CENTRAL TEXAS COLLEGE

2018/19
CONTINENTAL & INTERNATIONAL CAMPUSES

COURSE CATALOG

ADAM CHASTAIN, CTC PARAMEDIC STUDENT

Major Campus Addresses

Central Campus
Central Texas College
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-7161
(800) 792-3348

Service Area
Central Texas College
Dean, Central and
Service Area Campus
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1116

Fort Hood Campus
Central Texas College
Dean, Fort Hood Campus
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1904

Continental Campus
Central Texas College
Dean, Continental Campus
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1222

Navy Campus
Central Texas College
Office of the Dean, Navy Campus
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1356

Navy Atlantic
Central Texas College
4017 E. Ocean View
Norfolk, Virginia 23518
(757) 440-5301
(800) 457-2619

Navy Pacific
Central Texas College
2615 Camino del Rio South #301
San Diego, California 92108
(619) 226-6626
(800) 784-5470

Europe Campus
Central Texas College
Rhein Ordinance Barracks
APO AE 09067
011-49-6371-46-83-102

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 eaglesoncall@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 Texas College District
Continental and International Campuses Catalog
Thirtieth Edition • 2018-2019

Accredited by

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

Approved by

Texas Higher Education Coordinating Board

Listed in

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

Member of

Accreditation Commission for Education and Nursing, Inc. (ACEN), Air Conditioning Contractors of America (ACCA), American Associate Degree Early Childhood Educations (ACCESS), American Association of College Admissions Counselors, American Association of Collegiate Registrars and Admissions Officers, American Association, Inc. For Para Legal Education, American Bar Association, American Society for Clinical Pathology (CID), American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), American Welding Society, Association of Institutional Research, Association of Science and Technology Centers, Automotive Engine Rebuilders Association (AERA), Automotive Transmission Rebuilders Association (ATRA), Central Texas Ad League, Central Texas Association for the Education of Young Children (CTAEYC), Child Development Educator's Association for Texas Associate Degree Programs (CDEA), Council for Resource Development, Council of College and Military Educators (CCME), Graphic Arts Technical Foundation (GATF), Graphic Communications Council (GCC), Kennedy Center/American College Theatre Festival (KC/ACTF), Killeen Sister Cities, Liberal Education and America's Promise (LEAP) Texas, Mathematical Association of America, Mobile Air Conditioning Society (MACS), National Association for the Education of Young Children (NAEYC), National Association for College Admission Counseling (NACAC), National Association of College and University Business Officers (NACUBO), National Association of Colleges and Employers, National Association of EMS Educators (NAEMSE), National Association of Institutions for Military Education Services (NAIMES), National Educational Telecommunications Association (NETA), National Institute for Staff and Organizational Development (NISOD), National Intercollegiate Flying Association, National Intramural Recreational Sports Association, National Council for Marketing and Public Relations, National Organization for Associate Degree Nursing, Public Broadcasting Service (PBS), Servicemembers Opportunity Colleges (SOC) Degree Network System, Southern Association of College and University Business Officers (SACUBO), Southern Association of Collegiate Registrars and Admissions Officers (SACRAO), Southern Association of Institutional Research (SAIR), Southern Association of Colleges with Associate Degrees, Southern Early Childhood Association (SECA), Texas Association for the Education of Young Children (TAEYC), Texas Association of Music Schools (TAMS), Texas Association of Broadcast Educators (TABE), Texas Association of Broadcasters (TAB), Texas Association of College Technical Educators (TACTE), Texas Association of College Admission Counseling (TACAC), Texas Association of Collegiate Registrars and Admissions Officers (TACRAO), Texas Association of Collegiate Veterans Program Officials (TACVPO), Texas Association of Community College Business Officers (TACCBO), Texas Association of Community College Foundations, Texas Association of Continuing Education (TACE), Texas Association of Institutional Research (TAIR), Texas Association of Schools of Art, Texas Association of Student Financial Aid Administrators, Texas Community College Instructional Administrators (TCCIA), Texas Community College Teachers Association (TCCTA), Texas Community College Business Officers (TCCBO), Texas Public Community/Junior College Association, Texas Public Broadcasting Association (TPBA), The Associated Press, The University Aviation Association (UAA), The Global Community for Academic Advising (NACADA), The Planetary Society, Association of Fundraising Professionals, Western Association of Veterans Educational Specialists.

Back row (standing) left to right:
Jim Yeonopolus, Chancellor
Brenda Coley, Killeen, TX
Joe Burns, Copperas Cove, TX
Don Armstrong, Killeen, TX

Front row (seated) left to right:
Bill Beebe, Harker Heights, TX
Jimmy Towers, Killeen, TX
Mari Meyer, Harker Heights, TX
BG (Ret) Rex Weaver, Killeen, TX

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Jim Yeonopolus, Robin Garrett, Tina Ady and Michele Carter

Chancellor's Message

Welcome to Central Texas College!

On behalf of our college, I am pleased to welcome you to Central Texas College (CTC) where our passion for teaching and learning is unending. CTC provides students with the knowledge and background necessary to compete in today's economy and many significant life transitions. With a wide range of educational offerings, the college offers workforce training, basic courses in English and math, certificate and degree programs and preparation for transfer to four-year institutions.
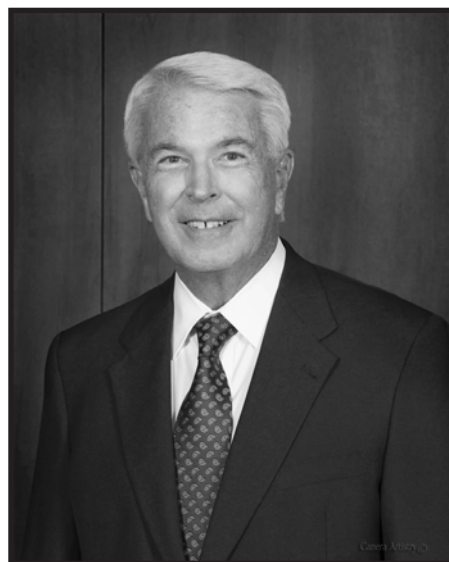
As a community college, we prepare our diverse students of all ages; in particular our active military and military veteran students to be lifetime learners, and labor force and community contributors.

I encourage you to join us in the pursuit of your scholarly, civic, and personal endeavors through Central Texas College. Our committed, dedicated, and compassionate faculty, staff and trustees, look forward to helping you grow and learn.

Jim Yeonopolus
Chancellor

Table of Contents

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 Southern Association of Colleges and Schools Commission on Colleges since first being awarded accreditation in 1969, and was reaffirmed most recently in June 2015.

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 is 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 Campu and the Navy Campus. The Pacific Far East Campus established in 1980 officially closed July 31, 2017. Of these, the Central Campus and Service Area and Fort Hood Campus 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. 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. 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, 2018-2019

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 13, 2018 - October 14, 2018
Term 2 (Fall)	October 15, 2018 - December 31, 2018
Term 3 (Spring)	January 1, 2019 - March 10, 2019
Term 4 (Spring)	March 11, 2019 - May 12, 2019
Term 5 (Summer I)	May 13, 2019 - July 7, 2019
Mini Term *(Summer II)	July 8, 2019 - August 11, 2019

* Offered at selected locations

About the College

Mission

Central Texas College provides accessible and quality educational opportunities that support a diverse student population and promotes student success, completion and employability.

Vision

Central Texas College serves our diverse 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;
- continuing adult 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 local and statewide needs;
- adult literacy and other basic skills programs for adults; and
- such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas

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. With over 150 locations worldwide with classroom offerings, 30 degree and 30 certificate programs 100% online you can choose the option that's right for you.

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.

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, veteran status, genetic information, sexual orientation, gender identity or transgender 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 Dr. Christy Shank, Director, Disability Support Services, (254) 526-1291, christy.shank@ctcd.edu; the designated coordinator for employment of faculty and staff is Holly Jordan, Director of Human Resource Management (254) 526-1128, holly.jordan@ctcd.edu.

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, veteran status, genetic orientation, sexual orientation, gender identity or transgender status is unlawful. 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, holly.jordan@ctcd.edu.

Title IX

Central Texas College explicitly condemns discrimination based on sex or gender, sexual discrimination, sexual harassment (including sexual violence), stalking, sexual misconduct, sexual orientation discrimination, discrimination based on gender identity or expression or gender discrimination of students, faculty or staff. These behaviors are unlawful in accordance with federal and state law. Title IX, a segment of the Education Amendments of 1972 (as amended) and its implementing regulation at 34 C. F. R. Part 106, applies to any education program or activity receiving Federal financial assistance. Persons who are in violation may be subjugated to college sanctions as well as civil and criminal penalties. Any student or non-student who thinks he or she has been subjected to this form of discrimination is encouraged to immediately report the incident to: for students:

- Dr. Christy Shank, Director, Disability Support Services, (254) 526-1291, christy.shank@ctcd.edu;
- for faculty and staff, Ms. Holly Jordan, Director, Human Resource Management, (254) 526-1128, holly.jordan@ctcd.edu;
- Title IX Compliance Officer, Dean, Student Success and Persistence, Ms. Julie Starkey, (254) 526-1293, julie.starkey@ctcd.edu.

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 Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Central Texas College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council 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 Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov. The transferability of credits earned at Central Texas College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Central Texas College will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Central Texas College to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Central Texas College will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned."

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 designated college programs in Alabama, Alaska, California, Florida, Georgia, Hawaii, Louisiana, Maryland, North Carolina, Virginia, and Washington D.C.

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

Central Texas College's programs are approved for 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.

Continental Campus

Continental Campus offers a wide range of degree plans in various locations of the United States utilizing unique teaching methods. Some sites offer face-to face-courses, Blended courses, and Blackboard Collaborate courses designed with the military lifestyle in mind. Blackboard Collaborate courses are taught between two or more sites connecting via digital technology to incorporate an in-person classroom where instructor and students can collaborate as if in one central location. Classroom sessions are held and combined with multiple classrooms in the United States bringing students from the East Coast and West Coast together. This enables students in any location the opportunity to complete a class needed for their degree that might not otherwise have the opportunity.

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. Refer to http://online.ctcd.edu for more information on course offerings.

Articulation Agreements Leading to Bachelor Degrees

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

Uniform Application of Standards

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

Admissions and Registration

General Admission Information

Central Texas College maintains an open door admissions policy that ensures every person who can benefit from postsecondary education has the opportunity to enroll. Admissions to Central Texas College does not guarantee admission to specific programs and courses.

Only personnel sponsored in the overseas command by the U.S. Armed Forces are generally permitted to attend Central Texas College classroom courses. Other applicants may attend classes if local policy permits, but they must receive approval from the local ESO or NCO personnel for military and government approval before being permitted to enroll in classes. Active duty personnel have priority when enrolling for classes. Active military students should visit their Education Center or Navy College office representative to discuss their educational goals.

General Admission Eligibility 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 active duty military 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. Refer to "Individual Approval" in the Admission Procedures section of the catalog.

 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.*

To be eligible for federal financial aid, the U.S. Department of Education requires that an individual have a recognized high school diploma or equivalent. Certain conditions apply to non-high school graduates who completed one of the ability-to-benefit (ATB) alternatives and first enrolled in an eligible college program prior to July 1, 2012. Contact the CTC Office of Student Financial Assistance at (254) 526-1508 for further details.

Early admissions offers eligible high school students the opportunity to earn college credits while enrolled in high school. Refer to the Early Admissions/Dual Credit Programs for High School Students section in this catalog.

Admission Procedures, 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 the Eagles On Call center at eaglesoncall@ctcd.edu. Listed below are general admission requirements for students located outside of Texas.

New CTC Students, First-Time in College

Applicants who have not previously attended any regionally accredited college or university are considered first-time in college (FTIC) students. All new college students seeking a degree or certificate from CTC are required to:
1. Complete the online CTC Application for Admission.
2. Any student who completed their high school diploma or GED within the past 5 years must submit an official high school transcript or high school equivalency documentation (such as a GED). Effective fall 2017 documentation must be received by the end of the second term of enrollment. (Prior to fall 2017 documentation was required prior to graduation.) If obtaining an official high school transcript or high school equivalency documentation presents a hardship for the applicant, other documents as determined by CTC may be accepted. If documentation is not received, a hold will be placed on the student's record. General admission students who completed their high school diploma or GED more than 5 years ago are exempt from providing an official high school transcript or high school equivalency documentation. Special conditions may apply to students receiving federal financial aid or applying for specific programs of study.
3. Consult 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

Transfer students have attended another accredited college or university and are interested in earning a CTC degree or certificate. Transfer students applying for admission to CTC are required to:
1. Complete the online CTC Application for Admission.
2. Submit official transcripts from each regionally accredited college or university. Hand carried transcripts will be accepted only if transcripts are marked official and in an unopened sealed envelope from the college or university. Unofficial transcripts may be used for initial advising and course placement. Students will not be eligible for an official enrollment plan until all official transcripts are received.
3. Consult 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 at least 2.0 will be suspended for one long semester.

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

Former CTC Students, Readmissions

If it has been at least one year since you attended CTC, follow the steps below.
1. Complete a new online 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. Consult the designated CTC representative at your location to discuss a program of study and course selections.

Transient Students

Transient students currently attend another college or university and are interested in taking a few courses with CTC to be transferred back to their current college or university. Transient students are not required to submit education records from previously attended colleges or universities unless required for financial aid, Veterans education benefits, or to document earned requirements such as courses that satisfy prerequisites. Education records will be required if you later elect to seek a degree, certificate, or award of credit from CTC. Transient students are required to:
1. Complete the online CTC Application for Admission.
2. Consult the advisor at your home college or university to ensure course transferability.
3. If you wish to enroll for a CTC course that requires prerequisites, speak with the CTC representative at your location and provide appropriate documentation that the prerequisite has been met.

Individual Approval (Non-High School Graduate/Non-GED Recipient)

Adults 18 years or older who do not have a recognized high school diploma, GED, or equivalent may be eligible to enroll in CTC classes if the individual can demonstrate the ability to benefit. The following requirements must be met.
1. Complete and submit the eform "Request for Individual Approval" available on the CTC website.
2. Complete the online CTC Application for Admission.
3. One of three placement tests must be taken. Contact your designated CTC representative for guidance. Take one of the three tests depending on your program of study: (a) all three sections of the Texas Success Initiative Assessment (TSI) if enrolling in academic courses, an associate degree or level II certificate, (b) the TABE diagnostic test if enrolling in a level I certificate, or (c) the CELT (Comprehensive English Language Test) or TOEFL (Test of English as a Foreign Language) if enrolling in English for Speakers of Other Languages (ESOL) courses only. Contact your designated CTC representative for guidance.
4. The Dean of Student Services and/or Campus Dean will review your application. If your request is approved, consult with the designated CTC representative at your location to discuss a program of study and course selections.
5. Complete a recognized high school diploma or equivalent or successfully complete 24 semester hours of college credit within two semesters of enrollment.
6. Must demonstrate continuous successful academic progress.

International Students

Continental Campus locations outside the Texas Central Campus in Killeen, Texas, are not approved to admit international students seeking entry into the United States through an F-1 or M-1 student visa status. Local and third party nationals in CTC's international campuses are not permitted to attend CTC classes without permission from the Education Center or Navy College Office representative and the appropriate Military Command. Local nationals who receive permission are required to complete the following:

1. Take the Test of English as a Foreign Language (TOEFL) and earn a score of at least 68 on the Internet-Based TOEFL; or take the International English Language Testing System (IELTS) test and earn at least a 5.8 on the IELTS. Students native to countries whose official language is English, and whose education has been in English are required to take a CTC approved placement exam.
2. Complete all other requirements as a "New CTC Student, First Time in College" or "Transfer Student."
3. Meet with a CTC designated college official or academic advisor.

Distance Learners Enrolled in Online Classes

Due to government contracts, some CTC locations may not be able to assist distance learners. If needed, contact the Eagles On Call Center at eaglesoncall@ctcd.edu. A Student Services Advisor will help you through the enrollment process. Students who enroll in online classes offered through the Central Campus in Killeen, Texas, must meet the following requirements.

1. Complete the admission requirements for the applicable student category (New CTC Student, Transfer Student, etc.).
2. If you are a Texas resident and are seeking to pay Texas tuition rates, you are required to (a) take all three sections of the Texas Success Initiative(TSI) Assessment if you are not TSI exempted or waived and (b) provide appropriate documentation to support that you are a Texas resident.
3. Provide your own computer or have access to a computer and have reliable Internet access.
4. CTC Eaglemail electronic address provided by CTC must be used.
5. Participation in a distance learning orientation and related workshops offered through the CTC Distance Learning website at http://online.ctcd.edu are recommended.

Out-of-State CTC Students Who Move to Texas

If you move to Texas and continue your studies with Central Texas College, certain in-state requirements must be met.

1. Complete an online 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 Eagles on Call for more information.

4. If applicable, 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. Consult an academic advisor.
6. Make arrangements to attend the new student orientation.

Auditing a Class

Individuals interested in auditing a class must complete the online CTC Application for Admissions, pay the same tuition amount as any other for-credit student, and receive permission from the course instructor. Auditing is on a space-available basis, and not all courses such as internships are available to audit. Registration is available only during late registration. Courses cannot be converted from audit to credit or credit to audit, and transcripts are not issued. Audited courses do not apply to a degree and are not eligible for financial aid. Students are not subject to class attendance and are excused from class on days/times of exams. Instructors will not accept papers, tests, or exams from auditing students.

Students Age 17 or Younger

Al students age 17 or younger must complete and return a "Parental Consent, Waiver, Release and Indemnity for Minor Students" form and the "Important Information for Minor Students and Parents/Legal Guardians", which are available through the Admissions Office at CTC in Killeen, Texas.

Students age 16 or younger must have a parent or legal guardian at the CTC location, center, or facility at all times to monitor the student's activities outside of class and to be immediately available in case of an emergency. This includes when student is present either in classes or participating in CTC activities either on or off the classroom location. Failure to do so will cause the student to be removed from each enrolled class. Parents/legal guardians are not allowed to attend student's classes unless parent/legal guardian is enrolled in the classes.

Early Admissions, High School Students

Early admissions is available to selected high school students who are in good academic standing. 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 the online CTC 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.

Readmission of Member of the United States Armed Forces

A Servicemember in the United States Armed Forces may be readmitted to CTC under the same academic status as held while last attending CTC or accepted for admission if the student was not able to attend CTC due to a military obligation for more than 30 consecutive days or less than 30 days if the interruption resulted in student's withdrawal from the college based on institutional policy. National Guard or Reservists under federal authority may be readmitted under the same academic status when called to active duty for more than 30 consecutive days. Contact the CTC Dean of Student Services or the Associate Dean, Admissions, Registration and Records for more information.

Active Duty Army, National Guard, and Army Reserve Students (GoArmyEd)

All eligible active duty Army soldiers, National Guard and Army Reserve students must complete the GoArmyEd common application and register online in the GoArmyEd portal. All students must meet the general admissions 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. Access the GoArmyEd portal at www.goarmyed.com and create/activate your GoArmyEd account.
2. If CTC is your home school, request that 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.
3. Students who have not selected CTC as their home school are not required to submit official transcripts unless using financial aid.
4. Visit with a CTC representative to obtain degree plan advisement and other school-related information (e.g. prerequisite requirements, instructional materials, EagleMail, etc.).
5. For information regarding your GoArmyEd course planner, student agreement requirements, holds, etc., select the "View Reference Documents" link located in the Training Resources section on your GoArmyEd homepage.
6. Browse the GoArmyEd schedule of classes, on the GoArmyEd portal or at www.ctcd.edu/armyclasslookup/ and register for classes. Refer to Reference Document titled "How to Enroll in a Class through GoArmyEd" or "How to Enroll in Classes Using the Course Planner", depending on your particular status. All enrollment actions (i.e. enrollment requests, drops, and withdrawals) must be processed via the GoArmyEd portal.

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. Transfer students who plan to use financial aid at CTC must have transcripts on file prior to determining financial aid eligibility. Official transcripts must be mailed from each college or university to the Central Campus in Killeen, Texas. Hand-carried transcripts will only be accepted if received in a sealed envelope marked "official." Transfer credits are evaluated by CTC based on the principles outlined in the *Joint Statement on the Transfer and Award of Credit*. Students who earned transfer credits from national accrediting bodies and professional organizations recognized by the Council for Higher Education Accreditation (CHEA) may submit official transcripts, for which credits will be evaluated based on CTC institutional guidelines. If a course from a non-regionally accredited institution has not been evaluated by CTC, the student will be required to submit a syllabus for each course he or she wishes to be considered.

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. Distance learners should contact eaglesoncall@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 and all students closes the Thursday before the Monday start date.

NOTE *You are only eligible to receive Title IV funding (PELL, loans, SEOG, etc.) for classes that start and end between the traditional semester dates, and are required on your current degree plan. Example: For the fall 2018 semester, classes must start and end between August 13-December 31, 2018.*

Course 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 class offerings. 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

After completion of admissions and academic advising, the following must be completed before you are considered officially enrolled and permitted to start your course.
1. Register for your classes through CTC's online WebAdvisor. Go to www.ctcd.edu, select Student Tools, and choose WebAdvisor. If you are unable to register through WebAdvisor, complete the "eForm" "Continental and International Campuses Registration." EFORMS can be accessed through the Student Tools link on the CTC main webpage.
2. If using Army Tuition Assistance (TA), register through the GoArmyEd portal.
3. Pay tuition and any fees at the time of enrollment. You 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 through the GoArmyEd portal.
4. If you are using VA education benefits through CTC, please ensure you submit the Veterans Enrollment Certificate (VEC) request "eForm" to the appropriate CTC office. **A new VEC must be submitted each term and each time you change your schedule.**

NOTE *If approved for Title IV federal financial aid, you are only eligible to receive financial aid (PELL, loans, SEOG, etc.) for classes that are on your degree plan and start and end within the official college semester. Fall 2017 (August 1-December 31), Spring 2018 (January 1-May 13), and Summer (May 14-August 12).*

Late Registration and Adding or Dropping Classes

Late registering, adding, or dropping classes is available for a limited time only and is based on CTC and military guidelines. Consult local class schedules for exact dates. You may not enroll late in a distance learning course without special permission. Any missed classes are counted as absences, and you are required to make up any assignments. GoArmyEd students add and drop classes through the GoArmyEd portal. Students utilizing VA education benefits could be in debt to the VA for withdrawal or early dismissal from school.

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., registration assessing errors, dropping or adding classes, invalid employment, or third-party waivers. CTC will accept tuition assistance/sponsor agreements in lieu of payments at the time of registration, but students will be responsible for all amounts owed if 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

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. Refunds for tuition will be computed from the date the Application for Withdrawal/Refund is actually filed at the designated CTC site office or Records Office

(not from the date of last attendance or the adjusted date if "retroactively dropped") or processed through the GoArmyEd portal for Army TA students.   Any refund applicable for dropped courses will first be applied to any outstanding balance remaining on the student's account before any refund is issued. Special conditions apply to financial aid and VA students. For online classes students must submit a completed Application for Refund to the Business Office for a refund to be issued.

The tuition refund policy of Central Texas College for students using Title IV or DoD funds meets the requirements of federal agencies.

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. Some students in certain states such as Georgia, Florida, North Carolina, and Virginia may be refunded in accordance with each individual state's refund policy if the enrollment is not based upon an existing federal contract or agreement. Obtain information about the refund policy from the Education Officer, Navy College Officer, or Central Texas College representative.

- 100% Refund if withdrawal is before the first day of the term or semester.
- 75% Refund if not more than 18.75% of the term or semester has elapsed.
- 25% Refund if not more than 25% of the term or semester has elapsed.
- 5% Refund if not more than 60% of the term or semester has elapsed.
- 0% Refund if more than 60% of the term or semester has elapsed.

Refund Schedule

Length of class term (in weeks)	Last day for 75% refund	Last day for 25% refund	Last day for 5% refund (60% completion)
1	1	N/A	3
2	2	N/A	6
3	3	4	9
4	4	5	12
5	5	6	15
6	5	7	18
7	7	9	21
8	7	10	24
9	8	11	27
10	9	12	30
11	10	14	33
12	11	15	36
13	12	16	39
14	13	17	42
15	14	19	45
16 or longer	15	20	48

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 when the student withdraws from all classes under the following conditions:
  - Any student suffering a catastrophic illness or accident or death in the immediate family after classes have started.
  - 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. Withdrawals due to pre-existing conditions do not qualify for an exception to the refund policy. 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 additional refund will be given. The standard refund policy will apply.
  - Exceptions to the refund policy under the above special conditions must be requested within 4 months of the course/semester/term end date.

Please note that NTC rotations, TDY 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. Refer to http://www.ctcd.edu/academics/booksinstructional-materials/ for related textbook information.

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   October 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.

The following will affect your Financial Aid academic progress and may result in having to pay back funds:
- Students who do not attend a course before the census day will be dropped from the course by the instructor.
- For an online course student must complete one academically related activity (graded or non-graded) prior to the census date or be dropped from the class by the instructor. For blended or hybrid classes if the first class meeting is after the census, completion of a graded activity is required or student will be dropped from the course by the instructor.

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 (C) Maximum Timeframe Transfer

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

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

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

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.

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

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 or a combination of W's, F's, N'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 through eForms. **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
Warning

A student will be placed on a warning 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)
- Courses that are not required on your degree plan.
- Courses that do not start and end within the official college semesters.

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 costs. Balance checks for unused PELL funds will not be disbursed to any student who has a balance due to CTC.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available only to those students who demonstrate financial need. Grant awards and renewals are made on the basis of available federal funds, the student's demonstrated exceptional financial need and the student's satisfactory academic progress.

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.nslds.ed.gov/nslds_SA/SaEcIntrol.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.

Any complaint against Central Texas College from a current or prospective student receiving V.A. education benefits should be routed through the VA GI Bill® Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

NOTE *You must submit the completed Veterans Enrollment Certificate eform to the appropriate CTC Veteran Services office each semester/term that you enroll and when you make changes to your class schedule. Before enrolling in distance learning courses, Chapter 33 Post 9/11 students should contact their CTC Veteran Services representative or the Eagles on Call Center at eaglesoncall@ctcd.edu.*

Central Texas College Foundation Scholarships

The Central Texas College Foundation has approximately 170 scholarships, providing about 200 awards to competitively selected students every year. Foundation scholarships are both need- and merit-based and available to students worldwide. One application will place a student in consideration for all of these awards. A student must complete an online application between January 1 and March 31 of each year. These scholarships are awarded in late spring and are available in the fall and spring semesters of the following academic year. 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. To complete the online application, you must create an account in AcademicWorks. You will need your CTC email address to create the account. If you are unsure which email address CTC has on file for you, you can go to your WebAdvisor profile. Once you have created an account in AcademicWorks, you will receive an email asking you to confirm your email address. After you confirm your email address, you will be able to access the scholarship application. For more information, please contact the CTC Foundation Office at 254-526-1662 or email Kathleen.mcdonald@ctcd.edu.

Student Services

Academic Advising
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. All military students worldwide are advised to see their military education counselor for guidance prior to enrolling for classes.

If you are at a location without a CTC representative contact the Eagles On Call Center at eaglesoncall@ctcd.edu.

CTC Transcripts
Students may obtain an UNOFFICIAL CTC transcript and check on the status of any CTC transcript requests through their CTC WebAdvisor student account.

If you need an OFFICIAL CTC transcript, visit the "Transcript Services" webpage on the CTC website at www.ctcd.edu for specific information. Students and former students may submit transcript requests through mail, fax, and eForms. There is no charge for the CTC transcript. However, if you need a CTC transcript be sent by priority or express mail, you are responsible for the mailing costs, which must be paid in advance. CTC reserves the right to limit the number of transcripts issued at any one time. A complimentary transcript is provided upon graduation from CTC.

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 designated entry level courses 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
Although most online courses do not require proctored exams, a few instructional departments do. If you are enrolled in a distance learning course that requires a proctored exam, visit the Testing Services webpage on the CTC website at www.ctcd.edu for information on how to request a proctor.

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 "C." 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). ICEP credit recommendations may be viewed at https://collegecreditforheroes.org.

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:
- DSST Exams.
- College Level Examination Program (CLEP) Subject Examinations.
- UExcel® College Examinations.
- Defense Language Proficiency Tests (DLPT).
- College Board Advanced Placement (AP).
- 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 College Credit for Workforce Training.
- 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.

Official Evaluation Requirements

CTC students are eligible to receive an official evaluation of nontraditional learning as follows:
- Active-duty military: Service members are eligible to receive an official evaluation upon admission to CTC, declaring a CTC program of study, and upon receipt of official college transcripts from each regionally accredited institution attended and their official Joint Services Transcript (JST).
- Non-Active-duty/Civilians are required to complete six semester hours with a 2.0 (C or better) grade point average with CTC.

- GoArmyEd students who choose CTC as their home college will automatically receive a Servicemembers Opportunity Colleges (SOC) Student Agreement upon receipt of official college transcripts if applicable and their JST.

Evaluation Procedures

To apply for an evaluation and a degree or certificate plan:
1. Complete and submit the eForm Request for Official Evaluation. Student eForms are available through the CTC website at www.ctcd.edu. If you are unable to submit the online eForm, a paper version is available on the CTC Evaluated Credit webpage.
2. Request official transcripts from each regionally accredited college or university be mailed directly to Central Texas College in Killeen, Texas.
3. Military and veterans should request an official Joint Service Transcript (JST) be sent to CTC.

College Credit for Heroes and CTC's Fast Forward

Other tools available to Servicemembers and Veterans include the College Credit for Heroes portal and CTC's Fast Forward tool. Servicemembers and veterans may request an official or unofficial evaluation of their military education and training only through the College Credit for Heroes portal at www.collegecreditforheroes.org at any time or simply search the databases for recommended credits. CTC's Fast Forward tool at https://fastforward.ctcd.edu allows an individual to upload their original JST and receive an almost instant estimate of credits that will be awarded for their military education and training and apply those credits to an unofficial degree or certificate program selected by the individual.

Servicemembers Opportunity Colleges

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

SOC Degree Network System Membership

The SOC Degree Network System (DNS) are 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 toward degree completion. Central Texas College is approved for membership in SOC DNS-2 at the associate degree level.

Career Center

Career Services provides free career planning and job search assistance to current and former CTC students worldwide. Real-time virtual appointments for career counseling, resume assistance, and mock interviews can be scheduled with CTC Career Center staff from any device with a camera and Internet connectivity. For more information visit the CTC website at www.ctcd.edu/career-center and go to Career Services Connect.

Disability Support Services

Disability Support Services (DSS) provides accommodations and services to eligible students creating opportunities that promote educational access. Appropriate documentation of the disability is required in order to receive class accommodations. Students should contact the DSS office located on the Central Campus in Killeen, TX, for more information. Students are encouraged to visit the DSS website at www.

ctcd.edu/disability-support to learn more about DSS and the process students are required to follow to request classroom accommodations in accordance with state and federal disability laws.

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.

Student Complaint Process

For the complaint process, refer to the Central Texas College Student Handbook on the CTC website at www.ctcd.edu/locations/central-campus/student-life-activities/publications/student-handbook/.

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 calendar days for 12-week and 16-week courses
- 7 calendar 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, 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

Regardless of location, the Hobby Memorial Library offers a variety of essential services in-person and virtually. All services are available through the library's webpage at www.ctcd.edu. Click on Library under the Academics tab to access:

Ask a Librarian is an email service available 365 days a year. A librarian is available to answer questions. Responses will typically be sent within 24 hours of an inquiry.

Live Chat or text is available during the library's open hours. Library users can type in the chat box, or text 254-400-2275, and receive an immediate response to questions.

Online Databases provide access to full-text articles, e-books, and streaming videos 24/7, 365.

Seminars: A library seminar shows students how to access and use library resources. Topics include: databases, library catalog, appropriate websites, and citation styles. Faculty may request a customized seminar tailored to instructional needs and assignments by completing the Request a Library Seminar form. Seminars are also available virtually.

Teaching Learning Center (TLC) is a drop in center for students to receive assistance in all areas of research and writing. Register for a virtual or in-person seminar, or make an appointment for an in-depth, one-on-one seminar with a librarian. Teaching.Learning@ctcd.edu

Research Assistance Paper Review Service (RAPRS) Submit papers for review and citation help online by clicking the Research Paper Review link from the Library's homepage.

Academic Policies and Guidelines

Academic Load

A normal load is 12 to 18 hours per long semester. The academic load statuses below are based on all courses sharing the same semester class start dates. The statuses below do not apply when a student enrolls in courses with multiple start dates throughout a semester, as well as different course lengths (number of weeks).

- 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.
- Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Lack of progress or participation may result in a grade of "F".

Excessive Absences

Students are expected to actively participate in a course at all times or risk being dropped from the course by the instructor. Students who have not attended class by the 6th class day of an 8-week class or the 12th class day of a 16-week class will be dropped from the course by the instructor. Instructors are required to keep attendance through the census date for online courses by requiring students to complete one academically related activity (graded or non-graded) PRIOR to the census date. For face-to-face classes the instructor has the discretion to use the student's attendance in one or more class meetings in place of a graded activity to certify that the student is in class. For blended and hybrid classes if the first class meeting is on or before the census date, the student's attendance in one or more class meetings can be used in lieu of a graded activity. However, if the first class meeting for a blended or hybrid course is after the census date, completion of a graded activity is required. Students failing to participate in a course by the census date will be dropped from the course and will be responsible for applicable tuition and fees.

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

Students are responsible for officially dropping a class if circumstances prevent attendance. An instructor cannot initiate a withdrawal on behalf of a student.

- GoArmyEd students should contact their ACES counselor before withdrawing and withdraw through the GoArmyEd portal.
- All other students wishing to officially withdraw from a classroom course on or after the first class day should initiate the eForm C&I Student Application for Withdrawal available through eForms on the CTC website at www.ctcd.edu and submit the eForm to their appropriate C&I site office by the last date to withdraw.

Students should contact their CTC site representative for the deadline dates to withdraw.

- Students enrolled in distance learning classes should complete the eForm Student Application for Withdrawal, which is designed for Texas and Online students, and submit to the Eagles on Call Center located in Killeen, Texas, by the last date to withdraw. If needed, contact eaglesoncall@ctcd.edu for more information.

Other Conditions Apply:

For non-GoArmyEd students, the effective date of withdrawal is the date the application for withdrawal is received at the appropriate CTC Site location. For online distance education courses, the effective date of withdrawal is the date (Texas Central Time) received by the Eagles on Call Center.

Students who withdraw on or after the first class day are subject to the CTC tuition refund policy. Refer to the Refunds section under College Costs in this catalog for more information.

Students who used financial aid, military tuition assistance, VA education benefits, or other non-personal funds may be required to repay tuition and fees to the funding agency.

Students may not withdraw from a class for which the instructor has previously issued a grade of F or IP.

Servicemembers in the United States Armed Forces or in the Reserves who had to withdraw from CTC due to military obligations should refer to the "Readmission of Member of the United States Armed Forces" section in the Admissions section of the catalog" for additional information.

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 accredited colleges and universities may be accepted when the grade earned was "C" or better, 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 current institutional procedures and departmental requirements. Grades lower than a "C" will not be accepted in transfer toward major or major-related courses in the student's program of study. Transfer courses with "D" or lower grades will not be automatically articulated and added to a student's CTC record. If the

student believes the "D" grade in a transfer course should be considered, the student is responsible for consulting with his or her advisor.

Official transcripts from each regionally accredited college or university previously attended are required. Transfer credits are evaluated based on the principles outlined in the *Joint Statement on the Transfer and Award of Credit*. Transfer of credit from non-regionally accredited colleges, universities and technical schools may be accepted when a syllabus is provided from the school attended for each course that will be reviewed. The syllabus will be forwarded to the appropriate Department Chair, who, as the Subject Matter Expert, will determine if the course is equivalent to a CTC course and can be accepted in transfer. Courses in a major or major-related field with grades below C will not be forwarded to the department.

Due to the rapid changes occurring in the career and technical fields, the courses taken in a major field of study or career-technical courses directly related to the major field have a limited shelf-life. Depending on the career fields, transfer courses taken three to five years ago may no longer be accepted in transfer. Transfer students should consult with an advisor to determine the expiration dates of courses by program of study. This also applies to returning students who completed career and technical courses 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.

Acceptance of Grades in Student's Program of Study

The following is provided as a guideline for determining grades that can be accepted in a student's degree program of study. Students should consult with the designated CTC advisor to determine official acceptance of a grade. Although a grade of "D" in a course may be accepted on a case-by-case basis, D grades will not be used when the course:

- is a prerequisite to a required course,
- is a designated course that qualifies a student for a TSI exemption or completion,
- is a major or major-related elective in a program of study, and/or
- lowers the student's CTC grade point average (GPA) and/or overall GPA below 2.0.

Although a "D" grade may be accepted in some programs such as the AA Interdisciplinary Studies and AA General Studies, if a student changes his or her program of study, a "D" grade in a course will not be accepted if the course is a major or major-related course in the new program. A "D" grade may be accepted in general education and core curriculum courses if the student's CTC grade point average (GPA) and overall GPA are at least 2.0. Specific degree and certificate information is provided below.

- Certificates of Completion: A grade of "C" or better is required in all courses with the exception of certificates that include non-major courses and non-major related courses such as English, mathematics, and speech. A

"D" grade may be accepted in non-major and non-major related courses as long as student's CTC GPA and overall GPA is at 2.0 or better and course is not a prerequisite.

- Associate of Applied Science: A grade of "C" or better is required in all major and major-related courses. A "D" grade may be accepted in general education courses if the student's CTC GPA and overall GPA are at least 2.0 or better and course is not a prerequisite.
- Associate of Arts in Interdisciplinary Studies: A grade of "D" or better may be accepted in any course (core and 18 semester hours of specialization) as long as the student's CTC GPA and overall GPA are at least 2.0 or higher and the course is not a prerequisite.
- Associate of Arts with a designated major such as an AA in Social Science: A "C" or better grade is required in major and major-related courses. A "D" grade may be accepted in a core curriculum course as long as the total CTC GPA and overall GPA are at least 2.0 and the course is not a prerequisite.
- Associate of Science: A "C" or better grade is required in major and major-related courses. A "D" grade may be accepted in a core curriculum course as long as the total CTC GPA and overall GPA are at least 2.0 and the course is not a prerequisite.
- Associate of Arts in General Studies: A grade of "D" or better in a course may be accepted in the general education and elective courses as long as the CTC GPA and overall GPA is 2.0 or better and the course is not a prerequisite.

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
IP	Incomplete, in progress (except developmental)	Not Computed
N	No Credit	Not Computed
P	Completed	Not Computed
W	Withdrawal	Not Computed

Grade Designations
"D"- Passing but Unsatisfactory
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
Failure may be awarded for lack of academic progress, failure due to non-attendance, or failure to complete remaining course requirements. "F" grades may not be overridden with "W" or "IP" 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 any unresolved "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 noncredit courses (such as continuing education and military contract courses). The grade of "N" is assigned to students who did not successfully complete 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 noncredit courses (such as continuing education and military contract courses). The grade of "P" is assigned to students who successfully completed the course.

"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 x 3 = 12
ENGL 1301	B	3	3	3 x 3 = 9
ITSC 1415	C	2	4	2 x 4 = 8
CJLE 1211	D	1	2	1 x 2 = 2
			12 crs.	31 gp.
		31/12 = 2.583 GPA		

Multiply the number of grade points for each grade by the number of credit hours for the course. Add the totals. Divide the total grade points by the number of hours attempted. **Grades of IP, W, N, 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," "N" or withdrawals "W."

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 highest 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.

Developmental Study Courses

Developmental study courses may not be used to satisfy degree requirements and cannot be used to meet the 25 percent residency toward the degree. Although grades in developmental courses are not counted in the student's CTC grade point average for academic purposes, the courses and grades are included in the Financial Aid Satisfactory Academic Progress policy.

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 (excludes developmental study courses and modular courses with a "P" grade) taken concurrently during the regular semester or eight semester hours of college-level credit taken during each 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 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 attempted 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 attempted or (b) fail to achieve a 2.0 GPA during any term after the first seven semester hours attempted 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 Academic Advising for 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" 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. Academic Fresh Start clears only your academic record. Federal regulations still apply when determining student's eligibility for financial aid and VA educational benefits. Refer to the College for All Texans website for more information.

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.

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

Mailing address changes can be made through the student's WebAdvisor account, in writing, or by email if sent from the student's email address on file to Admissions@ctcd.edu. Email address changes cannot be made in WebAdvisor. Students who have had a name change may request their CTC EagleMail address be changed at the time official name change documentation is provided to the Central Campus Records and Registration office at central.registration@ctcd.edu.

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 student. For correspondence that is mailed, the last known address on the student's official CTC record will be used. All correspondence sent electronically will be sent to the student's email address on the CTC Admission Application until such time the CTC student email address "CTC EagleMail" is generated. Once the CTC EagleMail is created, all CTC correspondence sent electronically will be sent to the student's CTC EagleMail account. The method of communications 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.

Classroom Visitors

Children of students are not allowed in class. Parents must make arrangements for the care of their children during class meetings. Individuals who wish to attend a class for professional or self-development but do not want to earn credit should consider auditing a class. For more information refer to "Auditing a Class" located in the Admissions and Registration section of this catalog.

FERPA

FERPA, the Family Educational Rights and Privacy Act as amended, 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. One of the primary exceptions is that an institution may release personally identifiable information (PII), without the student's consent, to school officials whom the institution has determined have a legitimate educational interest. FERPA rights apply to any student regardless of age.

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche, and digital images. The Associate Dean, Admissions, Registration and Records is the custodian of all student educational records except those specifically related to financial aid, veterans educational benefits, and student disability support services.

Under FERPA, a student has a right to
- inspect and review his or her educational records;
- request to amend his or her educational records;
- have some control over the disclosure of information from his or her educational records.

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 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.
- Earn a "C" or better grade for any major or major-related elective course 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. Students may be eligible for an extension to complete the degree requirements. Contact the Director of Evaluations and Graduation, Student Services in Killeen, TX.

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 on all courses taken, which includes all CTC courses taken and any transfer credits that apply towards the degree program the student is graduating with.
- 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 two graduation ceremonies per year, in May and in December. To participate in the graduation ceremony in May, students must complete degree or certificate requirements by the end of the spring semester of the same year. Students who complete degree or certificate requirements in the summer and fall may participate in the December graduation ceremony. Candidates for graduation who attend CTC at its worldwide locations or complete degree requirements through distance learning may participate in the graduation ceremonies at the Killeen campus. Caps and gowns can be purchased directly through the CTC Bookstore in Killeen, Texas.

Replacing a Lost Certificate or Degree

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

Degrees and Certificates

Central Texas College offers the Associate of Arts, the Associate of Science, the Associate of Applied Science 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.

Core Curriculum

The *Core Curriculum* is the set of courses in liberal arts, humanities, sciences, and political, social and cultural history that all undergraduates of a public institution of higher education in Texas are required to complete before receiving an academic undergraduate degree (TAC, Title 19, Part 1, Chapter 4, Subchapter B, Rule §4.23). For a list of the courses in the core curriculum, refer to the *Programs of Study* section of the Catalog. Students seeking a CTC Associate of Arts or Associate of Science degree are required to complete a 42 semester credit hour core curriculum.

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 advising 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

In the Catalog course description 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

The Texas 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 (e.g. 1 = freshman, 2 = sophomore)
  - Second digit—identifies the credit hour value
  - Third and Fourth digits—represent a unique course identifier

Programs of Study

Drafting and Design

AAS	Computer-Aided Drafting and Design	51
CC*	Computer-Aided Drafting and Design	51
OSA	Occupational Skills Drafting and Design	51

Emergency Medical Technology

AAS	Emergency Medical Technology	52
CC*	Emergency Medical Technology-Paramedic	53

Heating and Air Conditioning

AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	55
CC**	Heating, Air Conditioning and Refrigeration	55

Hospitality Management

AAS	Restaurant and Culinary Management	56
AAS	Hotel Management Specialization	56
AAS	Culinary Arts	57
AAS	Food and Beverage Management Specialization	59
AAS	Baking and Pastry Specialization	58
CC*	Baking	56
CC*	Culinary Arts	57
CC*	Food and Beverage Management	60
CC*	Hospitality Property Management	59
CC*	Restaurant Skills	58
CC*	Rooms Division	59

Maintenance Technology

AAS	Maintenance Technology	62

Mental Health Services

AAS	At Risk Youth Specialization	64
AAS	Chemical Dependency Specialization	65
AAS	Social Work Specialization	66
CC**	At Risk Youth Advanced Certificate	64
CC**	Chemical Dependency Counseling	65
CC*	Community Health Worker	67
CC*	Criminal Justice Addictions	66
CC*	Basic Mental Health Professional	67
CC*	Substance Abuse Prevention Specialist	67

NCO Lead

CC	Supervision Management	68

Office Technology

AAS	Office Technology	69
CC**	Office Technology Specialist	69
CC*	Office Technology Professional	70
CC*	Office Technology Support	70

Office Technology Health Related

AAS	Medical Coding and Billing	72
AAS	Medical Office Technology	70
CC*	Medical Coding and Billing	72
CC*	Medical Office Technology Specialist	71
CC*	Medical Office Technology Professional	71
CC*	Medical Office Technology Support	71

Paralegal/Legal Assistant

AAS	Paralegal/Legal Assistant	73
CC*	Paralegal/Legal Assistant	73

Protective Services

AAS	Criminal Justice	74
AAS	Criminal Justice - Corrections Specialization	74
AAS	Fire Protection (not offered in Texas)	76
AAS	Fire Service Administration	76
CC*	Criminal Justice Studies with Specialization	75
CC*	Criminal Justice Corrections Specialization	75
CC*	Fire Protection	76

Public Administration

AAS	Homeland Security and Emergency Management	77
CC*	Homeland Security and Emergency Management	77
CC*	Emergency Management	78
CC*	Homeland Security	78

Welding

AAS	Welding	81
CC**	Welding Technology	81
CC*	Farm & Ranch	82
CC*	Structural	82

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	Minimum Semester Credit Hours
Communications (010)	ENGL 1301	3
Communications (010)	SPCH 1315, 1318, 1321	3
Mathematics (020)	MATH 1314, 1332, 1342, 1414, 2412*, 2413*	3-4
Life and Physical Sciences (030)	AGRI 1407, 1415, 1419 BIOL 1406, 1407*, 1408, 1409, 1411, 1413, 2401, 2402*, 2420, 2421* 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 DRAM 2361, 2362 MUSI 1306, 1307 ENGL 2322*, 2323, 2327*, 2328*, 2332* SPAN 1411, 1412*, FREN 1411, 1412*, GERM 1411, 1412*, RUSS 1411, 1412* PHIL 1301, 1304, 2306, 2307, 2321	3-4
Creative Arts (050)	ARTS 1303, 1304 DRAM 1310, 2366 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 GOVT 2304 HIST 2301, 2311, 2312, 2381 PSYC 2301, 2308, 2314, 2315, 2316 SOCI 1301, 1306, 2301, 2319	3
Component Area Option (090)	AGRI 1407, 1415, 1419, 2317 ANTH 2351 ARTS 1303, 1304 BCIS 1305 BIOL 1406, 1407*, 1408, 1409, 1411, 1413, 2401, 2402*, 2420, 2421* BUSI 1301 CHEM 1406, 1407*, 1411, 1412* COSC 1301 DRAM 1310, 2361, 2362, 2366 ECON 2301, 2302 ENGL 1302, 2322*, 2323, 2327*, 2328*, 2332* ENVR 1401 FREN 1411, 1412* GEOG 1301, 1302, 1303 GEOL 1403, 1404 GERM 1411, 1412* GOVT 2304 HIST 2301, 2311, 2312, 2381 HUMA 1315 MATH 1314, 1332, 1342, 1414, 2412*, 2413* MUSI 1306, 1307 KINE Physical Activity Courses PHIL 1301, 1304, 2306, 2307, 2321 PHYS 1401*, 1402*, 1403, 1404, 1415 PSYC 2301, 2308, 2314, 2315, 2316 RUSS 1411, 1412* SOCI 1301, 1306, 2301, 2319 SPAN 1411, 1412* SPCH 1315, 1318, 1321	3-4
		Total Core Requirement 42

* 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 Science; 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.

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 (ABC15)   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	2347	Advanced Collision Repair Welding	3
ABDR	1331	Basic Refinishing	3

Second Semester			
ABDR	2449	Advanced Refinishing	4
ABDR	1349	Automotive Plastic and Sheet Molded Compound	3
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1442	Structural Analysis and Damage Repair II	4
MATH	1332	Contemporary Mathematics	3

Second Year

First Semester			
ABDR	2435	Structural Analysis and Damage Repair IV	4
ABDR	2437	Structural Analysis and Damage Repair V	4
ELEC		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
SPCH		SPCH 1315 or 1321	3
AUMT	1410	Automotive Brake Systems	
or			
ABDR	2488	Internship	4
Total Hours			**60**

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 (AUM15)   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	2337	Automotive Electronics	3
MATH	1332	Contemporary Mathematics	3

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

Second Year

First Semester			
SPCH		SPCH 1315 or 1321	3
AUMT	1416	Automotive Suspension and Steering Systems	4
AUMT	2425	Automotive Automatic Transmission and Transaxle	4
AUMT	1319	Automotive Engine Repair	3

Second Semester			
GOVT	2305	Federal Government	3
ELEC		Humanities/Fine Arts Selection	3
AUMT	2417	Automotive Engine Performance Analysis I	
or			
AUMT	2488	Internship	4
Total Hours			**60**

Automotive Technician (AUT5)   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	2337	Automotive Electronics	3
AUMT	1319	Automotive Engine Repair	3
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
AUMT	2417	Automotive Engine Performance Analysis I	4
or			
AUMT	2488	Internship	4
Total Hours			**49**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

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
Total Hours			**19**

Automotive System Specialist (AUSS5)   470604
Certificate of Completion

(Requires AUB13 completion)

			Credit
AUMT	2337	Automotive Electronics	3
AUMT	1445	Automotive Climate Control 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
Total Hours			**19**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Business

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

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

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

Business Administration (BUB15) 520101
Associate of Science Degree

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

Second Semester			
CORE REQ		Life and Physical Science Selection	4
CORE REQ	HIST 1302	U.S. History II	3
CORE REQ	ECON 2301	Macroeconomics	3
CORE REQ	MATH 1314	College Algebra*	3

Second Year

First Semester			
DEGR REQ	ENGL 1302	Composition II	3
DEGR REQ	ACCT 2301	Principles of Financial Accounting	3
CORE REQ		Language/Philosophy/Culture (PHIL 1301*)	3
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Component Area Option	4

Second Semester			
DEGR REQ	ACCT 2302	Principles of Managerial Accounting	3
CORE REQ	GOVT 2306	Texas Government	3
DEGR REQ		Social/Behavioral Science Selection (ECON 2302*)	3
CORE REQ		Communications (SPCH 1321)	3
CORE REQ		Creative Arts	3
Total Hours			**60**

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

Applied Management (BUAF5) 520201
Associate of Applied Science Degree
(Offered at locations outside of Texas under Military Contract Obligation)

First Year

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

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

Second Year

First Semester

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

Second Semester

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

Applied Management with Computer Applications (BUAM5)   520201
Associate of Applied Science Degree
(Offered at locations outside of Texas under Military Contract Obligation)

First Year

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

Second Semester

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

Second Year

First Semester

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

Second Semester

HRPO	1311	Human Relations	3
ELEC		Computer Science Elective	4
ACCT	2302	Principles of Managerial Accounting	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
Total Hours			**60**

Applied Management - Military Science Specialization (BMS14)   520201
Associate of Applied Science Degree
(Offered at the Europe Campus under Military contract obligation)

First Year

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

Second Semester

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

Second Year
First Semester

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

Second Semester

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

Business Management (BUBM5)   520201
Associate of Applied Science Degree

First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
ELEC		Humanities/Fine Arts Selection	3
BUSI	1301	Business Principles	3
SPCH		SPCH 1315 or 1321	3
KINE		Physical Activity Course	1

Second Semester

BMGT	1325	Office Management	3
BMGT	1327	Principles of Management	3
MRKG	1311	Principles of Marketing	3
ELEC		BMGT 2370, BMGT 2488 or RELE 2488	3
KINE		Physical Activity Course	1

Second Year
First Semester

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

Second Semester

BUSG	2309	Small Business Management	3
ACCT	2302	Principles of Managerial Accounting	
or			
ACNT	1304	Introduction to Accounting II	3
ENGL	1302	Composition II	3
or			
BCIS	1305	Business Computer Applications	
or			
ITSC	1309	Integrated Software Applications	
BMGT	1301	Supervision	3
ELEC		BMGT 2371, 2489, BUSG 1371 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	
or			
BCIS	1305	Business Computer Applications	3
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
ELEC		ACNT/BMGT/BUSG/BUSI/RELE/MRKG	3
ELEC		BMGT 2370, BMGT 2488, BUSG 1371 or RELE 2488	3-4
Total Hours			**30-31**

Business Management - Entrepreneurship (BUEN5)   520201
Certificate of Completion

First Semester			**Credit**
BUSG	2309	Small Business Management	3
POFT	1325	Business Math Using Technology	3
or			
MATH		MATH 1332, 1342 or higher level	
ITSC	1309	Integrated Software Applications	
or			
BCIS	1305	Business Computer Applications	3
MRKG	1311	Principles of Marketing	3
ACCT	2301	Principles of Financial Accounting	
or			
ACNT	1303	Introduction to Accounting I	3

Second Semester			
HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	
or			
BUSI	2301	Business Law	3
ELEC		BUSI/BMGT/BUSG/RELE/IMED/MRKG/ACNT	3
BUSG	1303	Principles of Finance	3
BUSG	1371	Entrepreneurship and Business Plan Development	3
Total Hours			**30**

Accounting Technician (BMAT) 520302
Associate of Applied Science Degree

First Year

First Semester			**Credit**
ACNT	1303	Introduction to Accounting I	3
or			
ACCT	2301	Principles of Financial Accounting	
ENGL	1301	Composition I	3
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
BUSI	1301	Business Principles	3
BCIS	1305	Business Computer Applications	3
or			
ITSC	1309	Integrated Software Applications I	

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Second Semester

ACNT	1304	Introduction to Accounting II	3
or			
ACCT	2302	Principles of Managerial Accounting	
ACNT	1311	Introduction to Computerized Accounting	3
BMGT	1325	Office Management	3
ACNT	1329	Payroll and Business Tax Accounting	3
BUSI	2301	Business Law	3
or			
BUSG	2305	Business Law/Contracts	

Second Year
First Semester

ELEC		Humanities/Fine Arts Elective	3
ELEC		Social & Behavioral Science Elective	3
ECON	2301	Principles of Macroeconomics	3
SPCH	1315	Public Speaking	3
or			
SPCH	1321	Business and Professional Communications	
MATH	1342	Elementary Statistical Methods	3

Second Semester

BUSG	1303	Principles of Finance	3
HRPO	2301	Human Resources Management	3
ECON	2302	Principles of Microeconomics	3
ACNT	1331	Federal Income Tax Individual	3
BUSG	1371	Entrepreneurship and Business Plan Development	3
Total Hours			**60**

Business Management Accounting Specialist (BMAS) 520201
Certificate of Completion

First Semester			**Credit**
ACNT	1303	Introduction to Accounting I	3
ACNT	1304	Introduction to Accounting II	3
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1329	Payroll and Business Tax Accounting	3
ACNT	1331	Federal Income Tax: Individual	3
BUSG	1303	Principles of Finance	3
Total Hours			**18**

Business Management Accounting Technician (BMAT) 520201
Certificate of Completion

First Semester			**Credit**
ACNT	1303	Introduction to Accounting I	3
ENGL	1301	Composition I	3
BMGT	1325	Office Management	3
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
BCIS	1305	Business Computer Applications	
or			
ITSC	1309	Integrated Software Applications	3

Second Semester			
ACNT	1304	Introduction to Accounting II	3
ACNT	1311	Introduction to Computerized Accounting	3
BUSI	2301	Business Law	
or			
BUSG	2305	Business Law/Contracts	3
ACNT	1329	Payroll and Business Tax Accounting	
or			
ACNT	1331	Federal Income Tax: Individual	3
BUSG	1303	Principles of Finance	3
Total Hours			**30**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

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

First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
BUSI	1301	Business Principles	3
ITSC	1309	Integrated Software Applications I	
or			
BCIS	1305	Business Computer Applications	3
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
ELEC		BMGT 2370, 2488 or RELE 2488	3

Second Year

First Semester			
ECON		ECON 2301 or 2302	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		BMGT/BUSI/BUSG/RELE/ACNT	3
ACCT	2301	Principles of Financial Accounting	
or			
ACNT	1303	Introduction to Accounting I	3

Second Semester			
ACCT	2302	Principles of Managerial Accounting	
or			
ACNT	1304	Introduction to Accounting II	3
BUSG	2305	Business Law/Contracts	
or			
BUSI	2301	Business Law	3
MRKG	2333	Principles of Selling	3
ELEC		Elective	3
ELEC		BMGT/BUSI/BUSG/RELE	3
ELEC		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	
or			
BCIS	1305	Business Computer Applications	3
ELEC		BMGT/BUSI/BUSG/RELE/HRPO	3

Second Semester			
MRKG	1311	Principles of Marketing	3
MRKG	2333	Principles of Selling	3
ELEC		BUSI/BMGT/BUSG/RELE/MRKG	3
ELEC		BMGT 2370, BMGT 2488, or RELE 2488	3-4
Total Hours			**24-25**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Business Management Supervision (BUS17)   520201
Certificate of Completion

First Semester			Credit
BUSI	1301	Business Principles	3
BMGT	1301	Supervision	3
BMGT	1327	Principles of Management	3
HRPO	1311	Human Relations	3

Second Semester			
HRPO	2301	Human Resources Management	3
BUSG	2309	Small Business Management	3
Total Hours			**18**

Human Resources Management (HRM17)   520201
Certificate of Completion

			Credits
BUSI	1301	Business Principles	3
HRPO	2301	Human Resources Management	3
HRPO	1311	Human Relations	3
POFT	1301	Business English	3
BMGT	1325	Administrative Office Management	3
ACNT	1329	Payroll and Business Tax Accounting	3
Total Hours			**18**

Logistics and Global Supply Chain Management (LGS18) 520203
Associate of Applied Science

First Year

First Semester			Credits
ENGL	1301	English Composition I	3
BMGT	1325	Office Management	3
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
LMGT	1319	Introduction to Business Logistics	3
BCIS	1305	Business Computer Applications	3
or			
ITSC	1309	Integrated Software Applications I	

Second Semester			
ACNT	1303	Introduction to Accounting I	3
or			
ACCT	2301	Principles of Financial Accounting	
IBUS	1301	Principles of Exports	3
BMGT	1313	Principles of Purchasing	3
LMGT	1321	Introduction to Materials Handling	3
IBUS	1305	Introduction to International Business and Trade	3

Second Year

First Semester			
BUSI	2301	Business Law	3
or			
BUSG	2305	Business Law/Contracts	
ECON	2301	Principles of Macroeconomics	3
IBUS	1302	Principles of Imports	3
LMGT	1323	Domestic and International Transportation Management	3
IBUS	1341	Global Supply Chain Management	3

Second Semester			
ELEC		Humanities Elective	3
ECON	2302	Principles of Microeconomics	3
LMGT	1325	Warehouse and Distribution Center Management	3
BMGT	2488	Internship – Business Administration & Management, General	4
or			
BMGT	2370	Management Applications I	3
IBUS	2332	Global Business Simulation	3
Total Hours			**60**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Logistics Specialist (LGS18) 520203
Certificate of Completion

First Semester			Credit
BMGT	1325	Office Management	3
LMGT	1319	Introduction to Business Logistics	3
LMGT	1321	Introduction to Materials Handling	3
LMGT	1323	Domestic and International Transportation Management	3

Second Semester			
LMGT	1325	Warehouse and Distribution Center Management	3
BMGT	2488	Internship – Business Administration & Management, General	4
or			
BMGT	2370	Management Applications I	3
Total Hours			**18-19**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

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

First Semester			Credit
CDEC/TECA	1311	Educating Young Children	3
CDEC	1413	Curriculum Resources for Early Childhood Programs	4
CDEC	1419	Child Guidance	4
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	2307	Math & Science for Early Childhood	3
CDEC	2426	Administration of Programs for Children I	4
ELEC		Social/Behavioral Science Selection	3
ELEC		Natural Science/Mathematics	3

Second Semester			
CDEC	2388	Internship - Child Care Provider/Assistant	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
CDEC	2341	School Age Child	3
Total Hours			**60**

Child Development (CDS15)   190701
Certificate of Completion

First Year

First Semester			Credit
CDEC/TECA	1311	Educating Young Children	3
CDEC	1413	Curriculum Resources for Early Childhood Programs	4
CDEC	1419	Child Guidance	4
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
ELEC		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
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
CDEC	2426	Administration of Programs for Children I	4
CDEC	1356	Emergent Literacy for Early Childhood	3
Total Hours			**49**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

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	1413	Curriculum Resources for Early Childhood Programs	4
CDEC	1419	Child Guidance	4
CDEC	2426	Administration of Programs for Children I	4
Total Hours			**18**

Child and Youth Serving Professional (CYSP)   190708
Certificate of Completion

First Year

First Semester		Credit	
CDEC/TECA	1303	Families, School and Community	3
CDEC	1419	Child Guidance	4
KINE	1306	First Aid	3
KINE	1321	Coaching/Sports/Athletics I	3
CDEC	1359	Children with Special Needs	3

Second Semester			
CDEC/TECA	1354	Child Growth and Development	3
BUSG	2309	Small Business Management	3
CDEC	2341	The School Age Child	3
SPCH	1318	Interpersonal Communication	3
ITSC	1309	Integrated Software Applications I	3
Total Hours			**31**

Child Development Associate (CDCD)   190709
Occupational Skills Achievement

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

			Credit
CDEC	1417	Child Development Associate Training I	4
CDEC	2422	Child Development Associate Training II	4
CDEC	2424	Child Development Associate Training III	4
Total Hours			**12**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Computer Information Technology and Systems

Selecting the appropriate degree plan is a critical step for entering Computer Information Technology & Systems (CITS) students. Each degree and certificate leads to a specific career in the field of information technology. Students should gather information about these fields from many different sources so they can make an informed decision.

Computer Science (CS17) 110201
Associate of Science Degree

First Year

First Semester			Credit
COSC	1301	Introduction to Computing	3
COSC	1315	Introduction to Computer Programming	3
ENGL	1301	Composition I	3
MATH		MATH 1332, 1342, or 1314	3
HIST	1301	United States History I	3

Second Semester			
COSC	1336	Programming Fundamentals I	3
SPCH		SPCH 1321 or 1318	3
PHYS	1415	Physical Science I	4
ANTH	2351	Cultural Anthropology	3
HIST	1302	United States History II	3

Second Year

First Semester			
COSC	1337	Programming Fundamentals II	3
COSC	2325	Computer Organization	3
HUMA	1315	Fine Arts Appreciation	3
GOVT	2305	Federal Government	3
PSYC	2315	Psychology of Adjustment	3

Second Semester			
COSC	2336	Programming Fundamentals III	3
GOVT	2306	Texas Government	3
ENVR	1401	Environmental Science I	4
ELEC		Approved Elective*	4
Total Hours			**60**

*Any 4 hour course in the Core Component Option 090

Cyberdefense – Information Assurance (CDIA) 111003
Associate of Applied Science

First Year

First Semester			Credit
ITCC	1414	CCNA 1: Introduction to Networks	4
ITSC	1316	Linux Installation and Configuration	3
COSC	1301	Introduction to Computing	3
ENGL	1301	Composition I	3
MATH	1314	College Algebra	3

Second Semester			
ITCC	1440	CCNA 2: Routing & Switching Essentials	4
ITSE	1329	Programming Logic & Design	3
ITSY	1342	Information Technology Security	3
ITNW	1316	Network Administration	3
SPCH	1321	Business & Professional Communication	3

Second Year

First Semester			
ITSC	2425	Advanced Linux	4
ITSY	2401	Firewalls and Network Security	4
ITSY	2345	Network Defense & Countermeasures	3
ITNW	1345	Implementing Network Directory Services	3

Second Semester

ITNW	1454	Implementing & Supporting Servers	4
ELCT		PSYC 2301 or 2315 OR PHIL 1301 or SOCI 1301	3
HUMA	1315	Fine Arts Appreciation	3
ITSY	2459	Security Assessment and Auditing (CAPSTONE)	
or			
ITSY	2486	Internship – Computer & Information Systems Security	4
Total Hours			**60**

Cyberdefense – Information Assurance (CDIA) 111003
Certificate of Completion

First Semester   Credit

COSC	1301	Introduction to Computing	3
ITCC	1414	CCNA 1: Introduction to Networks	4
ITSC	1316	Linux Installation and Configuration	3

Second Semester

ITNW	1316	Network Administration	3
ITSY	1342	Information Technology Security	3

Third Semester

ITSY	2401	Firewalls and Network Security	4
ITSY	2345	Network Defense & Countermeasures	3
Total Hours			**23**

Cybersecurity (CSUR5) 111003
Certificate of Completion

First Semester   Credit

ITNW	1358	Network+	3
ITSY	1342	Information Technology Security (CompTIA Security+)	3
ITSY	2401	Firewalls and Network Security	4

Second Semester

ITSY	2345	Network Defense & Countermeasures (CAPSTONE)	3
ITSY	2459	Security Assessment & Auditing	4
Total Hours			**17**

Information Technology (CSI17)   110103
Associate of Applied Science Degree

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

First Year

First Semester   Credit

COSC	1301	Introduction to Computing	3
ITSC	1309	Integrated Software Applications I	3
ITSC	1325	Personal Computer Hardware (CompTIA A+)	3
or			
CPMT	1345	Compiter Systems Maintenance	
ENGL	1301	Composition I	3
MATH	1314	College Algebra	3

Second Semester

ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1337	Introduction to the Internet	3
ITNW	1358	Network+ (CompTIA Network+)	3
ENGL	2311	Technical and Business Writing	3
ITSY	1342	Information Technology Security (CompTIA Security+)	3

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Second Year
First Semester

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

Second Semester

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

Network Systems Administrator (CSN17) 111001
Associate of Applied Science Degree

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

First Year

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

Second Semester

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

Second Year
First Semester

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

Second Semester

ITNW	2356	Designing a Network Directory Infrastructure	3
ITNW	2354	Internet/Intranet Server	3
HUMA	1315	Fine Arts Appreciation	3
ITNW	1454	Implementing and Supporting Servers	
or			
ITNW	2488	Internship – Computer Systems Networking/Telecommunications	4
Total Hours			**60**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Computer Helpdesk Specialist (CSI17)   111006
Certificate of Completion

First Semester			**Credit**
ITSC	1309	Integrated Software Applications I	3
ITSC	1325	Personal Computer Hardware (CompTIA A+)	3
or			
CPMT	1345	Computer Systems Maintenance	
ITNW	1358	Network+ (CompTIA Network+)	3
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 Technologies (CSW17)   110801
Certificate of Completion

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

Second Semester			
IMED	1316	Web Design I	3
ITSW	1307	Introduction to Database	3
ITSE	2402	Intermediate Web Programming (PHP/Scripting/Mobile Apps)	4
Total Hours			**19**

IT Industry Certification Preparation Program (MCS17) 111001
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**

Network Server & Cloud Administrator (CSC17) 111001
Certificate of Completion

First Semester			**Credit**
ITNW	1316	Network Administration	3
ITNW	1345	Implementing Network Directory Services	3
ITNW	1353	Supporting Network Server Infrastructure	3

Second Semester			
ITNW	1454	Implementing and Supporting Servers	4
ITNW	2356	Designing a Network Directory Infrastructure	3
ITNW	2354	Internet/Intranet Server	3
Total Hours			**19**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

IT Network Analyst (INA17)   111001
Certificate of Completion

First Semester			Credit
ITNW	1358	Network+ (CompTIA)	3
ITNW	1316	Network Administration	3
ITNW	1345	Implementing Network Directory Services	3

Second Semester			
ITNW	1454	Implementing and Supporting Servers	4
ITSY	1342	Information Technology Security (CompTIA Security+)	3
Total Hours			**16**

Electronics Engineering Technology (ELC17)   151201
Associate of Applied Science Degree

First Year

First Semester			Credit
ITSC	1301	Introduction to Computers	3
or			
COSC	1301	Introduction to Computing	
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
MATH		MATH 1332, 1342 or higher level	3

Second Semester			
CETT	1305	AC Circuits	3
CPMT	1345	Computer Systems Maintenance	3
CETT	1429	Solid State Devices	4
CETT	1331	Programming for Discrete Electronic Devices	3
ENGL	1301	Composition I	3

Second Year

First Semester			
CETT	1321	Electronics Fabrication	3
ELEC		Approved Elective*	4
CETT	2335	Advanced Microprocessors	3
CETT	1441	Solid State Circuits	4
ELEC		Social/Behavioral Science Selection	3

Second Semester			
ITCC	1414	CCNA I: Introduction to Networks	4
CETT	1449	Digital Systems	4
ELMT	2435	Certified Electronics Tech. Training	4
ELEC		Humanities/Fine Arts Selection	3
Total Hours			**60**

Any 4 hour course in the Core Component Option 090

Computer Maintenance Technician (ELC17)   151201
Certificate of Completion

First Semester			Credit
ITSC	1301	Introduction to Computers	3
or			
COSC	1301	Introduction to Computing	
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
ITCC	1414	CCNA 1: Introduction to Networks	4

Second Semester			
CETT	1305	AC Circuits	3
CPMT	1345	Computer Systems Maintenance	3
CETT	1429	Solid State Devices	4
Total Hours			**23**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Electronics Instrument Technician (EIT17) 151201
Certificate of Completion

First Semester			**Credit**
ITSC	1301	Introduction to Computers	3
or			
COSC	1301	Introduction to Computing	
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
CETT	1321	Electronics Fabrication	3

Second Semester			
CETT	1305	AC Circuits	3
CPMT	1345	Computer Systems Maintenance	3
CETT	1449	Digital Systems	4
CETT	1429	Solid State Devices	4
Total Hours			**26**

Entry Level Electronics Technician (EET17)   151201
Certificate of Completion

First Semester			**Credit**
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
CETT	1321	Electronics Fabrication	3

Second Semester			
CETT	1305	AC Circuits	3
CETT	1429	Solid State Devices	4
Total Hours			**16**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

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 (DFT15) 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	1332	Contemporary Mathematics (Quantitative Reasoning)	3

Second Semester | | |
---|---|---|---
DFTG | 2317 | Descriptive Geometry | 3
DFTG | 2402 | Machine Drafting | 4
DFTG | 2440 | Solid Modeling/Design | 4
ENGL | 1301 | Composition I | 3
SPCH | | SPCH 1315 or 1321 | 3

Second Year

First Semester | | |
---|---|---|---
DFTG | 1417 | Architectural Drafting-Residential | 4
DFTG | 1358 | Electrical/Electronics Drafting | 3
ARCE | 1452 | Structural Drafting | 4
ELEC | | Humanities/Fine Arts Selection | 3

Second Semester | | |
---|---|---|---
DFTG | 2323 | Pipe Drafting | 3
DFTG | 2421 | Topographical Drafting | 4
DFTG | 2438 | Final Project -Advanced Drafting | 4
ELEC | | Social/Behavioral Science Selection | 3
Total Hours | | | **60**

Computer-Aided Drafting and Design (DFT15)   151301
Certificate of Completion

			Credit
DFTG	1405	Technical Drafting	4
DFTG	2412	Technical Illustration and Presentation	4
DFTG	1409	Basic Computer-Aided Drafting	4
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
DFTG	2317	Descriptive Geometry	3
DFTG	2402	Machine Drafting*	4
DFTG	2440	Solid Modeling/Design	4
Total Hours			**26**

* The following courses may be substituted: DFTG 1417, DFTG 2421 or ARCE 1452

Computer-Aided Drafting and Design (DFT15) 151301
Occupational Skills Achievement Certificate

			Credit
DFTG	1405	Technical Drafting	4
DFTG	1409	Basic CAD	4
DFTG	2440	Solid Modeling	4
Total Hours			**12**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Emergency Medical Technology

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

Emergency Medical Technology (EMT15)   510904
Associate of Applied Science Degree

First Year

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

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

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

Second Year

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

Second Semester			
PSYC	2301	General Psychology	3
ENGL	1301	Composition I	3
EMSP	2164	Practicum/Field Experience	1
ELEC		Humanities/Fine Arts Selection	3
Total Hours			**60**

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

EMT - Paramedic (EMP15) 510904
Certificate of Completion

Upon successful completion of EMSP 1401 and EMSP 1160, students are eligible to sit for the National Registry Emergency Medical Technician (EMT) exam.

Upon successful completion of EMSP 1355, EMSP 1356, EMSP 1338, EMSP 2206 and EMSP 2262 students are eligible to sit for the National Registry Advanced EMT exam.

Upon successful completion of the certificate and/or the Associate of Applied Science degree curriculum, students are eligible to sit for the National Registry Paramedic exam.

			Credit
EMSP	1401	Emergency Medical Technician -Basic	4
EMSP	1160	Clinical-EMT	1
EMSP	1338	Introduction to Advanced Practice	3
EMSP	1355	Trauma Management	3
EMSP	1356	Patient Assessment and Airway Management	3
EMSP	2206	Emergency Pharmacology	2
EMSP	2444	Cardiology	4
EMSP	2434	Medical Emergencies	4
EMSP	2262	Clinical – Paramedic	2
EMSP	2330	Special Populations	3
EMSP	2143	Assessment Based Management	1
EMSP	2263	Clinical – Paramedic	2
EMSP	2305	EMS Operations	3
EMSP	2164	Practicum/Field Experience	1
Total Hours			**36**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

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
ELEC		Life/Physical Science Selection	4
ELEC		Electives*	6

Second Semester			
SPCH		SPCH 1315, 1318 or 1321	3
HIST	1302	United States History II	3
MATH		MATH 1314, 1332, 1342, 1414, 2412+ or 2413+	3-4
ELEC		Language, Philosophy, Culture	3-4

Second Year

First Semester			
GOVT	2305	Federal Government	3
ELEC		Life/Physical Science Selection	4
ELEC		Social/Behavioral Selection	3
ELEC		Electives*	6

Second Semester			
GOVT	2306	Texas Government	3
ELEC		Creative Arts	3
ELEC		Component Area Option	4
ELEC		Electives*	6
Total Hours			**60**

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 18 semester credit hours from courses that fulfill the student's educational goals.
+ Prerequisite required.

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 (HART5) 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

Second Semester			
HART	1403	Air Conditioning Control Principles	4
HART	1341	Residential Air Conditioning	3
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	2341	Commercial Air Conditioning	3
HART	2342	Commercial Refrigeration	3
ELEC		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			**60**

Heating, Air Conditioning and Refrigeration (HART5)   470201
Certificate of Completion

			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Basic Electricity for HVAC	4
HART	1445	Gas and Electric Heating	4
HART	1403	Air Conditioning Control Principles	4
HART	1341	Residential Air Conditioning	3
HART	2438	Air Conditioning Installation and Startup	4
HART	2449	Heat Pumps	4
HART	2341	Commercial Air Conditioning	3
HART	2342	Commercial Refrigeration	3
HART	2436	Air Conditioning Troubleshooting	4
HART	2431	Advanced Electricity for HVAC	4
HART	2445	Residential Air Conditioning System Design	
or			
HART	2488	Internship	4
Total Hours			**45**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Hospitality Management

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

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

Restaurant and Culinary Management (RCM15)   520901
Associate of Applied Science Degree

First Year

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

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

Second Year

First Semester			
HAMG	2332	Hospitality Financial Management	3
ENGL	1301	Composition I	3
PSTR	1301	Fundamentals of Baking	3
ELEC		HAMG/IFWA/RSTO/TRVM	3

Second Semester			
RSTO	1325	Purchasing for Hospitality Operations	3
MATH		MATH 1332 or MATH 1342	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELEC		Academic Elective	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			**60**

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

First Year

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

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

First Semester

RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1204	Dining Room Service	2
HAMG	1342	Guest Room Management	3
MATH		MATH 1332 or MATH 1342	3
HAMG	1340	Hospitality Legal Issues	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
ELEC		HAMG/IFWA/RSTO/TRVM	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project - Hospitality Management and Administration	
Total Hours			**60**

Culinary Arts (HMC15)   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
ELEC		Humanities/Fine Arts Selection	3
RSTO	1321	Menu Management	3

Second Semester

CHEF	1310	Garde Manger	3
GOVT	2305	Federal Government	3
SPCH		SPCH 1315 or SPCH 1321	3
CHEF	2301	Intermediate Food Preparation	3
CHEF	1302	Principles of Healthy Cuisine	3
CHEF	2302	Saucier	3

Second Year
First Semester

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
RSTO	1313	Hospitality Supervision	3
ELEC		Academic Elective	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			**60**

Culinary Arts (HMC15)   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	1310	Garde Manger	3
ELEC		CHEF	3
RSTO	1325	Purchasing for Hospitality Operations	3

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Third Semester

ELEC		CHEF	3
PSTR	1301	Fundamentals of Baking	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			**30**

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	1321	Menu Management	3
ELEC		CHEF/PSTR	3
PSTR	1301	Fundamentals of Baking	3
Total Hours			**21**

Baking and Pastry Specialization (HMBP)   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
PSTR	1301	Fundamentals of Baking	3
ELEC		Humanities/Fine Arts Selection	3
CHEF	1301	Basic Food Preparation	3

Second Semester

PSTR	1302	Cake Baking and Production	3
GOVT	2305	Federal Government	3
SPCH		SPCH 1315 or SPCH 1321	3
PSTR	1306	Cake Decorating I	3
PSTR	1305	Bread and Rolls	3

Second Year

First Semester

PSTR	2331	Advanced Pastry Shop	3
PSTR	2307	Cake Decorating II	3
ENGL	1301	Composition I	3
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1321	Menu Management	3

Second Semester

PSTR	2350	Wedding Cakes	3
MATH		MATH 1332 or MATH 1342	3
RSTO	1313	Hospitality Supervision	3
ELEC		Academic Elective	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			**60**

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**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Hospitality Property Management (HMP17)   520904
Certificate of Completion

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

Second Semester			
HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	2307	Hospitality Marketing and Sales	3

Third Semester			
HAMG	1342	Guest Room Management	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			**30**

Rooms Division (HRD13)   520904
Certificate of Completion

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

Second Semester			
RSTO	1313	Hospitality Supervision	3
RSTO	1325	Purchasing for Hospitality Operations	3
HAMG	2332	Hospitality Financial Management	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			**24**

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

First Year

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
ELEC		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
ELEC		HAMG/RSTO/TRVM	3

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

Second Year

First Semester			
HAMG	2332	Hospitality Financial Management	3
TRVM	2301	Introduction to Convention and Meeting Management	3
ENGL	1301	Composition I	3
RSTO	1301	Beverage Management	3
HAMG	2337	Hospitality Facilities Management	3

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Second Semester

RSTO	1325	Purchasing for Hospitality Operations	3
MATH		MATH 1332 or MATH 1342	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELEC		Academic Elective	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			**60**

Food and Beverage Management (HMF15)   520905
Certificate of Completion
(Offered at locations outside of Texas under Military Contract Obligation)

Lower Division Major Courses:			**Credit**
CHEF	1305	Sanitation and Safety	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1204	Dining Room Service	2
RSTO	1313	Hospitality Supervision	3
HAMG	1321	Intro to the Hospitality Industry	3
HAMG	2332	Hospitality Financial Management	3

Hospitality
Select three of the following courses:

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Interdisciplinary Studies

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

Interdisciplinary Studies (IDS4)   240101

Associate of Arts Degree
First Year

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

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

Second Year

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

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

Maintenance Technology

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

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

The certificates of completion within this program may be completed through the Vocational Skills Center. The Vocational Skills Center offers students instruction through a self-paced, open-entry delivery format. This instructional clock hour format provides flexibility to accommodate the special needs of the student.

Maintenance Technology (MTN15)   460401
Associate of Applied Science Degree

First Year

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

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

Second Year

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

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

Mathematics

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

Mathematics (MAT4) 270101
Associate of Science Degree

Fall Semester			Credit
CORE REQ	HIST 1301	United States History I	3
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Language/Philosophy/Culture Studies	3
CORE REQ		MATH 1342 or 1414	3-4

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

Summer Semester			
DEGR REQ	MATH 2413	Calculus I	4

Second Year
First Semester

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

Second Semester

DEGR REQ	MATH 2415	Calculus III	4
DEGR REQ		MATH 2318 or 2320	3
CORE REQ		Component Area Option	4
CORE REQ		Life and Physical Science Selection	4
Total Hours			**60-61**

Mental Health Services

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

At Risk Youth Specialization (MHAF4)   511503
Associate of Applied Science Degree

First Year

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
DAAC	1319	Substance-Related & Addictive Disorders	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3

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

Second Year

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

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

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

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
DAAC	1319	Substance-Related & Addictive Disorders	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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Second Year
First Semester

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

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

First Year

First Semester			**Credit**
PSYT	1429	Interviewing & Communication Skills	4
DAAC	1319	Substance-Related & Addictive Disorders	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3

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

Second Year
First Semester

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

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

Chemical Dependency Counseling (MHC14)   511503
Certificate of Completion

First Semester			**Credit**
PSYT	1429	Interviewing & Communication Skills	4
DAAC	1319	Substance-Related & Addictive Disorders	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3

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

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

Second Year
First Semester

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Criminal Justice Addictions (MCJ13)   511503
Certificate of Completion

First Semester			**Credit**
PSYT	1429	Interviewing & Communications Skills	4
DAAC	1319	Substance-Related & Addictive Disorders	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3

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

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

Second Year

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

Social Work Specialization (MHSF4)   511503
Associate of Applied Science

First Year

First Semester			**Credit**
PSYT	1429	Interviewing & Communications Skills	4
DAAC	1319	Substance-Related & Addictive Disorders	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3

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

Second Year

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

Second Semester			
MATH	1314	College Algebra	3
SOCW	2362	Social Welfare as a Social Institution	3
SCWK	2301	Assessment & Case Management	3
CMSW	1167	Practicum	1
ELEC		Humanities/Fine Arts Selection	3
Total Hours			**60**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Basic Mental Health Professional (MHBP)   511501
Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communications Skills	4
DAAC	1319	Substance-Related & Addictive Disorders	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3

Second Semester			
CMSW	1309	Problems of Children & Adolescents	3
CMSW	1166	Practicum	1
Total Hours			**20**

Community Health Worker (MHCH)   511504
Certificate of Completion

			Credit
CHLT	1301	Introduction to Community Health	3
CHLT	1302	Wellness and Health Promotion	3
CHLT	1340	Community Health Advocacy	3
CHLT	1341	Environmental Health	3
CHLT	1342	Community Health Field Methods	3
or			
CHLT	1391	Special Topics in Community Health	
CHLT	2367	Practicum - Community Health Services	3
Total Hours			**18**

Substance Abuse Prevention Specialist (MHP14)   511501
Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communications Skills	4
DAAC	1319	Substance-Related & Addictive Disorders	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3

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

Third Semester			
DAAC	2353	Substance Abuse Prevention II	3
PSYT	2345	Principles of Behavior Management and Modification	3
DAAC	1167	Practicum	1
Total Hours			**36**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

NCO LEAD

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

Supervision Management (SUM11) 999999
Certificate of Completion

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

Take 14 Semester Hours from the courses below:

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Office Technology

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

Office Technology (OT15)   520401
Associate of Applied Science Degree
(Available online and at select locations)

First Year

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

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

Second Year

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

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

Office Technology Specialist (OTS15)   520401
Certificate of Completion
(Available online and at select locations)

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

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

Third Semester			
POFT	2333	Advanced Keyboarding	3
BMGT	1325	Office Management	3
HRPO	2301	Human Resources Management	3
POFT	1349	Administrative Office Procedures II	3
ELEC		POFI/POFM/POFT Internship Selection	3
Total Hours			**45**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Office Technology Professional (OTP15) 520401
Certificate of Completion
(Available online and at select locations)

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

Second Semester			
POFI	2301	Word Processing	3
POFT	2312	Business Correspondence and Communication	3
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3
Total Hours			**30**

Office Technology Support (OTSP5) 520401
Certificate of Completion
(Available online and at select locations)

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

Medical Office Technology (OTM15) 510716
Associate of Applied Science Degree
(Available online and at select locations)

First Year

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

Second Semester			
POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
POFM	1302	Medical Software Applications	3
HITT	1301	Health Data Content and Structure	3

Second Year

First Semester			
POFT	2312	Business Correspondence and Communication	3
HITT	1303	Medical Terminology II	3
POFM	1327	Medical Insurance	3
ELEC		POFI/POFM/POFT Internship Selection	3

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Medical Office Technology Specialist (OTMO5)   510716
Certificate of Completion

(Available online)

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

Second Semester			
POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
POFM	1302	Medical Software Applications	3
HITT	1301	Health Data Content and Structure	3

Third Semester			
POFT	2312	Business Correspondence and Communication	3
HITT	1303	Medical terminology II	3
POFM	1327	Medical Insurance	3
ELEC		POFI/POFM/POFT Internship Selection	3
Total Hours			**42**

Medical Office Technology Professional (OTMP)   510716
Certificate of Completion

(Available online)

First Year

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

Second Semester			
POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
POFM	1302	Medical Software Applications	3
HITT	1301	Health Data Content and Structure	3
Total Hours			**30**

Medical Office Technology Support (OTMS5)   510716
Certificate of Completion

(Available online)

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Medical Coding and Billing (OTMCB)   510713
Associate of Applied Science

(Available online)

First Year

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

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

Second Year

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

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

Medical Coding and Billing (OTMC5) 510713
Certificate of Completion

(Available online)

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

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

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Paralegal/Legal Assistant

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

Paralegal/Legal Assistant (LAS15)   220302
Associate of Applied Science Degree

First Year

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

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

Second Year

First Semester			
LGLA	1353	Wills, Trusts, and Probate Administration	3
POFT	1307	Proofreading and Editing	
or			
ACNT	1311	Introduction to Computerized Accounting	
or			
ACNT	1329	Payroll and Business Tax Accounting	3
LGLA	2303	Torts and Personal Injury Law	3
POFT	2312	Business Correspondence and Communication	3
GOVT	2305	Federal Government	3

Second Semester			
LGLA	2313	Criminal Law and Procedures	3
POFT	1309	Administrative Office Procedures I	3
ELEC		Humanities/Fine Arts Selection	3
LGLA		Legal Elective	3
LGLA	2333	Advanced Legal Document Preparation	
or			
LGLA	2335	Advanced Civil Litigation	3
Total Hours			**60**

Paralegal/Legal Assistant (LAS16) 220301
Certificate of Completion

First Year

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

Second Semester			
LGLA	1345	Civil Litigation	3
LGLA	1353	Wills, Trusts, and Probate Administration	3
ELEC		BCIS 1305 or ITSC 1309	3
POFT	1309	Administrative Office Procedures I	3
POFT	1307	Proofreading and Editing	
or			
ACNT	1311	Introduction to Computerized Accounting	
or			
ACNT	1329	Payroll and Business Tax Accounting	3
Total Hours			**30**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Protective Services

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

Criminal Justice (CJCJ5)   430104
Associate of Applied Science Degree

First Year

First Semester			Credit
CJSA1322/CRIJ 1301		Introduction to Criminal Justice	3
CJSA 2300/CRIJ 2323		Legal Aspects of Law Enforcement	3
CJSA 1313/CRIJ 1306		Court Systems and Practices	3
CJSA 1312/CRIJ 1307		Crime in America	3
ENGL	1301	Composition I	3

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

Second Year

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

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

Criminal Justice - Corrections Specialization (CJCR5)   430104
Associate of Applied Science Degree

First Year

First Semester			Credit
CJSA 1322/CRIJ 1301		Introduction to Criminal Justice	3
CJCR	2325	Legal Aspects of Corrections	3
CJSA 1313/CRIJ 1306		Court Systems and Practices	3
CJSA 1312/CRIJ 1307		Crime in America	3
ENGL	1301	Composition I	3

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

Second Year

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

Second Semester

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

Criminal Justice Studies with Specialization   430104
Certificate of Completion

First Year

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

(Criminal Justice Studies Specialization-CJCJ)

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

(Criminal Justice Corrections Specialization-CJCR)

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

Fire Service Administration (FRSV8) 430202
Associate of Applied Science Degree

First Year

First Semester			**Credit**
FIRT	1301	Fundamentals of Fire Protection	3
FIRT	1309	Fire Administration I	3
PSYC	1300	Learning Framework	3
SPCH	1321	Business and Professional Communications	3
BMGT	1325	Office Management	3

Second Semester			
FIRT	2309	Firefighting Strategies and Tactics I	3
FIRT	1338	Fire Protection Systems	3
ENGL	1301	Composition I	3
ACCT	2301	Principles of Financial Accounting	3
FIRT	1319	Firefighter Health and Safety	3

Second Year

First Semester			
HRPO	1311	Human Relations	3
MATH	1332	Contemporary Mathematics I or higher-level	3
HMSY	2337	Managing a Unified Incident Command	3
EMSP	1401	Emergency Medical Technician Basic	4
EMSP	1160	Clinical – EMT	1

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Second Semester

EMAP	1400	Principles of Basic Emergency Management	4
GOVT	2305	Federal Government	3
BUSI	1301	Business Principles	3
ELEC		Humanities/Fine Arts Selection	3
FIRT	1349	Fire Administration II	3
Total Hours			**60**

Fire Protection (FIP15)   430202
Associate of Applied Science Degree
(Offered at locations outside of Texas under Military Contract Obligation)

First Year

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

Second Semester

FIRT	1307	Fire Prevention Codes and Inspection	3
FIRT	1319	Firefighter Health and Safety	3
FIRT	2309	Firefighting Strategies and Tactics I	3
MATH		MATH 1332, 1342 or higher level	3
FIRT	1315	Hazardous Materials I	3

Second Year

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

Second Semester

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

Fire Protection (FIP12)   430202
Certificate of Completion
(Offered at locations outside of Texas under Military Contract Obligation)

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

Second Semester

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Public Administration

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

Homeland Security and Emergency Management (HS15)   440401
Associate of Applied Science Degree

First Year

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

Second Semester			
HMSY	1338	Homeland Security Emergency Communications Management	3
HMSY	1340	Homeland Security Intelligence Operations	3
HMSY	1341	Critical Infrastructure Protection	3
HMSY	1342	Understanding and Combating Terrorism	3

Second Year

First Semester			
KINE		Physical Activity Course	1
ELEC		Humanities/Fine Arts Selection	3
MATH		MATH 1332, 1342 or higher level	3
HMSY	1370	IT Security for Homeland Security Specialists	3
ELEC		Social/Behavioral Science Selection	3
EMAP	2355	Disaster Recovery	3

Second Semester			
EMAP	2300	Developing Volunteer Resources and Decision Making	3
EMAP	2301	Leadership and Effective Communication	3
EMAP	2302	Managing Mass Casualty and Fatality Incidents	3
HMSY	2337	Managing a Unified Incident Command	3
HMSY	1470	Final Project in Homeland Security and Emergency Management	4
Total Hours			**60**

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

First Semester			**Credit**
HMSY	1337	Introduction to Homeland Security	3
EMAP	1400	Principles of Basic Emergency Management	4
HMSY	1341	Critical Infrastructure Protection	3
HMSY	1338	Homeland Security Emergency Communications Management	3
HMSY	1342	Understanding and Combating Terrorism	3

Second Semester			
EMAP	2355	Disaster Recovery	3
EMAP	2300	Developing Volunteer Resources and Decision Making	
or			
HMSY	1370	IT Security for Homeland Security Specialists	3
EMAP	2301	Leadership and Effective Communication	
or			
HMSY	1371	Counter Terrorism	3
HMSY	2337	Managing a Unified Incident Command	3
HMSY	1470	Final Project in Homeland Security and Emergency Management	4
Total Hours			**32**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Homeland Security (HSHS)   440401
Certificate of Completion

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

Emergency Management (EMHS)   440401
Certificate of Completion

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Social Science

The Associate of Arts degree in Social Science is designed for the student wishing to pursue a Baccalaureate degree in one of the many liberal arts career fields. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas. The Associate of Arts in Social Science allows the student to choose instruction from a broad range of Social and Behavioral Science courses. This degree provides the foundation skills required of many diverse career fields from anthropology to sociology.

Social Science (SOC4)   450101
Associate of Arts Degree
First Year

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

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

Second Year

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

Second Semester			
DEGR REQ		Social and Behavioral Science Selection	3
DEGR REQ		Social and Behavioral Science Selection	3
DEGR REQ		Foreign Language	4
DEGR REQ		KINE Physical Activity Course	1
DEGR REQ		Social and Behavioral Science Selection	3
Total Hours			**60**

Teacher Education

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

Teaching Certification (TEA5) 131210

Associate of Arts in Teaching Degree

First Year

First Semester — **Credit**

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

Second Semester

MATH	1350	Mathematics for Teachers I**	3
ELEC		Life and Physical Science Selection*	4
HIST	1301	United States History I*	3
SPCH		SPCH 1315, 1318 or 1321*	3
ENGL	1302	Composition II*	3

Second Year

First Semester

MATH	1351	Mathematics for Teachers 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	Introduction to Special Populations**	3
or			
TECA	1354	Child Growth and Development	
ELEC		Creative Arts Selection*	3
GOVT	2306	Texas Government*	3
ENGL	2328	American Literature II	3
Total Hours			**60**

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

Welding Technology

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

Welding (WLD15)   480508
Associate of Applied Science Degree

First Year

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

Second Semester			
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1313	Introduction to Blueprint Reading for Welders	3
ENGL	1301	Composition I	3

Second Year

First Semester			
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
GOVT	2305	Federal Government	3

Second Semester			
WLDG	2453	Advanced Pipe Welding	4
SPCH		SPCH 1315 or 1321	3
WLDG	1312	Introduction to Flux Core Arc Welding (FCAW)	3
ELEC		Humanities/Fine Arts Selection	3
WLDG	2435	Advanced Layout and Fabrication	
or			
WLDG	2488	Internship	4
Total Hours			**60**

Welding Technology (WLD15)   480508
Certificate of Completion

			Credit
WLDG	1323	Welding Safety, Tools & Equipment	3
WLDG	1313	Introduction to Blueprint Reading for Welders	3
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	1312	Introduction to Flux Core Arc Welding (FCAW)	3
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship	4
Total Hours			**49**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

Farm and Ranch (WLFR3)   480508
Certificate of completion

			Credit
WLDG	1323	Welding Safety, Tools & Equipment	3
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
Total Hours			**19**

Structural (WLS15)   480508
Certificate of Completion
(Requires completion of WLFR3 certificate)

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful employment/

ABDR Autobody Repair

ABDR   1331   Basic Refinishing   1-7-3
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   1349   Automotive Plastic and Sheet Molded Compound Repair   1-7-3
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   2347   Advanced Collision Repair Welding   1-8-3
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   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   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   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   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 13 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.

ACNT Accounting Technician

ACNT   **1303**   **Introduction to Accounting I**   **3-0-3**
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT   **1304**   **Introduction to Accounting II**   **3-0-3**
A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. Prerequisite: ACNT-1303.

ACNT   **1311**   **Introduction to Computerized Accounting**   **3-0-3**
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

ACNT   **1329**   **Payroll and Business Tax Accounting**   **3-0-3**
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

ACNT   **1331**   **Federal Income Tax: Individual**   **3-0-3**
A study of the federal tax law for preparation of individual income tax returns.

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: DFTG 1409.

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   **1319**   **Automotive Engine Repair**   **2-4-3**
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. Prerequisites: AUMT 2305.

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.

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 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 1407.

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 1407.

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 2337 Automotive Electronics   2-4-3
Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. Prerequisites: AUMT 1407.

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 2337.

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 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 Information Technology and Systems see also CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY

BCIS 1305 Business Computer Applications   2-4-3
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 1322 Nutrition and Diet Therapy I   3-0-3
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. 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. Course includes laboratory activities. 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. Course includes laboratory activities. 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   1409   Biology for Non-Science Majors II   3-3-4
This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Course objectives will be met in lecture and laboratory. Pre-requisite: none. Co-requisite: BIOX 1409.

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. (This course is intended for science majors.) 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. (This course is intended for science majors.) 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
Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Hands-on learning experiences will be provided through laboratory activities. Co-requisite: BIOX 2401. Completion of BIOL 1406 is strongly recommended.

BIOL   2402   Anatomy and Physiology II   3-3-4
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Hands-on learning experiences will be provided through laboratory activities. Prerequisite: BIOL 2401 with a grade of "C" or better; must have been taken within the last five years. Completion of BIOL 1406 is strongly recommended. Co-requisite: BIOX 2402.

BIOL   2420   Microbiology for Non-Science Majors   3-3-4
This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellualar agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Basics of culture and identification of bacteria and microbial ecology will be covered in laboratory activities. Completion of BIOL 1406 is strongly recommended. 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. Lab activities will reinforce concepts discussed in lecture. Prerequisite: CHEM 1411 and (BIOL 1406 and BIOL 1407) OR (BIOL 1411 AND BIOL 1413). Co-requisite BIOX 2421.

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

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

BMGT   1313   Principles of Purchasing   3-0-3
The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain management, negotiation techniques, and ethical issues in purchasing.

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   1303   Principles of Finance   3-0-3

Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money.

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

CDEC   1173   Parenting for Healthy Families (Europe only)   1-0-1
This course covers different models of parenting, and includes identification and reflection, of one's chosen style of parenting. The effects of parenting methods on children as well as a model of parenting that is correlated with healthy children will be presented and taught.

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

CDEC   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   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   1321   The Infant and Toddler   3-1-3
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   3-1-3
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   3-1-3
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   3-1-3
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   1413   Curriculum Resources for Early Childhood Programs   3-2-4
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 1417 Child Development Associate Training I 3-2-4
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 1419 Child Guidance 3-2-4
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 2307 Math & Science for Early Childhood 3-1-3
An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play.

CDEC 2341 The School Age Child 3-1-3
A study of programs for the school age child, including an overview of development, learning environments, materials, activities and guidance techniques.

CDEC 2388 Internship Child Care Provider/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. 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 2422 Child Development Associate Training II 3-2-4
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 2424 Child Development Associate Training III 3-2-4
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 2426 Administration of Programs for Children I 3-2-4
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.

CETT Computer Information Technology and Systems see also BCIS, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY

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. The aim of the course is to acquaint the student with the basic vocabulary of electronic circuits and to help them understand the relationship between voltage, current, power, and resistance. The student will be able to identify the basic circuit components, their schematic symbols and their proper function in electrical circuits. Prerequisite: None

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. This is a study of single and poly-phase AC circuits and the use of Kirchoff's Laws as well as Thevenin's, Norton's, and Superposition theorems in analyzing these circuits. Prerequisite: CETT 1303 DC Circuits.

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. Prerequisite: None

CETT 1325 Digital Fundamentals 2-4-3
An entry level course in digital electronics covering numbering systems, logic gates, Boolean algebra, and combinational logic. Prerequisite: None

CETT 1331 Programming for Discrete Electronic Devices 2-4-3
Introduction to a high level programming language. Includes structured programming and problem solving applicable to discrete electronic devices. Prerequisite: CETT 1325.

CETT 1429 Solid State Devices 3-3-4
A study of diodes, transistor characteristics and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations. Prerequisite: CETT 1305 or concurrent enrollment.

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. This course includes a detailed study of various Integrated Devices currently on the market. It will included devices developed as general purpose as well as those designed for specified job-type applications. Prerequisite: CETT 1325

CETT   2335   Advanced Microprocessors   2-4-3
An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. Prerequisite: CETT 1331

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   1-5-3
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   1310   Garde Manger   2-4-3
A study of cold foods and garnishes. Emphasis on design, techniques, and display of fine foods. Prerequisite: CHEF 1301.

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 acquire knowledge 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   2301   Intermediate Food Preparation   2-4-3
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.

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. Lab activities will reinforce concepts discussed in lecture. 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 non-science majors or 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. Lab activities will reinforce concepts discussed in lecture. 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. Lab activities will reinforce concepts discussed in lecture. Prerequisite: Student must have completed MATH 1314 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. Lab activities will reinforce concepts discussed in lecture. Prerequisite: CHEM 1411. Co-requisite: CHEX 1412.

CHLT Community Health

CHLT   1301   Introduction to Community Health   3-0-3
Designed to provide a basic understanding of variables that affect health sectors in the community.

CHLT   1302   Wellness and Health Promotion   3-0-3
Overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication of wellness. Includes health behavior theories and approaches to behavior modification.

CHLT   1340   Community Health Advocacy   3-0-3
Study of local, regional, and national health care resources. Identification of health organizations, support groups, and health care delivery systems to be used for client referral. Activities include visits to various local agencies and attendance/participation in related activities.

CHLT   1341   Environmental Health   3-0-3
Survey of ecological principles and their application to the health and safety of physical and social environments, occupational settings, and human beings. Site visits to specific living quarters or occupational settings and measurement of environmental safety factors addressed.

CHLT   1342   Community Health Field Methods   3-0-3
Preparation for field work with individuals, families, and groups emphasizing teaching and capacity-building skills. Topics include outreach methods, area canvassing, home visiting, group work, community events, and community organizing.

CHLT   1391   Special Topics in Community Health   3-0-3
Topics address recently identified current events, skills, knowledges, 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.

CHLT   2367   Practicum - Community Health Services   0-21-3
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

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.

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.

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.

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.

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.

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.

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.

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. See Mental Health Services admissions requirements.

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 additive 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 Information Technology and Systems see also BCIS, CETT, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY

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

COSC   1315   Introduction to Computer Programming   3-1-3
Introduction to computer programming for solving a variety of problems. This course is intended for non-computer science and non-computer engineering majors. Emphasis on the fundamentals of design, development, testing, implementation, and documentation of computer programs. Includes problem solving with structured techniques and algorithms using pseudo code and/or graphical representations.

COSC   1336   Programming Fundamentals I   2-4-3
This course introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.) Prerequisite: COSC 1315.

COSC   1337   Programming Fundamentals II   2-4-3
This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) Prerequisite: COSC 1336.

COSC   2336   Programming Fundamentals III   2-4-3
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Advanced programming techniques including file access methods, data structures, modular programming, program testing and documentation. Programs will be implemented in an appropriate object oriented language. (This course is included in the Field of Study Curriculum for Computer Science.) Prerequisite: COSC 1337.

COSC   2325   Computer Organization   2-4-3
The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. This course is included in the Field of Study Curriculum for Computer Science. Prerequisite: COSC 1336.

CPMT Computer Information Technology and Systems see also BCIS, CETT, COSC, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY

CPMT   1345   Computer Systems Maintenance   2-4-3
A study of the components within a computer system. Development of testing and troubleshooting skills. Prerequisite: ITSC 1301 or COSC 1301 or concurrent enrollment.

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 3-4-4
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 3-4-4
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
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: See Mental Health Services admission requirement.

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   Substance-Related & Addictive Disorders   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 additive 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. See Mental Health Services admission requirement.

DFTG Computer-Aided Drafting and Design see also ARCE

DFTG   1358   Electrical/Electronics Drafting   2-4-3
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: DFTG 1409.

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: DFTG 1409.

DFTG   2317   Descriptive Geometry   2-4-3
Examination of the graphical solution to problems involving points, lines, and planes in space. Prerequisite: DFTG 1405 or concurrent enrollment.

DFTG   2323   Pipe Drafting   2-4-3
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: DFTG 1409.

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 1409.

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   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: DFTG 1409.

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   2361   History of Theatre I   3-0-3
Study of the history of theatre from primitive times through the Renaissance.

DRAM   2362   History of Theatre II   3-0-3
Study of the history of the theatre from the Renaissance through today.

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

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

DSMA   0303   Intermediate Algebra   3-1-3
Developmental Mathematics IV requires an understanding of the topics taught in DSMA 0401. 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.

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   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 0400 Developmental Mathematics I 5-1-4

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. Lecture class: Students will be required to complete 16 hours in a computer lab outside of regular class time. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

DSMA 0401 Developmental Mathematics II 5-1-4

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. Lecture class: Students will be required to complete 16 hours in a computer lab outside of regular class time. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

DSRE 0300 Developmental Reading I 4-0-3

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. 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)**

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.

DIRW 0413 Developmental Integrated Reading and Writing 4-0-4

The Integrated Reading and Writing course is designed to accelerate a student through Reading II and Writing II by combining both courses into a single semester course. Emphasis is placed on those reading and writing skills and abilities needed by the student for him or her to advance to a credit bearing English Composition course. DIRW 0413 is a prerequisite for ENGL 1301 for students who score below the college requirement set by the TSI. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

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.

ELMT Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY

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. The purpose of this course is to prepare the student for the International Society of Certified Electronics Technicians Associate CET exam. Prerequisite: 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   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   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   1147   Pediatric 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 Emergency Medical Technician. This course is only offered with EMSP 1401. See also admissions 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   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 Emergency Medical Technician 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 Emergency Medical Technician Refresher curriculum and the new education standards.

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 a Paramedic 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. Upon successful completion of this course, EMSP 1356, EMSP 1355, EMSP 2206 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.

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, EMSP 1338, EMSP 2206 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). 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. Upon successful completion of this course, EMSP 1355, EMSP 1338, EMSP 2206 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). 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 Emergency Medical Technician 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 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 summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Upon successful completion of this course, EMSP 2330, EMSP 2305, and EMSP 2164, students are eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 2444, EMSP 2434 and EMSP 2263. 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. Co-requisite EMSP 2458. See also admission requirements.

EMSP   2164   Practicum-Emergency Medical Technology/Technician EMT Paramedic   0-10-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Upon successful completion of this internship course, students are eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 2262 and EMSP 2263. See also admission requirements.

EMSP   2206   Emergency Pharmacology   2-0-2
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Upon successful completion of this course, EMSP 1355, EMSP 1338, EMSP 1356 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.

EMSP   2262   Clinical-Emergency Medical Technology/Technician EMT Paramedic   0-10-2
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Upon successful completion of this course, EMSP 1356, EMSP 1355, EMSP 1338 and EMSP 2206, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. This course is designed to meet the clinical requirements for the Advanced EMT portion of the program. Prerequisites: EMSP 1356, EMSP 1355, and EMSP 1338. Co-requisites: EMSP 2206, EMSP 2444 and EMSP 2434. See also admission requirements.

EMSP   2263   Clinical-Emergency Medical Technology/Technician EMT Paramedic   0-10-2
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Upon successful completion of this course, EMSP 2330, EMSP 2305, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2262. Co-requisites: EMSP 2330, EMSP 2305, and EMSP 2143. See also admission requirements.

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   2305   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. Upon successful completion of this course, EMSP 2263, EMSP 2330, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2444, EMSP 2262 and EMSP 2434. Co-requisites: EMSP 2330, EMSP 2263, and EMSP 2143. See also admission requirements.

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, pediatrics, geriatrics, and other related topics. Upon successful completion of this course, EMSP 2263, EMSP 2305, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2444, EMSP 2262 and EMSP 2434. Co-requisites: EMSP 2305, EMSP 2263, and EMSP 2143. 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 2206, EMSP 2262, EMSP 2330, EMSP 2305, EMSP 2263, EMSP 2143 and EMSP 2164, the student is eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 1355, EMSP 1356, and EMSP 1338. Co-requisites: EMSP 2444, EMSP 2262, and EMSP 2206. See also admission 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 2206, EMSP 2262, EMSP 2330, EMSP 2305, EMSP 2263, EMSP 2143 and EMSP 2164, the student is eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 1355, EMSP 1356, and EMSP 1338. Co-requisites: EMSP 2434, EMSP 2262, and EMSP 2206. 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. Co-requisite: EMSP 2160. See also admission requirements.

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**
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. 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.

FIRT Fire Protection

FIRT 1301 Fundamentals of Fire Protection   3-0-3
Orientation to the fire service, career opportunities, and related fields. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

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
Firefighter occupational safety and health in emergency and non-emergency situations. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

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. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

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.

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 staffing and equipment to mitigate the emergency.

FIRT 2331 Firefighting Strategies and Tactics II   3-0-3
Continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command in large scale command problems and other specialized fire problems. Not offered in Texas.

FREN French

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

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   1301   Physical Geography   3-0-3
This course introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment.

GEOG   1302   Human Geography   3-0-3
This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender, and ethnicity.

GEOG   1303   World Regional Geography   3-0-3
This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.

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. Laboratory activities will cover methods used to collect and analyze earth science data. 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. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils. Prerequisite: GEOL 1403. 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. Laboratory activities will cover methods used to collect and analyze earth science data.

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
Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation.

HAMG 1321 Introduction to the Hospitality Industry 3-0-3
An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.

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 Management 3-1-3
A study of the working relationship among housekeeping, front office, and maintenance in the lodging industry.

HAMG 2301 Principles of Food and Beverage Operations 3-0-3
An overview of food and beverage management in various hospitality environments. Emphasizes cost controls from procurement to marketing and sales.

HAMG 2307 Hospitality Marketing and Sales 3-0-3
Identification of the core principles of marketing and sales in 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 hospitality building systems and facilities; to include sustainability and risk management.

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 2373 Final Project – Hospitality Management and Administration 3-0-3
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: Consent of the program coordinator.

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 coordinator.

HART Heating, Air Conditioning and Refrigeration

HART 1341 Residential Air Conditioning 2-4-3
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 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 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 2341 Commercial Air Conditioning 2-4-3
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisites: HART 1401 and 1407.

HART   2342   Commercial Refrigeration   2-4-3
Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Prerequisites: HART 1401 and 1407.

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   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 African-Americans and African-American issues.

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

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, 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.

HITT   1349   Pharmacology   2-4-3
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Prerequisite: HITT 1305 or MDCA 1309.

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, HITT 1305 and POFM 2310.

HITT   2361   Clinical – Health Information/Medical Records Technology/Technician   0-9-3
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. Prerequisite: Completion of all first and second semester courses in the degree plan and departmental approval required.

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   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 development will be conducted.

HMSY   1341   Critical Infrastructure Protection   3-0-3
Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures.

HMSY   1342   Understanding and Combating Terrorism   3-0-3
Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.

HMSY   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.

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

IBUS International Business/Trade/Commerce

IBUS   1301   Principles of Exports   3-0-3
Export management processes and procedures. Includes governmental controls and compliance, licensing of products, documentation, commercial invoices, and transportation. Emphasizes human and public relations, management of personnel, finance, and accounting procedures.

IBUS   1302   Principles of Imports   3-0-3
Practices and processes of import management operations including such factors as government controls and compliance. Emphasizes the preparation and understanding of import documents such as customs invoices, packing lists, and commercial invoices.

IBUS   1305   Introduction to International Business and Trade   3-0-3
The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

IBUS   1341   Global Supply Chain Management   3-0-3
International purchasing or sourcing. Includes the advantages and the barriers of purchasing internationally, global sourcing, procurement technology, and purchasing processes. Emphasizes issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics.

IBUS   2332   Global Business Simulation   3-0-3
A simulation of a global environment. Students will engage in business practice and theory. The simulation may include researching foreign business cultures and importing and exporting products. Emphasizes participation in all business decisions related to running a simulated company.

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 Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, 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.

INMT Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY

INMT   1317   Industrial Automation   2-4-3
Applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of set-up, maintenance, and testing of the automated system. Prerequisites: None.

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.

ITCC Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITNW, ITSC, ITSE, ITSW, ITSY

ITCC   1414   CCNA 1: Introduction to Networks   3-3-4
This course covers networking architecture, structure, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum.

ITCC   1440   CCNA 2: Routing and Switching Essentials   3-3-4
Describes the architecture, components, and basic operation of routers and explains the basic principles of routing and routing protocols. It also provides an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Prerequisite: ITCC 1414

ITCC   2412   CCNA 3: Scaling Networks   3-3-4
CCNA R&S: Scaling Networks (ScaN) covers the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches using advanced protocols. Prerequisite: ITCC 1440.

ITCC   2413   CCNA 4: Connecting Networks   3-3-4
WAN technologies and network services required by converged applications in a complex network; enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Prerequisite: ITCC 2412.

ITCC   2441   CCNA Security   3-3-4
Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products, and solutions; and secure router design, installation, configuration, and maintenance; AAA and VPN implementation using routers and firewalls. Prerequisite: Departmental approval.

ITCC   2459   Advanced Voice Over Internet Protocol (VOIP)   3-3-4
Voice Over Internet Protocol (VOIP) architecture, components, and functionality. Includes VOIP signaling, call control, voice dial plans, configuring voice interfaces, dial peers, and quality of service (QoS) technologies. Prerequisite: Department approval required.

ITNW Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITSC, ITSE, ITSW, ITSY

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. Prerequisite: 6 hours of Networking coursework (any combination of ITNW and/or ITCC).

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: INTW1316 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   1451   Fundamentals of Wireless LANs   3-3-4
Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. Prerequisite: Department approval.

ITNW   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.

ITSC Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSE, ITSW, ITSY

ITSC   1301   Introduction to Computers   3-1-3
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. COSC 1301
is an acceptable substitution for this course. 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.
BCIS 1305 is an acceptable academic substitution for this course. Prerequisites: None

ITSC   1316   Linux Installation and Configuration   2-4-3
Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading,
networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.
Prerequisite: 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   2425   Advanced Linux   3-3-4
Provides instruction in advance open-source Linux operating system. Develops directory services for clients, support users remotely, and
install and configure network services. Prerequisite: ITSC 1316.

ITSC   2435   Application Software Problem Solving   3-3-4
Utilization of appropriate application software to solve advanced problems and generate customized solutions. Prerequisite: 30 semester
hours of computer science course work

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 Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSW, ITSY

ITSE   1302   Computer Programming   2-4-3
Introduction to computer programming including design, development, testing, implementation, and documentation. COSC 1336 is
an acceptable academic substitution for this course. Prerequisite: ITSE 1329.

ITSE   1329   Programming Logic and Design   3-1-3
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.
COSC 1315 is an acceptable academic substitution for this course. 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   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 Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, 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 Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, 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: ITNW 1358 or ITCC 1414 or concurrent enrollment with either.

ITSY   2345   Network Defense and Countermeasures   2-4-3
This is a practical application and comprehensive course that includes the planning, design, and construction of defenses for a complex network that will sustain an attack, document events, and mitigate the effects of the attack. Prerequisite: ITSY 2401.

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 or ITSC 1316 or concurrent enrollment with either.

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

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

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

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

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

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   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   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: Completion of BCIS 1305 or ITSC 1309 is recommended.

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   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   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   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   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.

LMGT Logistics

LMGT   1319   Introduction to Business Logistics   3-0-3
A systems approach to managing activities associated with traffic, transportation, inventory management, warehousing, packaging, order processing, and materials handling.

LMGT   1321   Introduction to Materials Handling   3-0-3
Introduces the concepts and principles of materials management to include inventory control and forecasting activities.

LMGT   1323   Domestic and International Transportation Management   3-0-3
An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues.

LMGT   1325   Warehouse and Distribution Center Management   3-0-3
Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time, and continuous replenishment.

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 satisfies the mathematics requirement in most curricula, except mathematics and engineering. Please check your degree plan to determine the status of this course in your program of study. This course is occupationally related and serves as preparation in careers in sciences, social sciences, and business. This course does not meet the prerequisite for Pre-Calculus. Prerequisites: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.

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 1314 or MATH 1324.

MATH   1332   Contemporary Mathematics (Quantitative Reasoning)   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.

MATH   1350   Mathematics for Teachers 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 1314.

MATH   1351   Mathematics for Teachers 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 1314.

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 satisfies the mathematics requirement in most curricula, and is the prerequisite for Pre-Calculus. Please check your degree plan to detemine the status of this course in your program of study. This course is occupationally related and serves as preparation for careers in mathematics and engineering. Prerequisites: Appropriate placement score or TSI exemption or completion od 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 better within the last 5 years.

MATH 2320 Differential Equations 3-0-3

First and second order differential equations and their applications. Laplace Transforms, Fourier Series, and their applications.

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 better within the last 5 years. (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 better within the last 5 years.

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 better within the last 5 years.

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, 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. Prerequisite or Corequisite: HITT 1305 and MDCA 1309.

MDCA 1309 Anatomy and Physiology for Medical Assistants 2-4-3

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

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 actual 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   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   2363   Clinical – Medical Transcription/Transcriptionist   **0-9-3**
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. Prerequisite: Completion of all first and second semester courses in the degree plan and departmental approval required.

MT-   Military Contract Courses

BMGT   1177   Critical and Creative Thinking (NCO Lead)   **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) (select locations)   **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) (select locations)   **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) (select locations)   **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 MISP/SUM11) (select locations)   **1-0-1**
A beginner course designed to help students with little or no computer experience understand computer hardware and software, computer terminology, and the Windows desktop operating system. This course should be followed up with other computer courses.

MTCS   1174   Academic Research Using the Internet (NCO Lead MISP/SUM11/ASM13) (select locations)   **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 (NCO Lead) (SUM11, MISP, 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. Completion of MTCS 1173 is recommended..

MTES   1170   Professional Ethics (NCO Lead SUM11/ASM13) (select locations)   **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) (select locations)   **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) (select locations)   **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) (select locations)   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) (select locations)   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) (select locations)   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) (select locations)   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) (select locations)   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) (select locations)   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) (select locations)   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) (select locations)   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 (NCO Lead) (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) (select locations)   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) (select locations)   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 (select locations)   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) (select locations)   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) (select locations)   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) (select locations)   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) (select locations)   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) (select locations)   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) (select locations)   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 (NCO Lead) (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 (NCO Lead) (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 (NCO Lead)   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 MISP/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 MISP/ASM13) (select locations)   1-0-1

A basic course of instruction to Microsoft Excel, a spreadsheet application. Learning objectives include: Working with formulas and functions, formatting worksheets, and linking worksheets.

MTMC   1172   Word Processing Applications (NCO Lead MISP/ASM13) (select locations)   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 MISP/ASM13) (select locations)   1-0-1

This is an introductory course for Microsoft Access, a database management software program, designed to help students create and modify simple databases, filter and sort records, format a datasheet, create and modify a table and its fields, join related tables, create forms for data entry, and create reports and queries to analyze data. Prerequisite: Students should be able to demonstrate basic computer and word processing skills. MTCS 1173 Introduction to Computers, MTCS 1175 Basic Keyboarding Using the Computer, MTMC 1172 Word Processing, and MTMC 1171 Spreadsheet Applications are recommended, but not required.

MTMC   1174   Microsoft Outlook (NCO Lead MISP) (select locations)   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 MISP) (select locations)   1-0-1

This is an introductory course for SharePoint Designer, a web authoring program, designed to teach students how to create, modify, and format simple web pages for personal or professional use. Prerequisite: MTMC 1172 Word Processing is required. Students should also be able to demonstrate basic computer and Internet skills. MTCS 1175 Basic Keyboarding Using the Computer and MTMC 1170 Internet are recommended, but not required.

MTMC 1176   Microsoft Power Point (NCO Lead MISP/ASM13) (select locations)   1-0-1
This is an introductory course for Microsoft PowerPoint, a presentation software program, designed to teach students how to create, modify, and format custom electronic presentations for personal school, or professional use. Students will learn presentation basics and work with images, sounds, movie clips, and custom animation effects. Students should be able to demonstrate basic computer skills. Prerequisite: MTCS 1173 Introduction to Computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding Using the Computer, and MTMC 1172 Word Processing are recommended, but not required.

MTMC 1177   Desktop Publishing Application (NCO Lead MISP/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 MISP/ASM13) (select locations)   1-0-1
This is an advanced course for Microsoft Excel, a spreadsheet software program, designed to teach students advanced formulas and functions, how to create and modify Pivot Tables, analyze and organize data, work with Excel on the web, import external data, and work with simple macros and other objects. Prerequisite: Students should be able to demonstrate basic computer, internet, and word processing skills. MTCS 1173 Introduction to Computers, MTMC 1170 Internet, MTCS 1175 Basic Keyboarding Using the Computer, MTMC 1172 Word Processing, and MTMC 1171 Spreadsheet applications are recommended, but not required.

MTMC 2172   Microsoft Word Advanced (NCO Lead MISP/ASM13) (select locations)   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 (select locations)   1-0-1
This course advances the principles learned in Microsoft Power Point MTMC 1176 by exploring more features of Power Point including graphics, portability, design and presentations. MTMC 1176 is recommended but not required.

MTMC 2175   Web Page Development II (NCO Lead MISP) (select locations)   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 MISP/ASM13) (select locations)   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 21st 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   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.

PHIL   2321   Philosophy of Religion   **3-0-3**
A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil.

PHYS   Physics

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. Laboratory activities will reinforce concepts discussed in lecture. Prerequisite: MATH 1314 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 modem physics topics; with emphasis on problem solving. Laboratory activities will reinforce concepts discussed in lecture. Prerequisite: PHYS 1401. Co-requisite: PHYX 1402.

PHYS   1403   Stars and Galaxies   **3-2-4**
This course is a study of stars, galaxies, and the universe outside our solar system. Laboratory activities will reinforce concepts discussed in lecture.

PHYS   1404   Solar System   **3-2-4**
This course is a study of the sun and its solar system, including its origin. Laboratory activities will reinforce concepts discussed in lecture.

PHYS   1405   Elementary Physics I   **3-3-4**
Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Offered at C&I locations only.

PHYS   1415   Physical Science I   **3-3-4**
Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Prerequisite: None. Co-requisite: PHYX 1415.

POFI   Office Technology   see also HITT, MDCA, 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: POFI 1301.

POFI   2301   Word Processing   **2-4-3**
Word processing software focusing on business applications. Prerequisite: POFT 1329 with a minimum grade of "C".

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.

POFM Office Technology see also HITT, MDCA, 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.

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.

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

POFT   1301   Business English   2-4-3

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding skills recommended.

POFT   1307   Proofreading and Editing   2-3-3

Instruction in proofreading and editing skills necessary to assure accuracy in business documents.

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 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, POFT 1309 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. Prerequisite: POFT 1329 and POFI 2301.

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.

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, and tarts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. National Restaurant Association (NRA) Food Production Certificate Examination.

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   1305   Breads and Rolls   2-4-3
Concentration on fundamentals of chemically and yeast raised breads and rolls. Instruction on commercial preparation of a wide variety of products.

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   1-5-3
Skills, concepts, and techniques for preparing wedding cakes. Includes marzipan, molding chocolate-rolled fondant, chocolate garnish, flower making, and royal icing piping work. Prerequisite: PSTR 1306.

PSYC Psychology

PSYC   1300   Learning Framework   3-0-3
A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

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.

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   1429   Interviewing and Communication Skills   3-3-4
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.

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 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 1321 Menu Management 3-0-3

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 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 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 and tourism 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, conventions and expositions. 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.

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 2351   Cabinet Making II   2-4-3
Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation. Prerequisite: WDWK 1413.

WLDG Welding

WLDG   1312   Introduction to Flux Cored Arc Welding   2-4-3
An overview of terminology, safety procedures, and equipment set-up. Practice in performing various joints using Flux Cored Arc Welding (FCAW) equipment.

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   1317   Introduction to Layout and Fabrication   2-4-3
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Prerequisite: WLDG 1313, WLDG 1323 and WLDG 1425.

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   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.

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.

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 1317.

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.

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
Raul Garcia, Dean, Continental and Fort Hood Campuses
Gary Kindred, Dean, Europe Campus
Jim M. Yeonopolus, Chancellor/Dean, Navy Campus

Continental Campus Personnel
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Dr. Johnelle L. Welsh, Dean, Student Services
Michelle Williams, Evaluator/Advisor
Michele Yamasta, Coordinator, DL Admissions and Registration

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Sherry Pollett, Bursar

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M.A., Northwestern State University

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B.S., University of Maryland University Campus

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Central Texas College Around the Worldas of August 2018

Central and Service Area

Killeen, Texas
Lampasas
Burnet
Marble Falls
Goldthwaite
Gatesville including Correctional Programs
Hamilton
Brady
Fredericksburg

Continental Campus

Bethesda, MD
Bolling AFB, DC
Camp Pendleton, CA
Fort Benning, GA
Fort Bragg, NC
Fort Campbell, KY
Fort Knox, KY
Fort Lee, VA
Fort Leonard Wood, MO
Fort Polk, LA
Fort Riley, KS
Fort Rucker, AL
Fort Sill, OK
Fort Stewart/Hunter Army Airfield, GA
Fort Wainwright, AK
Joint Base Elmendorf -Richardson, AK
Joint Base Lewis-McChord, WA
MCB Quantico, VA
Schofield Barracks, HI

Fort Hood Campus

Fort Hood, TX

U.S. Embassy Program Worldwide

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
Yokosuka, Japan

Europe Campus

Germany
Bahrain
Djibouti
Egypt
Italy
Kuwait
Qatar
Spain

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