Advanced management study with an in-depth look at the differences and similarities of leadership and management. This course includes all elements of the management function, leadership styles, and communication.

MTMS 2371 Management Problems 3-0-3
Case study approach in practical application of management theory to the everyday problems of managers. Study groups work out their own solutions and exchange ideas with other groups in presentation and critique forums.

MTMS 2372 Ethics in Management 3-0-3
The purpose of this course is to study the major ethics theories and their relationship to business management. The course provides actual case studies in which ethical principles are used in solving today's business management problems.

MUSI Music

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.

OACS Military Contract Courses (Continental Campus)

OACS 1190 Computer Operating Systems 1-0-1
A study of microprocessor architecture, file creation/deletion, data entry and manipulation, automatic file execution, configuration, and directory commands.

OACS 1191 Word Processing Applications 1-0-1
An overview of the production of documents, tables, and graphics.

OACS 1192 Data Base Applications 1-0-1
Introduction to database theory and the practical applications of a database

OACS 1193 Spreadsheet Applications 1-0-1
Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics.

OACS 1194 Integrated Software Applications 1-0-1
Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

OACS 1195 Presentation Media Applications 1-0-1
Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

OACS 1196 Desktop Publishing Applications 1-0-1
In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays.

PASH Pashtu

PASH 1411 Beginning Pashtu I 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PASH 1412 Beginning Pashtu II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PASH 1411 with a grade of "C" or above.

PASH   2311   Intermediate Pashtu I   3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PASH 1411 and 1412 with a grade of "C" or above.

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

PERS Persian-Iranian/Afghan

PERS   1411   Beginning Persian-Iranian/Afghan I   3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PERS   1412   Beginning Persian-Iranian/Afghan II 3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PERS 1411 with a grade of "C" or above.

**PERS   2311   Intermediate Persian-Iranian/
                   Afghan I   3-0-3**
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PERS 1411 and 1412 with a grade of "C" or above.

**PERS   2312   Intermediate Persian- Iranian/
                   Afghan II   3-0-3**
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PERS 2311 with a grade of "C" or above.

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

**PFPB   2409   Residential Construction
                   Plumbing I   3-3-4**
Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home. Prerequisite: CRPT 1429.

**PFPB   2445   Residential Construction
                   Plumbing II   3-3-4**
Installation of residential bathroom and kitchen fixtures in single- and multi-family housing Prerequisite: PFPB 2409.

PHIL Philosophy

PHIL   1301   Introduction to Philosophy   3-0-3
A general introduction to critical and reflective thinking as applied to the basic problems of existence and the meaning of human life and institutions; study of methods and types of evidence utilized by authority, intuition, revelation, reason and scientific methods, and a study of the nature of philosophy, including its relation to religion, science, and art.

PHIL   1304   Introduction to World Religions   3-0-3
A survey course dealing with the origins, tenets, and development of the major world religions. Deductive method used to understand religion as a phenomenon in man's life. Discussion of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

PHIL   1316   History of Religions I   3-0-3
In a historical survey of major religions, this course focuses on the history and literature of Ancient Judaism during the Old Testament period emphasizing its development of social, political, and religious institutions and ideas.

PHIL   1317   History of Religions II   3-0-3
In a historical survey of major religions, this course focuses on the history and literature of Early Christianity during the New Testament period emphasizing its origin, development, and expansion of religious institutions and ideas.

PHIL   2303   Introduction to Logic   3-0-3
Nature and methods of correct reasoning, deductive proof, inductive proof, fallacies, and arguments.

PHIL   2306   Introduction to Ethics   3-0-3
Study of basic principles of the normal life, with critical examination of traditional and current theories of the nature of goodness, happiness, duty, and freedom.

**PHIL   2307   Introduction to Social and Political
                   Philosophy   3-0-3**
Critical examination of the major philosophical theories concerning the organization of societies and the role and scope of government.

PHYS Physical Science

PHYS   1401   College Physics I   3-3-4
This is the first part of a one-year algebra-based physics course. This course includes the fundamentals of classical Mechanics, Thermal Physics, and Wave Motion. The student will be introduced to the basic principles of linear and rotational Kinematics and Dynamics, Newton's laws of motion, work and Energy, Impulse and Momentum, Elasticity, Simple Harmonic Motion, Fluids, Temperature and Heat, The Transfer of Heat, The Ideal Gas Laws and Kinetic Theory, Thermodynamics, Waves and Sound, Linear Superposition and Interference Phenomena. This is a required course for students who plan to major in Medicine, Dentistry, Veterinary Science, Pharmacy, and all other Biological or Health science disciplines. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the fall and summer semesters. Prerequisite: MATH 1414 or concurrent enrollment. Co-requisite: PHYX 1401.

PHYS   1402   College Physics II   3-3-4
This is the second part of a one-year algebra-based physics course. This course includes the basic principles of Electricity and Magnetism, Light and Optics, and modern advances in physics, namely, Relativity, Atomic and Nuclear Physics. The topics covered in this course are as follows: Electrostatics (Electric forces, Electric fields and Electric Potentials); Electric Circuits, (DC and AC); Magnetic Forces and Magnetic Field; Electromagnetic Induction and Electromagnetic Waves; Light (Geometrical and Wave Optics); Special Relativity; The Nature of the Atom; Nuclear Physics and Radioactivity. This is a required course for students who plan to major in any Health science disciplines. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the spring semester only. Prerequisite: PHYS 1401 or consent of the Department Chair and Instructor. Co-requisite: PHYX 1402.

PHYS   1405   Elementary Physics I   3-3-4
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&I locations only.

PHYS 1415 Physical Science I 3-3-4

This is an introductory course on Physical Science for the first year non-science majors; strongly recommended for students in teacher training program. It is designed to provide skills needed for success in other science classes and for improving science literacy. The course emphasizes the basic concepts in Physics, Chemistry, Earth Science, and Astronomy. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concept). The class meets twice a week, three hours per day. Prerequisite: None. Co-requisite: PHYX 1415.

POFI Office Technology see also HITT, MDCA, MRMT, POFM and POFT

POFI 1301 Computer Applications I 2-4-3

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

POFI 1349 Spreadsheets 2-4-3

Spreadsheet software for business applications. Prerequisite: An introduction to a computer application course or equivalent recommended.

POFI 2301 Word Processing 2-4-3

Word processing software focusing on business applications. Prerequisite: Keyboarding proficiency recommended.

POFI 2331 Desktop Publishing 2-4-3

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Prerequisite: Keyboarding and word processing skills or concurrent enrollment in word processing course recommended.

POFI 2340 Advanced Word Processing 2-4-3

Advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Prerequisites: Keyboarding and word processing skills recommended.

POFI 2386 Internship - Business/Office Automation/ Technology/Data Entry 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

POFI 2387 Internship - Business/Office Automation/ Technology/Data Entry 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

POFM Office Technology see also HITT, MDCA, MRMT. POFI and POFT

POFM 1300 Medical Coding Basics 2-4-3

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305, HITT 1303 or Department consent.

POFM 1302 Medical Software Applications 2-4-3

Medical software applications for the management and operation of health care information systems. Keyboarding proficiency recommended.

POFM 1317 Medical Administrative Support 2-4-3

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM 1327 Medical Insurance 2-4-3

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. Prerequisite: Medical Terminology, Keyboarding and Computer Skills or Department consent.

POFM 2386 Internship - Medical Administrative/ Executive Assistant and Medical Secretary 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Departmental approval required upon completion of certificate requirements.

POFM 2387 Internship - Medical Administrative/ Executive Assistant and Medical Secretary 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Departmental approval required upon completion of certificate requirements.

POFT Office Technology see also HITT, MDCA, MRMT. POFI and POFM

POFT 1207 Proofreading and Editing 2-1-2

Instruction in proofreading and editing skills necessary to assure accuracy in business documents.

POFT 1301 Business English 2-4-3

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding skills recommended.

POFT 1309 Administrative Office Procedures I 2-4-3

Study of current office procedures, duties, and responsiblities applicable to an office environment. Keyboarding skills or current enrollment in a keyboarding course required.

POFT 1319 Records and Information Management I 2-4-3

Introduction to basic records and information management, including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.

POFT 1325 Business Math and Machine Applications 2-4-3

Business math problem-solving skills using office technology.

POFT   1329   Beginning Keyboarding   2-4-3
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT   1349   Administrative Office Procedures II   2-4-3
In-depth coverage of office applications with emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1301, POFT 1329 and concurrent enrollment in or completion of second year office technology courses recommended.

POFT   2312   Business Correspondence and Communication   2-4-3
Development of writing and presentation skills to produce effective business communications. Prerequisites: Keyboarding and document formatting skills recommended. POFT 1301 recommended

POFT   2333   Advanced Keyboarding   2-4-3
A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Keyboarding and word processing skills recommended.

POFT   2386   Internship - Administrative Assistant and Secretarial Science, General   0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

POFT   2387   Internship - Administrative Assistant and Secretarial Science, General   0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

POFT   2388   Internship - General Office Occupations and Clerical Services   0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

POFT   2389   Internship - General Office Occupations and Clerical Services   0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

PORT Portuguese

PORT   1411   Beginning Portuguese I   3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PORT   1412   Beginning Portuguese II   3-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PORT 1411 with a grade of "C" or above.

PORT   2311   Intermediate Portuguese I   3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PORT 1411 and 1412 with a grade of "C" or above.

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

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

PSTR   1301   Fundamentals of Baking   2-4-3
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours.

PSTR   1302   Cake Baking and Production   2-4-3
Principles and techniques of cake production. Emphasizes ingredient identification, functions, mixing, and baking. Prerequisite: PSTR 1301.

PSTR   1306   Cake Decorating I   2-4-3
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 the research and theory of the psychology of learning, cognition and motivation. It will explore factors that impact learning and the application of learning strategies. Theoretical modes of strategic learning, cognition and motivation will serve as the conceptual basis for the introduction of college-level student academic strategies. A holistic approach will be taken in guiding students as they assess their personality type, learning styles, vocational interest and identify their strengths and weaknesses as strategic learners. The student will evaluate factors that impact learning and development and will discuss the application of effective learning strategies. The role of relationships, money and health to a student's ability to perform and remain motivated to learn

will be explored. Students will be able to apply the knowledge, skills and attitudes developed in this course to their future college studies.

PSYC 2301 General Psychology 3-0-3
Basic principles of human experience and behavior involving biological, environmental and sociocultural studies. An overview course including an introduction to the major studies of psychology.

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
A study of psychological concepts and principles related to healthy personality and social adjustments.

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, GERS and SCWK

PSYT 1309 Health Psychology 2-2-3
This course provides for an exploration of behavioral medicine and the interdependence of mind, body, and spirit. Topics include stress and its effect on body systems, mind/body interactions, and techniques for improving and maintaining health.

PSYT 1313 Psychology of Personal Adjustment 2-2-3
This course focuses on the development of personal, social, and work adjustment skills. Students will explore a variety of issues relevant to health social interactions.

PSYT 1325 Death and Dying 2-2-3
This course is a study of the cultural and social norms, values, beliefs, and activities associated with the dying and their survivors. Topics include theories, communication skills, and activities to assist with coping for the dying and their survivors.

PSYT 1329 Interviewing and Communication Skills 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.

PSYT 2303 Social Psychology 2-2-3
This course will focus on the study of social perception, social influence, and social relations on individual and group interactions. Recommended prerequisite: PSYC 2301

PSYT 2321 Crisis Intervention 2-2-3
This course is a study of the principles and theories of assisting the individual in a crisis situation. Topics include coping skills to increase potential reinstatement of equilibrium to an individual's lifestyle and suicide prevention.

PSYT 2331 Abnormal Psychology 2-2-3
This course provides for the study of the theories and processes involved in the diagnosis and treatment of mental disorders. Recommended prerequisite: PSYC 2301.

PSYT 2345 Principles of Behavior Management and Modification 2-2-3
This course provides for the study of behavior management and cognitive theories and techniques with emphasis on their applications. Recommended prerequisite: PSYC 2301.

PTMC PFEC NCO-LEAD

PTMC 1170 Internet 1-0-1
This course provides a basic instruction of the internet. The course covers the history of the internet, using a web browser, using search engines, understanding net etiquette, navigating the World Wide Web, searching the internet, using Web integration and Active Desktop features, using electronic mail and e-mail enhancements, exploring newsgroups and using other internet resources.

PTMC 1171 Spreadsheet Applications 1-0-1
This course introduces participants to the worksheet and graphics capabilities of spreadsheet applications software. The course is occupationally related and will prepare the learner to use spreadsheets both in their military profession and, if applicable, to business-related careers.

PTMC 1172 Word Processing Application 1-0-1
The course is an overview of word processing for the operator. The learner will demonstrate applications in directory/files management.

PTMC 1173 Data Base Application 1-0-1
The purpose of this course is to provide the student with hands-on experience with automated records and reports management utilizing computers and software programs. The database management program used in this course is Microsoft Access.

PTMC 1174 Microsoft Outlook 1-0-1
This course provides intermediate level instruction in the use of Microsoft Outlook. The course covers communicating through email, utilization of the task manager, schedule, and journal function, as well as, security measures, reminder options, and information management skills. Additionally, the integration of Outlook with Microsoft Office components will be taught.

PTMC 1175 Microsoft Front Page 1-0-1
An introductory course to webpage design and creation. Front Page is a desktop application used to author, modify, publish, and manage webpage content.

PTMC 1176 Microsoft Power Point 1-0-1
An introductory course in Microsoft Power Point. Creating and editing presentations, inserting graphical elements, building slide shows and presenter preparation will be covered.

PTMC 2171 Microsoft Excel Advanced 1-0-1
Advanced course of instruction on spreadsheets using Microsoft Excel. This course advances the principles learned in Spreadsheet Applications PTMC 1171 by teaching advanced formulas and functions as well as the database, analytical and report features of Excel. Spreadsheet applications PTMC 1171 is recommended but not required.

PTMC 2172 Microsoft Word Advanced **1-0-1**
An advanced course of instruction for word processing using Microsoft Word that extends and enhances what is taught in Word Processing Applications PTMC 1172. Instruction will focus on creating and working with reports and large documents that include; tables, charts, images and worksheets. Completion of PTMC 1172 Word processing Applications is recommended, but not required.

PTMC 2175 Microsoft Front Page Advanced **1-0-1**
An advanced course in webpage design and creation. The course will integrate advanced features of FrontPage with basic Hyper Text Mark-up Language (HTML).

PTMC 2176 Microsoft Access Advanced **1-0-1**
This course expands and builds upon skills developed in Database Applications, PTMC 1173. Relational Databases, related data-tables, sub-forms, advanced form features, advanced report features, queries and customizing charts will be covered.

PTMC 2179 MS Access Application Development 1-0-1
This course is an introduction to Database Development that expands and builds upon skills developed in an Introductory Database Management course. This course will teach students how to use Access as an application generator.

PUNJ Punjabi

PUNJ 1411 Beginning Punjabi I **3-2-4**
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PUNJ 1412 Beginning Punjabi II **3-2-4**
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.

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

RSTO 1204 Dining Room Service **1-3-2**
Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

RSTO 1221 Menu Management **2-0-2**
A study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

RSTO 1301 Beverage Management **3-0-3**
A study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

RSTO 1313 Hospitality Supervision **3-0-3**
Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development.

RSTO 1325 Purchasing for Hospitality Operations **3-0-3**
Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

RSTO 2301 Principles of Food and Beverage Controls **3-0-3**
A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

RSTO 2307 Catering **2-2-3**
Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

RSTO 2405 Management of Food Production and Service **2-4-4**
A study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning, and customer food preferences. Includes laboratory experiences in quantity food preparation and service.

RUSS Russian

RUSS 1411 Beginning Russian I **3-2-4**
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

RUSS 1412 Beginning Russian II **3-2-4**
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: RUSS 1411 with a grade of "C" or above.

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

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

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

SCWK   1321   Orientation to Social Services   3-0-3
Introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal, and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services.

SCWK   2301   Assessment and Case Management   2-2-3
Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, prevention, case management, and referral.

SCWK   2307   Human Behavior and the Social Environment   3-0-3
In-depth analysis of human behavior and the social environment. A study of social systems, life span, and strength approaches to understanding human behavior and environmental impact. Emphasis on the impact of human diversity, discrimination, and oppression on the individual's ability to reach or maintain optimal health and well-being.

SLPS Criminal Justice see also CJCR, CJLE, CJSA and HMSY

SLPS   2488   Internship–Security and Loss Prevention Services   0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

SOCI Sociology

SOCI   1301   Introduction to Sociology   3-0-3
The study of human society, human behavior and personality as a product of group life, community organization, social change and current social problems.

SOCI   1306   Social Problems   3-0-3
A study of identification and analysis of contemporary social problems and development of criteria for evaluating these issues for social betterment.

SOCI   2301   Marriage and The Family   3-0-3
A study of problems in courtship, marriage, and family living as they relate to the social structure of American society.

SOCW Mental Health Services

SOCW   2361   Introduction to Social Work   3-0-3
This course explores the development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

SOCW   2362   Social Welfare as a Social Institution   3-0-3
Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives are explored.

SPAN Spanish

SPAN   1411   Beginning Spanish I   4-2-4
The study of basic Spanish grammar with the development of frequently used vocabulary. This course develops students' speaking, listening, reading and writing skills so they will be able to express their own ideas and interact with others. Some culture points are integrated to introduce students to the everyday lives of Spanish speakers in the twenty-one countries of the Spanish-speaking world.

SPAN   1412   Beginning Spanish II   4-2-4
The study of basic Spanish grammar and vocabulary development continued from the SPAN 1411 curriculum. Prerequisite: SPAN 1411 with a "C" or above.

SPAN   2311   Intermediate Spanish I   3-0-3
The study of grammar and vocabulary with emphasis on conversation and writing. This course will introduce students to Spanish culture and history as well as Latin American culture and history. Prerequisites: SPAN 1411 and SPAN 1412 with a "C" or above.

SPAN   2312   Intermediate Spanish II   3-0-3
The continuation of SPAN 2311. Emphasis on complex grammar, composition and conversation about Spanish American topics. Prerequisite: SPAN 2311 with a "C" or above.

SPCH Speech

SPCH   1144   Forensic Activities I   1-0-1
Study and practice of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments as a member of CTC's speech team.

SPCH   1145   Forensic Activities II   1-0-1
Study and practice of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments as a member of CTC's speech team.

SPCH   1315   Public Speaking   3-0-3
Course encompasses both theory and practice of communicating with others and includes research, composition, organization, and delivery of speeches for various purposes and occasions.

SPCH   1318   Interpersonal Communication   3-0-3
Theory, examples, and participation in exercises to improve effective one-to-one and small-group communication.

SPCH   1321   Business and Professional Communication   3-0-3
Theories and skills of speech communication as applied to business and professional situations. Includes participating in an interview, preparing a resume and cover letter, engaging in problem-solving discussions, and delivering public speeches.

SPCH   2144   Forensic Activities III   1-0-1
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments as a member of CTC's speech team.

SPCH 2145 Forensic Activities IV 1-0-1
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments as a member of CTC's speech team.

SPCH 2341 Oral Interpretation 3-0-3
Study and practice in the principles of oral reading of literature. Stresses analyzing good literature and recreating the logical and emotional content for an audience. Also includes group oral interpretation.

TECA Early Childhood Professions

TECA 1303 Families, School and Community 2-2-3
A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, multiculture instruction techniques, and current issues.

TECA 1311 Educating Young Children 2-2-3
An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

TECA 1318 Wellness of the Young Child 2-2-3
A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings.

TECA 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.

TRVM Hospitality Management see also CHEF, HAMG, IFAW, 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 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

TURK 1412 Beginning Turkish II 3-2-4
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 3-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

URDU 1412 Beginning Urdu II 3-2-4
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.

WDWK Maintenance Technology

WDWK 1413 Cabinet Making I 2-5-4
Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools. Prerequisite: CRPT 1429 .

WDWK 2451 Cabinet Making II 3-3-4
Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation. Prerequisite: WDWK 1413.

WLDG Welding

WLDG 1313 Introduction to Blueprint Reading for Welders 2-4-3
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Prerequisite: WLDG 1323.

WLDG 1323 Welding Safety, Tools, and Equipment 2-4-3
An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of the hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints.

**WLDG 1417 Introduction to Layout and
          Fabrication   3-3-4**
A fundamental course in layout and fabrication related to the
welding industry. Major emphasis on structural shapes and use
in construction.

**WLDG 1425 Introduction to Oxy-Fuel Welding
          and Cutting   3-3-4**
An introduction to oxy-fuel welding and cutting, safety, set up
and maintenance of oxy-fuel welding, and cutting equipment
and supplies. Prerequisite: WLDG 1323.

**WLDG 1428 Introduction to Shielded Metal Arc
          Welding (SMAW)   3-3-4**
An introduction to shielded metal arc welding process.
Emphasis is placed on power sources, electrode selection, oxy-
fuel cutting, and various joint designs. Instruction provided in
SMAW fillet welds in various positions. Prerequisites: WLDG
1323 and WLDG 1425.

**WLDG 1430 Introduction to Gas Metal Arc
          (GMAW) Welding   3-3-4**
A study of the principles of gas metal arc welding, setup
and use of GMAW equipment, and safe use of tools and
equipment. Instruction in various joint designs. Prerequisites:
WLDG 1323 and WLDG 1428.

**WLDG 1434 Introduction to Gas Tungsten Arc
          (GTAW) Welding   3-3-4**
An introduction to the principles of gas tungsten arc welding
(GTAW) setup and use of GTAW equipment, and safe use of
tools and equipment. Welding instruction in various positions
on joint designs. Prerequisites: WLDG 1323 and WLDG
1428.

WLDG 1435 Introduction to Pipe Welding   3-3-4
An introduction to welding of pipe using the shielded metal
arc welding process (SMAW), including electrode selection,
equipment setup, and safe shop practices. Emphasis on weld
positions 1G and 2G using various electrodes. Prerequisite:
WLDG 1457.

**WLDG 1457 Intermediate Shielded Metal Arc
          Welding (SMAW)   3-3-4**
A study of the production of various fillets and groove welds.
Preparation of specimens for testing in all test positions.
Prerequisite: WLDG 1428.

WLDG 2406 Intermediate Pipe Welding   3-3-4
A comprehensive course on the welding of pipe using the
shielded metal arc welding (SMAW) process. Position of
welds will be 1G, 2G, 5G, and 6G using various electrodes.
Topics covered include electrode selection, equipment setup,
and safe shop practices. Prerequisite: WLDG 1435.

**WLDG 2413 Intermediate Welding Using
          Multiple Processes   2-7-4**
Instruction using layout tools and blueprint reading with
demonstration and guided practices with some of the following
welding processes: oxy-fuel gas cutting and welding, shielded
metal arc welding (SMAW), gas metal arc welding (GMAW),
flux-cored arc welding (FCAW), gas tungsten arc welding
(GTAW) or any other approved welding process. Prerequisite:
Department approval required.

WLDG 2435 Advanced Layout and Fabrication   3-3-4
An advanced course in layout and fabrication. Includes
production and fabrication of layout tools and processes.
Emphasis on application of fabrication and layout skills.
Prerequisite: WLDG 1417.

**WLDG 2443 Advanced Shielded Metal Arc
          Welding (SMAW)   3-3-4**
Advanced topics based on accepted welding codes. Training
provided with various electrodes in shielded metal arc
welding processes with open V-groove joints in all positions.
Prerequisites: WLDG 1323 and WLDG 1457.

**WLDG 2447 Advanced Gas Metal Arc
          Welding (GMAW)   3-3-4**
Advanced topics in gas metal arc welding (GMAW). Includes
welding in various positions and directions. Prerequisite:
WLDG 1430.

**WLDG 2451 Advanced Gas Tungsten Welding
          (GTAW)   3-3-4**
Advanced topics in GTAW welding, including welding in
various positions and directions. Prerequisite: WLDG 1434.

WLDG 2453 Advanced Pipe Welding   3-3-4
Advanced topics involving welding of pipe using the shielded
metal arc welding (SMAW) process. Topics include electrode
selection, equipment setup, and safe shop practices. Emphasis
on weld positions 5G and 6G using various electrodes.
Prerequisite: WLDG 2406.

**WLDG 2488 Internship - Welder/Welding
          Technology   0-19-4**
A work-based learning experience that enables the student to
apply specialized occupational theory, skills and concepts. A
learning plan is developed by the college and the employer.
Prerequisite: Department approval required.

Personnel

Deans

Ken Austin, Dean, Continental Campus
Barbara A. Grice, Dean, Pacific Far East Campus
Gary Kindred, Dean, Europe Campus
Jim M. Yeonopolus, Deputy Chancellor for International and
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