



Central Texas College District

Continental and International Campuses Catalog

Twenty-Sixth Edition • 2014-2015

Accredited by

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Texas Higher Education Coordinating Board

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Chancellor's Message

Thank you for choosing Central Texas College. With a renewed focus on student success, we continue to expand opportunities for students. We focus not only on students in our 11-county service area, but also our military students and their families across the globe.

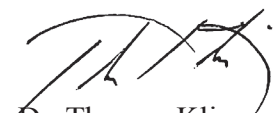
We have a lot to be proud of locally, including our award-winning speech and Enactus teams, our national champion aviation flight team, our nursing program which achieved the fourth highest pass rate for the state licensure exam, our vocational skills center which offers numerous career opportunities and the re-establishment of our police academy.



In addition, we are humbled to be recognized for our commitment to the military by being designated a Purple Heart College. CTC was among the first schools in Texas and one of a select few across the country to receive such distinction. We are consistently recognized as a military friendly school, and our faculty and staff have facilitated new veteran education initiatives including participation in the Yellow Ribbon School program and the opening of our on-campus VetSuccess Center.

Outside Texas, we continue to grow in our commitment to classroom education on military installations. We have added sites at Eglin Air Force Base, Florida and Fort Campbell, Kentucky, and now serve students on 28 military installations in the U.S. serving Army, Navy, Air Force and Marine students. Our campuses in Europe and the Pacific Far East region and our Navy campus further extend our ability to serve military students and their families, and our distance education program provides a sound alternative for students not located near a CTC location.

We look forward to this academic year and the opportunities it brings. Our staff and faculty are focused on our mission: "Central Texas College's accessible education supports student success and employability."



Dr. Thomas Klincar
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 locations of offerings have steadily increased since that time. Central Texas College (CTC) has maintained its institutional accreditation status with the Commission on Colleges of the Southern Association of Colleges and Schools since first being awarded accreditation in 1969, and was reaffirmed most recently in June 2005, for a ten-year period.

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

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

Today, CTC consists of administrative units referred to as campuses: the Central Campus and Service Area, the Continental Campus, the Europe Campus, the Fort Hood Campus, the Navy Campus and the Pacific Far East Campus. Of these, the Central Campus, Fort Hood Campus and Service Area 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, and Associate of Applied Science degree programs or Associate of Arts in General Studies. In addition, students choosing to earn a certificate may enroll in any of the more than 40 certificate programs. Campuses may offer the full range of degree programs and services or only those identified through local needs assessments. CTC also provides a wide range of education and training opportunities for those students who do not select a degree or certificate option. Committed to serving all students, CTC provides comprehensive programs and services for special populations: disability support services, single parent/ homemaker support services and nontraditional career support services as well as tutoring and transportation assistance. To meet occupational training needs, CTC offers a variety of professional development and job-related skills programs such as basic literacy, leadership skills, foreign language skills and occupational skills programs.

Term Calendar for Continental and International Campuses, 2014-2015

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, 2014 - October 10, 2014
Term 2 (Fall)	October 11, 2014 - December 31, 2014
Term 3 (Spring)	January 1, 2015 - March 6, 2015
Term 4 (Spring)	March 7, 2015 - April 30, 2015
Term 5 (Summer I)	May 1, 2015 - June 30, 2015
Mini Term *(Summer II)	July 1, 2015 - July 31, 2015

* Offered at selected locations

About the College

Mission

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

Vision

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

Values

Central Texas College, in meeting the educational goals and needs of students, is committed to:

- Belief in the worth and dignity of the individual
- Excellence in all aspects of operations
- Highest standards of ethical professional practice
- Accountability and responsibility in the stewardship of public trust and resources

Institutional Purpose

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

- technical programs up to two years in length leading to associate degrees and/or certificates;
- vocational programs leading directly to employment and/or advancement in semi-skilled and skilled 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 Strategic Planning Task Force 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) and on the IE webpage.

General Information

The Catalog

Central Texas College serves military personnel and their family members and civilians 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 Army, National Guard and Army Reservists 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, 23 degree and 28 certificate programs 100% online 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, President, Continental and International Operations (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 as Amended (ADAAA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If you have a documented disability, please contact 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 and the SACSCOC.

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 valid until July 25, 2014, and authorizes Central Texas College to offer the following degree program: Associate of Arts in 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, Florida, Georgia, Louisiana, Maryland, 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 those who wish to attend and receive benefits under the Post-Vietnam Veterans Educational Assistance Program, the Veterans Educational Assistance Act of 1984, Chapter 1606-Reservists Education Bill, Chapter 30-VA Education Bill of 1986, Chapter 33-Post 9/11 Veterans Assistance and family members qualified for VA Educational Benefits, Chapter 35.

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 designed to be equivalent to the same course taught in a classroom. 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.

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 recognized 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 Services will review the request with the appropriate department chair/faculty or the Campus Dean and then make a recommendation to the Director of Admissions and Recruitment for final approval.

To be eligible for federal financial aid, the U.S. Department of Education requires that an individual have a high school diploma or recognized equivalent.

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. If obtaining an official high school transcript represents a hardship for the applicant, other documents as determined by CTC may be accepted.
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 if earned less than 12 semester hours college level coursework.
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) Degree Network System (DNS), the SOC DNS Handbook-2 includes guaranteed transfer courses, which is 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. Take the online Texas Success Initiative Assessment (TSIA) to determine eligibility to enroll in college credit courses.
5. 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, National Guard, and Army Reserve Tuition Assistance Students

Active duty soldiers, National Guard and Army Reserve 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 must meet the general admission requirements in the CTC college catalog. The guidelines below are to assist students in applying and registering through the portal. Procedures are subject to change, and students are encouraged to visit the GoArmyEd website for the latest information.

1. Obtain your GoArmyEd user login and password. Go to the GoArmyEd portal at www.GoArmyEd.com and select the "student" radio button in the "Create/Activate GoArmyEd Account" section. Next, select the "Create/Activate Account" button.. Complete the information requested to receive a username and password. The base role allows access to training, helpdesk, on-duty classes and testing.
2. To request TA level access to register for classes you must complete the following:
 - Login to GoArmyEd at www.GoArmyEd.com using your username and password.
 - Click the "Request TA Access" smart link and complete the steps listed which include: verification of TA eligibility, review of training, submission of your Statement of Understanding (SOU), selection of home school and degree plan, and completion of the common application.
 - After completing the steps listed above, your Army Education Counselor will review your application and, pending approval, activate your account.
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, upload your student agreement in Course Planner and submit courses in which you plan to enroll. You may view reference documents and instructional videos by selecting the "View Reference Documents" link in the "Training Resources" section on your GoArmyEd homepage. 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. 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.
6. Transient students (students who have a home institution other than CTC) are not required to submit official transcripts unless using financial aid.
7. Browse through the GoArmyEd Schedule of Classes and register for courses online. GoArmyEd policy requires that enrollment requests MUST be submitted before the class starts or the end of the school's late registration window, if applicable, but no later than seven days after the course start date. 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 "How to Enroll in a Class through GoArmyEd".

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 and to participate in the free online orientations and other workshops designed to promote success. Students enrolled in distance education courses must provide their own computers, or have access to computers, have Internet access for online courses and email accounts.

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 68 on the Test of English as a Foreign Language Internet Based Test (TOEFL iBT) or a 5.8 on the International English Language Testing System (IELTS) test is required for admissions to the college credit programs. Students native to countries whose official language is English, and whose education has been in English are required to take a CTC-approved exam for placement.

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 Texas Success Initiative Assessment (TSIA) unless student is exempt or waived from the Texas Success Initiative (TSI) requirements. Refer to the Texas Campuses Catalog or contact an online mentor 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 and Army self-pay students register, drop, and add courses through the GoArmyEd portal. Army self-pay students are those on GPA hold or have used all TA funds available to them. Registration for online courses through the GoArmyEd portal closes 12 days prior to the course start date for students located outside Texas.

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 students may view local classroom and online course offerings through the GoArmyEd portal.

Online courses are available to anyone. In addition, offline (multimedia) courses are available to students on Navy ships (NCPACE).

Distance learning course offerings generally start on a monthly basis with varying course lengths. 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 you 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. Students using VA educational benefits must notify Veteran Services of all changes.

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.....	\$30
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.

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

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 18.75% of the term or semester has elapsed.
- 25% Withdrawal if not more than 25% of the term or semester has elapsed.
- 5% Withdrawal if not more than 60% of the term or semester has elapsed.
- 0% Withdrawal if more than 60% of the term or semester has elapsed.
- Refund schedule is calculated based on the first calendar day of the term (not necessarily the first day of an individual class) 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.

Your Financial Aid file must be completed and an award accepted by:

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 Student Loan,
- Is enrolled at the college for the purpose of obtaining a degree or certificate,
- Has a high school diploma or G.E.D.;
- Is registered with the selective service if required to do so; and
- Does not owe a refund on a Federal Pell Grant or other Federal financial aid awards.

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

Satisfactory Academic Progress Policy, Financial Aid

Under current federal guidelines, students who are receiving financial aid are required to maintain the standards of satisfactory academic progress (SAP). The assessment will be made on a semester basis, regardless of the number of semester hours attended or the number of hours attempted during the year. Grades of A, B, C, D, and P are considered hours completed. Drops, withdrawals, IP, XN, N and F are counted as hours attempted only. A grade of F will count in the GPA regardless if the class was retaken and passed. Course repeats are counted as attempted hours and either earned or unearned depending upon the grade assigned as noted above. All coursework attempted at the college and any transfer work completed is considered when determining satisfactory academic progress regardless of whether the student previously received financial aid.

It is the **student's responsibility** to read, understand, and adhere to the Satisfactory Academic Progress policy in order to remain eligible for financial aid. Failure to comply with this policy can result in the student's financial aid being terminated at Central Texas College.

Qualitative Standard: Financial Aid Minimum Grade Point Average (GPA)

Students must maintain a cumulative 2.0 grade point average (GPA) during each semester of enrollment as well as a cumulative average of 2.0 to remain eligible for aid. Should the student's GPA drop below 2.0 the following actions will be taken:

- The first time the GPA drops below 2.0 the student will be placed on financial aid warning for the following semester enrolled.
- At the end of the warning semester, if the student's GPA is 2.0 or above, the student will be removed from warning status and returned to satisfactory. If after one semester the GPA is still below 2.0, the student will be placed on suspension and will not be eligible for financial aid until the student's GPA meets the 2.0 standard.

Quantitative Standard: (A) Pace of Program and (B) Maximum Time Frame

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

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

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

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

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

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

SAP Rules for Remedial or Developmental Coursework

An otherwise eligible student may receive financial aid for a maximum of 27 attempted credit hours in developmental/remedial course work. Once the 27 credit hours maximum is reached, additional developmental credit hours will not be used to calculate the award amount. Developmental hours are included in the qualitative (GPA) calculation, quantitative calculation (completion rate), and the calculation of maximum timeframe.

Evaluation Outcomes

(Consequences for not maintaining Financial Aid Satisfactory Academic Progress)

Financial Aid Automatic Suspension

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

Students placed on automatic suspension may continue to enroll at the college. However, they must pay their own expenses to include tuition, fees, room and board, and other college costs.

Financial Aid Warning

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

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

Financial Aid Suspension

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

Students placed on financial aid suspension may continue to enroll at the college; however, they must pay their own expenses, to include tuition, fees, room and board, and other college costs.

Reinstatement of Eligibility

Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria listed above, both the cumulative/semester completion rate (67%) and cumulative grade point average (2.0) or has an appeal approved. Financial aid will not be reinstated for violations of Quantitative Standards or Qualitative Standards until the appeal has been approved by the Financial Aid Appeals Committee. **Classes taken at institutions other than Central Texas College do not count towards reinstatement.** Students who believe that they have regained eligibility must notify the Financial Aid Office in order to have their progress reevaluated.

Academic Amnesty

The Federal Student Aid program regulations make no provision for the concept of academic amnesty or academic renewal. Therefore, a school must always include courses (whenever taken) in evaluating a student's satisfactory academic progress.

Appeal Process

Central Texas College recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Any student subject to suspension of financial aid eligibility may appeal to the Financial Aid Office for a review of the decision. **Under the revised Department of Education rules, an appeal cannot be approved if the student is unable to meet the 2.0 GPA and the 67% completion rate within one semester.** Also, the student may not appeal for failing to complete their program within the maximum timeframe. It is the responsibility of the student to successfully complete all classes enrolled. Please remember that dropping a class, failing a class, or withdrawing from class is a personal decision made by the student and may negatively affect the maximum timeframe allowance for their program.

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

Please note: a student cannot have appeals approved in consecutive semesters. The Financial Aid Appeals Committee will review the appeal and the student will be notified by email after the appeal decision has been made. All documents pertinent to the appeals process become part of the student's financial aid record. If the petition is denied, the student has the right to request that the appeal decision be reconsidered by the Financial Aid Director. This appeal must be turned in within 10 days of receiving notification of the decision denying the appeal. The decision of the Director is final.

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

Appeal Decisions

Probation

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

Appeal Denied

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

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

Enrollment/Student Status

Break in Enrollment

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

Drops and Withdrawals

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

Grade Changes

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

Repeated Courses

Students who have successfully completed a course and attempt to take the course a second time will be covered by financial aid. However, if they attempt the course a third time, financial aid will no longer pay for that course. Repeat courses still count toward your attempted GPA for financial aid purposes.

Transfer Courses

Transfer students entering CTC must be enrolled in a program of study that leads to an associate degree, certificate, or is transferable towards a bachelor's degree. Transfer courses are considered in determining eligibility under the qualitative measure as well as the **quantitative and maximum time frame** measurements.

Financial Aid will not pay for:

- Courses taken by audit
- Successfully completed courses that have been attempted more than two times
- Courses exceeding the 27 maximum credits for developmental coursework
- Credit hours earned by placement tests
- Continuing education courses
- Courses for which you register after the official census date of the term
- Credit hours in excess of the 150% maximum program limit
- Courses taken without having a declared eligible program (enrolled as transient student)

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

Types of Aid Available

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

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

Federal PELL Grant

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

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

Loans

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

William D. Ford Federal Direct Loan Program (Direct Loan Program)

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

Federal Loan Eligibility Requirements

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

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

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

Entrance Loan Counseling

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

Exit Loan Counseling

Federal regulations require all students who received a loan to complete a mandatory exit counseling prior to graduation or after dropping below half-time attendance. Exit counseling is available by going directly to http://www.nsls.ed.gov/nslds_SA/SaEdCtrl.do. You will need a list of two different references (relatives or friends) that will always be in contact with you. Include their name, address and phone number.

Repayment

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

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

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

Return/Repayment of Title IV Funds

The return of Title IV funds is a complex process involving a great deal of interoffice cooperation and coordination. Title IV funds are awarded to eligible students under the assumption that they will attend Central Texas College for the entire period for which the assistance is awarded. Only students who have withdrawn from all classes in a payment period, term in which a student is receiving financial aid, are subject to the return of Title IV formula. If a student changes their enrollment status, such as drops courses but is still enrolled for at least one course they would not be subject to the return of Title IV funds formula, but would be subject to the Satisfactory Academic Progress policy. Central Texas College is an institution required to take attendance. Central Texas College confirms enrollment at the census date, which is the last day to withdraw without a "W" grade. If a recipient of Title IV grant or loan funds withdraws from Central Texas College after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. Dropping any class after it has started can cause funds to be owed either to the school, or the Department of Education and the amount owed will be determined based on the drop date of the class.

The following list is of financial aid programs, Title IV, to which the Return of Title IV funds requirement applies. The financial aid programs are listed in order that the school must return per the federal formula:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Parent PLUS Loan
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant

Central Texas College determines the date the student withdrew depending on the type of withdrawal. If the student begins the official withdrawal process or provides official

notification to Central Texas College of his or her intent to withdraw the date Central Texas College determines that the student withdrew would be the date the student began the official withdrawal process, or the date of the student's notification, whichever is later. If the student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that Central Texas College becomes aware that the student ceased attendance. If Central Texas College is informed that a student has died, the withdrawal date is determined either by the official notification from the student, if they had started an official withdrawal process due to illness or accident, etc. prior to the death, or the withdrawal date is the date that Central Texas College determines is related to that circumstance if no official withdrawal was initiated. The withdrawal date will be no later than the date of the student's death. Central Texas College does not disburse post-withdrawal disbursements to a student that has died during the payment period. The Record's Office notifies the National Student Loan Data System (NSLDS) via the National Student Loan Clearinghouse of enrollment changes.

Official Withdrawal

The Record's Office is the designated contact point for students who wish to withdraw. The Record's Office assists the student with completion of the top section of the withdrawal form which includes student's demographic information, why they are leaving and their last date of attendance. The student signs the form and returns the completed form to the Record's Office. The Record's Office determines the withdrawal date and reports it to the other affected institutional offices by entering that information into the student information system (SIS).

Office of Financial Aid checks to see if the student has received Federal Stafford Loans and if so provides them with an Exit Counseling request via email. The Office of Financial Aid begins the Return of Title IV funds process as soon the Office of Financial Aid determines the withdrawal of all classes from a weekly drop report that identifies the students who need to have the Return of Title IV calculation to determine the amount of federal financial aid programs the student has earned.

Unofficial Withdrawal

Upon receipt of an email from the Record's Office that the student is no longer enrolled, or if the institution becomes aware that the student is no longer attending, and the student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that Central Texas College becomes aware that the student ceased attendance. As soon as the Office of Financial becomes aware the Office of Financial Aid gathers the student's information to complete the Return of Title IV calculation to determine the amount of federal financial aid programs the student has earned. The last date the student attended a class is provided by faculty.

In order for the Office of Financial Aid to determine if there is a return of Title IV funds for the student, the Office of Financial Aid collects the student's information for the payment period, which includes original direct costs at Central Texas College for the payment period from the Student Account, the date of determination of the withdrawal date from the Record's Office, the federal financial aid programs that have been disbursed or could have been disbursed to the

student from the Student Account and from the SIS. With these documents the Office of Financial Aid utilizes the return of Title IV funds online program provided by the SIS, to calculate and manage the return of Title IV funds for the student. This software is tested to ensure it is compliant with the Federal Financial Student Aid (FSA) Department of Education software. When a student withdraws after the 60% point of their payment period, they have earned 100% of their federal financial aid funds and there is no money to return because the student has earned 100% of the Title IV funds he or she was scheduled to receive during the payment period. If the student earns equal to or less than 60% the student is subject to the return of Title IV funds calculation. The Office of Financial Aid determines the amount the student earned, which is based on a prorata schedule based on what the student has earned at the time of withdrawal. The return of Title IV funds calculation determines the amount of federal financial aid the student earned, the amount the student did not earn, the amount the student might have to repay, the amount the school must return, if a student is owed a post-withdrawal disbursement, and if the student owes a repayment.

After completion of the calculation online the Office of Financial Aid is responsible for ensuring the proper amounts are returned to the appropriate Title IV programs in a timely manner. The Office of Financial Aid returns funds from SIS to COD (Common Origination and Disbursements) as soon as possible, but no later than 30 days after the date it determines that the student withdrew. All returns of federal student aid grants and Direct Loan funds previously disbursed are made through the G5 (Fiscal Reporting System) by the Accounting Office.

The Office of Financial Aid collaborates with the Business Office to not release a Title IV credit balance when a student withdraws until the Office of Financial Aid performs the Return of Title IV Funds calculation, the Central Texas College refund policy has been applied, and any Title IV credit balance is allocated to repay any grant overpayment owed by the student as a result of the current withdrawal. Central Texas College returns such funds to the Title IV grant account within 14 days of the date Central Texas College performs the Return of Title IV funds calculation. Central Texas College releases the remaining credit balance to the student, parent for a PLUS loan, or back to the Title IV loan debt with student's authorization.

The Business Office will notify the student of his or her obligation to repay funds, tracks the repayment, whether a repayment agreement will be offered and monitored by Central Texas College as well as the 45 day timing responsibility for referring overpayment to Department of Education for any amount over \$50. Acceptable methods of payment for paying funds under an agreement with Central Texas College to the Business Office would be in the form of cash, personal check, cashier's check, money order or credit card through the Business Office.

Business Office places holds that will be placed on the student's school records or account, and is authorized to release them once the student's obligation has been satisfied.

The Office of Financial Aid will record the student's obligation to repay an overpayment in NSLDS and will monitor, update and notify the student.

The Office of Financial Aid offers the student any earned post-withdrawal disbursement. Students are notified via email and responses are due within two weeks upon notification. If the student does not respond in the two-week time frame the Office of Financial Aid will return funds according to the return of Title IV funds results. If timing will not allow for a two-week response time frame from the student, the Business Office will make all attempts to contact the student as quickly as possible, including phone calls. Central Texas College complies with the post-withdrawal disbursement time frames and disburses any Title IV grant funds a student is due within 30 days of the date the school determined the student withdrew, and disburses any loan funds a student accepts within 180 days of that date.

The Satisfactory Academic Progress (SAP) policy is e-mailed to the student's email account that is on file with Central Texas College with a letter of explanation regarding the student's SAP status.

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 1606-Reservists Education Bill, Chapter 30-VA Education Bill of 1986, Chapter 33-Post 9/11 Veterans Assistance and family members qualified for VA Educational Benefits, Chapter 35.

Please provide the 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. Central Texas College must now report all probation and suspensions to VA.

NOTE *You must advise the Office of Veteran Services each semester/term of courses in which you are enrolled. Chapter 33 Post 9/11 students please contact Veteran Services prior to enrolling in Distance Learning courses.*

Central Texas College Foundation Scholarships

The Central Texas College Foundation has approximately 160 scholarships, which may be awarded to competitively selected students every year. One application will place a student in consideration for all of these awards. A student must file an application for selection with the Foundation office between January 1 and March 31 of each year. These scholarships will be for awards available in the fall semester. Students may apply for any Foundation scholarship for which they are otherwise eligible. There are specific requirements for eligibility that apply to individual scholarships and the student is advised to read the Foundation's Scholarship Guidelines. A list of scholarships and their criteria can be found at <https://ctcd.academicworks.com> from January 1 until March 31. In making application for these scholarships, the applicant must have applied to attend CTC, have official transcripts from previous colleges attended on file with CTC, and completed the Free Application for Federal Student Aid (FAFSA) 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. Exceptions are made for active duty military stationed/deployed overseas. Military located overseas may submit a request by email if they use their military email address and include their current location on the form. Refer to "Transcript Requests" in the Quick Links section on the CTC home page. When a transcript is requested to be sent priority mail or express mail, the student is responsible for the cost. This must be paid at the time of the request. However, CTC reserves the right to limit the number of transcripts issued at any one time. A complimentary free official transcript is provided upon graduation. Requests to fax transcripts are limited to locations in the United States to include Alaska and Hawaii; and requests to fax transcripts overseas are limited to a military education center or CTC site office. It is the decision of the receiving institution to accept a facsimile transcript as official or not. Transcript requests are honored as soon as possible in the order of receipt. During peak periods such as graduation, end of the semester, registration, and college closings, additional time will be needed to process requests.

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

Testing Services

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

Placement and College Readiness

Unless a contract or memorandum of agreement requires placement testing or other prerequisites, a student who has demonstrated college readiness through one of the non-academic exemptions provided below may enroll in the entry level courses ENGL 1301, MATH 1314/1414/1324/1332/1342, and BIOL 1406 without further restrictions. Official documentation (transcripts, DD214, etc.) is required.

- Active Duty Servicemembers or Reservists who have been serving at least three years preceding enrollment
- Students who on or after August 1, 1990, were honorably discharged, retired, or released from active duty or a reserve component of the U.S. Armed Forces
- Students who have earned an Associate or Bachelor's Degree from a regionally-accredited institution of higher education
- Non-degree seeking students (transient students). *Note: A student receiving federal financial aid and/or VA educational benefits through Central Texas College must be a degree-seeking student with CTC.*

Proctored Testing for Distant Learners

CTC requires proctored testing for many 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.

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:

- DANTES Standardized Subject Tests - DSST.
- College Level Examination Program (CLEP) Subject Examinations.
- Excelsior College Examinations (ECE).
- Defense Language Proficiency Tests (DLPT).
- 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 recognized 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 or based on contractual requirements. Students on financial or academic hold are not eligible for

final evaluation of nontraditional educational experiences until the financial or academic hold is cleared. Students pursuing a technical/vocational program may be required to repeat major field of study courses if the degree program is not completed within five years.

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

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

Servicemembers Opportunity Colleges Consortium

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

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

SOC Degree Network System Membership

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

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, visit our website at www.ctcd.edu and go to current students.

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 receive course accommodations. Students should contact the DSS office located on central campus in Killeen, Texas or the Site Director for more information.

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 available through each 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.

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

Bookstore

The CTC Bookstore, located in the Anderson Campus Center (Bldg. 156) 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

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

- Clicking on the icon "Ask a Librarian" found on the Library Home Page, links you to Live "Online Chat" and our E-mail services. Referencerequest@ctcd.edu is checked several times a day, 7 days a week including holidays and spring break.
- Clicking on the icon "Request a Library Seminar" links you to a form to schedule a library seminar. All seminars are available Virtually and In-Person. Seminars will cover information about citing sources, databases, catalog, appropriate websites, and can be customized according to class, research topic, and learning style.
- To access the "Online Databases" go to the Library's homepage, click on the "Find Information" and click on "Databases (Electronic Resources: Journals, Articles, E-Books, and streaming videos)" link and then "I am using an OFF-CAMPUS computer" link, follow the login instructions on the page. The 84 subject specific databases provide digital information to collections of articles and abstracts from various sources that include peer reviewed academic journals as well as popular magazines and newspapers. The collection also includes encyclopedias, e-books and full text articles.

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

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

“N”- No Credit

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

“P”- Completed

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

“XN”- Non-Attendance

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

“W”- Withdrawal

Students who officially withdraw will receive the grade of “W,” provided attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with CTC before they may be considered for withdrawal. The withdrawal request must be received by the official last date to withdraw.

Grade Point 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	$4 \times 3 = 12$
ENGL 1301	B	3	3	$3 \times 3 = 9$
ITSC 1409	C	2	4	$2 \times 4 = 8$
CJLE 1211	D	1	2	$1 \times 2 = 2$
			12 crs.	31 gp.

$$31/12 = 2.583 \text{ GPA}$$

Multiply the number of grade points for each grade by the number of credit hours for the course. Add the totals. Divide the total grade points by the number of hours attempted.

Grades of IP, W, N, XN, or P and grades in developmental courses are not included in the grade point averaging.

Change of Grades

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

Grades and Financial Assistance/ Tuition Assistance/VA Benefits

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

Repeating a Course

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

Academic Standards Dean's Honor Roll

Students whose scholastic achievement is outstanding 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 the Lending Library or other departments.
6. Ineligibility for aid, for which student registered; overdue loans; and failure to complete records.
7. Failure to file required documents; enrolling under false pretenses.
8. Failure to meet placement or assessment requirements.
9. Rejected charges to a credit card.

Alcohol and Other Drug Abuse

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

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

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

Honor Societies

Psi Beta Psychology National Honor Society

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

1. Completed a college psychology course with a grade of B or higher.
2. Completed 12 hours of college coursework with a cumulative college GPA of 3.0 or higher, or GPA is within the top 35 percent of GPAs at your college.
3. Shows interest in psychology.
4. Is in good standing in the community.
5. Pays the \$50 one time, lifetime fee.

Phi Theta Kappa

Students who have completed at least 30 semester hours, of which 12 have to be at Central Texas College, who are currently enrolled in at least six semester hours and who meet the minimum cumulative GPA of 3.500 may be eligible for membership in the Sigma Iota Chapter of the Phi Theta Kappa, an International Honor Society of Community Colleges. Students enrolled in developmental study courses are not eligible.

Sigma Kappa Delta

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

Student Responsibilities

Students must provide their current home address to the Admissions Office. Students, who change their name, address, or Social Security number must submit appropriate documentation to the college.

Address Changes

Address changes can be made through the student’s WebAdvisor account. Otherwise, any address changes must be made in writing or emailed to the CTC Admissions Office in Killeen, Texas, at admissions@ctcd.edu. Students should include their CTC student identification number and date of birth on the request. CTC may require official proof of residency.

Name Changes

Students are required to provide their official legal name on their Application for Admission and to process legal name changes while enrolled, as appropriate. Name change requests must be submitted in writing to the CTC Records Office, Killeen, Texas, and require appropriate documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to: Central Texas College, Student Records Office, PO Box 1800, Killeen, TX 76540. Documents required include a completed name change CTC affidavit form and a copy of the signed court order showing the authorized new legal name. Students who wish to discontinue use of a married name and resume the use of their surname must present a divorce decree or signed court order showing restoration of the surname or other names. Other documents that may be used include a U.S. Government issued military I.D. card or current passport or social security administration card. Other forms of documentation may be considered on a case-by-case basis.

Social Security Number

A student’s Social Security number is required to receive federal financial aid disbursements and an end-of-year 1098-T tax form for reporting tuition payments. If CTC does not receive or cannot confirm a student’s Social Security number, CTC will be unable to provide these services to a student. Although providing a Social Security number is not required for admission to the college, it is important for purposes of matching the identity of a student’s application, transcripts, and other related enrollment information; and CTC will not be able to verify enrollment for loans or employment purposes.

CTC Correspondence and Email

All correspondence from CTC to the student will be mailed or sent electronically to the appropriate address on the student’s CTC Application for Admission. The method of communication will depend on the nature of the message. CTC will exercise the right to send email communications to all students. Undeliverable messages returned because of either a full in-box or use of a spam filter will be considered delivered without further action required of CTC. Note: During 2014/15 Central Texas College plans to implement CTC student email accounts, which will be the primary email address that the college will use for official CTC communications sent electronically.

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.

FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. In compliance with FERPA, Central Texas College does not disclose personally identifiable information contained in student education records, except as authorized by law. FERPA rights apply to any student, regardless of age. Under FERPA, a student has a right to:

- inspect and review his or her records within 45 days of the request;
- require that the College obtain his or her prior written consent before releasing personally identifiable information from education records;

- request corrections to his or her education records if the student believes the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA;
- file a complaint with the Department of Education concerning alleged failure by the College to comply with FERPA.

Directory Information

The release of information to the public without the consent of the student will be limited to that designated as directory information. Central Texas College has designated the following information as directory information:

- Student's name, addresses, and phone numbers
- Electronic mail addresses
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Photographs
- Dates of attendance
- Degrees, certificates, and awards
- Name of most recent previous institution attended
- Student classification (freshman, sophomore, unclassified)
- Dates of graduation

A student may request that directory information be withheld by providing written notification to the Records Office in Killeen, Texas, by the 4th class day of a summer term, the 6th class day of an 8-week term, and by the 12th class day of a fall or spring semester. The restriction will remain in effect until revoked by student.

Graduation Requirements

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

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

Catalog Program in Effect and Completion

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

Graduation with Honors

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

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

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

Applying for Graduation

Students who have reached the final semester of their degree or certificate program should apply for graduation. Students should submit a completed Application for Degree/Certificate to their local CTC site representative, or complete the online application at www.ctcd.edu, by the dates listed below.

Semester of Graduation	Deadline
Fall	October 1
Spring	February 1
Summer	June 1

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 Arts - General Studies, the Associate of Applied Science and certificates of completion.

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

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

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

Developmental Studies

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

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

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

Core Curriculum

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

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	
AAT	Associate of Arts Teaching	
CC	Institutional Certificate of Completion	
CC**	Level II Certificate	
CC*	Level I Certificate	
MSA	Marketable Skills Achievement Award	

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

Associate Degrees of Science and Arts and Certificates

AS	Business Administration	33
AA	General Studies	41
AA	Interdisciplinary Studies	44
AS	Mathematics	45
AA	Social Science	53
AAT	Teacher Education	53

Associate of Applied Science Degrees and Certificates

Auto Collision		
AAS	Auto Collision Repair (not offered in Texas)	31

Automotive Mechanic

AAS	Automotive Mechanic/Technician	31
CC**	Automotive Technician	32
CC*	Automotive System Specialist	32
CC*	Automotive Tune-Up Specialist Certificate	32
CC*	Basic Automotive Technician	32

Aviation Science

AAS	Aviation Maintenance Technology (PFEC only)	32
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Business Management

AAS	Applied Management	33
AAS	Applied Management with Computer Applications	33
AAS	Applied Management - Military Science Specialization	34
AAS	Business Management	34
AAS	Business Management - Marketing and Sales Management Specialization	35
CC*	Business Management	34
CC*	Entrepreneurship	35
CC*	Business Management Marketing and Sales Management	35

Child Development

AAS	Child Development	35
CC**	Child Development	36
CC*	Administrator's Credentials	36
MSA	Child Development Associate	36

Computer Science

AAS	Programmer Analyst	36
AAS	Information Security	37
AAS	Information Technology	37
AAS	Network Systems Administrator	37
CC*	Computer Help Desk Specialist	38
CC*	Information Security Specialist	37
CC*	IT Industry Certification Preparation Program	38
CC*	Network Specialist	38
CC*	Web Design Basics	38
CC*	Software Development and Testing Specialist	38

Drafting and Design

AAS	Computer-Aided Drafting and Design	39
CC*	Computer-Aided Drafting and Design	39

Electronics

AAS	Communications Electronics (not offered in Texas)	39
AAS	Computer Electronics	39
CC*	Computer Electronics Technology	40

Emergency Medical Technology

AAS	Emergency Medical Technology	40
CC*	Emergency Medical Technology-Paramedic	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	42
CC*	Residential Heating, Air Conditioning and Refrigeration	42

Hospitality Management

AAS	Restaurant and Culinary Management	42
AAS	Hotel Management Specialization	42
AAS	Culinary Arts	43
AAS	Food and Beverage Management	44
CC*	Baking	43
CC*	Culinary Arts	43
CC*	Food and Beverage Management	44
CC*	Property Management Advanced	43
CC*	Restaurant Skills	43
CC*	Rooms Division	43

Legal Assistant

AAS	Paralegal/Legal Assistant	45
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Maintenance Technology

AAS	Maintenance Technology	45
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Mental Health Services

AAS	At Risk Youth Specialization	46
AAS	Chemical Dependency Specialization	46
AAS	Social Work Specialization	47
CC**	At Risk Youth Advanced	46
CC**	Chemical Dependency Counseling	47
CC*	Criminal Justice Addictions	47
CC*	Basic Mental Health Professional	47
CC*	Substance Abuse Prevention Specialist	48

Office Technology

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

Office Technology Health Related

CC*	Medical Coding and Billing	50
CC*	Medical Office Specialist	50
CC*	Medical Documentation Specialist	50

Protective Services

AAS	Criminal Justice	50
AAS	Criminal Justice - Corrections Specialization	51
AAS	Fire Protection (not offered in Texas)	52
CC*	Criminal Justice Studies with Specialization	51
CC*	Criminal Justice Corrections Specialization	51
CC*	Fire Protection	52

Public Administration

AAS	Homeland Security and Emergency Management	52
CC*	Homeland Security and Emergency Management	52

Welding

AAS	Welding	53
CC**	Welding Technology	54
CC*	Farm & Ranch	54
CC*	Structural	54
CC*	Industrial	54

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)	ENGL 1301	3
Communications (010)	SPCH 1315, 1318, 1321	3
Mathematics (020)	MATH 1332, 1342, 1414	3-4
Life and Physical Sciences (030)	AGRI 1407, 1415, 1419 BIOL 1406, 1407*, 1411, 1413, 2401, 2402*, 2420, 2421*, 2428 CHEM 1406, 1407*, 1411, 1412* ENVR 1401 GEOL 1403, 1404 PHYS 1401*, 1402*, 1403, 1404, 1415, 2425*, 2426*	8
Language, Philosophy & Culture (040)	ANTH 2351 MUSI 1306, 1307 ENGL 2322*, 2327*, 2328*, 2332* SPAN 1411, 1412*, FREN 1411, 1412*, GERM 1411, 1412*, RUSS 1411, 1412* PHIL 1301, 1304, 1316, 1317, 2306, 2307	3-4
Creative Arts (050)	ARTS 1303, 1304 DRAM 1310, 2366, 2367 HUMA 1315	3
American History (060)	HIST 1301, 1302	6
Government/Political Science (070)	GOVT 2305, 2306	6
Social & Behavioral Sciences (080)	AGRI 2317 ECON 2301, 2302 GEOG 1301, 1302, 1303 HIST 2301, 2311, 2312, 2381 PSYC 2301, 2308, 2314, 2315, 2316 SOCI 1301, 1306, 2301	3
Component Area Option (090)	AGRI 1407, 1415, 1419, 2317 ANTH 2351 ARTS 1303, 1304 BIOL 1406, 1407*, 1411, 1413, 2401, 2402*, 2420, 2421*, 2428 CHEM 1406, 1407*, 1411, 1412* COSC 1301 DRAM 1310, 2366, 2367 ECON 2301, 2302 ENGL 1302, 2322*, 2327*, 2328*, ENGL 2332* ENVR 1401 FREN 1411, 1412* GEOG 1301, 1302, 1303 GEOL 1403, 1404 GERM 1411, 1412* HIST 2301, 2311, 2312, 2381 HUMA 1315 MATH 1332, 1414, 1342 MUSI 1306, 1307 KINE Physical Activity Courses PHIL 1301, 1304, 1316, 1317, 2306, 2307 PHYS 1401*, 1402*, 1403, 1404, 1415 PSYC 2301, 2308, 2314, 2315, 2316 RUSS 1411, 1412* SOCI 1301, 1306, 2301 SPAN 1411, 1412* SPCH 1315, 1318, 1321	3-4

* has prerequisite

Associate of Science and Associate of Arts Degree Requirements

Requirements for the Associate of Science (AS) and Associate of Arts (AA) degrees;

Associate of Arts Degree:

Core Curriculum	42
Specific courses to be determined by program of study	18
Credit Hours.....	60

Associate of Science Degree:

Core Curriculum	42
Specific courses to be determined by program of study	18
Credit Hours.....	60

Additional Associate of Arts and Associate of Science Degree Requirements

- A minimum of 25 percent of semester credit hours earned within Central Texas College.
- All required courses in the program of study as listed in this Catalog.
- Satisfy:
 - A minimum overall grade point average of 2.0 (C average).
 - A minimum grade of C on each required course in the program of study.
 - A minimum of 2.0 GPA with Central Texas College.
- Meeting all other Central Texas College and departmental requirements.

Associate of Applied Science Degree

Students must complete the specific degree requirements in the degree plan as shown in the program of study.

The Associate of Applied Science degree's general education component must include a minimum of 15 semester credit hours and at least one course from each of the following three required areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics.

Students must complete the specific degree requirements as shown in the program of study that includes:

- In addition to ENGL 1301, 12 semester credit hours determined by the program of study. The 12 hours must include at least one course from each of the following three required areas: Humanities/Fine Arts; Social/Behavioral Science; and Natural Science/Mathematics.
- A minimum of 50 percent of semester credit hours of technical courses in the program of study or a closely related field.
- A minimum of 25 percent of semester credit hours earned with Central Texas College.
- All required courses in the program of study as listed in this Catalog.
- Satisfy:
 - A minimum overall grade point average 2.0 (C average).
 - A minimum grade of C on each course in the program of study.
 - A minimum of 2.0 GPA with Central Texas College.
- Meeting all other Central Texas College and departmental requirements.

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

Associate of Arts - General Studies Degree

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

- ENGL 1301 and three semester credit hours of oral communications.
- Three semester credit hours of Humanities/Fine Arts.
- Three semester credit hours of Mathematics/Natural Science selection.
- HIST 1301 and 1302.
- GOVT 2305 and 2306.
- A minimum of 25 percent of semester credit hours earned with Central Texas College.
- 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 may be made in the Associate of Arts in General Studies Degree requirements when approved by the appropriate Department Chair.

Associate of Applied Science Degree of Applied Technology

The Associate of Applied Science Degree of Applied Technology general education component must constitute a minimum of 15 semester credit hours and at least one course from each of the following areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics.

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

- ENGL 1301 and three semester credit hours of oral communications
- Three semester credit hours of Humanities/Fine Arts.
- Three semester credit hours of Mathematics/Natural Science selection.
- Three semester credit hours of Social/Behavioral Science.
- Three semester hours of computer instruction.
- Two semester hours of physical education (KINE) from activity courses.
- 40 semester credit 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 with Central Texas College.
- Satisfy:
 - A minimum overall grade point average 2.0 (C average).
 - A minimum grade of C on each required course in the program of study.
 - A minimum grade point average of 2.0 (C average) with Central Texas College.

Special and Approved Electives

Special Electives are defined by the specific classification of the course. The course may be defined as either Humanities/Fine Arts or Social/Behavioral Science. Approved electives are courses that, 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.

The Associate of Applied Science, the Associate of Arts-General Studies, and the Associate of Applied Science Degree in Applied Technology have Humanities/Fine Arts and Social/Behavioral Science elective requirements. Some courses can be used as either a Humanities/Fine Arts or a 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.

Humanities/Fine Arts Electives

ANTH	2351	Cultural Anthropology
ARTS		Art courses
DRAM		Drama courses
Foreign Language courses		
HUMA	1315	Fine Arts Appreciation
ENGL		Literature courses only
MUSI		Music courses
PHIL		Philosophy courses to include Religion

Social/Behavioral Science Electives

AGRI	2317	Introduction to Agriculture Economics
ANTH	2351	Cultural Anthropology
ECON	2301	Principles of Macroeconomics
ECON	2302	Principles of Microeconomics
GEOG		Geography courses
GOVT		Government courses
HIST		History courses
PSYC		Psychology courses
SOCI		Sociology courses

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.

Auto Collision Repair (ABC12) 470603

Associate of Applied Science Degree

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

First Year

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	2447	Advanced Auto Body Welding	4
ABDR	1431	Basic Refinishing	4
KINE		Physical Activity Course	1

Second Semester

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

Second Year

First Semester			Credit
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	2305	Federal Government	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			68

Automotive Mechanic

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

Automotive Mechanic/Technician (AUMT) 470604

Associate of Applied Science Degree

First Year

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

Second Semester

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

Second Year

First Semester			Credit
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	2305	Federal Government	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

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

Basic Automotive Technician (AUB13) 470604 Certificate of Completion

			Credit
AUMT	1405	Intro. to Automotive Technology	4
AUMT	1407	Automotive Electrical Systems	4
AUMT	1410	Automotive Brake Systems	4
AUMT	1416	Automotive Suspension and Steering Systems	4
AUMT	2305	Automotive Engine Theory	3
or			
AUMT	2488	Internship	4
Total Hours			19/20

Automotive System Specialist (AUSS) 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	1445	Automotive Climate Control Systems	4
AUMT	1410	Automotive Brake Systems	4
AUMT	1416	Automotive Suspension and Steering Systems	4
AUMT	2413	Automotive Drive Train and Axles	4
AUMT	2425	Automotive Automatic Transmissions and Transaxles	4
WLDG	2413	Intermediate Welding Using Multiple Processes	4
or			
AUMT	2488	Internship	4
Total Hours			39

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

			Credit
AUMT	1405	Intro. to Automotive Technology	4
AUMT	2305	Automotive Engine Theory	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	2417	Automotive Engine Performance Analysis I	4
AUMT	1472	Automotive Computer Systems	4
AUMT	2434	Automotive Engine Performance Analysis II	4
AUMT	1419	Automotive Engine Repair	4
or			
AUMT	2488	Internship	4
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 Overhaul3	

Second Semester

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

Third Semester

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

Second Year**First Semester**

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

Second Semester

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

Third Semester

AERM	Selected AERM Elective	3
ELCT	Social/Behavioral Science	3
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 (BUB15)**520101****Associate of Science Degree**

First Semester			Credit
DEGR REQ	BUSI 1301	Business Principles	3
CORE ELEC	Life and Physical Science Selection		4
CORE REQ	HIST 1301	U.S. History I	3
CORE REQ	ENGL 1301	Composition I	3
DEGR REQ	BCIS 1305	Business Computer Apps.	3

Second Semester

CORE ELEC	Life and Physical Science Selection		4
CORE REQ	HIST 1302	U.S. History II	3
CORE ELEC	Social & Behavioral Sciences Selection		3
CORE ELEC	Mathematics (MATH 1414)		4

Second Year**First Semester**

DEGR REQ	ECON 2301	Macroeconomics	3
DEGR REQ	ACCT 2301	Principles of Accounting I	3
CORE ELEC	Language, Philosophy & Culture (PHIL1301 or HUMA 1315)		3
CORE REQ	GOVT 2305	Federal Government	3
CORE ELEC	Component Area Option (ENGL 1302)		3

Second Semester

DEGR REQ	ACCT 2302	Principles of Accounting II	3
CORE REQ	GOVT 2306	Texas Government	3
DEGR REQ	ECON 2302	Microeconomics	3
CORE ELEC	Communications (SPCH 1321)		3
CORE ELEC	Creative Arts		3
Total Hours			60

Applied Management (BUAF5) 520201**Associate of Applied Science Degree**

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

First Year

First Semester			Credit
BUSI 1301	Business Principles		3
ENGL	English Selection		3
MATH	MATH 1332, 1342 or higher level		3
BMGT 1327	Principles of Management		3
HRPO 1311	Human Relations		3

Second Semester

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

Second Year**First Semester**

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

Second Semester

ELCT	Social/Behavioral Science Selection		3
BUSG 2305	Business Law/Contracts		3
or			
BUSI 2301	Business Law		3
MRKG 1311	Principles of Marketing		3
ELCT	BMGT/BUSG/ECON/MRKG or Approved Selection		3
ELCT	BMGT/BUSG/ECON/MRKG/ ITSW/ ITSC/ITSE		3
Total Hours			60

Applied Management with Computer**Applications (BUAM5) 520201****Associate of Applied Science Degree**

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

First Year

First Semester			Credit
BMGT 1327	Principles of Management		3
ELCT	Computer Science Elective		3
ITSC 1309	Integrated Software Applications I		3
or			
BCIS 1305	Business Computer Applications		3
ENGL 1301	Composition I		3
MATH	MATH 1332, 1342 or higher level		3

Second Semester

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

Second Year**First Semester**

BUSG 2305	Business Law/Contracts	3
or		
BUSI 2301	Business Law	
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		60

Applied Management - Military Science Specialization (BMS14) 520201

Associate of Applied Science Degree

(Offered at the Europe Campus under Military contract obligation)

First Year

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

Second Semester

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

Second Year**First Semester**

HRPO 2301	Human Resource Management	3
BMGT 1301	Supervision	3
ELCT	Humanities/Fine Arts Selection	3
ACCT 2301	Principles of Financial Accounting	3
ELCT	BMGT/BUSG/BUSI/ECON/ MRKG/MT-	3
MTMS 2371	Management Problems	3

Second Semester

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

Business Management (BUBM5) 520201

Associate of Applied Science Degree**First Year**

First Semester		Credit
HRPO 1311	Human Relations	3
ENGL 1301	Composition I	3
ITSC 1309	Integrated Software Applications I	3
or		
BCIS 1305	Business Computer Applications	
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	BMGT 2370, BMGT 2488 or RELE 2488	3
KINE	Physical Activity Course	1

Second Year**First Semester**

MATH	MATH 1332, 1342 or higher level	3
ACCT 2301	Principles of Financial Accounting	3
HRPO 2301	Human Resource Management	3
BUSG 2305	Business Law/Contracts	3
or		
BUSI 2301	Business Law	
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	BMGT 2371, 2489, or RELE 2489	4
Total Hours		60

Business Management (BUBM5) 520201

Certificate of Completion

First Semester		Credit
BUSI 1301	Business Principles	3
BMGT 1327	Principles of Management	3
HRPO 1311	Human Relations	3
ITSC 1309	Integrated Software Applications I	3
or		
BCIS 1305	Business Computer Applications	
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		30-31

Entrepreneurship (BUEN5) 520201 Certificate of Completion

First Semester			Credit
BUSG	2309	Small Business Management	3
POFT	1325	Business Math Using Technology	3
ITSC	1309	Integrated Software Applications	3
or			
BCIS	1305	Business Computer Applications	
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			30-31

Business Management Marketing and Sales Management Specialization (BUMS5) 520201 Associate of Applied Science Degree

First Year			Credit
First Semester			
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
BUSI	1301	Business Principles	3
ITSC	1309	Integrated Software Applications I	3
or			
BCIS	1305	Business Computer Applications	
SPCH		SPCH 1315 or 1321	3
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, 2488 or RELE 2488	3
Second Year			
First Semester			
ECON		ECON 2301 or 2302	3
ELCT		Humanities/Fine Arts Selection	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	3
or			
BUSI	2301	Business Law	
MRKG	2333	Principles of Selling	3
ELCT		Elective	3
ELCT		BMGT/BUSI/BUSG/RELE	3
ELCT		BMGT 2371, 2489 or RELE 2489	3
Total Hours			60

Business Management Marketing and Sales Management (BUMS5) 520201 Certificate of Completion

First Semester			Credit
HRPO	1311	Human Relations	3
BUSI	1301	Business Principles	3
ITSC	1309	Integrated Software Applications I	3
or			
BCIS	1305	Business Computer Applications	
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			24-25

Child Development

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

Child Development (CDS15) 190709 Associate of Applied Science Degree

First Year			Credit
First Semester			
CDEC/TECA	1311	Educating Young Children	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1319	Child Guidance	3
CDEC	1164	Practicum - Child Development	1
ENGL	1301	Composition I	3
CDEC	1359	Children with Special Needs	3
Second Semester			
CDEC	1358	Creative Arts for Early Childhood	3
CDEC/TECA	1354	Child Growth and Development	3
CDEC/TECA	1318	Wellness of the Young Child	3
CDEC/TECA	1303	Families, School and Community	3
CDEC	1321	The Infant and Toddler	3
Second Year			
First Semester			
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	2164	Practicum - Child Development	1
CDEC	2307	Math & Science for Early Childhood	3
CDEC	2326	Administration of Programs for Children I	
or			
CDEC	2328	Admin. of Programs for Children II	3
SPCH		SPCH 1315, 1318, 1321 or 2341	3
MATH		MATH 1324, 1332, 1342 or higher level	
or			
ENVR	1401	Environmental Science I	4

Second Semester			
BCIS	1305	Business Computer Applications	3
KINE		Physical Activity Course	1
CDEC	2288	Internship - Child Care Provider/Assistant	2
ELCT		Humanities/Fine Arts Selection	3
ELCT		Social/Behavioral Science Selection	3
Total Hours			60

Child Development (CDS15) 190709 Certificate of Completion

First Year

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

Second Semester

CDEC/TECA	1354	Child Growth and Development	3
CDEC/TECA	1318	Wellness of the Young Child	3
CDEC/TECA	1303	Families, School and Community	3
ELCT		Computer Technology Skills (BCIS)	3
MATH		MATH 1324, 1332, 1342 or higher level	3

Third Semester

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

Total Hours 46

Administrator's Credentials (CDA14) 190708 Certificate of Completion

First Semester			Credit
CDEC/TECA	1311	Educating Young Children	3
CDEC/TECA	1303	Families, School and Community	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1319	Child Guidance	3
CDEC	2326	Administration of Programs for Children I	3
ENGL	1301	Composition I	3

Second Semester

CDEC/TECA	1354	Child Growth and Development	3
CDEC/TECA	1318	Wellness of the Young Child	3
CDEC	2328	Administration of Programs for Children II	3
CDEC	1164	Practicum - Child Development	1
ELCT		Computer Technology Skills	3
Total Hours			31

Child Development Associate (CDD) 190709

Marketable Skills Achievement

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

			Credit
CDEC	1317	Child Development Associate Training I	3
CDEC	2322	Child Development Associate Training II	3
CDEC	2324	Child Development Associate Training III	3
Total Hours			9

Computer Science

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

Programmer Analyst (CSB15) 110201 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
COSC	1301	Introduction to Computing	3
ITSC	1309	Integrated Software Applications I	3
ITSE	1329	Programming Logic and Design	3
ENGL	1301	Composition I	3
MATH	1414	College Algebra	4

Second Semester

ITSE	1302	Computer Programming (Visual Basic)	3
ITSE	2421	Object Oriented Programming (C++)	4
ITSC	1415	Project Management Software	4
ELEC		PSYC 2301 or PSYC 2315	3

Second Year

First Semester			Credit
ITNW	1337	Introduction to the Internet	3
ITSC	1325	Personal Computer Hardware	3
ITSW	1307	Introduction to Database	3
ELEC		PHIL 2306 or PHIL 2307	3
MATH	2412	Pre-calculus Math	4

Second Semester

ITSE	2402	Intermediate Web Programming (PHP/Scripting/Mobile Apps)	4
IMED	1316	Web Design I	3
ITSY	1342	Information Technology Security (CompTIA Security+)	3
ITSE	2459	Advanced Computer Programming (C#)	4
or			
ITSE	2486	Internship - Computer Programming/Programmer, General	4

Total Hours 60

Information Security (CSS15) 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
ITSC	1309	Integrated Software Applications I	3
ITSE	1329	Programming Logic and Design	3
ITSY	1342	Information Technology Security (CompTIA Security+)	3
ENGL	1301	Composition I	3

Second Semester

ITSC	1405	Introduction to PC Operating Systems	4
ITSC	2439	Personal Computer Help Desk	4
MATH	1414	College Algebra	4
ELEC		PSYC 2301 or PSYC 2315	3

Second Year

First Semester			Credit
ITSC	1325	Personal Computer Hardware	3
ITNW	1358	Network+ (CompTIA Network+)	3
ITSY	2401	Firewalls and Network Security	4
MATH	2412	Pre-calculus Math	4

Second Semester

ITSY	2442	Incident Response and Handling	4
ITSC	1415	Project Management Software	4
ELEC		PHIL 2306 or PHIL 2307	3
ITSY	2441	Security Management Practices	4
ITSY	2459	Security Assessment & Auditing	4
or			
ITSY	2486	Internship – Computer and Information Systems Security	

Total Hours 60

Information Security Specialist (CSS15) 111003 Certificate of Completion

First Semester			Credit
ITSY	1342	Information Technology Security (CompTIA Security+)	3
ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1358	Network+ (CompTIA Network+)	3
ITSY	2401	Firewalls and Network Security	4

Second Semester

ITSC	1415	Project Management Software	4
ITSY	2442	Incident Response and Handling	4
ITSY	2441	Security Management Practices	4
ITSY	2459	Security Assessment & Auditing	4

Total Hours 30

Information Technology (CSI15) 110201 Associate of Applied Science Degree

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

First Year

First Semester			Credit
COSC	1301	Introduction to Computing	3
ITSC	1309	Integrated Software Applications I	3
ITSC	1325	Personal Computer Hardware (CompTIA A+)	3
ENGL	1301	Composition I	3
MATH	1414	College Algebra	4

Second Semester

ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1415	Project Management Software	4
ITNW	1358	Network+ (CompTIA Network+)	3
MATH	2412	Pre-calculus Math	4

Second Year

First Semester			Credit
ITSY	1342	Information Technology Security (CompTIA Security+)	3
ITSY	2442	Incident Response and Handling	4
ITNW	1337	Introduction to the Internet	3
ITSE	1329	Programming Logic and Design	3

Second Semester

ITSE	1302	Computer Programming (Visual Basic)	3
ITSW	1307	Introduction to Database	3
ELEC		PHIL 2306 or PHIL 2307	3
ELEC		PSYC 2301 or PSYC 2315	3
ITSC	2439	Personal Computer Help Desk Support	4
or			
ITSC	2486	Internship – Computer and Information Sciences, General	

Total Hours 60

Network Systems Administrator (CSN15) 110201 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	1309	Integrated Software Applications I	3
ITSE	1329	Programming Logic and Design	3
ITNW	1358	Network+ (CompTIA Network+)	3
ENGL	1301	Composition I	3
MATH	1414	College Algebra	4

Second Semester

ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1415	Project Management Software	4
ITNW	1316	Network Administration	3
ITSY	2401	Firewalls and Network Security	4
MATH	2412	Pre-calculus Math	4

Second Year**First Semester**

ITNW 1337	Introduction to the Internet	3
ELEC	PSYC 2301 or PSYC 2315	3
ITNW 1345	Implementing Network Directory Services	3
ITNW 1353	Supporting Network Server Infrastructure	3

Second Semester

ITNW 2356	Designing a Network Directory Infrastructure	3
ITNW 2354	Internet/Intranet Server	3
ELEC	PHIL 2306 or PHIL 2307	3
ITNW 1454	Implementing and Supporting Servers	4
or		
ITNW 2488	Internship – Computer Systems Networking and Telecommunications	
Total Hours		60

Network Specialist (CSN15) 110201
Certificate of Completion

First Semester		Credit
ITSC 1325	Personal Computer Hardware (CompTIA A+)	3
ITNW 1358	Network+ (CompTIA Network+)	3
ITSE 1329	Programming Logic and Design	3
ITNW 1337	Introduction to the Internet	3
ITNW 1316	Network Administration	3

Second Semester

ITNW 1345	Implementing Network Directory Services	3
ITNW 2356	Designing a Network Directory Infrastructure	3
ITNW 1353	Supporting Network Server Infrastructure	3
ITNW 2354	Internet/Intranet Server	3
ITNW 1454	Implementing and Supporting Servers	4
Total Hours		31

Computer Helpdesk Specialist (CSI15) 110301
Certificate of Completion

First Semester		Credit
ITSC 1309	Integrated Software Applications I	3
ITSC 1325	Personal Computer Hardware (CompTIA A+)	3
ITNW 1358	Network+ (CompTIA Network+)	3
ITNW 1337	Introduction to the Internet	3
ITSC 1405	Introduction to PC Operating Systems	4

Second Semester

ITSY 1342	Information Technology Security (CompTIA Security+)	3
ITSC 1415	Project Management Software	4
ITSE 1329	Programming Logic and Design	3
ITSC 2439	Personal Computer Help Desk Support	4
Total Hours		30

Web Design Basics (CSW15) 111004
Certificate of Completion

First Semester		Credit
ITSC 1405	Introduction to PC Operating Systems	4
ITNW 1337	Introduction to the Internet	3
ITSY 1342	Information Technology Security (CompTIA Security+)	3
ITSE 1329	Programming Logic and Design	3
ITSC 1415	Project Management Software	4

Second Semester

IMED 1316	Web Design I	3
ITSW 1307	Introduction to Database	3
ITSE 2402	Intermediate Web Programming (PHP/Scripting/Mobile Apps)	4
ITSE 1302	Computer Programming (Visual Basic)	3
Total Hours		30

IT Industry Certification Preparation Program (MCS15) 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
ITSC 1325	Personal Computer Hardware (CompTIA A+)	3
ITNW 1358	Network+	3
ITNW 1316	Network Administration	3
ITNW 1345	Implementing Network Directory Services	3
ITNW 1454	Implementing and Supporting Servers	4
ITSY 1342	Information Technology Security (CompTIA Security+)	3
Total Hours		19

Software Development & Testing Specialist (CSV15) 110201
Certificate of Completion

Only active duty military members who enroll as part of the MSSA cohort will be assigned (CSV15.CC1) degree plan/ major code.

		Credit
MATH 1342	Elementary Statistical Methods	3
ITSE 1329	Programming Logic and Design	3
ITSW 1307	Introduction to Database	3
ITSE 2459	Advanced Computer Programming (C#)	4
IMED 1316	Web Design I	3
Total Hours		16

Software Development & Testing Specialist (CST15) 110201
Certificate of Completion

Students interested in Software Development & Training but are not part of the MSSA cohort, will be assigned (CST15.CC1) degree plan/major code.

		Credit
MATH 1342	Elementary Statistical Methods	3
ITSE 1329	Programming Logic and Design	3
ITSW 1307	Introduction to Database	3
ITSE 2459	Advanced Computer Programming (C#)	4
IMED 1316	Web Design I	3
Total Hours		16

Network Server & Cloud Administrator (CSCA5) 111002

Certificate of Completion

Only active duty military members who enroll as part of the MSSA cohort will be assigned (CSCA5.CC1) degree plan/major code.

			Credit
ITNW	1316	Network Administration	3
ITNW	1345	Implementing Network Directory Services	3
ITNW	1454	Implementing and Supporting Servers	4
ITNW	2356	Designing a Network Directory Infrastructure	3
ITNW	1353	Supporting Network Server Infrastructure	3
ITNW	2354	Internet/Intranet Server	3
Total Hours			19

Network Server & Cloud Administrator (CSC15) 111002

Certificate of Completion

Students interested in Software Development & Training but are not part of the MSSA cohort, will be assigned (CSC15.CC1) degree plan/major code.

			Credit
ITNW	1316	Network Administration	3
ITNW	1345	Implementing Network Directory Services	3
ITNW	1454	Implementing and Supporting Servers	4
ITNW	2356	Designing a Network Directory Infrastructure	3
ITNW	1353	Supporting Network Server Infrastructure	3
ITNW	2354	Internet/Intranet Server	3
Total Hours			19

Drafting and Design

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

Computer-Aided Drafting and Design (DFT12) 151301

Associate of Applied Science Degree

First Year

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

Second Semester

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

Second Year

First Semester

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

Second Semester

DFTG	2423	Pipe Drafting	4
DFTG	2421	Topographical Drafting	4
DFTG	2438	Final Project -Advanced Drafting	4
ELCT		Social/Behavioral Science Selection	3
Total Hours			66-67

Computer-Aided Drafting and Design (DFT12) 151301

Certificate of Completion

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

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 (ELC4) 150305

Associate of Applied Science Degree

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

First Year

First Semester			Credit
CETT	1321	Electronics Fabrication	3
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
CPMT	1303	Introduction to Computer Technology	3

Second Semester

MATH		MATH 1332, 1342 or higher level	3
CETT	1305	AC Circuits	3
CETT	1429	Solid State Devices	4
ENGL	1301	Composition I	3
ELCT		Social/Behavioral Science Selection	3

Second Year**First Semester**

CSIR	1359	Digital Data Communications	3
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 Tech. Training	4
ELCT		Humanities/Fine Arts Selection	3
EECT	2435	Telecommunications	4
ELCT		Academic Elective from Humanities/ Fine Arts, Social/Behavioral Science, Natural Science/Mathematics	3

Total Hours **60**

Computer Electronics (ELC14)**151202****Associate of Applied Science Degree****First Year**

First Semester			Credit
CETT	1321	Electronics Fabrication	3
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
CPMT	1303	Introduction to Computer Technology	3

Second Semester

MATH		MATH 1332, 1342 or higher level	3
CETT	1305	AC Circuits	3
CETT	1429	Solid State Devices	4
ENGL	1301	Composition I	3
ELCT		Social/Behavioral Science Selection	3

Second Year**First Semester**

CPMT	1345	Computer Systems Maintenance	3
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 Tech. Training	4
ELCT		Humanities/Fine Arts Selection	3
ELMT	1301	Programmable Logic Controllers	3
SPCH		SPCH 1315 or 1321	3

Total Hours **60**

Computer Electronics Technology**(ELC14) 151202****Certificate of Completion**

First Semester			Credit
CPMT	1303	Introduction to Computer Technology	3
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
ENGL	1301	Composition I	3

Second Semester

CETT	1305	AC Circuits	3
CETT	1429	Solid State Devices	4
CPMT	1345	Computer Systems Maintenance	3
SPCH		SPCH 1315 or 1321	3

Total Hours **25**

Emergency Medical Technology

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

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

First Semester			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	2420	Microbiology for Non-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**

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

EMT - Paramedic (EMP9)

510904

Certificate of Completion

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

Upon successful completion of EMSP 1355, EMSP 1356, EMSP 1338 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 (GST4) 240102

Associate of Arts Degree

This is a suggested curriculum.

Students must have a minimum of 15 semester credit hours within the Central Texas College System.

First Year

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

Second Semester

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

Second Year

First Semester		
GOVT 2305	Federal Government	3
ELCT	Electives*	12

Second Semester

GOVT 2306	Texas Government	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Electives*	10
Total Hours		60-61

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

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

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 2305	Federal Government	3

Second Year

First Semester		
HART 2449	Heat Pumps	4
HART 2438	Air Conditioning Installation and Startup	4
HART 2441	Commercial Air Conditioning	4
HART 2442	Commercial Refrigeration	4
ELCT	Humanities/Fine Arts Selection	3

Second Semester

HART 2436	Air Conditioning Troubleshooting	4
HART 2431	Advanced Electricity for HVAC	4
SPCH	SPCH 1315 or 1321	3
HART 2445	Residential Air Conditioning System Design	

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 2438	Air Conditioning Installation and Startup	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 2431	Advanced Electricity for HVAC	4
HART 2445	Residential Air Conditioning System Design	4

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 2441	Commercial Air Conditioning	4

Second Semester

HART 2431	Advanced Electricity for HVAC	4
HART 2442	Commercial Refrigeration	4
HART 1403	Air Conditioning Control Principles	4
HART 2436	Air Conditioning Troubleshooting	4
HART 2445	Residential Air Conditioning System Design	4
HART 2438	Air Conditioning Installation and Startup	4

or

HART 2488	Internship	4
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	4

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 (RCM13) 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 2305	Federal Government	3
SPCH	SPCH 1315 or SPCH 1321	3
ELCT	CHEF/PSTR	3
ELCT	CHEF/PSTR	3
HAMG 2301	Principles of Food and Beverage Operations	3

Second Year

First Semester		Credit
HAMG 2332	Hospitality Financial Management	3
IFWA 1318	Nutrition for the Food Service Professional	3
ENGL 1301	Composition I	3
PSTR 1301	Fundamentals of Baking	3
ELCT	HAMG/RSTO/TRVM	3

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		66

Hotel Management Specialization (HMH13) 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
ELCT	Academic Elective	3

Second Semester

GOVT 2305	Federal Government	3
SPCH	SPCH 1315 or SPCH 1321	3
HAMG 2332	Hospitality Financial Management	3
RSTO 1313	Hospitality Supervision	3
HAMG 1313	Front Office Procedures	3
HAMG 2301	Principles of Food and Beverage Operations	3

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	HAMG/RSTO/TRVM	3
KINE	Physical Activity Course	1

Second Semester

HAMG 2337	Hospitality Facilities Management	3
ENGL 1301	Composition I	3
HAMG 2307	Hospitality Marketing and Sales	3
ELCT	HAMG/RSTO/TRVM	3
HAMG 2388	Internship	3
Total Hours		66

* HAMG 1324 may substitute.

Culinary Arts (HMC13) 520905

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
RSTO 1221	Menu Management	2

Second Semester

CHEF 1410	Garde Manger	4
GOVT 2305	Federal Government	3
SPCH	SPCH 1315 or SPCH 1321	3
CHEF 2301	Intermediate Food Preparation	3
OR		
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 2302	Saucier	3

Second Year**First Semester**

HAMG 2301	Principles of Food and Beverage Operations	3
KINE	Physical Activity Course	1
IFWA 1318	Nutrition for the Food Service Professional	3
ENGL 1301	Composition I	3
PSTR 1301	Fundamentals of Baking	3
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	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		67

Culinary Arts (HMC13) 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

Second Semester

CHEF 1410	Garde Manger	4
HAMG 2301	Principles of Food and Beverage Operations	3
ELCT	CHEF/PSTR	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	CHEF/PSTR	3
Total Hours		37

Restaurant Skills (HMR13) 520905

Certificate of Completion

		Credit
CHEF 1305	Sanitation and Safety	3
IFWA 1318	Nutrition for the Food Service Professional	3
CHEF 1301	Basic Food Preparation	3
HAMG 2301	Principles of Food and Beverage Operations	3
RSTO 1221	Menu Management	2
ELCT	CHEF/PSTR	3
PSTR 1301	Fundamentals of Baking	3
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 (HMP13) 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 1342	Guest Room Maintenance	3
HAMG 2388	Internship	3
Total Hours		36

Rooms Division (HRD13) 520904

Certificate of Completion

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

Food and Beverage Management Specialization (HMF13) 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
ELCT	Humanities/Fine Arts Selection	3
HAMG 2307	Hospitality Marketing and Sales	3
ELCT	HAMG/RSTO/TRVM	3

Second Semester		
GOVT 2305	Federal Government	3
HAMG 1324	Hospitality Human Resource Management	3
SPCH	SPCH 1315 or 1321	3
RSTO 1204	Dining Room Service	2
HAMG 2301	Principles of Food and Beverage Operations	3
KINE	Physical Activity Course	1

Second Year

First Semester		
HAMG 2332	Hospitality Financial Management	3
TRVM 2301	Introduction to Convention and Meeting Management	3
ENGL 1301	Composition I	3
RSTO 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		66

Food and Beverage Management (HMF13) 520905

Certificate of Completion

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

Lower Division Major Courses:

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

		Credit
CHEF 1305	Sanitation and Safety	3
HAMG 1340	Hospitality Legal Issues	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 (IDS4) 240101

Associate of Arts Degree

First Year

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE ELEC	Creative Art Selection		3
CORE REQ	GOVT 2306	Texas Government	3
CORE ELEC	Language/Philosophy/Cultural Studies		3

Second Semester

CORE ELEC	SPCH 1315, 1318 or 1321		3
CORE REQ	HIST 1302	United States History II	3
CORE ELEC	Component Area Option		3
CORE ELEC	Component Area Option (KINE)		1
CORE REQ	Life and Physical Science Selection		4
CORE ELEC	Social/Behavioral Science Selection		3

Second Year

First Semester

CORE REQ	GOVT 2305	Federal Government	3
CORE REQ	MATH 1332, 1342 or 1414		3-4
CORE ELEC	Life and Physical Science Selection		4
DEGR REQ	Electives*		18
Total Hours			60-61

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

Legal Assistant

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

Paralegal/Legal Assistant (LAS14) 220302

Associate of Applied Science Degree

First Year

First Semester			Credit
LGLA 1301	Legal Research and Writing		3
LGLA 1307	Introduction to Law and the Legal Profession		3
ENGL 1301	Composition I		3
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
POFT 1329	Beginning Keyboarding		
or			
POFT 2312	Business Correspondence and Communication		3
GOVT 2305	Federal Government		3

Second Semester

LGLA 2313	Criminal Law and Procedures	3
POFT 1309	Administrative Office Procedures I	3
LGLA	Legal Elective	3
LGLA	Legal Elective	3
LGLA 2333	Advanced Legal Document Preparation	
or		
LGLA 2335	Advanced Civil Litigation	3
Total Hours		63

Maintenance Technology

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

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

Maintenance Technology (MTN12) 460401

Associate of Applied Science Degree

First Year

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

Second Semester

ELPT 1411	Basic Electrical Theory		4
ELPT 1429	Residential Wiring		4
ENGL 1301	Composition I		3
CRPT 1415	Wall Systems		4
ELEC	Humanities/Fine Arts Selection		3

Second Year

First Semester

CRPT	1411	Roof Systems	4
PFPB	2409	Residential Construction Plumbing I	4
HART	1445	Gas and Electric Heating	4
or			
WDWK	2451	Cabinet Making II	4
ELEC		Computer Technology Skills	4
GOVT	2305	Federal Government	3

Second Semester

CBFM	1334	Interior and Exterior Painting and Refinishing	3
HART	1401	Basic Electricity for HVAC	4
or			
CNBT	1446	Construction Estimating I	5
MBST	1507	Masonry I	3
SPCH		SPCH 1315 or 1321	3
PFPB	2445	Residential Construction Plumbing II	4
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 (MAT4) 270101

Associate of Science Degree

Fall Semester			Credit
CORE REQ	HIST 1301	United States History I	3
CORE REQ	GOVT 2306	Texas Government	3
CORE ELEC	Language/Philosophy/Cultural Studies		3
CORE ELEC	Mathematics (MATH 1414)		4

Spring Semester

CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1302	United States History II	3
CORE ELEC	Life and Physical Science Selection		4
DEGR REQ	MATH 2412	Pre-Calculus Math	4

Summer Semester

DEGR REQ	MATH 2413	Calculus I	4
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Second Year

First Semester

CORE ELEC	SPCH 1315, 1318 or 1321	3
CORE ELEC	Creative Art Selection	3
CORE REQ	GOVT 2305 Federal Government	3
CORE ELEC	Social/Behavioral Science Selection	3
DEGR REQ	MATH 2414 Calculus II	4

Second Semester

DEGR REQ	MATH 2415 Calculus III	4
DEGR REQ	MATH 1342 or 2318	3
CORE ELEC	Component Area Option	3
CORE ELEC	Life and Physical Science Selection	4
Total Hours		61

Mental Health Services

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

At Risk Youth Specialization (MHAF4)

511503

Associate of Applied Science Degree

First Year

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

Second Semester

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

Second Year

First Semester

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

Second Semester

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

Total Hours			60
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**At Risk Youth Advanced Certificate
(MHA14) 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
PSYC 1300	Learning Frameworks	3
PSYT 1309	Health Psychology	3

Second Semester		
CMSW 1309	Problems of Children and Adolescents	3
CMSW 1166	Practicum	1
DAAC 2306	Substance Abuse Prevention I	3
PSYT 2321	Crisis Intervention	3
DAAC 2307	Addicted Family Intervention	3
DAAC 1311	Counseling Theories	3

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

Second Year

First Semester		
SCWK 2301	Assessment and Case Management	3
CMSW 1167	Practicum	1
Total Hours		44

**Chemical Dependency Specialization
(MHC4) 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 1309	Problems of Children and Adolescents	3
CMSW 1166	Practicum	1
DAAC 1309	Assessment Skills of Alcohol and Other Drug Addictions	3
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
PSYT 2321	Crisis Intervention	3

Second Year

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

Second Semester		
MATH 1414	College Algebra	4
PSYT 2345	Principles of Behavior Management and Modification	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2367	Practicum	3
ELCT	Humanities/Visual/Performing Arts Selection	3
Total Hours		62

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

Second Semester		
CMSW 1309	Problems of Children and Adolescents	3
CMSW 1166	Practicum	1
DAAC 1309	Assessment Skill of Alcohol and Other Drug Addictions	3
PSYT 2321	Crisis Intervention	3
DAAC 2307	Addicted Family Intervention	3
DAAC 1311	Counseling Theories	3

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

Second Year

First Semester		
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2367	Practicum	3
Total Hours		46

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

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

Third Semester		
PSYT 2345	Principles of Behavior Management and Modification	3
DAAC 2354	Dynamics of Group Counseling	3
DAAC 2301	Therapeutic Communities in a Criminal Justice Setting	3

Second Year		
First Semester		
DAAC 2341	Counseling Alcohol & Other Drug Addictions	3
DAAC 2367	Practicum	3
Total Hours		46

Social Work Specialization (MHSF4)

511503

Associate of Applied Science

First Year

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

Second Semester

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

Second Year

First Semester

ENGL 1302	Composition II	3
SOCW 2361	Introduction to Social Work	3
DAAC 1311	Counseling Theories	3
PSYT 2331	Abnormal Psychology	3
DAAC 2354	Dynamics of Group Counseling	3

Second Semester

MATH 1414	College Algebra	4
SOCW 2362	Social Welfare as a Social Institution	3
SCWK 2301	Assessment & Case Management	3
CMSW 1167	Practicum	1
ELCT	Humanities/Visual/Performing Arts Selection	3

Total Hours 60

Basic Mental Health Professional

(MHBP) 511501

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
PSYC 1300	Learning Frameworks	3
PSYT 1309	Health Psychology	3

Second Semester

CMSW 1309	Problems of Children & Adolescents	3
CMSW 1166	Practicum	1

Total Hours 19

Substance Abuse Prevention

Specialist (MHP14) 511501

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
PSYC 1300	Learning Frameworks	3
PSYT 1309	Health Psychology	3

Second Semester

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

Third Semester

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

Total Hours 35

NCO LEAD

Supervision Management (SUM11)

999999

Certificate of Completion

(Selected locations only)

Required for Certificate		Credit
MTCS 1174	Academic Research Using the Internet	1

Take 14 Semester Hours from the courses below:

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

Total Hours 15

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 (OTE14) 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 Using Technology	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			
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
ELCT		Social/Behavioral Science Selection	3
ELCT		POFI/POFT Internship Selection	3
Total Hours			63

Administrative Support (OTA12) 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 Using Technology	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			
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3
ELCT		POFI/POFT Internship Selection	3
Total Hours			46

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 Using Technology	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 (OTO12) 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 Using Technology	3

Second Year			
First Semester			
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			
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			63

Office Management (OTM12) 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 Using Technology	3

Second Year

First Semester			Credit
POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3
ELCT		POFI/POFT/POFM/HITT Selection	3

Second Semester

POFT	1349	Administrative Office Procedures II	3
ELCT		Social/Behavioral Science Selection	3
ELCT		POFI/POFT Internship Selection	3
Total Hours			48

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 Using Technology	3
BMGT	1325	Office Management	3
ELCT		POFI/POFT Internship Selection	3
Total Hours			33

Software Applications Specialist (OTSA4) 520407 Certificate of Completion

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

Health Management Related

Medical Office Specialist (OTMO) 510716

Certificate of Completion

(Courses offered through online delivery formats only outside of Texas.)

First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFM	1317	Medical Administrative Support	3
HITT	1305	Medical Terminology I	3
POFT	1301	Business English	3

Second Semester

POFI	1301	Computer Applications I	3
POFT	2312	Business Correspondence and Communication	3
POFT	1319	Records & Information Mgmt. I	3
POFT	1325	Business Math Using Technology	3

Third Semester

POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
POFM	1302	Medical Software Applications	3
POFM	1327	Medical Insurance	3

Fourth Semester

POFI	2386	Internship	3
Total Hours			39

Medical Coding and Billing (OTMC) 510713

Certificate of Completion

(Courses offered in the online delivery format only)

First Semester			Credit
POFI	1301	Computer Applications I	3
HITT	1305	Medical Terminology I	3
POFT	1301	Business English	3
HITT	1301	Health Data Content & Structure	3

Second Semester

HITT	1303	Medical Terminology II	3
POFM	1302	Medical Software Applications	3
POFM	1327	Medical Insurance	3
HITT	1341	Coding and Classification Systems	3

Third Semester

MDCA	1302	Human Disease/Pathophysiology	3
HITT	1249	Pharmacology	2
HITT	2335	Coding and Reimbursement Methodologies	3
POFM	2310	Intermediate Medical Coding	3

Fourth Semester

HITT	2346	Advanced Medical Coding	3
HITT	2166	Practicum/Field Experience	1
Total Hours			39

Medical Documentation Specialist (OTMD4) 510716

Certificate of Completion

(Courses offered in the online delivery format only)

First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFM	1317	Medical Administrative Support	3
HITT	1305	Medical Terminology I	3
MRMT	1307	Medical Transcription I	3
Second Semester			
POFT	1301	Business English	3
POFI	2301	Word Processing	3
HITT	1303	Medical Terminology II	3
MRMT	2333	Medical Transcription II	3
Third Semester			
POFM	2333	Medical Document Production	3
HITT	1249	Pharmacology	2
POFT	1207	Proofreading and Editing	2
MDCA	1302	Human Disease/Pathophysiology	3
POFM	1302	Medical Software Applications	3
Fourth Semester			
MRMT	2166	Practicum	1
Total Hours			38

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			Credit
First Semester			
CJSA1322/CRIJ 1301	Introduction to Criminal Justice	3	
CJSA 2300/CRIJ 2323	Legal Aspects of Law Enforcement	3	
CJSA 1313/CRIJ 1306	Court Systems and Practices	3	
CJSA 1312/CRIJ 1307	Crime in America	3	
ENGL 1301	Composition I	3	
KINE 1125	Physical Conditioning I	1	
Second Semester			
CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3	
CJSA 1317/CRIJ 1313	Juvenile Justice System	3	
CJSA 1348	Ethics in Criminal Justice	3	
ENGL	ENGL 1302 or 2311	3	
MATH	MATH 1332, 1342 or higher level	3	
KINE	Physical Activity Course	1	

Second Year

First Semester

CJSA 1359/CRIJ 2328	Police Systems and Practices	3
CJSA 1342/CRIJ 2314	Criminal Investigation	3
CJSA 1351	Use of Force*	3
ELCT	Criminal Justice Elective	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	Federal Government	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 2305	Federal Government	3

Second Semester

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

Total Hours

67

* Appropriate Criminal Justice elective selection may substitute.

Criminal Justice Studies with Specialization 430104 Certificate of Completion

First Year

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

(Criminal Justice Studies Specialization-CJCJ)

Second Semester

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

(Criminal Justice Corrections Specialization-CJCR)

Second Semester

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

Fire Protection (FIP12) 430202 Associate of Applied Science Degree

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

First Year

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

Second Semester

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

Second Year

First Semester		Credit
FIRT 1315	Hazardous Materials I	3
FIRT 1329	Building Codes and Construction	3
FIRT 1303	Fire and Arson Investigation I	3
FIRT	Technical Elective	3
or		
EMSP 1401	Emergency Medical Technician Basic	4
and		
EMSP 1160	Clinical - Emergency Medical Technology/Technician	1
SOCI 1301	Introduction to Sociology	3
GOVT 2305	Federal Government	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		68-70

Fire Protection (FIP12) 430202 Certificate of Completion

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

First Semester

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

Second Semester

FIRT 1307	Fire Prevention Codes and Inspections	3
FIRT 1303	Fire and Arson Investigation I	3
FIRT 2331	Firefighting Strategies and Tactics II	3
FIRT 1333	Fire Chemistry I	3
FIRT	Technical Elective	3
or		
EMSP 1401	Emergency Medical Technician Basic	4
and		
EMSP 1160	Clinical - Emergency Medical Technology/Technician	1
Total Hours		30-32

Public Administration

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

Homeland Security and Emergency Management (HS13) 440401 Associate of Applied Science Degree

First Year

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

Second Semester

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

Second Year**First Semester**

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

Second Semester

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

Homeland Security and Emergency Management (HS13) 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	
or		
HMSY 1370	IT Security for Homeland Security Specialists	3
EMAP 2301	Leadership and Effective Communication	
or		
HMSY 1371	Counter Terrorism	3
HMSY 2337	Managing a Unified Incident Command	3
HMSY 1470	Final Project in Homeland Security and Emergency Management	
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 (SOC4) 450101

Associate of Arts Degree

First Semester		Credit
CORE REQ	ENGL 1301 Composition I	3
CORE REQ	HIST 1301 United States History I	3
CORE ELEC	Creative Art Selection	3
CORE REQ	MATH 1332, 1342 or 1414	3-4
CORE ELEC	Language/Philosophy/Cultural Studies	3

Second Semester

CORE REQ	SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302 United States History II	3
CORE ELEC	Component Area Option	3
CORE ELEC	Component Area Option (KINE)	1
CORE REQ	Life and Physical Science Selection	4
CORE REQ	GOVT 2305 Federal Government	3

Second Year**First Semester**

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

Second Semester

DEGR REQ	Social and Behavioral Science Selection	3
DEGR REQ	Social and Behavioral Science Selection	3
DEGR REQ	Foreign Language	4
DEGR REQ	KINE Physical Activity Course	1
DEGR REQ	Social and Behavioral Science Selection	3
Total Hours		60-61

Teacher Education

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

Teaching Certification (TEA5) 131210

Associate of Arts in Teaching Degree**First Year**

First Semester		Credit
EDUC 1301	Intro to Teaching Profession**	3
MATH 1414	College Algebra*	4
ENGL 1301	Composition I*	3
ELCT	Life and Physical Science Selection*	4
KINE	Physical Activity Course*	1

Second Semester

MATH	1350	Fundamentals of Math I**	3
ELCT		Life and Physical Science Selection*	4
HIST	1301	United States History I*	3
SPCH		SPCH 1315, 1318 or 1321*	3

Second Year**First Semester**

MATH	1351	Fundamentals of Math II**	3
ENGL	2327	American Literature I*	3
GOVT	2305	Federal Government*	3
HIST	1302	United States History II*	3
ELEC		Life and Physical Science Selection**	4

Second Semester

EDUC	2301	Intro to Special Populations**	3
ELCT		Life and Physical Science Selection**	4
ELCT		Creative Arts Selection*	3
GOVT	2306	Texas Government*	3
ELCT		Social/Behavioral Science Selection	3
Total Hours			60

* Core Requirements

** EC-6 Requirements

Welding Technology

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

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	2305	Federal Government	3

Second Semester

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

Welding Technology (WLD13) 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	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			54

Farm and Ranch (WLFR3) 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
or			
WLDG	2488	Internship	4
Total Hours			22

Structural (WLS13) 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	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	1417	Intro to Layout and Fabrication	4
	or		
WLDG	2488	Internship	4
Total Hours			26

Industrial (WLI13) 480508
Certificate of Completion

			Credit
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	2447	Advanced Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
Total Hours			28

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 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

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

ACCT 2302 Principles of Managerial Accounting 3-0-3

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301.

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**

The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health, and ethics in the discipline.

ANTH 2302 Introduction to Archeology 3-0-3

The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies, and ethics in the discipline.

ANTH 2346 General Anthropology 3-0-3

The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline.

ANTH 2351 Cultural Anthropology 3-0-3

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

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
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Prerequisite: None

ARTS 1304 Art History II 3-0-3
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Prerequisite: None

AUMT Automotive Service and Repair

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

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

AUMT 1410 Automotive Brake Systems 2-6-4
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. Prerequisite: AUMT 1405.

AUMT 1416 Automotive Suspension and Steering Systems 2-6-4
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. Prerequisite: AUMT 1405.

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

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

AUMT 1472 Automotive Computer Systems 2-7-4
This course provides the student with a working knowledge of automotive computer systems. It includes principles of operation, components and function, tools and test equipment, diagnosis, and service and repair of automotive computerized systems. Prerequisites: AUMT 2437.

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

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

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

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

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

AUMT 2437 Automotive Electronics 3-3-4
Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. Prerequisites: AUMT 1407.

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

BCIS Computer Science see also COSC

BCIS 1305 Business Computer Applications 2-4-4
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Prerequisites: None.

BIOL Biology

BIOL 1308 Biology for Non Science Majors I 3-0-3
Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. This course does not fulfill the Science requirement necessary for the completion of the Core Curriculum, the Associate of Science degree and the Associate of Arts degree.

BIOL 1322 Nutrition and Diet Therapy I 3-0-3

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. This course does not fulfill the Science requirement necessary for the completion of the Core Curriculum, the Associate of Science degree and the Associate of Arts degree.

BIOL 1406 Biology for Science Majors I 3-3-4

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Prerequisite: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. Co-requisite BIOX 1406. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

BIOL 1407 Biology for Science Majors II 3-3-4

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: Appropriate placement score or completion of the appropriate level of Developmental Studies course. Co-requisite: BIOX 1407. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. Note: It is recommended that BIOL 1406 be taken before BIOL 1407.

BIOL 1408 Biology for Non-Science Majors I 3-3-4

This lecture and lab course provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Co-requisite: BIOX 1408.

BIOL 1411 General Botany 3-3-4

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce fundamental biological concepts relevant to the course material. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. Co-requisite: BIOX 1411. Completion of BIOL 1406 is recommended prior to enrollment in this course.

BIOL 1413 General Zoology 3-3-4

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. Lab activities will reinforce concepts discussed in lecture. Co-requisite: BIOX 1413. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher level mathematics 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 with a grade of "C" or better; must have been taken within the last five years. Co-requisite: BIOX 2402.

BIOL 2420 Microbiology for Non-science Majors 3-3-4

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Co-requisite: BIOX 2420.

BIOL 2421 Microbiology for Science Majors 3-3-4

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Prerequisite: CHEM 1411 and (BIOL 1406 and BIOL 1407) OR (BIOL 1411 AND BIOL 1413). Co-requisite BIOX 2421.

BIOL 2428 Vertebrate Zoology 3-3-4

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

BMGT Business Administration and Management see also BUSG, HRPO and MRKG**BMGT 1301 Supervision 3-0-3**

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1325 Office Management 3-0-3

Systems, procedures, and practices related to organizing and planning office work, supervising employees' performance, and exercising leadership skills.

BMGT 1327 Principles of Management 3-0-3

Concepts, terminology, principles, theory, and issues that are in the field of management.

BMGT 2370 Management Applications I 1-5-3

A management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. It serves as a program Capstone for those students whose situation precludes an internship. 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, planning, heading, organizing, staffing and controlling Enactus operations. Members of the organization that participate during the entire training program and document a minimum of 50 hours of active participation, can be awarded credit for this course with the approval of the Enactus Faculty Advisor.

BUSG 1370 Small Business Accounting 3-0-3

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

BUSG 1371 Entrepreneurship and Business Plan Development 3-0-3

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

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, operating and growing a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies and legal issues.

BUSI Business Administration and Management**BUSI 1301 Business Principles 3-0-3**

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

BUSI 1307 Personal Finance 3-0-3

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

BUSI 2301 Business Law 3-0-3

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

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 Child Development**CDEC 1170 Deployment and Military Families (Europe/PFEC 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 1172 Mentoring for Early Childhood Educators (Europe/PFEC 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/PFEC 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/PFEC only) 1-0-1

This course is designed to teach the specific use of technology in the classroom, including preschool management software, recording children's work, and current software available for brochures, flyers, etc., that will be used commonly for preschool/school settings. Recommended for the student who has completed 3 credit hours of computer studies.

CDEC 1164 Practicum (or Field Experience) - Child Development 0-7-1

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Requires 112 hours at an approved Child Care facility. Prerequisite CDEC 1313 and CDEC 1319.

CDEC 1303 Families, School and Community 3-1-3

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

CDEC 1311 Educating Young Children 3-1-3

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

CDEC 1313 Curriculum Resources for Early Childhood Programs 3-0-3

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age 8.

CDEC 1317 Child Development Associate Training I 2-2-3

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

CDEC 1318 Wellness of the Young Child 3-1-3

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

CDEC 1319 Child Guidance 3-0-3

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

CDEC 1321 The Infant and Toddler 3-0-3

A study of appropriate infant and toddler programs (birth to 3 years), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.

CDEC 1354 Child Growth & Development 3-0-3

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

CDEC 1356 Emergent Literacy for Early Childhood 3-0-3

An exploration of principles, methods, and materials for teaching language and literacy through a play-based, integrated curriculum to children from birth through age eight.

CDEC 1358 Creative Arts for Early Childhood 3-0-3

An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children from birth through age eight.

CDEC 1359 Children with Special Needs 3-0-3

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, and the advocacy role and legislative issues.

CDEC 2164 Practicum (or Field Experience) - Child Development 0-7-1

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Requires 112 hours at an approved Child Care facility. Prerequisite CDEC 1164.

CDEC 2288 Internship Child Care Provider/Assistant 0-12-2

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Student's final course. 192 hours required at student's qualifying place of employment; or an approved site, must work directly with young children, ages 0-8.

CDEC 2307 Math & Science for Early Childhood 3-0-3

An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play.

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

A continuation of the study of the requirements for the Child Development Associate Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. 32 hour lab required.

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

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

CDEC 2326 Administration of Programs for Children I 3-0-3

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Six hours of Child Development coursework.

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

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, and planning parent education/partnerships. Prerequisite: Six hours of Child Development coursework.

CETT Computer Electronics

Technology see also CPMT, CSIR, EECT, ELMT, HART, ITCC and ITNW

CETT 1303 DC Circuits 2-4-3

A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

CETT 1305 AC Circuits 2-4-3

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Prerequisite: CETT 1303.

CETT 1321 Electronic Fabrication 2-4-3

A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

CETT 1325 Digital Fundamentals 2-4-3

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 1305.

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 1325 and CETT 1429.

CETT 1491 Special Topics in Computer Engineering Technology/Technician 3-3-4

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Prerequisites CETT 1429 and CETT 1449.

CETT 1509 DC-AC Circuits 4-3-5

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

CETT 2449 Research and Project Design 3-3-4

Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Prerequisites: CETT 1429 and CETT 1449.

CETT 2489 Internship-Computer Engineering Technology/Technician 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.

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

CHEF 1301 Basic Food Preparation 1-5-3

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

CHEF 1302 Principles of Healthy Cuisine 1-7-3

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Prerequisite: CHEF 1301.

CHEF 1305 Sanitation and Safety 3-0-3

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

CHEF 1341 American Regional Cuisine 2-4-3

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

CHEF 1345 International Cuisine 2-4-3

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

CHEF 1410 Garde Manger 2-6-4

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Prerequisite: CHEF 1301.

CHEF 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 2-4-3

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: Appropriate placement score or completion of the appropriate level of Developmental Studies course. Co-requisite: CHEX 1406.

CHEM 1407 Introductory Chemistry II 3-3-4

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

CHEM 1411 General Chemistry I 3-3-4

The first of two courses covering the fundamental principles of chemistry for majors in the sciences, health sciences, and engineering. Topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Emphasis is placed on problem solving. Prerequisite: Student must have completed MATH 1414 with a grade of "C" or better within the last 5 years. Co-requisite: CHEX 1411. High school chemistry is strongly recommended.

CHEM 1412 General Chemistry II 3-3-4

The second of two courses covering the fundamental principles of chemistry for majors in the sciences, health sciences, and engineering. Topics include chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Emphasis is placed on problem solving. Prerequisite: CHEM 1411. Co-requisite: CHEX 1412.

CHEM 2423 Organic Chemistry I 3-4-4

The first of two courses designed to provide a foundation in organic chemistry. Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. Prerequisites: CHEM 1411 and CHEM 1412. Co-requisite: CHEX 2423.

CHEM 2425 Organic Chemistry II 3-4-4

As a continuation of CHEM 2423, this course involves a more in-depth study of some of the topics covered in CHEM 2423. Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. Prerequisite: CHEM 2423. Co-requisite: CHEX 2425.

CJCR Criminal Justice See also CJLE and CJSA

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 and CJSA

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 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 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 and CJLE

CJSA 1170 Alcohol Awareness/Intervention 1-0-1

This course will provide the student with a basic overview of alcohol as a drug of abuse and the methodology for developing an action plan of intervention at a local level. Focus on alcohol fueled offenses and problems, identifying and dealing with alcohol abusers and the criminal justice implications of alcohol related convictions.

CJSA 1171 Police Brutality 1-0-1

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

CJSA 1172 Topics for Parents 1-0-1

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

CJSA 1173 Drug Recognition for Law Enforcement 1-0-1

The course will provide the student with the basics of the most common controlled substances a law enforcement officer will encounter. The student will gain knowledge of classifications of, identification of, and effects of "street drugs".

CJSA 1174 Terrorism as a Strategy 1-0-1

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

CJSA 1175 Investigation of Sexual Abuse 1-0-1

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

CJSA 1176 Introduction to Gangs and Gang Infiltration of the Military 1-0-1

This course offers an introduction to gangs in America and the infiltration of gangs in the United States military. Topics include gang identification, the role of the criminal justice system and the community in suppressing, intervening and preventing gang activity, how and why gang members join the military and the impact of gangs on the military.

CJSA 1177 International Criminal Justice 1-0-1

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

CJSA 1178 Criminal Deviance 1-0-1

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

CJSA 1192 Special Topics in Criminal Justice/Law Enforcement Administration 1-0-1

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

CJSA 1302 Private Security Officer Training 3-0-3

A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification. Prerequisite: Consent of Department Chair.

CJSA 1308 Criminalistics I 3-0-3

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. Prerequisites: 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 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 DAAC, PSYT and SCWK**CMSW 1166 Practicum (or Field Experience) - Clinical/Medical Social Work 0-8-1**

Practical, general workplace training supported by an individualized learning plan developed by the instructor and the student.

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 under the supervision of professionals from the host agency. This course is the Capstone Experience for students exiting the program with a Certificate or Associates in Applied Science (AAS) Degree in Mental Health Services with an At-Risk Youth Specialization, or an AAS with a Social Work Specialization. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1319, DAAC 2354, PSYT 1329, PSYT 2321, PSYT 2331, SOCW 2361 and SOCW 2362.

CMSW 1309 Problems of Children and Adolescents 2-4-3

Examine common problems and evaluate effective intervention models of at-risk children and youth. Topics include: social, family, educational systems impact, mental health, juvenile delinquency, teen sexuality, and addictive behaviors. Articulate common problems and characteristics of at-risk children and youth in the social, family, and educational systems; investigate intervention models; and describe juvenile laws.

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.

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. Prerequisites: None.

CPMT Computer Electronics

Technology see also CETT, CSIR, EECT, ELMT, HART, ITCC and ITNW

CPMT 1303 Introduction to Computer Technology 2-4-3

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 1345 Computer Systems Maintenance 2-4-3

This course is designed to prepare student to challenge the Comp Tia A+ certification exam, providing an examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids to repair computer systems. Prerequisite: CETT 1325 and CETT 1429.

CPMT 1404 Microcomputer Systems Software 3-3-4

Skills development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers.

CPMT 1449 Computer Networking Technology 3-3-4

This course is designed to prepare student to challenge the Comp Tia Net+ certification exam. Topics include: networking fundamentals, terminology, hardware, software, and network architecture. The course includes hands-on activities reinforcing local area network (LAN) and wide area network (WAN) concepts and networking installations and operations. Prerequisite: CETT 1325 and CPMT 1303.

CPMT 2350 Industry Certification Preparation 2-3-3

Overview of the objectives for industry specific certification exam(s). Prerequisite: ITCC 2408.

CPMT 2445 Computer System Troubleshooting 3-3-4

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. Prerequisite: CPMT 1345.

CRIJ Criminal Justice

CRIJ 1301 Introduction to Criminal Justice 3-0-3

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306 Court Systems and Practices 3-0-3

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

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

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

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

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; 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

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

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

CRPT 1411 Roof Systems 3-3-4

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

CRPT 1415 Wall Systems 3-3-4

Identification of components; construction of wall systems; safe work practices; and the use and maintenance of tools and equipment. Prerequisite: CRPT 1429 and CRPT 1423.

CRPT 1423 Floor Systems 3-3-4

An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the use and maintenance of tools and equipment. Prerequisite: CRPT 1429.

CRPT 1429 Introduction to Carpentry 3-3-4

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

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

DAAC 1167 Practicum (or Field Experience) – Substance Abuse/Addiction Counseling 0-10-1

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

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

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

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

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

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

DAAC 2307 Addicted Family Intervention 2-4-3
Examination of family systems focusing on the effects of addiction and recovery. Describe the effects of addiction on the family system; differentiate between various family treatment processes; identify the impact of addictive behaviors as they relate to diverse family structures; and analyze the roles of the family members in the addictive and recovery process. Therapeutic alternatives as they relate to the family from a multicultural and trans-generational perspective will be addressed. Prerequisite: DAAC 1319.

DAAC 2341 Counseling Alcohol and Other Drug Addictions 2-4-3
This course is an advanced examination of skills, confidentiality and ethical guidelines applied in the counseling, treatment and recovery of substance use disorders. Required prerequisites: Departmental Approval, DAAC 1304, DAAC 1309, DAAC 2354, CMSW 1309, PSYT 1329, PSYT 2321, PSYT 2331.

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

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

DAAC 2367 Practicum (or Field Experience) – Substance Abuse/Addiction Counseling 0-22-3
This advanced placement helps students gain practical experience in the discipline, enhances skills, and integrates knowledge gained from the classroom. Direct supervision at an advanced level is provided by clinical professionals at the host agency. This course is the Capstone Experience for students exiting the program with a Certificate or Associates in Applied Science (AAS) Degree in Chemical Dependency Counseling and the Certificate in Criminal Justice Addictions. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1304, DAAC 1309, DAAC 1319, DAAC 2301, DAAC 2307, DAAC 2341, DAAC 2354, PSYT 1329, PSYT 2321, PSYT 2331.

DFTG Computer-Aided Drafting and Design *see also* ARCE

DFTG 1405 Technical Drafting 3-3-4
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.

DFTG 1409 Basic Computer-Aided Drafting 3-3-4
An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Prerequisites: DFTG 1405 or concurrent enrollment.

DFTG 1417 Architectural Drafting - Residential 3-3-4
Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for a residential structure with emphasis on light frame construction methods. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

DFTG 1458 Electrical/Electronics Drafting 3-3-4
A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

DFTG 2402 Machine Drafting 3-3-4
Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Prerequisites: DFTG 1405, DFTG 2417, or concurrent enrollment.

DFTG 2412 Technical Illustration and Presentation 3-3-4

Introduction to pictorial drawings as used in industrial catalogs, assembly sheets, newspaper publications and promotional literature. Topics include pictorial drawing including isometrics, oblique, perspectives, charts, and graphs, shading, and use of different media including pencil and ink. Prerequisite: DFTG 1405, or concurrent enrollment

DFTG 2417 Descriptive Geometry 3-3-4

Examination of the graphical solution to problems involving points, lines, and planes in space. Prerequisite: DFTG 1405.

DFTG 2421 Topographical Drafting 3-3-4

A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. All drawing assignments will be computer generated. Prerequisite: Second semester Sophomore standing in the Drafting Program.

DFTG 2423 Pipe Drafting 3-3-4

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

DFTG 2438 Final Project - Advanced Drafting 3-3-4

A general drafting course in which students participate in a simulated project. The process from conception to conclusion is studied. All work done in this class will typify actual industrial projects. An employment resume, cover letter, and portfolio will be completed as part of the course requirements. All projects will be completed with the use of Computer-Aided Drafting (AutoCAD). Prerequisites: Second semester Sophomore standing in the Drafting program.

DFTG 2440 Solid Modeling/Design 3-3-4

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Prerequisite: DFTG 1409.

DRAM Drama

DRAM 1310 Introduction to Theater 3-0-3

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. Prerequisite: None

DRAM 1351 Acting I 2-4-3

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. Prerequisite: None

DRAM 1352 Acting II 2-4-3

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. Prerequisite: DRAM 1351 or Instructor Approval.

DRAM 2366 Introduction to Cinema 2-4-3

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. Prerequisite: None

DRAM 2367 Development of the Motion Picture II 2-4-3

The focus of this course could vary from semester to semester. It will follow an in-depth study of a specific element related to the motion picture art form. Some possible topics might include a focus on genre, sociological influence, technical art or directorial style. Prerequisite: None.

DS— Developmental Studies

The credit received from these courses is not transferable and cannot be applied towards degree completion.

DSED 0300 College Study Skills 3-0-3

This course is designed to provide an opportunity for students to develop, select, and use strategies necessary in becoming prepared and successful in college and life. Emphasis in this particular course will be placed on the transference of high-level study skills to practical classroom situations and include the areas of time management, effective listening and note taking, concentration, learning through media, reading, retention of information, taking examinations, creativity, and leadership.

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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

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. (Offered at locations that do not have a lab facility) Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

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. This course is offered online. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations that do not have a lab facility)

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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations that do not have a lab facility)

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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. This course is offered online.

DSMA 0310 Intermediate Algebra 4-0-3

Intermediate Algebra is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. This course requires an understanding of the topics taught in DSMA 0309. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. This course is offered online.

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. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. Each student is required to log 16 hours in the developmental studies computer lab to practice the reading skills addressed in class. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

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. This course was developed for those who have successfully completed Developmental Reading I (DSRE 0300 or DSRE 0302). Emphasis will be on vocabulary development, literal and critical comprehension skills, study and test taking skills, and fluency. Each student is required to log 16 hours in the developmental studies computer lab to practice the reading skills addressed in class. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

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. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. (Offered at locations that do not have a lab facility) Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

DSRE 0303 Fundamentals of Reading II 3-0-3

Fundamentals of Reading II (DSRE 0303) is designed to aid students in developing and reinforcing the skills needed for reading college-level materials. This course was developed for those who have successfully completed Developmental Reading I (DSRE 0300 or DSRE 0302). Emphasis will be on vocabulary development, literal and critical comprehension skills, study and test taking skills, and fluency. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations that do not have a lab facility)

DSRE 0311 Developmental Reading II 4-0-3

Developmental Reading II (DSRE 0311) is designed for the student who requires a flexible schedule and who possesses the commitment and self-discipline to benefit from interactive on-line learning. This course is designed to aid students in developing and reinforcing the skills needed for reading college-level materials. Emphasis will be on vocabulary development, literal and critical comprehension skills, study and test-taking skills, and fluency. A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. This course is offered online.

DSWR 0301 Developmental Writing I 3-1-3

Developmental Writing I is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to problems in grammar and usage as these problems occur in the paragraphs. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. 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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. 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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations that do not have a lab facility)

DSWR 0304 Fundamentals of Writing II 3-0-3

Fundamentals of Writing II is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on essay development, with attention given to problems in grammar and usage as these problems occur in the essays. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations that do not have a lab facility)

DSWR 0311 Developmental Writing II 4-0-3

Developmental Writing II is designed for the student who requires a flexible schedule and 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. This course emphasizes essay writing, with attention given to grammar, mechanical, and usage problems as they occur in the context of the essay. A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. This course is offered online.

ECON Economics**ECON 2301 Principles of Macroeconomics 3-0-3**

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

ECON 2302 Principles of Microeconomics 3-0-3

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

EDUC Education see also TECA**EDUC 1301 Introduction to the Teaching Profession 3-1-3**

An enriched, integrated pre-service course and content experience that: provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of

P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

EDUC 2301 Introduction to Special Populations 3-1-3

An enriched, integrated pre-service course and content experience that: provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301.

**EECT Communications Electronics
see also CETT, CPMT, CSIR, ELMT, HART, ITCC and ITNW****EECT 1474 Basic Communications Circuits 3-3-4**

An introduction to communications circuits used in both the two way and broadcast medium of transmission and reception with heavy emphasis on reception. Prerequisite: CETT 1429.

EECT 1476 Digital Communications 3-3-4

A broad coverage of digital communications including telephone data communications and voice synthesis. Prerequisite: CETT 1425 and CETT 1429.

EECT 2435 Telecommunications 3-3-4

A study of modern telecommunications systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction in installation, testing, and maintenance of communications systems components.

EECT 2439 Communications Circuits 3-3-4

A study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers. Prerequisite: EECT 1474.

**ELMT Communications Electronics
see also CETT, CPMT, CSIR, EECT, HART, ITCC and ITNW****ELMT 1301 Programmable Logic Controllers 2-4-3**

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment. Prerequisites: CETT 1425 and CETT 1429.

ELMT 1311 Solar Fundamentals 3-1-3

The study of heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.

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

ELMT 2339 Advanced Programmable Logic Controllers 2-4-3
Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing of equipment. Prerequisite: ELMT 1301.

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

ELMT 2437 Electronic Troubleshooting, Service, and Repair 3-3-4
In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventive maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course. Prerequisites: CETT 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 interaction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.

EMAP 1440 Disaster Exercise Design & Evaluation 4-0-4
Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction's exercise needs and continuing through criteria-based evaluation and after-action reporting. This course will provide students with detailed information concerning the system for command, control and coordination of emergency response. This course is equivalent to the Texas Department of Emergency Management and the Federal Management Agency course G920.

EMAP 2300 Developing Volunteer Resources and Decision Making 3-0-3
Management of volunteer services. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288.

EMAP 2301 Leadership and Effective Communication 3-0-3
Analysis of personal and group dynamics in an emergency management setting. Examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G240 and G242.

EMAP 2302 Managing Mass Casualty and Fatality Incidents 3-0-3
Disaster scene control involving large numbers of casualties and fatalities; 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
Discussion, demonstration, and driving range practice. Addresses operation of vehicles in emergency and non-emergency modes.

EMSP 1147 Pediatric Advanced Life Support 1-0-1
Theory and skills necessary for the management of pediatric or neonatal emergencies. This course was designed to be repeated multiple times to improve student proficiency.

EMSP 1160 Clinical-Emergency Medical Technology/Technician 0-6-1
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. 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
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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 1356 and EMSP 1355, students are eligible to take the exam to be certified as an AEMT or EMT-I. This course is only offered with EMSP 1356 and EMSP 1355.

EMSP 1167 Practicum/Field Experience-Emergency Medical Technology/Technician 0-8-1

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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 patient's 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 1204 EMT Refresher 1-2-2

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

EMSP 1268 Practicum/Field Experience-Emergency Medical Technology/Technician 0-14-2

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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 State Health Services and/or National Registry of EMT. Prerequisites: Current CPR certification. Co-requisite: EMSP 2330, 2143, 2338. See also admission requirements.

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 Transportation 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. This course was designed to be repeated multiple times to improve student proficiency.

EMSP 1305 Emergency Care Attendant 2-3-3

Preparation for certification as an Emergency Care Attendant (ECA)/Emergency Medical Responder (EMR).

EMSP 1338 Introduction to Advanced Practice 3-0-3

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

EMSP 1355 Trauma Management 2-3-3

Knowledge and skills in the assessment and management of patients with traumatic injuries. Upon successful completion of this course, EMSP 1356 and EMSP 1166, students are eligible to take the exam to be certified as an AEMT or EMT-I. 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

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. 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 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

Preparation for certification as an Emergency Medical Technician (EMT). 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 State Health Services and/or National Registry of EMT. Prerequisite: Current CPR certification. See also admission requirements.

EMSP 2135 Advanced Cardiac Life Support 1-0-1

Theory and skills necessary for the management of a cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency.

EMSP 2143 Assessment Based Management 0-3-1

A capstone experience covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients. 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 State Health Services and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 2330. Co-requisite: EMSP 1268. See also admission requirements.

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

Focuses on instructional preparation, presentation, and evaluation, also essential knowledge, skills, and practices required to provide quality EMS educational programs applicable to the adult learner.

EMSP 2330 Special Populations 2-2-3

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, geriatrics, and other related topics. Upon successful completion of this course, EMSP 2444, EMSP 2434, EMSP 1167, EMSP 2143, EMSP 1268 and EMSP 2338, students are eligible to take the exam to be certified as an EMT-P by the Texas Department of State Health Services and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 1167. See also admission requirements.

EMSP 2338 EMS Operations 3-0-3

Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Prerequisites: Current CPR certification, EMSP 1401. Co-requisites: EMSP 2143, EMSP 2330, EMSP 1268. See also admission requirements.

EMSP 2434 Medical Emergencies 3-3-4

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Upon successful completion of this course, EMSP 2444, EMSP 1167, EMSP 2330, EMSP 2143, 2338 and EMSP 1268, students will be eligible to take the exam to be certified as an EMT-P by the Texas Department of State Health Services 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

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Upon successful completion of this course, EMSP 2434, EMSP 1167, EMSP 2330, EMSP 2143 EMSP 2338 and EMSP 1268, students will be eligible to take the exam to be certified as an EMT-P by the Texas Department of State Health Services 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 placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.

ENGL 1302 Composition II 3-0-3

A continuation of ENGL 1301, emphasizing in more depth the principles and techniques of written compositions. Focus of compositions is on the development of critical thinking as it relates to the textual analysis of literary genres: the short story, poetry, drama, and the novel. Formal research paper is required. Prerequisite: ENGL 1301, or equivalent, with a grade of "C" or above.

ENGL 2307 Creative Writing I 3-0-3

This course provides practical experience in the techniques of imaginative writing. It is designed to engage students in practical criticism and contemporary trends while emphasizing the development of creative skills. Students will receive guidance and instruction in the skills and craft necessary to construct successful fiction (short stories) and poetry. Prerequisite: ENGL 1301, or equivalent, with a grade of "C" or above.

ENGL 2308 Creative Writing II 3-0-3

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

ENGL 2311 Technical and Business Writing 3-0-3

Study of technical, scientific, and business writing including reports, proposals, and other papers. The course also includes presentation of oral reports. Prerequisite: ENGL 1301 or equivalent, with a grade of "C" or above.

ENGL 2322 British Literature I 3-0-3

A survey of English literature from Beowulf to the major writers of the 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.

ENVR Environmental Science**ENVR 1401 Environmental Science I 3-3-4**

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Prerequisites: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. 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.

GEOG Geography**GEOG 1300 Principles of Geography 3-0-3**

This is an introductory-level course that combines physical and cultural geography using a spatial approach. The course examines the physical environment of the Earth and explains maps, covers man's adaptation to environmental extremes, and explores man's use of his environment ranging from adaptation within a tribal culture to the highly modernized urban world.

GEOG 1301 Physical Geography 3-0-3

A course which examines the physical characteristics of the Earth's environment using maps as a primary tool for expressing location and interrelationships. Principle discussion topics are the atmosphere and oceans, weather, climate, environments of earth materials and vegetation, earth processes, land forms and their development.

GEOG 1302 Cultural Geography 3-0-3

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

GEOG 1303 World Regional Geography 3-0-3

The study of major developing and developed regions of the world stressing their similarities and differences and their physical and cultural spatial interrelationships. An additional emphasis is the diversity of ideas and practices to be found in those regions.

GEOL Geology**GEOL 1403 Physical Geology 3-3-4**

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Co-requisite: GEOX 1403

GEOL 1404 Historical Geology 3-3-4

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Prerequisites: GEOL 1403 Physical Geology
Co-requisite: GEOX 1404

GEOL 1405 Environmental Science 3-2-4

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources.

GERM German**GERM 1411 Beginning German I 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

GERM 1412 Beginning German II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: GERM 1411 with a grade of "C" or above.

GERM 2311 Intermediate German I 3-0-3

This course includes grammar review, composition and practice in conversation, with readings in contemporary German writings. Includes short stories and some longer works, providing a conversational basis. Prerequisite: GERM 1411 and 1412 with a grade of "C" or above.

GERM 2312 Intermediate German II 3-0-3

This course continues reading in contemporary German writings and drill on syntax as needed for reading, composition, and conversation. Prerequisite: GERM 2311 with a grade of "C" or above.

GOVT Government**GOVT 2304 Introduction to Political Science 3-0-3**

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

GOVT 2305 Federal Government 3-0-3

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

GOVT 2306 Texas Government 3-0-3

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

HAMG Hospitality Management see also CHEF, IFWA, PSTR, RSTO and TRVM**HAMG 1313 Front Office Procedures 3-0-3**

A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine-assisted, and computer-based methods for each front file function.

HAMG 1321 Introduction to the Hospitality Industry 3-0-3

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

HAMG 1324 Hospitality Human Resource Management 3-0-3

A study of the principles and procedures of managing people in the hospitality workplace.

HAMG 1340 Hospitality Legal Issues 3-0-3

A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws.

HAMG 1342 Guest Room Maintenance 3-1-3

Demonstrates the working relationship in the lodging industry between housekeeping and maintenance. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

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

An introduction to food, beverage, and labor cost controls with an overview of the hospitality industry from procurement to marketing. Examination of cost components including forecasting, menu planning and pricing, logistical support, production, purchasing, and quality assurance.

HAMG 2307 Hospitality Marketing and Sales 3-0-3

Identification of the core principles of marketing and their impact on the hospitality industry.

HAMG 2332 Hospitality Financial Management 3-0-3

Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.

HAMG 2337 Hospitality Facilities Management 3-0-3

Identification of building systems, facilities management, security and safety procedures. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

HAMG 2372 Hospitality Industry Training 3-0-3

This course provides a thorough look at training by addressing how to assess and analyze the training needs of new and established operations; design, implement, and evaluate training programs for non-management employees; manage the basic training functions; and train the trainer programs.

HAMG 2388 Internship - Hospitality Administration and Management 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: 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 and 1407.

HART 1407 Refrigeration Principles 3-3-4

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Prerequisite: Department consent required.

HART 1441 Residential Air Conditioning 3-3-4

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisite or Co-requisite: HART 1401 and 1407.

HART 1445 Gas and Electric Heating 3-3-4

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Prerequisite or Co-requisite 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, 1403, 1407 and 1445.

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 and 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 and 1407.

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 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, 1403, and 1407.

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.

HIST History

HIST 1301 United States History I 3-0-3

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

HIST 1302 United States History II 3-0-3

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

HIST 2301 Texas History 3-0-3

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

HIST 2311 Western Civilization I 3-0-3

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

HIST 2312 Western Civilization II 3-0-3

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

HIST 2381 African-American History 3-0-3

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

HITT Office Technology see also MDCA, MRMT, POFI, POFM, and POFT

HITT 1249 Pharmacology 1-3-2

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Recommended prerequisites: HITT 1305 or MDCA 1409.

HITT 1301 Health Data Content and Structure 2-4-3

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

HITT 1303 Medical Terminology II 2-4-3

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

HITT 1305 Medical Terminology I 2-4-3

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1341 Coding and Classification Systems 2-4-3

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. Prerequisites: HITT 1301 and HITT 1305.

HITT 2166 Practicum 0-8-1

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

HITT 2335 Coding and Reimbursement Methodologies 2-4-3

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisites: HITT 1341 and 1303.

HITT 2346 Advanced Medical Coding 2-4-3

Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. Prerequisites: POFM 1327, POFM 2310 and Departmental approval.

HMSY Public Administration/ Homeland Security see also EMAP

HMSY 1337 Introduction to Homeland Security 3-0-3

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

HMSY 1338 Homeland Security Emergency Communications Management 3-0-3

A study of public safety communication system interactions. Topics include political and policy basis of emergency management, technology, mitigation, and disaster recovery. Includes an overview of incident command systems, emergency management, mitigation for emergency managers, and individual and community disaster education.

HMSY 1339 Homeland Security Emergency Contingency Planning 3-0-3

Procedures for developing, implementing, and updating an Emergency Contingency Plan that outlines public agencies and private industry response, recovery, and mitigation. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, and exercises are included.

HMSY 1340 Homeland Security Intelligence Operations 3-0-3

A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, management of operations, classification, production and analysis, and assessment of threat vulnerability. Source

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. Prerequisite: Department approval required.

HMSY 2337 Managing a Unified Incident Command 3-0-3

A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios.

HMSY 2476 Internship- Homeland Security and Emergency Management 0-12-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.

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 course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience. Prerequisite: None

IFWA Hospitality Management see also CHEF, HAMG, PSTR, RSTO and TRVM**IFWA 1318 Nutrition for the Food Service Professional 3-0-3**

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

IMED Computer Science see also ITNW, ITSC, ITSE, ITSW and ITSY**IMED 1316 Web Design I 2-4-3**

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers. Instruction in web page design specifications including HTML5, CSS3, and validation. Use of websites and browsers. Prerequisites: ITNW 1337.

ITAL Italian**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 IMED, ITSC, ITSE, ITSW and ITSY

ITNW 1316 Network Administration 2-4-3

An introduction to the basic concepts of network administration. Prerequisites: None

ITNW 1337 Introduction to the Internet 2-4-3

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information and create web pages using HTML. Develop and validate simple web pages containing basic features of image and video placement; forms; frames; lists; tables; font. Techniques and understanding of most current browsers - navigating; printing; automatic ftp through the browser; establishing favorites/bookmarks; creating RSS feeds; managing cookies and other settings and services. Survey and use of emerging technologies on the Internet such as blogs, social media, QR codes, and various Internet search tools (engines, directories, metacrawlers). Prerequisites: None

ITNW 1345 Implementing Network Directory Services 2-4-3

In-depth coverage of the skills necessary to install, configure, and administer Network Directory service. Prerequisites: ITNW1316 or concurrent enrollment.

ITNW 1353 Supporting Network Server Infrastructure 2-4-3

Installing, configuring, managing, and supporting a network infrastructure. Prerequisites: ITNW1316 or concurrent enrollment.

ITNW 1358 Network+ 2-4-3

Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional. Prerequisites: None

ITNW 1454 Implementing and Supporting Servers 3-3-4

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Prerequisites: ITNW1316 and ITNW1345.

ITNW 2354 Internet/Intranet Server 2-4-3

Advanced concepts in the designing, installing, and administration of an Internet/Intranet server. Prerequisites: ITNW1316, ITNW1345, and ITNW1353.

ITNW 2356 Designing a Network Directory Infrastructure 2-4-3

Design, implement, and support a network directory infrastructure in a multi-domain environment. Prerequisites: ITNW1345 or concurrent enrollment.

ITNW 2488 Internship - Computer Systems Networking and Telecommunications 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: 30 semester hours in computer science courses and consent of the Department Chair.

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

ITNW 1313 Computer Virtualization 2-4-3

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.

ITNW 1451 Fundamentals of Wireless LANs 3-3-4

Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. Prerequisite: Department approval.

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

ITSC 1301 Introduction to Computers 3-1-3

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Prerequisites: None

ITSC 1309 Integrated Software Applications I 2-4-3

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Prerequisites: None

ITSC 1325 Personal Computer Hardware 2-4-3

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Prerequisites: None

ITSC 1405 Intro. to PC Operating Systems 3-3-4

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Prerequisites: 6 semester hours in computer science courses.

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: 6 semester hours in 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. Prerequisites: 12 semester hours in computer science courses.

ITSC 2486 Internship - Computer and Information Sciences, General 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 30 semester hours in computer science courses and consent of the Department Chair.

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

ITSE 1302 Computer Programming 2-4-3

Introduction to computer programming including design, development, testing, implementation, and documentation. Prerequisites: ITSE 1329.

ITSE 1329 Programming Logic and Design 2-4-3

Problem-solving applying structured techniques and representation of algorithms using design tools. Includes testing, evaluation, and documentation. Techniques and application for programming design and development for desktop, web, and database application. Prerequisites: None

ITSE 2402 Intermediate Web Programming 3-3-4

Techniques for Web development. Includes server-side and client-side scripting. Prerequisites: ITSE 1329 and ITNW 1337.

ITSE 2421 Object-Oriented Programming 3-3-4
Introduction to object-oriented programming. Emphasis on the fundamentals of design with classes, including development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects. Prerequisites: ITSE 1329.

ITSE 2459 Advanced Computer Programming 3-3-4
Advanced programming techniques including file access methods, data structures, modular programming, program testing and documentation. Prerequisites: ITSE 1329 or ITSE 1302.

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: 29 semester hours in computer science courses and consent of the Department Chair

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

ITSW 1307 Introduction to Database 2-4-3
Introduction to database theory and the practical applications of a database. Prerequisites: ITSE 1329.

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

ITSY 1342 Information Technology Security 2-4-3
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Prerequisites: None

ITSY 2401 Firewalls and Network Security 3-3-4
Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Prerequisites: ITNW 1358.

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. Prerequisites: 6 semester hours of Information Technology Security coursework (ITSY).

ITSY 2442 Incident Response & Handling 3-3-4
In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. Prerequisites: 6 semester hours of Information Technology Security coursework (ITSY).

ITSY 2459 Security Assessment and Auditing 3-3-4
Course Description: 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. Prerequisites: 12 semester hours of Information Technology Security coursework (ITSY)

ITSY 2486 Internship - Computer and Information Systems Security 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: 29 semester hours in computer science courses and consent of the Department Chair

JAPN Japanese

JJAPN 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.

KORE Korean

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

KORE 1412 Beginning Korean II 4-2-4
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
Fundamental concepts of elder law, including financial and estate planning, public benefits, health care, personal planning and protection, and consumer protection emphasizing the paralegal's role in elder law.

LGLA 1301 Legal Research and Writing 3-0-3
Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.

**LGLA 1304 Military and National Security
Legal Issues 3-0-3**

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

**LGLA 1307 Introduction to Law and the
Legal Profession 3-0-3**

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

LGLA 1317 Law Office Technology 3-0-3

Computer technology and software applications within the law office emphasizing the paralegal's role in the use of law office technology. Prerequisite: ITSW 1401 or ITSC 1409.

LGLA 1343 Bankruptcy 3-0-3

Fundamental concepts of bankruptcy law and procedure are presented including individual and business liquidation and reorganization with emphasis on the paralegal's role.

LGLA 1345 Civil Litigation 3-0-3

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes paralegal's role in civil litigation.

LGLA 1349 Constitutional Law 3-0-3

An overview of the United States Constitution and its articles, amendments, and judicial interpretations. Includes separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government.

LGLA 1351 Contracts 3-0-3

Presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.

**LGLA 1353 Wills, Trust and Probate
Administration 3-0-3**

Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.

LGLA 1355 Family Law 3-0-3

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

LGLA 1357 Juvenile Law 3-0-3

Fundamental concepts of juvenile law for paralegals including differences between the criminal and juvenile justice systems, detention, adjudication, disposition, certification procedures, and related issues within the public education system.

LGLA 1372 National Security Law 3-0-3

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

**LGLA 1391 Special Topics in Paralegal/
Legal Assistance 3-0-3**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

LGLA 2303 Torts and Personal Injury Law 3-0-3

Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.

LGLA 2307 Law Office Management 3-0-3

Fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.

LGLA 2309 Real Property 3-0-3

Presents fundamental concepts of real property law including 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 emphasizing the paralegal's role in property law.

LGLA 2311 Business Organizations 3-0-3

Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role.

LGLA 2313 Criminal Law and Procedure 3-0-3

Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

LGLA 2321 Military Law 3-0-3

Principles of operation and management of military law are presented as applicable to paralegals including detailed coverage of Uniform Code of Military Justice (UCMJ), claims, military administrative law, legal assistance, and civil law as it applies to the military.

LGLA 2331 Advanced Legal Research & Writing 2-3-3

Builds on previous legal research and writing courses and covers standard and electronic research techniques and preparation of complex legal documents with emphasis on the paralegal's role. Prerequisite LGLA 1303.

**LGLA 2333 Advanced Legal Document
Preparation 3-0-3**

The use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law. Prerequisite LGLA 1345.

LGLA 2335 Advanced Civil Litigation 3-0-3

Implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills acquired in prior civil litigation courses. Prerequisite: LGLA 1345.

**LGLA 2388 Internship- Paralegal/
Legal Assistant 0-9-3**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.

MATH Mathematics

MATH 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 AND PACIFIC FAR EAST CAMPUSES ONLY.

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: Appropriate placement score or completion of the appropriate level of Developmental Studies course.

MATH 1324 Mathematics for Business and Social Sciences 3-0-3

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.

MATH 1325 Calculus for Business and Social Sciences 3-0-3

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I. Prerequisite: MATH 1414 or MATH 1324.

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: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. This course is for non-mathematics, non-science, and non-business students.

MATH 1342 Elementary Statistical Methods 3-0-3

Topics include the collecting, organizing, and displaying of data; measures of central tendency, measures of variation, histograms, probability; probability distributions, binomial distributions, normal distributions, linear regression and their applications. Prerequisites: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. This course is for non-mathematics, non-science, and non-business students.

MATH 1350 Fundamentals of Mathematics I 3-0-3

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is the first semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of elementary analysis. Prerequisite: A grade of "C" or above in MATH 1414.

MATH 1351 Fundamentals of Mathematics II 3-0-3

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This is the second semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of these concepts. Prerequisite: A grade of "C" or above in MATH 1414.

MATH 1414 College Algebra 4-0-4

A study of relations and functions, polynomial functions and equations of degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, the binomial theorem, and mathematical induction. This course meets the college core requirement and is recommended for students planning to transfer to bachelor's degree programs. Graded exercises, guided practice, and graded quizzes will be completed in a non-lecture, lab environment requiring a minimum of one contact hour per week of activity. Prerequisites: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.

MATH 2318 Linear Algebra 3-0-3

Topics include finite dimensional vector spaces; linear transformations and matrices; quadratic forms; and eigenvalues and eigenvectors. Prerequisite: MATH 2414 with a grade of "C" or above.

MATH 2412 Precalculus Math 4-0-4

Topics include applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Prerequisite: MATH 1414 with a grade of "C" or above. (A previous study of trigonometry is helpful but not required.)

MATH 2413 Calculus I 4-0-4

Calculus I is a first course in calculus which emphasizes limits and continuity; the Fundamental Theorem of Calculus; derivatives and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule; the mean value theorem; rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions; and an application to calculation of areas. Prerequisite: MATH 2412 with a grade of "C" or above.

MATH 2414 Calculus II 4-0-4

Calculus II is a second course in calculus which emphasizes differentiation and integration techniques of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; and improper integrals. Prerequisite: MATH 2413 with a grade of "C" or above.

MATH 2415 Calculus III 4-0-4

Calculus III is a third course in calculus which emphasizes vectors and vector-valued functions; partial differentiation; Lagrange multipliers; multiple integrals; Jacobians; and application of the line integral which includes Green's Theorem, the Divergence Theorem, and Stoke's Theorem. Prerequisite: MATH 2414 with a grade of "C" or above.

MBST Maintenance Technology *see also CBFM, CNBT, CRPT, ELPT, 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 1302 Human Disease/Pathophysiology 2-4-3
A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

MDCA 1409 Anatomy and Physiology for Medical Assistants 3-4-4
Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

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, environmental, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MRKG 2333 Principles of Selling 3-0-3
Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.

MRMT Office Technology *see also HITT, MDCA, POFI, POFM, and POFT*

MRMT 1307 Medical Transcription I 2-4-3
Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports.

Utilizes technology compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: HITT 1305 or concurrent enrollment. Keyboarding proficiency and written communication skills recommended.

MRMT 2166 Practicum - Medical Transcription/Transcriptionist 0-8-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: completion of all courses in the certificate and Departmental approval.

MRMT 2333 Medical Transcription II 2-4-3
Transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Prerequisite: MRMT 1307.

MRMT 2357 Advanced Medical Transcription 2-4-3
Application of highly developed medical transcription skills. Includes use of technology and medical resources to produce correct medical documents from their inception as dictated materials to their inclusion in the patient health record. Prerequisite: MRMT 2333 or Departmental approval.

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 SUM11/ASM13) (Europe) (Bolling) (Cont.) 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 SUM11/ASM13) (Europe) (Cont.) 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 SUM11/ASM13) (Europe) (Cont.) 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.

MTCS 1173 Introduction to Computers (NCO Lead SUM11) (Cont.) 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 SUM11/ASM13)
(Cont.) 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 Using the Computer
(SUM11/ASM13) 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 SUM11/
ASM13) (Europe) (Cont.) 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 SUM11/
ASM13) (Cont.) 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
SUM11/ASM13) (Cont.) 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 Management) 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 Management) 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
SUM11/ASM13) (Europe) (Cont.) 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 SUM11/ASM13) (Cont.) 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 SUM11/ASM13) (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 SUM11/ASM13)
(Europe) (Cont.) 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 SUM11/
ASM13) (Europe) (Cont.) 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 SUM11/
ASM13) (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 SUM11/
ASM13) (Cont.) 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.

**MTIR 1170 Interpersonal Relationships (NCO Lead
SUM11/ASM13) (Europe) (Cont.) 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 (SUM11, ASM13) 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 SUM11/ASM13) (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 SUM11/ASM13) (Europe) (Cont.) 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.

MTLM 1172 Government Contracting (Europe) 1-0-1

To prepare students to better perform duties as a government contracting officer representative (COR) and oversee contracts in both garrison and deployed environments and focus on ensuring contractors fulfill the obligations to the government.

MTMM 1170 Increasing Work Site Efficiency (NCO Lead SUM11/ASM13) (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 SUM11/ASM13) (Europe) (Cont.) 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 SUM11/ASM13) (Europe) (Cont.) 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 Improving Work Performance (NCO Lead SUM11/ASM13) (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 SUM11/ASM13) (Europe) (Cont.) 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 SUM11/ASM13) (Europe) (Cont.) 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.

POFT 1132 Workplace Diversity (SUM11, ASM13) 1-0-1

This course provides basic knowledge about cultural awareness, including cultural heritage, work force diversity, human rights and communications. Students will be able to identify and demonstrate benefits of valuing diversity and effective cultural contacts. Includes behavioral expectations and standards in the business environment.

PSYT 1170 Crisis Intervention I (SUM11, ASM13) 1-0-1

This course is an introduction to the nature and characteristics of crisis intervention awareness. This course provides basic knowledge and awareness about the various crises that can happen in any organization and includes: suicide, domestic violence, sexual assault, substance abuse, and PTSD. This course provides a framework for a study of crisis intervention awareness.

PSYT 1171 Crisis Intervention II 1-0-1

This course is an introduction about management's role in intervening and preventing a crisis situation. The purpose of this class is to provide managers with a basic knowledge and how to handle a crisis on the following topics; suicide, depression, stress, finances, domestic violence, sexual harassment, substance abuse and PTSD. This class provides a series of interactive exercises, training videos and case studies that allow students to generate their own crisis management plans for their organizations based upon material learned through Crisis Management I and II.

MTMC NCO Lead Microcomputer Courses**MTMC 1170 Internet (NCO Lead/ASM13) 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 ASM13) (Cont.) 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 ASM13) (Cont.) 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. Prerequisite: Basic knowledge of Windows required (MTCS 1173).

MTMC 1173 Data Base Applications (NCO Lead ASM13) (Cont.) 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) (Cont.) 1-0-1

This course is an introduction to Microsoft Outlook, a desktop management that helps students organize and share information on their desktop and communicate with others. Outlook can be used to manage intranet and Internet email, appointments, contacts, tasks, and to make notes and journal entries.

MTMC 1175 Web Page Development I (NCO Lead) (Cont.) 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 ASM13) (Cont.) 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/ASM13) 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 ASM13) (Cont.) 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 ASM13) (Cont.) 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 ASM13) (Cont.) 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) (Cont.) 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 manage web pages. Prerequisite: Student must be able to demonstrate basic computer, Internet, and word processing skills. (MTCS 1173, MTMC 1170, MTCS 1175, MTMC 1172, MTMC 1175) are recommended, but not required.

MTMC 2176 Microsoft Access Advanced Topics (NCO Lead ASM13) (Cont.) 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, MTMC 1170, MTCS 1175, MTMC 1172, MTMC 1171, MTMC 1173) 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, 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 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 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.

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

PFPB 2409 Residential Const. 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.

PFPB 2445 Residential Const. Plumbing II 3-3-4

Installation of residential plumbing fixtures used in single- and multi-family housing. Prerequisite: PFPB 2409.

PHIL Philosophy

PHIL 1301 Introduction to Philosophy 3-0-3

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

PHIL 1304 Introduction to World Religions 3-0-3

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity and Islam.

PHIL 1316 History of Religions I 3-0-3

History of Religions I is a comparative study of world religions This course investigates the history of ancient Israel's religion in comparison with the religions of the indigenous peoples and Israel's neighbors: Egypt, Assyria, and Babylon. Student's will study the Hebrew Bible for what it teaches about how ancient Israelites worshiped. Students will also study how ancient Israel's religious systems compared with those of their neighbors.

PHIL 1317 History of Religions II 3-0-3

History of Religions II is a comparative study of world religions This course investigates the history of earliest Christianity in comparison to the religions and philosophies of the Greco-Roman world and early Judaism. Students will study the New Testament for what it teaches about how earliest Christians worshiped. Students will also study how early Christian religious systems and ideas compared with those of their neighbors.

PHIL 2303 Introduction to Logic 3-0-3

The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.

PHIL 2306 Introduction to Ethics 3-0-3

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

PHIL 2307 Introduction to Social and Political Philosophy 3-0-3

A study of major issues in social and political theory and/or the work of major philosophical figures in this area.

PHYS Physical Science**PHYS 1401 College Physics I 3-3-4**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Prerequisite: MATH 1414 and (MATH 1316 OR MATH 2412) Co-requisite: PHYX 1401.

PHYS 1402 College Physics II 3-3-4

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1401. Co-requisite: PHYX 1402.

PHYS 1403 Stars and Galaxies 3-2-4

This course is designed to give an overview of the visible universe. The objective throughout this course is to explain how astronomers know the many curious things they have learned about our universe. It brings the universe alive, in a sense, by showing the drama of the birth, evolution, and death of stars. What is the universe? Did the universe have a beginning? Will the universe last forever? These cosmological questions are answered in a qualitative way. The chances of life elsewhere in the universe, and how we might know about it are discussed. Planetarium and Observatory are used extensively. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concept). The class meets twice a week, three hours per day.

PHYS 1404 Solar System 3-2-4

This course is an introduction to Astronomy. The approach is very qualitative, but simple mathematics skills are required. The course is designed to explain the origin of the Solar System including the Sun and its nine planets, and smaller bodies - satellites (moon) orbiting the planets, asteroids, and comets. The students are also exposed to the basic idea of the function of a telescope. Planetarium and Observatory are used extensively. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concepts). The class meets twice a week, three hours per day.

PHYS 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.

PHYS 2425 University Physics I 3-3-4

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Prerequisite: MATH 2413. Co-requisite: PHYX 2425.

PHYS 2426 University Physics II 3-3-4

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Prerequisites: PHYS 2425 and MATH 2414. Co-requisite: PHYX 2426.

POFI Office Technology see also HITT, MDCA, MRMT, POFM and POFT**POFI 1301 Computer Applications I 2-4-3**

This course is an overview of office computer applications including current terminology and technology. An introduction to computer hardware, software applications, and procedures. Prerequisite: Keyboarding skills or concurrent enrollment in keyboarding course recommended.

POFI 1349 Spreadsheets 2-4-3

Skill development in concepts, procedures, and application of spreadsheets. Prerequisite: An introduction to a computer application course or equivalent recommended.

POFI 2301 Word Processing 2-4-3

Word processing software focusing on business applications. Prerequisite: POFT 1329.

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 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 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, patient relations, and legal and ethical issues. Prerequisite: HITT 1305. Keyboarding and computer skills recommended.

POFM 2310 Intermediate Medical Coding 2-4-3

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

POFM 2333 Medical Document Production 2-4-3

Create, format and produce publishable documents. Prerequisites: MRMT 1307 and MRMT 2333.

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 responsibilities applicable to an office environment.

POFT 1319 Records and Information Management I 2-4-3

Introduction to basic records and information management systems, including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.

POFT 1325 Business Math Using Technology 2-4-3

Skills development in business math problem solving 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 procedures 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: POFT 1301 or ENGL 1301.

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.

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

PSYC 2301 General Psychology 3-0-3

Survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC 2308 Child Psychology 3-0-3

This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development.

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

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

PSYC 2315 Psychology of Adjustment 3-0-3

Study of the processes involved in adjustment of individuals to their personal and social environments.

PSYC 2316 Psychology of Personality 3-0-3

The study of various approaches to determinants, development, and assessment of personality. Prerequisite: PSYC 2301.

PSYT Mental Health Services see also CMSW, DAAC and SCWK

PSYT 1309 Health Psychology 2-2-3

An exploration of behavioral medicine and the interdependence of mind, body, and spirit. Topics include stress and its effect on body systems, techniques for improving and maintaining health and physiological, psychological, behavioral, and social effects of disease and disabilities.

PSYT 1329 Interviewing and Communication Skills 2-4-3

This course provides instruction for the development of interviewing and communication skills in professional relationships. Students are encouraged to explore personal issues which may affect their ability to remain objective in the clinical setting. Demonstration of skills learned serves as an integral part of the lab process. Recommended: to be taken in the first semester.

PSYT 2321 Crisis Intervention 2-2-3

Examination of crisis management and intervention theories in assisting clients in crisis situations. This course introduces assessment skills and techniques in rating the severity of crisis in three areas; affective, cognitive and behavioral.

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

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

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.

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.

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.

SCWK Mental Health Services see also CMSW, DAAC and PSYT

SCWK 2301 Assessment and Case Management 2-4-3
Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for screening, assessment, and case management to determine the need for prevention, intervention, and/or referral. Prerequisites: CMSW 1309, DAAC 1319, PSYT 1329, PSYT 2321, PSYT 2331.

SOCI Sociology

SOCI 1301 Introduction to Sociology 3-0-3

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

SOCI 1306 Social Problems 3-0-3

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

SOCI 2301 Marriage and The Family 3-0-3

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

SOCI 2319 Minority Studies 3-0-3

This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

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 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 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 Child Development

TECA 1303 Families, School, & Community 3-1-3

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and course includes a minimum of 16 hours of field experiences.

TECA 1311 Educating Young Children 3-1-3

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; course includes a minimum of 16 hours of field experiences.

TECA 1318 Wellness of the Young Child 3-1-3

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; course includes a minimum of 16 hours of field experiences.

TECA 1354 Child Growth & Development 3-0-3

This course is a study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

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

TRVM 1300 Introduction to Travel and Tourism 3-0-3

An overview of the travel industry. Emphasis on travel careers and the impact of tourism on society.

TRVM 2301 Introduction to Convention/Meeting Management 3-0-3

Overview of the meetings and convention industry and the various aspects and skills involved in planning and managing meetings and conventions. Emphasis on types of meetings, meeting markets, industry suppliers, budget and program planning, site selection and contract negotiations, registration and housing, food and beverage requirements, function and meeting room setup, and audiovisual requirements. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

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, equipment and safety practices, including OSHA standards for industry.

WLDG 1417 Introduction to Layout and Fabrication 3-3-4

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting 3-3-4

An introduction to oxy-fuel welding and cutting, safety, set up and maintenance of oxy-fuel welding, and cutting equipment and supplies. Prerequisite: WLDG 1323.

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) 3-3-4

An introduction to the shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Prerequisites: WLDG 1323 and WLDG 1425.

WLDG 1430 Introduction to Gas Metal Arc (GMAW) Welding 3-3-4

Principles of gas metal arc (GMAW) welding, setup and use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. Prerequisites: WLDG 1323 and WLDG 1428.

**WLDG 1434 Introduction to Gas Tungsten Arc
(GTAW) Welding 3-3-4**

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs. Prerequisites: WLDG 1323 and WLDG 1428.

WLDG 1435 Introduction to Pipe Welding 3-3-4

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Prerequisite: WLDG 1457.

**WLDG 1457 Intermediate Shielded Metal Arc
Welding (SMAW) 3-3-4**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. Prerequisite: WLDG 1428.

**WLDG 2413 Intermediate Welding Using
Multiple Processes 2-7-4**

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW) or any other approved welding process.

WLDG 2435 Advanced Layout and Fabrication 3-3-4

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills. Prerequisite: WLDG 1417.

**WLDG 2443 Advanced Shielded Metal Arc
Welding (SMAW) 2-7-4**

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisites: WLDG 1323 and WLDG 1457.

**WLDG 2447 Advanced Gas Metal Arc
Welding (GMAW) 3-3-4**

Advanced topics in gas metal arc welding (GMAW). Includes welding in various positions. Prerequisite: WLDG 1430.

**WLDG 2451 Advanced Gas Tungsten Welding
(GTAW) 3-3-4**

Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: WLDG 1434.

WLDG 2453 Advanced Pipe Welding 2-7-4

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Prerequisite: WLDG 2406.

**WLDG 2488 Internship - Welder/Welding
Technology 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.

Personnel

Deans

Tina Ady, Dean, Continental and Fort Hood Campuses
Gary Kindred, Dean, Europe Campus
Kevin Sasse, Dean, Pacific Far East Campus
Jim M. Yeonopolus, President, Continental and International Operations/Dean, Navy Campus

Continental Campus Personnel

Anda Arms, Site Director, Fort Riley, KS
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Margaret Pylant, Area Director, Alaska
Amy Randolph-Chernis, Site Director, Fort Leonard Wood, MO
Pamela Regester, Site Director, Fort Knox, KY
Suzanne Remedies, Director, Eglin AFB, FL
Bart Scroggins, Site Director, Fort Sill, OK
Elaine Singley, Site Director, Holloman Air Force Base
Phillip Schuster, Site Director, Fort Polk, LA
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Continental Campus

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Child Development

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M.A., Ashford University

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Social and Behavioral Science - *History*

B.A., Lamar State University

M.A., Northwestern State University

Ira Crawford (2014)

Social and Behavioral Science - *Government*

B.A., Saint Martin's College

M.A., Liberty University

M.A., American Military University

Lois Fuller (2014)

Computer Science

B.A., Upper Iowa University

Charles Lewis (2014)

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B.A., Chaminade College of Honolulu

M.S.W., University of Hawaii-Manoa

Bruce McKain (2014)

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M.Ed., Boston University

M.A., University of Louisville

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B.A., McNeese State University

M.Ed., Northwestern State University

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Business Management, Computer Science, Communication

B.S., University of Maryland University College

M.S., Central Michigan University

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Computer Science

B.S., American Intercontinental University

M.S., American Intercontinental University

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B.S., Park University

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M.B.A., University of La Verne

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M.A., University of Nevada

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Criminal Justice

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B.A., The University of the State of New York

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Computer Science - *Information Technology*

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Management

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M.A., Pepperdine University

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Criminal Justice

A.A., University of Maryland University College

A.G.S., Central Texas College

B.S., University of Maryland University College

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Medical Office Specialist 50	HMSY Criminal Justice 76
Medical Documentation Specialist 50	HRPO Business Administration and Management 77
Office Assistant, Level I 49	HUMA Humanities 77
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BIOL Biology 57	POFI Office Technology 87
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BUSG Business Administration and Management 59	POFT Office Technology 88
BUSI Business Administration and Management 59	PSTR Hospitality Management 89
CBFM Maintenance Technology 59	PSYC Psychology 89
CDEC Child Development 59	PSYT Mental Health Services 89
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CMSW Mental Health Services 64	TECA Child Development 92
CNBT Maintenance Technology 64	TRVM Hospitality Management 92
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CONTINUING & WORKFORCE EDUCATION

Allied Healthcare & Online Career Programs

Call 254-526-1586 for more information or to register

www.ctcd.edu/ce

Allied Healthcare Career Training

Pharmacy Technician

Phlebotomy

Orthopedic Technician

Clinical Medical Assistant

EKG Technician

Certified Nurse Aide

Online Career Training

Career Training

Administrative Veterinary Assistant

Certified Wedding Planner

Event Management & Design

Non-Profit Management

Grant Writing

Technical Writing

Six Sigma Black and Green Belt

Lean Mastery

Video Game Design & Development

Paraprofessional Teacher's Aide

Chartered Tax Professional

Chartered Financial Analyst

Green/Renewable Energy Training

Certified Indoor Air Quality Manager (CIAQM)

Green Certified Home Inspector

Home Energy Analyst (HERS)

Solar Photovoltaic System Design & Installation

LEED AP Building Design & Construction

Business

Creating a Successful Business Plan

Leadership

Building Teams that Work

Administrative Assistant Fundamentals

Fund. of Supervision & Management

Purchasing Fundamentals

Sales & Marketing

Effective Selling

Business and Marketing Writing

Keys to Effective Communication

Principals of Sales Management

Marketing Your Business on the Internet

Managing Customer Service

Accounting

Accounting Fundamentals

Intro to QuickBooks

Intro to Peachtree

Notes

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Central Texas College
Dean, Fort Hood Campus
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Killeen, Texas 76540-1800
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Central Texas College
Dean, Central and
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Correspondence and Inquiries

General correspondence and inquiries regarding admissions and course offerings should be addressed to the appropriate office at the campus or site location you are currently attending or plan to attend. Continental Campus students contact their CTC site representative for financial aid information. All other students contact the Student Financial Aid office at the Central Campus. Official CTC records and transcript services are processed through the Central Campus Registrar's Office. For distance learning, if you are located in Texas contact the appropriate personnel at Central Campus. All other distance learners may contact online.mentors@ctcd.edu.

Central Texas College District does not discriminate in admissions or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age, or veterans status.

Central Campus and Service Area

Killeen, Texas
Lampasas
Burnet
Marble Falls
Goldthwaite
Gatesville including Correctional Programs
Hamilton
Brady

Continental Campus

Bethesda, MD
Bolling AFB, DC
Camp Pendleton, CA
Eglin AFB, FL
Fort Benning, GA
Fort Knox, KY
Fort Lee, VA
Fort Leonard Wood, MO
Fort Polk, LA
Fort Richardson/Elmendorf AFB, AK
Fort Riley, KS
Fort Sill, OK
Fort Stewart/Hunter Army Airfield, GA
Fort Wainwright, AK
Holloman AFB, NM
Joint Base Lewis-McChord, WA
MCB Quantico, VA
Schofield Barracks, HI

Fort Hood Campus

Fort Hood, TX

Navy Campus

Pacific Headquarters

San Diego, CA

Atlantic Headquarters

Norfolk, VA

Mayport, Florida
Kings Bay, Georgia
Groton, Connecticut
MCAS/MIRAMAR, CA
Naval Base Coronado
Naval Base San Diego
Coast Guard Sector San Diego
Bremerton, Washington
Pearl Harbor, Hawaii

Pacific Far East Campus

Korea
Okinawa
Japan
Guam
Diego Garcia

Europe Campus

Germany	Kuwait
Bahrain	Netherlands
Belgium	Portugal
Djibouti	Qatar
Egypt	Spain
Greece	Turkey
Italy	United Kingdom

U.S. Embassy Program Worldwide

Air Force Reserve Program