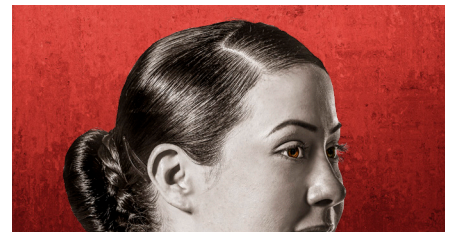
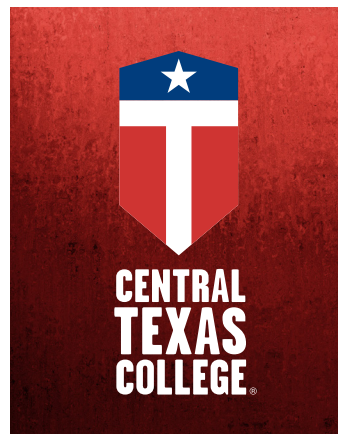




**2020/21**  
**CONTINENTAL &**  
**INTERNATIONAL**  
**CAMPUSES**



**COURSE**  
**CATALOG**



## 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

### 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](mailto: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**

**Thirty-Second Edition • 2020-2021**

#### **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), 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:  
 Brenda Coley, Killeen, TX  
 SFC (Ret) James A. Pierce, Jr., Copperas Cove, TX  
 Charles Hollinger, Killeen, TX  
 Jim Yeonopolus, Chancellor  
 Front row (seated) left to right:  
 Bill Beebe, Harker Heights, TX  
 Jimmy Towers, Killeen, TX  
 BG (Ret) Rex Weaver, Killeen, TX  
 Don Armstrong, Killeen, TX

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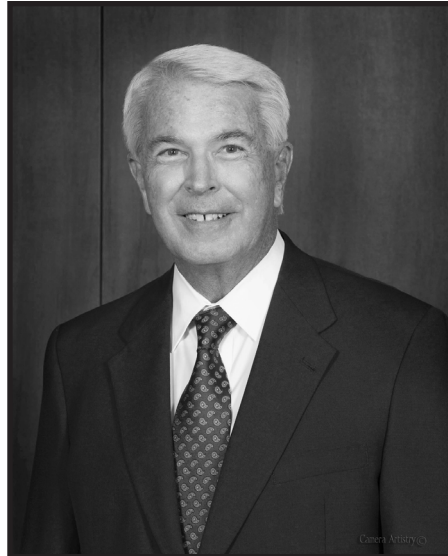
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# Chancellor's Message

Welcome to Central Texas College!

On behalf of the CTC faculty and staff, we sincerely appreciate your decision to be a part of our learning community during school year 2020-2021.

The current pandemic has significantly altered our way of life to include how our nation's colleges and universities deliver instruction and academic support services to its students. As you are aware, on March 13, 2020, a national emergency was declared concerning the COVID-19 outbreak. CTC faculty and staff immediately and successfully transitioned to an online learning and remote work environment allowing our students the opportunity to complete their spring semester/term coursework. The ingenuity of faculty and staff coupled with our students' tenacity and resiliency made it not only possible, but a reality.



The health and safety of our students, faculty, and staff remain my top priority during this pandemic crisis. While we eagerly anticipate reopening main campus in the fall and resuming normal operations at our various locations, we will do so in accordance with national, state, and local guidelines to ensure your safety and well-being. This requires a readiness to adapt to any change beyond our control as we develop and implement a strategy for a new way of serving our students worldwide.

We recognize that many of our students are experiencing financial, housing, and food insecurities during this time of uncertainty. We have put measures in place to address these needs through our College Development office, which administers an emergency student aid program and food pantry. We are committed to helping you complete your education and successfully transition into the workforce.

Finally, the COVID-19 crisis provides an opportunity for faculty and staff to continue efforts in developing strategies, practices, and processes to provide you with an accessible and quality education. I am confident in your ability to achieve your educational goals and look forward to a successful school year.

Thank you,

Jim Yeonopolus  
Chancellor

## Table of Contents

Mission Statement.....	5
General Information.....	5
Admissions and Registration.....	7
College Costs .....	11
Student Financial Assistance.....	13
Student Services.....	20
Campus Life.....	23
Academic Policies and Procedures.....	24
Degrees and Certificates .....	32
Programs of Study.....	35
Course Descriptions.....	89
Personnel and Faculty.....	133

## 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 Campus 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 nearly 60 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, 2020-2021

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](http://www.ctcd.edu) to view distance learning courses.

### Term Calendar

Term 1 (Fall)	August 10, 2020 - October 11, 2020
Term 2 (Fall)	October 12, 2020 - December 31, 2020
Term 3 (Spring)	January 1, 2021 - March 14, 2021
Term 4 (Spring)	March 15, 2021 - May 16, 2021
Term 5 (Summer I)	May 17, 2021 - July 11, 2021
Mini Term *(Summer II)	July 12, 2021 - August 15, 2021

\* 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. The Chancellor of Central Texas College has the authority to override institutional policies in this Catalog for certain exceptions when warranted.

*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](mailto: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](mailto: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](mailto: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 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:

- Title IX Coordinator for faculty and staff issues, Ms. Holly Jordan, Director, Human Resource Management, (254) 526-1128, [holly.jordan@ctcd.edu](mailto:holly.jordan@ctcd.edu);
- Title IX Coordinator for student issues, Ms. Julie Starkey, Dean, Student Success, (254) 526-1293, [julie.starkey@ctcd.edu](mailto: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 Southern Association of Colleges and Schools Commission on Colleges.

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](mailto: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 Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <https://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

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.

The State Council of Higher Education for Virginia has certified Central Texas College to operate in Virginia at the following locations (961 Bishop Loop, Bldg 8035, Fort Lee Virginia and 3089 Roan Street, Quantico, Virginia). Central Texas College is a public community college and approved to award degrees by the Texas Higher Education Coordinating Board and is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates.

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 beyond the sending institution.

In addition, Central Texas College is authorized to offer designated college programs in Alabama, Alaska, California, Georgia, Hawaii, Maryland, North Carolina, Virginia, and Washington D.C.

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.

Students unable to resolve a complaint or grievance through the Central Texas College complaint and grievance process should contact the appropriate State Agency at the following link: <http://www.ctcd.edu/locations/other-us-locations/state-agency-complaint-contacts/>.

## 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 create an in-person classroom where instructor and students can collaborate as if in one central location, bringing students together from all over the United States.

Continental Campus' flexible and creative teaching methods meet the educational needs of traditional students and students who, due to their career paths, face challenges to finishing their degrees.

## Distance Education

In addition to classes offered at CTC locations around the world, Central Texas College offers a wide range of learning opportunities for distance learners from single online courses to complete online 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.

The distance learning programs and courses adhere to the rules and regulations of the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

## 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

A convenient online CTC Application for Admission is available on the CTC website at [www.ctcd.edu](http://www.ctcd.edu). Information regarding admissions can be found on the Prospective Students CTC webpage. For questions or requests for admission materials, contact Central Texas College, Admissions Office, PO Box 1800, Killeen, TX 76540, or email [admissions@ctcd.edu](mailto:admissions@ctcd.edu), or contact your local CTC designated representative.

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 military 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.

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

## 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](mailto: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.

### 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 (Non Degree Seeking)

Transient students are enrolled at another college or university (home institution) and are interested in attending CTC with the intention of transferring credits to their home institution. Students admitted under this option are considered non-degree seeking and are not eligible for financial aid at CTC. Transient students are not required to submit official transcripts from previously attended colleges or universities unless needed to document courses to satisfy prerequisites. Official transcripts will be required if you later elect to seek a CTC degree or certificate. 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](mailto: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 student account is used for all official email correspondence and must be checked frequently.
5. CTC uses the Blackboard Learning Management System for all online and blended classes and most face-to-face classes. We recommend that you familiarize yourself with the resources on using Blackboard that are provided at <http://online.ctcd.edu>.

## 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. Students who are under 22 years of age and not active military, taking face-to-face classes in Texas must meet the Bacterial Meningitis requirement.
5. 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.
6. Consult an academic advisor.
7. Make arrangements to attend the new student orientation.

## 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.

## Guidelines for 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. **During the 2020-2021 academic year the GoArmyEd portal will undergo a transition. As a result the procedures for applying for admissions as listed below are subject to change when the transition is completed.**

1. Access the GoArmyEd portal at [www.goarmyed.com](http://www.goarmyed.com) and create/activate your GoArmyEd account.
2. If CTC is your home school and you are a new CTC student, first-time in college, refer to Item 2 under "New CTC Students, First-Time in College" in this section of the catalog regarding submission of your high school transcripts or GED.
3. If CTC is your home school and you are a transfer student from another accredited college or university, refer to Item 2 under "Transfer Students" in this section of the catalog regarding submission of transcripts from previous colleges or universities attended.
4. Students who have not selected CTC as their home school are not required to submit official transcripts unless needed to meet a course prerequisite.
5. Visit with a CTC representative to obtain degree plan advisement and other school-related information (e.g. prerequisite requirements, instructional materials, EagleMail, etc.).
6. For information regarding your GoArmyEd course planner, student agreement requirements, holds, and other step-by-step tutorials, select the "GoArmyEd Tutorials" smart link on your GoArmyEd homepage and then "View Reference Documents".
7. Browse the GoArmyEd schedule of classes, on the GoArmyEd portal or at [www.ctcd.edu/armyclasslookup/](http://www.ctcd.edu/armyclasslookup/) and register for classes. Refer to Reference Document titled "Using Auto Advisor" or "How to Use 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.

## 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

All 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 Admission Application signed by the high school principal/counselor and parent or legal guardian. The application is required each semester and must list the courses approved by the high school principal/counselor and parent/legal guardian for that semester.
2. Complete the online CTC Application for Admission.
3. Provide an official high school transcript. This applies to all early admission students to include students from private or recognized nonaccredited high schools or who were home schooled.
4. Take the online Texas Success Initiative Assessment (TSIA) to determine eligibility to enroll in college credit courses.

## 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](http://www.ctcd.edu)) is available at your location. Distance learners should contact [eaglesoncall@ctcd.edu](mailto: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.

**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 2020 semester, classes must start and end between August 10-December 31, 2020.*

## 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, limited offline (multimedia) courses are available to students.

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 sent to the student’s CTC EagleMail account 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](http://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. Subject to change when the GoArmyEd portal undergoes its transition.
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 2020 (August 10-December 31), Spring 2021 (January 1-May 16), and Summer 2021 (May 17-August 15).*

## 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 policies and/or the applicable U.S. branch of service policies. Consult local class schedules for exact dates. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes. Registering late does not guarantee you will be able to make up or extend the due date for missed and upcoming assignments. Students requesting late enrollment in online courses are responsible for communicating with their instructor regarding any missed assignments for the courses.

Students using Veterans education benefits must have schedule changes approved at the CTC Veteran Services Office. Students are required to submit a new Veterans Enrollment Certificate (VEC) to the CTC Veteran office when “adding” a new course. Students who drop a course using Veterans education benefits could be in debt to the Veteran Administration.

## Withdrawal or Early Dismissal from School - Veterans

Students using Veterans education benefits could be in debt to the Veterans Administration 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
Transcripts* (varies based upon delivery method)	
.....	\$5 - \$7
Course Challenge .....	\$50

\* Subject to change

## 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 of Tuition and Fees

No tuition or fee 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.

## Central Texas College District Refund Schedule

Length of Class Term in Weeks	Last Day for 100 Percent Refund	Last Day for 75 Percent Refund	Last Day for 25 Percent Refund	Last Day for 5 Percent Refund 60% Completion	Thereafter:
16 or longer	prior to start	15	20	48	0
15	prior to start	14	19	45	0
14	prior to start	13	17	42	0
13	prior to start	13	16	39	0
12	prior to start	12	15	36	0
11	prior to start	10	14	33	0
10	prior to start	9	12	30	0
9	prior to start	9	11	27	0
8	prior to start	8	10	24	0
7	prior to start	7	9	21	0
6	prior to start	5	7	18	0
5	prior to start	5	6	15	0
4	prior to start	4	5	12	0
3	prior to start	3	4	9	0
2	prior to start	2	n/a	6	0
1	prior to start	1	n/a	3	0

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  $\frac{1}{4}$  of the term has elapsed (before the last day for 25 percent refund), 100 percent refund.
- If withdrawing after  $\frac{1}{4}$  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](http://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](http://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](http://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.

\* Due to the COVID-19 Pandemic conditions, some students Financial Aid academic standard calculations may be waived under CARES Act legislation.

## 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 a cumulative average of 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 cumulative average of 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 Timeframe (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. For example, if a student's completion rate is 66.666% the completion rate requirement of 67% will be rounded to 67%. 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.*

## 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 may be placed on automatic suspension without being given a warning. A student placed on an automatic suspension status will not receive financial aid assistance until this status has been cleared. To reestablish eligibility, the student must meet both cumulative 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 cumulative 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 cumulative GPA and also maintain a 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 cumulative 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 or has an approved Satisfactory Academic Progress appeal from the Financial Aid Appeals Committee.

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, for the cumulative completion rate (67%) and cumulative grade point average (2.0) or has an approved appeal. 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:** 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

### Appeal Approved

When a student is placed on an approved appeal status the student must meet the College's satisfactory academic progress policy (2.0 semester GPA and a semester completion rate of 67%) during the next semester of enrollment. If the student does not meet the minimum academic standards during that enrollment period, student's financial aid will be suspended and student will not be eligible to re-appeal. If the student meets semester academic standards, the student will be placed on a Continued Probation status for one additional semester. They must meet the cumulative 2.0 GPA and 67% completion rate at the end of the next semester for continued eligibility. When a student does not meet the above standards, 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. 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, suspension or automatic 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 18 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 extend beyond the official standard semester.

**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 exceptional financial need and receiving a Pell grant. 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.
- Student must enroll in courses that fit their program of study.

#### 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.studentaid.gov](http://www.studentaid.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, withdrawal from college or dropping below half-time attendance. Exit counseling is available by going directly to [www.studentaid.gov](http://www.studentaid.gov). 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. Student loan borrowers will have six months after withdrawing, dropping below half-time or graduate before repayment is established. 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. Loan servicing information is available at [www.studentaid.gov](http://www.studentaid.gov) or [www.nslds.gov](http://www.nslds.gov).

#### Sample Loan Repayment Schedule

Loan	Direct Subsidized/ Unsubsidized Loan	Direct Parent PLUS Loan
<b>Amount Borrowed</b>	\$5,500	\$7,000
<b>Interest Rate</b>	4.5%	7.1%
<b>Standard Repayment Plan</b>	120 months, \$57 per month	120 months, \$82 per month
<b>Interest</b>	\$1,340	\$2,796
<b>Total Paid</b>	\$6,840	\$9,796

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.

### **Student Loan Advocate**

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit the [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

### **Financial Aid Advisor – Military Students**

CTC's Financial Aid Loan Officer is the designated Financial Aid Advisor for Servicemembers. The FA Advisor provides loan counseling, which includes, but is not limited to: (1) providing a clear and complete explanation of available financial aid, including Title IV; (2) explaining the difference between unsubsidized and subsidized federal student loans to include the terms, conditions, repayment and forgiveness options; (3) disclosing the College's most recent student loan Cohort Default Rate (CDR), the percentage of CTC students who borrow and how CTC's CDR compares to the national average; and (4) explaining to students they have the ability to refuse all or borrow less than the maximum student loan amount. Servicemembers can contact the Financial Aid Loan Officer at [financial.aid@ctcd.edu](mailto:financial.aid@ctcd.edu). Members of the U.S. Armed Forces are eligible for special benefits on their financial aid student loans. Visit the CTC loan department's website at [www.ctcd.edu/students/current-ctc-students/financial-aid/loans/](http://www.ctcd.edu/students/current-ctc-students/financial-aid/loans/) and click on the FAQ "I am a member of the U.S. military. Am I eligible for specific benefits on my student loan?"

### **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 (FSEOG)
- Iraq and Afghanistan Service 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.

\* Due to the COVID-19 Pandemic conditions, some students Financial Aid academic standard calculations may be waived under the CARES Act legislation.

### **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.*

## Central Texas College Foundation Scholarships

The Central Texas College Foundation has over 200 scholarships, providing up to 225 awards to competitively selected students every year. Foundation scholarships are both need- and merit-based. Only one application is necessary and will place a student in consideration for all awards matching specific criteria. A student must complete an application each year via the online portal that is open from January through February 28. These scholarships are awarded in late spring and available for the fall and spring semesters of the following academic year. A list of scholarships and the specific criteria can be found at <https://ctcd.academicworks.com>. 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. An account must be created in AcademicWorks. It is necessary to use your CTC email address to create the account. If you are unsure which email address CTC has on file for you, this information can be found on your WebAdvisor profile. After an account has been created in AcademicWorks, a confirmation email will be received. Once the account and email address have been confirmed, you will be able to access the scholarship application. For more information, please contact the CTC Foundation Office at 254-526-1662. If a continuing or transfer student, student must meet the minimum grade point average (GPA) requirement of the college's Satisfactory Academic Progress (SAP) policy as determined by Central Texas College's financial aid policy. Some scholarships may require a higher GPA.



## Veterans 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 Affairs.

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 Affairs. 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 Academic Advising 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 available through the student's WebAdvisor account, at the end of each scheduled school term. Central Texas College must 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.

\*GI Bill is a registered trademark of the U.S. Department of Veteran Affairs (VA).

**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](mailto:eaglesoncall@ctcd.edu).

## CTC Compliance - Veterans Benefits

In accordance with Title 38 U.S. Code 3679 subsection (c), Central Texas College has adopted the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill ® (CH. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the college is pending from the V.A. \*

CTC WILL NOT:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resource (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision such students are required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide a written request to be certified:
  - Submit the CTC's Veteran Enrollment Certificate eForm to the appropriate CTC Veteran Services office prior to the first class day of each semester/term that the student enrolls and when changes are made to the class schedule.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.
- Submit any difference in payment between the student's financial obligation and the amount of the VA education benefit disbursement.

\*GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA).

## Grievance Policy - Virginia State Approving Agency

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

# Student Services

## Academic Advising

Central Texas College maintains a staff of academic and student services advisors, evaluators and designated staff at CTC locations around the world to assist students with general academic advising. The initial advising session focuses on the student's program of study and whether student plans to transfer to a four-year program, enter the workforce upon completion of an associate degree, acquire new or improve skills for current job, or further their education while in the military. Students can visit their local CTC representative for program and course selections. All military students worldwide are advised to contact their military education counselor for guidance prior to enrolling in classes. If you are at a location without a CTC representative contact the Eagles on Call Center at [eaglesoncall@ctcd.edu](mailto:eaglesoncall@ctcd.edu).

## CTC Degree/Certificate Seeking Students

For students seeking a degree or certificate with Central Texas College:

- All students should have an approved degree plan by the end of their first semester.
- Evaluated degree plans for active duty Servicemembers using military tuition assistance are completed within 60 days after admission to the college and receipt of required official college transcripts and the Joint Services Transcript (JST).
- Students using Veterans education benefits are required to have an approved updated degree plan each semester they enroll. Veterans are required to have their military education and training evaluated.
- Students using MyCAA (My Career Advancement Account) benefits must have an Education and Training Plan (ETP) approved for funding. Contact your C&I CTC site representative. If you are not located near a CTC site, contact Eagles on Call at [eaglesoncall@ctcd.edu](mailto:eaglesoncall@ctcd.edu).

Students may view their online degree plan, explore programs, and register for courses required on their degree plan through CTC's Eagle Self-Service "Student Planning." Students may log into WebAdvisor and select "Eagle Self-Service" and then select "Student Planning." Click on "Go to My Progress." My Progress is an automated degree plan that includes anticipated completion date, program and course requirements, CTC courses completed or in progress, transfer credits accepted and evaluated credits applied to their program.

## Academic and Financial Advising - Servicemembers

The Associate Dean, Student Financial Aid and Veteran Services, is the primary contact for academic and financial advising, including student support services, for Servicemembers. The Associate Dean may be reached at [asmith@ctcd.edu](mailto:asmith@ctcd.edu). Information about the military tuition assistance program, Department of Education Title IV financial aid, education benefits offered by the Veterans Administration and other services is available. While the Associate Dean is not exclusively dedicated to providing these services, the associate dean may refer the Servicemember to other individuals with an ability to provide these services, both on- and off-campus.

## CTC Transcripts

Unofficial Transcripts. Students may obtain an UNOFFICIAL CTC transcript through their CTC WebAdvisor student account.

Official Transcripts. CTC has retained the National Student Clearinghouse (NSC) to accept official transcript requests over the Internet via a secured site. Visit the CTC "Transcript Services" webpage on the CTC website at [www.ctcd.edu](http://www.ctcd.edu) for specific transcript ordering information. Transcript delivery options include Electronic, PDF and paper (mailed). Transcript order handling fees vary based on the delivery method requested.

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, or any other indebtedness to CTC.

## Testing Services

Central Texas College provides an extensive testing program, which supports traditional classroom instruction and distance learning courses. Cell phones and children are not permitted in testing areas.

## 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 Distance 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](http://www.ctcd.edu) for information on how to request a proctor.

## Institutional Challenge Examinations

CTC instructional departments may make available institutional challenge examinations for some of their courses based on availability. Cost of the exam is \$50.00 and is non-refundable. Students are eligible to take a challenge exam upon successful completion of six semester credit hours with "C" or higher grades at CTC. Students who wish to take a challenge exam should contact the Director of Evaluations & Graduation at [dhansen@ctcd.edu](mailto:dhansen@ctcd.edu). Passing grades to receive course credit are determined by the instructional department administering the exam. Credit awarded for successful completion of the challenge exam is posted as evaluated credit on the student's CTC transcript, and 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).

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 Military 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](http://www.ctcd.edu). If you are unable to submit the online eForm, a paper version is available on the CTC Evaluated Credit webpage. GoArmyEd students are completed within 60 days of receipt of all official documents. No form is required.
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.
4. For questions regarding your evaluation, contact us directly at [evaluation.info@ctcd.edu](mailto:evaluation.info@ctcd.edu) or 1-800-792-3348 ext. 1317 or 1635.

### CTC's Fast Forward

CTC's Fast Forward tool at <https://fastforward.ctcd.edu> is available to Servicemembers and Veterans. Servicemembers and Veterans can 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.

## Graduation

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, and Certificates of Completion.

**Associate of Arts and Associate of Science Degrees** are primarily designed to allow the transfer of credits earned at CTC to a bachelor's degree at most four-year Texas colleges and universities. The degrees require 60 semester credit hours of which 42 are core curriculum courses (CORE) transferable toward the general education requirements of a bachelor's degree at Texas state-supported colleges and universities. Some degrees include complete or partial field of study courses (FOS) designed to transfer toward a bachelor's degree and be applied to an appropriate major at Texas colleges and universities. For more information on the CORE and FOS courses, refer to the Degrees and Certificates section of this catalog.

**Associate of Applied Science Degrees** are designed to prepare students for employment. All programs require a minimum of 15 semester hours in general education courses selected from specific core curriculum components. Many of the fastest growing careers in the state of Texas require these degrees and certificates.

**Certificates of Completion**, Level I are 15 to 42 semester credit hours and Level II are 15 to 51 semester credit hours. Within many of the associate of applied science degrees, there are certificates of completion that can be finished in less than two years. The certificates are building blocks for students to move from basic to more advanced workplace competencies. Most certificates allow students to build toward the associate of applied science degree.

### Graduation Requirements

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.

## 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 coursework taken, which includes all CTC courses taken and any transfer credits that apply toward 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 by the dates listed below. The Application for Graduation is available on the CTC website or may be picked up at the Graduation office located in the Student Services Bldg. 119.

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 (31 May, 31 August, or 31 December) 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 may 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. 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 held at the Killeen campus. Caps and gowns are purchased directly through the CTC Bookstore in Killeen, Texas. *Due to the COVID-19 Pandemic conditions, CTC graduation ceremonies may be changed, canceled, or held virtually.*

## Reverse Transfer Graduation

If you transfer to a university before completing an associate degree at CTC, you can still earn your associate degree through reverse transfer. Texas public universities are required to identify, track, and follow up with each student who has (1) earned at least 30 semester credit hours at a community college and (2) completed a total of 66 semester credit hours. Once a student meets these requirements and students have submitted a signed consent form for release of information, the university will release courses, grades, and credit information to the lower institution of higher education. CTC will review the information. If CTC determines you have completed the course and degree requirements for an associate degree, CTC will award you the degree. CTC has articulation agreements with several colleges and universities outside Texas, which also participate in the reverse transfer process.

## 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.



# Campus Life

## Alumni and Friends Association

The CTC Alumni Association is open to any graduate or former student of Central Texas College. Joining the Alumni Association is FREE and benefits include opportunities to:

- Stay connected with other former students and Central Texas College through social media, e-mail bulletins and newsletters
- Use career and library services
- Volunteer for and participate in CTC activities and events
- Share your success and life events
- Receive special offers
- Give back

To learn more about the Alumni and Friends Association, please visit the CTC website at [www.ctcd.edu](http://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. Distance 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:

### Refund 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-paced courses

### Book Condition

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

### Non-Returnable Items

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

## 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](http://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. .

**Live Chat** and **Text** are available during the library's open hours. Library users can ask questions and receive an immediate response. Text 254-400-2275.

**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](mailto:Teaching.Learning@ctcd.edu)

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

Contact us: [ReferenceRequest@ctcd.edu](mailto:ReferenceRequest@ctcd.edu)  
254-526-1621  
FAX: 254-526-1878

P.O. Box 1800  
Killeen, TX 76540-1800

Toll-free  
In-state: 1-800-223-4760, ext.1621  
Out-of-state: 1-800-792-3348, ext. 1621

## 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](http://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](http://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

Distance learners have access to the same support services as campus-based students. Services provided to distance learners include but are not limited to, financial aid, veterans' education 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.

## 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/](http://www.ctcd.edu/locations/central-campus/student-life-activities/publications/student-handbook/).

# Academic Policies and Guidelines

## Program Timelines for Completing a Degree or Certificate

Students may graduate in the program requirements listed in the catalog that was in effect at the time the student first enrolled in a college-level course at CTC or subsequent catalogs if (1) the catalog requirements are not more than five years old, and (2) the program has not been discontinued. Students whose program of study is 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 their program requirements. Contact the Director of Evaluations and Graduation for more information.

## Academic Course 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 Course 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 course load must have at least a 2.0 grade point average and receive approval from the campus dean or his or her designee.

## Amount of Credit Earned by a Student in a Given Time Period

Every college course is assumed to involve a significant amount of time outside the classroom for out-of-class student learning. Based on Coordinating Board requirements, institutions should not allow students to carry more courses in any term (regular or shortened semester), which would allow them to earn more than one semester credit hour per week over the course of the term. For example, in a five and a half week summer term, students should not generally be allowed to enroll for more than six semester credit hours.

CTC has declared its maximum student load as no more than 18 semester hours within a 16-week semester or 8 semester hours during a 5 ½ week summer semester. Otherwise, a student must request an overload. Maximum course load policy was established based on the numerous four-semester hour courses required in certain programs of study, and students often enroll in a combination of three- and four-semester credit hour courses. The CTC Campus Dean or Campus Dean designee may consider an exception when (1) the student is enrolled in courses with different start/end dates within a given semester, (2) the student has demonstrated above average academic performance in previous attempted CTC coursework, (3) student is near graduation and the course(s) is required for graduation and will not be offered again before the student's intended graduation date, or (4) due to a program change the course will no longer be offered in the revised program of study and student wishes to remain in his or her current program of study. Other exceptions based on individual student circumstances may be considered.

## 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".

### Absence/Participation Policy

Students are expected to actively participate in all courses at all times. **Instructors are required to document attendance through the census date by requiring students to complete an academically related activity or to communicate extenuating circumstances to the instructor PRIOR to census.** For a face-to-face classroom course 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 or hybrid classes where the first class meeting is after the census, completion of a graded activity is still required. For all courses, lack of evidence of active study participation before the census may result in the student being dropped from the course and having to pay partial tuition and fees.

The census date is the day that CTC officially certifies enrollments in each credit course for federal and institutional reporting.

For classroom courses, online, and blended classes taught through the Continental and Europe Campuses or Navy, please contact your designated CTC site representative for the official census and withdrawal dates for your classes. If you are enrolled in online courses offered through the Central Campus (TDLRN location), refer to the applicable semester Central Campus Schedule Bulletin at <http://www.ctcd.edu/academics/class-schedules/> for the last day to drop (census) and withdrawal dates or contact Eagles on Call at [eaglesoncall@ctcd.edu](mailto:eaglesoncall@ctcd.edu).

**After the census date, students wishing to withdraw must withdraw themselves through their designated CTC site representative, Eagles on Call for Central Campus online courses, Eforms or the GoArmyEd portal if enrolled in the class through the portal.** Faculty are prohibited from withdrawing students from a course after census and instead will report a last date of attendance with final grade for students who stop attending or participating in class.

**NOTE:** *For co-requisite classes a withdrawal/drop from one class will result in an automatic withdrawal/drop from the other co-requisite class.*

## Religious Accommodation

Central Texas College will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates.

## Failure to Maintain Satisfactory Progress

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

## Withdrawal from Classes

It is the student's responsibility to officially drop a class if circumstances prevent attendance. An instructor cannot withdraw a student after census and instead with report a last date of attendance with final grade for students who stop attending or participating in class.

- 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](http://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](mailto: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 received by the Eagles on Call Center. **Deadline dates are based on Central Standard time zone (or Central Daylight Saving time when in effect).**

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 final grade to include an F or IP.

## Withdrawal - Servicemembers

For purposes of this section, Servicemembers are military in the United States Armed Forces to include the National Guard or Reserve on active duty, active duty for training, or full-time National Guard under federal authority. Servicemembers who are temporarily unable to attend classes for less than 30 days within a semester/term due to a military service obligation when such absence results in a withdrawal under institution policies may be readmitted under the same academic status as when they last attended CTC or were accepted for admission to CTC.

Servicemembers must provide oral or written notice of their intent to return to school within three years after completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the period of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. As an open-admissions community college, the student may apply for readmission at any time. However, certain conditions apply if the student makes said notification within the specified timelines. For more information regarding the readmission process refer to the "Readmission of Member of the United States Armed Forces" section in the Admissions and Registration section of this catalog.

## 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

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

## Credit Transfer

### CTC Courses to Other Colleges and Universities

Central Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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 CTC courses for transfer to another college or university should consult with their advisor at the receiving institution to ensure coursework will be accepted in their program of study. Although CTC academic advisors can assist with general academic advising, it is the student's responsibility to ensure CTC courses will meet degree requirements at the student's college or university. As a general rule four-year colleges and universities will accept a maximum of 66 semester credit hours of academic (not workforce education) lower-division coursework in transfer toward a bachelor's degree.

All successfully completed lower-division academic courses identified by the Texas Common Course Numbering System (TCCNS) and listed in the Lower-Division Academic Course Guide Manual (AGCM) are fully transferable among Texas public colleges and universities. Except in the case of courses belonging to a Coordinating Board-approved Field of Study Curriculum (FOSC), applicability of transferred courses to requirements for specific degree programs is determined by the receiving institution. Texas public colleges and universities may deny the transfer of credit in courses with a grade of "D" in the student's core curriculum courses, field of study curriculum courses, or major.

### Transfer Credits to CTC

Official transcripts from all regionally accredited colleges and universities previously attended are required if the student is seeking a degree or certificate from CTC, intends to use financial aid or Veterans education benefits at CTC or requests an official evaluation of prior learning experiences. Transfer students who plan to use financial aid with CTC must have transcripts on file prior to determining financial aid eligibility. Official transcripts must be mailed from each college or university to CTC Student Services-Incoming Transcripts in Killeen, Texas. Hand-carried transcripts will be accepted only if received in a sealed envelope marked "official".



Transfer of credit from regionally accredited colleges and universities may be accepted when the grade earned was “C” or better, courses are lower-division, and apply 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. It is CTC’s policy to automatically articulate all lower-division transferable courses with a C or better grade to the student’s CTC record. However, courses earned at other colleges/universities with “D” grades are not automatically articulated. If a student believes the “D” grade in a course should be considered, the student must consult with an academic advisor.

Transfer credits are evaluated 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 reviewed based on CTC guidelines. If a course from a non-regionally accredited institution has not been evaluated previously by the applicable CTC instructional department chair, the student will be required to submit a syllabus for each course he or she wishes to be considered in transfer. The syllabus will be forwarded to the appropriate CTC Department Chair who will determine if the course is equivalent to a CTC course and can be accepted in transfer. Courses from non-regionally accredited institutions 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 two 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 CTC students who completed career and technical courses at Central Texas College.

## 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 would otherwise qualify 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 (F) or failure to complete remaining course requirements (F). “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, military orders, or in the case of distance learning courses, institutional technology failures and mail delays. Notice of absences with supporting documentation may be required by the instructor. The instructor makes the final decision concerning the granting of the incomplete grade. **The instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 110 days after the scheduled end of the course.** An “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 system-converted to an “FI” and appear as an “F” on the student’s official transcript. Only in the most extenuating circumstances will extensions be granted beyond the 110 days. If an extension is granted beyond the 110 days, the system-generated “F” grade remains on the student’s official transcript until such time the student completes the remaining requirements. The reason for the extension must be approved by the instructor, Campus Dean, Deputy Chancellor, and Chancellor of Central Texas College.

The IP grade replaced the I (Incomplete) grade in Summer 2001. In calculating the grade point average for graduation or other purposes, the “I” grade was calculated as an F.

**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 “N” grade 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 primarily for use with noncredit courses such as continuing education and military contract courses. The “P” grade is assigned to students who successfully completed the course. In some developmental courses, the “P” grade may be assigned. When used with credit-granting courses, earned hours will be displayed on the transcript. Quality points and grade point calculation are not computed.

#### “W”- Withdrawal

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

### Grade Point Average (GPA)

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

#### Calculating Grade Point Average

Course	Grade	Grade Points	Credit Hours	Calculation
BUSI 1301	A	4	3	$4 \times 3 = 12$
ENGL 1301	B	3	3	$3 \times 3 = 9$
ITSC 1415	C	2	4	$2 \times 4 = 8$
CJLE 1211	D	1	2	$1 \times 2 = 2$
			12 crs.	31 gp.

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

Multiply the number of grade points for each grade by the number of credit hours for the course. Add the totals. Divide the total grade points by the number of hours attempted. **Grades of IP, W, N, 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” 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 academic achievement is outstanding are notified by letter of the “Dean’s Honor Roll.” Please contact the office of the Dean of Student Services, Central Campus to request your letter. The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college-level credit (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.

**NOTE:** Grades of "P" do not carry grade points and are not calculated in a student's CTC grade point average. Students on academic probation or suspension due to a CTC grade point average (GPA) below 2.0 must take regular CTC college credit courses (excludes developmental study courses) in which letter grades of A, B, C are assigned in order to improve their CTC GPA.

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.

## Academic Misconduct

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

<b>Plagiarism</b>	The taking of passages from the writing of others without giving proper credit to the sources.
<b>Collusion</b>	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.
<b>Cheating</b>	Giving or receiving information on examinations.

Students guilty of academic misconduct 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, in the Office of Student Life, or online at [www.ctcd.edu/locations/central-campus/student-life/publications/student-handbook/](http://www.ctcd.edu/locations/central-campus/student-life/publications/student-handbook/).

## Falsification of Records

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

## Honor Societies

### 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.

## 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](http://www.ctcd.edu).

## Student Responsibilities

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

## Address Changes

Address changes can be made as follow:

- Log in to your WebAdvisor student account. Click on Eagle Self-Service located under "Academics and Registration" menu. In the far left menu, scroll down the icons until you find User Options (image is a person). Click "User Profile".
- By email using your CTC EagleMail. Send to [Admissions@ctcd.edu](mailto:Admissions@ctcd.edu). Student's CTC email account must be used.

## Name Changes

Students are required to provide the official legal name on their Application for Admission and to process legal name changes if applicable while enrolled in CTC. Contact information is (254) 526-1131 or 526-1711 or email [central.registration@ctcd.edu](mailto:central.registration@ctcd.edu).

To change your name log into Etrieve. Click on "Forms" and locate the "Name or Social Security Number Change" form or in the "Search" dialog box, type "change". Scroll down to ST Records and Registration, and you will find the "Name or Social Security Number Change" eForm.

- Attach a signed court order showing the authorized new legal name. If you are changing a last name due to marriage, present a copy of the marriage certificate.
- A student who wishes to discontinue the use of a married name and resume the use of a surname or different name 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 valid U.S. Government issued Military I.D., a valid Passport, or current Social Security card with a photo ID.
- Other documents may be considered on a case-by-case basis.

Students who have had their 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](mailto:central.registration@ctcd.edu).

**NOTE:** The student's legal name on file at CTC must match the same name on the student's current and valid Social Security card.



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## Social Security Number

**A student's current 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.

To change a Social Security Number, submit the eForm "Name of Social Security Number Change". Instructions for accessing the form are provided in the "Name Change" section above. In addition to the eForm, attach a current copy of your Social Security Number card and a copy of a valid state or federal I.D.

## 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.

# 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 Associate of Science degrees are designed to transfer to a bachelor's degree program at Texas public colleges and universities. Associate of Applied Science degrees are technical in nature and are designed to prepare students for employment in the workforce.

## Core Curriculum

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

## Field of Study

A Field of Study (FOS) is a group of lower-division courses that are guaranteed by state law to transfer and apply to a degree program. If a student takes all courses in the FOS and then transfers to another Texas public institution of higher education, the FOS is guaranteed to transfer as a block and be applied to the appropriate major. If a student transfers without completing the FOS, then each completed FOS course is guaranteed to transfer and apply to the degree program, although the institution may require additional lower-division courses. FOS courses are guaranteed to transfer and apply to degree programs at all Texas public institutions of higher education. This means that courses will transfer and apply from a two-year to a four-year institution, from a two-year to a two-year institution, from a four-year to a two-year institution, and from a four-year to a four-year institution. The same course can count toward the core curriculum and an FOS. A FOS can also include courses outside the main field of the major.

Central Texas College has implemented several complete FOS curricular (FOSC) and programs that include partial FOSCs. All FOS curricular are Texas Higher Education Coordinating Board-approved. Programs of Study that include the complete Board-approved FOSC are identified in their degree program title.

## CORE and Field of Study Completers

If a student completes (1) the Texas common core curriculum; (2) the university or college courses required of all students regardless of major; if any; and (3) a completed FOS, then the student is finished with all lower-division courses for the degree program. This is true even if the college or university the student transfers requires a different selection of lower-division courses for its freshman and sophomore students, and even if the college or university has prerequisites for their upper-division courses that are not included in the FOS.

## Programs and Requirements

Curriculum plans for various degrees and certificates offered at the C&I Campuses are on the following pages. Designations stated after each degree title reference the degree plan by major code. For example, Business Management (Associate of Applied Science Degree), BUBM5 (major code). The reference facilitates student academic advising. Course descriptions for all courses offered are listed in alpha-numeric order by course prefix. 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 (online courses).

It is the student's responsibility to monitor program offerings and follow the published degree plan requirements. Any deviations from major and major-related elective courses must be approved in writing by the department. If you plan to transfer to a senior college or university and are taking courses that lead to an Associate of Arts or an Associate of Science degree, refer to the degree requirements for the AS or AA degrees listed in this catalog.

**NOTE** Although academic advising is available, it remains the student's responsibility to determine the major area of study, to verify the required courses and their prerequisites, and to select the senior college or university to which 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.

## Texas Common Course Numbering System (TCCNS)

Central Texas College has adopted the Texas Common Course Numbering System (TCCNS), which is a voluntary, shared effort among 137 Texas community colleges and universities. The TCCNS is a Texas Higher Education Coordinating Board (Board)-approved course numbering system for lower-division academic courses that assigns common course numbers to facilitate the transfer of lower-division academic courses among Texas institutions of higher education. Students and their advisors can use the common course numbers to determine both course equivalency and degree applicability of transcript credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course with the same TCCNS designation at the receiving institution.

An explanation of the TCCNS course numbering designations is provided below.

- The four-letter prefix (rubric) is used to identify subject areas.
- The four-digit numbers are as follows:
  - First digit - identified the course as lower division (e.g. 1 = freshman, 2 = sophomore)
  - Second digit - identifies the credit hour value
  - Third and Fourth digits - represent a unique course identifier

## Associate of Science, Associate of Arts and Associate of Applied Science 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
<b>Credit Hours.....</b>	<b>60</b>

#### Associate of Science Degree:

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

### 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, an additional 12 semester credit hours in general education courses as determined by the program of study. The 12 credit 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 major or major-related elective 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.

### General Education Requirements

#### Associate of Applied Science Degrees

The General Education courses must be taken from the applicable core curriculum foundational component areas (FCA). While some programs of study indicate the specific FCA such as "Creative Arts Elective," other programs may provide students with the option to take a "Humanities/Fine Arts Elective." For programs that do not specify a specific Humanities/Fine Arts, Social/Behavioral Sciences, or Natural Sciences/Mathematics course (or FCA) students may choose from the following.

#### Humanities/Fine Arts Electives

<b>Language, Philosophy &amp; Culture (040)</b>	ANTH 2351 DRAM 2361, 2362 MUSI 1307 ENGL 2322*, 2323, 2327*, 2328*, 2332* PHIL 1301, 1304, 2306, 2307, 2321
<b>Creative Arts (050)</b>	ARTS 1303, 1304 DRAM 1310, 2366 HUMA 1315 MUSI 1306

#### Social/Behavioral Sciences Electives

<b>American History (060)</b>	HIST 1301, 1302
<b>Government/Political Science (070)</b>	GOVT 2305, 2306
<b>Social &amp; Behavioral Sciences (080)</b>	AGRI 2317 ECON 2301, 2302 GEOG 1301, 1302, 1303 GOVT 2304 HIST 2301, 2311, 2312, 2321, 2322, 2381 PSYC 2301, 2308, 2314, 2315, 2316 SOCI 1301, 1306, 2301, 2319

#### Natural Science/Mathematics Electives

<b>Mathematics (020)</b>	MATH 1314, 1332, 1342, 1414, 2412*, 2413*
<b>Life and Physical Sciences (030)</b>	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*

\* has prerequisite

## 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, 1302* SPCH 1315, 1318, 1321	6
Mathematics (020)	MATH 1314, 1324, 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 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 MUSI 1306	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, 2321, 2322, 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 EDUC 1100 ENGL 1301, 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 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
		<b>Total Core Requirement 42</b>

\* has prerequisite

2020/2021 Academic Year



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# 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
DEGR	AUMT	1405	Introduction to Automotive Technology	4
DEGR	AUMT	2305	Automotive Engine Theory	3
DEGR	AUMT	1407	Automotive Electrical Systems	4
DEGR	AUMT	2337	Automotive Electronics	3
CORE	MATH	1332	Contemporary Mathematics	3

#### Second Semester

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

#### Second Year

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

#### Second Semester

CORE	GOVT	2305	Federal Government	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	AUMT	2417	Automotive Engine Performance Analysis I	
or				
DEGR	AUMT	2488	Internship - Automobile/Automotive Mechanics Technology/Technician	4
<b>Total Hours</b>				<b>60</b>

## Basic Automotive Technician (AUB13) 470604

### Certificate of Completion

			Credit
AUMT	1405	Introduction 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
<b>Total Hours</b>			<b>19</b>

Certificate is stackable towards AAS Automotive Mechanic/Technician (AUM15)

## 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
<b>Total Hours</b>			<b>19</b>

Certificate is stackable towards AAS Automotive Mechanic/Technician (AUM15)

## Automotive Technician (AUT5) 470604

### Certificate of Completion

			Credit
AUMT	1405	Introduction to Automotive Technology <sup>+</sup>	4
AUMT	2305	Automotive Engine Theory <sup>+</sup>	3
AUMT	1407	Automotive Electrical Systems <sup>+</sup>	4
AUMT	2337	Automotive Electronics <sup>+</sup>	3
AUMT	1319	Automotive Engine Repair <sup>+</sup>	3
AUMT	1445	Automotive Climate Control Systems <sup>+</sup>	4
AUMT	1472	Automotive Computer Systems <sup>+</sup>	4
AUMT	1410	Automotive Brake Systems <sup>+</sup>	4
AUMT	1416	Automotive Suspension and Steering Systems <sup>+</sup>	4
AUMT	2413	Automotive Drive Train and Axles <sup>+</sup>	4
AUMT	2425	Automotive Automatic Transmission and Transaxle <sup>+</sup>	4
AUMT	2434	Automotive Engine Performance Analysis II	4
AUMT	2417	Automotive Engine Performance Analysis I <sup>+</sup>	4
or			
AUMT	2488	Internship - Automobile/Automotive Mechanics Technology/Technician <sup>+</sup>	4
<b>Total Hours</b>			<b>49</b>

<sup>+</sup>Certificate is stackable towards AAS Automotive Mechanic/Technician (AUM15)

# 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 Year

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

### Second Semester

CORE			Life and Physical Science Selection	4
CORE	HIST	1302	U.S. History II	3
CORE/FOS	ECON	2301	Macroeconomics	3
CORE	MATH		MATH 1314, 1332 or 1342	3

### Second Year

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

### Second Semester

DEGR/FOS	ACCT	2302	Principles of Managerial Accounting	3
CORE	GOVT	2306	Texas Government	3
DEGR			Social/Behavioral Science (ECON 2302*/FOS)	3
CORE			Communications (SPCH 1321)	3
CORE			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.

<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>

## Business Management (BUBM5) 520201 Associate of Applied Science Degree

### First Year

First Semester				Credit
DEGR	HRPO	1311	Human Relations	3
CORE	ENGL	1301	Composition I	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR/FOS	BUSI	1301	Business Principles	3
CORE	SPCH		SPCH 1315, 1318 or 1321	3
DEGR	KINE		Physical Activity Course	1

### Second Semester

CORE	MATH		MATH 1314, 1332, 1342	3
DEGR	BMGT	1327	Principles of Management	3
DEGR	MRKG	1311	Principles of Marketing	3
DEGR	ELEC		BMGT 2370, BMGT 2488 or RELE 2488	3-4
DEGR	KINE		Physical Activity Course	1

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**Second Year****First Semester**

DEGR	BMGT	1325	Office Management	3
DEGR/FOS	ACCT	2301	Principles of Financial Accounting	
or				
DEGR	ACNT	1303	Introduction to Accounting I	3
DEGR	HRPO	2301	Human Resource Management	3
DEGR	BUSG	2305	Business Law/Contracts	
or				
DEGR	BUSI	2301	Business Law	3
CORE/FOS	ECON		ECON 2301 or 2302	3
DEGR	KINE		Physical Activity Course	1

**Second Semester**

DEGR	BUSG	2309	Small Business Management	3
DEGR/FOS	ACCT	2302	Principles of Managerial Accounting	
or				
DEGR	ACNT	1304	Introduction to Accounting II	3
DEGR	ENGL	1302	Composition II	
or				
DEGR/FOS	BCIS	1305	Business Computer Applications	
or				
DEGR	ITSC	1309	Integrated Software Applications	3
DEGR	BMGT	1301	Supervision	3
DEGR	ELEC		BMGT 2371, 2489, BUSG 1371 or RELE 2489	3-4
<b>Total Hours</b>				<b>60-62</b>

<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

**Business Management (BUBM5) 520201****Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
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
<b>Second Semester</b>				
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
<b>Total Hours</b>				<b>30-31</b>

Certificate is stackable towards AAS Business Management (BUBM5)

**Business Management Supervision (BUS17) 520201****Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
BUSI	1301	Business Principles		3
BMGT	1301	Supervision		3
BMGT	1327	Principles of Management		3
HRPO	1311	Human Relations		3
<b>Second Semester</b>				
HRPO	2301	Human Resources Management		3
BUSG	2309	Small Business Management		3
<b>Total Hours</b>				<b>18</b>

Certificate is stackable towards AAS Business Management (BUBM5)



## Human Resources Management (HRM17) 520201

### Certificate of Completion

			Credits
BUSI	1301	Business Principles <sup>+</sup>	3
HRPO	2301	Human Resources Management <sup>+</sup>	3
HRPO	1311	Human Relations <sup>+</sup>	3
POFT	1301	Business English	3
BMGT	1325	Office Management <sup>+</sup>	3
ACNT	1329	Payroll and Business Tax Accounting	
or			
ACNT	1303	Introduction to Accounting II <sup>+</sup>	
or			
ACCT	2301	Principles of Financial Accounting <sup>+</sup>	3
<b>Total Hours</b>			<b>18</b>

<sup>+</sup>Courses are stackable towards AAS Business Management (BUBM5)

## Accounting Technician (BMAT) 520302

### Associate of Applied Science Degree

#### First Year

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

#### Second Semester

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

#### Second Year

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

#### Second Semester

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

## Business Management Accounting Specialist (BMAS) 520201

### Certificate of Completion

First Semester			Credit
ACNT	1303	Introduction to Accounting I	3
or			
ACCT	2301	Principles of Financial Accounting	
ACNT	1304	Introduction to Accounting II	3
or			
ACCT	2302	Principles of Managerial Accounting	
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
<b>Total Hours</b>			<b>18</b>

Certificate is stackable towards AAS Accounting Technician (BMAT)

## 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	3
or			
ITSC	1309	Integrated Software Applications	
Second Semester			
ACNT	1304	Introduction to Accounting II	3
ACNT	1311	Introduction to Computerized Accounting	3
BUSI	2301	Business Law	3
or			
BUSG	2305	Business Law/Contracts	
ACNT	1329	Payroll and Business Tax Accounting	3
or			
ACNT	1331	Federal Income Tax: Individual	
BUSG	1303	Principles of Finance	3
<b>Total Hours</b>			<b>30</b>

Certificate is stackable towards AAS Accounting Technician (BMAT)

## Business Management Marketing and Sales Management Specialization (BUMS5) 520201

### Associate of Applied Science Degree

First Year				Credit
First Semester				
DEGR	HRPO	1311	Human Relations	3
CORE	ENGL	1301	Composition I	3
DEGR/FOS	BUSI	1301	Business Principles	3
DEGR	ITSC	1309	Integrated Software Applications I	3
or				
DEGR/FOS	BCIS	1305	Business Computer Applications	
CORE	SPCH		SPCH 1315, 1318 or 1321	3
Second Semester				
CORE	MATH		MATH 1314, 1332, 1342 or 1414	3
DEGR	MRKG	1311	Principles of Marketing	3
DEGR	BMGT	1325	Office Management	3
DEGR	MRKG	1302	Principles of Retailing	3
DEGR	ELEC		BMGT 2370, 2488 or RELE 2488	3

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**Second Year****First Semester**

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

**Second Semester**

DEGR/FOS	ACCT	2302	Principles of Managerial Accounting	
or				
DEGR	ACNT	1304	Introduction to Accounting II	3
DEGR	BUSG	2305	Business Law/Contracts	
or				
DEGR	BUSI	2301	Business Law	3
DEGR	MRKG	2333	Principles of Selling	3
DEGR	ELEC		Elective	3
DEGR	ELEC		BMGT/BUSI/BUSG/RELE	3
DEGR	ELEC		BMGT 2371, 2489 or RELE 2489	3

**Total Hours****60**

<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

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

<b>First Semester</b>				<b>Credit</b>
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
<b>Second Semester</b>				
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
<b>Total Hours</b>				<b>24-25</b>

Certificate is stackable towards AAS Business Management Marketing and Sales Management Specialization (BUMS5)

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

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

**Second Semester**

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

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**Second Year****First Semester**

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

**Second Semester**

CORE	ELEC		Humanities Elective	3
CORE	ECON	2302	Principles of Microeconomics	3
DEGR	LMGT	1325	Warehouse and Distribution Center Management	3
DEGR	BMGT	2488	Internship – Business Administration and Management, General	4
or				
DEGR	BMGT	2370	Management Applications I	3
DEGR	IBUS	2332	Global Business Simulation	3
<b>Total Hours</b>				<b>60</b>

**Logistics Specialist (LGS18) 520203****Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
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
<b>Second Semester</b>				
LMGT	1325	Warehouse and Distribution Center Management		3
BMGT	2488	Internship – Business Administration and Management, General		4
or				
BMGT	2370	Management Applications I		3
<b>Total Hours</b>				<b>18-19</b>

Certificate is stackable towards AAS Logistics and Global Supply Chain Management (LGS18)

**Global Supply Chain Management Specialist (LGS19) 520203****Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
BMGT	1313	Principles of Purchasing		3
IBUS	1301	Principles of Exports		3
IBUS	1302	Principles of Imports		3
IBUS	1305	Introduction to International Business and Trade		3
<b>Second Semester</b>				
IBUS	1341	Global Supply Chain Management		3
IBUS	2332	Global Business Stimulation		3
<b>Total Hours</b>				<b>18</b>

Certificate is stackable towards AAS Logistics and Global Supply Chain Management (LGS18)

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

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

**First Year****First Semester**

				<b>Credit</b>
DEGR	BUSI	1301	Business Principles	3
CORE	ENGL	1301	Composition I	3
CORE	MATH		MATH 1314, 1332 or 1342	3
DEGR	BMGT	1327	Principles of Management	3
DEGR	HRPO	1311	Human Relations	3

**Second Semester**

DEGR	BUSI	1307	Personal Finance	3
DEGR	ENGL		English Selection	3
DEGR	ELEC		BMGT/BUSG/ECON/MRKG	3
CORE	SPCH		SPCH 1315, 1318 or 1321	3
DEGR	ELEC		ITSC 1309 or BCIS 1305	3



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**Second Year****First Semester**

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

**Second Semester**

CORE	ELEC		Social/Behavioral Science Selection	3
DEGR	BUSG	2305	Business Law/Contracts	
or				
DEGR	BUSI	2301	Business Law	3
DEGR	MRKG	1311	Principles of Marketing	3
DEGR	ELEC		BMGT/BUSG/ECON/MRKG or Approved Selection	3
DEGR	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**

DEGR	BMGT	1327	Principles of Management	Credit 3
DEGR	ELEC		Computer Science Elective	3
DEGR	ITSC	1309	Integrated Software Applications I	
or				
DEGR	BCIS	1305	Business Computer Applications	3
CORE	ENGL	1301	Composition I	3
CORE	MATH		MATH 1332 or 1342	3

**Second Semester**

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

**Second Year****First Semester**

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

**Second Semester**

DEGR	HRPO	1311	Human Relations	3
DEGR	ELEC		Computer Science Elective	4
DEGR	ACCT	2302	Principles of Managerial Accounting	3
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	ELEC		Social/Behavioral Science Selection	3

**Total Hours****60**

# 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
DEGR	CDEC/TECA	1311	Educating Young Children	3
DEGR	CDEC	1413	Curriculum Resources for Early Childhood Programs	4
DEGR	CDEC	1419	Child Guidance	4
CORE	ENGL	1301	Composition I	3
DEGR	CDEC	1359	Children with Special Needs	3

#### Second Semester

DEGR	CDEC	1358	Creative Arts for Early Childhood	3
DEGR	CDEC/TECA	1354	Child Growth and Development	3
DEGR	CDEC/TECA	1318	Wellness of the Young Child	3
DEGR	CDEC/TECA	1303	Families, School and Community	3
DEGR	CDEC	1321	The Infant and Toddler	3

#### Second Year

First Semester				Credit
DEGR	CDEC	1356	Emergent Literacy for Early Childhood	3
DEGR	CDEC	2307	Math and Science for Early Childhood	3
DEGR	CDEC	2426	Administration of Programs for Children I	4
CORE	ELEC		Social/Behavioral Science Selection	3
CORE	ELEC		Natural Science/Mathematics	3

#### Second Semester

DEGR	CDEC	2388	Internship - Child Care Provider/Assistant	3
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	ELEC		Social/Behavioral Science Selection	3
DEGR	CDEC	2341	School Age Child	3
<b>Total Hours</b>				<b>60</b>

## 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
<b>Total Hours</b>				<b>18</b>

Certificate is stackable towards AAS Child Development (CDS15)

## Child Development Instructional Aide/Teacher Assistant (CDS20) 190701

### Certificate of Completion

First Year				Credit
First Semester				
CDEC/TECA	1311	Educating Young Children <sup>+</sup>		3
CDEC	1413	Curriculum Resources for Early Childhood Programs <sup>+</sup>		4
CDEC	1419	Child Guidance <sup>+</sup>		4
ENGL	1301	Composition I <sup>+</sup>		3
CDEC	1359	Children with Special Needs <sup>+</sup>		3
EDUC	1100	Learning Frameworks		1

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**Second Semester**

EDUC	1301	Introduction to the Teaching Profession	3
CDEC/TECA	1354	Child Growth and Development <sup>+</sup>	3
CDEC/TECA	1318	Wellness of the Young Child <sup>+</sup>	3
CDEC/TECA	1303	Families, School and Community <sup>+</sup>	3
ELEC		BCIS 1305 or COSC 1301	3

**Third Semester**

ELEC		Natural Science or Mathematics Selection <sup>+</sup>	3
SPCH		SPCH 1315, 1318, 1321 or 2341 (SPCH 1315 is preferred)	3
EDUC	2301	Introduction to Special Populations	3
CDEC	2341	The School Age Child <sup>+</sup>	3
CDEC	1356	Emergent Literacy for Early Childhood <sup>+</sup>	3
<b>Total Hours</b>			<b>48</b>

<sup>+</sup> Courses are stackable towards AAS Child Development (CDS15)

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

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

**Second Semester**

CDEC/TECA	1354	Child Growth and Development <sup>+</sup>	3
BUSG	2309	Small Business Management	3
CDEC	2341	The School Age Child <sup>+</sup>	3
SPCH	1318	Interpersonal Communication	3
ITSC	1309	Integrated Software Applications I	3
<b>Total Hours</b>			<b>31</b>

<sup>+</sup> Courses are stackable towards AAS Child Development (CDS15)

**Child Development Associate (CDCD) 190709**  
**Occupational Skills Achievement**

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

			<b>Credit</b>
CDEC	1417	Child Development Associate Training I	4
CDEC	2422	Child Development Associate Training II	4
CDEC	2424	Child Development Associate Training III	4
<b>Total Hours</b>			<b>12</b>

# Computer Information Technology and Systems

Selecting the appropriate degree plan is a critical step for entering Computer Information Technology and 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
DEGR	COSC	1301	Introduction to Computing	3
DEGR	COSC	1315	Introduction to Computer Programming	3
CORE	ENGL	1301	Composition I	3
CORE	MATH		MATH 1314, 1332 or 1342	3
CORE	HIST	1301	United States History I	3

### Second Semester

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

### Second Year

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

### Second Semester

DEGR	COSC	2336	Programming Fundamentals III	3
CORE	GOVT	2306	Texas Government	3
CORE	ENVR	1401	Environmental Science I	4
CORE	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
DEGR	COSC	1301	Introduction to Computing	3
or				
DEGR	ITSC	1301	Introduction to Computers	
DEGR	ITSC	1316	Linux Installation and Configuration	3
DEGR	ITCC	1314	CCNA 1: Introduction to Networks	3
or				
DEGR	ITNW	1325	Fundamentals of Networking Technologies	
DEGR	ITNW	1316	Network Administration	3
CORE	MATH	1314	College Algebra	3

### Second Semester

DEGR	ITSY	1342	Information Technology Security	3
DEGR	ITSE	1359	Introduction to Scripting Languages	3
DEGR	ITCC	1344	CCNA2: Switching, Routing and Wireless Essentials	3
CORE	ENGL	1301	Composition I	3
CORE			Social and Behavioral Science Selection	3



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**Second Year****First Semester**

DEGR	ITNW	1345	Implementing Network Directory Services	3
DEGR	ITSY	2401	Firewalls and Network Security	4
DEGR	ITSC	2325	Advanced Linux	3
DEGR	ITNW	1313	Computer Virtualization	3
CORE	SPCH	1321	Business and Professional Communication	3

**Second Semester**

DEGR	ITSY	2345	Network Defense and Countermeasures	3
CORE			Creative Arts	3
DEGR	ITNW	1454	Implementing and Supporting Servers	4
DEGR	ITSY	2459	Security Assessment and Auditing (CAPSTONE)	4
or				
DEGR	ITSY	2486	Internship – Computer and Information Systems Security	
<b>Total Hours</b>				<b>60</b>

**Cyberdefense – Information Assurance (CDIA) 111003****Certificate of Completion\***

<b>First Semester</b>				<b>Credit</b>
COSC	1301	Introduction to Computing		3
ITSC	1316	Linux Installation and Configuration		3
ITCC	1314	CCNA 1: Introduction to Networks		3
ITSE	1359	Introduction to Scripting Languages		3
<b>Second Semester</b>				
ITCC	1340	CCNA2: Routing and Switching Essentials		3
ITSY	1342	Information Technology Security		3
ITSY	2401	Firewalls and Network Security		4
ITNW	1316	Network Administration		3
<b>Third Semester</b>				
ITSC	2325	Advanced Linux		3
ITSY	2345	Network Defense and Countermeasures		3
<b>Total Hours</b>				<b>31</b>

\* This is a Level II certificate stackable towards AAS Cyberdefense-Information Assurance (CDIA)

**Cyberdefense – Information Assurance (CDIA) 111003****Certificate of Completion\***

<b>First Semester</b>				<b>Credit</b>
COSC	1301	Introduction to Computing		3
or				
ITSC	1301	Introduction to Computers		
ITCC	1314	CCNA 1: Introduction to Networks		3
or				
ITNW	1325	Fundamentals of Networking Technologies		
ITSC	1316	Linux Installation and Configuration		3
<b>Second Semester</b>				
ITSY	1342	Information Technology Security		3
ITSY	2401	Firewalls and Network Security		4
<b>Third Semester</b>				
ITNW	1316	Network Administration		3
ITSY	2345	Network Defense and Countermeasures		3
<b>Total Hours</b>				<b>22</b>

\* This is a Level I certificate stackable towards AAS Cyberdefense-Information Assurance (CDIA)

## Cybersecurity (CSUR5) 111003

### Certificate of Completion

First Semester			Credit
ITCC	1314	CCNA 1: Introduction to Networks	3
or			
ITNW	1325	Fundamentals of Networking Technologies	
ITSC	1316	Linux Installation and Configuration	3
ITSY	1342	Information Technology Security	3
ITNW	1316	Network Administration	3
ITSY	2401	Firewalls and Network Security	4
<b>Total Hours</b>			<b>16</b>

Certificate stackable towards AAS Cyberdefense-Information Assurance (CDIA)

## IT Network Analyst (INA17) 111001

### Certificate of Completion

First Semester			Credit
ITCC	1314	CCNA 1: Introduction to Networks	3
or			
ITNW	1325	Fundamentals of Networking Technologies	
ITNW	1316	Network Administration	3
Second Semester			
ITNW	1345	Implementing Network Directory Services	3
ITNW	1454	Implementing and Supporting Servers	4
ITSY	1342	Information Technology Security	3
<b>Total Hours</b>			<b>16</b>

Certificate stackable towards AAS Cyberdefense-Information Assurance (CDIA)

## 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				Credit
First Semester				
DEGR	COSC	1301	Introduction to Computing	3
or				
DEGR	ITSC	1301	Introduction to Computers	
DEGR	ITSC	1309	Integrated Software Applications I	3
or				
DEGR	BCIS	1305	Business Computer Applications	
DEGR	ITSE	1329	Programming Logic and Design	3
or				
DEGR	COSC	1315	Introduction to Computer Programming	
DEGR	ITNW	1325	Fundamentals of Networking Technologies	3
or				
DEGR	ITCC	1314	CCNA 1: Introduction to Networks	
CORE	MATH	1414	College Algebra	4
Second Semester				
DEGR	CPMT	1345	Computer Systems Maintenance	3
DEGR	ITSW	1307	Introduction to Database	3
DEGR	ITSC	1415	Project Management Software	4
DEGR	ITSY	1342	Information Technology Security	3
CORE	ENGL	1301	Composition I	3
Second Year				
First Semester				
DEGR	ITNW	1316	Network Administration	3
DEGR	ITNW	1337	Introduction to the Internet	3
DEGR	ITSC	1325	Personal Computer Hardware	3
CORE			Social and Behavioral Sciences Selection	3
CORE	SPCH	1318	Interpersonal Communication	3

<b>Second Semester</b>				
DEGR	ITSE	1302	Computer Programming	3
or				
DEGR	COSC	1336	Programming Fundamentals I	
DEGR	IMED	1316	Web Design I	3
CORE			Creative Arts	3
DEGR	ITSC	2439	Personal Computer Help Desk Support	4
or				
DEGR	ITSC	2486	Internship – Computer and Information Sciences, General	
<b>Total Hours</b>				<b>60</b>

## Computer Helpdesk Specialist (CSI17) 111006

### Certificate of Completion

<b>First Semester</b>				<b>Credit</b>
ITSC	1309	Integrated Software Applications I		3
or				
BCIS	1305	Business Computer Applications		
ITNW	1325	Fundamentals of Networking Technologies		3
or				
ITCC	1314	CCNA 1: Introduction to Networks		
ITSE	1329	Programming Logic and Design		3
or				
COSC	1315	Introduction to Computer Programming		
ITSC	1325	Personal Computer Hardware		3
ITNW	1337	Introduction to the Internet		3
<b>Second Semester</b>				
CPMT	1345	Computer Systems Maintenance		3
ITSC	1415	Project Management Software		4
ITSY	1342	Information Technology Security		3
ITSC	2439	Personal Computer Help Desk Support		4
<b>Total Hours</b>				<b>29</b>

Certificate is stackable towards AAS Information Technology (CSI17)

## Computer Systems Technician (CST19) 151201

### Certificate of Completion

<b>First Semester</b>				<b>Credit</b>
ITSC	1301	Introduction to Computers <sup>+</sup>		
or				
COSC	1301	Introduction to Computing <sup>+</sup>		3
CETT	1325	Digital Fundamentals		3
CETT	1303	DC Circuits		3
ITSC	1325	Personal Computer Hardware <sup>+</sup>		3
<b>Second Semester</b>				
ITNW	1325	Fundamentals of Networking Technologies <sup>+</sup>		3
CETT	1305	AC Circuits		3
CPMT	1345	Computer Systems Maintenance <sup>+</sup>		3
CETT	1429	Solid State Devices		4
<b>Total Hours</b>				<b>25</b>

<sup>+</sup> Courses are stackable towards AAS Information Technology (CSI17)

## Web Technologies (CSW17) 110801

### Certificate of Completion

<b>First Semester</b>				<b>Credit</b>
ITCC	1314	CCNA 1: Introduction to Network <sup>+</sup>		3
or				
ITNW	1325	Fundamentals of Network Technologies <sup>+</sup>		
ITNW	1337	Introduction to the Internet <sup>+</sup>		3
ITSE	1329	Programming Logic and Design <sup>+</sup>		3
or				
COSC	1315	Introduction to Computer Programming <sup>+</sup>		

**Second Semester**

ITSY	1342	Information Technology Security <sup>+</sup>	3
IMED	1316	Web Design I <sup>+</sup>	3
ITSW	1307	Introduction to Database <sup>+</sup>	3
ITSE	2402	Intermediate Web Programming (PHP/Scripting/Mobile Apps)	4
<b>Total Hours</b>			<b>22</b>

<sup>+</sup> Courses are stackable towards AAS Information Technology (CSI17)

## IT Industry Certification Preparation Program (MCS17) 111002

### Certificate of Completion

*Program not available to new students. Currently scheduled for August 2022 deactivation.*

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

			<b>Credit</b>
ITSC	1325	Personal Computer Hardware <sup>+</sup>	3
ITNW	1325	Fundamentals of Networking Technologies <sup>+</sup>	3
ITNW	1316	Network Administration <sup>+</sup> * <sup>^</sup>	3
ITNW	1345	Implementing Network Directory Services* <sup>^</sup>	3
ITNW	1454	Implementing and Supporting Servers* <sup>^</sup>	4
ITSY	1342	Information Technology Security <sup>+</sup> * <sup>^</sup>	3
<b>Total Hours</b>			<b>19</b>

<sup>+</sup> Courses are stackable towards AAS Information Technology (CSI17)

\* Courses are stackable towards AAS Cyberdefense-Information Assurance (CDIA)

<sup>^</sup> Courses are stackable towards AAS Network Systems Administrator (CSN17)

## 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**

<b>First Semester</b>				<b>Credit</b>
DEGR	COSC	1301	Introduction to Computing	3
or				
DEGR	ITSC	1301	Introduction to Computers	
DEGR	ITCC	1314	CCNA 1: Introduction to Networks	3
or				
DEGR	ITNW	1325	Fundamentals of Networking Technologies	
DEGR	ITSC	1316	Linux Installation and Configuration	3
DEGR	ITNW	1316	Network Administration	3
CORE	MATH	1414	College Algebra	4

**Second Semester**

DEGR	ITSY	1342	Information Technology Security	3
DEGR	ITSE	1359	Introduction to Scripting Languages	3
DEGR	ITCC	1344	CCNA 2: Switching, Routing, and Wireless Essentials	3
CORE	ENGL	1301	Composition I	3

**Second Year**

<b>First Semester</b>				
DEGR	ITNW	1345	Implementing Network Directory Services	3
DEGR	ITSY	2401	Firewalls and Network Security	4
DEGR	ITNW	1313	Computer Virtualization	3
DEGR	ITNW	1337	Introduction to the Internet	3
CORE	SPCH	1321	Business and Professional Communication	3
<b>Second Semester</b>				
DEGR	ITSY	2345	Network Defense and Countermeasures	3
CORE			Creative Arts	3
CORE			Social and Behavioral Sciences Selection	3
DEGR	ITSW	1307	Introduction to Database	3
DEGR	ITNW	1454	Implementing and Supporting Servers	
or				
DEGR	ITNW	2488	Internship – Computer Systems Networking/Telecommunications	4
<b>Total Hours</b>				<b>60</b>



## Telecommunications Technician (ELN17) 111001

### Certificate of Completion

First Semester			Credit
ITCC	1314	CCNA 1: Introduction to Networks^	3
or			
ITNW	1325	Fundamentals of Networking Technologies+^	
ITSC	1325	Personal Computer Hardware	3
Second Semester			
ITCC	1344	CCNA 2: Switching, Routing and Wireless Essentials^	3
ITSE	1359	Introduction to Scripting Languages^	3
CPMT	1345	Computer Systems Maintenance	3
Third Semester			
ITCC	2420	CCNA 3: Enterprise Networking, Security and Automation	4
ITSY	1342	Information Technology Security^	3
ITSY	2401	Firewalls and Network Security^	4
Total Hours			26

+ Courses are stackable towards AAS Network Systems Administrator (CSN17)

^ Courses stackable towards AAS Network Cloud Support and Cybersecurity (NCS20)

## Network Cloud Support and Cybersecurity (NCS20) 111002

### Associate of Applied Science Degree

*Pending Veteran's Benefits, Financial Aid (Title IV) and Military Tuition Assistance approval*

First Year				Credit
First Semester				3
DEGR	COSC	1301	Introduction to Computing	
or				3
DEGR	ITSC	1301	Introduction to Computers	
DEGR	ITSC	1316	Linux Installation and Configuration	
DEGR	ITCC	1314	CCNA 1: Introduction to Networks	3
or				3
DEGR	ITNW	1325	Fundamentals of Networking Technologies	
DEGR	ITNW	1316	Network Administration	
CORE	MATH	1342	Elementary Statistical Methods	3
Second Semester				
DEGR	ITSY	1342	Information Technology Security	3
DEGR	ITSE	1359	Introduction to Scripting Languages	3
DEGR	ITNW	1309	Fundamentals of Cloud Computing	3
CORE	ENGL	1301	Composition I	
Second Year				
First Semester				
DEGR	ITNW	1308	Implementing and Supporting Client Operating Systems	3
DEGR	ITNW	1336	Cloud Deployment and Infrastructure	3
DEGR	ITSE	1329	Programming Logic and Design	3
or				4
DEGR	COSC	1315	Introduction to Computer Programming	
DEGR	ITSC	1415	Project Management	
CORE			Creative Arts	3
Second Semester				
CORE	SPCH	1321	Business and Professional Communication	3
CORE	ELEC		Social and Behavioral Sciences Selection	3
DEGR	ITSW	1307	Introduction to Database	3
DEGR	ITNW	1454	Implementing and Supporting Servers	4
DEGR	ITNW	2427	Advanced Cloud Concepts	4
or				60
DEGR	ITNW	2488	Internship – Computer Systems Networking/Telecommunications	
Total Hours				60

## Network Server & Cloud Administrator (CSC17) 111002

### Certificate of Completion

First Semester			Credit
ITCC	1314	CCNA 1: Introduction to Networks <sup>^*</sup>	3
or			
ITNW	1325	Fundamentals of Networking Technologies <sup>^*</sup>	
ITSC	1316	Linux Installation and Configuration <sup>^*</sup>	3
ITSE	1359	Introduction to Scripting Languages <sup>^*</sup>	3
ITNW	1316	Network Administration <sup>^*</sup>	3
Second Semester			
ITSY	1342	Information Technology Security <sup>^*</sup>	3
ITSW	1307	Introduction to Database <sup>+</sup>	3
ITNW	1309	Fundamentals of Cloud Computing	3
ITNW	1454	Implementing and Supporting Servers <sup>^*</sup>	4
<b>Total Hours</b>			<b>25</b>

Certificate is stackable towards AAS Network Cloud Support and Cybersecurity (NCS20)

<sup>+</sup> Courses stackable towards AAS Information Technology (CSI17)

<sup>^</sup> Courses stackable towards AAS Network Systems Administrator (CSN17)

<sup>\*</sup> Courses stackable towards AAS Cyberdefense - Information Assurance (CDIA)

## Network Administrator (CSN15) 110201

### Occupational Skills Achievement Certificate

First Semester			Credit
COSC	1301	Introduction to Computing	3
or			
ITSC	1301	Introduction to Computers	
ITSC	1325	Personal Computer Hardware	3
ITCC	1314	CCNA 1 - Introduction to Networks	3
or			
ITNW	1325	Fundamentals of Networking Technologies	
ITCC	1344	CCNA2: Switching, Routing, and Wireless Essentials	3
<b>Total Hours</b>			<b>12</b>

Courses stackable towards AAS Cyberdefense-Information Assurance (CDIA) and AAS Network Systems Administrator (CSN17)

## Electronics Engineering Technology (ELC17) 151201

### Associate of Applied Science Degree

Program not available to new students. *Currently scheduled for December 2020 deactivation.*

First Year				Credit
First Semester				
DEGR	ITSC	1301	Introduction to Computers	
or				
DEGR	COSC	1301	Introduction to Computing	3
DEGR	CETT	1325	Digital Fundamentals	3
DEGR	CETT	1303	DC Circuits	3
CORE	MATH		MATH 1314, 1332 or 1342	3
Second Semester				
DEGR	CETT	1305	AC Circuits	3
DEGR	CPMT	1345	Computer Systems Maintenance	3
DEGR	CETT	1429	Solid State Devices	4
DEGR	CETT	1331	Programming for Discrete Electronic Devices	3
CORE	ENGL	1301	Composition I	3
Second Year				
First Semester				
DEGR	CETT	1321	Electronics Fabrication	3
CORE	ELEC		Approved Elective <sup>*</sup>	4
DEGR	CETT	2335	Advanced Microprocessors	3
DEGR	CETT	1441	Solid State Circuits	4
CORE	ELEC		Social/Behavioral Science Selection	3

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**Second Semester**

DEGR	ITCC	1414	CCNA I: Introduction to Networks	4
DEGR	CETT	1449	Digital Systems	4
DEGR	ELMT	2435	Certified Electronics Tech. Training	4
CORE	ELEC		Humanities/Fine Arts Selection	3
<b>Total Hours</b>				<b>60</b>

*\*Any 4 hour course in the Core Component Option 090*

**Computer Maintenance Technician (ELC17) 151201****Certificate of Completion**

*Program not available to new students. Currently scheduled for December 2020 deactivation.*

<b>First Semester</b>				<b>Credit</b>
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 I: Introduction to Networks		4
<b>Second Semester</b>				
CETT	1305	AC Circuits		3
CPMT	1345	Computer Systems Maintenance		3
CETT	1429	Solid State Devices		4
<b>Total Hours</b>				<b>23</b>

Certificate is stackable towards AAS Electronics Engineering Technology (ELC17)

**Electronics Instrument Technician (EIT17) 151201****Certificate of Completion**

*Program not available to new students. Currently scheduled for December 2020 deactivation.*

<b>First Semester</b>				<b>Credit</b>
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
<b>Second Semester</b>				
CETT	1305	AC Circuits		3
CPMT	1345	Computer Systems Maintenance		3
CETT	1449	Digital Systems		4
CETT	1429	Solid State Devices		4
<b>Total Hours</b>				<b>26</b>

Certificate is stackable towards AAS Electronics Engineering Technology (ELC17)

**Entry Level Electronics Technician (EET17) 151201****Certificate of Completion**

*Program not available to new students. Currently scheduled for December 2020 deactivation.*

<b>First Semester</b>				<b>Credit</b>
CETT	1325	Digital Fundamentals		3
CETT	1303	DC Circuits		3
CETT	1321	Electronics Fabrication		3
<b>Second Semester</b>				
CETT	1305	AC Circuits		3
CETT	1429	Solid State Devices		4
<b>Total Hours</b>				<b>16</b>

Certificate is stackable towards AAS Electronics Engineering Technology (ELC17)

# Construction 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 Construction Technology 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.*

## Craftsman Trades (CFT18) 460401

### Associate of Applied Science Degree

#### First Year

First Semester				Credit
DEGR	CRPT	1429	Introduction to Carpentry	4
DEGR	WDWK	1413	Cabinet Making I	4
DEGR	CRPT	1423	Floor Systems	4
CORE	MATH	1332	Contemporary Mathematics	3
DEGR	KINE		Physical Activity Course	1

#### Second Semester

DEGR	ELPT	1429	Residential Wiring	4
CORE	ENGL	1301	Composition I	3
DEGR	CRPT	1415	Wall Systems	4
CORE	ELEC		Humanities/Fine Arts Selection	3

#### Second Year

First Semester				
DEGR	CRPT	1411	Roof Systems	4
DEGR	PFPB	2409	Residential Construction Plumbing I	4
DEGR	PFPB	2445	Residential Construction Plumbing II	4
CORE	GOVT	2305	Federal Government	3

#### Second Semester

DEGR	CBFM	1334	Interior and Exterior Painting and Refinishing	
or				
DEGR	WDWK	2351	Cabinet Making II	3
DEGR	MBST	1507	Masonry I	5
CORE	SPCH		SPCH 1315 or 1321	3
DEGR	CNBT	1446	Construction Estimating I	
or				
DEGR	CBFM	2487	Internship - Building/Property Maintenance and Manager	4
<b>Total Hours</b>				<b>60</b>

## Building Trades (MTB15) 460401

### Certificate of Completion

First Semester				Credit
CRPT	1429	Introduction to Carpentry		4
CRPT	1423	Floor Systems		4
CRPT	1411	Roof Systems		4
Second Semester				
CRPT	1415	Wall Systems		4
WDWK	1413	Cabinet Making I		4
WDWK	2351	Cabinet Making II		3
MBST	1507	Masonry I		5
Third Semester				
ELPT	1429	Residential Wiring		4
PFPB	2409	Residential Construction Plumbing I		4
CNBT	1446	Construction Estimating I		4
PFPB	2445	Residential Construction Plumbing II		4
or				
CBFM	2487	Internship - Building/Property Maintenance and Manager		4
<b>Total Hours</b>				<b>44</b>

Certificate is stackable towards AAS Craftsman Trades (CFT18)



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# Drafting and Design

*The Computer-Aided Drafting and 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
DEGR	DFTG	1405	Technical Drafting	4
DEGR	DFTG	2412	Technical Illustration and Presentation	4
DEGR	DFTG	1409	Basic Computer-Aided Drafting	4
CORE	MATH		MATH 1332, 1342 or 1414	3-4

### Second Semester

DEGR	DFTG	2317	Descriptive Geometry	3
DEGR	DFTG	2402	Machine Drafting	4
DEGR	DFTG	2440	Solid Modeling/Design	4
CORE	ENGL	1301	Composition I	3

### Second Year

First Semester				Credit
DEGR	DFTG	1417	Architectural Drafting-Residential	4
DEGR	DFTG	1358	Electrical/Electronics Drafting	3
DEGR	DFTG	1491	Special Topics in Drafting and Design Technology	4
CORE	ELEC		Humanities/Fine Arts Selection	3

### Second Semester

DEGR	DFTG	2323	Pipe Drafting	3
DEGR	DFTG	2421	Topographical Drafting	4
DEGR	DFTG	2438	Final Project -Advanced Drafting	4
CORE	ELEC		Social/Behavioral Science Selection	3
CORE	SPCH		SPCH 1315 or 1321	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
<b>Total Hours</b>				<b>26</b>

\* The following courses may be substituted: DFTG 1417 or DFTG 2421

Certificate is stackable towards AAS Computer-Aided Drafting and Design (DFT15)

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

				Credit
DFTG	1405	Technical Drafting		4
DFTG	1409	Basic Computer-Aided Drafting		4
DFTG	2440	Solid Modeling		4
<b>Total Hours</b>				<b>12</b>

Certificate is stackable towards AAS Computer-Aided Drafting and Design (DFT15)

# 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
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE	ELEC		Life/Physical Science Selection	4
DEGR	ELEC		Electives*	6

### Second Semester

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

### Second Year

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

### Second Semester

CORE	GOVT	2306	Texas Government	3
CORE	ELEC		Creative Arts	3
CORE	ELEC		Component Area Option	4
DEGR	ELEC		Electives*	6

<b>Total Hours</b>				<b>60</b>
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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
DEGR	HART	1407	Refrigeration Principles	4
DEGR	HART	1401	Basic Electricity for HVAC	4
DEGR	HART	1445	Gas and Electric Heating	4
CORE	MATH	1332	Contemporary Mathematics	3

### Second Semester

DEGR	HART	1403	Air Conditioning Control Principles	4
DEGR	HART	1341	Residential Air Conditioning	3
CORE	ENGL	1301	Composition I	3
CORE	GOVT	2305	Federal Government	3

### Second Year

First Semester				Credit
DEGR	HART	2449	Heat Pumps	4
DEGR	HART	2438	Air Conditioning Installation and Startup	4
DEGR	HART	2341	Commercial Air Conditioning	3
DEGR	HART	2342	Commercial Refrigeration	3
CORE	ELEC		Humanities/Fine Arts Selection	3

### Second Semester

DEGR	HART	2436	Air Conditioning Troubleshooting	4
DEGR	HART	2431	Advanced Electricity for HVAC	4
CORE	SPCH		SPCH 1315 or 1321	3
DEGR	HART	2445	Residential Air Conditioning System Design	
or				
DEGR	HART	2488	Internship - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/Technician	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 - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/Technician		4
<b>Total Hours</b>				<b>45</b>

Certificate is stackable towards AAS Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART5)

# 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
DEGR	CHEF	1305	Sanitation and Safety	3
DEGR	HAMG	1321	Introduction to the Hospitality Industry	3
DEGR	CHEF	1301	Basic Food Preparation	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	HAMG	2307	Hospitality Marketing and Sales	3
DEGR	RSTO	1321	Menu Management	3

#### Second Semester

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

### Second Year

#### First Semester

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

#### Second Semester

DEGR	RSTO	1325	Purchasing for Hospitality Operations	3
CORE	MATH		MATH 1332 or MATH 1342	3
DEGR	HAMG	1340	Hospitality Legal Issues	3
DEGR	RSTO	1313	Hospitality Supervision	3
DEGR	ELEC		Academic Elective	3
DEGR	HAMG	2388	Internship - Hospitality Administration and Management	
or				
DEGR	BUSG	1371	Entrepreneurship and Business Plan Development	3
<b>Total Hours</b>				<b>60</b>

## Restaurant Management (RCM18) 520901 Certificate of Completion

### First Year

#### First Semester

				Credit
CHEF	1305		Sanitation and Safety	3
CHEF	1301		Basic Food Preparation	3
HAMG	2301		Principles of Food and Beverage Operations	3
PSTR	1301		Fundamentals of Baking	3
RSTO	1321		Menu Management	3

#### Second Semester

HAMG	2307		Hospitality Marketing and Sales	3
HAMG	1340		Hospitality Legal Issues	3
HAMG	1321		Introduction to Hospitality Industry	3
IFWA	1318		Nutrition for the Food Service Professional	3
or				
CHEF	1302		Principles of Healthy Cuisine	
RSTO	1325		Purchasing for Hospitality Operations	3

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**Second Year****First Semester**

ELEC		CHEF/PSTR	3
HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	2388	Internship – Hospitality Administration and Management	
or			
BUSG	1371	Entrepreneurship and Business Plan Development	3
<b>Total Hours</b>			<b>42</b>

Certificate is stackable towards AAS Restaurant and Culinary Management (RCM15)

**Restaurant Operations (HRO13) 520905**  
**Certificate of Completion**

			<b>Credit</b>
CHEF	1305	Sanitation and Safety <sup>+</sup>	3
CHEF	1301	Basic Food Preparation <sup>+</sup>	3
HAMG	2301	Principles of Food and Beverage Operations <sup>+</sup>	3
PSTR	1301	Fundamentals of Baking <sup>+</sup>	3
RSTO	1321	Menu Management <sup>+</sup>	3
HAMG	2307	Hospitality Marketing and Sales <sup>+</sup>	3
HAMG	1340	Hospitality Legal Issues <sup>+</sup>	3
HAMG	1321	Introduction to the Hospitality Industry <sup>+</sup>	3
IFWA	1318	Nutrition for the Food Service Professional	3
or			
CHEF	1302	Principles of Healthy Cuisine	
<b>Total Hours</b>			<b>27</b>

<sup>+</sup>Courses is stackable towards AAS Restaurant and Culinary Management (RCM15)

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

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

**Second Semester**

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

**Second Year**

First Semester				
DEGR	RSTO	1325	Purchasing for Hospitality Operations	3
DEGR	RSTO	1204	Dining Room Service	2
DEGR	HAMG	1342	Guest Room Management	3
CORE	MATH		MATH 1332 or MATH 1342	3
DEGR	HAMG	1340	Hospitality Legal Issues	3
DEGR	KINE		Physical Activity Course	1
or				
DEGR	EDUC	1100	Learning Frameworks	

**Second Semester**

DEGR	HAMG	2337	Hospitality Facilities Management	3
CORE	ENGL	1301	Composition I	3
DEGR	HAMG	2307	Hospitality Marketing and Sales	3
DEGR	TRVM	2301	Introduction to Convention Meeting Management	3
DEGR	HAMG	2388	Internship - Hospitality Administration and Management	
or				
DEGR	BUSG	1371	Entrepreneurship and Business Plan Development	3
<b>Total Hours</b>				<b>60</b>



## Hospitality Property Management (HMP19) 520904

### Certificate of Completion

First Semester			Credit
HAMG	1313	Front Office Management	3
CHEF	1305	Sanitation and Safety	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1204	Dining Room Services	2
RSTO	1313	Hospitality Supervision	3
Second Semester			
HAMG	1340	Hospitality Legal Issues	3
HAMG	1321	Introduction to the Hospitality Industry	3
HAMG	2337	Hospitality Facilities Management	3
RSTO	1325	Purchasing for Hospitality Operations	3
Third Semester			
HAMG	2332	Hospitality Financial Management	3
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	1342	Guest Room Management	3
TRVM	2301	Introduction to Convention Meeting and Management	3
HAMG	2388	Internship - Hospitality Administration and Management	
or			
BUSG	1371	Entrepreneurship and Business Plan Development	3
<b>Total Hours</b>			<b>41</b>

Certificate is stackable towards AAS Hotel Management Specialization (HMH15)

## Rooms Division (HRD13) 520904

### Certificate of Completion

First Semester			Credit
HAMG	1313	Front Office Management	3
HAMG	1321	Introduction to the Hospitality Industry	3
HAMG	1342	Guest Room Management	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
Second Semester			
RSTO	1325	Purchasing for Hospitality Operations	3
CHEF	1305	Sanitation and Safety	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1204	Dining Room Services	2
HAMG	2307	Hospitality Marketing and Sales	3
<b>Total Hours</b>			<b>29</b>

Certificate is stackable towards AAS Hotel Management Specialization (HMH15)

## Service Management (HMH18) 520901

### Certificate of Completion

			Credit
CHEF	1305	Sanitation and Safety	3
RSTO	1204	Dining Room Service	2
HAMG	1321	Introduction to Hospitality Industry	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1313	Hospitality Supervision	3
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1325	Purchasing for Hospitality Operations	3
<b>Total Hours</b>			<b>20</b>

Certificate is stackable towards AAS Hotel Management Specialization (HMH15)

## Culinary Arts (HMC15) 520905

### Associate of Applied Science Degree

#### First Year

First Semester				Credit
DEGR	CHEF	1305	Sanitation and Safety	3
DEGR	HAMG	1321	Introduction to the Hospitality Industry	3
DEGR	CHEF	1301	Basic Food Preparation	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	RSTO	1321	Menu Management	3

#### Second Semester

DEGR	CHEF	1310	Garde Manger	3
CORE	GOVT	2305	Federal Government	3
CORE	SPCH		SPCH 1315 or SPCH 1321	3
DEGR	CHEF	2301	Intermediate Food Preparation	3
DEGR	CHEF	1302	Principles of Healthy Cuisine	
or				
DEGR	IFWA	1318	Nutrition for the Food Service Professional	3
DEGR	CHEF	2302	Saucier	3

#### Second Year

First Semester				Credit
CORE	ENGL	1301	Composition I	3
DEGR	PSTR	1301	Fundamentals of Baking	3
DEGR	CHEF	1341	American Regional Cuisine	3
DEGR	CHEF	1345	International Cuisine	3
DEGR	HAMG	2301	Principles of Food and Beverage Operations	3

#### Second Semester

DEGR	RSTO	1325	Purchasing for Hospitality Operations	3
CORE	MATH		MATH 1332 or MATH 1342	3
DEGR	ELEC		Academic Elective	3
DEGR	HAMG	2388	Internship - Hospitality Administration and Management	
or				
DEGR	BUSG	1371	Entrepreneurship and Business Plan Development	3
<b>Total Hours</b>				<b>60</b>

## Culinary Skills (HMC18) 520905

### Certificate of Completion

First Semester				Credit
CHEF	1305		Sanitation and Safety	3
PSTR	1301		Fundamentals of Baking	3
HAMG	1321		Introduction to the Hospitality Industry	3
CHEF	1301		Basic Food Preparation	3
HAMG	2301		Principles of Food and Beverage Operations	3

#### Second Semester

CHEF	1310		Garde Manger	3
CHEF	2302		Saucier	3
RSTO	1321		Menu Management	3
CHEF	1341		American Regional Cuisine	3

#### Third Semester

CHEF	1345		International Cuisine	3
CHEF	2301		Intermediate Food Preparation	3
HAMG	2388		Internship-Hospitality Administration and Management	3
or				
BUSG	1371		Entrepreneurship and Business Plan Development	
RSTO	1325		Purchasing for Hospitality Operations	3
CHEF	1302		Principles of Healthy Cuisine	
or				
IFWA	1318		Nutrition for the Food Service Professional	3
<b>Total Hours</b>				<b>42</b>

Certificate is stackable towards AAS Culinary Arts (HMC15)

## Culinary Arts (HMC15) 520905

### Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
PSTR	1301	Fundamentals of Baking	3
HAMG	1321	Introduction to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
RSTO	1321	Menu Management	3
Second Semester			
CHEF	1310	Garde Manger	3
HAMG	2301	Principles of Food and Beverage Management	3
IFWA	1318	Nutrition for the Food Services Professional	3
or			
CHEF	1302	Principles of Healthy Cuisine	
RSTO	1325	Purchasing for Hospitality Operations	3
CHEF	1341	American Regional Cuisine	3
<b>Total Hours</b>			<b>30</b>

Certificate is stackable towards AAS Culinary Arts (HMC15)

## Restaurant Skills (HMR13) 520905

### Certificate of Completion

			Credit
CHEF	1305	Sanitation and Safety	3
IFWA	1318	Nutrition for the Food Service Professional	3
or			
CHEF	1302	Principles of Healthy Cuisine	
CHEF	1301	Basic Food Preparation	3
HAMG	1321	Introduction to Hospitality Industry	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1321	Menu Management	3
PSTR	1301	Fundamentals of Baking	3
<b>Total Hours</b>			<b>21</b>

Certificate is stackable towards AAS Culinary Arts (HMC15)

## Baking and Pastry Specialization (HMBP) 520901

### Associate of Applied Science Degree

First Year				Credit
First Semester				
DEGR	CHEF	1305	Sanitation and Safety	3
DEGR	HAMG	1321	Introduction to the Hospitality Industry	3
DEGR	PSTR	1301	Fundamentals of Baking	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	CHEF	1301	Basic Food Preparation	3
Second Semester				
DEGR	PSTR	1302	Cake Baking and Production	3
CORE	GOVT	2305	Federal Government	3
CORE	SPCH		SPCH 1315 or SPCH 1321	3
DEGR	PSTR	1306	Cake Decorating I	3
DEGR	PSTR	1305	Bread and Rolls	3
Second Year				
First Semester				
DEGR	PSTR	2331	Advanced Pastry Shop	3
DEGR	PSTR	2307	Cake Decorating II	3
CORE	ENGL	1301	Composition I	3
DEGR	RSTO	1325	Purchasing for Hospitality Operations	3
DEGR	RSTO	1321	Menu Management	3

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**Second Semester**

DEGR	PSTR	2350	Wedding Cakes	3
CORE	MATH		MATH 1332 or MATH 1342	3
DEGR	RSTO	1313	Hospitality Supervision	3
DEGR	ELEC		Academic Elective	3
DEGR	HAMG	2388	Internship - Hospitality Administration and Management	3
or				
DEGR	BUSG	1371	Entrepreneurship and Business Plan Development	
<b>Total Hours</b>				<b>60</b>

**Baking and Cake Decorating (HMB19) 520901**  
**Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
CHEF	1305	Sanitation and Safety		3
HAMG	1321	Introduction to the Hospitality Industry		3
PSTR	1306	Cake Decorating I		3
PSTR	1301	Fundamentals of Baking		3
<b>Second Semester</b>				
PSTR	1302	Cake Baking and Production		3
RSTO	1321	Menu Management		3
PSTR	1305	Breads and Rolls		3
PSTR	2307	Cake Decorating II		3
CHEF	1301	Basic Food Preparation		3
<b>Third Semester</b>				
PSTR	2350	Wedding Cakes		3
PSTR	2331	Advanced Pastry Shop		3
RSTO	1325	Purchasing for the Hospitality Operations		3
RSTO	1313	Hospitality Supervision		3
HAMG	2388	Internship-Hospitality Administration and Management		
or				
BUSG	1371	Entrepreneurship and Business Plan Development		3
<b>Total Hours</b>				<b>42</b>

Certificate is stackable towards AAS Baking and Pastry Specialization (HMBP)

**Baking (HMBK9) 520905**  
**Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
CHEF	1305	Sanitation and Safety		3
HAMG	1321	Introduction to Hospitality Industry		3
RSTO	1321	Menu Management		3
PSTR	1301	Fundamentals of Baking		3
CHEF	1301	Basic Food Preparation		3
<b>Second Semester</b>				
PSTR	1302	Cake Baking and Production		3
PSTR	1306	Cake Decorating		3
PSTR	1305	Bread and Rolls		3
RSTO	1325	Purchasing for the Hospitality Operations		3
<b>Total Hours</b>				<b>27</b>

Certificate is stackable towards AAS Baking and Pastry Specialization (HMBP)

**Baking Skills (HMBP) 520901**  
**Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
CHEF	1305	Sanitation and Safety		3
HAMG	1321	Introduction to the Hospitality Industry		3
CHEF	1301	Basic Food Preparation		3
RSTO	1321	Menu Management		3
PSTR	1301	Fundamentals of Baking		3
PSTR	1302	Cake Baking and Production		3
<b>Total Hours</b>				<b>18</b>

Certificate is stackable towards AAS Baking and Pastry Specialization (HMBP)

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

**First Year**

				<b>Credit</b>
<b>First Semester</b>				
DEGR	CHEF	1305	Sanitation and Safety	3
DEGR	HAMG	1321	Introduction to the Hospitality Industry	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	HAMG	2307	Hospitality Marketing and Sales	3
DEGR	IFWA	1318	Nutrition for the Food Service Professional	3
or				
DEGR	CHEF	1302	Principles of Healthy Cuisine	
<b>Second Semester</b>				
CORE	GOVT	2305	Federal Government	3
CORE	SPCH		SPCH 1315 or 1321	3
DEGR	RSTO	1204	Dining Room Service	2
DEGR	HAMG	2301	Principles of Food and Beverage Operations	3
DEGR	KINE		Physical Activity Course	1
or				
DEGR	EDUC	1100	Learning Frameworks	
<b>Second Year</b>				
<b>First Semester</b>				
DEGR	HAMG	2332	Hospitality Financial Management	3
DEGR	TRVM	2301	Introduction to Convention and Meeting Management	3
CORE	ENGL	1301	Composition I	3
DEGR	RSTO	1301	Beverage Management	3
DEGR	HAMG	2337	Hospitality Facilities Management	3
<b>Second Semester</b>				
DEGR	RSTO	1325	Purchasing for Hospitality Operations	3
CORE	MATH		MATH 1332 or MATH 1342	3
DEGR	HAMG	1340	Hospitality Legal Issues	3
DEGR	RSTO	1313	Hospitality Supervision	3
DEGR	ELEC		Component Area Option	3
DEGR	HAMG	2388	Internship - Hospitality Administration and Management	3
or				
DEGR	BUSG	1371	Entrepreneurship and Business Plan Development	
<b>Total Hours</b>				<b>60</b>

**Food Service Operations (HMI15) 520905**  
**Certificate of Completion**

				<b>Credit</b>
<b>First Semester</b>				
CHEF	1305		Sanitation and Safety	3
IFWA	1318		Nutrition for the Food Service Professional	3
or				
CHEF	1302		Principles of Healthy Cuisine	
HAMG	1321		Introduction to the Hospitality Industry	3
RSTO	1301		Beverage Management	3
<b>Second Semester</b>				
RSTO	1325		Purchasing for Hospitality Operations	3
RSTO	1204		Dining Room Service	2
HAMG	2307		Hospitality Marketing and Sales	3
HAMG	2337		Hospitality Facilities Management	3
HAMG	1340		Hospitality Legal Issues	3
<b>Third Semester</b>				
HAMG	2332		Hospitality Financial Management	3
TRVM	2301		Introduction to Convention Meeting Management	3
HAMG	2301		Principles of Food and Beverage Operations	3
RSTO	1313		Hospitality Supervision	3
HAMG	2388		Internship - Hospitality Administration and Management	3
or				
BUSG	1371		Entrepreneurship and Business Plan Development	
<b>Total Hours</b>				<b>41</b>

Certificate is stackable towards AAS Food and Beverage Management Specialization (HMF15)



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## Food and Beverage Management (HMF15) 520905

### Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1313	Hospitality Supervision	3
HAMG	1321	Introduction to the Hospitality Industry	3
HAMG	2332	Hospitality Financial Management	3
Second Semester			
HAMG	2337	Hospitality Facilities Management	3
HAMG	2307	Hospitality Marketing and Sales	3
TRVM	2301	Introduction to Convention and Meeting Management	3
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1204	Dining Room Services	2
Total Hours			29

Certificate is stackable towards AAS Food and Beverage Management Specialization (HMF15)

# 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	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE			Creative Arts Selection	3
CORE	GOVT	2306	Texas Government	3
CORE			Language/Philosophy/Culture	3

#### Second Semester

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

### Second Year

#### First Semester

CORE	GOVT	2305	Federal Government	3
CORE	MATH		MATH 1314, 1332 or 1342	3
CORE			Life and Physical Science Selection	4

#### Second Semester

DEGR			Electives*	18
<b>Total Hours</b>				<b>60</b>

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

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# 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

#### First Year

##### Fall Semester

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

##### Spring Semester

CORE	ENGL	1301	Composition I	3
CORE	HIST	1302	United States History II	3
CORE			Life and Physical Science Selection (PHYS 2425 recommended)	4
DEGR	MATH	2412	Pre-Calculus Math	4

##### Summer Semester

DEGR	MATH	2413	Calculus I	4
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#### Second Year

##### First Semester

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

##### Second Semester

DEGR	MATH	2415	Calculus III	4
DEGR	MATH		MATH 2318 or 2320	3
CORE			Component Area Option	4
CORE			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
DEGR	PSYT	1429	Interviewing and Communication Skills	4
DEGR	DAAC	1319	Substance-Related and Addictive Disorders	3
DEGR	DAAC	1304	Pharmacology of Addiction	3
DEGR	PSYC	1300	Learning Frameworks	3
DEGR	PSYT	1309	Health Psychology	3

##### Second Semester

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

#### Second Year

##### First Semester

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

##### Second Semester

CORE	MATH	1314	College Algebra	3
DEGR	PSYT	2345	Principles of Behavior Management and Modification	3
DEGR	SCWK	2301	Assessment and Case Management	3
DEGR	CMSW	1167	Practicum	1
CORE	ELEC		Humanities/Fine Arts Selection	3

**Total Hours** **60**

## Basic Mental Health Professional (MHBP) 511501

### Certificate of Completion

#### First Semester

				Credit
PSYT	1429	Interviewing and Communications Skills		4
DAAC	1319	Substance-Related and 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

**Total Hours** **20**

Certificate is stackable towards AAS At Risk Youth Specialization (MHAF4)

## At Risk Youth Advanced Certificate (MHA14) 511503

### Certificate of Completion

#### First Semester

				Credit
PSYT	1429	Interviewing and Communication Skills <sup>+</sup>		4
DAAC	1319	Substance-Related and Addictive Disorders <sup>+</sup>		3
DAAC	1304	Pharmacology of Addiction <sup>+</sup>		3
PSYC	1300	Learning Frameworks <sup>+</sup>		3
PSYT	1309	Health Psychology <sup>+</sup>		3

<b>Second Semester</b>				
CMSW	1309	Problems of Children and Adolescents <sup>+</sup>		3
CMSW	1166	Practicum <sup>+</sup>		1
DAAC	2306	Substance Abuse Prevention I		3
PSYT	2321	Crisis Intervention <sup>+</sup>		3
DAAC	2307	Addicted Family Intervention <sup>+</sup>		3
DAAC	1311	Counseling Theories <sup>+</sup>		3
<b>Third Semester</b>				
PSYT	2331	Abnormal Psychology <sup>+</sup>		3
DAAC	2354	Dynamics of Group Counseling <sup>+</sup>		3
PSYT	2345	Principles of Behavior Management and Modification <sup>+</sup>		3
<b>Second Year</b>				
<b>First Semester</b>				
SCWK	2301	Assessment and Case Management <sup>+</sup>		3
CMSW	1167	Practicum <sup>+</sup>		1
<b>Total Hours</b>				<b>45</b>

<sup>+</sup> Courses stackable towards AAS At Risk Youth Specialization (MHAF4)

## Chemical Dependency Specialization (MHCF5) 511503

### Associate of Applied Science Degree

<b>First Year</b>				
<b>First Semester</b>				<b>Credit</b>
DEGR	PSYT	1429	Interviewing and Communication Skills	4
DEGR	DAAC	1319	Substance-Related and Addictive Disorders	3
DEGR	DAAC	1304	Pharmacology of Addiction	3
CORE	GOVT	2305	Federal Government	3
DEGR	PSYT	1309	Health Psychology	3
<b>Second Semester</b>				
DEGR	CMSW	1309	Problems of Children and Adolescents	3
DEGR	CMSW	1166	Practicum	1
DEGR	DAAC	1309	Assessment Skills of Alcohol and Other Drug Addictions	3
CORE	ENGL	1301	Composition I	3
CORE	PSYC	2301	General Psychology	3
DEGR	PSYT	2321	Crisis Intervention	3
<b>Second Year</b>				
<b>First Semester</b>				
DEGR	DAAC	2307	Addicted Family Intervention	3
DEGR	DAAC	1311	Counseling Theories	3
DEGR	PSYT	2331	Abnormal Psychology	3
DEGR	DAAC	2354	Dynamics of Group Counseling	3
DEGR	KINE		Physical Activity	1
<b>Second Semester</b>				
CORE	MATH	1314	College Algebra	3
DEGR	PSYT	2345	Principles of Behavior Management and Modification	3
DEGR	DAAC	2341	Counseling Alcohol and Other Drug Addictions	3
DEGR	DAAC	2367	Practicum	3
CORE	ELEC		Humanities/Fine Arts Selection	3
<b>Total Hours</b>				<b>60</b>

## Chemical Dependency Counseling (MHC14) 511503

### Certificate of Completion

<b>First Semester</b>				<b>Credit</b>
PSYT	1429	Interviewing and Communication Skills <sup>+</sup>		4
DAAC	1319	Substance-Related and Addictive Disorders <sup>+</sup>		3
DAAC	1304	Pharmacology of Addiction <sup>+</sup>		3
PSYC	1300	Learning Frameworks		3
PSYT	1309	Health Psychology <sup>+</sup>		3
<b>Second Semester</b>				
CMSW	1309	Problems of Children and Adolescents <sup>+</sup>		3
CMSW	1166	Practicum <sup>+</sup>		1
DAAC	1309	Assessment Skill of Alcohol and Other Drug Addictions <sup>+</sup>		3
PSYT	2321	Crisis Intervention <sup>+</sup>		3
DAAC	2307	Addicted Family Intervention <sup>+</sup>		3
DAAC	1311	Counseling Theories <sup>+</sup>		3



<b>Third Semester</b>			
PSYT	2331	Abnormal Psychology <sup>+</sup>	3
DAAC	2354	Dynamics of Group Counseling <sup>+</sup>	3
PSYT	2345	Principles of Behavior Management and Modification <sup>+</sup>	3
<b>Second Year</b>			
<b>First Semester</b>			
DAAC	2341	Counseling Alcohol and Other Drug Addictions <sup>+</sup>	3
DAAC	2367	Practicum <sup>+</sup>	3
<b>Total Hours</b>			<b>47</b>

<sup>+</sup> Courses stackable towards AAS Chemical Dependency Specialization (MHCF5)

## **Criminal Justice Addictions (MCJ13) 511501**

### **Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
PSYT	1429	Interviewing and Communications Skills <sup>+</sup>	4
DAAC	1319	Substance-Related and Addictive Disorders <sup>+</sup>	3
DAAC	1304	Pharmacology of Addiction <sup>+</sup>	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology <sup>+</sup>	3
<b>Second Semester</b>			
CMSW	1309	Problems of Children and Adolescents <sup>+</sup>	3
CMSW	1166	Practicum <sup>+</sup>	1
DAAC	1309	Assessment Skill of Alcohol and Other Drug Addictions <sup>+</sup>	3
PSYT	2321	Crisis Intervention <sup>+</sup>	3
DAAC	2307	Addicted Family Intervention <sup>+</sup>	3
PSYT	2331	Abnormal Psychology <sup>+</sup>	3
<b>Third Semester</b>			
PSYT	2345	Principles of Behavior Management and Modification <sup>+</sup>	3
DAAC	2354	Dynamics of Group Counseling <sup>+</sup>	3
DAAC	2301	Therapeutic Communities in a Criminal Justice Setting	3
<b>Second Year</b>			
<b>First Semester</b>			
DAAC	2341	Counseling Alcohol and Other Drug Addictions <sup>+</sup>	3
DAAC	2367	Practicum <sup>+</sup>	3
<b>Total Hours</b>			<b>47</b>

<sup>+</sup> Courses stackable towards AAS Chemical Dependency Specialization (MHCF5)

## **Substance Abuse Prevention Specialist (MHP14) 511501**

### **Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
PSYT	1429	Interviewing and Communications Skills <sup>+</sup> *	4
DAAC	1319	Substance-Related and Addictive Disorders <sup>+</sup> *	3
DAAC	1304	Pharmacology of Addiction <sup>+</sup> *	3
PSYC	1300	Learning Frameworks <sup>+</sup>	3
PSYT	1309	Health Psychology <sup>+</sup> *	3
<b>Second Semester</b>			
CMSW	1309	Problems of Children and Adolescents <sup>+</sup> *	3
CMSW	1166	Practicum <sup>+</sup> *	1
DAAC	2306	Substance Abuse Prevention I	3
PSYT	2321	Crisis Intervention <sup>+</sup> *	3
DAAC	2307	Addicted Family Intervention <sup>+</sup> *	3
<b>Third Semester</b>			
DAAC	2353	Substance Abuse Prevention II	3
PSYT	2345	Principles of Behavior Management and Modification <sup>+</sup>	3
DAAC	1167	Practicum <sup>+</sup>	1
<b>Total Hours</b>			<b>36</b>

<sup>+</sup> Courses are stackable towards AAS At Risk Youth Specialization (MHAF4)

\* Courses are stackable towards AAS Chemical Dependency Specialization (MHCF5)

## Social Work Specialization (MHSF4) 511503

### Associate of Applied Science Degree

#### First Year

First Semester				Credit
DEGR	PSYT	1429	Interviewing and Communications Skills	4
DEGR	DAAC	1319	Substance-Related and Addictive Disorders	3
DEGR	DAAC	1304	Pharmacology of Addiction	3
DEGR/FOS	SOCI	1306	Social Problem	3
DEGR	PSYT	1309	Health Psychology	3

#### Second Semester

DEGR	CMSW	1309	Problems of Children and Adolescents	3
DEGR	CMSW	1166	Practicum	1
CORE	GOVT	2305	Federal Government	3
DEGR	KINE		Physical Activity Course	1
or				
DEGR	EDUC	1100	Learning Frameworks	
CORE	ENGL	1301	Composition I	3
CORE	PSYC	2301	General Psychology	3
DEGR	PSYT	2321	Crisis Intervention	3

#### Second Year

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

#### Second Semester

CORE/FOS	MATH	1342	Elementary Statistical Methods	3
DEGR/FOS	SOCW	2362	Social Welfare: Legislature, Programs and Services	3
DEGR/FOS	SOCW	2389	Academic Cooperative	3
CORE	ELEC		Humanities/Fine Arts Selection	3

**Total Hours** **60**

<http://www.theccb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

## 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
<b>Total Hours</b>				<b>18</b>

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# 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
<b>Take 13 Semester Hours from the courses below:</b>			
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
<b>Total Hours</b>			<b>14</b>

## Advanced Supervision Management (ASM13) 999999

### Certificate of Completion

*Supervision Management certificate must be completed in advance to this certificate. Choose 8 semester credit hours in non-duplicating courses from the list below.*

			Credit
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	1174	Academic Research Using the Internet	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
MTMC	1170	Internet	1
MTMC	1171	Spreadsheet Applications	1
MTMC	1172	Word Processing Applications	1
MTMC	1173	Database Applications	1
MTMC	1174	Microsoft Outlook	1
MTMC	1175	Web Page Development I	1
MTMC	1176	Microsoft PowerPoint	1
MTMC	1177	Desktop Publishing	1
MTMC	2171	Microsoft Excel Advanced	1
MTMC	2172	Microsoft Word Advanced	1
MTMC	2175	Web Page Development II	1
MTMC	2176	Microsoft Access Advanced	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
<b>Total Hours</b>			<b>8</b>

# 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
DEGR	POFT	1329	Beginning Keyboarding	3
DEGR	POFI	1301	Computer Applications I	3
DEGR	POFT	1301	Business English	3
DEGR	POFT	1325	Business Math Using Technology	3
DEGR	POFT	1309	Administrative Office Procedures I	3
CORE	MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3

#### Second Semester

DEGR	POFT	1319	Records and Information Management I	3
DEGR	POFI	2301	Word Processing	3
DEGR	POFT	2312	Business Correspondence and Communication	3
DEGR	POFI	1349	Spreadsheets	3
CORE	ENGL	1301	Composition I	3

#### Second Year

First Semester				Credit
DEGR	POFI	2331	Desktop Publishing	3
DEGR	POFT	2333	Advanced Keyboarding	3
DEGR	POFT	1349	Administrative Office Procedures II	3
DEGR	ELEC		POFI/POFM/POFT Internship Selection	3

#### Second Semester

DEGR	BMGT	1325	Office Management	3
DEGR	HRPO	2301	Human Resources Management	3
CORE	SPCH		SPCH 1315 or 1321	3
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	ELEC		Social/Behavioral Science Selection	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 and 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

#### 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**

Certificate is stackable into AAS Office Technology (OT15)



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## 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 and 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
Total Hours			30

Certificate is stackable into AAS Office Technology (OT15)

## 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 and Information Management I	3
POFT	1325	Business Math Using Technology	3
POFT	1309	Administrative Office Procedures I	3
Total Hours			18

Certificate is stackable into AAS Office Technology (OT15)

## Medical Office Technology (OTM15) 510716

### Associate of Applied Science Degree

(Available online and at select locations)

First Year				Credit
First Semester				
DEGR	POFT	1329	Beginning Keyboarding	3
DEGR	POFI	1301	Computer Applications I	3
DEGR	POFT	1301	Business English	3
DEGR	HITT	1305	Medical Terminology I	3
DEGR	POFM	1317	Medical Administrative Support	3
CORE	MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
Second Semester				
DEGR	POFI	2301	Word Processing	3
DEGR	POFI	1349	Spreadsheets	3
DEGR	POFM	1302	Medical Software Applications	3
DEGR	HITT	1301	Health Data Content and Structure	3
CORE	ENGL	1301	Composition I	3
Second Year				
First Semester				
DEGR	POFT	1325	Business Math Using Technology	3
DEGR	POFT	2312	Business Correspondence and Communication	3
DEGR	HITT	1303	Medical Terminology II	3
DEGR	POFM	1327	Medical Insurance	3
DEGR	ELEC		POFI/POFM/POFT Internship Selection	3
Second Semester				
CORE	SPCH		SPCH 1315 or 1321	3
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	ELEC		Social/Behavioral Science Selection	3
DEGR	ELEC		HITT/MDCA/MRMT/POFI/POFM/POFT Selection	3
Total Hours				60

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## Medical Office Technology Specialist (OTMO5) 510716

### 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
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
<b>Total Hours</b>			<b>42</b>

Certificate is stackable into AAS Medical Office Technology (OTM15)

## Medical Office Technology Professional (OTMP) 510716

### Certificate of Completion

(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
<b>Total Hours</b>			<b>30</b>

Certificate is stackable into AAS Medical Office Technology (OTM15)

## Medical Office Technology Support (OTMS5) 510716

### 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
HITT	1305	Medical Terminology I	3
POFT	1325	Business Math Using Technology	3
POFM	1317	Medical Administrative Support	3
<b>Total Hours</b>			<b>18</b>

Certificate is stackable into AAS Medical Office Technology (OTM15)

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## Medical Coding and Billing (OTMCB) 510713

### Associate of Applied Science

(Available online)

#### First Year

First Semester				Credit
DEGR	HITT	1305	Medical Terminology I	3
DEGR	POFM	1302	Medical Software Applications	3
DEGR	HITT	1301	Health Data Content and Structure	3
DEGR	HITT	1341	Coding and Classification Systems	3
CORE	MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3

#### Second Semester

DEGR	MDCA	1302	Human Disease/Pathophysiology	3
DEGR	HITT	2335	Coding and Reimbursement Methodologies	3
DEGR	HITT	1303	Medical Terminology II	3
DEGR	POFM	1327	Medical Insurance	3
DEGR	POFM	2310	Intermediate Medical Coding	3
CORE	ENGL	1301	Composition I	3

#### Second Year

First Semester				
DEGR	MDCA	1309	Anatomy and Physiology for Medical Assistants	3
DEGR	POFI	1301	Computer Applications I	3
DEGR	POFT	1301	Business English	3
DEGR	HITT	1349	Pharmacology	3
DEGR	HITT	2361	Clinical - Health Information/Medical Records Technology/Technician	3

#### Second Semester

CORE	SPCH		SPCH 1315 or 1321	3
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	ELEC		Social/Behavioral Science Selection	3
DEGR	ELEC		HITT/MDCA/MRMT/POFM	3

<b>Total Hours</b>				<b>60</b>
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## 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 and 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 and 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
<b>Total Hours</b>				<b>42</b>

Certificate is stackable into AAS Medical Coding and Billing (OTMCB)

# 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
DEGR	LGLA	1301	Legal Research and Writing	3
DEGR	LGLA	1307	Introduction to Law and the Legal Profession	3
CORE	ENGL	1301	Composition I	3
DEGR	ELEC		BCIS 1305 or ITSC 1309	3

#### Second Semester

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

### Second Year

#### First Semester

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

#### Second Semester

DEGR	LGLA	2313	Criminal Law and Procedures	3
DEGR	POFT	1309	Administrative Office Procedures I	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	LGLA		Legal Elective	3
DEGR	LGLA	2333	Advanced Legal Document Preparation	
or				
DEGR	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**

Certificate is stackable towards AAS Paralegal/Legal Assistant (LAS15)

# Paramedicine

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 (Pre-requisites Semester)

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

##### Second Semester

DEGR	EMSP	2206	Emergency Pharmacology	2
DEGR	EMSP	1355	Trauma Management	3
DEGR	EMSP	1356	Patient Assessment and Airway Management	3
DEGR	BIOL	2402	Anatomy and Physiology II	4

##### Third Semester

DEGR	EMSP	1338	Introduction to Advanced Practice	3
DEGR	EMSP	2444	Cardiology	4
DEGR	EMSP	2434	Medical Emergencies	4
DEGR	EMSP	2262	Clinical- Paramedic	2

#### Second Year

##### First Semester

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

##### Second Semester

CORE	PSYC	2301	General Psychology	3
CORE	ENGL	1301	Composition I	3
DEGR	EMSP	2164	Practicum/Field Experience	1
CORE	ELEC		Humanities/Fine Arts Selection	3

**Total Hours** **60**

\* Alternate Tracks are offered under this degree/certificate. See CTC website for additional information.

## 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 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
<b>Total Hours</b>			<b>36</b>

\*Alternate tracks are offered under this degree/certificate. See CTC website for additional information.

Certificate is stackable towards AAS Emergency Medical Technology (EMT15)

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

##### Second Semester

DEGR/FOS	CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
DEGR	CJSA 1317/CRIJ 1313	Juvenile Justice System	3
DEGR	CJSA 1348	Ethics in Criminal Justice	3
DEGR	ENGL	ENGL 1302 or 2311	3
CORE	MATH	MATH 1314, 1332 or 1342	3

#### Second Year

##### First Semester

DEGR/FOS	CJSA 1359/CRIJ 2328	Police Systems and Practices	3
DEGR	CJSA 1342/CRIJ 2314	Criminal Investigation	3
DEGR/FOS	CRIJ 2313	Correctional Systems and Practices	3
CORE	SOCI 1301	Introduction to Sociology	3
CORE	GOVT 2305	Federal Government	3

##### Second Semester

DEGR	CJSA 2331	Child Abuse, Prevention and Investigation	3
DEGR	ELEC	Criminal Justice Elective	3
CORE	SPCH	SPCH 1315 or SPCH 1321	3
DEGR	ELEC	Humanities/Fine Arts Selection	3
DEGR	ELEC	Computer Technology Skills	3

**Total Hours** **60**

To view the Criminal Justice Field of Study (FOS) curriculum, please visit <http://www.theccb.state.tx.us/institutional-resources-programs/public-community-technical-state-colleges/transfer-resources/field-of-study-curricula/>.

## Criminal Justice - Corrections Specialization (CJCR5) 430104

### Associate of Applied Science Degree

#### First Year

##### First Semester

			Credit
DEGR/FOS	CJSA1322/CRIJ 1301	Introduction to Criminal Justice	3
DEGR	CJCR 2325	Legal Aspects of Corrections	3
DEGR/FOS	CJSA 1313/CRIJ 1306	Court Systems and Practices	3
DEGR	CJSA 1312/CRIJ 1307	Crime in America	3
CORE	ENGL 1301	Composition I	3

##### Second Semester

DEGR/FOS	CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
DEGR	CJCR 1304	Probation and Parole	3
DEGR	CJSA 1348	Ethics in Criminal Justice	3
CORE	ENGL	ENGL 1302 or 2311	3
CORE	MATH	MATH 1314, 1332 or 1342	3

#### Second Year

##### First Semester

DEGR/FOS	CJCR 1307/CRIJ 2313	Correctional Systems and Practices	3
DEGR	CJCR 2324/CRIJ 2301	Community Resources in Corrections	3
DEGR/FOS	CRIJ 2328	Police Systems and Practices	3
CORE	SOCI 1301	Introduction to Sociology	3
CORE	GOVT 2305	Federal Government	3



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**Second Semester**

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

To view the Criminal Justice Field of Study (FOS) curriculum, please visit <http://www.thecb.state.tx.us/institutional-resources-programs/public-community-technical-state-colleges/transfer-resources/field-of-study-curricula/>.

**Criminal Justice Studies with Specialization (CJCJ) 430104**  
**Certificate of Completion****First Year**

<b>First Semester</b>			<b>Credit</b>
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	Introduction to Criminal Justice**		3
CJSA 1359/CRIJ 2328	Police Systems and Practices*		3
<b>Total</b>			<b>15</b>

\*Courses stackable towards AAS Criminal Justice (CJCJ5)

\*Courses stackable towards AAS Criminal Justice-Corrections Specialization (CJCR5)

**(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
<b>Specialization Courses Total</b>		<b>15</b>
<b>Certificate Total</b>		<b>30</b>

All courses stackable towards AAS Criminal Justice (CJCJ5)

**(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
<b>Specialization Courses Total</b>		<b>15</b>
<b>Certificate Total</b>		<b>30</b>

All courses stackable towards AAS Criminal Justice-Corrections Specialization (CJCR5)

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

<b>First Semester</b>				<b>Credit</b>
DEGR	FIRT	1301	Fundamentals of Fire Protection	3
DEGR	FIRT	1309	Fire Administration I	3
DEGR	PSYC	1300	Learning Framework	3
CORE	SPCH	1321	Business and Professional Communications	3
DEGR	BMGT	1325	Office Management	3

**Second Semester**

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

**Second Year**

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

<b>Second Semester</b>				
DEGR	EMAP	1400	Principles of Basic Emergency Management	4
CORE	GOVT	2305	Federal Government	3
DEGR	BUSI	1301	Business Principles	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	FIRT	1349	Fire Administration II	3
<b>Total Hours</b>				<b>60</b>

## Fire Protection (FIP15) 430202

### Associate of Applied Science Degree

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

<b>First Year</b>				<b>Credit</b>
<b>First Semester</b>				
DEGR	FIRT	1301	Fundamentals of Fire Protection	3
DEGR	FIRT	1309	Fire Administration I	3
DEGR	FIRT	1333	Fire Chemistry I	3
DEGR	FIRT	1338	Fire Protection Systems	3
CORE	ENGL	1301	Composition I	3
DEGR	KINE	1125	Physical Conditioning I	1
<b>Second Semester</b>				
DEGR	FIRT	1307	Fire Prevention Codes and Inspection	3
DEGR	FIRT	1319	Firefighter Health and Safety	3
DEGR	FIRT	2309	Firefighting Strategies and Tactics I	3
CORE	MATH		MATH 1332 or 1342	3
DEGR	FIRT	1315	Hazardous Materials I	3
<b>Second Year</b>				
<b>First Semester</b>				
DEGR	FIRT	1329	Building Codes and Construction	3
DEGR	FIRT	1303	Fire and Arson Investigation I	3
DEGR	EMSP	1401	Emergency Medical Technician Basic	4
DEGR	EMSP	1160	Clinical - Emergency Medical Technology/Technician	1
CORE	SOCI	1301	Introduction to Sociology	3
<b>Second Semester</b>				
CORE	GOVT	2305	Federal Government	3
DEGR	FIRT	1347	Industrial Fire Protection	3
DEGR	FIRT	2331	Firefighting Strategies and Tactics II	3
DEGR	FIRT	1349	Fire Administration II	
or				
DEGR	FIRT	1311	Fire Service Hydraulics	3
CORE	ELEC		Humanities/Fine Arts Selection	3
<b>Total Hours</b>				<b>60</b>

## Fire Protection (FIP12) 430202

### Certificate of Completion

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

<b>First Semester</b>				<b>Credit</b>
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
<b>Second Semester</b>				
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
<b>Total Hours</b>				<b>30-32</b>

Certificate is stackable into AAS Fire Protection (FIP15)

# 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
DEGR	HMSY	1337	Introduction to Homeland Security	3
DEGR	EMAP	1400	Principles of Basic Emergency Management	4
DEGR	HMSY	1371	Counter Terrorism	3
CORE	ENGL	1301	Composition I	3
CORE	GOVT	2305	Federal Government	3

### Second Semester

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

### Second Year

First Semester				Credit
DEGR	KINE		Physical Activity Course	1
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	MATH		MATH 1314, 1332, 1342 or 1414	3
DEGR	HMSY	1370	IT Security for Homeland Security Specialists	3
CORE	ELEC		Social/Behavioral Science Selection	3
DEGR	EMAP	2355	Disaster Recovery	3

### Second Semester

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

## 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
<b>Total Hours</b>				<b>32</b>

Certificate is stackable towards AAS Homeland Security and Emergency Management (HS15)

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## 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
<b>Total Hours</b>			<b>18</b>

Certificate is stackable towards AAS Homeland Security and Emergency Management (HS15)

## 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
<b>Total Hours</b>			<b>16</b>

Certificate is stackable towards AAS Homeland Security and Emergency Management (HS15)

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# 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	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE			Creative Arts	3
CORE			MATH 1314, 1332 or 1342	3
CORE			Language/Philosophy/Culture	3

#### Second Semester

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

#### Second Year

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

#### Second Semester

DEGR			Social and Behavioral Science Selection	3
DEGR			Social and Behavioral Science Selection	3
DEGR			Foreign Language	4
DEGR	KINE		Physical Activity Course	1
DEGR			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.

## Teacher Education (TEAE2) 131210

### Associate of Arts in Teaching Degree

#### First Year

##### First Semester

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

##### Second Semester

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

#### Second Year

##### First Semester

DEGR	MATH	1351	Mathematics for Teachers II*	3
CORE	ENGL	2327	American Literature I	3
CORE	GOVT	2305	Federal Government	3
CORE	HIST	1302	United States History II	3
DEGR			Life and Physical Science Selection*	4

##### Second Semester

DEGR	EDUC	2301	Introduction to Special Populations*	
or				
DEGR	TECA	1354	Child Growth and Development	3
CORE			Creative Arts	3
CORE	GOVT	2306	Texas Government	3
DEGR	ENGL	2328	American Literature II	3

##### Total Hours

**60**

\* 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 (WLD21) 480508 Associate of Applied Science Degree

### First Year

First Semester				Credit
DEGR	WLDG	1323	Welding Safety Tools and Equipment	3
DEGR	WLDG	1313	Introduction to Blueprint Reading for Welders	3
DEGR	WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
DEGR	WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
CORE	MATH	1332	Contemporary Mathematics	3

### Second Semester

DEGR	WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
DEGR	WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
or				
DEGR	WLDG	1435	Introduction to Pipe Welding	
DEGR	WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
CORE	ENGL	1301	Composition I	3

### Second Year

First Semester				Credit
DEGR	WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
DEGR	WLDG	2447	Advanced Gas Metal Arc Welding (GMAW)	4
or				
DEGR	WLDG	2406	Intermediate Pipe Welding	
DEGR	WLDG	1317	Introduction to Layout and Fabrication	3
CORE	GOVT	2305	Federal Government	3

### Second Semester

DEGR	WLDG	2451	Advanced Gas Tungsten Welding (GTAW)	4
CORE	SPCH		SPCH 1315 or 1321	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	WLDG	2435	Advanced Layout and Fabrication	4
or				
DEGR	WLDG	2453	Advanced Pipe Welding	

**Total Hours** **60**

## Welding Technology (WLD21) 480508 Certificate of Completion

				Credit
WLDG	1323	Welding Safety, Tools and Equipment		3
WLDG	1313	Introduction to Blueprint Reading for Welders		3
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting		4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)		4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)		4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)		4
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding		4
WLDG	2447	Advanced Gas Metal Arc Welding		4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding		4
WLDG	2451	Advanced Gas Tungsten Arc Welding		4
WLDG	1317	Introduction to Layout and Fabrication		3
WLDG	2435	Advanced Layout and Fabrication		4
<b>Total Hours</b>				<b>45</b>

Certificate is stackable towards AAS Welding (WLD21)

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**Farm and Ranch (WLFR9) 480508**  
**Certificate of completion**

			<b>Credit</b>
WLDG	1323	Welding Safety, Tools and 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
<b>Total Hours</b>			<b>18</b>

Certificate is stackable towards AAS Welding (WLD21)

**Structural Welding Technology (WLS19) 480508**  
**Certificate of Completion**  
*(Requires completion of WLFR9 certificate)*

			<b>Credit</b>
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	2447	Advanced Gas Metal Arc Welding (GMAW)	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	2451	Advanced Gas Tungsten Welding (GTAW)	4
<b>Total Hours</b>			<b>20</b>

Certificate is stackable towards AAS Welding (WLD21)

**Pipe Welding (WLP20) 480508**  
**Certificate of Completion**

*Pending Veteran's Benefits, Financial Aid (Title IV) and Military Tuition Assistance approval*

			<b>Credit</b>
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	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	1317	Introduction to Layout and Fabrication	3
<b>Total Hours</b>			<b>41</b>

\* This a Level 2 certificate that is stackable towards the AAS Welding (WLD21)

**Pipe Welding (WLP20) 480508**  
**Certificate of Completion**

Requires completion of WLFR9 certificate

*Pending Veteran's Benefits, Financial Aid (Title IV) and Military Tuition Assistance approval*

			<b>Credit</b>
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2406	Intermediate Pipe Welding	4
<b>Total Hours</b>			<b>20</b>

This is a Level 1 certificate that is stackable towards the AAS Welding (WLD21)

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## Explanation of Items in Course Descriptions

**Course Type:** ACNT Accounting Technician (**N**)

**Course Prefix:** ACNT

**Course Number:** 1303

**Course Title:** Introduction to Accounting I

**Semester Hour Credit:** (3-0-~~3~~)

**Lecture Hours Each Week:** (~~3~~-0-3)

**Lab Hours Each Week:** (3-~~0~~-3)

## Course Types

**T - Transfer/Academic Courses:** Designated by the Texas Higher Education Coordinating Board for general academic transfer among community, state, and technical colleges in Texas; and state public four-year colleges and universities as freshman and sophomore general education courses. Students should check with the transfer institution to verify applicability to their specific major.

**N - WECM Courses:** Designated by the Texas Higher Education Coordinating Board as workforce education (technical) courses offered for credit and CEUs (Continuing Education Units). While these courses are designed to transfer among state community colleges, they are not designed to automatically transfer to public four-year colleges and universities. Continuing education courses do not transfer to other colleges or to semester hour programs.

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## ACCT Accounting (T)

### ACCT 2301 Principles of Financial Accounting

3-0-3

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

### ACCT 2302 Principles of Managerial Accounting

3-0-3

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

## ACNT Accounting Technician (N)

### 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 (T)

### 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 (N) 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 (T)

### 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

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<b>ARTS</b>	<b>1304</b>	<b>Art History II</b>	<b>3-0-3</b>
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 (N)**

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

<b>AUMT</b>	<b>1405</b>	<b>Introduction to Automotive Technology</b>	<b>3-3-4</b>
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.			

<b>AUMT</b>	<b>1407</b>	<b>Automotive Electrical Systems</b>	<b>2-7-4</b>
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.			

<b>AUMT</b>	<b>1410</b>	<b>Automotive Brake Systems</b>	<b>2-6-4</b>
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.			

<b>AUMT</b>	<b>1416</b>	<b>Automotive Suspension and Steering Systems</b>	<b>2-6-4</b>
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.			

<b>AUMT</b>	<b>1445</b>	<b>Automotive Climate Control Systems</b>	<b>2-6-4</b>
Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. Prerequisites: AUMT 1407.			

<b>AUMT</b>	<b>1472</b>	<b>Automotive Computer Systems</b>	<b>2-7-4</b>
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.			

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

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

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

<b>AUMT</b>	<b>2417</b>	<b>Automotive Engine Performance Analysis I</b>	<b>2-7-4</b>
Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. Prerequisites: AUMT 2337.			

<b>AUMT</b>	<b>2425</b>	<b>Automotive Automatic Transmission and Transaxle</b>	<b>2-6-4</b>
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.			

<b>AUMT</b>	<b>2434</b>	<b>Automotive Engine Performance Analysis II</b>	<b>2-7-4</b>
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.			

<b>AUMT</b>	<b>2488</b>	<b>Internship - Automobile/Automotive Mechanics Technology/Technician</b>	<b>0-19-4</b>
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 (T) see also CETT, COSC, CPMT, ELMT, IMED, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY**

<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications</b>	<b>2-4-3</b>
Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.) Prerequisites: None			

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## BIOL Biology (T)

### **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. Appropriate placement exam reading score or successful completion of a reading intensive course with a "C" or better. 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 acellular 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.



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**BMGT Business Administration and Management (N) 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 (N) 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 including planning, heading, organizing, staffing and controlling Net Impact 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 Net Impact 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.

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## **BUSI Business Administration and Management (T)**

### **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.

### **BUSI 2305 Business Statistics**

**3-0-3**

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. Prerequisite: MATH 1314 or MATH 1324 and BCIS 1305

## **CBFM Construction Technology (N) 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 (N)**

### **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 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. 16 lab hours required.

<b>CDEC</b>	<b>1354</b>	<b>Child Growth &amp; Development</b>	<b>3-0-3</b>
Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.			
<b>CDEC</b>	<b>1356</b>	<b>Emergent Literacy for Early Childhood</b>	<b>3-1-3</b>
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. 16 lab hours required.			
<b>CDEC</b>	<b>1358</b>	<b>Creative Arts for Early Childhood</b>	<b>3-1-3</b>
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. 16 lab hours required.			
<b>CDEC</b>	<b>1359</b>	<b>Children with Special Needs</b>	<b>3-1-3</b>
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. 16 lab hours required.			
<b>CDEC</b>	<b>1413</b>	<b>Curriculum Resources for Early Childhood Programs</b>	<b>3-2-4</b>
A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age 8. 32 lab hours required.			
<b>CDEC</b>	<b>1417</b>	<b>Child Development Associate Training I</b>	<b>3-2-4</b>
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.			
<b>CDEC</b>	<b>1419</b>	<b>Child Guidance</b>	<b>3-2-4</b>
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. 32 lab hours required.			
<b>CDEC</b>	<b>2307</b>	<b>Math &amp; Science for Early Childhood</b>	<b>3-1-3</b>
An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play. 16 lab hours required.			
<b>CDEC</b>	<b>2341</b>	<b>The School Age Child</b>	<b>3-1-3</b>
A study of programs for the school age child, including an overview of development, learning environments, materials, activities and guidance techniques. 16 lab hours required.			
<b>CDEC</b>	<b>2388</b>	<b>Internship Child Care Provider/Assistant</b>	<b>0-9-3</b>
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. 144 work-based or volunteer lab experience in an approved facility, final course taken.			
<b>CDEC</b>	<b>2422</b>	<b>Child Development Associate Training II</b>	<b>3-2-4</b>
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.			
<b>CDEC</b>	<b>2424</b>	<b>Child Development Associate Training III</b>	<b>3-2-4</b>
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.			
<b>CDEC</b>	<b>2426</b>	<b>Administration of Programs for Children I</b>	<b>3-2-4</b>
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. 32 lab hours required.			

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

<b>CETT</b>	<b>1303</b>	<b>DC Circuits</b>	<b>2-4-3</b>
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			
<b>CETT</b>	<b>1305</b>	<b>AC Circuits</b>	<b>2-4-3</b>
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 Kirchhoff's Laws as well as Thevenin's, Norton's, and Superposition theorems in analyzing these circuits. Prerequisite: CETT 1303 DC Circuits.			
<b>CETT</b>	<b>1321</b>	<b>Electronic Fabrication</b>	<b>2-4-3</b>
A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques. Prerequisite: None <i>Scheduled for December 2020 deactivation</i>			

<b>CETT</b>	<b>1325</b>	<b>Digital Fundamentals</b>	<b>2-4-3</b>
An entry level course in digital electronics covering numbering systems, logic gates, Boolean algebra, and combinational logic. Prerequisite: None			
<b>CETT</b>	<b>1331</b>	<b>Programming for Discrete Electronic Devices</b>	<b>2-4-3</b>
Introduction to a high level programming language. Includes structured programming and problem solving applicable to discrete electronic devices. Prerequisite: CETT 1325. <i>Scheduled for December 2020 deactivation</i>			
<b>CETT</b>	<b>1429</b>	<b>Solid State Devices</b>	<b>3-3-4</b>
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.			
<b>CETT</b>	<b>1441</b>	<b>Solid State Circuits</b>	<b>3-3-4</b>
A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Prerequisite: CETT 1429. <i>Scheduled for December 2020 deactivation</i>			
<b>CETT</b>	<b>1449</b>	<b>Digital Systems</b>	<b>3-3-4</b>
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 <i>Scheduled for December 2020 deactivation</i>			
<b>CETT</b>	<b>2335</b>	<b>Advanced Microprocessors</b>	<b>2-4-3</b>
An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. Prerequisite: CETT 1331. <i>Scheduled for December 2020 deactivation</i>			
<b>CETT</b>	<b>2489</b>	<b>Internship-Computer Engineering Technology/Technician</b>	<b>0-19-4</b>
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. <i>Scheduled for December 2020 deactivation</i>			

## **CHEF Hospitality Management (N) see also HAMG, IFWA, PSTR, RSTO and TRVM**

<b>CHEF</b>	<b>1301</b>	<b>Basic Food Preparation</b>	<b>1-5-3</b>
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.			
<b>CHEF</b>	<b>1302</b>	<b>Principles of Healthy Cuisine</b>	<b>1-5-3</b>
Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Alternative methods and ingredients will be used to achieve a healthier cooking style. Prerequisite: CHEF 1301.			
<b>CHEF</b>	<b>1305</b>	<b>Sanitation and Safety</b>	<b>3-0-3</b>
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.			
<b>CHEF</b>	<b>1310</b>	<b>Garde Manger</b>	<b>2-4-3</b>
A study of cold foods and garnishes. Emphasis on design, techniques, and display of fine foods. Prerequisite: CHEF 1301.			
<b>CHEF</b>	<b>1341</b>	<b>American Regional Cuisine</b>	<b>2-4-3</b>
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.			
<b>CHEF</b>	<b>1345</b>	<b>International Cuisine</b>	<b>2-4-3</b>
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.			
<b>CHEF</b>	<b>2301</b>	<b>Intermediate Food Preparation</b>	<b>2-4-3</b>
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.			
<b>CHEF</b>	<b>2302</b>	<b>Saucier</b>	<b>2-4-3</b>
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 (T)**

<b>CHEM</b>	<b>1406</b>	<b>Introductory Chemistry I</b>	<b>3-3-4</b>
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.			

<b>CHEM 1407</b>	<b>Introductory Chemistry II</b>	<b>3-3-4</b>
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.		
<b>CHEM 1411</b>	<b>General Chemistry I</b>	<b>3-3-4</b>
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.		
<b>CHEM 1412</b>	<b>General Chemistry II</b>	<b>3-3-4</b>
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.		
<b>CHLT Community Health (N)</b>		
<b>CHLT 1301</b>	<b>Introduction to Community Health</b>	<b>3-0-3</b>
Designed to provide a basic understanding of variables that affect health sectors in the community.		
<b>CHLT 1302</b>	<b>Wellness and Health Promotion</b>	<b>3-0-3</b>
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.		
<b>CHLT 1340</b>	<b>Community Health Advocacy</b>	<b>3-0-3</b>
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.		
<b>CHLT 1341</b>	<b>Environmental Health</b>	<b>3-0-3</b>
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.		
<b>CHLT 1342</b>	<b>Community Health Field Methods</b>	<b>3-0-3</b>
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.		
<b>CHLT 1391</b>	<b>Special Topics in Community Health</b>	<b>3-0-3</b>
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.		
<b>CHLT 2367</b>	<b>Practicum - Community Health Services</b>	<b>0-21-3</b>
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.		
<b>CJCR Criminal Justice (N) See also CJLE and CJSA</b>		
<b>CJCR 1304</b>	<b>Probation and Parole</b>	<b>3-0-3</b>
A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.		
<b>CJCR 1307</b>	<b>Correctional Systems and Practices</b>	<b>3-0-3</b>
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.		
<b>CJCR 1358</b>	<b>Rights of Prisoners</b>	<b>3-0-3</b>
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.		
<b>CJCR 1391</b>	<b>Special Topics in Corrections/Correctional Administration</b>	<b>3-0-3</b>
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.		
<b>CJCR 1400</b>	<b>Basic Jail Course</b>	<b>4-1-4</b>
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.		

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**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 (N) 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 (N) 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 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.



<b>CJSA</b>	<b>1178</b>	<b>Criminal Deviance</b>	<b>1-0-1</b>
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.			
<b>CJSA</b>	<b>1192</b>	<b>Special Topics in Criminal Justice/Law Enforcement Administration</b>	<b>1-0-1</b>
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.			
<b>CJSA</b>	<b>1302</b>	<b>Private Security Officer Training</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1308</b>	<b>Criminalistics I</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1312</b>	<b>Crime in America</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1313</b>	<b>Court Systems and Practices</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1317</b>	<b>Juvenile Justice System</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1318</b>	<b>Court Management</b>	<b>3-0-3</b>
Exploration of operational issues in the administration of American courts. Topics include responsibilities of court personnel, records management, and organizational management topics.			
<b>CJSA</b>	<b>1322</b>	<b>Introduction to Criminal Justice</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1327</b>	<b>Fundamentals of Criminal Law</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1342</b>	<b>Criminal Investigation</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1348</b>	<b>Ethics in Criminal Justice</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1351</b>	<b>Use of Force</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1359</b>	<b>Police Systems and Practices</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1393</b>	<b>Special Topics in Criminal Justice Studies</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>2300</b>	<b>Legal Aspects of Law Enforcement</b>	<b>3-0-3</b>
Exploration of police authority. Topics include responsibilities and constitutional constraints, law of arrest, search and seizure, and police liability.			
<b>CJSA</b>	<b>2302</b>	<b>Police Management, Supervision, and Related Topics</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>2331</b>	<b>Child Abuse, Prevention and Investigation</b>	<b>3-0-3</b>
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.			

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**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 (N) 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 addictive behaviors. Articulate common problems and characteristics of at-risk children and youth in the social, family, and educational systems; investigate intervention models; and describe juvenile laws.

## **CNBT Construction Technology (N) 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 (T) see also BCIS, CETT, CPMT, ELMT, IMED, 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. Prerequisites: None

**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 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 or COSC 1315 or departmental approval.

**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.

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**CPMT Computer Information Technology and Systems (N)** see also BCIS, CETT, COSC, ELMT, IMED, 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: None.

**CRIJ Criminal Justice (T)**

**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 Construction Technology (N)** 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 (N)** 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.

<b>DAAC 1304</b>	<b>Pharmacology of Addiction</b>	<b>2-4-3</b>
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.		
<b>DAAC 1309</b>	<b>Assessment Skill of Alcohol and Other Drug Addictions</b>	<b>2-4-3</b>
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.		
<b>DAAC 1311</b>	<b>Counseling Theories</b>	<b>2-4-3</b>
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.		
<b>DAAC 1319</b>	<b>Substance-Related &amp; Addictive Disorders</b>	<b>2-4-3</b>
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.		
<b>DAAC 2301</b>	<b>Therapeutic Communities in a Criminal Justice Setting</b>	<b>2-2-3</b>
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.		
<b>DAAC 2306</b>	<b>Substance Abuse Prevention I</b>	<b>2-2-3</b>
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.		
<b>DAAC 2307</b>	<b>Addicted Family Intervention</b>	<b>2-4-3</b>
Examination of family systems focusing on the effects of addiction and recovery. Describe the effects of addiction on the family system; differentiate between various family treatment processes; identify the impact of addictive behaviors as they relate to diverse family structures; and analyze the roles of the family members in the addictive and recovery process. Therapeutic alternatives as they relate to the family from a multicultural and trans-generational perspective will be addressed. Prerequisite: DAAC 1319.		
<b>DAAC 2341</b>	<b>Counseling Alcohol and Other Drug Addictions</b>	<b>2-4-3</b>
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.		
<b>DAAC 2353</b>	<b>Substance Abuse Prevention II</b>	<b>2-2-3</b>
In-depth exploration of research, evaluation methods and best practices in prevention program design.		
<b>DAAC 2354</b>	<b>Dynamics of Group Counseling</b>	<b>2-4-3</b>
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.		
<b>DAAC 2367</b>	<b>Practicum (or Field Experience) – Substance Abuse/Addiction Counseling</b>	<b>0-22-3</b>
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 (N) see also ARCE**

<b>DFTG 1358</b>	<b>Electrical/Electronics Drafting</b>	<b>2-4-3</b>
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.		
<b>DFTG 1405</b>	<b>Technical Drafting</b>	<b>3-3-4</b>
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.		
<b>DFTG 1409</b>	<b>Basic Computer-Aided Drafting</b>	<b>3-3-4</b>
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.		

<b>DFTG 1417</b>	<b>Architectural Drafting - Residential</b>	<b>3-3-4</b>
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.		
<b>DFTG 1491</b>	<b>Special Topics in Drafting and Design Technology/Technician General</b>	<b>2-4-4</b>
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 will allow students to improve knowledge and skills in an area of interest or specialty through a research project.		
<b>DFTG 2317</b>	<b>Descriptive Geometry</b>	<b>2-4-3</b>
Examination of the graphical solution to problems involving points, lines, and planes in space. Prerequisite: DFTG 1405 or concurrent enrollment.		
<b>DFTG 2323</b>	<b>Pipe Drafting</b>	<b>2-4-3</b>
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.		
<b>DFTG 2402</b>	<b>Machine Drafting</b>	<b>3-3-4</b>
Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Prerequisites: DFTG 1409.		
<b>DFTG 2412</b>	<b>Technical Illustration and Presentation</b>	<b>3-3-4</b>
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		
<b>DFTG 2421</b>	<b>Topographical Drafting</b>	<b>3-3-4</b>
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.		
<b>DFTG 2438</b>	<b>Final Project - Advanced Drafting</b>	<b>3-3-4</b>
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: DFTG 1358, DFTG 1405, DFTG 1409, DFTG 1417, DFTG 2317, DFTG 2402, DFTG 2412, DFTG 2440 and ARCE 1452.		
<b>DFTG 2440</b>	<b>Solid Modeling/Design</b>	<b>3-3-4</b>
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.		

## DS— Developmental Studies

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

<b>DSMA 0100</b>	<b>BASE NCBO Developmental Mathematics</b>	<b>1-0-1</b>
The BASE NCBO Developmental Mathematics supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college level mathematics courses. This intervention is designed specifically for students assessed at BASE levels 3-4 in the TSIA and must be part of a student's co-enrollment (co-requisite) in DSMA0300 Developmental Mathematics I. The intervention is a mainstreamed intensifier providing additional, just-in-time instructional support for the student's success in DSMA0300. Co-Requisite: DSMA 0300. Course requires a granted petition from the department; please email dev.studies@ctcd.edu for help.		
<b>DSMA 0101</b>	<b>Base NCBO Foundations of Algebra</b>	<b>1-0-1</b>
The BASE NCBO Developmental Mathematics supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This intervention is designed specifically for students assessed at BASE levels 3-4 in the TSIA and must be part of a student's co-enrollment in DSMA0491 NCBO Foundations of Algebra or DSMA0499 NCBO Developmental Mathematics. The intervention is a mainstreamed intensifier providing additional, just-in-time instructional support for the student's success in DSMA00491 or DSMA0499. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college level mathematics courses. Co-requisite: DSMA 0491 or DSMA 0499. Course requires a granted petition from the department; please email dev.studies@ctcd.edu for help.		
<b>DSMA 0190</b>	<b>NCBO STEM Intermediate Algebra Topic</b>	<b>0-1-1</b>
NCBO STEM Intermediate Algebra Topics is designed to help students successfully complete their freshman level STEM mathematics in one term. This is accomplished through just-in-time interventions that use innovative learning approaches that, compared to traditional lecture-only classes, more effectively and efficiently prepare students to advance to PreCalculus. This course specifically focuses on the algebra concepts necessary for the student to complete their first level STEM mathematics concurrently to include relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Prerequisite: Department approval required.		



<b>DSMA 0306</b>	<b>Introductory Algebra</b>	<b>3-0-3</b>
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)		
<b>DSMA 0307</b>	<b>Intermediate Algebra</b>	<b>3-0-3</b>
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)		
<b>DSMA 0394</b>	<b>NCBO Developmental Math for Statistics</b>	<b>3-0-3</b>
NCBO Developmental Math for Statistics is the developmental mathematics co-requisite course designed to be completed with MATH 1342 Elementary Statistical Methods concurrently. This is accomplished through developmental education interventions that use innovative learning approaches that, compared to traditional lecture-only classes, more effectively and efficiently prepare students to advance. This course specifically focuses on the concepts of Developmental Mathematics I & II necessary for the student to complete Elementary Statistical Methods concurrently. The course includes an in-depth study and application of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. Additional topics include: creating & interpreting graphs, solving & graphing linear equations and inequalities. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for other developmental or college-level courses. Concurrent Enrollment: MATH-1342		
<b>DSMA 0399</b>	<b>NCBO Developmental Mathematics</b>	<b>3-1-3</b>
This is a Non-Course-Based Option (NCBO) course, designed to accelerate the student through the developmental math. Emphasis is placed on those skills needed by the student to advance to a credit bearing mathematics course. This course is only offered in the evening in Summer.		
<b>DSMA 0491</b>	<b>NCBO Foundations of Algebra</b>	<b>5-1-4</b>
This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through Developmental Math. This course is designed specifically for those students that can be successful in the lower levels of the mathematics sequence in a faster paced setting but still need the lecture component of the course. This course will develop the students' skills starting with arithmetic through basic algebra to include graphing and operations of polynomials. Lecture class: Students will be required to complete 16 hours in a computer lab outside of regular class time. Course requires a granted petition from the department; please email dev.studies@ctcd.edu for help.		
<b>DSMA 0492</b>	<b>NCBO Beginning Algebra</b>	<b>3-1-4</b>
This is a Non-Course-Based (NCBO) course, designed specifically for students through the developmental math while being concurrently enrolled in Contemporary Mathematics (MATH 1332). Emphasis is placed on those skills needed by the student to be successful in a paired-class.		
<b>DSMA 0493</b>	<b>NCBO Intermediate Algebra</b>	<b>3-1-4</b>
This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through the developmental math while being concurrently enrolled in College Algebra (MATH 1314). Emphasis is placed on those skills needed by the student to be successful in a paired-course. 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.		
<b>DSMA 0499</b>	<b>NCBO Developmental Mathematics</b>	<b>5-1-4</b>
This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through the developmental math. Emphasis is placed on those skills needed by the student to advance to a credit bearing mathematics course. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. Course requires a granted petition from the department; please email dev.studies@ctcd.edu for help.		
<b>DSRE 0302</b>	<b>Fundamentals of Reading I</b>	<b>3-0-3</b>
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. <b>(Offered at locations that do not have a lab facility)</b> Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		
<b>DSRE 0303</b>	<b>Fundamentals of Reading II</b>	<b>3-0-3</b>
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. <b>(Offered at locations that do not have a lab facility)</b>		
<b>DIRW 0403</b>	<b>Developmental Integrated Reading and Writing I</b>	<b>4-0-3</b>
Developmental Integrated Reading and Writing I is designed to help students develop reading and writing skills necessary to read academic texts and write essays. This course supports students in developing skills, strategies, and reasoning needed to succeed in English classes, including appropriate use of technology. Topics include the study of word attack skills, vocabulary development, comprehension, fluency, sentence, paragraph, and essay development, grammar and usage problems as they occur in the essays, and study and test-taking skills. This course is designed specifically for students assessed at BASE levels 3-4 in the TSIA and must be part of a student's co-enrollment (co-requisite) in DIRW 0200 BASE NCBO Developmental Reading and Writing. This course will assist the student in developing the critical reading and academic writing skills necessary for college level English courses		



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**DIRW 0413 Developmental Integrated Reading and Writing II****3-1-4**

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 (T)****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 (T) see also TECA****EDUC 1100 Learning Frameworks****1-0-1**

A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and 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.

**EDUC 1301 Introduction to the Teaching Profession****3-1-3**

An enriched, integrated pre-service course and content experience that: provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

**EDUC 2301 Introduction to Special Populations****3-1-3**

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

**ELMT Computer Information Technology and Systems (N) see also BCIS, CETT, COSC, CPMT, IMED, 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. *Scheduled for December 2020 deactivation*

**ELPT Construction Technology (N) see also CBFM, CNBT, CRPT, MBST, PFPB and WDWK****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.

**EMAP Public Administration/Homeland Security (N) 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.

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<b>EMAP</b>	<b>2301</b>	<b>Leadership and Effective Communication</b>	<b>3-0-3</b>
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.			

<b>EMAP</b>	<b>2302</b>	<b>Managing Mass Casualty and Fatality Incidents</b>	<b>3-0-3</b>
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.			

<b>EMAP</b>	<b>2355</b>	<b>Disaster Recovery</b>	<b>3-0-3</b>
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 Paramedicine(N)**

<b>EMSP</b>	<b>1147</b>	<b>Pediatric Life Support</b>	<b>1-0-1</b>
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.			

<b>EMSP</b>	<b>1160</b>	<b>Clinical-Emergency Medical Technology/Technician</b>	<b>0-6-1</b>
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.			

<b>EMSP</b>	<b>1170</b>	<b>Rapid Patient Assessment (Europe only)</b>	<b>1-0-1</b>
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.			

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

<b>EMSP</b>	<b>1271</b>	<b>Sports and Physical Training Injuries (Europe only)</b>	<b>2-0-2</b>
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.			

<b>EMSP</b>	<b>1272</b>	<b>EMT-B Refresher (Europe only)</b>	<b>2-0-2</b>
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.			

<b>EMSP</b>	<b>1273</b>	<b>Advanced Airway Management (Europe only)</b>	<b>2-0-2</b>
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.			

<b>EMSP</b>	<b>1291</b>	<b>Special Topics in Emergency Medical Technology/Technician</b>	<b>2-0-2</b>
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.			

<b>EMSP</b>	<b>1305</b>	<b>Emergency Care Attendant</b>	<b>1-4-3</b>
Preparation for certification as an Emergency Care Attendant (ECA)/Emergency Medical Responder (EMR).			

<b>EMSP</b>	<b>1338</b>	<b>Introduction to Advanced Practice</b>	<b>3-0-3</b>
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.			

<b>EMSP</b>	<b>1355</b>	<b>Trauma Management</b>	<b>2-3-3</b>
Knowledge and skills in the assessment and management of patients with traumatic injuries. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). Co-requisite: EMSP 1356 and EMSX 1355. See also admission requirements.			

<b>EMSP</b>	<b>1356</b>	<b>Patient Assessment and Airway Management</b>	<b>2-3-3</b>
Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). Co-requisite: EMSP 1355 and EMSX 1356. See also admission requirements.			

<b>EMSP 1391</b>	<b>Special Topics in Emergency Medical Technology/Technician</b>	<b>2-4-3</b>
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.		
<b>EMSP 1401</b>	<b>Emergency Medical Technician-Basic</b>	<b>2-7-4</b>
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. Co-requisite: EMSX 1401. See also admission requirements.		
<b>EMSP 2135</b>	<b>Advanced Cardiac Life Support</b>	<b>1-0-1</b>
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.		
<b>EMSP 2143</b>	<b>Assessment Based Management</b>	<b>0-3-1</b>
A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Prerequisites: EMSP 2444, EMSP 2434 and EMSP 2263. See also admission requirements.		
<b>EMSP 2160</b>	<b>Clinical – Emergency Medical EMT Paramedic</b>	<b>0-3-1</b>
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.		
<b>EMSP 2164</b>	<b>Practicum-Emergency Medical Technology/Technician EMT Paramedic</b>	<b>0-10-1</b>
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.		
<b>EMSP 2206</b>	<b>Emergency Pharmacology</b>	<b>2-0-2</b>
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.		
<b>EMSP 2262</b>	<b>Clinical-Emergency Medical Technology/Technician EMT Paramedic</b>	<b>0-10-2</b>
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 and EMSP 1355. Co-requisites: EMSP 2444 and EMSP 2434. See also admission requirements.		
<b>EMSP 2263</b>	<b>Clinical-Emergency Medical Technology/Technician EMT Paramedic</b>	<b>0-10-2</b>
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.		
<b>EMSP 2300</b>	<b>Methods of Teaching Emergency Medical Service</b>	<b>2-2-3</b>
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.		
<b>EMSP 2305</b>	<b>EMS Operations</b>	<b>3-0-3</b>
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.		
<b>EMSP 2330</b>	<b>Special Populations</b>	<b>2-2-3</b>
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, EMSP 2143 and EMSX 2330. See also admission requirements.		
<b>EMSP 2434</b>	<b>Medical Emergencies</b>	<b>3-3-4</b>
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 and EMSP 1356. Co-requisites: EMSP 2444, EMSP 2262, EMSP 1338 and EMSX 2434. See also admission requirements.		

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**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 and EMSP 1356. Co-requisites: EMSP 2434, EMSP 2262 and EMSX 2444. 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 (T)**

**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 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.

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## ENVR Environmental Science (T)

### ENVR 1401 Environmental Science I

3-3-4

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Laboratory activities will reinforce concepts discussed in lecture. Prerequisites: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. Co-requisite: ENVX 1401.

## FIRT Fire Protection (N)

### 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 (T)

### FREN 1411 Beginning French I

4-2-4

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

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<b>FREN</b>	<b>1412</b>	<b>Beginning French II</b>	<b>4-2-4</b>
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.			
<b>FREN</b>	<b>2311</b>	<b>Intermediate French I</b>	<b>3-0-3</b>
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.			
<b>FREN</b>	<b>2312</b>	<b>Intermediate French II</b>	<b>3-0-3</b>
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 (T)**

<b>GEOG</b>	<b>1301</b>	<b>Physical Geography</b>	<b>3-0-3</b>
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.			
<b>GEOG</b>	<b>1302</b>	<b>Human Geography</b>	<b>3-0-3</b>
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.			
<b>GEOG</b>	<b>1303</b>	<b>World Regional Geography</b>	<b>3-0-3</b>
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 (T)**

<b>GEOL</b>	<b>1403</b>	<b>Physical Geology</b>	<b>3-3-4</b>
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			
<b>GEOL</b>	<b>1404</b>	<b>Historical Geology</b>	<b>3-3-4</b>
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			
<b>GEOL</b>	<b>1405</b>	<b>Environmental Science</b>	<b>3-2-4</b>
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 (T)**

<b>GERM</b>	<b>1411</b>	<b>Beginning German I</b>	<b>4-2-4</b>
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
<b>GERM</b>	<b>1412</b>	<b>Beginning German II</b>	<b>4-2-4</b>
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.			
<b>GERM</b>	<b>2311</b>	<b>Intermediate German I</b>	<b>3-0-3</b>
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.			
<b>GERM</b>	<b>2312</b>	<b>Intermediate German II</b>	<b>3-0-3</b>
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 (T)**

<b>GOVT</b>	<b>2304</b>	<b>Introduction to Political Science</b>	<b>3-0-3</b>
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.			
<b>GOVT</b>	<b>2305</b>	<b>Federal Government</b>	<b>3-0-3</b>
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. .			



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<b>GOVT</b>	<b>2306</b>	<b>Texas Government</b>	<b>3-0-3</b>
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 (N) see also CHEF, IFWA, PSTR, RSTO and TRVM**

<b>HAMG</b>	<b>1313</b>	<b>Front Office Management</b>	<b>3-0-3</b>
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.			
<b>HAMG</b>	<b>1321</b>	<b>Introduction to the Hospitality Industry</b>	<b>3-0-3</b>
An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.			
<b>HAMG</b>	<b>1340</b>	<b>Hospitality Legal Issues</b>	<b>3-0-3</b>
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.			
<b>HAMG</b>	<b>1342</b>	<b>Guest Room Management</b>	<b>3-0-3</b>
A study of the working relationship among housekeeping, front office, and maintenance in the lodging industry.			
<b>HAMG</b>	<b>2301</b>	<b>Principles of Food and Beverage Operations</b>	<b>3-0-3</b>
An overview of food and beverage management in various hospitality environments. Emphasizes cost controls from procurement to marketing and sales.			
<b>HAMG</b>	<b>2307</b>	<b>Hospitality Marketing and Sales</b>	<b>3-0-3</b>
Identification of the core principles of marketing and sales in their impact on the hospitality industry.			
<b>HAMG</b>	<b>2332</b>	<b>Hospitality Financial Management</b>	<b>3-0-3</b>
Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.			
<b>HAMG</b>	<b>2337</b>	<b>Hospitality Facilities Management</b>	<b>3-0-3</b>
Identification of hospitality building systems and facilities; to include sustainability and risk management.			
<b>HAMG</b>	<b>2388</b>	<b>Internship - Hospitality Administration and Management</b>	<b>0-9-3</b>
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 (N)**

<b>HART</b>	<b>1341</b>	<b>Residential Air Conditioning</b>	<b>2-4-3</b>
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.			
<b>HART</b>	<b>1401</b>	<b>Basic Electricity for HVAC</b>	<b>3-3-4</b>
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Prerequisite: department consent required.			
<b>HART</b>	<b>1403</b>	<b>Air Conditioning Control Principles</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>1407</b>	<b>Refrigeration Principles</b>	<b>3-3-4</b>
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Prerequisite: Department consent required.			
<b>HART</b>	<b>1445</b>	<b>Gas and Electric Heating</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>2341</b>	<b>Commercial Air Conditioning</b>	<b>2-4-3</b>
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisites: HART 1401 and 1407.			
<b>HART</b>	<b>2342</b>	<b>Commercial Refrigeration</b>	<b>2-4-3</b>
Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Prerequisites: HART 1401 and 1407.			
<b>HART</b>	<b>2431</b>	<b>Advanced Electricity for HVAC</b>	<b>3-3-4</b>
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.			

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<b>HART</b>	<b>2436</b>	<b>Air Conditioning Troubleshooting</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>2438</b>	<b>Air Conditioning Installation and Startup</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>2445</b>	<b>Residential Air Conditioning System Design</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>2449</b>	<b>Heat Pumps</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>2488</b>	<b>Internship - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR)</b>	<b>0-19-4</b>
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 (T)

<b>HIST</b>	<b>1301</b>	<b>United States History I</b>	<b>3-0-3</b>
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.			
<b>HIST</b>	<b>1302</b>	<b>United States History II</b>	<b>3-0-3</b>
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.			
<b>HIST</b>	<b>2301</b>	<b>Texas History</b>	<b>3-0-3</b>
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.			
<b>HIST</b>	<b>2311</b>	<b>Western Civilization I</b>	<b>3-0-3</b>
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.			
<b>HIST</b>	<b>2312</b>	<b>Western Civilization II</b>	<b>3-0-3</b>
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.			
<b>HIST</b>	<b>2321</b>	<b>World Civilizations I</b>	<b>3-0-3</b>
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.			
<b>HIST</b>	<b>2322</b>	<b>World Civilizations II</b>	<b>3-0-3</b>
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.			
<b>HIST</b>	<b>2381</b>	<b>African-American History I</b>	<b>3-0-3</b>
A survey of the social, political, economic, cultural, and intellectual history of people of African descent in the formation and development of the United States to the Civil War/Reconstruction period. African American History I includes the study of African origins and legacy, trans-Atlantic slave trade, and the experiences of African Americans during Colonial, Revolutionary, Early National, Antebellum, and the Civil War/Reconstruction Eras. This course will enable students to understand African American history as an integral part of U.S. history.			

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**HIST 2382 African American History II 3-0-3**  
A survey of the social, political, economic, cultural, and intellectual history of people of African descent in the United States from the Civil War/Reconstruction period to the present. African American History II examines segregation, disenfranchisement, civil rights, migrations, industrialization, world wars, the Harlem Renaissance and the conditions of African Americans in the Great Depression, Cold War and post-Cold War eras. This course will enable students to understand African American history as an integral part of U.S. history.

## **HITT Office Technology (N) 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 is a recommended prerequisite or co-requisite for this course.

**HITT 2335 Coding and Reimbursement Methodologies 2-4-3**  
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisites: HITT 1341 and HITT 1305. Recommended Co-requisite: 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 (N) 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.

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**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 (N) 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 (T)**

**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 (N)**

**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 (N) 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.

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**IMED Computer Information Technology and Systems (N)** *see also BCIS, CETT, COSC, CPMT, ELMT, 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.

**ITAL Italian (T)**

**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 (N)** *see also BCIS, CETT, COSC, CPMT, ELMT, IMED, ITNW, ITSC, ITSE, ITSW, ITSY*

**ITCC 1314 CCNA 1: Introduction to Networks** 2-4-3  
IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

**ITCC 1344 CCNA 2: Switching, Routing and Wireless Essentials** 2-4-3  
Describes the architecture, components and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Prerequisite: ITCC 1314 or ITNW 1325

**ITCC 2420 CCNA 3: Enterprise Networking, Security, and Automation** 3-3-4  
Describes the architecture, components, operations and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasizes network security concepts and introduces network virtualization and automation. Prerequisite: ITCC 1344.

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

**ITNW 1308 Implementing and Supporting Client Operating Systems** 2-4-3  
The fundamentals of managing and configuring local, network, and distributed network clients. Topics may adapt to changes in industry practices. Prerequisites: ITNW 1325 or ITCC 1314 *Will be available for course offering January 2021*

**ITNW 1309 Fundamentals of Cloud Computing** 2-4-3  
Introduction to Cloud computing from a business and technical perspective, including Cloud concepts, services, architecture, system integration, connectivity, data center migration, administration, security, compliance and technical support. Coverage includes preparation for industry certifications. Topics may adapt to changes in industry practices. Prerequisites: None *Will be available for course offering January 2021*

**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 1325 Fundamentals of Networking Technologies** 2-4-3  
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Prerequisites: None

**ITNW 1336 Cloud Deployment and Infrastructure Management** 2-4-3  
Focus on Cloud infrastructure, deployment, security models, and key considerations in migrating to Cloud computing. Includes the technologies and processes required to build on-premise and Cloud environments, including computation, storage, networking, virtualization, business continuity, security, and management. Prerequisite: ITNW 1309. *Will be available for course offering January 2021*

<b>ITNW</b>	<b>1337</b>	<b>Introduction to the Internet</b>	<b>2-4-3</b>
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			
<b>ITNW</b>	<b>1345</b>	<b>Implementing Network Directory Services</b>	<b>2-4-3</b>
In-depth coverage of the skills necessary to install, configure, and administer Network Directory service. Prerequisites: ITNW1316 or concurrent enrollment.			
<b>ITNW</b>	<b>1454</b>	<b>Implementing and Supporting Servers</b>	<b>3-3-4</b>
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Prerequisites: 12 hours of CITS coursework with at least 9 hours of Network coursework (any combination of ITNW and/or ITCC).			
<b>ITNW</b>	<b>2427</b>	<b>Advanced Cloud Concepts</b>	<b>3-3-4</b>
Focus on enterprise Cloud architecture, with advanced topics including multi-Cloud platforms inclusive of computing, networking, storage, monitoring and database. Prerequisite: ITNW 1336 <i>Will be available for course offering January 2021</i>			
<b>ITNW</b>	<b>2488</b>	<b>Internship - Computer Systems Networking and Telecommunications</b>	<b>0-19-4</b>
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 (N) see also BCIS, CETT, COSC, CPMT, ELMT, IMED, ITCC, ITNW, ITSE, ITSW, ITSY**

<b>ITSC</b>	<b>1301</b>	<b>Introduction to Computers</b>	<b>3-1-3</b>
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. COSC 1301 is an acceptable substitution for this course. Prerequisites: None			
<b>ITSC</b>	<b>1309</b>	<b>Integrated Software Applications I</b>	<b>2-4-3</b>
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			
<b>ITSC</b>	<b>1316</b>	<b>Linux Installation and Configuration</b>	<b>2-4-3</b>
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.			
<b>ITSC</b>	<b>1325</b>	<b>Personal Computer Hardware</b>	<b>2-4-3</b>
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Prerequisites: None			
<b>ITSC</b>	<b>1415</b>	<b>Project Management Software</b>	<b>3-3-4</b>
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.			
<b>ITSC</b>	<b>2325</b>	<b>Advanced Linux</b>	<b>2-3-3</b>
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.			
<b>ITSC</b>	<b>2439</b>	<b>Personal Computer Help Desk Support</b>	<b>3-3-4</b>
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Prerequisites: 21 hours of CITS coursework.			
<b>ITSC</b>	<b>2486</b>	<b>Internship - Computer and Information Sciences, General</b>	<b>0-19-4</b>
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 (N) see also BCIS, CETT, COSC, CPMT, ELMT, IMED, ITCC, ITNW, ITSC, ITSW, ITSY**

<b>ITSE</b>	<b>1302</b>	<b>Computer Programming</b>	<b>2-4-3</b>
Introduction to computer programming including design, development, testing, implementation, and documentation. COSC 1336 is an acceptable academic substitution for this course. Prerequisite: ITSE 1329 or COSC 1315.			
<b>ITSE</b>	<b>1329</b>	<b>Programming Logic and Design</b>	<b>3-1-3</b>
Problem-solving applying structured techniques and representation of algorithms using design tools. Includes testing, evaluation, and documentation. Techniques and application for programming design and development for desktop, web, and database application. Prerequisites: None			



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**ITSE 1359 Introduction to Scripting Languages 2-4-3**  
Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.  
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.

## **ITSW Computer Information Technology and Systems (N) see also BCIS, CETT, COSC, CPMT, ELMT, IMED, 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 or ITSE 1359 or COSC 1315.

## **ITSY Computer Information Technology and Systems (N) see also BCIS, CETT, COSC, CPMT, ELMT, IMED, 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: 3 hours of Network coursework (ITNW or ITCC) or concurrent enrollment.

**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: ITSC 1316 or ITNW 1325 or ITCC 1314 or concurrent enrollment with either.

**ITSY 2459 Security Assessment and Auditing 3-3-4**  
Capstone experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place to assure regulatory compliance.  
Prerequisites: 12 semester hours of Information Technology Security coursework (ITSY) or departmental approval.

**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

## **KORE Korean (T)**

**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 (N)**

**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.

<b>LGLA 1345</b>	<b>Civil Litigation</b>	<b>3-0-3</b>
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.		
<b>LGLA 1351</b>	<b>Contracts</b>	<b>3-0-3</b>
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.		
<b>LGLA 1353</b>	<b>Wills, Trust and Probate Administration</b>	<b>3-0-3</b>
Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.		
<b>LGLA 1355</b>	<b>Family Law</b>	<b>3-0-3</b>
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.		
<b>LGLA 1372</b>	<b>National Security Law</b>	<b>3-0-3</b>
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.		
<b>LGLA 1391</b>	<b>Special Topics in Paralegal/Legal Assistance</b>	<b>3-0-3</b>
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.		
<b>LGLA 2303</b>	<b>Torts and Personal Injury Law</b>	<b>3-0-3</b>
Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.		
<b>LGLA 2311</b>	<b>Business Organizations</b>	<b>3-0-3</b>
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.		
<b>LGLA 2313</b>	<b>Criminal Law and Procedure</b>	<b>3-0-3</b>
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.		
<b>LGLA 2321</b>	<b>Military Law</b>	<b>3-0-3</b>
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.		
<b>LGLA 2333</b>	<b>Advanced Legal Document Preparation</b>	<b>3-0-3</b>
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.		
<b>LGLA 2335</b>	<b>Advanced Civil Litigation</b>	<b>3-0-3</b>
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.		
<b>LGLA 2388</b>	<b>Internship- Paralegal/Legal Assistant</b>	<b>0-9-3</b>
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 (N)**

<b>LMGT 1319</b>	<b>Introduction to Business Logistics</b>	<b>3-0-3</b>
A systems approach to managing activities associated with traffic, transportation, inventory management, warehousing, packaging, order processing, and materials handling.		
<b>LMGT 1321</b>	<b>Introduction to Materials Handling</b>	<b>3-0-3</b>
Introduces the concepts and principles of materials management to include inventory control and forecasting activities.		
<b>LMGT 1323</b>	<b>Domestic and International Transportation Management</b>	<b>3-0-3</b>
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.		
<b>LMGT 1325</b>	<b>Warehouse and Distribution Center Management</b>	<b>3-0-3</b>
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.		

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## MATH Mathematics (T)

- 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 or concurrent enrollment in DSMA 0493/NCBO Intermediate Algebra.
- 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 1324 or MATH 1414.
- 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 or concurrent enrollment in DSMA 0492/NCBO Beginning Algebra. 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 or concurrent enrollment in DSMA 0394/NCBO Developmental Math for Statistics.
- 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 (Calculus Path) 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 determine 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 of the appropriate level of Developmental Studies course.
- MATH 2318 Linear Algebra 3-0-3**  
Topics include finite dimensional vector spaces; linear transformations and matrices; quadratic forms; and eigenvalues and eigenvectors. Prerequisite: MATH 2414 with a grade of "C" or 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. Prerequisite: MATH 2414 with a grade of "C" or better.
- 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.)

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**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 Construction Technology (N) 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 (N) 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 Co-requisite: HITT 1305 or MDCA 1309 is recommended.

**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 (N) 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.

## **MT- Military Contract Courses (N)**

**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.

<b>MTCS 1174</b>	<b>Academic Research Using the Internet (NCO Lead MISP/SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTCS 1175</b>	<b>Basic Keyboarding Using the Computer (NCO Lead) (SUM11, MISP, ASM13)</b>	<b>1-0-1</b>
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..		
<b>MTES 1170</b>	<b>Professional Ethics (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTES 1171</b>	<b>Professional Values (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTHO 1170</b>	<b>Historical Principles of War (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTHO 1171</b>	<b>Middle East Culture (Europe Military Science Management)</b>	<b>1-0-1</b>
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)		
<b>MTHO 1370</b>	<b>Historical Principles of War (Europe Military Science Management)</b>	<b>3-0-3</b>
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)		
<b>MTHR 1170</b>	<b>Preparing Efficiency Reports (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTHR 1171</b>	<b>Performance Oriented Training (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTHR 1172</b>	<b>Prevention of Sexual Harassment (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTHR 1173</b>	<b>Counseling Practicum Technique (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTHR 1174</b>	<b>Time Management (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTHR 1175</b>	<b>Career Management (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTHR 1176</b>	<b>Stress Management (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		

<b>MTIR</b>	<b>1170</b>	<b>Interpersonal Relationships (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.			
<b>MTLE</b>	<b>1170</b>	<b>Crime Prevention (NCO Lead) (SUM11, ASM13)</b>	<b>1-0-1</b>
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.			
<b>MTLM</b>	<b>1170</b>	<b>Managerial Planning (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
Develops complex skills in setting goals, planning and coordinating objectives, and allocating resources. Managerial styles and models are applied to simulated and real problems.			
<b>MTLM</b>	<b>1171</b>	<b>Managing Resources (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.			
<b>MTLM</b>	<b>1172</b>	<b>Government Contracting (select locations)</b>	<b>1-0-1</b>
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.			
<b>MTMM</b>	<b>1170</b>	<b>Increasing Work Site Efficiency (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.			
<b>MTMM</b>	<b>1171</b>	<b>Problem Solving (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.			
<b>MTOB</b>	<b>1170</b>	<b>Styles of Leadership (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.			
<b>MTOB</b>	<b>1171</b>	<b>Improving Work Performance (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.			
<b>MTPF</b>	<b>1170</b>	<b>Personal Financial Management I (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.			
<b>MTPF</b>	<b>1171</b>	<b>Personal Financial Management II (NCO Lead SUM11/ASM13) (select locations)</b>	<b>1-0-1</b>
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.			
<b>POFT</b>	<b>1132</b>	<b>Workplace Diversity (NCO Lead) (SUM11, ASM13)</b>	<b>1-0-1</b>
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.			
<b>PSYT</b>	<b>1170</b>	<b>Crisis Intervention I (NCO Lead) (SUM11, ASM13)</b>	<b>1-0-1</b>
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.			
<b>PSYT</b>	<b>1171</b>	<b>Crisis Intervention II (NCO Lead)</b>	<b>1-0-1</b>
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.			



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## MTMC NCO Lead Microcomputer Courses (N)

<b>MTMC 1170</b>	<b>Internet (NCO Lead MISP/ASM13)</b>	<b>1-0-1</b>
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.		
<b>MTMC 1171</b>	<b>Spreadsheet Applications (NCO Lead MISP/ASM13) (select locations)</b>	<b>1-0-1</b>
A basic course of instruction to Microsoft Excel, a spreadsheet application. Learning objectives include: Working with formulas and functions, formatting worksheets, and linking worksheets.		
<b>MTMC 1172</b>	<b>Word Processing Applications (NCO Lead MISP/ASM13) (select locations)</b>	<b>1-0-1</b>
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).		
<b>MTMC 1173</b>	<b>Data Base Applications (NCO Lead MISP/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTMC 1174</b>	<b>Microsoft Outlook (NCO Lead MISP) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTMC 1175</b>	<b>Web Page Development I (NCO Lead MISP) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTMC 1176</b>	<b>Microsoft Power Point (NCO Lead MISP/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTMC 1177</b>	<b>Desktop Publishing Application (NCO Lead MISP/ASM13)</b>	<b>1-0-1</b>
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.		
<b>MTMC 2171</b>	<b>Microsoft Excel Advanced (NCO Lead MISP/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTMC 2172</b>	<b>Microsoft Word Advanced (NCO Lead MISP/ASM13) (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTMC 2173</b>	<b>Microsoft Power Point Advanced (select locations)</b>	<b>1-0-1</b>
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.		
<b>MTMC 2175</b>	<b>Web Page Development II (NCO Lead MISP) (select locations)</b>	<b>1-0-1</b>
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.		

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**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 (N)**

**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.

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<b>MTMS</b>	<b>2370</b>	<b>Advanced Leadership</b>	<b>3-0-3</b>
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.			
<b>MTMS</b>	<b>2371</b>	<b>Management Problems</b>	<b>3-0-3</b>
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.			
<b>MTMS</b>	<b>2372</b>	<b>Ethics in Management</b>	<b>3-0-3</b>
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 (T)

<b>MUSI</b>	<b>1306</b>	<b>Music Appreciation</b>	<b>3-0-3</b>
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.			
<b>MUSI</b>	<b>1307</b>	<b>Music Literature</b>	<b>3-0-3</b>
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 Construction Technology (N) *see also CBFM, CNBT, CRPT, ELPT, MBST and WDWK*

<b>PFPB</b>	<b>2409</b>	<b>Residential Const. Plumbing I</b>	<b>3-3-4</b>
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.			
<b>PFPB</b>	<b>2445</b>	<b>Residential Const. Plumbing II</b>	<b>3-3-4</b>
Installation of residential plumbing fixtures used in single- and multi-family housing. Prerequisite: PFPB 2409.			

## PHIL Philosophy (T)

<b>PHIL</b>	<b>1301</b>	<b>Introduction to Philosophy</b>	<b>3-0-3</b>
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.			
<b>PHIL</b>	<b>1304</b>	<b>Introduction to World Religions</b>	<b>3-0-3</b>
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity and Islam.			
<b>PHIL</b>	<b>2303</b>	<b>Introduction to Logic</b>	<b>3-0-3</b>
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.			
<b>PHIL</b>	<b>2306</b>	<b>Introduction to Ethics</b>	<b>3-0-3</b>
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.			
<b>PHIL</b>	<b>2307</b>	<b>Introduction to Social and Political Philosophy</b>	<b>3-0-3</b>
A study of major issues in social and political theory and/or the work of major philosophical figures in this area.			
<b>PHIL</b>	<b>2321</b>	<b>Philosophy of Religion</b>	<b>3-0-3</b>
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 (T)

<b>PHYS</b>	<b>1401</b>	<b>College Physics I</b>	<b>3-3-4</b>
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.			
<b>PHYS</b>	<b>1402</b>	<b>College Physics II</b>	<b>3-3-4</b>
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce concepts discussed in lecture. Prerequisite: PHYS 1401. Co-requisite: PHYX 1402.			

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<b>PHYS</b>	<b>1403</b>	<b>Stars and Galaxies</b>	<b>3-2-4</b>
This course is a study of stars, galaxies, and the universe outside our solar system. Laboratory activities will reinforce concepts discussed in lecture. TSI Skills: M.			
<b>PHYS</b>	<b>1404</b>	<b>Solar System</b>	<b>3-2-4</b>
This course is a study of the sun and its solar system, including its origin. Laboratory activities will reinforce concepts discussed in lecture. TSI Skills: M.			
<b>PHYS</b>	<b>1405</b>	<b>Elementary Physics I</b>	<b>3-3-4</b>
Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Offered at C&I locations only.			
<b>PHYS</b>	<b>1415</b>	<b>Physical Science I</b>	<b>3-3-4</b>
Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Prerequisite: None. Co-requisite: PHYX 1415.			
<b>PHYS</b>	<b>2425</b>	<b>University Physics I</b>	<b>3-3-4</b>
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory activities will reinforce concepts discussed in lecture. Prerequisite: MATH 2413. Co-requisite: PHYX 2425.			
<b>PHYS</b>	<b>2426</b>	<b>University Physics II</b>	<b>3-3-4</b>
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory activities will reinforce concepts discussed in lecture. Prerequisites: PHYS 2425 and MATH 2414. Co-requisite: PHYX 2426.			

## **POFI Office Technology (N) see also HITT, MDCA, POFM and POFT**

<b>POFI</b>	<b>1301</b>	<b>Computer Applications I</b>	<b>2-4-3</b>
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.			
<b>POFI</b>	<b>1349</b>	<b>Spreadsheets</b>	<b>2-4-3</b>
Skill development in concepts, procedures, and application of spreadsheets. Prerequisite: POFI 1301.			
<b>POFI</b>	<b>2301</b>	<b>Word Processing</b>	<b>2-4-3</b>
Word processing software focusing on business applications. Prerequisite: POFT 1329 with a minimum grade of "C".			
<b>POFI</b>	<b>2331</b>	<b>Desktop Publishing</b>	<b>2-4-3</b>
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.			
<b>POFI</b>	<b>2386</b>	<b>Internship - Business/Office Automation/Technology/Data Entry</b>	<b>0-9-3</b>
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 (N) see also HITT, MDCA, POFI and POFT**

<b>POFM</b>	<b>1302</b>	<b>Medical Software Applications</b>	<b>2-4-3</b>
Medical software applications for the management and operation of health care information systems. Keyboarding proficiency recommended.			
<b>POFM</b>	<b>1317</b>	<b>Medical Administrative Support</b>	<b>2-4-3</b>
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.			
<b>POFM</b>	<b>1327</b>	<b>Medical Insurance</b>	<b>2-4-3</b>
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.			
<b>POFM</b>	<b>2310</b>	<b>Intermediate Medical Coding</b>	<b>2-4-3</b>
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.			
<b>POFM</b>	<b>2386</b>	<b>Internship - Medical Administrative/Executive Assistant and Medical Secretary</b>	<b>0-9-3</b>
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.			

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## **POFT Office Technology (N) see also HITT, MDCA, POFI and POFM**

<b>POFT 1301 Business English</b>	<b>2-4-3</b>
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding skills recommended.	
<b>POFT 1307 Proofreading and Editing</b>	<b>2-3-3</b>
Instruction in proofreading and editing skills necessary to assure accuracy in business documents.	
<b>POFT 1309 Administrative Office Procedures I</b>	<b>2-4-3</b>
Study of current office procedures, duties and responsibilities applicable to an office environment.	
<b>POFT 1319 Records and Information Management I</b>	<b>2-4-3</b>
Introduction to basic records and information management systems including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.	
<b>POFT 1325 Business Math Using Technology</b>	<b>2-4-3</b>
Skills development in business math problem solving using technology.	
<b>POFT 1329 Beginning Keyboarding</b>	<b>2-4-3</b>
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.	
<b>POFT 1349 Administrative Office Procedures II</b>	<b>2-4-3</b>
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.	
<b>POFT 2312 Business Correspondence and Communication</b>	<b>2-4-3</b>
Development of writing and presentation skills to produce effective business communications. Prerequisites: POFT 1301 or ENGL 1301.	
<b>POFT 2333 Advanced Keyboarding</b>	<b>2-4-3</b>
A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Prerequisite: POFT 1329 and POFI 2301.	
<b>POFT 2386 Internship - Administrative Assistant and Secretarial Science, General</b>	<b>0-9-3</b>
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 (N) see also CHEF, HAMG, IFWA, RSTO and TRVM**

<b>PSTR 1301 Fundamentals of Baking</b>	<b>2-4-3</b>
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.	
<b>PSTR 1302 Cake Baking and Production</b>	<b>2-4-3</b>
Principles and techniques of cake production. Emphasizes ingredient identification, functions, mixing, and baking. Prerequisite: PSTR 1301.	
<b>PSTR 1305 Breads and Rolls</b>	<b>2-4-3</b>
Concentration on fundamentals of chemically and yeast raised breads and rolls. Instruction on commercial preparation of a wide variety of products.	
<b>PSTR 1306 Cake Decorating I</b>	<b>2-4-3</b>
Introduction to skills, concepts and techniques of cake decorating.	
<b>PSTR 2307 Cake Decorating II</b>	<b>1-5-3</b>
A course in decoration of specialized and seasonal products. Prerequisite: PSTR 1306.	
<b>PSTR 2331 Advanced Pastry Shop</b>	<b>2-4-3</b>
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.	
<b>PSTR 2350 Wedding Cakes</b>	<b>1-5-3</b>
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.	

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## PSYC Psychology (T)

<b>PSYC 1300</b>	<b>Learning Framework</b>	<b>3-0-3</b>
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.		
<b>PSYC 2301</b>	<b>General Psychology</b>	<b>3-0-3</b>
Survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.		
<b>PSYC 2308</b>	<b>Child Psychology</b>	<b>3-0-3</b>
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.		
<b>PSYC 2314</b>	<b>Life Span Growth and Development</b>	<b>3-0-3</b>
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.		
<b>PSYC 2315</b>	<b>Psychology of Adjustment</b>	<b>3-0-3</b>
Study of the processes involved in adjustment of individuals to their personal and social environments.		
<b>PSYC 2316</b>	<b>Psychology of Personality</b>	<b>3-0-3</b>
The study of various approaches to determinants, development, and assessment of personality.		

## PSYT Mental Health Services (N) **see also CMSW, DAAC and SCWK**

<b>PSYT 1309</b>	<b>Health Psychology</b>	<b>2-2-3</b>
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.		
<b>PSYT 1429</b>	<b>Interviewing and Communication Skills</b>	<b>3-3-4</b>
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.		
<b>PSYT 2321</b>	<b>Crisis Intervention</b>	<b>2-2-3</b>
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.		
<b>PSYT 2331</b>	<b>Abnormal Psychology</b>	<b>2-2-3</b>
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.		
<b>PSYT 2345</b>	<b>Principles of Behavior Management and Modification</b>	<b>2-2-3</b>
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 (N) **see also CHEF, HAMG, IFWA, PSTR and TRVM**

<b>RSTO 1204</b>	<b>Dining Room Service</b>	<b>3-0-2</b>
Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel.		
<b>RSTO 1301</b>	<b>Beverage Management</b>	<b>3-0-3</b>
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.		
<b>RSTO 1313</b>	<b>Hospitality Supervision</b>	<b>3-0-3</b>
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.		
<b>RSTO 1321</b>	<b>Menu Management</b>	<b>3-0-3</b>
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.		



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<b>RSTO</b>	<b>1325</b>	<b>Purchasing for Hospitality Operations</b>	<b>3-0-3</b>
<p>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.</p>			

## **RUSS Russian (T)**

<b>RUSS</b>	<b>1411</b>	<b>Beginning Russian I</b>	<b>4-2-4</b>
<p>This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.</p>			

<b>RUSS</b>	<b>1412</b>	<b>Beginning Russian II</b>	<b>4-2-4</b>
<p>Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: RUSS 1411 with a grade of "C" or above.</p>			

<b>RUSS</b>	<b>2311</b>	<b>Intermediate Russian I</b>	<b>3-0-3</b>
<p>This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: RUSS 1411 and 1412 with a grade of "C" or above.</p>			

<b>RUSS</b>	<b>2312</b>	<b>Intermediate Russian II</b>	<b>3-0-3</b>
<p>This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: RUSS 2311 with a grade of "C" or above.</p>			

## **SCWK Mental Health Services (N) see also CMSW, DAAC and PSYT**

<b>SCWK</b>	<b>2301</b>	<b>Assessment and Case Management</b>	<b>2-4-3</b>
<p>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.</p>			

## **SOCI Sociology (T)**

<b>SOCI</b>	<b>1301</b>	<b>Introduction to Sociology</b>	<b>3-0-3</b>
<p>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.</p>			

<b>SOCI</b>	<b>1306</b>	<b>Social Problems</b>	<b>3-0-3</b>
<p>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.</p>			

<b>SOCI</b>	<b>2301</b>	<b>Marriage and The Family</b>	<b>3-0-3</b>
<p>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.</p>			

<b>SOCI</b>	<b>2319</b>	<b>Minority Studies</b>	<b>3-0-3</b>
<p>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.</p>			

## **SOCW Mental Health Services (N)**

<b>SOCW</b>	<b>2361</b>	<b>Introduction to Social Work</b>	<b>3-0-3</b>
<p>An overview of the history and development of social work as a profession. The course is designed to foster a philosophical, historical, and critical understanding of the social work profession, including social work values, ethics, and areas of practice utilized under a Generalist Intervention Model. (SOCW 2361 is included in the Social Work Field of Study.)</p>			

<b>SOCW</b>	<b>2362</b>	<b>Social Welfare: Legislature, Programs and Services</b>	<b>3-0-3</b>
<p>This course offers a historical and contemporary examination of legislature and resulting programs, policies, and services in the context of the social welfare system in the United States. Special attention is given to the political, economic, environmental, and social conditions that prompted the development of legislature to meet the needs of vulnerable populations. Societal responses to legislation are also considered. (SOCW 2362 is included in the Social Work Field of Study.)</p>			

<b>SOCW</b>	<b>2389</b>	<b>Academic Cooperative</b>	<b>3-0-3</b>
<p>A supervised experiential learning course designed to integrate program study with introductory exposure to the field of social work. In conjunction with individual study and/or seminars, the student will set specific goals and objectives in the study of social work and/or social institutions. The academic cooperative is not a social work skills-based practice experience, but instead, an observational volunteer experience. The course must include a minimum of 80 contact hours (48 hours in a social service setting). Prerequisite: SOCW 2361 Recommended Prerequisite: SOCW 2362.</p>			

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## SPAN Spanish (T)

**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 (T)

**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 (T)

**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 must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The 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 must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. 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 the 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. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. 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.

## TECM Industrial Mathematics (N)

**TECM 1301 Industrial Mathematics 3-0-3**  
This course will cover math skills applicable to industrial occupations, including fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications.

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## **TRVM Hospitality Management (N)** see also CHEF, HAMG, IFWA, PSTR and RSTO

**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 Construction Technology (N)**

**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 (N)**

**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 2406 Intermediate Pipe Welding 3-3-4**  
A comprehensive course of pipe using the shielded metal arc welding (sMAW) process. Welding will be done in various positions. Topics covered include electrode selection, equipment setup and safe shop practices. Prerequisite: WLDG 1435.

**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) 2-6-4**  
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.

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<b>WLDG</b>	<b>2447</b>	<b>Advanced Gas Metal Arc Welding (GMAW)</b>	<b>3-3-4</b>
Advanced topics in gas metal arc welding (GMAW). Includes welding in various positions. Prerequisite: WLDG 1430.			
<b>WLDG</b>	<b>2451</b>	<b>Advanced Gas Tungsten Welding (GTAW)</b>	<b>3-3-4</b>
Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: WLDG 1434.			
<b>WLDG</b>	<b>2453</b>	<b>Advanced Pipe Welding</b>	<b>2-7-4</b>
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.			
<b>WLDG</b>	<b>2488</b>	<b>Internship - Welder/Welding Technology</b>	<b>0-19-4</b>
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 and Faculty

## Deans

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

## Associate Deans

Michael Spruell, Associate Dean, Europe Campus, Kindsbach, Germany  
Mary Stone, Associate Dean, Continental and Navy West  
Michael Webster, Associate Dean, Continental and Navy East

## Continental Campus

### Personnel

Anda Arms, Site Director, Fort Riley, KS  
Keali'i Becera, Site Director, Schofield Barracks/Tripler, HI  
Arlena Chaney, Site Coordinator, Bethesda, MD  
Tawana Harris, Site Representative, Quantico, VA  
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Jennifer Martinez, Site Director, Joint Base Lewis-McChord, WA  
Montre Mbachu, Site Director, Fort Bragg, NC  
Daniel Parker, Site Director, Fort Rucker, AL  
Erica Parks, Site Representative, Fort Wainwright, AK  
Valerie Perry, Site Director, Fort Stewart/Hunter Army Airfield, GA  
Pamela Regester, Site Director, Fort Knox, KY  
Beverly Sims, Site Director, Fort Campbell, KY  
Eric Smith, Site Director, Fort Polk, LA  
Sabine Thomas, Area Director, Alaska  
Tracy Uzzell, Site Director, Fort Lee, VA  
Gerard Walsh, Site Director, Joint Base Anacostia-Bolling DC  
Ashley Williams, Site Director, Fort Sill, OK  
Inez C. Williams, Site Director, Camp Pendleton, CA  
*Vacant*, Site Director, Fort Benning, GA  
*Vacant*, Site Representative, Hunter AAF, GA

### Faculty

#### Ira Crawford (2014)

Social and Behavioral Science - *Government*  
B.A., Saint Martin's College  
M.A., Liberty University  
M.A., American Military University

#### Kimberly Pace (2014)

Social and Behavioral Science - *Government*  
B.A., University of Montana  
M.A., Miami University

## Europe Campus

### Personnel

Brian Cambra, Child Development Program Manager, Vicenza, Italy  
Melanie Clark, Assistant Director, Payroll/Personnel Department, Kindsbach, Germany  
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Scott Cornwell, Supervisor, Information Technology, Kindsbach, Germany  
Teresa Cramer, Criminal Justice Program Manager/Evaluator, Vicenza, Italy  
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Lauren Harrison, Administrative HUB Coordinator, Kindsbach, Germany  
Scott Helgelien, Lead Instructor, AVM/MSD Course, Vilseck, Germany  
Meg Kulla, Data Analyst, Kindsbach, Germany  
James Lurati, Assistant Director, Student Services, Kindsbach, Germany  
Wendy Nemyer, Director, Academic Programs, Kindsbach, Germany  
Vasiliki Paparousopoulou, Marketing Manager/Registrar, Kindsbach, Germany  
Jim Robertson, IMCOM-ACES Liaison Officer, Sembach, Germany  
Ancica Roosa, Director, Operations and Student Services, Kindsbach, Germany  
Frank Roosa, Director, CENTCOM Operations  
Sandra Spatera, Gateway Language Program Manager, Naples, Italy  
Patrick Taylor, Business Office Supervisor and Accounts Receivable, Kindsbach, Germany  
Rick Taylor, Assistant Director, Business Office, Kindsbach, Germany  
Jimmie Tolbert, Online Mentor and Test Proctor, Kindsbach, Germany  
Cecil Tonguet, Assistant Director, Administration, Kindsbach, Germany  
David Van Lannen, Lead Instructor, SAM-31 Training Program, Vilseck, Germany  
Raymond Wilson, Logistical Support Coordinator, Kindsbach, Germany

### Faculty

#### Dr. Brian K. Cambra (2009)

Child Development Program  
B.S., San Diego State University  
M.S., Amberton University  
Ed.D., Liberty University

#### Teresa M. Cramer (1991)

Protective Services - *Criminal Justice*  
A.A., Portland Community College  
B.A., Southern Oregon State College  
M.A., Antioch University

#### Bret Duncan (2006)

Protective Services - *Criminal Justice*  
A.A., Broward Community College  
B.S., University of Maryland University College  
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#### Kenneth E. Forman (2016)

Industrial Technology - *Automotive*  
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#### Dr. Felipe D. Gonzalez, Department Manager (2003)

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B.A., Claremont Men's College  
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#### Eric P. Klage (2017)

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A.A., Central Texas College  
B.S., University of Nebraska  
M.S., University of Nebraska

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## **Navy Campus Personnel**

Carlton Blaisdell, Advisor/Recruiter, Pacific Northwest  
Sabrina Girard, Director, Navy Campus  
Betsy Good, NCPACE Distance Learning Manager  
Tiffany Jones, Site Director, San Diego, CA, Navy Pacific  
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## **SYSTEMS – Central Campus Support Personnel**

### **Distance Education and Educational Technology (DEETS) Systems Personnel**

Julie Davenport, Director, Systems Engineering  
Sharon Davis, Dean, Educational Technology  
Billy Woodson, Director, Instructional Development  
Joseph Young, Director, Instructional Technology

### **Quality Liaison/GoArmyEd Systems Personnel**

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### **Student Services Support Personnel - Systems**

Nelida Baker, Coordinator, Graduation  
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Justin Conover, Lead Student Services Advisor, EOC  
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Assistance  
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Erika Einhaus, Graduation Evaluator/Advisor  
Victor Gates, Director of Testing Services

Debbie Hansen, Director of Evaluations and Graduation  
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Cori Hinson, Evaluator/Advisor  
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Registration and Records  
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Campuses Records  
Dr. Christy Shank, Director, Disability Support Services  
Annabelle L. Smith, Associate Dean, Student Financial Aid and  
Veteran Services  
Betty Smith, Student Services Advisor, EOC  
Akeila Stevens, Student Services Advisor, EOC  
Sheree Stover, Student Services Advisor, EOC  
Michelle Thompson, Evaluator/Advisor  
Ida Walker, Student Services Advisor, EOC  
Dr. Johnelle L. Welsh, Dean, Student Services  
Amy Williams, Director, Admissions and Recruitment  
Michelle Williams, Evaluator/Advisor  
Lacriesha Wills, Coordinator, Transfer Articulations  
Michele Yamasta, Coordinator, DL Admissions and  
Registration

### **Student Financial Services - Systems**

Tracy Lehmkuhler, Manager, Accounts Receivable  
Pattie Lofton, Assistant Manager, Accounts Receivable  
Michael Oliver, Business Office Supervisor  
Sherry Pollett, Bursar



# Index

## A

- Absences/Unsatisfactory Progress 25
- Academic Advising 20
- Academic Fresh Start 30
- Academic Course Load 24
- Academic Misconduct 29
  - Cheating 29
  - Collusion 29
  - Plagiarism 29
- Academic Policies 24
- Academic Probation, Suspension, Dismissal 28
- Academic Standards 28
- Adding or Dropping Classes 11
- Address Changes 30
- Admissions 7
  - Active Army Using TA 9
  - Early Admissions, High School Students 10
  - Former CTC Students 8
  - Distance Learners 9
  - General Admission Information 7
  - Individual Approval 8
  - International Students 9
  - New CTC Students, First-Time in College 8
  - Readmission of Member of U.S. Armed Forces 9
  - Students Age 17 or Younger 10
  - Transfer Students 8
  - Transient Students 8
- Admissions and Registration 7
- Alcohol and Other Drug Abuse 30
- Alumni and Friends Association 23
- Americans with Disabilities Act 6
- Amount of Credit Earned 25
- Approvals and Authorization 6
- Articulation Agreements 7
- Associate of Applied Science Degree Requirements 33
- Associate of Applied Science Degrees
  - Automotive Mechanic/Technician 35
- Business
  - Accounting Technician 39
  - Applied Management 42
  - Applied Management with Computer Applications 43
  - Business Management 37
  - Logistics and Global Supply Management 41
  - Marketing & Sales Management Specialization 39
- Child Development 44
- Computer Information Technology and Systems
  - Cyberdefense - Information Assurance 46
  - Electronics Engineering Technology 52
  - Information Technology 48
  - Network Systems Administrator 50
- Computer-Aided Drafting and Design 55
- Craftsman Trades 54
- Emergency Medical Technology (EMT) 79
- Fire Protection *See* Protective Services
- Heating, Air Conditioning, and Refrigeration Mechanic/Repairer 57
- Hospitality Management
  - Baking and Pastry Specialization 62
  - Culinary Arts 61
  - Restaurant and Culinary Management 58
  - Hotel Management Specialization 59
  - Food and Beverage Management Specialization 64
- Mental Health Services
  - At Risk Youth Specialization 68
  - Chemical Dependency Specialization 69
  - Social Work Specialization 71

- Office Technology
  - Office Technology 74
  - Medical Coding and Billing 77
  - Medical Office Technology 75
- Paralegal/Legal Assistant 78
- Protective Services
  - Criminal Justice 80
  - Corrections Specialization 80
  - Fire Protection 82
  - Fire Service Administration 81
- Public Administration
  - Homeland Security and Emergency Management 83
- Welding 87
- Associate of Art and Associate of Science
  - Degree Requirements 33
  - Business Administration 37
  - Computer Science 46
  - General Studies 56
  - Interdisciplinary Studies 66
  - Mathematics 67
  - Social Science 85
  - Teacher Certification 86
- Associate of Arts Degree Requirements 33
- Associate of Science Requirements 33
- Attendance and Course Progress 25
- Auditing Classes 10

## B

- Board of Trustees 2
- Bookstore 23

## C

- Calendar 4
- Campus Life 23
- Career Center 23
- Certificates of Completion
  - Automotive Mechanic
    - Automotive System Specialist, Level I 35
    - Automotive Technician, Level II 35
    - Basic Automotive Technician, Level I 35
  - Business
    - Accounting Specialist, Level I 40
    - Accounting Technician, Level I 40
    - Business Management, Level I 38
    - Business Management Supervision, Level I 38
    - Global Supply Chain Management, Level I 42
    - Human Resources Management, Level I 39
    - Logistics Specialist 42
    - Marketing & Sales Management, Level I 41
- Child Development
  - Administrator's Credentials, Level I 44
  - Child and Youth Serving Professional, Level I 45
  - Child Development Instructional Aide/Teacher Assistant, Level II 44
- Computer-Aided Drafting and Design, Level I 55
- Computer Information Technology and Systems
  - Computer Helpdesk Specialist, Level I 49
  - Computer Maintenance Technician, Level I 49
  - Computer Systems Technician, Level I 49
  - Cybersecurity 48
  - Cyberdefense - Information Assurance, Level I 47
  - Cyberdefense - Information Assurance, Level II 47
  - Electronics Instrument Technician, Level I 53
  - Entry Level Electronics Technician, Level I 53
  - IT Industry Certification Preparation Program 50
  - IT Network Analyst, Level I 48
  - Network Server and Cloud Administrator 52
  - Telecommunications Technician, Level I 51
  - Web Technologies 49

Construction Technology	<b>Community Health</b> <i>See</i> Mental Health Services
Building Trades, Level II 54	<b>Computer Information Technology and Systems</b>
EMT-Paramedic 79	BCIS 91
Heating, Air Conditioning, and Refrigeration	COSC 100
Heating, AC, and Refrigeration, Level II 57	IMED 115
Hospitality Management	ITCC 115
Baking, Level I 63	ITNW 115
Baking and Cake Decorating 63	ITSC 116
Baking Skills 63	ITSE 116
Culinary Arts, Level I 62	ITSW 119
Culinary Skills, Level I 61	ITSY 119
Food and Beverage Management, Level I 65	<b>Construction Technology</b>
Food Service Operations 64	CBFM 94
Hospitality Property Management 60	CNBT 100
Restaurant Management 58	CRPT 101
Restaurant Operations 59	MBST 120
Restaurant Skills, Level I 62	PFPB 125
Rooms Division, Level I 60	WDWK 131
Service Management 60	<b>Criminal Justice-Protective Services</b>
Mental Health Services	CJCR 97
At Risk Youth Advanced Certificate, Level II 68	CJLE 98
Basic Mental Health Professional 68	CJSA 98
Chemical Dependency Counseling, Level II 69	CRIJ 101
Community Health Worker 71	<b>Developmental Studies</b>
Criminal Justice Addictions, Level II 70	DSMA 103
Substance Abuse Prevention Specialist, Level I 70	DSRE 104
Military - Related	DIRW 104
Advanced Supervision Management 73	<b>Drafting and Design</b>
Supervision Management 72	ARCE 90
Office Technology	DFTG 102
Medical Coding and Billing 77	<b>Economics</b> ECON 105
Medical Office Technology Professional 76	<b>Education</b> EDUC 105
Medical Office Technology Specialist 76	<b>Electronics</b>
Medical Office Technology Support 76	CETT 95
Office Technology Professional 75	CPMT 101
Office Technology Support 75	ELMT 105
Office Technology Specialist 74	ELPT 105
Paralegal/Legal Assistant, Level I 78	<b>English</b> ENGL 108
Protective Services	<b>Environmental Science</b> ENVR 109
Criminal Justice Studies Specialization, Level I 81	<b>Fire Protection</b> FIRT 109
Fire Protection 82	<b>French</b> FREN 109
Public Administration	<b>Geography</b> GEOG 110
Homeland Security and Emergency Management 83	<b>Geology</b> GEOL 110
Emergency Management 84	<b>German</b> GERM 110
Homeland Security 84	<b>Government</b> GOVT 110
Welding Technology	<b>Heating and Air Conditioning</b> HART 111
Farm and Ranch, Level I 88	<b>History</b> HIST 112
Pipe Welding, Level I 88	<b>Homeland Security and Emergency Management</b>
Pipe Welding, Level II 88	EMAP 105
Structural, Level I 88	HMSY 113
Welding Technology, Level II 87	<b>Hospitality Management</b>
Chancellor's Message 3	CHEF 96
Classroom Visitors 31	HAMG 111
Commencement 22	IFWA 114
Continental Campus 7	PSTR 127
Core Curriculum 32, 34	RSTO 128
Course Descriptions	TRVM 131
<b>Accounting</b>	<b>Human Resource Management</b> HRPO 114
ACCT 90	<b>Humanities</b> HUMA 114
ACNT 90	<b>Industrial Math</b> TECM 130
<b>Anthropology</b> ANTH 90	<b>Italian</b> ITAL 115
<b>Art</b> ARTS 90	<b>Korean</b> KORE 117
<b>Automotive Service and Repair</b> AUMT 91	<b>Logistics Management</b> LMGT 118
<b>Biology</b> BIOL 92	<b>Marketing</b> MRKG 120
<b>Business/International Business Trade</b>	<b>Mathematics</b> MATH 119
BMGT 93	<b>Mental Health Services</b>
BUSG 93	CHLT 97
BUSI 94	CMSW 100
IBUS 114	DAAC 101
<b>Chemistry</b> CHEM 96	PSYT 128
<b>Child Development</b>	SCWK 129
CDEC 94	SOCW 129
TECA 130	

**Military Science** MT- 120  
**Music** MUSI 125  
**Office Technology**  
 HITT 113  
 MDCA 120  
 POFI 126  
 POFM 126  
 POFT 127  
**Paralegal/Legal Assistance** LGLA 117  
**Paramedicine** EMSP 106  
**Philosophy** PHIL 125  
**Physics** PHYS 125  
**Psychology** PHYS 128  
**Public Administration** *See* Homeland Security and  
 Emergency Management  
**Russian** RUSS 129  
**Social Work** *See* Mental Health Services  
**Sociology** SOCI 129  
**Spanish** SPAN 130  
**Speech** SPCH 130  
**Welding** WLDG 131  
 Complaint Process, Student 24  
 Course Numbering System 32

## D

Degrees and Certificates 32  
     *See* Associate of Applied Science Degree  
     *See* Associate of Arts Degrees  
     *See* Certificates of Completion  
 Developmental Study Courses 28  
 Directory Information 31  
 Disability Support Services 23  
 Discrimination 6  
 Dismissal 28  
 Distance Education 7, 24

## E

Email 31  
 Equal Opportunity Policy 5  
 Evaluation of Previous Education and Training 21  
     Evaluation Procedures 21  
     Nontraditional Education 21  
 Executive Officers 2

## F

Faculty 133  
 Falsification of Records 29  
 Family Educational Rights and Privacy Act of 1974  
 (FERPA) 31  
 Fees  
     Course Challenge 11  
     Diploma Replacement 11  
     Return Check 11  
     Transcripts (per copy) 11  
 Fees-Continuing Education 11  
 Field of Study 32  
 Filing a Grievance. *See* Equal Opportunity Policy  
 Financial Aid 13  
     Appeal Process 15  
     Break in Enrollment 15  
     Deadlines for Filing 13  
     Drops and Withdrawals 15  
     Eligibility Requirements 13  
     Grade Point Average 14  
     PELL Grant 16  
     Loans 16  
     Maximum Time Frame 14  
     Return/Repayment of Title IV Funds 17  
     Satisfactory Academic Progress Policy 13

Scholarships 18  
 Selective Service Registration 13  
 Transfer Courses 15  
 Veteran Benefits 19  
 Withdrawals 17  
 Warning and Suspension, Financial Aid 19  
 Financial Aid Advisor 17  
 Foundation Scholarships 18  
 Full-time Student (Academic) 24

## G

General Information 5  
 Grades Accepted in Program of Study 27  
 Grading Policy 27  
     Change of Grades 28  
     Grade Designations 27  
     Grading System 27  
     Grade Point Average 28  
     Grades and Financial Aid 28  
     Repeating a Course 28  
 Graduation Requirements 21  
     Applying for Graduation 22  
     Commencement 22  
     Course Repeats 28  
     Replacing a Lost Certificate or Degree 22  
     With Honors 22  
 Grants  
     Federal PELL Grant 16  
     Federal Supplemental Opportunity Grant 16  
 Grievances. *See* Equal Opportunity Policy

## H

Harassment and Discrimination 6  
 Hazing and Disruptive Activities 29  
 High School Students  
     Early Admissions 10  
 History of the College 4  
 Honor Roll 28  
 Honor Societies 29

## I

Information Release. *See* Directory Information  
 Institutional Challenge Exams 20  
 Institutional Purpose 5  
 International Students 9

## L

Late Registration 11  
 Library Services 23  
 Loans 16  
     Eligibility Requirements 16  
     Entrance/Exit Loan Counseling 16  
     Repayment 16

## M

Maximum Course Load 24  
 Mission Statement 5

## N

Name Changes 30

## O

Obligations to the College 30  
Occupational Skills Achievement  
    Child Development Associate 45  
    Computer Aided Drafting and Design 55  
    Network Administrator 52

## P

Personnel Directory 133  
Placement Tests 20  
Probation 28  
Probation, Suspension, and Dismissal Policies 28  
Program and Course Availability 5  
Programs of Study 35  
Program Timelines 24

## R

Readmissions 8  
Readmissions, Servicemembers 9  
Records Required 26  
    Transcripts 26  
Refunds and Repayments  
    Tuition 11  
    Loans 16  
    Financial Aid 17  
    Textbooks 23  
Registration 10  
    Registration Procedures 10  
    Late Registration, Adding or Dropping Classes 11  
Religious Accommodations 25  
Remedial Studies. *See* Developmental Studies  
Repeating a Course 28  
Residence Status 12  
Residency for Degree and Certificate 21  
    Associate Degrees 33  
    Developmental Study Courses 28

## S

Satisfactory Progress Standards 13, 25  
Scholarships, CTC Foundation 18  
Selective Service Registration Compliance 13  
Semester Credit Hours 32  
Social Security Number 31  
Statement on Harassment and Discrimination 6

Strategic Planning 5  
Student Classification 26  
Student Complaint Process 24  
Student Discipline 29  
Student Financial Assistance 12  
Student Grievances. *See* Equal Opportunity Policy  
Student Services  
    Academic Advising 20  
    Career Center 23  
    Disability Support Services 23  
    Graduation 21  
    Evaluation of Previous Education and Training 21  
    Testing Services 20  
    Transcripts, CTC 20  
Suspension 25

## T

Testing Services 20  
    Distance Learners 20  
    Institutional Challenge Examinations 20  
    Placement Tests 20  
    Proctor Testing 20  
Texas Success Initiative 9  
Textbooks 12, 23  
Title IX 6  
Transcripts, CTC 20  
Transfer Students 8  
Transfer Credits, General Information  
    Transfer Credits to CTC 26  
    Credit Transfer to Other Colleges or Universities 26  
Tuition and Fees  
    Tuition 11  
    Noncredit Courses 11  
    Other Fees 11  
    Refunds of Tuition and Fees 11

## U

Uniform Application of Standards 7

## V

Values Statement 5  
Veteran Benefits 19  
Veterans Grievance Policy 7, 19  
Vision Statement 5

## W

Withdrawal from Classes 11, 17, 26

# Central Texas College Around the World<sup>as of June 2020</sup>

## **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 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**

Naval Base Coronado, CA  
Navy Base San Diego, CA  
Norfolk, VA  
San Diego, CA

### **Europe Campus**

Germany  
Bahrain  
Djibouti  
Egypt  
Italy  
Kuwait  
Qatar  
Spain





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