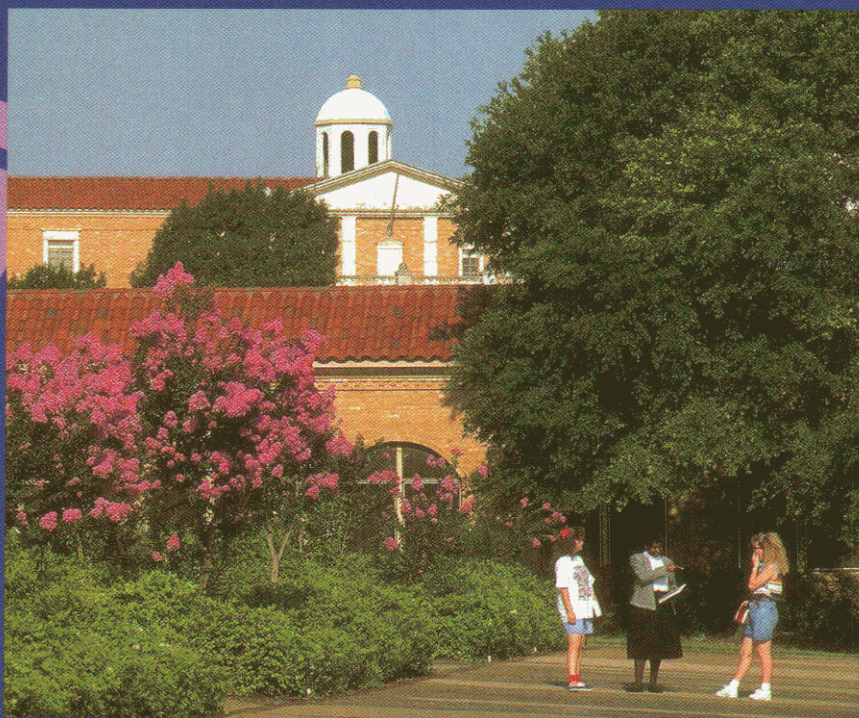


CENTRAL TEXAS COLLEGE



**EUROPE CAMPUS CATALOG SUPPLEMENT
1995-1997**

Changing lives one degree at a time

EUROPE CAMPUS ADDRESSES

MILITARY
CENTRAL TEXAS COLLEGE
Europe Campus
ATTN: (Office Name)
Unit 20233
APO AE 09165

CIVILIAN
CENTRAL TEXAS COLLEGE
Europe Campus
ATTN: (Office Name)
Alte Argonner Kaserne
Geb 451
In den Tannen
63457 Hanau

Military Telephone Number

When calling from within Europe: 322-8871

Civilian Telephone & Telefax Numbers

When calling from within Germany:	Phone: 06181-95060
	Telefax: 06181-950650
When calling from within Europe:	Phone: 00-49-6181-95060
	Telefax: 00-49-6181-950650
When calling from the United States:	Phone: 011-49-6181-95060
	Telefax: 011-49-6181-950650

Central Campus Address & Telephone Numbers

Central Texas College
ATTN: (Office Name)
6200 W. Central Texas Expressway
P.O. Box 1800
Killeen, Texas 76540-9990

800/792-3348 or
817/526-7161

<p>Students should become familiar with the contents of this document and should bring their Europe Campus Supplement with them to the campus for degree planning and scheduling.</p>
--

CORRESPONDENCE AND INQUIRIES

Correspondence and inquiries should be addressed to the appropriate office, e.g., Admissions, Records, Student Financial Assistance, etc., as listed in this document, at the location where the student currently attends. Records and transcript service for students currently enrolled in Pacific Far East or Europe will be provided by the appropriate Pacific Far East or Europe Campus. Students attending Continental, Air Force and Navy campus sites in locations other than Pacific Far East or Europe may request records and transcript services through the Central Campus Office.

CENTRAL TEXAS COLLEGE

Central Texas College District **Europe Campus Supplement to the Continental and International Campuses Catalog**

Second

1995-1997

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion.

Approved by

Texas Higher Education Coordinating Board; Texas Education Agency

Listed in

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

Member of

American Association of College Admissions Counselors, American Association of Collegiate Registrars and Admissions Officers, American Association of Community and Junior Colleges, Association of Texas Colleges and Universities, Broadcast Education Association, National Association of Veteran Program Administrators, National Association of Student Financial Aid Administrators, Servicemembers Opportunity College, Southern Association of Collegiate Registrars and Admissions Officers, Texas Association of Broadcast Educators, Texas Public Community/Junior College Association, Texas Association of Collegiate Registrars and Admission Officers, Texas Association of Collegiate Veterans Program Officers, and Texas Association of Student Financial Aid Administrators

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Deputy Chancellor for Campus Operations
B.S., Washington State University
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Deputy Chancellor for Resource Management
B.S., Tarleton State University
Certified Public Accountant

Ben H. Wickersham
Deputy Chancellor for Educational Program and Support Services
A.A., Kilgore College
B.S., East Texas State University
M.S., East Texas State University
Additional Graduate Study:
Texas A&M University
University of Texas at Austin

Alvin Ornstein
Executive Director, College Development
B.S., University of Omaha
M.S., Air Force Institute of Technology
Ohio State University

PERSONNEL

Fred J. Ostertag
Dean, Europe Campus

Dale H. Wilson
Associate Dean, Administrative Services

Clara H. Maher
Director, Human Resource Services

Lisa R. Downs
Director, Student Services
Director, College Programs

William E. Taylor
Director, Air Force Programs
Regional Director, Western Germany,
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Fred H. Borneman
Director, Educational Support Service & Military
Training, Regional Director, South Central and
Eastern Germany, Southwest Asia

Barbara A. Grice
Regional Director, Central Germany,
United Kingdom, Sinai, Iceland

TERM CALENDAR

Central Texas College's academic year begins and ends in August. It is based on terms and varies considerably in different locations to meet military schedules. Course lengths are four, six, eight, ten, and twelve weeks. Varying course lengths or the special needs of the community may alter the generally established registration period and course length at any given site. The Education Center publicizes registration periods, term dates, and course offerings. Students should consult their local schedules for times and dates of registration and classes.

1995-1996

Term 1	August 13, 1995	through	October 14, 1995
Term 2	October 15, 1995	through	December 23, 1995
Term 3	December 24, 1995	through	March 9, 1996
Term 4	March 10, 1996	through	May 11, 1996
Term 5	May 12, 1996	through	August 10, 1996

1996-1997

Term 1	August 11, 1996	through	October 19, 1996
Term 2	October 20, 1996	through	December 21, 1996
Term 3	December 22, 1996	through	March 8, 1997
Term 4	March 9, 1997	through	May 10, 1997
Term 5	May 11, 1997	through	August 9, 1997

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

FACULTY

EUROPE CAMPUS

David W. Alexander, Faculty (1994)
EMERGENCY MEDICAL TECHNOLOGY
A.A., Tallahassee Community College
B.S., Austin Peay State University

Joel Alvary, Faculty (1993)
LEGAL ASSISTANT
B.S., USMA West Point
J.D., Fordham Law School

Bobby Anderson, Faculty (1994)
MILITARY SCIENCE
B.S., Tennessee Tech. University
M.A., Webster University

William Anderson, Faculty (1983)
AUTOMOTIVE
A.A.S., Central Texas College

Richard Basile, Faculty (1981)
LAW ENFORCEMENT
A.A.S., Central Texas College

Audre Binder, Faculty (1986)
LAW ENFORCEMENT
B.A., University of Maryland
M.Ed., Boston University

James Borst, Faculty (1993)
LAW ENFORCEMENT
B.A., Chapman College

Willie L. Bradley, Faculty (1993)
TRANSPORTATION
B.A., Alabama State University

Joseph Brasch, Faculty (1985)
LAW ENFORCEMENT
A.S., Allan Hancock College
B.A., Ventura College of Law

Arturo Cantu, Faculty (1994)
LAW ENFORCEMENT
B.S., Nazareth College

D'Andrea Chatman, Faculty (1992)
LEGAL ASSISTANT
B.A., University of Southern Mississippi
J.D., Southern University

Gretchen Cole-Lade, Faculty (1994)
EARLY CHILDHOOD PROFESSIONS
B.S., Old Dominion University
M.S., Boston University

Clyde Crone, Faculty (1987)
AUTOMOTIVE
A.A.S., Central Texas College

Larry Dart, Faculty (1985)
AUTOMOTIVE
A.A.S., Central Texas College

Albert Decambra, Faculty (1994)
LAW ENFORCEMENT
B.S., Wichita State University

Denis Distefano, Faculty (1992)
LEGAL ASSISTANT
B.A., American University
J.D., American University

Deborah Doherty, Faculty (1993)
EARLY CHILDHOOD PROFESSIONS
B.A., Queens College
M.S., Queens College

Herman Drake, Faculty (1993)
MILITARY SCIENCE
B.A., University of Maryland

Ken Foss, Faculty (1990)
LAW ENFORCEMENT
A.S., San Francisco City College
B.S., University of California
M.P.A., Golden Gate University

Felipe Gonzalez, Faculty (1993)
EMERGENCY MEDICAL TECHNOLOGY
B.A., Claremont Men's College
M.D., University of California, Los Angeles

Joel R. Gonzalez, Faculty (1994)
LEGAL ASSISTANT
B.A., St. Mary's University
J.D., Notre Dame Law School

Billy E. Goodson, Faculty (1993)
LAW ENFORCEMENT
A.A., Hillsborough Community College
B.A., University of South Florida

James Goodwin, Faculty (1991)
EMERGENCY MEDICAL TECHNOLOGY
B.S., University of the State of New York

Fred Grant, Faculty (1994)
MILITARY SCIENCE
B.S., Prairie View College

Shawn Gunder, Faculty (1993)
EMERGENCY MEDICAL TECHNOLOGY
B.S.A.S., The University of Oklahoma

Melissa Haduck, Faculty (1994)
LAW ENFORCEMENT
A.S., East Tennessee State University
B.S., East Tennessee State University

Rosalind Hairston, Faculty (1989)
LAW ENFORCEMENT
B.S., Troy State University
M.S., Troy State University

Vicki L. Hamlin, Faculty (1994)
EARLY CHILDHOOD PROFESSIONS
A.A., University of Maryland
B.G.S., University of Kansas

Gerald Hammer, Faculty (1988)
LAW ENFORCEMENT
B.A., Chapman College

Kimberly Henne, Faculty (1994)
EMERGENCY MEDICAL TECHNOLOGY
B.A., St. Michael's College

Michael Herman, Faculty (1992)
LAW ENFORCEMENT
B.A., Columbia College

Douglas E. Hill, Faculty (1993)
LAW ENFORCEMENT
A.S., Park College

Charles Hills, Faculty (1994)
OFFICE ADMINISTRATION
B.A., University of Maryland
M.A., Boston University

Richard Holman, Faculty (1994)
LAW ENFORCEMENT
A.A.S., North Idaho Junior College
B.S., University of Idaho
M.P.A., University of Idaho

Donna Humphrey, Faculty (1993)
LEGAL ASSISTANT
A.A., McCormac Junior College
B.S., Arizona State University

Becky Isler, Faculty (1994)
EMERGENCY MEDICAL TECHNOLOGY
A.S., Community College of the Air Force

Glenn Jackson, Faculty (1992)
LAW ENFORCEMENT
A.G.S., Central Texas College

David L. Jensen, Faculty (1992)
LAW ENFORCEMENT
A.G.S., Central Texas College

John Karabetsos, Faculty (1993)
LAW ENFORCEMENT
A.A., Community College of the Air Force
B.S., Troy State University
M.P.A., Golden Gate University

Grady Kelly, Faculty (1994)
LAW ENFORCEMENT
B.S., Auburn University
M.S., Troy State University
M.Ed., Troy State University

David Kinsman, Faculty (1994)
AUTOMOTIVE
A.A., University of Maryland

Dale Kraning, Faculty (1994)
AUTOMOTIVE
A.G.S., Central Texas College

Stanley Langley, Faculty (1983)
AUTOMOTIVE
A.A.S., Central Texas College

Nathaniel Laws, Faculty (1977)
AUTOMOTIVE
A.A.S., Central Texas College

Michael A. Lombardi, Faculty (1992)
LAW ENFORCEMENT
A.A., Los Angeles City College

Al Lopez, Faculty (1987)
LAW ENFORCEMENT
A.A.S., Central Texas College
B.S., Cameron University

George Ludwig, Faculty (1994)
COMMUNICATION ELECTRONICS
A.A., University of Maryland

Patricia A. Lumpkin, Faculty (1994)
EARLY CHILDHOOD PROFESSIONS
B.A., University of Florida
M.S., Nova University

Diana Marshall, Faculty (1994)
EARLY CHILDHOOD PROFESSIONS
A.A.S., Thomas Nelson College
B.S., University of Maryland
M.S., Elmira College

Cheryl Mason, Faculty (1994)
LEGAL ASSISTANT
B.A., Ohio North University
J.D., Creighton University

Robert J. Morelan, Faculty (1994)
LAW ENFORCEMENT
B.S., Jacksonville State University

George Mulligan, Faculty (1988)
LAW ENFORCEMENT
B.A., Western Kentucky State College
M.Ed., Boston University

Alan Noah, Faculty (1989)
LAW ENFORCEMENT
A.A., City College of San Diego
M.A., Chapman College
Ph.D., United States International University

Nancy Oesterle, Faculty (1989)
FOOD SERVICE MANAGEMENT
A.G.S., Central Texas College

James L. Park, Faculty (1994)
COMMUNICATION ELECTRONICS
B.S., Kansas State College
M.P.A., Troy State University

Lynne A. Perillo, Faculty (1993)
EARLY CHILDHOOD PROFESSIONS
A.A., University of Maryland
B.S., University of Maryland

Lewis Pillich, Faculty (1994)
FOOD SERVICE MANAGEMENT
B.A., University of Puerto Rico
M.P.A., University of Puerto Rico

Terry L. Porter, Faculty (1994)
LAW ENFORCEMENT
B.A., University of New Mexico

Leslie Pozanek, Faculty (1991)
LAW ENFORCEMENT
B.A., University of Maryland
M.P.A., University of Baltimore

John Pretti, Faculty (1991)
LAW ENFORCEMENT
B.S., University of Nebraska

Lawrence Price, Faculty (1993)
LEGAL ASSISTANT
B.A., University of Miami
J.D., University of Miami

Marvin Reed, Faculty (1994)
LAW ENFORCEMENT
B.A., Eastern Illinois University

Keith Reynolds, Faculty (1993)
FOOD SERVICE
A.A.S., Central Texas College
B.A., Saint Leo College

Guy Rhoads, Faculty (1990)
AUTOMOTIVE
A.A.S., Central Texas College

David Robinson, Faculty (1994)
MILITARY SCIENCE
B.S., University of Colorado at Denver

Margaret E. Ross, Faculty (1994)
EARLY CHILDHOOD PROFESSIONS
B.S., Moorhead State College

Benjamin Russ, Faculty (1991)
MILITARY SCIENCE
B.S., University of Maryland

Joe D. Samuels, Faculty (1992)
HOTEL/MOTEL MANAGEMENT
B.S., Grambling State University

Donald T. Sanders, Faculty (1993)
TRANSPORTATION
B.S., University of Maryland

Marie Schaechter, Faculty (1994)
EMERGENCY MEDICAL TECHNOLOGY
B.S., McGill University
R.N., Boston City Hospital

Janet E. Sellars, Faculty (1994)
LEGAL ASSISTANT
B.S., University of State of New York

Glenn Shaver, Faculty (1994)
AUTOMOTIVE
A.A.S., Navy Community College
B.S., University of Maryland

Wayne Skidmore, Faculty (1994)
OFFICE ADMINISTRATION
B.A., Portland State University
M.Ed., Boston University

Elisabeth Smith, Faculty (1994)
EARLY CHILDHOOD PROFESSIONS
B.Ed., New Mexico State University
M.Ed., Boston University

Leslie Stroud, Faculty (1994)
EMERGENCY MEDICAL TECHNOLOGY
B.S., Salisbury State University
M.Ed., Salisbury State University

Maggie Taylor, Faculty (1994)
EARLY CHILDHOOD PROFESSIONS
A.A., West Los Angeles College
B.A., Bellevue College

David Thomas, Faculty (1992)
LAW ENFORCEMENT
A.A.S., Pikes Peak Community College
B.S., Chapman College

Robert J. Toothman, Faculty (1993)
COMMUNICATION ELECTRONICS
B.S.E.E., University of Missouri
M.S.E.E., Air Force Institute of Technology

John J. Towery, Faculty (1994)
LAW ENFORCEMENT
A.G.S., Central Texas College
B.S., University of Maryland

Brian P. Williams, Faculty (1988)
AUTOMOTIVE
A.A., University of Maryland

Brenda L. Wolff, Faculty (1994)
LEGAL ASSISTANT
A.A., Kent State University
B.B.A., Cleveland State University
J.D., Cleveland State University

Edward Zimmerman, Faculty (1994)
FIRE PROTECTION TECHNOLOGY
A.A.S., Community College of the Air Force

Virginia A. Zukowski, Faculty (1993)
LAW ENFORCEMENT
B.P.A., National University
M.S.F.S., National University

(NOTE: Figures in parentheses indicate date of first appointment on the College staff and date of appointment to present position, respectively.)

CTC CONTINENTAL & INTERNATIONAL LOCATIONS

CENTRAL CAMPUS

Fort Hood
Killeen

CONTINENTAL

CAMPUS

ALASKA

Fort Greely
Fort Richardson
Fort Wainwright

CALIFORNIA

Camp Pendleton

DISTRICT OF

COLUMBIA

Bolling AFB
Walter Reed AMC

GEORGIA

Fort Stewart
Hunter Army Airfield

HAWAII

Fort Shafter
Schofield Barracks
Tripler Army Medical
Center

KANSAS

Fort Riley

KENTUCKY

Fort Knox

LOUISIANA

Fort Polk

MARYLAND

Fort Meade

MISSOURI

Fort Leonard Wood

NEW MEXICO

Holloman AFB

NORTH CAROLINA

Fort Bragg
Pope AFB

VIRGINIA

Fort Lee

WASHINGTON

Fort Lewis

HONDURAS

Soto Cano Air Base

PANAMA

Fort Clayton
Fort Kobbe
Fort Sherman

U.S. EMBASSIES

NAVY CAMPUS

CALIFORNIA

Alameda
Lemoore NAS
San Diego

CONNECTICUT

New London

FLORIDA

Jacksonville
Mayport

HAWAII

Pearl Harbor

ILLINOIS

Great Lakes

PENNSYLVANIA

Philadelphia

RHODE ISLAND

Newport

SOUTH CAROLINA

Charleston

TENNESSEE

Millington

VIRGINIA

Norfolk

WASHINGTON

Bangor
Bremerton
Whidbey Island

CUBA

Guantanamo Bay

ICELAND

Keflavik

ITALY

Sigonella

PUERTO RICO

Fort Buchanan
Roosevelt Roads
Sabana Seca

SPAIN

Rota

EUROPE CAMPUS

AZORES

Lajes

BELGIUM

NATO
SHAPE

EGYPT

Sinai-North Camp
Sinai-South Camp

GERMANY

Ansbach
Augsburg

Babenhausen
Bad Aibling
Bad Kreuznach
Bamberg
Baumholder
Buedingen
Darmstadt
Dexheim
Friedberg
Gellenkirchen
Grafenwoehr
Hanau
Heidelberg
Hohenfels
Illesheim
Kaiserslautern
Kirchgoens
Kitzingen
Mannheim
Ramstein
Rhein Main
Schweinfurt
Sembach
Spangdahlem
Stuttgart
Vilsbiburg
Vogelweh
Wackerheim
Wiesbaden
Worms
Wuerzburg

HOLLAND

AFCENT

ICELAND

Keflavik

ITALY

Aviano
Camp Darby
La Maddalena
Naples
Sigonella
Vicenza

KUWAIT

Camp Doha

SAUDI ARABIA

Dahran
Riyad

SPAIN

Rota

TURKEY

Incirlik
Izmir

UNITED KINGDOM

Alconburg
Croughton
Lakenheath
London
Mildenhall

PACIFIC FAR EAST CAMPUS INDIAN OCEAN

Diego Garcia, BIOT

JAPAN

Akizuki
Atsugi NAS
Camp Zama
Iwakuni MCAS
Misawa Air Base
Sasebo NB
Yokosuka NB
Yokota Air Base

JOHNSTON ISLAND

KOREA

Camp Bonifas
Camp Carroll
Camp Casey
Camp Colbern
Camp Edwards
Camp Essayons
Camp Greaves
Camp Henry
Camp Hovey
Camp Howze
Camp Humphreys
Camp Jackson
Camp Kyle
Camp La Guardia
Camp Liberty Bell
Camp Long
Camp Page
Camp Pelham
Camp Red Cloud
Camp Sears
Camp Stanley
Camp Stanton
Camp Walker
K2 Air Base
K16 AAF
Kunsan Air Base
Osan Air Base
Pusan
Suwon Air Base
Yongsan Main Post
Yongsan S. Post

OKINAWA

Camp Butler
Camp Courtney
Camp Foster
Camp Hansen
Camp Kinser
Camp Lester
Camp McTureous
Camp Schwab
Camp Shields
Futenma
Kadena Air Base
Torii Station

STATEMENT OF PURPOSE

HISTORY

In 1965, the citizens of central Texas joined together to authorize the building of a community college that would serve Bell, Coryell, Lampasas, Mills, and seven other central Texas counties as well as Fort Hood and the 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. Central Texas College, under Section 130.04 of the Texas Education Code, opened its doors with an initial enrollment of 2,068 students in the fall of 1967. The number of students and the location of offerings has steadily increased since that time. Central Texas College have maintained its accredited status with the Southern Association of Colleges and Schools since first being awarded accreditation in 1968, and was reaffirmed most recently in December 1994.

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 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.

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

Students enrolled in CTC may select a degree plan from Associate of Arts degree programs, Associate of Science degree programs, Associate in Applied Science degree programs, or Associate in General Studies. In addition, students choosing to earn a certificate may enroll in any of the more than 40 certificate programs. Campuses within the Central Texas College District may offer the full range of degree programs and services or only those identified through local needs assessments. CTC also provides a wide range of education and training opportunities for those students who do not select a degree or certificate option.

Committed to serving all students, CTC provides comprehensive programs and services for special populations: disability support services, single parent/homemaker support services, and nontraditional career support services as well as tutoring and transportation assistance. To meet the occupational training needs, Central Texas College offers a variety of professional development and job-related skills programs, such as basic literacy skills, leadership skills, foreign language skills and occupational skills programs.

VISION

It is Central Texas College's vision to be the best possible community college in which to study and work. We want to offer each student and employee the opportunity to grow, learn, and succeed. We want our graduates to be able to compete in a global economy, make intelligent consumer choices, and exercise their rights and responsibilities as citizens. We want to celebrate our diversity while remaining united in our pursuit of excellence through continuous improvement. We want to meet the challenges of the future with students, employees, and community members working together toward the common goals of availability, accessibility, and quality in education.

MISSION AND PURPOSE

Central Texas College is a two-year, open admissions institution which provides educational opportunities to students locally, nationally, and internationally. CTC offers vocational, technical, and academic courses leading to certification or associate degrees. CTC offers remedial and compensatory education, adult and continuing education, and workforce development training programs. CTC provides services and programs that facilitate student achievement and address the necessary needs of our military and civilian communities. CTC encourages institutional research and effective resource management. CTC insists upon excellence in all instructional, organizational, and operational areas.

The purpose of CTC is to provide:

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

PHILOSOPHY

Central Texas College, in meeting the educational and training needs of students in our key service populations and our civilian and military communities, is committed to:

- the belief in the worth and dignity of the individual.
- excellence in teaching and learning.
- open-door policies for meeting individual needs through a wide range of educational goals.
- a vision of community as a place to be served and a climate to be created.
- implementing the highest standards of ethical professional practice.
- effective stewardship of public trust and resources.
- offering programs that are student centered, reflect increases in the body of knowledge and changes in technology and economy, and are revised and improved continuously.
- addressing the cultural, racial, and ethnic diversity of students, employees, and community.

GOALS

Goal 1: To Provide Instruction

Central Texas College shall provide quality instructional programs that will prepare students to fully participate in educational, occupational, economic, and social opportunities. These include certificate and/or degree programs in general education and occupational and technology; university transfer; developmental education; adult and continuing education; skills training and workforce development programs; special and enrichment education; and adult literacy and basic skills education.

Objective 1: To provide and update curricula district-wide that foster student goal attainment, meet changing requirements, reflect changes in instructional technology, and incorporate development of SCANS and communication skills.

Objective 2: To employ and retain faculty who, at a minimum, meet the qualification requirements set by accrediting associations and regulatory bodies.

Objective 3: To meet the educational, occupational, and developmental needs of a diverse student population.

Goal 2: To Conduct Institutional Research

Central Texas College shall improve instructional and administrative processes and outcomes through research, demonstration projects, creative local initiatives, and well-thought-out technological innovations.

Objective 1: To maintain institutional and program accreditation and approval.

Objective 2: To evaluate continuously programs, services, processes, and personnel and use the results of such evaluation to improve programs, services, processes, and activities.

Goal 3: To Provide Public Service

Central Texas College shall assist its communities through instructional programs tailored to their needs; economic development, technical support, and proposal/grant development services; support of cultural activities; employee participation in community activities; and other related cooperative efforts.

Objective 1: To cooperate with communities in meeting their educational, economic, and cultural needs.

Objective 2: To promote the institution as a partner with the community it serves.

Goal 4: To Provide Institutional Support and Ancillary Operations

Central Texas College shall provide the direction; control; educational support services (including student development services, library services, instructional services, etc.); resource management services; and other services and resources as may be required by the institution to accomplish its mission.

Objective 1: To use effectively and efficiently the human, fiscal, and physical resources of the institution.

Objective 2: To promote equal access and equal opportunity.

Objective 3: To provide educational and training opportunities for employees that foster professional growth.

Objective 4: To maintain an organizational structure and culture that supports responsive decision making; creates a positive work environment; and assures compliance with regulations, laws, and mandates.

GENERAL INFORMATION

CONTINENTAL AND INTERNATIONAL PROGRAMS

Central Texas College serves military personnel throughout the world. The main office is located on the Central Campus at Killeen, Texas. Programs of study vary with each location and not all programs are available at every location. This *Catalog Supplement* provides information concerning the policies, procedures, and programs applicable to the Europe Campus. Individuals interested in programs which are not locally available should consult with the local Education Office or Central Texas College representative.

THE CATALOG SUPPLEMENT

The *Catalog Supplement* is an official bulletin of Central Texas College containing policies, regulations, procedures, and fees in effect at publication. The College reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, amendments to state or federal laws, and fee changes where appropriate. Students are responsible for observing the regulations contained in this *Catalog Supplement* and are therefore urged to study the contents of this publication carefully.

PROGRAM AND COURSE AVAILABILITY

Programs of study presented in this *Catalog Supplement* are offered when sufficient interest indicates the level of enrollment required. Students desiring to enter specific programs of study are advised to seek confirmation of program availability prior to their first registration.

The College further reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances warrant.

EQUAL OPPORTUNITY POLICY

Central Texas College is committed to its policy on equal educational opportunity and administration of its educational programs, activities, and employment without regard to color, race, religion, national origin, disability, age, or gender as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, the Vietnam Era Veteran's Assistance Act of 1974, the Americans with Disabilities Act of 1990, and Executive Orders 11246, as amended, and 11375.

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 the College are used to handle student grievances. When a student believes a condition or employee of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Please contact a College official or the Europe Campus Dean for assistance in pursuing a grievance matter.

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 based on the age, ethnic background, family status, gender, disability, national origin, race, religion, sexual orientation, or veteran status of individuals or any other subgroup stereotyping or grouping within the College community are unacceptable. To fulfill its multiple missions as an institution of higher learning, Central Texas College encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. The College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

Individuals who believe they have experienced harassment or discrimination are encouraged to contact a College official or the Europe Campus Dean.

ADMISSIONS AND REGISTRATION

Students wishing to attend Central Texas College should visit the local Education Center or Naval Campus office to consult with an education specialist about their educational goals. Education Center and Naval Campus Office staffs provide *diagnostic, aptitude, and placement testing* to assist students in selecting programs of study and establishing educational goals. Once the student has identified and chosen an appropriate degree and program of study, the admission and registration process may begin.

GENERAL ADMISSION INFORMATION

Requests for application materials or questions concerning admission should be addressed to the Central Texas College personnel at each location.

Central Texas College is a comprehensive community college. An open-door admissions policy is maintained to ensure that all persons who may benefit from postsecondary education have the opportunity to enroll. New students will be admitted to the College providing all admissions requirements are met. Admission to the College does not guarantee admission to specific programs and courses. In addition to the following criteria, students must complete an Application for Admission form prior to being considered for unconditional admission.

Individuals who have not previously earned a high school diploma or GED are not eligible to enroll in college level course work until they have taken and successfully passed a Department of Education independently administered examination. The examination must have been taken within the past year.

Non-graduates seeking further information should contact their Central Texas College representative.

Admissions Requirements

Students who hold diplomas from accredited secondary (high) schools or General Education Development (GED) equivalency certificates will be admitted to Central Texas College. Students transferring from another accredited College will be admitted if they are eligible to return to the institution last attended. Adults, veterans, and military personnel who have not completed a high school program, but who are prepared to undertake post high school studies may be admitted if recommended by an education specialist after providing official test scores from a list of approved tests authorized by the Department of Education. **NOTE:** An adult, for purposes of admission, is defined as an individual 18 years of age or older.

Local and third country national students must provide an official certificate reflecting a minimum score of 450 on the test of English as a Foreign Language (ESL) in order to be considered for admission to degree-credit courses.

Personnel without logistical support and not sponsored in the overseas command by the U.S. Armed Forces are not normally permitted to attend Central Texas College classes. Applicants may attend classes if local policy permits, but they must receive approval from the local Education Services Officer (ESO) or Navy Campus Representative for necessary military and governmental approval prior to being permitted to file application for admission. Active duty personnel will have priority when enrolling for all classes.

Individuals who have not previously earned a high school diploma or GED are not eligible to enroll in College level courses until they have taken and successfully passed a Department of Education independently administered examination. Examinations must have been taken within the past year. Additional information is available through the local Central Texas College representative.

Early Admissions

Early admission offers the opportunity for high school students to earn College credits while concurrently enrolled in high school. Early admission is open to selected high school students, subject to the following conditions:

1. An Early Admission Form with the signatures of their high school principal or counselor and parent or legal guardian must be submitted;
2. Students must provide an official high school transcript showing classification; and
3. The student will be expected to adhere to all policies of the College and the high school, including attendance.

Students who meet the above criteria will be accepted at Central Texas College on individual approval to take one course per term.

NOTE: Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program.

RECORDS REQUIRED

Transcript and Test Scores

Degree or certificate seeking students must ensure that all records of all previous education must be on file with the Records Office in order to fulfill Central Texas College's admission requirements.

1. High School Graduates: Degree or certificate seekers who have not previously completed 12 semester hours of coursework from a regionally accredited college or university must submit high school transcripts.
2. High School Equivalence Graduates: Who have not previously completed 12 semester hours of coursework from a regionally accredited college or university must submit High School General Education Development (GED) scores.
3. College Transfer Students: Seeking certificates or degrees from Central Texas College must provide official transcripts for all regionally accredited college study before official degree plans are provided.
4. Individual Admissions Students (except transient students): Must provide official transcripts for all previous college study from accredited colleges or universities they previously attended. Non-high school/GED graduates must provide Department of Education approved test scores taken within the past year.

NOTE: Students are responsible for requesting that official records be forwarded directly from the issuing institution to the Central Texas College Europe Campus. Addresses are listed in the front of the *Catalog*. Transcripts must bear original mark or seal and signature of the registrar to be acceptable. If transcripts of previous education are issued to Central Texas College in a student's former name, without a social security number, Central Texas College cannot be responsible for properly identifying the document. Admission requirements are not met until all necessary records are on file with the Europe Campus records office.

Transient Students

Students not seeking a degree or certificate from Central Texas College are not required to provide previous education records, as noted above. Records will be required if a student later elects to seek a diploma or certificate, or evaluation and award of credit.

UNIFORM APPLICATION OF STANDARDS

The College policies regarding the academic status of students and all matters relating to students are uniform at all Central Texas College locations. The subsequent sections of the *Catalog Supplement* provide information unique to the Europe Campus.

REGISTRATION

Registration Requirements

Official registration with Central Texas College is required before students may take courses. The following must be completed before the student will be officially registered:

1. Application for Admission/Class Registration (required for each registration)
2. Payment of fees and tuition.

NOTE: Step 2 may include providing completed military tuition assistance (TA) forms, Veterans Administration (VA) forms, or other financial assistance forms as appropriate, if such methods of financial assistance are chosen.

All forms necessary for registration are available from the Central Texas College representative at each location.

Late Registration

Late registration is permitted if no more than 1/8 of the course's contact hours has been performed. Individuals should consult local 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.

Adding or Dropping Classes

Students wishing to register for additional courses, or change course enrollments after registering, must have the amendments made on the registration card. Students must complete and initial such changes before the announced end of the registration period.

Official Enrollment

Students must complete the published registration procedure each term, including payment of all tuition and fees, to gain admission to classes. Paying tuition on an installment basis is not permitted.

The only way to become an official member of a class at CTC is by following the established procedures for registering and paying tuition. No person is officially enrolled until all charges have been paid in full. Installment payment of tuition is not permitted. Students who officially withdraw from a course are not entitled to remain in class on an unofficial basis. Only those students who are officially enrolled have the privilege of attending classes.

TUITION AND FEES

TUITION SCHEDULE FOR EUROPE CAMPUS

Tuition for classes at Europe Campus locations is established by the government contract through which the institution operates. The following rates apply to one semester hour of instruction:

August 1, 1995 - July 31, 1996	\$85.73
August 1, 1996 - July 31, 1997	\$87.21
August 1, 1997 - July 31, 1998	\$88.73

FEES

Institutional Challenge Examination Fee—A fee of \$50 for each challenge examination should accompany the Application for Examination.

Degree Fee—A fee of \$25 is payable at the time a student applies for a degree.

Certificate Fee—A fee of \$10 is payable at the time a student applies for each Certificate of Award, for completion of 15 Semester Hours and 30 Semester Hours.

Transcript Fee—The first transcript is issued free of charge. Subsequent transcripts are \$3 each.

Returned Check Charge—A charge of \$25 shall be assessed for checks which are returned for insufficient funds.

NOTE: Refund of overpayment of transcript or record fees will be made only upon written application by the student.

METHOD OF PAYMENT

Checks or money orders should be made payable to Central Texas College. Credit card payment is also acceptable as long as it is a MasterCard or VISA issued by a stateside bank. Central Texas College requires payment of tuition prior to attendance at the first class meeting.

REFUNDS

The effective date of the withdrawal is the date the withdrawal form is stamped at the appropriate education center or Navy Campus Office and signed by the ESO or designated representative. In all cases, the instructor must sign the withdrawal form either before or after the effective withdrawal date. Refunds will be computed according to the effective date of withdrawal from class in the following manner:

100%	If withdrawal is effective before the first class meeting.
75%	If withdrawal is effective before more than 1/8 of class meetings have elapsed.
25%	If withdrawal is effective after more than 1/8, but before more than 1/4 of the class meetings have elapsed.
0%	If withdrawal is effective after 1/4 of class meetings have elapsed.

Refunds will be processed by the Director of Administrative Services after receipt of certification by the Student Services Office that the Application for Withdrawal or the Application for Refund form has been properly completed and processed.

Emergency withdrawal will be considered to be filed on 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 refund of tuition schedule above.

Pro Rata Refund

The 1992 Reauthorization of the Higher Education Act requires an institution to have a fair and equitable refund policy for students who received federal aid or whose parents borrowed under the Federal PLUS program. Equitable means that the policy must be consistent with the standards approved by the Department of Education.

A fair and equitable refund policy will provide a refund of at least the largest amount under:

- applicable state law;
- pro rata, for any student attending Central Texas College for the first time whose date of withdrawal is at or before the 60 percent (nine weeks into a 16 week semester) point in the period of enrollment for which the student has been charged. (Pro rata means a refund of the amount that was charged by the institution for the time that remains if a student withdraws on or before the ninth week of classes.)

According to the federal regulations, refunds must be credited to the federal program in the following order:

1. Federal Family Education Loan Programs (Stafford, Unsubsidized, PLUS);
2. Federal Perkins Loan Program;
3. Federal Pell Grant;
4. Federal SEOG;
5. Other Title IV Programs; and
6. Finally, the student.

TEXTBOOKS

Prices are based on publishers' prices plus transportation costs, and may vary from term to term. Prices are available from the Central Texas College representative. Textbook costs are not refundable unless the class is canceled by the College and the book is returned unused and unmarked to the appropriate Central Texas College representative.

Students are expected to buy the textbooks designated for each course. Textbooks may be purchased from the Central Texas College Site Representative during the registration period. This period is normally two weeks prior to the class start date and during the first week of classes. After the registration period, students may obtain textbooks by contacting a Central Texas College representative or by sending a check or money order equal to the cost of the textbook plus \$4 for handling and shipping to Central Texas College, ATTN: Book Department.

NOTE: Students will be given the option of renting textbooks at 1/4 the textbook cost for certain courses. While students will be allowed to use and mark these books, they must be returned to the local site representative before a final grade for the course is issued.

STUDENT SERVICES

TRANSCRIPTS

A student's records are considered confidential in nature. Convenient forms for ordering transcripts are available from the Site Representative. The first transcript is issued free of charge. Graduates are provided an information transcript free of charge upon graduation. All other transcripts must be accompanied by a check or money order for \$3, along with a written request signed by the student.

Request for transcripts will be honored as soon as possible in the order of receipt. Generally, they will be issued within two working days from the receipt of the request. Telephone requests will not be honored; however, transcripts may be ordered by facsimile (fax). Transcripts may also be picked up in person as long as the transcript request is submitted to the Student Services Office at least one day prior to pick up.

While students are in Europe, their transcript requests should be addressed to the Europe Campus Student Services Office. Once students leave Europe, they should send their requests directly to the Transcript Department in Killeen, Texas. Addresses are listed in the back of the *Catalog Supplement*. Transcript requests should include full name, social security number, date of birth, last month, year, and location of attendance, as well as the complete address to which the transcript is to be sent. Transcripts addressed to students will be stamped "Issued to Student." Transcripts addressed to official addresses will be official transcripts. Transfer credit earned from other colleges will not be posted

to the Central Texas College transcript. Students should request transcripts directly from other Colleges attended if the information is needed.

Students departing Central Texas College locations in Europe should notify the Student Services Office to ensure their records are transferred to the Central Campus at Killeen, Texas. Student academic files and transcripts will be maintained in Europe or the Pacific Far East for five years after last attendance unless otherwise notified of departure.

Requests for student transcripts will be denied if the student has an outstanding obligation to the College. The obligation may be due to a bad check, non-repayment of financial aid, or failure to comply with admissions requirements. Students on financial hold will not be eligible for evaluation services or graduation consideration.

EVALUATION OF PREVIOUS EDUCATION

Transfer Students

Transfer of credit from regionally accredited colleges and universities may be accepted if a grade of "C" or better is earned and the course(s) applies to the student's curriculum. Passing grades lower than "C" may be considered for transfer in accordance with current evaluation procedures and curriculum requirements. Courses with a grade of "D" will not be accepted in transfer to satisfy major degree requirements; however, they may be accepted in transfer to satisfy non-major degree requirements if the student's overall grade point average with Central Texas College is 2.0 or higher. Students on suspension from other colleges must be eligible to return, on probation, to the suspending institution.

Due to the rapid changes taking place in the technological field, courses taken in a major field of study or courses directly related to that major field may not be accepted in transfer to satisfy specific Associate in Applied Science degree requirements. Acceptance of course credit in transfer for such degree programs must be approved by appropriate College officials if the course was completed seven or more years before the student entered the Central Texas College program of study.

Nontraditional Education

Central Texas College recognizes that each student's educational needs, goals, and experiences are unique and that individuals are proficient in many areas of college work that are not formally documented on transcripts. It is the policy of the College to recognize nontraditional learning experiences and to award course credit in all cases where such credit is appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP).

The purpose of ICEP is to systematically correlate business, industry, government, and military education received by nontraditional methods with institutional curricular requirements.

All students, including military and former military personnel, are eligible for credit consideration based upon documentation of their previous learning experiences.

The nontraditional methods usually considered applicable toward a degree at Central Texas College are:

1. The Defense Activity for Non-Traditional Educational Support (DANTES) courses and Subject Standardized Tests (see NOTE: on following page).
2. College Level Examination Program (CLEP)—both the General Examination and Subject Examination (see NOTE: on following page).
3. Institutional Course Challenge Examination—Students may request, through the appropriate College official, permission to take challenge examinations for certain courses. Students must not have previously enrolled in the course for college level credit and must have completed a minimum of six semester hours in residence with Central Texas College with a minimum 2.0 grade point average. Those who do not make a grade of "A" or "B" will not be permitted to repeat the examination for that course at a later time. To obtain credit, the student must pass the examination with a grade of "A" or "B", have completed a minimum of 6 semester hours of coursework at Central Texas College with a minimum 2.0 grade point average, and submit an application for credit award.
4. Credit for military schools completed, as recommended by the American Council on Education (ACE) and recognized by Central Texas College.
5. Credit for military service basic training.
6. Military Job Training and Experience, as recommended by the American Council on Education and recognized by Central Texas College.

7. American College Testing Program—(ACT) (see NOTE: below).
8. College Board Admission Testing Program (see NOTE: below).
9. Correspondence Extension Courses offered by regionally accredited institutions which are members of the National University Extension Association.
10. Other—To include certain types of civilian training, specialized testing, and work experience.

NOTE: To obtain credit, the student must pass the exam, apply for credit, and have completed a minimum six semester hours of coursework at Central Texas College with a minimum 2.0 GPA or six semester hours of "C" or higher. Tests and other nontraditional educational experiences completed in excess of seven years prior to the student's completion of 6 semester hours in residency with CTC will not be eligible for credit consideration. Credit will not be awarded for courses in which student was previously enrolled. Evaluated credit will be awarded only when it applies to the student's degree requirements.

Evaluation Procedures

Curriculum plans outlining accepted transfer and nontraditional credits as well as remaining requirements are available from the local Central Texas College representative, Military Education Counselor, or the Navy Campus advisors upon the student's request.

Evaluation and final degree plans are provided upon receipt of all official transcripts and documents. Evaluated credit must be validated through successful completion (i.e., with a grade of "C" or better) of a minimum of six semester hours of traditional credit earned at CTC. Students on financial hold will not be eligible for evaluation of nontraditional educational experiences until the financial hold is cleared. Validated evaluated credit will be posted to the student's transcript upon request.

Application for a final degree plan may be made by submitting an Evaluation Request form to the Evaluations Department. Please see the front of this *Catalog* for addresses.

Evaluated credit awarded by CTC applies to its programs of study and may transfer to other institutions according to the policies of the receiving institution. Students planning to transfer to other institutions should consult with those institutions regarding their policies on acceptance of evaluated credit.

Servicemembers Opportunity College

Because of its efforts to serve the educational needs of servicemembers, Central Texas College has been designated a Servicemembers Opportunity College. As a member of the Servicemembers Opportunity College Associate Degree (SOCAD) and (SOCNAV) program, Central Texas College has committed itself to fully support and comply with SOC Principles and Criteria. Through this commitment, Central Texas College ensures that:

- Servicemembers share in the postsecondary educational opportunities available to other citizens.
- Servicemembers are provided with appropriately accredited educational programs, courses and services.
- Flexibility of programs and procedures, particularly in admissions, credit transfer, recognition of nontraditional learning experiences, scheduling, course format, and residency requirements, is provided to enhance access of servicemembers and their family members to undergraduate educational programs.

SOC Criteria

In support of SOC criteria and service to its military students, Central Texas College:

- has designed a transfer program which minimizes loss of credit, avoids duplication of credit, yet maintains program integrity;
- has established guidelines which follow the general principles of good practice outlined in the joint statement on transfer and award of academic credit;
- accepts transfer credit earned from regionally accredited institutions consistent with servicemembers degree programs;
- requires only 25% of degree requirements to satisfy Central Texas College residency;
- recognizes as study in residence all credit coursework offered by the College, regardless of location;
- allows students to satisfy residency requirements with courses taken at the College at any time during their course of study;

- provides the Individualized Career Evaluation Process (ICEP) to access learning equivalence and awards credit to qualified students for specialized military training and experience in accordance with the ACE guide to the evaluation of educational experiences in the armed forces; and
- Provides the Individualized Career Evaluation Process (ICEP) which reflects the principles and guidelines set forth in the statement on awarding credit for extra institutional learning and awards credit for nontraditional learning assessment programs.

SOCAD-2/SOCNAV-2 DEGREE COMPLETION AGREEMENT

All students can continue their Central Texas College certificate/degree programs regardless of location, through the "credit bank" provisions of the Servicemembers Opportunity College. A student may study at any other regionally accredited college and apply the work toward Central Texas College certificate/degree requirements. Students must complete at least 25 percent of degree requirements with a minimum 2.0 GPA at Central Texas College. Courses taken at other institutions must satisfy the course requirements of the Central Texas College degree programs. SOCAD-2/SOCNAV-2 agreements may be issued after the completion of at least 6 semester hours of coursework with a 2.0 GPA or 6 semester hours of "C", "P", or higher at Central Texas College. These should be requested from the Administrative office serving the student's location. Addresses are listed in the front of this *Catalog*.

Students no longer at a Central Texas College location should contact the following:

Central Texas College
Director, SOCAD-2/SOCNAV-2
P.O. Box 1800
Killeen, TX 76540-9990
800/792-3348, Extension 1374

Students completing certificate/degree requirements utilizing credits from other institutions should contact the above address for approval of specific courses. Please allow sufficient time for the approval.

STUDENT FINANCIAL ASSISTANCE

FINANCIAL AID PROGRAMS

Information and application forms for military tuition assistance and VA benefits are available at Military Education Centers and Navy Campus offices. These two forms of student financial assistance are not part of the same program. Students interested in using such aid should be aware of the liabilities incurred.

Satisfactory Progress Standards

Central Texas College students who are receiving financial aid are required to make adequate progress toward a degree objective in order to remain eligible to receive financial aid.

The following satisfactory progress standards are applicable to all students who receive financial aid at Central Texas College.

- The maximum time frame for the completion of a degree program is the equivalent of six 12-week or 16-week semesters of full-time enrollment. This time frame includes the entire attendance history of a student regardless of whether financial aid was or was not received.
- The time frame for students enrolled full-time (enrolled in six or more credit hours) shall be no more than twelve eight-week terms of full-time enrollment to complete a degree program.
- Half-time students (enrolled in three to five credit hours) shall have twenty-four eight-week terms of half-time enrollment to complete a degree program.

Satisfactory progress can be met with any combination of full-time or part-time enrollment. Students may refer to their degree plan, college *Catalog*, or see a college representative for further details regarding their specific academic program.

TYPES OF AID

PELL Grant

The PELL Grant is authorized by the Higher Education Act Amendments of 1972 to assist students in pursuing their first undergraduate degree. The intent of the PELL grant is to provide a foundation of financial assistance to supplement the cost of postsecondary education. The amount of the PELL award is based on the actual cost of the students education while attending Central Texas College. Applications are available at the Military Education Center or Navy Campus office. Brochures describing various financial aid and VA programs are available to all students at Education Centers and Navy Campus offices.

Federal Stafford Loans

An undergraduate student at Central Texas College may borrow a limit of \$2,625 during the freshman standing (0-29 credit hours on the student's Central Texas College degree plan) and \$3,500 during the sophomore standing (30-60 hours on the student's Central Texas College degree plan). These are loans obtained by the student from a lending agency outside the college such as a bank, savings and loan association, credit union, etc., which are insured by the federal government. The government will pay the interest charge while the student is enrolled at least half-time. Repayment begins six months after leaving school.

Interested students should obtain detailed information and application forms directly from lending institutions or the appropriate college official.

Loans must be repaid. Students who are awarded Stafford Loans (GSL) or Perkins Loans (NDSL) must attend a pre-loan counseling session. This session provides additional information about the loan programs such as monthly repayments, deferments, grace period and cancellations. The applicant will be advised of the disbursement procedures during the counseling session. Students receiving loans must advise the Office of Student Aid when leaving the college. Each student must have an exit interview regarding their rights, responsibilities, and loan payment scheduling.

Veteran Benefits

Most Central Texas College programs are approved for those who wish to attend and receive benefits under the Veterans Readjustment Benefits Act of 1966, the Veterans Educational Assistance Act of 1984, Chapter 106-Reserve Education Bill, Chapter 30, VA Educational Bill of 1986 and dependents qualified for VA educational benefits, Chapter 35.

Military Tuition Assistance

Many military personnel, whether or not eligible to participate under the Veterans Readjustment Benefits Act, may wish to attend Central Texas college under the tuition assistance program.

Active duty military students approved under this program will have a portion of tuition cost paid by the government but will be responsible for paying the remaining amount as well as all fees and book costs.

Each recipient should make sure that he or she is informed of all conditions on the tuition assistance agreement. Information about such conditions may be obtained at the Military Education Center or Navy Campus office.

The Air Force, Army, Marines, and Navy have tuition assistance programs. Students attending classes at Central Texas College should complete their appropriate service form and deliver it to the appropriate Education Center or Navy Campus office. The signature of the student's unit commander (or authorized representative) and the approving signature of the appropriate Education Center or Navy Campus representative are required.

Department of Defense Civilian Tuition Assistance

The applicant is responsible for securing tuition assistance from the employer. Forms and procedures for requesting tuition assistance vary with each branch of service. Please consult the local ESO, NCR, or Civilian Personnel Office.

One copy of the approved tuition assistance form must be provided to the College at the time of registration.

ACADEMIC POLICIES

ACADEMIC LOAD

Students are responsible for determining the academic load they can successfully manage each term. Typical course loads, based on eight-week terms, are as follows:

Half (1/2) time	3 semester hours per term
Three quarter (3/4) time	5 semester hours per term
Full (1/1) time	6 semester hours per term

- For instructional periods other than eight weeks, consult with the Central Texas College representative
- Final determination of academic load for purposes of VA benefits payments is the prerogative of the Department of Veteran Affairs, not the institution. Questions about VA payments must be sent by the student directly to the VA Office serving the student's campus.

Working students and students who may have difficulty with college level courses are encouraged to consult with Central Texas College personnel or the Education Center or Navy Campus counselors for advice on the number of hours that should be taken.

ATTENDANCE POLICY

Class Attendance

Students are required to attend all classes in which they have enrolled. Attendance should be regular and on time.

Students are required to notify instructors in advance of any absence to retain the privilege of submitting make-up work without grade penalty. Students are responsible for completing all assignments missed during absences.

Absences

The following specific rules apply to absences:

- A class meeting of 50 minutes equals 1 absence.
- Instructors are required to keep attendance records beginning the first scheduled day of class.
- An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The course will be noted as an "FN" on the roll and record book, with a final grade of "F" on the transcript.
- As a matter of policy, College instructors are the only individuals who can authorize excused absences. Regardless of the reason for the absence, students are responsible for completing all coursework covered during any absence.

Excessive Absences

Absence from classes for any reason must not exceed College standards. In general, students may be administratively withdrawn from any class with the grade of "F" when their unexcused absences reach a total equal to 12.5% of the hours for the course. For example, students attending a 48-hour class during an eight-week period normally meet 180 minutes each session for 16 sessions. Those students with two unexcused absences are subject to Administrative Withdrawal since the total unexcused absences (360 minutes) equals 12.5% of class hours for the course. Students attending 96-hour classes are subject to administrative withdrawal after they have accumulated 12 hours of unexcused absences.

OFFICIAL WITHDRAWAL POLICY

Any student who desires to, or must withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund with the instructor. Additionally, students must file a copy of the form with the ESO or Navy Campus Representative. Applications for Withdrawal or an Application for Refund will not be accepted after the close of business on the last working day before the last week of class. For more information, see the previous sections on withdrawals and refunds.

Note: Students receiving financial aid, military tuition assistance, VA benefits, or other than personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, students may contact the Military Education Center, Navy Campus office, or the Central Texas College Financial Aid Office.

Students who are administratively withdrawn from classes without officially withdrawing will receive an "F" and are ineligible for refunds. Additionally, a student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" for nonattendance. Emergency withdrawal will be considered when documentary evidence is presented. For more information, see the section on refunds.

STUDENT CLASSIFICATION

Freshman—with thirty semester hours or less of college-level credit recorded on your permanent record.

Sophomore—with thirty-one semester hours or more of college-level credit recorded on your permanent record.

RESIDENT CREDIT

A student may earn an Associate Degree entirely through study at campuses outside the state of Texas or in combination with study at the Texas campuses. At least sixteen semester hours or 25% of degree requirements must be earned through formal study at Central Texas College, regardless of campus location. Courses offered at all Central Texas College campuses meet the same academic standards and carry the same resident credit.

CREDIT TRANSFER

To Other Colleges and Universities

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. Credits earned at Central Texas College are transferable to other institutions in accordance with policies of the receiving institutions. Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of the receiving school for degree requirements and transfer policy.

Maximum Hours for Transfer To Other Colleges

As a general rule, senior colleges will accept a maximum of 66 semester hours of transfer credit from junior colleges. Students who plan to transfer should not take more than this number of hours unless they have written permission from the chosen senior college.

HOW TO CHOOSE COURSES

Common Course Numbers

Central Texas College has adopted the Texas Common Course Numbering Systems (TCCNS).

The courses with common numbers in this *Catalog* have the course prefix and course number as shown below:

HIST 2311

Survey of Western Civilization I

(3.0) Credit: 3

Taking a Course Out of Sequence

Student who, for scheduling reasons, find it desirable to take an advanced course prior to completing the prerequisite must secure, in writing, approval from the appropriate College representative prior to registering for the course. Failure to obtain approval could result in loss of credit toward the degree. The final responsibility for taking advanced courses without completing the required prerequisite rests with the student.

GRADING POLICY

Reporting

Grades are assigned by faculty members based on class and laboratory performance, test scores, and other departmental academic requirements. Students are encouraged to become familiar with each instructor's class syllabus and requirements for grades.

Grades are reported by two methods:

1. Grade reports are provided by faculty members at the end of each course. This method of reporting grades permits students to judge their performance at the end of each course; and
2. Transcripts are provided by the Records Office and are the official report of completed courses, grades, and credit awarded by the College.

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
I	- Incomplete	0
N	- No Credit	0
P	- Completed	0
W	- Withdrawal	0
XN	- Nonattendance	0
FN	- Nonattendance	0
Y	- Incomplete	0

Grade Designations

"D"

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

"F"

Failure may be awarded for lack of academic progress or failure to attend. "F" grades may not be overridden with "W" or "I" grades. Students who elect to repeat a course for which they have received an "F" must re-register, pay full tuition and fees, and repeat the entire course.

"I"—Incomplete

An incomplete grade may be given in those cases where a student has completed the majority of the coursework, but because of personal illness, death in the immediate family, or military orders, is unable to complete all the requirements for a course. Notice of absence with supporting documentation may be required by the instructor. Students are requested to notify instructors in advance of absences whenever possible. The instructor makes the final decision concerning the granting of the incomplete grade.

In awarding the grade of "I" the instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 90 days after the scheduled end of the class. It is the responsibility of the student to arrange with the instructor for the assignment of work necessary to complete the course and change the "I" grade within the time specified. An "I" grade cannot be replaced by the grade of "W." If a student elects to repeat the course, the individual must register, pay full tuition and fees, and repeat the entire course.

NOTE: In calculating the grade-point average for graduation or other purposes, the "I" grade is calculated as an "F." Students must complete course requirements to replace the "I" within the period specified.

"N"—No Credit

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

"P"—Completed

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

"X"—Non-Attendance

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

"W"—Withdrawal

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

"Y"—Incomplete

The grade of "Y" is reserved for students receiving "incomplete" in developmental courses only.

Grade Point Averaging

A student's grade point average is calculated by dividing the total grade points by the total attempted semester hours. Grades of "W," "N," "P," "X," and "Y" are not included in these calculations. Grades from developmental courses are not calculated.

Grades and Financial Aid

Students attending college with military tuition assistance, financial aid, or VA benefits should be familiar with the requirements and possible obligations incurred, particularly upon receiving a grade of "F," "I," "W," "N," "X," or "Y."

Change Of Grades

Students who feel that there has been a computational error in grading must immediately contact the instructor of the course in question. Students must bring this matter to the attention of the instructor involved no later than 90 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.

Repeating a Course

The total hours earned toward a certificate/degree are not increased if a student repeats a course in which a passing grade has already been earned, although both grades remain on the transcript. Through repeating a course, only the last grade earned is utilized in computing the grade point average. Other colleges may compute the GPA in a manner different from Central Texas College. Honors designation at graduation considers all grades, including repeated courses. A student who repeats a course should notify the Records Office for recomputation of cumulative grade point average.

Student Responsibility to Know GPA

Students are expected to be aware of their grade point average. The method of calculation of grade point average is noted above. Students are encouraged to compute their grade point average frequently. Students are responsible for knowing whether or not they are eligible to continue in the College. An ineligible student who nevertheless registers in the College shall be withdrawn, and the student shall not receive special consideration for the plea of lack of knowledge of scholastic status. Students who receive grades below "C" (2.0) for any course should seek academic advisement to determine the causes of unsatisfactory work and receive recommendations for improving grades in subsequent classes.

Honor Roll

Students completing 12 or more semester hours of college level credit during two consecutive eight-week terms with a grade point average of 3.5 or higher receive Honor Roll status. This recognition will be listed on the student transcript.

GRADUATION GRADE REQUIREMENTS

To graduate from CTC a student is required to have an overall grade point average (GPA) of 2.0, to include a minimum 2.0 GPA with Central Texas College. Associate degrees in Arts, Science, or Applied Science require a "C" for each course in the major. Graduation GPA includes all Central Texas College grades and grades in transfer courses accepted toward the degree. Students at Central Texas College must achieve a 2.0 cumulative GPA to maintain satisfactory progress toward graduation.

PROBATION AND SUSPENSION POLICIES

Probation

Students who fail to maintain a 2.0 cumulative grade point average after the first 7 semester hours will be placed on academic probation during the next term in which they register if their cumulative grade point average is less than 2.0. Students who fail to achieve a 2.0 grade point average during any term after the first 7 semester hours will be placed on academic probation if their cumulative grade point average is not 2.0 or above. Academic probation will be removed for students who achieve a 2.0 or better grade point average during their term of probation, and whose cumulative grade point average is 2.0 or better. Students who fail to achieve a 2.0 grade point average during their semester of probation will be placed on suspension and cannot register for classes until completion of requirements for returning to class, which are listed below.

Suspension

Suspension will also be imposed for those students who fail to achieve a 2.0 grade point average during any term (except upon completion of the first seven semester hours, at which time probation will be imposed) if their cumulative grade point average was below 2.0 prior to that semester.

Students on suspension who achieve a 2.0 or better grade point average during their term of suspension, and whose cumulative grade point average is 2.0 or higher, will be removed from suspension. Students on suspension who achieve a 2.0 or better grade point average during their term of suspension, but whose cumulative grade point average is below 2.0, will be placed on probation. Students on suspension who fail to achieve a 2.0 grade point average during their term of suspension will remain on suspension.

A student suspended for the **first** time may petition the College to re-enter the next semester. For a student who receives a **second** suspension, the mandatory suspension period is one sixteen-week semester or two eight-week terms. A **third** suspension requires the student to remain suspended from the College for two consecutive sixteen-week semesters or four eight-week terms.

NOTE: Suspension/probation students who receive financial aid or VA benefits are reported to the Office of Financial Assistance or to the Veterans Administration, and must meet financial aid or VA requirements prior to the reinstatement of their financial aid or VA benefits.

Returning to Class

Students on probation must sign a probation agreement and receive re-entry advisement.

Students attending Central Texas College who have been suspended may be permitted to re-enter the College on an individual petition basis. Students granted immediate re-entry must:

1. Receive advisement and be recommended, in writing, by the ESO or NCR for return to classes; and
2. Complete a re-entry petition agreement and send it with the ESO or NCR recommendation to the Central Texas College Director.

Students who have been suspended once may be re-admitted under petition and must meet academic standards required while on petition re-entry status. Re-entry petitions will be provided to each student at the time of suspension notification.

<p>Students who use financial aid or VA benefits and who are suspended will be reported to the Office of Student Financial Assistance or the Veterans Services Office and must also meet financial aid or VA requirements prior to reinstatement of financial aid or VA benefits.</p>
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CLASSROOM VISITORS

Permission to visit a class may be granted by the local Regional Director. Such permission carries with it permission to listen and observe, but not to enter into class discussion or laboratory work. Permission to visit is not considered auditing on a full-time basis. Since permission will not be granted to allow small children in class, parents must make arrangements for care of their children during class meetings. College policy does not permit a student to audit courses.

STUDENT RESPONSIBILITIES

ADDRESS CHANGES

All correspondence from Central Texas College to the student will be to the address provided on the Application for Admission. Any address changes must be made in writing to the Student Services Records Office. Students are responsible for all communication mailed to the last address on file. The student's academic file will be maintained in Europe for five years after last attendance unless an address change is sent to the Student Services Records Office.

NAME CHANGES

Individuals must provide their legal name on their Application for Admission as it is the name that will appear on their official student record. To change a legal name to a new legal name, the student must submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, the student must present a copy of the marriage certificate. A female student who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name, must present a divorce decree or signed court order showing restoration of the maiden name or other name. Name change documents and affidavits must be submitted to the C&I Records Office, Killeen, Texas.

RECORDS ACCESS

In compliance with the Family Educational Rights and Privacy Act of 1974, information classified as "directory information" may be disclosed to the general public without prior written consent from a student, unless the Central Texas College Records Office is notified in writing, by the student, prior to the 4th class day of each term. This statement of non-disclosure will be retained for one year after submission. Release of additional information pertaining to the student record must be authorized in writing by the student.

FALSIFICATION OF RECORDS

Students who knowingly falsify College records or who knowingly submit any falsified records to the College are subject to disciplinary action which may include suspension or expulsion from the College.

SCHOLASTIC HONESTY

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

1. Plagiarism—The taking of passages from the writing of others without giving proper credit to the sources.
2. Collusion—(a) using another's work as one's own or (b) working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
3. Cheating—giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and subject to disciplinary action.

DRUG AND ALCOHOL ABUSE

Students are admitted to Central Texas College for the purpose of educational, social, and personal enhancement. As students they have rights and privileges, as prescribed by State and Federal Constitutions, statutes, and policies of the Board of Trustees of the College District. With these rights and privileges, students also have certain duties and responsibilities essential for creating an environment where all students can learn how to live productive, fulfilling lives. Substance and alcohol abuse disrupts this environment and threatens not only the lives and well being of students, faculty, and staff but also the potential for education, social, and personal enhancement. Therefore, it is important for all members of the College community to take responsibility for preventing substance and alcohol abuse.

In recognition of the problems associated with substance and alcohol 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 College owned facility or at any College sponsored event is prohibited except when specifically designated by the Board of Trustees of Central Texas College.

Central Texas College is committed to providing comprehensive drug education and prevention programs as well as early intervention and referral services. In support of this commitment, Central Texas College has established the Substance Abuse Resource Center in the Student Services Building on the Central Campus to provide information and assistance to the College community. Through this program, Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and substance abuse. Information relating to 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 action, and health risks.

Those individuals seeking further information should contact the Substance Abuse Resource Center or the Central Texas College site representative.

ALCOHOL AND ILLEGAL SUBSTANCES

Students are not to use intoxicating beverages, narcotics, or non-prescription drugs in a Central Texas College classroom. Any student in a Central Texas College classroom or administrative office who is under the influence of or in possession of any of these items will be subject to disciplinary dismissal from the College. Anyone using, distributing, or found to be in possession of illegal drugs or aiding those involved in such activities will be subject to immediate expulsion from the College.

CLASS BEHAVIOR

Generally, students attending Central Texas College are in class for intense personal and professional reasons. To facilitate instruction and learning, students are expected to maintain a mature, earnest and interested attitude in the classroom. The College will not tolerate student behavior which disrupts the class or which attempts to *discredit the instructor, the course material or other students*. Students who seek to disrupt classes or discredit the course or other students will be asked to cease such disruptions. If the student fails to do so, the student will be dropped from the class with a grade of "F."

STUDENT DISCIPLINE

Students are admitted to Central Texas College for the purpose of educational, social, and personal enhancement. As students, they have 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, the College has prescribed procedures for counseling and disciplinary action which are designed to help the students in every way possible. In essence, the disciplinary procedures are a part of the learning process for students, and students will be suspended or expelled from the College only if they fail to respond positively to disciplinary procedures.

Disciplinary action may be an oral or written reprimand, disciplinary probation, suspension, or expulsion from the College. *Students on disciplinary probation may receive no honors from Central Texas College. The probation status is permanent unless the student has earned the privilege of being released from disciplinary probation.*

Further information concerning disciplinary procedures may be requested from Central Texas College personnel.

CERTIFICATE AND DEGREE REQUIREMENTS

DEGREES OFFERED

Central Texas College confers the Associate in Arts, the Associate in Science, the Associate in Applied Science, or the Associate in General Studies degrees upon students who have successfully completed all the minimum and specific requirements for graduation. The minimum requirements for each degree are listed below. To earn a degree, students must also complete the specific degree requirements in the curriculum plan for their major field of study as shown in the programs of study. Except for the Associate in General Studies degree, students may not use the minimum requirements listed below to "tailor" their own degrees. It is the student's responsibility to apply for the degree. Each degree candidate must earn a minimum of 25% of coursework in traditional study at Central Texas College. No designation of a program discipline will be written on the face of any Central Texas College degree or certificate. Students on financial or academic hold are not eligible for graduation.

A person may be awarded one degree from Central Texas College. Students wishing to be awarded a second degree must satisfy all requirements for the second degree, including at least 12 additional semester hours of traditional courses in residence at Central Texas College after degree requirements have been met. This requirement is in addition to those requirements already completed for the award of the first degree. The Associate in General Studies Degree may not be awarded more than once to any student.

Developmental Studies

The developmental studies courses offered by the College are designed to provide a means for students to remove specific deficiencies or provide refresher coursework prior to enrolling in academic, occupational, or technical programs.

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

<p>Developmental studies courses may not be used to satisfy degree requirements and cannot be counted in the grade point average at Central Texas College.</p>

CERTIFICATES OF COMPLETION

A Certificate of Completion will be awarded to students who fulfill the curricular requirements of special courses and programs. Minimum residency requirements are 25% or 16 semester hours, whichever is greater. GPA requirements are the same as degree programs.

TRANSFERABILITY OF COURSES

Students are urged to consult the catalog of the institution to which they may transfer for detailed information concerning course transfer. This *Catalog Supplement* should be used by the student as the basis for course planning. Courses taken in Developmental Studies may not satisfy degree requirements at receiving institutions.

Associate In Applied Science Degree

Students must complete the specific degree requirements in the curriculum plan for their major field as shown in the program of study. The curriculum consists of a minimum of 64 semester hours and will include:

1. Communications to include either a or b:
 - a. ENGL 1301 and three semester hours of oral communications,
 - b. ENGL 1312;
2. Three semester hours of humanities or fine arts;
3. Three semester hours of mathematics, MATH 1314 or higher;
4. Three semester hours of social/behavioral science;
5. Three semester hours of computer instruction;
6. A minimum of 36 semester hours of technical courses in the major or a closely related field;
7. A minimum of 25 percent of semester hours credit earned within the Central Texas College System;
8. All required courses in the major as listed in the *College Catalog*;
9. Satisfy a, b, and c:
 - a. A minimum overall grade point average of 2.0 ("C" average),
 - b. A minimum of 2.0 ("C") on each course in the major,
 - c. A minimum of 2.0 ("C") with Central Texas College; and
10. Meeting all other College and departmental requirements.

Note: Students may be required to repeat major field of study courses if graduation is not accomplished within seven years after courses are completed.

Associate In General Studies Degree

Students should coordinate with the senior college to which they intend to transfer to ensure that the courses they take at Central Texas College will contribute toward graduation requirements there. To receive an Associate in General Studies degree students must complete a minimum of 64 semester hours which must include:

1. Communications to include either a or b:
 - a. ENGL 1301 & three semester hours oral communications,
 - b. ENGL 1312;
2. Three semester hours of humanities or fine arts;
3. Three semester hours of mathematics, MATH 1314 or higher;
4. HIST 1301 and 1302;
5. GOVT 2301 and 2302;
6. Three semester hours of computer instruction;
7. Two semester hours of physical education from activity courses;
8. A minimum of 16 semester hours credit earned within the Central Texas College System;
9. A minimum overall grade point of 2.0 ("C" average) to include a minimum 2.0 ("C" average) on all courses taken with Central Texas College; and
10. Meeting all other College and departmental requirements.

GRADUATION

Application for Certificate or Degree

Central Texas College awards certificates and degrees each year in May, August, and December. A request for certificate or degree must be accompanied by the appropriate non-refundable fees and must be submitted to the Europe Campus Student Services Department by the following dates:

	DEADLINE
Fall Semester for December Graduation	October 1st
Spring Semester for May Graduation	February 1st
Summer Semester for August Graduation	June 10th

All College entrance and course requirements must be completed prior to certificate or degree award. A request for certificate or degree received from students who have not completed course requirements and who are not enrolled in the remaining courses by the date specified above will not be processed. Official transcripts of GED scores from previously attended institutions, if applicable, must be on file in the Central Texas College Records Office by the graduation date.

Any student who fails to meet the above listed graduation deadlines will be processed in the next degree order time frame. No student will be denied a graduation appointment. The graduation date on the certificate or degree must conform with the dates listed above. Students applying for graduation who do not complete degree requirements on or about the graduation date will be declared a non-graduate and will not be eligible for graduation fee reimbursement. Those declared non-graduates must refile for graduation and pay an additional graduation fee.

Certificates Conferred

Since the duties of military personnel and adult students normally prohibit them from achieving full-time student status, the College provides indicators of progress toward the Associate Degree in the form of certificates. The College presents a Certificate of Award after both 15 and 30 semester hours have been completed. The certificate indicates skills obtained by the student through courses as outlined in the program chosen by the student.

Students are eligible to receive the 15 hour Certificate of Award upon completion of 15 semester hours of credit in one program area. Nine of these hours must be taken with Central Texas College by traditional classroom methods including video study. An additional 15 semester hours of credit in the same program area of study will qualify the student for the 30-hour Certificate of Award. To receive the certificate, the student must have a minimum 2.0 GPA.

Replacing a Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a Request for Replacement may be obtained. For more information, contact the Central Texas College representative. An appropriate fee is required for the replacement of a certificate or degree.

Commencement

Central Texas College will hold three graduation exercise annually: one in Germany, one in the United Kingdom, and one in the Mediterranean Region. Degrees and certificates will be awarded three times a year for students who by virtue of military duties or other valid reasons are unable to attend the annual graduation exercise. Students graduating at any time during the year may participate in the annual graduation ceremonies. Students are responsible for notifying the campus or site headquarters if they plan to participate.

Graduation With Honors

Candidates for degrees for Central Texas College may graduate with highest honors or honors based on the following criteria:

1. To graduate with honors, a candidate must have a 3.5 grade point average on a 4.0 scale with no grades below "B" on all coursework taken. In computing the candidate's grade point average for honors, the grades in all college-level courses taken at Central Texas College as well as courses transferred from other accredited institutions of higher learning are included. A repeated course will not clear the graduate for honors; however, the GPA will reflect only the repeated course in the final GPA.
2. In any graduating class, the student(s) with the highest grade point average and who meets all other requirements above will be designated as graduating with highest honors.
3. Public recognition for graduating with honors or highest honors is conferred only when the student participates in the formal commencement ceremony.
4. To qualify for honors, students must have earned a minimum of 30 semester hours of traditional study with Central Texas College.

CONTINUING EDUCATION PROGRAM

The purpose of non-credit programs is to meet the current and changing educational requirements of a specific community. To achieve this purpose, instruction is provided in response to expressed needs. Classes generally provide training for the individual; however, special interest groups can also be accommodated within the scope and philosophy of the program. Classes are geared to the changing needs and requirements of the area being served. There is no limit to the number or variety of courses. Classes are offered in the vocational business fields as well as in practical arts. Courses may be arranged to meet specific requests from interested groups. Central Texas College and its affiliated organizations are able to meet the needs of virtually every educational pursuit.

PROGRAMS OF STUDY

PROGRAM LISTINGS

Program requirements to earn a degree are listed alphabetically, and are followed by course descriptions listed in numerical order.

The degree programs and vocational-technical courses that Central Texas College has been authorized to conduct in Europe under contract #DAJA37-93-D-0044 are listed on the following pages.

Note: Central Texas College-Europe Campus is authorized to provide the technical courses needed to complete the degree programs listed in this *Catalog Supplement*. The remaining degree requirements can be fulfilled by completing general education courses with CTC at its other campuses, by transfer credits from the University of Maryland or City Colleges of Chicago, or by other means such as testing or evaluation of previous learning experience.

PROGRAM AND COURSE AVAILABILITY

Courses are offered to students at military installations which have sufficient student interest. However, not all courses are available every term due to the specialized nature of the course, equipment requirements, and/or faculty availability. Student needs and interests are major factors considered in scheduling courses. Students should express their needs to the local Education Specialist or Navy Campus office. CTC representatives can furnish convenient planning brochures for most programs.

PREREQUISITE COURSES

Students should understand the course descriptions. If the course description for the desired course indicates a prerequisite, that prerequisite should be satisfied prior to registering for the desired course. Example: LEGA 2301, Tort and Personal Injury, requires that LEGA 2306, Techniques of Legal Research, be successfully completed prior to registering for LEGA 2301. Students who cannot schedule prerequisites must obtain prior approval to enroll in these courses from the appropriate College official. Failure to obtain approval could result in loss of credit toward degree.

SEMESTER CREDIT HOURS

One semester hour of credit represents one hour of lecture or usually two or three hours of laboratory time per week for 16-weeks. Lecture and lab proportions may vary depending on the nature of the course. The number of hours per week of lecture to lab time is included in parentheses after the course name. For example, (3-0) for a three-semester-hour course means there are three lecture hours per week conducted over a 16-week semester and no lab hours required; (2-4) means there are two lecture hours and four lab hours per week for the same 16-week semester. This weekly requirement is adjusted to compensate for terms/sessions/semesters with lengths other than 16-weeks. For instance, (3-0) for an eight-week term would require six hours of lecture per week, and (2-4) would require four hours of lecture and eight hours of lab per week.

TECHNICAL ELECTIVES

Technical electives are courses designed to strengthen the major area of the student's program.

APPROVED ELECTIVES

Approved electives are courses which, although not specifically related to the major, are designed to broaden the student's exposure to various disciplines considered supportive of the program's objectives.

SPECIAL ELECTIVES

Many programs of study have a Humanities/Fine Arts and Social/Behavioral Science elective courses that can be used to satisfy elective requirements. Some courses can be used as either a Humanities/Fine Arts or Social/Behavioral Science elective as stated below. The special electives are listed below.

Humanities/Fine Arts Electives

<u>ANTH</u>	<u>2351</u>	Cultural Anthropology
ARTS	(all ARTS courses except ARTS 2313, 2314)	
DANC	2304	Dance Appreciation
DRAM	2366	Motion Picture Art
Foreign Language courses		
<u>GEOG</u>	<u>1302</u>	Cultural Geography
<u>GEOG</u>	<u>1303</u>	World Regional Geography
<u>HIST</u>	<u>2311 and 2312</u>	Survey of Western Civilization I and II
HIST	2381	African-American History
HUMA	1315	Introduction to Fine Arts
Music courses (MUSI)		
Literature courses to include ENGL 1302 when it is not used to satisfy the English requirement		
Philosophy courses to include Religion (PHIL)		
<u>SPCH</u>	<u>2341</u>	Performance of Literature

Social/Behavioral Science Electives

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

Computer Science/Microcomputer Technology Electives

Computer Science courses (COSC)		
Microcomputer Technology courses (MISC)		
Word Processing courses (WOPO)		
AGRI	1309	Computers in Agriculture
CMET	1403	Computer Systems & Operational Programming
CMET	2402	Computer Circuit Analysis
CMET	2411	Theory of Interface Devices
DRDS	2410	Computer-Aided Drafting I
DRDS	2411	Computer-Aided Drafting II
FRMG	2309	Computers in Agriculture

ADMINISTRATIVE SECRETARIAL

Associate in Applied Science Degree

First Year

First Semester		Credit	Second Semester		Credit
OADM*	1301 Beginning Shorthand	3	WOPO*	1304 Intermediate Info. Proc. Applications	3
WOPO*	1303 Beginning Keyboarding/Data Entry	3	OADM*	1302 Intermediate Shorthand	3
OADM	1305 Records Management	3	OADM	1306 Office Procedures and Applications	3
OADM	1309 Business Mathematics and Calculating Machines	3	OADM	1308 Business Correspondence	3
ENGL	English Selection	3	WOPO	1307 Word Processing/Transcript	3
WOPO	1101 MS-DOS: An Introduction	1	PHED	Physical Education	1
		16			16

Second Year

First Semester		Credit	Second Semester		Credit
MATH	<u>MATH 1314, 1324, or 1342</u>	3	WOPO	2303 Office Automation	3
WOPO	2302 Advanced Information Processing Applications	3	OADM	2305 Office Accounting II	3
OADM	2304 Office Accounting I	3	OADM	2307 Automated Office Management	3
ELCT**	Elective	3	SPCH	<u>SPCH 1315 or 1321</u>	3
ELCT**	OADM/WOPO/MISC Selection	3-4	ELCT†	Humanities/Fine Arts Selection	3
		15-16	ELCT††	Social/Behavioral Science Selection	3
					18
				Total Hours	65-66

* Levels of shorthand and typewriting will be determined by the student's previous training in these skills and/or by placement tests.

** Electives or selections approved by Department Chair. Courses may be chosen leading toward general, medical, or legal secretarial programs upon department approval.

† Humanities/Fine Arts Selection: See page 26.

†† Social/Behavioral Science Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

AUTOMOTIVE BODY REPAIR

Associate in Applied Science Degree

First Year

First Semester		Credit	Second Semester		Credit
INDU	1400 Industrial Fundamentals	4	ATBR	1408 Roughing and Alignment II	4
ATBR	1403 Roughing and Alignment I	4	ATBR	1409 Auto Body Welding II	4
ATBR	1405 Auto Body Welding I	4	ATBR	1410 Auto Body Painting Fundamentals	4
ATBR	1407 Auto Body Fundamentals	4	ATBR	1411 Automotive Glass	4
ELCT	Free Elective	1	MATH	<u>MATH 1314</u> or higher	3
		17			19

Second Year

First Semester			Credit	Second Semester			Credit
ELCT†		Humanities/Fine Arts Selection	3	ATBR	2400	Major Vehicle Damage Repair	4
ATBR	2406	Frame Repair and Alignment	4	ATBR	2404	Advanced Auto Body Painting	4
AUTO	2405	Steering & Suspension Systems	4	ELCT†††		Computer Science/Micro-computer Tech. Selec.	4
<u>ENGL</u>	<u>1312</u>	Communications Skills	3	<u>SPCH</u>	<u>1321</u>	Business and Professional Speaking	3
<u>GOVT</u>	<u>2301</u>	State & Federal Government I		ATBR	2401	Panel Repair & Replacement	4
or							
<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3				
			17				19
Total Hours							72

† Humanities/Fine Arts Selection: See page 26.

††† Computer Science/Microcomputer Technology Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

AUTOMOTIVE SERVICE AND REPAIR

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
AUTO	1400	Shop Fundamentals	4	AUTO	1411	Automotive Computer Systems	4
AUTO	1301	Automotive Systems	3	AUTO	1405	Automotive Air Conditioning	4
AUTO	1402	Basic Electrical and Test Equipment	4	AUTO	1407	Brake Systems	4
MATH		<u>MATH 1314</u> or higher	3	AUTO	1408	Standard Transmissions & Transaxles	4
SPCH	<u>1321</u>	Business and Professional Speaking	3	ENGL	<u>1312</u>	Communications Skills	3
			17				19

Second Year

First Semester			Credit	Second Semester			Credit
AUTO	2404	Ignition, Starting, & Charging	4	AUTO	2403	Automatic Transmissions & Transaxles	4
AUTO	2405	Steering & Suspension Systems	4	AUTO	2406	Engine Diagnosis & Emission	4
ELCT†††		Computer Science/Micro-computer Technology Selection	3	ELCT		Elective	3
AUTO	2410	Fuel Systems & Injection	4	ELCT†		Humanities/Fine Arts Selection	3
<u>GOVT</u>	<u>2301</u>	State & Federal Government I		AUTO	2408	Advanced Engine Service	4
or							
<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3				
			18				18
Total Hours							72

† Humanities/Fine Arts Selection: See page 26.

††† Computer Science/Microcomputer Technology Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

COMMUNICATIONS ELECTRONICS TECHNOLOGY

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
CMET	1400	Electronics and Computer Skills	4	CMET	1403	Computer Systems & Operational Programming	4
CMET	1401	Digital Circuits	4	<u>MATH</u>	<u>1314</u>	College Algebra	3
ELTE	1401	Electrical Circuits I	4	ELTE	1402	Electrical Circuits II	4
CMET	1402	Computer Systems	4	ELTE	1403	Solid State Electronics	4
				<u>ENGL</u>	<u>1312</u>	Communications Skills	3
			16				18

Second Year

First Semester			Credit	Second Semester			Credit
CMET	1409	CRT Systems	4	ELTE	2407	Communications Circuits II	4
ELTE	1404	Communications Circuits I	4	ELTE	2412	Circuits and Systems	4
ELTE	2406	Integrated Devices	4	ELCT†		Humanities/Fine Arts Selection	3
ELCT††		Social/Behavioral Science Selection	3	CMET	2408	Digital Communications	4
ELCT*		Approved Technical Elective	4	ELCT**		Academic Elective	3
			19				18
						Total Hours	71

* Selected course approved by the Department Chair: CMET 2411; ELTE 2103, 2303, 2401, 2405, 2409, 2411, and 2421.

** Elective from one of the following: Agriculture, Art, Business, Communications, Engineering, Mathematics, Music, Science, or Social Science.

† Humanities/Fine Arts Selection: See page 26.

†† Social Behavioral Science Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

COMPUTER ELECTRONICS TECHNOLOGY

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
CMET	1400	Electronics and Computer Skills	4	CMET	1403	Computer Systems & Operational Programming	4
CMET	1401	Digital Circuits	4	<u>MATH</u>	<u>1314</u>	College Algebra	3
ELTE	1401	Electrical Circuits I	4	ELTE	1402	Electrical Circuits II	4
CMET	1402	Computer Systems	4	ELTE	1403	Solid State Electronics	4
				<u>ENGL</u>	<u>1312</u>	Communications Skills	3
			16				18

Second Year

First Semester			Credit	Second Semester			Credit
CMET	1409	CRT Systems	4	CMET	2404	Computer System: Diagnosis & Maintenance	4
CMET	2402	Computer Circuit Analysis	4	ELTE	2412	Circuits and Systems	4
CMET	1405	LAN	4	ELCT†		Humanities/Fine Arts Selection	3
ELTE	2406	Integrated Devices	4	ELCT**		Approved Technical Elective	4
ELCT††		Social/Behavioral Science Selection	3	ELCT***		Academic Elective	3
			19				18
						Total Hours	71

** Elective Selection approved by the Department Chair: CMET 1404, 2400 (or 2200 and 2201), 2405, 2406, 2408; ELTE 2103, 2303, 2409, 2411, and 2421.

*** Elective from one of the following: Agriculture, Art, Business, Communications, Engineering, Mathematics, Music, Science, or Social Science.

† Humanities/Fine Arts Selection: See page 26.

†† Social/Behavioral Science Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

DRAFTING AND DESIGN

COMPUTER-AIDED DRAFTING (CAD)

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
ENGR*	1304	Engineering Graphics	3	ENGR*	1305	Descriptive Geometry	3
DRDS	1402	Technical Illustration	4	DRDS	1403	Machine Drawing	4
DRDS	1404	Structural Drafting	4	DRDS	1410	Computer-Aided Drafting I	4
TMTH	1301	Technical Mathematics	3	ENGL	<u>1312</u>	Communications Skills	3
				ELCT		Elective	3
			14				17

Second Year

First Semester			Credit	Second Semester			Credit
DRDS	2402	Architectural Drafting	4	DRDS	2401	Pipe Drafting	4
DRDS	2403	Electronic Drafting	4	DRDS	2405	Civil Design Drafting	4
DRDS	2411	Computer-Aided Drafting II	4	DRDS	2406	Industrial Practice	4
ELCT**		Approved Elective	3-4	ELCT††		Social/Behavioral Science Selection	3-4
ELCT†		Humanities/Fine Arts Selection	3				
			18-19				15-16
						Total Hours	64-66

* Selected locations may substitute DRDS 1405 for ENGR 1304 and DRDS 1406 for ENGR 1305.

** Approved Electives: DRDS 1303, 1400, 2404, 2406; ARTS 1316; MISC 1450 or other elective approved by the Department Chair.

† Humanities/Fine Arts Selection: ANTH 2351; ARTS courses (except ARTS 2313, 2314); LANG courses; GEOG 1302, 1303; HIST 2311, 2312; SPCH 2341; MUSI; PHIL (to include religion); and Literature courses.

†† Social/Behavioral Science Selection: AGRI 2317; ANTH 2301, 2351; ECON 2301, 2302; CRIJ 1307; HIST; GOVT; PSYC; SOCI; and GEOG (except GEOG 1301) courses.

Underlined numbers are common course numbers. See page 14.

EARLY CHILDHOOD PROFESSIONS

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
CHDV	1301	Fundamentals of Early Childhood Education	3	CHDV	1305	Instructional Aids	3
CHDV	1303	Curriculum Resources	3	CHDV	1310	Growth and Development of Children	3
CHDV	1309	Child Guidance and Group Management	3	CHDV	1324	Safety, Health, and Nutrition	3
ENGL	1301	Composition and Rhetoric I	3	CHDV	1327	Families & Communities in Multicultural World	3
CHDV	2303	Managing Child Care Centers	3	CHDV	1406	Learning Environments I	4
			15				16

Second Year

First Semester			Credit	Second Semester			Credit
CHDV	1408	Learning Environments II	4	CHDV	2101	Early Childhood Professions (Seminar)	1
CHDV	2301	The Child with Special Needs	3	CHDV	2305	Advanced Math and Science for Early Childhood	3
ELCT†††		Computer Science/Micro-computer Tech. Selection	3-4	CHDV	2402	Special Projects	4
ELCT		<u>SPCH 1315</u> or <u>1321</u>	3	CHDV	2409	Learning Environments III	4
MATH		<u>MATH 1314</u> or higher	3	ELCT†		Humanities/Fine Arts Selection	3
			16-17	ELCT††		Social/Behavioral Science Selection	3
							18
				Total Hours			65-66

† Humanities/Fine Arts Selection: See page 26.

†† Social/Behavioral Science Selection: See page 26.

††† Computer Science/Microcomputer Technology Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

EMERGENCY MEDICAL TECHNICIAN

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
EMET	1502	Emergency Medical Technician-Ambulance	5	MGMT	1306	Human Relations	3
ENGL	1301	Composition and Rhetoric I	3	EMET	1302	Military Medicine	3
MGMT	1305	Introduction to Management	3	ELCT†††		Computer Science/Micro-computer Tech. Selection	3
MATH		MATH 1314 or 1324	3	ELCT†		Humanities/Fine Arts Selection	3
PHED		Physical Education	1	ELCT*		Approved Elective	3
			15	PHED		Physical Education	1
							16

Second Year

First Semester				Credit	Second Semester				Credit
EMET	2101	Introduction to Paramedic		1	EMET	2302	Emergency Medical Center Management		3
EMET	2301	Disaster Planning		3	EMET	2303	Psychology of Emergencies		3
ACCT**	2301	Principles of Accounting I		3	ENGL	2311	Technical Writing		3
MGMT	2302	Human Resource Management		3	ACCT**	2302	Principles of Accounting II		3
MGMT	2309	Supervision		3	ELCT††		Social/Behavioral Science Selection		3
SPCH		SPCH 1315 or 1321		3	ELCT*		Approved Elective		3
				16					18
					Total Hours				65

* Approved Electives: EMET 1303, 1304, 1305; PSYC 2301, MGMT 1301, or BIOL 2401. Non-military students may select an EMET elective.

** OADM 2304 and 2305 may be substituted.

† Humanities/Fine Arts Selection: See page 26.

†† Social/Behavioral Science Selection: See page 26.

††† Computer Science/Microcomputer Technology Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

FIRE PROTECTION TECHNOLOGY

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
FPRT	1301	Fundamentals of Fire Protection	3	FPRT	1302	Fire Prevention	3
FPRT	1303	Fire Protection Systems	3	FPRT	1305	Fire Administration II	3
FPRT	1304	Fire Administration I	3	FPRT	1308	Fire Service Chemistry II	3
FPRT*	1307	Fire Service Chemistry I	3	MATH		<u>MATH 1314</u> or higher	3
ENGL	<u>1301</u>	Composition and Rhetoric I	3	SPCH	<u>1315</u>	Public Speaking	3
PHED		Physical Education	1	PHED		Physical Education	1
			16				16

Second Year

First Semester				Credit	Second Semester				Credit
FPRT	2301	Industrial Fire Protection I		3	FPRT	2302	Industrial Fire Protection II		3
FPRT	2303	Hazardous Material I		3	FPRT	2306	Fire and Arson Investigation		3
FPRT	2305	Building Codes & Construction		3	FPRT	2404	Fire Fighting Tactics and Strategies		4
ELCT†		Humanities/Fine Arts Selection		3	ELCT†††		Computer Science/Micro-computer Tech. Selection		3
GOVT	2301	State & Federal Government I			FPRT**		Elective		3
or									
GOVT	2302	State & Federal Government II		3					
ENGL	2311	Technical Writing		3					
				18					16
					Total Hours				66

* CHEM 1406 may be substituted for FPRT 1307.

** FPRT Electives include: FPRT 2304, 2308, 2309, 2310, and 2314.

† Humanities/Fine Arts Selection: See page 26.

††† Computer Science/Microcomputer Technology Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

FOOD SERVICE MANAGEMENT

Associate in Applied Science

First Year

First Semester			Credit	Second Semester			Credit
FSMG	1302	Nutrition	3	FSMG	1301	Supervising Kitchen Administration	3
FSMG	1303	Sanitation and Safety	3	FSMG	1305	Food Purchasing	3
FSMG	1401	Food Preparation & Serving	4	FSMG	1306	Menu Planning	3
MGMT	1306	Human Relations	3	MATH	1342	Elementary Statistics	3
ENGL	1301	Composition and Rhetoric I	3	ELCT*		Elective	3-4
				SPCH	1315	Public Speaking	3
			16				18-19

Second Year

First Semester			Credit	Second Semester			Credit
FSMG	2304	Hospitality Industry/Sales Promotion	3	HMMG	2304	Financial Management	3
FSMG***	2405	Management Practice I	4	FSMG***	2406	Management Practice II	4
HMMG	2301	Hospitality Industry Law	3	ELCT**		ACCT/OADM/MATH	3-4
MISC	1450	Microcomputers for Business	4	ELCT†		Humanities/Fine Arts Selection	3
ELCT		Elective	3-4	ELCT††		Social/Behavioral Science Selection	3
			17-18				16-17
				Total Hours			67-70

* Elective Selections include: FSMG 1300, 1304, 1307, 1308, 2150, 2151, 2201, 2250, 2251, 2252, 2353, 2355, 2356, 2401, 2402, 2452, or 2453; ACCT 2301, 2302; HMMG, 1300, 1302, 1303, 1305, 1308, 2306; MGMT 1305, 1308, 2101, 2164, 2302, 2304, 2310; ENGL 1302, 1313, or 2311

** Elective Selections include: OADM 1309, 2304; ACCT 2301; or MATH 1314 or higher (excluding 1342).

*** Selected locations may substitute MGMT 1304 and FSMG 2303 for FSMG 2405 and 2406.

† Humanities/Fine Arts Selection: See page 26.

†† Social/Behavioral Science Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

HOTEL/MOTEL MANAGEMENT

Associate in Applied Science Degree

First Year

First Semester		Credit	Second Semester		Credit
HMMG	HMMG 1302 or 1307	3	HMMG 1300	Food and Beverage Management	3
MGMT	1306 Human Relations	3	HMMG 1303	Front Office Procedures	3
FSMG	1401 Food Preparation and Serving	4	FSMG 1301	Supervising Kitchen Administration	3
ENGL	<u>1301</u> Composition and Rhetoric I	3	FSMG 1303	Sanitation and Safety	3
MATH	<u>1342</u> Elementary Statistics	3	FSMG 1305	Food Purchasing	3
ELCT**	Elective	3-4	ELCT	Elective	3
		19-20			18

Second Year

First Semester		Credit	Second Semester		Credit
HMMG***	2401 Hotel/Motel Internship I	4	HMMG 2301	Hospitality Industry Law	3
FSMG	2304 Hospitality Industry Sales Promotion	3	HMMG 2304	Financial Management	3
ELCT†	Humanities/Fine Arts Selection	3	ELCT*	ACCT/OADM/MATH	3-4
MISC	1450 Microcomputers for Business	4	HMMG***	2402 Hotel/Motel Internship II	4
SPCH	<u>SPCH 1315 or 1321</u>	3	ELCT††	Social/Behavioral Science Selection	3
		17			16-17
			Total Hours		70-72

Students pursuing emphasis in specific areas must take the corresponding electives listed below:

Emphasis	Electives
Front Office Procedures	HMMG 1306
Marketing and Sales Promotion	HMMG 1306 and HMMG 2307
Food and Beverage Management	HMMG 2308
Housekeeping	HMMG 2302
Engineering and Facilities Management	HMMG 2305 and 2302

* ACCT/OADM/MATH Elective Selection includes: ACCT 2301; OADM 1309, 2304; MATH 1314 or higher (excluding 1342).

** Elective Selection includes: HMMG 1305, 1306, 1308, 2302, 2305, 2306, 2307, 2308; FSMG 1300, 1302, 1304, 1306, 1307, 1308, 2303, 2306, 2401, 2402; MGMT 1305 or 1308; ENGL 1302, 1313, 2311

*** Selected locations may substitute any HMMG/FSMG elective.

† Humanities/Fine Arts Selection: See page 26.

†† Social/Behavioral Science Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

LAW ENFORCEMENT

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
LAWE	1301	Introduction to Criminal Justice	3	LAWE	1201	Defensive Tactics	2
LAWE	1304	The Courts and Criminal Procedures	3	LAWE*		Law Enforcement Option Elective	3
LAWE	1307	Crime in America	3	LAWE*		Law Enforcement Option Elective	3
LAWE	1308	Fundamentals of Criminal Law	3	LAWE*		Law Enforcement Option Elective	3
ENGL	1301	Composition and Rhetoric I	3	LAWE*		Law Enforcement Option Elective	3
PHED		Physical Education	1	ENGL		<u>ENGL 1302 or 2311</u>	3
				ELCT**		Law Enforcement Elective	3
			16				17

Second Year

First Semester			Credit	Second Semester			Credit
LAWE	2101	Emergency Medical Aid	1	LAWE	2201	Firearms	2
LAWE	2304	Juvenile Procedures	3	PSYC	2301	Introduction to Psychology	3
GOVT	2301	State & Federal Government I or		SPCH	1321	Business and Professional Speaking	3
GOVT	2302	State & Federal Government II	3	ELCT†		Humanities/Fine Arts Selection	3
SOCI	1301	Introduction to Sociology	3	ELCT†††		Computer Science/Micro-computer Tech. Selection	3
MATH		<u>MATH 1314</u> or higher	3	ELCT**		Law Enforcement Elective	3
PHED		Physical Education	1				17
ELCT**		Law Enforcement Elective	3				67
			17				
						Total Hours	

Students planning to complete a baccalaureate degree in Criminal Justice/Law Enforcement should declare a major and develop a degree plan which will meet the transfer requirements of the college of their choice, as soon as it can be determined.

* Law Enforcement Options:

Students intending to major in Law Enforcement may take LAWE 1302, 1303, or 1309.

Students intending to major in Corrections may take LAWE 1306 and one of the following: LAWE 1302, 1303, or 1309.

Students who prefer a more general Law Enforcement curriculum may take any three from LAWE 1302, 1303, 1306, and 1309.

** Law Enforcement Elective Selection includes: LAWE 1310, 1315, 2301, 2303, 2306, 2308, 2310, 2312, 2313, 2314, 2315; EMET 1502.

† Humanities/Fine Arts Selection: See page 26.

††† Computer Science/Microcomputer Technology Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

LEGAL ASSISTANT

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
LEGA	1401	Introduction to Paralegalism	4	LEGA	1306	Criminal Law	3
LEGA	1302	Legal Office Ethics and Management	3	LEGA	1307	Civil Litigation	3
LEGA	1304	Principles of Family Law	3	<u>MATH</u>	<u>1324</u>	Finite Mathematics	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	MISC	1420	Word Processing for Microcomputers	4
<u>GOVT</u>	<u>2301</u>	State & Federal Government I	3	<u>ENGL</u>	<u>1302</u>	Composition and Rhetoric II	3
PHED		Physical Education	1	PHED		Physical Education	1
			17				17

Second Year

First Semester			Credit	Second Semester			Credit
LEGA	2302	Contract Law and the U.C.C.	3	LEGA	2405	Wills, Trust, and Probate	4
LEGA	2306	Techniques of Legal Research	3	LEGA*		Approved Elective	3
LEGA*		Approved Elective	3	LEGA*		Approved Elective	3
<u>ACCT</u>	<u>2301</u>	Principles of Accounting I	3	ELCT†		Humanities/Fine Arts Selection	3
<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3	SPCH		<u>SPCH 1315 or 1321</u>	3
			15				16
				Total Hours			65

* Approved Elective Selection includes: LEGA 1305, 1308, 1309, 1403, 2301, 2303, 2307, 2401, and 2404.

† Humanities/Fine Arts Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

MILITARY SCIENCE MANAGEMENT

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
MILS*	1101	Military Science I	1-2	MILS	1102	Fundamentals of Leadership	1
MILS	1301	U.S. Heritage, Mission, Organization	3	MILS	2101	Stress Management	1
MILS	1300	Military Organization & Staff Functions	3	MILS*	1201	Military Science II	2
MILS	1202	Briefing Techniques, Aids and Devices	2	MILS	1203	Professionalism and Responsibility	2
MGMT	1204	Setting Objectives and Goals	2	MGMT	1205	Analysis of Training Requirements	2
MILS		Lower Level MILS Elective	2	<u>MATH</u>	<u>1342</u>	Elementary Statistics	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>SPCH</u>	<u>1321</u>	Business and Professional Speaking	3
PHED		Physical Education	1	ELCT†		Humanities/Fine Arts Selection	3
				PHED		Physical Education	1
			17-18				18

Second Year

First Semester			Credit	Second Semester			Credit
MILS	2211	Job Performance & Motivation	2	MILS	2206	Management Learning Strategies	2
MILS*	2201	Military Science III	2	MILS	2351	Advanced Leadership	3
MILS	1207	Professional Development of the Manager	2	MILS	2354	Management Problems	3
MILS**		MILS Elective	3	MILS	2103	Time Management	1
<u>GEOG***</u>	<u>1302</u>	Cultural Geography	3	ELCT****		MILS or MGMT Elective	3
ELCT		MILS or MGMT Elective	3	WOPO	1101	Introduction to MS-DOS	1
PHED		Physical Education	1	WOPO	1102	Introduction to WordPerfect	1
				WOPO	1104	Introduction to Lotus 123	1
				PHED		Physical Education	1
			16				16
				Total Hours			67-68

* May substitute MILS 1106, 1107, 1210, 1211, 1212, or 1213

** MILS 2371, 2372, or 2373; HIST 2370.

*** May substitute any foreign language or PHIL 2303.

**** Approved Electives: MILS 1105, 1108, 1204, 1205, 1208, 1209, 2109, 2202, 2203, 2204, 2205, 2207, 2208, 2209, 2210, 2261, 2301, 2309, 2372; or MGMT 1206, 1305, 2309, 2310

† Humanities/Fine Arts Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

OFFICE MANAGEMENT

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
WOPO*	1303	Beginning Keyboarding/ Data Entry	3	WOPO	1304	Intermediate Information Processing Applications	3
OADM	1309	Business Mathematics and Calculating Machines	3	WOPO	1307	Word Processing and Transcription	3
MGMT	1304	Work Organization	3	OADM	1305	Records Management	3
MGMT	1305	Introduction to Management	3	OADM	1308	Business Correspondence	3
ENGL	1301	Composition and Rhetoric I	3	ELCT**	OADM/WOPO/MGMT Selection		3
WOPO	1101	MS-DOS: An Introduction	1	PHED	Physical Education		1
			16				16

Second Year

First Semester			Credit	Second Semester			Credit
OADM	2304	Office Accounting I	3	OADM	2305	Office Accounting II	3
MGMT	2305	Business Law I	3	OADM	2307	Automated Office Administration	3
SPCH	1321	Business and Professional Speaking	3	MGMT	2302	Human Resource Management	3
ELCT††		Social/Behavioral Science Selection	3	MGMT	2306	Business Law II	3
MATH		<u>MATH 1314, 1324, or 1342</u>	3	ELCT†		Humanities/Fine Arts Selection	3
PHED		Physical Education	1	ELCT**		OADM/WOPO/MGMT	3
			16				18
				Total Hours			66

* Levels of shorthand and typewriting will be determined by the student's previous training in these skills and/or by placement tests.

** Elective selections approved by Department Chair. Courses may be chosen leading toward general, medical, or legal secretarial programs upon department approval.

† Humanities/Fine Arts Selection: See page 26.

†† Social/Behavioral Science Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

TRANSPORTATION TECHNOLOGY

Associate in Applied Science Degree

First Year

First Semester		Credit	Second Semester		Credit
ENGL*	<u>ENGL 1301 or 1312</u>	3	ELCT*	<u>SPCH 1315 or ENGL 2311</u>	3
MATH	<u>MATH 1314 or 1342</u>	3	OADM 2305	Office Accounting II	
OADM	2304 Office Accounting I		or		
or			<u>ACCT</u>	<u>2302</u> Principles of Accounting II	3
<u>ACCT</u>	<u>2301</u> Principles of Accounting I	3	TRAN	1303 Economics of Transportation I	3
TRAN	1301 Introduction to Transportation	3	TRAN	1304 Interstate Commerce and Practice	3
TRAN	1302 International Trade	3	MGMT	1306 Human Relations	3
PHED	Physical Education	1	PHED	Physical Education	1
		16			16

Second Year

First Semester		Credit	Second Semester		Credit
MGMT	2302 Human Resource Management	3	MGMT	2309 Supervision	3
TRAN	2301 Economics of Transportation II	3	TRAN	2304 Traffic Management II	3
TRAN	Transportation Elective	3	TRAN	2302 Transportation Law and Regulation	3
TRAN	2303 Traffic Management I	3	TRAN	Transportation Elective	3
TRAN	2311 Transportation Marketing	3	ELCT††	Social/Behavioral Science Selection	3
ELCT†††	Computer Science/Micro computer Tech. Selection	3	ELCT†	Humanities/Fine Arts Selection	3
		18			18
			Total Hours		68

* If student completes ENGL 1301, then SPCH 1315 must be taken. If student completes ENGL 1312, either SPCH 1315 or ENGL 2311 may be taken.

† Humanities/Fine Arts Selection: See page 26.

†† Social/Behavioral Science Selection: See page 26.

††† Computer Science/Microcomputer Technology Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

WELDING

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
INDU	1400	Industrial Fundamentals	4	WELD	1403	Intermediate Arc Welding	4
WELD	1401	Beginning Gas Welding	4	WELD	1405	Advanced Gas Welding	4
WELD	1402	Beginning Arc Welding	4	WELD	1406	Blueprinting for Welding	4
MATH		<u>MATH 1314</u> or higher	3	PHED		Physical Education	1
ELCT		Elective	3	<u>ENGL</u>	<u>1312</u>	Communications Skills	3
			18				16

Second Year

First Semester				Credit	Second Semester				Credit
WELD	2401	Advanced Arc Welding		4	WELD	2404	Pipe II		4
WELD	2402	Pipe I		4	WELD	2406	Welding Fabrication and		
WELD	2407	GTAW Welding (TIG)		4			Layout		4
ELCT†††		Computer Science/Micro-			WELD	2408	GMAW Welding (MIG)		4
		computer Tech. Selection		3	ELCT†		Humanities/Fine Arts Selection		3
<u>GOVT</u>	<u>2301</u>	State & Federal Government I			<u>SPCH</u>	<u>1321</u>	Business and Professional		
or							Speaking		3
<u>GOVT</u>	<u>2302</u>	State & Federal Government II		3					18
				18					
Total Hours									70

† Humanities/Fine Arts Selection: See page 26.

††† Computer Science/Microcomputer Technology Selection: See page 26.

Underlined numbers are common course numbers. See page 14.

COURSE DESCRIPTIONS

(ATBR) AUTOMOTIVE BODY REPAIR

ATBR 1403 Roughing & Alignment I (3-3) Credit: 4

This course is designed to provide the student with a fundamental working knowledge of the theory and application of damage analysis and reversal as it applies to minor body damage. Emphasis will be placed on damage classification and identification, proper tool selection and use for specific repairs, heat shrinking, metal finishing techniques, and the alignment of movable body panels. Prerequisites or Corequisites: INDU 1400, ATBR 1405 or 1407.

ATBR 1405 Auto Body Welding I (3-3) Credit: 4

This course is designed to provide the student with a working knowledge and practical skill development in the use of oxyacetylene welding equipment as it relates to auto body repair procedures. Emphasis will be placed on safety, equipment construction and function, types and preparation of joints, and welding procedures on body steel. Prerequisite or Corequisite: INDU 1400.

ATBR 1407 Auto Body Fundamentals (3-3) Credit: 4

This course is designed to provide the student with basic skills in general body shop safety, hand and power tool use, measurement techniques, selection and use of repair materials, and nonmetal parts repair. Also covered in the course are details of both conventional and unitized body construction including parts nomenclature and methods of attachment. The student will also be introduced to general shop operation and to the methods of collision repair estimation. Prerequisite or Corequisite: INDU 1400.

ATBR 1408 Roughing & Alignment II (3-3) Credit: 4

This is an advanced course designed to provide the student with further practical skill development in the correction of minor body damage and is an introduction to the repair of body structural damage. Emphasis will be placed on proper analysis and correction through the use of measurement techniques and hydraulic repair equipment. Prerequisites: ATBR 1403, 1405, 1407, and 1409.

ATBR 1409 Auto Body Welding II (3-3) Credit: 4

This course is designed to provide the student with a working knowledge and practical skill development in the use of GMAW (MIG), resistance spot welder, and shielded metal arc welder as they relate to auto body repair. Emphasis will be placed on safety, equipment construction and function, joint preparation, and welding procedures on both mild and HSLA body steel. Prerequisite: ATBR 1405.

ATBR 1410 Auto Body Painting Fundamentals (3-3) Credit: 4

This course is designed to provide the student with a basic knowledge and skills required in the painting of body panels. Emphasis will be placed on the proper use and care of the spray gun, surface preparation for different repair materials, sanding, masking, cleaning, compounding, preparation of refinished material, and recognition/correction of paint problems. Prerequisites or Corequisites: INDU 1400 and ATBR 1407.

ATBR 1411 Automotive Glass (3-3) Credit: 4

This course is designed to provide the student with a knowledge of the types of glass and weather sealing devices and service, and various types of power assist devices and minor electrical repairs. Prerequisite or Corequisite: INDU 1400.

ATBR 2400 Major Vehicle Damage Repair (3-3) Credit: 4

This course is a continuation of ATBR 2401 and 2406 and places emphasis on developing the skills involved in major vehicle damage repairs using the latest techniques and equipment including body sectioning and the use of recycled parts. Prerequisites: All first-year ATBR courses, ATBR 2401, and 2406.

ATBR 2401 Panel Repair and Replacement (3-3) Credit: 4

This course places heavy emphasis on straightening and fitting panels and employs welding, dinging, bumping, and alignment procedures. The use of body fillers, contour finishing, and metal preparation are also included. Prerequisites: All first-year ATBR courses.

ATBR 2404 Advanced Auto Body Painting (3-3) Credit: 4
This course is designed to increase the student's knowledge and skills in auto body refinishing. Emphasis will be placed on the techniques and materials used in the spot repair of both enamels and lacquers, the use of color coat/clear coat systems, tinting and blending of spot repairs, stripe and accent painting, and complete vehicle refinishing. Prerequisites: ATBR 1407 and 1410.

ATBR 2406 Frame Repair & Alignment (3-3) Credit: 4
This course is designed to provide the student with a working knowledge of the types of body frames, misalignment, alignment straightening, repair, and the use of special equipment and measuring devices. Prerequisites: ATBR 1405, 1407, and 1408.

(AUTO) AUTOMOTIVE SERVICE AND REPAIR

AUTO 1150 Auto Maintenance Procedures (Electrical & Body) (0.3-1) Credit: 1
Designed to teach the student to perform maintenance and troubleshooting on the electrical systems and body maintenance.

AUTO 1151 Auto Maintenance Procedures (Brakes) (0.3-1) Credit: 1
Provides the student with the knowledge and skills to maintain and troubleshoot the brake system as detailed in the service manual.

AUTO 1253 Operational Maintenance Course (0.5-2) Credit: 2
Course is designed to teach vehicle operators to perform maintenance on and operate the M-809 series, 5-ton and unit generators.

AUTO 1254 Operators Training & Maintenance (2-2) Credit: 2
This course is designed to teach proper operation and maintenance of vehicles; includes maintenance forms, safety and accident forms, Preventive Maintenance Checks and Service (PMCS), use of publications, and NSC Defensive Driving.

AUTO 1255 Motor Sergeant's Maintenance Management (1.5-1) Credit: 2
Provides training in procedures and techniques of establishing, conducting, and evaluating standard maintenance programs for unit vehicles. Includes maintenance operations, organization management, controls, requirements, training, and records.

AUTO 1301 Automotive Systems (3-2) Credit: 3
This course is designed to provide the student with the basics of the modern automobile. It includes the operating principles of two- and four-stroke cycle engines, the combustion process, exhaust emissions, and the different systems that make up today's modern automobile. Emphasis will be placed on system and component identification and function. Prerequisite or Corequisite: AUTO 1400 or consent of the Department Chair.

AUTO 1400 Shop Fundamentals (3-3) Credit: 4
This course introduces the student to the Automotive Service and Repair career field. It includes basic shop organization, automotive terminology, OSHA and Hazardous Communications Act, safety, shop mathematics, measuring systems, fuels and lubricants, the use of publications, common automotive hardware, and cleaning methods. Emphasis will be placed on the proper and safe use and care of hand and power tools, cutting tools, precision measuring devices, diagnostic tools and equipment, electrical test equipment, and other shop equipment.

AUTO 1402 Basic Electrical & Test Equipment (3-3) Credit: 4
This course will provide the student with a good understanding of basic electrical principles, circuits, and diagrams; wiring repairs; lighting systems; and electrical troubleshooting through the use of hands-on training. Emphasis will be placed on usage and interpretation of common test equipment. The student will also be able to test and diagnose the lead-acid storage battery. Prerequisite or Corequisite: AUTO 1301 and 1400 or consent of the Department Chair.

- AUTO 1405 Automotive Air Conditioning (3-3) Credit: 4**
A course designed to provide an understanding of the principles, design, construction, installation, and service procedures involved in automotive air conditioning, with special emphasis on system recharging and service. Prerequisite or Corequisite: AUTO 1400, 1402, and 1411 or consent of the Department Chair.
- AUTO 1406 Engine Tune-Up (2-4) Credit: 4**
This course is designed to provide the beginning student with basic automotive skills involved in performing minor engine tune-ups. Emphasis will be placed upon the procedures to diagnose, adjust, and replace electrical, carburetor, and ignition system components. Prerequisites: AUTO 1301 and 1402.
- AUTO 1407 Brake Systems (3-3) Credit: 4**
A course designed to provide an understanding of the nomenclature, theory of operation, and service procedures involved in the brake system. The use of the brake drum lathe, bleeder, and other equipment necessary to effect brake repairs will be taught with emphasis on power brake and dual brake systems. Training will also include principles of anti-skid and heavy-duty brake systems. Prerequisite or Corequisite: AUTO 1400 or consent of the Department Chair.
- AUTO 1408 Standard Transmissions & Transaxles (3-3) Credit: 4**
A course designed to provide an understanding of the function, construction, operation, and maintenance of manual shift transmissions, transaxles, clutches, drive lines, and differentials. Prerequisite or Corequisite: AUTO 1400 or consent of the Department Chair.
- AUTO 1411 Automotive Computer Systems (3-3) Credit: 4**
This course is designed to provide the student with a basic understanding of computer systems used in the modern automobile. Emphasis will be placed on system and component identification, function, and operating principles. Prerequisite or Corequisite: AUTO 1402 or consent of the Department Chair.
- AUTO 2250 Operational Maintenance (0.5-2) Credit: 2**
To familiarize the student with basic theories and principles of operational maintenance of military vehicles.
- AUTO 2251 Power Generator Mechanics Course (1.5-4.5) Credit: 2**
This course is designed to teach wheeled-vehicle mechanics the skills necessary to perform organizational maintenance on 1.5 through 10 KW power generators.
- AUTO 2402 Shop Organization & Management (3-3) Credit: 4**
A course designed to provide information and actual experiences in shop management, customer relations, warranty provisions, service salesmanship, organization and layout, general business practices and in the use of time, rate, and parts manual. This course places special emphasis on established business principles and preparation for employment. Prerequisite: Sophomore standing.
- AUTO 2403 Automatic Transmissions & Transaxles (3-3) Credit: 4**
A study of the theory of operation, construction, and maintenance of automatic transmissions and transaxles including locking torque converters and automatic overdrive. This course emphasizes the diagnosis, repair, and overhaul techniques used in rebuilding transmissions and transaxles. Prerequisite: AUTO 1408 or consent of the Department Chair.
- AUTO 2404 Ignition, Starting & Charging Systems (3-3) Credit: 4**
Provides a review of the basic electrical system. Course content includes the ignition system theory and service for the conventional, transistor, and computer-controlled systems. Starting motor and charging systems theory, testing, and service will also be included. Prerequisite: AUTO 1402 and 1411 or consent of the Department Chair.
- AUTO 2405 Steering & Suspension Systems (3-3) Credit: 4**
This course is designed to provide the student with an understanding of the function, theory of operation, maintenance, diagnosis, and service procedures involved in the automotive steering and suspension systems. It includes wheels, tires, steering gears and linkages, wheel alignment factors, diagnosis, repair and alignment procedures on live automobiles. The course will also include principles of heavy-duty suspension systems. Prerequisite or Corequisite: AUTO 1400 or consent of the Department Chair.

AUTO 2406 Engine Diagnosis & Emission (3-3) Credit: 4

A course designed to provide an understanding of engine troubleshooting procedures using conventional test equipment, engine oscilloscopes, exhaust gas analyzers, and computerized engine analyzers. Diagnosis, adjustment, and repair of engine emission controls is included. Prerequisite: AUTO 1301, 1402, 1411, 2404, and 2410 or consent of the Department Chair.

AUTO 2408 Advanced Engine Service (3-3) Credit: 4

This course covers a brief review of basic engines. Hands-on work will involve valve train and cylinder head service including valve grinding and guide repair. Included in this course will be the procedures necessary for the replacement of an engine short-block assembly including necessary testing and adjustments. Prerequisite: AUTO 1301 or consent of the Department Chair.

AUTO 2410 Fuel Systems & Injection (3-3) Credit: 4

A course designed to provide an understanding of the principles, design, and operation of automotive fuel systems. Carburetors, fuel pumps, fuel injection, and computer-controlled units will be covered. Hands-on work will include troubleshooting, repair and adjustment of these systems as well as emission control devices. Prerequisite: AUTO 1301, 1402, and 1411 or consent of the Department Chair.

(CHDV) EARLY CHILDHOOD PROFESSIONS

CHDV 1301 Fundamentals of Early Childhood Education (2-2) Credit: 3

This course covers the history, philosophy, and ethics of child care, types of child care, facilities, laws and standards that are applicable to child care centers. Emphasis is placed on the responsibilities and duties of the child care worker. Experiences are gained in how to provide for the child's health needs and how to make the child care center a safe place for children.

CHDV 1303 Curriculum Resources (2-2) Credit: 3

This is a three-hour credit course which, taken concurrently with CHDV 1322, articulates with Early Childhood Professions II. The second in a series of core courses, this course provides hands-on experience in selecting, preparing, and presenting discovery learning activities. The focus is on inexpensive teacher-made materials. Includes planning and implementing developmentally appropriate learning activities in art, literature, music, movement, dramatic play, science, math, and manipulatives. Developing a curriculum which adapts to the needs of children with special needs, including a multicultural approach, is embraced.

CHDV 1305 Instructional Aids (2-2) Credit: 3

This course is designed to instruct child care personnel and teachers' aids in the proper operation of various types of audiovisual equipment and the handling of associated materials. Students will also become familiar with resources for free materials and how to construct simple training aids such as bulletin boards, mobiles, picture mounting, and laminating.

CHDV 1306 Physical Development and Disorders in Children (2-2) Credit: 3

Normal motor development and techniques for screening young children for motor skills development. Methods and materials used for assisting children with physical disabilities and for promoting activities of daily living.

CHDV 1307 Techniques for Child Guidance for the Special Child (2-2) Credit: 3

Normal development of emotional responses in children; understanding emotional behavior disorders in children; techniques for screening children for emotional difficulties; methods and materials used for assisting children with emotional disabilities.

CHDV 1309 Child Guidance and Group Management (2-2) Credit: 3

This three hour credit course provides an examination of theoretical approaches to guidance; appropriate application; planning strategies; advanced observation techniques; site-based experiences; ethical problem solving; and teamwork skills in group management. Direct and indirect methods of guiding the individual child, or group of children, toward positive self-esteem and self-control are emphasized.

- CHDV 1310 Growth and Development of Children (2-2) Credit: 3**
This is a three-hour lecture course which includes the examination of emotional, social, physical, and intellectual development of the child to puberty. This course considers genetic and prenatal influences on the child and includes the study of individual differences in ages and stages of development.
- CHDV 1324 Safety, Health, and Nutrition (2-2) Credit: 3**
This is a three-hour credit course which focuses on information, issues, procedures, and experiences related to the safety and health of a child in a care and education setting. Staff teamwork, ethical problem solving, and interpersonal relationship skills are incorporated in course objectives.
- CHDV 1327 Families and Communities in a Multicultural World (2-2) Credit: 3**
This course explores the factors that influence a child's development--culture, family, neighborhood, child care staff, and community. Includes professional development experiences in self-understanding and leadership. Emphasizes strategies for utilizing parents and community resources; parent education guidelines; ethical problem solving; and activities for building staff relationships and developing cross-cultural awareness and sensitivity.
- CHDV 1328 Management: Intergenerational Professions (2-2) Credit: 3**
This course focuses on program goals, policies and procedures, and licensing standards for child and adult services. It includes types of settings and career opportunities related to child and adult services; appropriate workplace ethics; occupational health and safety practices; communicating effectively on the job, records maintenance; daily scheduling; and current issues and legislation relating to child care, elderly care, and adult dependent care.
- CHDV 1406 Learning Environments I (3-2) Credit: 4**
This is a four-hour credit course which focuses on developmentally appropriate activities, guidance, and the environment for infant-toddler care. Provides for opportunities to maximize long-range development that occurs within the first three years of life and includes writing daily and weekly activities and objectives. Staff team building and ethical problem solving are embedded in course objectives.
- CHDV 1408 Learning Environments II (3-2) Credit: 4**
This is a four-hour credit course which centers on developmentally appropriate practice during the play years. It includes developing and designing interest centers and environments for discovery learning; scheduling and planning age-appropriate activities; and writing daily and weekly activities and objectives. Staff team building and ethical problem solving are embedded in course objectives.
- CHDV 1501 Introduction to Early Childhood Education (3-6) Credit: 5**
This is a five-hour credit course which articulates with Early Childhood Professions II. The first in a series of core courses, this course provides an introduction to theories and practices in early childhood care and education, and opportunities to observe children in a variety of settings. At the completion of this course, the student will demonstrate mastery at a beginning level in the competencies of the functional areas of: professionalism; child growth, development and learning; guidance and group management; curriculum development, content and implementation; family and community relations; safety, health, and nutrition; and program management.
- CHDV 2101 Early Childhood Professions (Seminar) (1-0) Credit: 1**
A course that deals with trends and advancements in child development. When used in the Child Development Associate Program, this course will provide instruction on preparing a portfolio and preparing for assessment.
- CHDV 2301 The Child with Special Needs (2-2) Credit: 3**
This is a three-hour course which provides an overview of disabling conditions in children; emphasizes mainstreaming strategies and includes curriculum planning, observation, and hands-on experiences with children in center settings. Problem solving activities and teamwork skills are embedded in course objectives.
- CHDV 2303 Managing Child Care Centers (2-2) Credit: 3**
This course covers the practical aspects of managing a child care center, with emphasis on legal issues and applications; fiscal management; personnel planning, hiring, and staff development; physical plant responsibilities; program and enrollment practices; duties to parents; and program implementation.

CHDV 2304 Management Techniques for Directors (2-2) Credit: 3
This is the second of two courses in child care administration. It covers the theoretical aspects of managing child development programs. The main emphasis is placed on leadership styles, formulating and implementing staff development and program goals, problem solving, delegation and decentralization, increasing staff morale, preventing burnout, and theories of managing a child care center.

CHDV 2305 Advanced Math and Science in Early Childhood (2-2) Credit: 3
Emphasis is placed on strategies, activities, and materials for teaching mathematical and science concepts and skills in early childhood. This course includes identifying, classifying, sequencing, ordering, and predicting cause/effect relationship skills in preschool children. Science activities, as presented, will stimulate the child's cognitive growth. Methods are presented that will assist three- to five-year-old children to discover information about their natural and manmade world.

CHDV 2314 Program and Planning Implementation (2-2) Credit: 3
This course is intended to motivate and inform caregivers about interactions between children and the elderly in a general way. It includes guidelines for developing an intergenerational program, goals and objectives, appropriate settings for activities, planning and implementing intergenerational activities, and effective techniques in evaluating intergenerational programs.

CHDV 2402 Special Projects (1-15) Credit: 4
This course is designed to allow the advanced child development student the opportunity to undertake a project that involves working with preschool-age children. The area of specialization will be selected and performed under the supervision of the instructor. Prerequisite: Prior consent of the Department Chair.

CHDV 2409 Learning Environments III (3-2) Credit: 4
This is a four-hour credit course which focuses on the developmentally appropriate needs and characteristics of school-age children. It includes curriculum strategies for a population that experiences great changes in physical, mental, and social development; environmental planning; age-appropriate materials and activities; guiding children in self-management; and conflict resolution. Staff teamwork, ethical problem solving, and interpersonal relationship skills are incorporated in the course objectives.

CHDV 2410 Learning Environments IV (3-2) Credit: 4
This course addresses the unique curriculum planning needed in group home-based care centers and centers serving less than 10 children; includes strategies for developmentally appropriate proactive for mixed age groups, planning the environment, and ways to use mixed-age grouping to the children's advantage.

(CMET) COMPUTER ELECTRONICS TECHNOLOGY

CMET 1400 Electronics & Computer Skills (2-4) Credit: 4
A study of modern electronic construction techniques, including the use of hand tools and fabrication equipment. The course includes high-reliability soldering, the production of printed circuit boards, cable and harness making, wire wrapping techniques, and other related skills.

CMET 1401 Digital Circuits (3-3) Credit: 4
A study of the basic gates and gating networks used in digital circuits and an intensive study of Boolean Algebra, as well as the theory and operation of flip-flops, registers, and counter circuits. The course also covers numbering systems, arithmetical circuitry, and elements of control circuits.

CMET 1402 Computer Systems (3-3) Credit: 4
An introductory course covering the setup, operation, and basic preventive maintenance of the personal computer system. This course will include an introduction to some of the basic software packages useful to the first-time computer owner.

CMET 1403 Computer Systems & Operational Programming (3-3) Credit: 4
The study of the theory of the operation of several computer systems, to include instructions, an introduction to their logic diagrams, circuit schematics, programming as a troubleshooting tool, and operational characteristics.

- CMET 1404 Fundamentals of Robotics (3-3) Credit: 4**
An introduction to terminology, theories, and technology involving all types of robotics and tendons, both general and industrial oriented. Prerequisite: ELTE 1401, CMET 1401. Corequisite: ELTE 1403.
- CMET 1405 Local Area Networks (3-3) Credit: 4**
This course covers system design, configuration, operation, management, and troubleshooting of local and wide area networks.
- CMET 1409 CRT Systems (3-3) Credit: 4**
A study of the vertical and horizontal scanning circuits, video amplifiers, and other related circuits encountered in the most common video display systems. The course includes theory of circuit operation and practical laboratory exercises in troubleshooting. Prerequisite: ELTE 1403.
- CMET 2200 Thru Hole Assembly-Advanced (1-3) Credit: 2**
An advanced course in the art of assembly, rework, and repair of printed circuit boards in thru-hole technologies. The course covers the assembly, removal, and replacement of all types of pc-board-mounted electronic devices. Successful completion results in the student being certified by PACE in Advanced Thru-Hole assembly and repair.
- CMET 2201 Surface Mount Assembly-Advanced (1-3) Credit: 2**
An advanced course in the art of assembly, rework, and repair of printed circuit boards in surface mount technologies. The course covers the assembly, removal, and replacement of all types of pc-board-mounted electronic devices. Successful completion results in the student being certified by PACE in Advanced Surface Mount assembly and repair.
- CMET 2400 Assembly, Repair, and Rework (3-3) Credit: 4**
An advanced course in the art of assembly, rework, and repair of printed circuit boards in thru-hole and surface mount technologies. The course covers the assembly, removal, and replacement of all types of pc-board-mounted electronic devices. Successful completion results in the student being certified by PACE in both Advanced thru-hole and Advanced Surface Mount assembly and repair. Prerequisite: CMET 1400 or consent of the Department Chair.
- CMET 2402 Computer Circuit Analysis (3-3) Credit: 4**
A comprehensive study of the clock and pulse generation circuit, waveshaping circuits, trigger and control circuits, and synchronization and counting circuits, as well as other circuits used in modern-day computers. Prerequisite: CMET 1401 and 1403.
- CMET 2404 Computer System Diagnosis & Maintenance (3-3) Credit: 4**
The operation, preventive maintenance procedures, and troubleshooting of modern-day computer equipment. The study of advanced diagnostic programming including finding, documenting, and repairing computer malfunctions. The course gives the student the much needed practical experience that can only be gained in a live computer atmosphere. Prerequisite: CMET 2402 or equivalent.
- CMET 2405 Tendon Control and Implementation (3-3) Credit: 4**
A study in the use of microprocessor to control both fluidics and pneumatic systems used in robotics and tendon-type systems, as well as the study of AC and DC motors and motor control for movement and positioning. Prerequisite: CMET 1404.
- CMET 2406 Robotics Implementation (3-3) Credit: 4**
A study in data acquisition, handling, and conversion for use in movement, detection, and voice synthesis in advanced robotics systems. Prerequisite: CMET 2405.
- CMET 2408 Digital Communications (3-3) Credit: 4**
This course is designed to allow the student to become proficient in all aspects of digital communications. It will begin with a concentrated investigation of digital modulation and digital transmission. The most common modulation schemes used in modern systems--FSK, PSK, and Quadrature Amplitude Modulation (Eight and Sixteen)--will be covered in depth. Also included is a study of the numerous data communications concepts including transmission methods, circuits, topologies, error control mechanisms, and data formats. A study of

digital transmissions techniques including PCM, MPA sampling, encoding, and compounding; time-division multiplexing, adaptive delta modulation PCM, and differential PCM are also covered. The North American Digital Hierarchy for digital transmissions is outlined including line encoding schemes, error detection/correction methods, and synchronization techniques. Prerequisite: CMET 1401 and ELTE 1403.

CMET 2410 Advanced Consumer Servicing (3-3) Credit: 4

This course includes the maintenance, alignment, and servicing of VCRs, camcorders, hi-fi stereo sound systems and equipment. Prerequisite: CMET 1409.

CMET 2411 Theory of Interface Devices (3-3) Credit: 4

A study of the microprocessor and its interface with external memory, enhancements, and devices that allow the processor to be a complete computer system. The course will also include the operation of these peripheral devices. Prerequisite: CMET 1403 and ELTE 1403.

(DRDS) DRAFTING AND DESIGN

DRDS 1303 Architectural Blueprint Reading (2-2) Credit: 3

The fundamentals of blueprint reading for the construction trades. This course includes familiarization with standard terms, sizes, estimations and commercial practices.

DRDS 1400 Fundamentals of Drafting (2-4) Credit: 4

An overview of drafting to include shape and size description lettering, geometric construction, multi-view projection dimensioning, pictorial drawings, copy reproduction, and the use of equipment essential to the field of drafting.

DRDS 1402 Technical Illustration (3-3) Credit: 4

Introduction to pictorial drawings as used in industrial catalogs, assembly sheets, newspaper publications, and promotional literature. Work to be done in various media to include pencil, ink, transfer tapes, and air brush. Prerequisite: ENGR 1304 or DRDS 1405, or concurrent enrollment.

DRDS 1403 Machine Drawing (2-4) Credit: 4

Drawing and manufacturing processes; training in producing various kinds of advanced drawings; commercial practices, and economics; the use of standard parts, sizes, symbols and abbreviations. Prerequisites: ENGR 1304 or DRDS 1405, ENGR 1305 or DRDS 1406, or concurrent enrollment.

DRDS 1404 Structural Drafting (2-4) Credit: 4

A study of the AISC specifications and standards; structural theory and data, designing and detailing structural members and connections. Design and development of details and specifications for light industrial structures to include structural steel, pipe, and reinforced concrete. Prerequisite: ENGR 1304 or DRDS 1405, ENGR 1305 or DRDS 1406, or concurrent enrollment.

DRDS 1405 Technical Drafting (2-4) Credit: 4

Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projections drawings, geometry and graphical construction.

DRDS 1406 Applied Descriptive Geometry (2-4) Credit: 4

Involves point, line and plane relationships, auxiliary views, intersections, and flat pattern development. Emphasis is placed on practical solutions to realistic engineering problems relating to aerospace, mining and geology. Prerequisite: ENGR 1304 or DRDS 1405.

DRDS 1410 Computer-Aided Drafting I (2-4) Credit: 4

A course designed to introduce the computer to the drafting student as another means of preparing detailed drawings. Emphasis is placed on equipment familiarization, graphics/terminal functions, and the application of computer graphics to the development of drawings to the standards set by industry. Prerequisites: Second semester Freshman standing in the Drafting Program and consent of the Department Chair.

- DRDS 2350 Applied Statics I** (3-0) **Credit: 3**
A study of the principles of mechanics of rigid bodies in equilibrium with emphasis in the areas of friction, centroids, center of gravity, and moments of inertia.
- DRDS 2351 Applied Statics II** (3-0) **Credit: 3**
A continuation of Applied Statics I. This course covers the application of knowledge and skills relative to the stability of structures and safe loads that can be carried by girders. Activities include computation of the center of gravity of an object when given the appropriate information, a discussion of the variety of materials used and their strengths, and brief practices on designed equilibrium tools and mechanisms.
- DRDS 2401 Pipe Drafting** (2-4) **Credit: 4**
Design and detailing of pipe systems make use of standard practices and symbols; includes single-line, double-line, plan profile, and isometric drawings of pipe systems. Using the computer to produce drawings is encouraged. Prerequisite: Sophomore standing in the Drafting Program.
- DRDS 2402 Architectural Drafting** (2-4) **Credit: 4**
A study of the preparation of architectural plans, elevations, sections, site plans, various building details, room finish, door, and window schedules, and structural drawings. Using the computer to produce drawings is encouraged. Prerequisite: Sophomore standing in the Drafting Program.
- DRDS 2403 Electronic Drafting** (2-4) **Credit: 4**
A study of layout and preparation of finished electronic and electrical drawings stressing modern representation used for pictorial drawing, wiring and connection diagrams, printed circuits, control circuits, and schematic diagrams. Using the computer to produce drawings is encouraged. Prerequisite: Sophomore standing in the Drafting Program.
- DRDS 2404 Principles of Design** (3-3) **Credit: 4**
Theory and practice of design as related to engineering and technology. Analysis in the areas of architecture, machine design, structural design, and product development. Using the computer to produce drawings is encouraged. Prerequisite: Second semester Sophomore standing in the Drafting Program.
- DRDS 2405 Civil Design Drafting** (3-3) **Credit: 4**
Drafting problems and techniques in civil engineering projects including key maps, drainage, plans and profiles, typical roadway cross-sections, earthwork, land development and surveying. Using the computer to produce drawings is encouraged. Prerequisite: Second semester Sophomore standing in the Drafting Program.
- DRDS 2406 Industrial Practice** (1-5) **Credit: 4**
This course is designed to give specialized practice to the student in his major field of interest. All work done in this class will typify actual industrial projects. The student will also complete an employment resume, cover letter, and portfolio. All projects will be completed with the use of Computer-Aided Drafting (AUTOCAD). Prerequisite: Second semester Sophomore standing in the Drafting Program.
- DRDS 2411 Computer-Aided Drafting II** (2-4) **Credit: 4**
This course is a continuation of DRDS 1410. Emphasis will be placed on the use of the AUTOCAD system as a design and problem-solving instrument. The student will select problems from the drafting field of his choice. Prerequisite: DRDS 1410 and consent of the Department Chair.

(ELTE) COMMUNICATIONS ELECTRONICS TECHNOLOGY

- ELTE 1303 Assembly Methods** (1-5) **Credit: 3**
A study of modern assembly methods and practices used in industry including the design, layout, and construction of electronic apparatus.
- ELTE 1401 Electrical Circuits I** (3-3) **Credit: 4**
The first of a two-course study of electrical circuitry. This course includes a study of the elementary principles of electricity. It covers DC topics such as elementary physics, Ohm's Law, series and parallel resistive networks, and a power formula. AC topics include power generation, inductive and capacitive, waveform types, and voltage measurements. It also includes the study and use of analog and digital multimeters.

- ELTE 1402 Electrical Circuits II (3-3) Credit: 4**
The second course in the study of electrical circuitry. This course includes AC circuit topics such as single- and poly-phase systems, impedance calculation, resonant circuits, transformers, and an in-depth study of the use of the triggered-sweep oscilloscope. Prerequisite: ELTE 1401.
- ELTE 1403 Solid-State Electronics (3-3) Credit: 4**
A study of the active electronic devices (i.e., diodes, transistors, etc.) and their more common circuit applications. This course covers circuit design methods of simple power supplies, amplifiers, and switching circuits. This is a technical course requiring a working knowledge of simple algebra. Prerequisite or Corequisite: ELTE 1402.
- ELTE 1404 Communications Circuits I (3-3) Credit: 4**
A study of those basic circuits used throughout industry today. Prerequisite or Corequisite: ELTE 1403.
- ELTE 1406 Mobile Security Systems (3-3) Credit: 4**
A study of various types of electronic security systems, related sensors, and control devices used in 12V systems. Emphasis will be placed on installation, testing, and final performance evaluation.
- ELTE 1407 Home Entertainment Systems (3-3) Credit: 4**
A study of the basic operating principles, installation techniques, and preventative maintenance of stereo systems, CD players, video cassette recorders, audio cassette decks, and equalizers.
- ELTE 2103 Individualized Research (1-0) Credit: 1**
This course allows the student to prepare the backup and research that is necessary in order for the student to complete ELTE 2303. Prerequisites: A third semester student and consent of the Department Chair.
- ELTE 2301 Broadcast Equipment Maintenance (1-6) Credit: 3**
The operation, preventive maintenance procedures, and troubleshooting of modern-day radio and television broadcast equipment. The course gives the student that much needed practical experience that can only be gained in a live station atmosphere. Prerequisites: ELTE 1404, 2407, and consent of the Department Chair.
- ELTE 2303 Special Intensive Study (0-9) Credit: 3**
An intensive study in the design, theory of operation, and construction techniques used in a project which holds special interest to the student and is in the field of his/her major. A student obtaining a second or third degree, must repeat the course with emphasis and project related to the discipline in which the degree is to be awarded. The student must be eligible for graduation at the end of the semester in which this course is taken. Prerequisites: ELTE 2103, a fourth semester student, and consent of the Department Chair.
- ELTE 2401 Personal Mobile Communications Systems (3-3) Credit: 4**
This course covers the installation, operation, and final performance testing of cellular telephones, mobile telephones, and CB/marine radios.
- ELTE 2402 Advanced Test Equipment (3-3) Credit: 4**
Includes the use and normal user calibration techniques for all phases of Electronic Test Equipment from the very simplest to the most advanced. Prerequisite: ELTE 403.
- ELTE 2403 Home Security Systems (3-3) Credit: 4**
A study of various types of electronic security systems, related sensors, and control devices used in modern homes, duplexes, and complex-style apartments.
- ELTE 2404 CATV, MATV, and CCTV Systems (3-3) Credit: 4**
A study of large-scale TV cable systems, small-scale master antenna systems, and closed-circuit surveillance systems. It includes the design, selection, configuration, installation, and troubleshooting.
- ELTE 2405 Satellite Systems (3-3) Credit: 4**
This course provides the student with the knowledge of operation and theory of satellite receiving systems. The detailed theory covers such areas as transmission uplinking, downlinking, overall systems block diagram antennas and motor controllers, single- and double-conversion systems, receiver theory; operation of general troubleshooting procedures, L.N.A. and down converters. Emphasis is also placed on antenna installation and alignment procedures. The student will be responsible for setting up a complete system from antenna alignment to receiver hookup to a television set. Prerequisites: ELTE 1403 and 1404.

- ELTE 2406 Integrated Devices (3-3) Credit: 4**
An advanced study of the many types of ICs in use today. The course will include digital, linear, and LED-type devices. Course will also include application and application design. Prerequisites: ELTE 1403 and CMET 1401.
- ELTE 2407 Communications Circuits II (3-3) Credit: 4**
A study of communications circuits necessary for the successful acquisition of the FCC First Class license. Prerequisites: ELTE 1403 and 1404.
- ELTE 2408 Industrial Electronic Control Circuits (3-3) Credit: 4**
A study of special-purpose electronic control circuits and systems as applied by industry today. This course will include theory and operation, maintenance, diagnostic troubleshooting, and repair of these special-purpose circuits. Prerequisite: ELTE 1403.
- ELTE 2409 Electronic Systems Troubleshooting (3-3) Credit: 4**
This course includes theoretical and practical laboratory assignments in the study of techniques used in signal tracing and logical circuit diagnosis of different types of analog electronic systems. Prerequisite: CMET 1409.
- ELTE 2410 Radio Systems (3-3) Credit: 4**
An in-depth study of the circuitry, both discrete and integrated, used in today's AM and FM tuner amps, including both two- and four-channel multiplexing. Prerequisite: ELTE 1403.
- ELTE 2412 Circuits and Systems - Troubleshooting & Repair (3-3) Credit: 4**
This course is an in-depth study of current troubleshooting and maintenance techniques for linear (analog) and digital electronics equipment including transducers, switching components, motors and generators (servo systems), control circuits, and special power supplies. Prerequisites: CMET 1409 and consent of the Department Chair.

(EMET) EMERGENCY MEDICAL TECHNICIAN

- EMET 1101 Basic Life Support and Emergency Care (1.5-0) Credit: 1**
Basic instruction in emergency first aid, including CPR training. Students successfully completing the course receive CPR/BLS certification.
- EMET 1102 Cardiopulmonary Resuscitation (1-0) Credit: 1**
Recognition and management of acute cardiorespiratory emergencies and upper airway obstructions using basic life support techniques from either the American Heart Association or the American Red Cross.
- EMET 1103 EMT Cardiac Pathophysiology & ECG Interpretation (1-0) Credit: 1**
The anatomy and physiology of the cardiovascular and respiratory systems. Includes pathophysiology of heart disease, ECG theory, and interpretation of dysrhythmias. § Prerequisite: EMET 1502 or other medical training.
- EMET 1104 Introduction to Basic Science for the Paramedic (1-0) Credit: 1**
Prepares the student to take the basic science portion of EMET 2404. Reviews human gross anatomy and physiology of various human systems; human cellular anatomy and function; human homeostasis; physiology of the heart, lungs, and blood vessels; acid-base balance; and blood as a tissue.
- EMET 1105 EMT Pre-hospital Care of Poisoning (1-0) Credit: 1**
Pre-hospital treatment for victims of alcohol and drug overdose, poisonous bites of reptiles, spiders, and bees. Antidotes, adsorbents, anaphylactic shock, tissue response, epidemiology, indications and contraindications for emetics.
- EMET 1106 EMT Pre-hospital Care of Trauma (1-0) Credit: 1**
Pre-hospital assessment and management of trauma. Includes pathophysiology of soft tissue injuries; fractures; intrathoracic, abdominal, and head injuries; and the healing mechanisms of tissue systems. § Prerequisite: EMET 1502 or other medical training.

EMET	1107	Shock: Concepts and Treatment (MAST and IV Infusion)	(1-0)	Credit: 1
Pathological and clinical levels of the shock syndrome. Theory and applications of shock management, intravenous transfusions and infusions and Military Anti-Shock Trousers (MAST). Includes indications and contraindications. § Prerequisite: EMET 1502 or other medical training.				
EMET	1108	Laboratory Techniques and IV Therapy	(1-0)	Credit: 1
Uses of and indications for IV therapy. Types of solution and equipment needed; techniques for starting IVs and for venipuncture. § Prerequisite: EMET 1502 or other medical training.				
EMET	1109	Basic Auto Extrication	(1-0)	Credit: 1
Emphasizes spinal immobilization, lifting, and moving techniques of the motor vehicle accident patient. Discusses the pathophysiology of spinal and head injuries, facial trauma, and airway management. § Prerequisite: EMET 1502 or other medical training.				
EMET	1110	Emergency Airway Management	(1-0)	Credit: 1
Anatomy of upper and lower respiratory airways, cervical spine and spinal cord control. Indications and use of adjunct airways, esophageal obturator airway, esophageal gastric-tube airway, endotracheal intubation techniques, and oxygen delivery devices. § Prerequisite: EMET 1502 or other medical training.				
EMET	1111	EMT Medical and Environmental Emergencies	(1-0)	Credit: 1
The pathophysiology, diagnosis, and pre-hospital management of common environmental and medical emergencies including burn, diabetic, cerebrovascular accidents, drowning, heart attack, hypothermia, heat stroke, smoke inhalation, abdominal, and thoracic emergencies. § Prerequisite: EMET 1502 or other medical training.				
EMET	1112	EMT Obstetrical and Pediatric Emergencies	(1-0)	Credit: 1
Stages of fetal development, labor, and delivery for normal and abnormal pregnancies. Management of emergency delivery and postpartum stages. Basic life support techniques for the pediatric patient including other medical emergencies.				
EMET	1113	EMT Patient Psychology	(1-0)	Credit: 1
Prepares prospective EMT personnel to deal with patients' emotions as they affect the EMT's ability to treat physical injuries.				
EMET	1114	EMT Triage	(1-0)	Credit: 1
Methods of prioritizing and handling multiple-trauma victims. Emphasis on proper primary and secondary patient surveys, civilian and military emergency medical triage. CPR, shock management, hemorrhage control and use of life support equipment. § Prerequisite: EMET 1502 or other medical training.				
EMET	1115	AIDS & Infectious Diseases for Emergency Responder	(1-0)	Credit: 1
The study of infectious diseases with emphasis on pathophysiology transmission modes (routes) and preventive measures used in the control of those diseases most likely to be encountered by and which represent a serious health threat to EMS personnel, namely: Infectious Hepatitis, Acquired Immune Deficiency Syndrome (AIDS), Meningitis, Tuberculosis, and Herpetic Whitlow. § Prerequisite: EMET 1502 or other rescue training.				
EMET	1116	Crisis Intervention and Management	(1.5-0)	Credit: 1
Focus on general techniques for management of individuals in crisis including intervention models, general intervention techniques, and interventions for selected specific responses.				
EMET	1117	Crisis Intervention: Drug/Alcohol Overdoses	(1-0)	Credit: 1
Management techniques and emergency treatment of individuals who have overdosed on drugs or alcohol.				
EMET	1118	Crisis Intervention: Victims of Violence	(1-0)	Credit: 1
Management techniques and emergency treatment of victims of violence.				
EMET	1119	Crisis Intervention: Rape	(1-0)	Credit: 1
Management techniques and emergency treatment of rape victims.				

EMET 1120	Crisis Intervention: Spouse Abuse	(1-0)	Credit: 1
Management techniques and emergency treatment of victims of spouse abuse.			
EMET 1121	Crisis Intervention: Child Abuse	(1-0)	Credit: 1
Management techniques and emergency treatment of victims of child abuse.			
EMET 1122	Crisis Intervention: Eating & Food-Related Emergencies	(1-0)	Credit: 1
Management techniques and emergency treatment of individuals requiring assistance related to eating and/or food.			
EMET 1123	Crisis Intervention: Military Field Training Injuries/Disorders	(1-0)	Credit: 1
A military-specific course covering management techniques and emergency treatment of common injuries/disorders occurring during military field training exercises.			
EMET 1124	Sports Injuries	(1.5-0)	Credit: 1
Consideration of acute injury and illness caused by recreational physical exercise.			
EMET 1125	EMT Crisis Intervention: Abuse, Rape, & Suicide	(1-0)	Credit: 1
The psychological aspects of child and spouse abuse, rape and suicide. Includes epidemiology, pre-hospital care, and crisis intervention techniques.			
EMET 1200	Emergency Medical Technician - Basic Refresher Course	(2-1)	Credit: 2
Reviews the knowledge and skills necessary for recognition and proper treatment of patients requiring emergency care. This course conforms to the Department of Transportation guidelines for EMT Refresher training. This course is required by the National Registry every two years to maintain certification at the EMT-Basic level. Prerequisite: Current or recently lapsed (less than 2 years) EMT-Basic Certification.			
EMET 1202	Combat Lifesaver Course	(2-1)	Credit: 2
Trains combat soldiers to supplement military medics in a variety of lifesaving tasks and related medical care.			
EMET 1302	Military Medicine	(2-2)	Credit: 3
This course increases the military medic's ability to provide pre-hospital care in an isolated environment and prepares the medic in military-specific subjects such as specialty extraction and evacuation; battlefield triage; nuclear, biological, and chemical casualty management; preventive medicine; field hygiene and sanitation; as well as specific medical support procedures such as radio telephone. Portions of this course may be used to satisfy the National Registry requirements for continuing education. Prerequisite: EMET 1502 or equivalent of MOS 91A, 91B, 91C (Army), HM-0000, HM-8404 (Navy), 902-series (Air Force).			
EMET 1303	First Responder	(2-1)	Credit: 3
This course prepares the first responder, or medically untrained, to be proficient in not only providing basic life support to victims of emergencies, but also in taking any actions necessary to minimize the patient's discomfort and prevent further injury. This course has been designed to meet the specifications of the Department of Transportation's First Responder Training Course.			
EMET 1304	Drug and Alcohol Abuse	(3-0)	Credit: 3
This course discusses the physiological and psychological effects of drug and alcohol abuse on the individual, the family, and on society. Students learn the symptoms of drug and alcohol abuse and how to recognize them in individuals. The course discusses the problems causing abuse and how to understand and help the user. The course also includes discussion of the organizations available for treatment of the user, their effectiveness, and an evaluation of alternate treatment programs.			
EMET 1305	Emergency Medical Seminar	(3-0)	Credit: 3
This course is designed to keep the Emergency Medical Technician abreast of new developments, trends, current major issues, legal professional concerns, and other important factors that have an impact upon the emergency medical field. This course may be repeated for credit.			

EMET 1502 Emergency Medical Technician - Ambulance (3-4) Credit: 5

This course exposes the student to the didactic and practical experiences outlined in the 1993 Department of Transportation's NHTSA curriculum. All of the skills and knowledge elements necessary to deal with the broad spectrum of illness or injury in the pre-hospital phase of care are included.

EMET 2101 Introduction to Paramedic (1-0) Credit: 1

This course provides an overview of the paramedic's role in both civilian and military environments, the paramedic's function, legal responsibilities, and career opportunities. Prerequisite: EMET 1502.

EMET 2301 Disaster Planning (3-0) Credit: 3

This course is designed to help administrators prepare emergency operation plans and train existing personnel to cope with a disaster if it should strike. The course provides valuable information on how to plan and prepare efficient responses to earthquakes, floods, fires, nuclear attacks, and other emergency situations. It includes elements of disaster preparation, organization of emergency operations plans, training of personnel, the emergency operations center, and coordination with other organizations.

EMET 2302 Emergency Medical Center Management (3-0) Credit: 3

This course provides the student with an understanding of management theories and functions as they relate to the operations of an emergency medical center. Prerequisite: MGMT 1305.

EMET 2303 Psychology of Emergencies (3-0) Credit: 3

This course covers communicating with families involved in emergencies and the EMT's role in counseling. It also considers personality structures, defense mechanisms, and the developmental stages of man.

EMET 2504 Introduction to Paramedic Medicine (4-4) Credit: 5

Emphasizes the role of the paramedic; pharmacology and fluid/electrolyte balance; in-depth coverage of anatomy and physiology, respiratory and cardiovascular systems, and recognition and treatment of respiratory and cardiac problems including dysrhythmia. Lecture and demonstration. Prerequisite: EMET 1502.

§ Other acceptable medical training is that which is received through military medical basic training programs or civilian medical programs which goes beyond first aid.

(ENGR) ENGINEERING—CIVIL AND GENERAL

ENGR 1101 Introduction to Engineering (1-0) Credit: 1

Introduction to all engineering fields and the opportunities within the scope of professional work.

ENGR 1304 Engineering Graphics (2-4) Credit: 3

Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projections drawing, geometry of graphical construction. Required for beginning engineering students.

ENGR 1305 Descriptive Geometry (2-4) Credit: 3

Involves point, line, and plane relationships; auxiliary views; intersections; and flat-pattern development. Emphasis is placed on practical solutions to realistic engineering problems relating to aerospace, mining, and geology. Prerequisite: ENGR 1304.

(FPRT) FIRE PROTECTION TECHNOLOGY

FPRT 1301 Fundamentals of Fire Protection (3-0) Credit: 3

History and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and review of expanding future fire protection problems.

FPRT 1302 Fire Prevention (3-0) Credit: 3

The objectives and views of inspection, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire prevention organization, public cooperation and image, recognition of fire hazards, insurance problems and legal aspects, development and implementation of systematic and deliberate inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards.

FPRT 1303 Fire Protection Systems (3-0) Credit: 3

Study of the required standards for water supply, special hazards protection systems, automatic sprinklers and special extinguishing systems, automatic signaling and detection systems, rating organizations and underwriting agencies.

FPRT 1304 Fire Administration I (3-0) Credit: 3

An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire Service Leadership as viewed from the Company Officer's position.

FPRT 1305 Fire Administration II (3-0) Credit: 3

Study to include insurance rates and rating, preparation of budgets, administration and organization of training in the fire department; city water requirements, fire alarm and communication systems; importance of public relations, report writing and record keeping; measurement of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire department buildings.

FPRT 1307 Fire Service Chemistry I (3-0) Credit: 3

An introductory study to inorganic and organic chemistry, with emphasis on the metric system, the periodic chart, water, oxygen, hydrogen, carbon, hydrocarbons, carbohydrates, and polymers.

FPRT 1308 Fire Service Chemistry II (3-0) Credit: 3

A continuation of FPRT 1307. Prerequisite: FPRT 1307.

FPRT 2301 Industrial Fire Protection I (3-0) Credit: 3

Specific concerns and safeguards related to business and industrial organization. A study of industrial fire brigade organization and development, plant layout, fire prevention programs, extinguishing factors and techniques, hazardous situation and prevention methods. *Gaining cooperation between the public and private fire department organization.* Study of elementary industrial fire hazards in manufacturing plants. Prerequisite: FPRT 1301.

FPRT 2302 Industrial Fire Protection II (3-0) Credit: 3

Development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends; deficiencies and possible solutions for industrial fire problems, role of insurance and other special organizations, an in-depth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstrations of new techniques, equipment and innovations. Prerequisite: FPRT 2301.

FPRT 2303 Hazardous Material I (3-0) Credit: 3

Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, and handling of hazardous materials (i.e., flammable liquids, combustible solids, and gases). *Emphasis on emergency situations and most favorable methods of handling fire lighting and control.* Prerequisite: FPRT 2301.

FPRT 2304 Legal Aspects of Fire Protection (3-0) Credit: 3

A study of legal rights and duties, liability concerns and responsibilities of the fire department while carrying out their duties. Introduction and basic concepts of civil and criminal law, the Texas and Federal judicial structure, and city's liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning fire fighters, fire departments and municipalities.

FPRT 2305 Building Codes and Construction (3-0) Credit: 3

Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; reviews of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Codes.

FPRT 2306 Fire and Arson Investigation (3-0) Credit: 3

A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussions of law, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics. Prerequisite: FPRT 2305.

FPRT 2308 Hazardous Materials II (3-0) Credit: 3

Hazardous materials covering storage, handling laws, standards, and fire-fighting techniques associated with chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radioactive materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to free-burning fire and explosion phenomena. Familiarization with radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials and operational procedures. Prerequisite: FPRT 2303.

FPRT 2309 Fire Safety Education (3-0) Credit: 3

A survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examinations and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks.

FPRT 2310 Marine Fire Protection (3-0) Credit: 3

This course covers the specific fire protection concerns of the maritime industry. It provides an in-depth study of the causes of fires, fire prevention, special fire-fighting techniques, special equipment and fire safety as they relate to watercraft.

FPRT 2314 Fire Service Hydraulics (3-0) Credit: 3

This course covers the fundamental concepts needed to solve a broad range of fire protection hydraulic problems. It includes the measurements of water from flowing orifices; the characteristics of water flow through conduits; the pressure, volume and frictional characteristics of mobile and stationary fire pumps; the trajectory and patterns of fire streams; and the relationship between fixed and mobile fire suppression equipment.

FPRT 2404 Fire-Fighting Tactics and Strategy (4-0) Credit: 4

Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment, and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground organization, problem solving related to fire ground decision making and attack tactics and strategy. Use of Manual Aid and large-scale command problems. Prerequisite: Completion of, or registration therein of, all other required FPRT courses.

(FSMG) FOOD SERVICE MANAGEMENT

FSMG 1300 Quantity Food Production (3-0) Credit: 3

An introductory course in culinary skills. Covers basic institutional food preparation. Emphasizes the use of equipment and tools common to an institutional food service kitchen. Stresses the human relations challenges inherent to large food service programs.

FSMG 1301 Supervising Kitchen Administration (3-0) Credit: 3

A study of the supervisory procedures necessary to control food and beverage operations including supervision of the preparation crew. Primary emphasis is placed on weights and measures, portion control, conversion of standard recipes, and production formulas. Secondary emphasis is placed on daily food production reports, taxes, reports to all levels of government, and the metric system. Prerequisite: Math placement test score of 180 or above, or successful completion of DSMA 0300 (or equivalent), or consent of the Department Chair.

- FSMG 1302 Nutrition §** (3-0) **Credit: 3**
A study of dietary needs; the role of proteins, fats, carbohydrates, minerals, and vitamins; factors to be considered in proper selection and preparation of foods for maximum nutritional value.
- FSMG 1303 Sanitation and Safety §** (3-0) **Credit: 3**
 This course includes a study of personal cleanliness; sanitary practices in food preparation; cause, investigation and control of illness caused by food contamination; food storage and refrigeration; sanitation of dishes, equipment, and kitchens; cleansing materials, garbage and refuse disposal; safety precautions and accident prevention. Upon completion of this course, the student will have sufficient knowledge to pass the Educational Institute of National Restaurant Association (NRA) sanitation examinations.
- FSMG 1304 Work Organization** (3-0) **Credit: 3**
 This course is designed to provide a general introduction and orientation to principles of job analysis, performance evaluation, job evaluation and salary administration, and how these affect the work situation. Work measurement and work standard techniques are studied, as well as flow processes and work distribution methods, quantity and quality control planning, and the current impact of governmental guidelines upon such procedures.
- FSMG 1305 Food Purchasing §** (3-0) **Credit: 3**
 Applied theory of food and beverage purchasing; factors affecting selections, standards, quality, and prices; techniques of receiving, storing, and issuing supplies, foods, and materials; applied theory of cost control, pricing and portions.
- FSMG 1306 Menu Planning §** (3-0) **Credit: 3**
 Basic factors of planning menus including variety and nutrition, techniques of preparing attractive menus while maintaining budgetary control, and types of menus for various public and private institutions.
- FSMG 1307 Meat Science §** (3-0) **Credit: 3**
 An introductory course in raising, slaughtering, and packing meats, fish, and poultry including an intensive study of wholesale and retail cuts of beef, veal, pork, and lamb. Emphasis is placed on the knowledge of grades, bone structure, muscle configuration, and appropriate cooking methods of hotel and restaurant meat cuts.
- FSMG 1308 Restaurant Merchandising** (2-3) **Credit: 3**
 Sales promotion, interior decor, types and uniformity of service, food and beverage display, menu and room styling.
- FSMG 1309 Short-Order Food Preparation** (1-6) **Credit: 3**
 Introduction to short order food preparation including basic equipment, tools, and preparation techniques necessary to qualify a student to efficiently operate a short-order food station serving large numbers of customers quickly.
- FSMG 1401 Food Preparation and Serving** (3-3) **Credits: 4**
 An introduction to food preparation techniques. Includes preparation of vegetables, pastries, oven dishes, soups, salads, meats, fish, and poultry. Techniques include experimental cookery, food marketing and preservation, serving and table service. Prerequisite: FSMG 1303 or consent of the Department Chair.
- FSMG 1402 Basic Baking and Pastry Production** (2-6) **Credit: 4**
 This is an introductory course in baking and pastry production in a commercial food service establishment or in a bakery. Students learn how to properly use the tools and equipment used in baking; make breads, yeast-raised dough products, fired bakery products (donuts and crullers), variety pies, layer cakes and cupcakes, puff pastries, variety cookies; and how to decorate cakes and pastries.
- FSMG 2150 Food Purchasing and Financial Management** (1.3-1.3) **Credit: 1**
 Preparing financial statements; food pricing, quality, and quantity; purchasing; and controlling food costs.
- FSMG 2151 Nutrition and Menu Planning** (1.5-1.5) **Credit: 1**
 Nutrition and menu planning in the food service industry.

- FSMG 2201 Food Service Terminology (2-0) Credit: 2**
This course is an introduction to the terminology utilized in the food service industry.
- FSMG 2250 Advanced Culinary Skills (1-3) Credit: 2**
This course is designed to give fine points of culinary skills and theory. It covers the preparation of classical food menus and the art of serving food.
- FSMG 2251 Culinary Skills (2-2) Credit: 2**
Culinary Skills introduces the student to the methods, techniques, and terminology needed to effectively manage a quality food kitchen.
- FSMG 2252 Nutrition and Physical Fitness (2.5-0) Credit: 2**
The relationship between proper nutrition and physical fitness. Lectures deal with calorie consumption, apathy, self-discipline, performance, and other character deficiencies related to obesity and physical fitness.
- FSMG 2303 Cafeteria Management § (3-0) Credit: 3**
This course points out the specific differences between an industrial cafeteria and a conventional restaurant and explains how to cope with the unusual problems of industrial and institutional feeding. Prerequisite: FSMG 1301 or MATH selection.
- FSMG 2304 Hospitality Industry Sales Promotion § (3-0) Credit: 3**
A course designed to develop an understanding of what must be done to mesh production and consumption in the United States. The business activities that direct the flow of goods and services from the producer to the ultimate consumer are analyzed. Coordination of personal selling, advertising, produce design, market research, and customer relations/services are the individual ingredients of sales promotion, and each is examined in detail. Advertising is studied as the force that creates prospects, converts these prospects into customers, and keeps customers returning and buying.
- FSMG 2306 Layout and Design (3-0) Credit: 3**
Fundamentals of equipment layout for optimum production and operational efficiency. This course will include procedures to design and decorate remodeling projects.
- FSMG 2353 Creative Cooking (2-3) Credit: 3**
Creative cooking is the art of combining creativity and design with superior food preparation and serving. The art of "Garde Manger" is taught. Prerequisite: FSMG 1303.
- FSMG 2355 Kitchen Management and Food Servicing (2.5-2.5) Credit: 3**
This course introduces the student to the methods, techniques, and terminology needed to effectively manage a quality food kitchen.
- FSMG 2356 Gourmet Cooking (2-3) Credit: 3**
Gourmet Cooking introduces the student to the art of cooking as practiced by professional master chefs. Prerequisite: FSMG 1303.
- FSMG 2401 Classical Food Preparation (3-3) Credit: 4**
This course emphasizes the fine points of culinary skills and theory. Concentration is on menu preparation. Responsibilities of the Chef and Sous-Chef.
- FSMG 2402 Exhibition Work (3-3) Credit: 4**
Taught in conjunction with FSMG 2401, this course is designed to assist the student in professional employment. The essence of exhibition, buffets, centerpieces, and the role of the Executive Chef will be emphasized. This course will include an exhibition planned and prepared by the student.
- FSMG 2405 Management Practice I § (1-20) Credit: 4**
This course consists of on-the-job management training that utilized the principles, skills, and knowledge gained in the theoretical setting of the classroom. The student is employed at an approved work site in the food service industry under the supervision of a College coordinator. Prerequisite: Sophomore standing and consent of the Department Chair.

FSMG 2406 Management Practice II § (1-20) **Credit: 4**
 This course consists of on-the-job management training that utilizes the principles, skills, and knowledge gained in the theoretical setting of the classroom. The student is employed at an approved work site in the food service industry under the supervision of a College coordinator. Prerequisite: FSMG 2405 and consent of the Department Chair.

FSMG 2452 The Chef's Course (2.5-2.5) **Credit: 4**
 This course is designed to develop a combination of good management practices, food preparation expertise and artistic creativity in laboratory exercises in food preparation. Students will be required to prepare and serve a buffet meal.

FSMG 2453 Dining Facility Management (2.5-4) **Credit: 4**
 This course is designed to provide food service personnel with the technical knowledge and skills to manage and operate a unit or consolidated dining facility under garrison or field conditions.

§ Nationally certified course. Students must pass the national certification examination to receive credit for this course.

(HMMG) HOTEL/MOTEL MANAGEMENT

HMMG 1300 Food and Beverage Management § (3-0) **Credit: 3**
 This is an introductory course in food and beverage operation, with an introduction to purchasing, receiving, storage, preparation and service.

HMMG 1302 Hotel/Motel Organization and Administration § (3-0) **Credit: 3**
 This course includes management and organization of hotel industry, communications, accounting, personnel relations and administration, management of guests, and includes planning for today and tomorrow.

HMMG 1303 Front Office Procedures § (3-0) **Credit: 3**
 This course includes hotel organization and services, front office salesmanship, cashiering, front office posting, accounting for guest charges, procedures and forms for accounting controls.

HMMG 1305 Energy Management § (3-0) **Credit: 3**
 This course includes money-saving techniques using effective energy conservation methods. Energy management functions to be studied include energy problems facing the hospitality industry, an action plan for energy management, implementing an energy management program and energy management consisting of retrofit and design.

HMMG 1306 Convention Management and Service § (3-0) **Credit: 3**
 This course defines the scope of various segments of the Convention Market, explains what is required to meet individual needs, and, most importantly, explores methods and techniques that lead to better service.

HMMG 1307 Tourism and the Hospitality Industry § (3-0) **Credit: 3**
 Presents a comprehensive systems review of tourism, stressing the interrelationships and interdependencies of the various component elements. It explains, from a marketing point of view and through practical real-life examples and applications, how tourism works and how it can be utilized by various businesses.

HMMG 1308 Hotel/Motel Security Management § (3-0) **Credit: 3**
 This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security equipment and procedures, discusses guest protection and internal security for asset protection, and outlines OSHA regulations applicable to lodging properties.

HMMG 2301 Hospitality Industry Law § (3-0) **Credit: 3**
 A study of the nature and scope of business law with emphasis on the hospitality industry. Licensing, civil rights, owner responsibility for safety and property loss of guests, rights of the owner, and history of contemporary hospitality law will be discussed.

HMMG 2302 Supervisory Housekeeping § (3-0) Credit: 3

This course covers organization of a hotel, including the housekeeping department, job schedules, job breakdown, floor care, stain removal, fire inspection, purchasing records, equipment records, linen inventory and care, carpeting and care, and basic interior design.

HMMG 2304 Financial Management § (3-0) Credit: 3

Methods and application of financial management within combined food service facilities. Primary emphasis upon sales accountability and internal controls utilized within bar, dining room, and hotel operational area. Secondary emphasis on budgeting and forecasting with applications of effective labor/sales ratios. Prerequisite: FSMG 1302 or MATH selection.

HMMG 2305 Hospitality Facilities Management and Design § (3-0) Credit: 3

The role, cost, and management of hospitality facilities; managing maintenance needs; facility systems such as water and waste water, electrical, HVAC, lighting, laundry, telecommunications, safety and security, waste management, food service equipment, and energy management; building and exterior facilities; parking areas; lodging and food service planning and design; and renovation.

HMMG 2306 Recreational Services § (3-0) Credit: 3

This course includes the study of the needs of guest recreation and entertainment, available space for these activities, cost of operation and maintenance, layout and design, and direct and indirect benefits.

HMMG 2307 Marketing of Hospitality Services § (3-0) Credit: 3

This course is designed to provide students with basic knowledge and practical experience enabling them to develop strategic marketing plans for hotel/motel properties.

HMMG 2308 Food and Beverage Controls § (3-0) Credit: 3

Covers the principles and procedures involved in an effective system of food, beverage, labor and sales income control. Emphasizes the development and use of standards and the calculation of actual costs.

HMMG 2309 Hospitality Industry Computer Systems § (3-0) Credit: 3

This course provides an overview of information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware and generic applications; focuses on computer-based property management systems for both front- and back-office functions; and focuses on computer-based restaurant management systems for both service- and management-oriented functions.

§ Students must pass the National Certification examination to receive credit for this course.

(INDU) INDUSTRIAL FUNDAMENTALS

INDU 1400 Industrial Fundamentals (3-3) Credit: 4

Required introductory course for students in most of the Industrial Technology curriculums. The course includes common hand and power tools, precision measuring devices, electrical test equipment, thread repair, special tools, soldering, bearings and seals, use of publications, basic shop math, and industrial trades safety. This course is a prerequisite or corequisite for all Industrial Technology AAS Degree curriculums except Air Conditioning and Automotive Service and Repair.

(LAW) LAW ENFORCEMENT

LAW 1201 Defensive Tactics (1-2) Credit: 2

This course is designed to provide the student with defensive and protective philosophies to better protect the public and criminal justice personnel against illegal force. Self-defense techniques, safe arrest procedures, citizen contact, and proper prisoner transportation techniques, along with humane methods of handling disturbed persons, will be presented. The legal and humane use of limited force will be stressed at all times.

- LAWE 1301 Introduction to Criminal Justice (3-0) Credit: 3**
History, development, and philosophy of law enforcement and criminal justice in a democratic society. Introduction and career orientation to the multifaceted agencies involved in the administration of criminal justice.
- LAWE 1302 Criminal Investigation I (3-0) Credit: 3**
Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation.
- LAWE 1303 Legal Aspects of Law Enforcement (3-0) Credit: 3**
Police authority, responsibilities, constitutional constraints, law of arrest, search and seizure, police liability, and examples of case law that currently affect police decisions will be reviewed.
- LAWE 1304 The Courts and Criminal Procedures (3-0) Credit: 3**
The judiciary in the criminal justice system, structure of America Court System, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence and sentencing.
- LAWE 1306 Correctional Systems and Practices (3-0) Credit: 3**
Corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatment and rehabilitation, current and future issues.
- LAWE 1307 Crime in America (3-0) Credit: 3**
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.
- LAWE 1308 Fundamentals of Criminal Law (3-0) Credit: 3**
A study of the nature of criminal law, philosophical and historical development; major definition and concepts; classifications, elements, and penalties of crime using Texas statutes as illustrations, criminal responsibility.
- LAWE 1309 Police Systems and Practices (3-0) Credit: 3**
Analyses of the police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues facing police agencies.
- LAWE 1310 Criminal Investigation II (3-0) Credit: 3**
Modern methods and skills required for criminal investigation including discovery methods, development and lifting latent fingerprints, criminal scene sketches, the use of plaster and silicone rubber for reproducing evidence at the crime scene, use of modern investigation aids, and techniques of interviews and interrogations. Prerequisite: LAWE 1302.
- LAWE 1312 Commissioned Security Officer Course (2.5-5) Credit: 3**
This course is designed to have the student meet the requirements specifically identified in the state of Texas Commissioned Security Officer Training Manual and the provisions of the Private Investigators and Private Security Agencies Act, Article 4413 (29bb) V.A.C.S. as amended by 72nd Texas Legislature.
- LAWE 1315 Street Survival (3-0) Credit: 3**
This course stresses the preparation, planning and appropriate reactions to hazardous situations for on-duty police officers. Students will gain awareness of the conditions which lead to personal injury and death. Instruction will be given to improve the student's tactical procedures and safeguards while performing police work.
- LAWE 2101 Emergency Medical Aid (1-1) Credit: 1**
This course focuses on the first aid fundamentals that will be helpful to patrol officers in the event of a first aid emergency situation. Procedures recommended by the American Red Cross will be used as guidelines for this course.
- LAWE 2201 Firearms (1-2) Credit: 2**
This course is designed to introduce the student to the skills and techniques of firearms used in the protection of the public and criminal justice personnel. Students will fire various weapons under precision and police combat conditions. The importance of safe weapons handling and the danger of not adopting a mature attitude towards firearms will be stressed at all times. The intelligent, legal, and moral use of police firearms will be emphasized at all stages of teaching and firing.

- LAWE 2301 Probation and Parole (3-0) Credit: 3**
 This course will provide the student with some understanding of the evolution of criminal corrections and explore with the student the many avenues into which the corrections field branches. Develops in each student a basic understanding of the various methods of corrections so that they may function efficiently in the field.
- LAWE 2303 Criminal Justice Seminar (3-0) Credit: 3**
 A problems course dealing with current criminal justice trends, issues, and literature. Prerequisite: Consent of the Department Chair. This course may be repeated for credit in courses dealing with different problems and issues.
- LAWE 2304 Juvenile Procedures (3-0) Credit: 3**
 The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; case disposition; juvenile statutes; and court procedures.
- LAWE 2306 Traffic Planning and Administration (3-0) Credit: 3**
 This course consists of the application of traffic problems from the administrative point of view including traffic engineering, education, and enforcement at the supervisory level.
- LAWE 2308 Patrol Administration (3-0) Credit: 3**
 Discussion of the administration of surveys, special problems arising while the officer is on patrol, improvement in patrol methods, observation of persons and things, preventive techniques, methods of handling complaints, and the development of contacts.
- LAWE 2310 Correctional Control and Administration (3-0) Credit: 3**
 The course prepares the student to perform supervisory functions related to control of prisoners and contraband, segregation and accountability of prisoners, procedures required at correctional facilities, emergency measures, prisoner privileges, and the records and reports of the detention center.
- LAWE 2312 Homicide Investigation (3-0) Credit: 3**
 This course emphasizes the investigative process and teamwork required in analyzing the homicide crime scene. It addresses the roles of the various forensic disciplines in relation to the investigator as well as the functions of the crime laboratory. Additionally, students will learn how to analyze wounds and injuries in drawing conclusions about the cause of death.
- LAWE 2313 Illegal and Controlled Substances (3-0) Credit: 3**
 This course presents an in-depth approach to the medical and legal aspects on the topic of illegal and controlled substances. Students will learn how to identify dangerous drugs by their distinct characteristics and explain their effects on the human body. Most importantly, students will learn the theories and principles of drug law enforcement which will prepare them to bring a drug case successfully to prosecution.
- LAWE 2314 Organized Crime (3-0) Credit: 3**
 This course provides the student with information on the growth and development of organized crime and its affect on the majority of crimes committed in the U.S. today. Students will also learn about the different facets of organized crime and will analyze how the federal and state authorities are fighting it.
- LAWE 2315 Interviewing and Interrogation Techniques (3-0) Credit: 3**
 This course provides the student with an understanding of the communication process and the techniques for improving listening skills. This knowledge has a direct application for the police officer who must conduct interviews/interrogations on the job.
- LAWE 2319 Anti-Terrorism (3-0) Credit: 3**
 This course explores the origins, philosophies, and current trends in worldwide terrorism and hostage-taking incidents. Role playing exercises allow students to utilize all the course material in "hands-on" hostage negotiation situations.
- LAWE 2350 First Responder (3-0) Credit: 3**
 This course covers health knowledge regarding individual and group welfare. It is concerned with the principles and practices of first aid for the sick and injured for the non-medically-trained individual. Emphasis is given to the preventive aspects as well as care following an injury or illness.

(LEGA) LEGAL ASSISTANT

LEGA 1302 Legal Office Ethics and Management (3-0) Credit: 3

This course will provide an overview of the ethical considerations applicable to the legal assistant; office organization, specialized bookkeeping, and accounting for attorneys' fees and billing procedures, scheduling and calendaring, computerized legal research, management of personnel, proofreading, management of investigations and file preparation, management and organization procedures for specialized areas of law, special considerations with respect to attorney's trust account, preparation of law office forms, check list and files, and disbursement on behalf of clients.

LEGA 1304 Principles of Family Law (3-0) Credit: 3

The legal aspects of divorce and annulment, separation, custody, habeas corpus, support, alimony, tax consulting, out-of-state divorces and jurisdiction service will be discussed. Students will draft separation and custody agreements, as well as the other documents involved in divorce proceedings.

LEGA 1305 Law of Real Property and Real Estate Transactions (3-0) Credit: 3

Study of the law of real property and in-depth survey of the more common types of real estate transactions and conveyances such as deeds of trust; drafting problems involving projects related to the subject matter; study of the system for recording of and searching for public documents.

LEGA 1306 Criminal Law (3-0) Credit: 3

A study of criminal law and procedure for the legal assistant who may work in a prosecutor's office, a public defender's office, or a criminal defense firm. Includes essential elements of crime, criminal liability, criminal responsibility and capacity to commit a crime, defenses, and criminal punishment. This course will also instruct the student on how to investigate, prove-up and litigate criminal cases.

LEGA 1307 Civil Litigation (3-0) Credit: 3

This course is an overview of civil litigation in both state and federal court with particular emphasis on the areas in which a legal assistant can assist the trial attorney. Particular attention is paid to preparation for litigation (interviewing client and witnesses, reviewing public information), discovery proceedings (interrogatories, requests for admissions, depositions and document production) pre-trial proceedings (motions to dismiss, motions for summary judgment, pre-trial orders), and trial (witnesses and exhibits). Attention is also devoted to practical techniques required to cope with protracted or complex litigation, including organization of pleadings, documents and depositions; preparation of summaries, chronologies and indices; and maintaining complex files in an orderly manner. Mention is made of the legal theories involved in complex litigation (e.g., products liability, civil rights, securities and antitrust). Principal emphasis is on procedural techniques rather than substantive areas of law. Prerequisite: LEGA 1401.

LEGA 1308 Consumer Protection and Bankruptcy (3-0) Credit: 3

A study of consumer law for the paralegal, business person, and consumer, of legislation and legal rights surrounding the purchase of consumer goods and services bought primarily for personal, family, or household purposes including the Consumer Credit Protection Act, the Uniform Consumer Credit Code, and the Fair Debt Collection Practices Act, as well as a survey of federal and state Deceptive Trade Practices Act and automobile "lemon" laws. Students will also learn the appropriate federal, state, and local administrative bodies to contact in case of consumer problems and some of the procedures involved. This course will also give an in-depth study of both debtor and creditor rights in debt relief and bankruptcy. Prerequisite: LEGA 1401.

LEGA 1309 Military Law I (3-0) Credit: 3

An introduction to the military legal system for junior military legal clerks as well as civilian practitioners who deal with the military. Topics covered include the military Judge Advocate General's Corps organization and structure, the structure and operation of field offices, Staff Judge Advocates, Post Judge Advocates, and Command Judge Advocates. An introduction to the Uniform Code of Military Justice and appropriate military regulations covering military law subjects is included. This course will also serve as an introduction to the practice of military justice, claims, legal assistance, administrative law, and civil law as practiced in a typical Staff Judge Advocate's Office.

LEGA 1401 Introduction to Paralegalism (4-0) Credit: 4

This course provides a general introduction to the law with emphasis on the role of the legal assistant. To give a Legal Assistant student the necessary legal background, topics to be covered include the American system of law (constitutional law, statutory law, criminal law and tort law); court systems; terminology and court procedures. General concepts of law are introduced for students with no specific prior legal knowledge. This serves as the introductory course for the Legal Assistant program.

LEGA 1403 Military Law II (4-0) Credit: 4

A more in-depth look at the operation and management of the military's Judge Advocate General's Corps. Detailed coverage of military justice, claims, legal assistance, administrative law, and civil law, with detailed review of the Uniform Code of Military Justice and appropriate military and federal regulations. Preparation of legal documents used in the military adds a practical aspect to the material, which will include charge sheets, claims forms, and administrative and disciplinary appeals. Prerequisite: LEGA 1309.

LEGA 2301 Tort and Personal Injury (3-0) Credit: 3

A study of the fundamental principles of evidence and of the law of torts and insurance, including special research assignments related to the subject matter; consideration of the techniques of investigation involved in the lawyer's handling of tort and insurance claims and workmen's compensation; a study of the various forms of pleadings involved in commencing such claims in court actions. This course will also cover how to use cameras, tape recorders, video equipment and other investigative equipment to document cases and gather evidence. Prerequisite: LEGA 1401. Corequisite: LEGA 2306.

LEGA 2302 Contract Law and the Uniform Commercial Code (3-0) Credit: 3

A study of the law of personal property, contracts, including those special forms related to the law of sales and credit transactions, special drafting problems of various instruments and legal research projects; and a survey of the Uniform Commercial Code and its effect on the course subject matter. Prerequisite: LEGA 1401.

LEGA 2303 Business Organizations (3-0) Credit: 3

A study of the formation and operation of corporations, partnerships, limited partnerships, business trusts and other business vehicles, including a survey of the fundamental principles of law applicable to each; special research projects related to the subject matter. Prerequisite: LEGA 2302.

LEGA 2306 Techniques of Legal Research (3-3) Credit: 3

This course focuses on the importance of legal research as part of a legal assistant's responsibilities. It explores principles of legal research, kinds of law books, components of a law book, citations, reading and finding constitutional law, regulations, cases, law and statutory law. Students will learn how to use the various legal research tools such as indexes, digests, Shepards, and treatises. Other sources of written research projects, the federal and state codes and reports and administrative regulations will also be covered. Prerequisite: LEGA 1401. Corequisite: LEGA 1307.

LEGA 2307 Juvenile Law (3-0) Credit: 3

A systematic introduction to juvenile law and the comparative difference between the criminal and juvenile justice systems. The course will cover both state and federal legislation, substantive and procedural laws, and related issues within the public education disciplinary system. Coordinating agencies for the effective handling of minors as well as directions of the future will also be covered. Prerequisite: LEGA 1306.

LEGA 2401 Techniques of Legal Practice (3-3) Credit: 4

This course emphasizes the techniques of legal writing and coordinates with other Legal Assistant courses to provide specialized training in the actual preparation of legal documents on a case method. Questions of statutes of limitation, clients, interviews and interview forms, complaints, interrogatories, depositions, answers, motions, orders to show cause, third-party practice, orders, medical records, judgments, pre-trials, settlements, and releases are some of the topics discussed. Prerequisites: LEGA 1307, 1401, and 2306.

LEGA 2404 Legal Assistant Internship (1-20) Credit: 4

This course consists of on-the-job training in the legal field. It utilizes the principles, skills, and knowledge gained in the classroom. The student works at an approved work site under the supervision of a College coordinator. Prerequisite: Sophomore standing and consent of the Department Chair.

LEGA 2405 Wills, Trust, and Probate (3-3) Credit: 4

This course presents the basics of legal writing and legal documents with which a legal assistant will have to deal. The various kinds of legal writing will be considered. These are letters, instruments (e.g., contracts, deeds, wills, bonds, leases), pleading (e.g., complaint, answer) memoranda and briefs. Special attention will be given to the memoranda as documents which must be resolved before instruments, pleadings, or briefs are sent out. The forms and principles of law for wills and trusts are covered. The organization and jurisdiction of the Texas Probate Court are studied. The administration of estates under Texas Probate Law is analyzed and estate and inheritance taxes are reviewed. Prerequisites: LEGA 1307 and 1401.

(MGMT) MANAGEMENT

MGMT 1158 Training Manager's Workshop (1.5-0) Credit: 1

This course is designed for battalion and company commanders and S-3s for their training management duties and stresses training status, goals, priorities, resources and short- and long-term plans.

MGMT 1171 Personnel Counseling Seminar (1-0) Credit: 1

This course covers the major theories of counseling and the use of basic influence and attending skills.

MGMT 1204 Setting Objectives and Goals (2-1) Credit: 2

This course is designed to provide managers with the processes involved in defining objectives, determining desired goals, and analyzing performance training to enhance achievement of those goals and objectives.

MGMT 1205 Analysis of Training Requirements (2-1) Credit: 2

This course is designed to provide managers with techniques for determining organizational and personnel training requirements; stresses the definition and assurance of needs that are compatible with available resources.

MGMT 1206 Professional Resource Management (2-0) Credit: 2

Organizational structure can have considerable impact on the manner in which an organization functions. Students study the complex variables over which managers can exercise control to determine proper structure. While surveying management topics such as planning, decision-making, organizing, staffing and controlling, this course deals with how the organization must be structured to fit its environment and operation.

MGMT 1301 Organization and Management (3-0) Credit: 3

Organizational structure can have considerable impact on the manner in which an organization functions. Students study the complex variables over which managers can exercise control to determine proper structure. While surveying management topics such as planning, decision-making, organizing, staffing and controlling, this course deals with how the organization must be structured to fit its environment and operation.

MGMT 1302 Safety (OSHA) (3-0) Credit: 3

A study of safety as it relates to the military, industrial, and business communities. Special emphasis will be given the requirements of the Occupational Safety and Health Act as it affects management and employees.

MGMT 1303 Fundamentals of Industrial Management (3-0) Credit: 3

Application of the system's approach of the unification of all areas from human factors to environmental factors are covered, along with the manner and methods through which work can be simplified, yet made more meaningful and satisfying.

MGMT 1304 Work Organization (3-0) Credit: 3

This course is designed to provide a general introduction and orientation to principles of job analysis, performance evaluation, job evaluation and salary administration, and how these affect the work situation. Work measurement and work standard techniques are studied, as well as flow process and work distribution methods, quantity and quality control planning and the current impact of governmental guidelines upon such procedures.

MGMT 1305 Introduction to Management (3-0) Credit: 3

This course is designed to give the student a knowledge and understanding of management theories and functions which are essential to the person planning a career in business or industry.

MGMT 1306 Human Relations	(3-0)	Credit: 3
This fundamental management course examines topics such as morale, motivation, communications, leadership, and change as they relate to managerial decision making.		
MGMT 1307 Insurance	(3-0)	Credit: 3
Introduction to theory and practice of insurance, including life, fire, automobile, and personal and business risk.		
MGMT 1308 Small Business Management	(3-0)	Credit: 3
Methods and applications of financial management in a small business. Primary emphasis on internal controls and sales accountability. Secondary emphasis on budgeting, forecasting, effective sales/labor ratios, licensing requirements.		
MGMT 1309 Income Tax	(3-0)	Credit: 3
Income tax legislation; present income tax laws and regulations; treasury decisions, court decisions and departmental rulings; income tax problems and returns.		
MGMT 1381 Management of Performance-Oriented Training	(3-0)	Credit: 3
A course designed to provide a performance-oriented approach of managing training in which the manager learns to establish performance-oriented objectives, tests, and follow-up evaluations.		
MGMT 1382 Briefing Techniques, Aids, and Devices	(3-0)	Credit: 3
A course designed to provide the manager with the capability of employing proper briefing methods and to develop the skills required to produce briefing aids including charts, graphs, posters, slides, filmstrips, transparencies, opaques, and other media.		
MGMT 1383 Evaluation of Instruction and Training	(3-0)	Credit: 3
A course designed to provide the manager with the rationale, methods, and procedures for evaluation the effectiveness and efficiency of instruction training. Emphasis will be directed toward evaluating performance-oriented training and developing the suggestions for improvement which can be provided to management.		
MGMT 1384 Setting Objectives and Goals	(3-0)	Credit: 3
A course designed to provide managers with the processes involved in defining objectives, determining desired goals, and analyzing performance training to enhance achievement of goals and objectives.		
MGMT 1385 Analysis of Training Requirements	(3-0)	Credit: 3
Designed to provide managers with techniques for determining organizational and personnel training requirements. Defining needs and ensuring compatibility with available resources will be stressed.		
MGMT 1386 Professional Resource Management	(3-0)	Credit: 3
A course designed to provide managers with the capability to assist subordinates in the screening, selection, evaluation, and application of employee training programs.		
MGMT 1387 Professional Development of the Manager	(3-0)	Credit: 3
A course designed to equip leaders with skills necessary to provide assistance to subordinates in problem solving. Emphasis will be placed on effective, active and passive performance by leaders to correct mistakes or reinforce good performance causing more motivated individuals.		
MGMT 1388 The Training System Management	(3-0)	Credit: 3
A course designed to provide managers with methods required to plan, organize, staff, influence, and control training. The main purpose will be develop a plan and employ limited resources to accomplish systems objectives.		
MGMT 1389 Managerial Theories	(3-0)	Credit: 3
A course designed to provide examination of managerial theories to include management functions, decision-making skills, problem-solving techniques, and performance standard oriented approaches to management.		

MGMT 2101 Stress Management	(1-0)	Credit: 1
This course identifies the factors causing stress, shows how to interpret the signs of stress and explains the basic fundamentals involved in the management of personal and organizational stress. The instruction covers the most common causes of stress in the work place and prescriptive measures that can be taken by the manager to obtain high performance and low stress levels within the organizational setting.		
MGMT 2102 Management Seminar	(1-0)	Credit: 1
A course that deals with trends, issues, advancements and literature in the management field.		
MGMT 2103 Time Management	(1-0)	Credit: 1
This course enables the student to understand the role time plays in one's personal and professional life and to perceive time as the one element that cannot be created in greater quantities. Instruction includes a study of the constraints that time places over individual lives and the techniques that managers and workers can employ to accommodate their goals.		
MGMT 2104 Income Tax	(1-0)	Credit: 1
This seminar is designed as a practical, hands-on approach to the basic fundamentals of income tax preparation for the individual to complete the Form 1040, 1040A, or the 1040EZ. Information for all aspects of this preparation will be provided in a general manner and will not delve into specific minutia of income tax law. The instructor will be able to answer most of the tax questions asked by the students. However, it must be realized that the instructor is not a tax attorney or an accountant. For specific legal advice concerning a complex tax questions, the student will be encouraged to seek professional assistance.		
MGMT 2105 Briefing Techniques, Aids, and Devices	(1-0)	Credit: 1
A course designed to provide students with a review of instructional techniques, selection of contents of instruction, preparation of lesson plans and instructional devices or aids to provide a good learning environment.		
MGMT 2150 Trainer's Workshop (TW)	(1.5-0)	Credit: 1
MGMT 2151 Platoon Trainer's Workshop	(1.5-0)	Credit: 1
MGMT 2152 Training Supervisor's Workshop	(1.5-0)	Credit: 1
MGMT 2161 Unit and Organizational Supply	(2.5-0)	Credit: 1
To provide the students with the skills and knowledge to accomplish the duties required of unit and organizational supply personnel.		
MGMT 2162 Personal Finance Management	(1.3-0)	Credit: 1
Develops an understanding of the personal business activities and actions that affect personal and family accounts, budgets, budgetary controls, bank accounts, charge accounts, borrowing, buying, and investing.		
MGMT 2164 Army Personnel	(1-0)	Credit: 1
This course is designed to provide the student with the knowledge of fundamental personnel management concepts used in industry, the Army, and U.S. Civil Service.		
MGMT 2172 Introduction to Management Theory	(1-0)	Credit: 1
This course will help to increase the student's ability to relate to and manage personnel. Instruction is provided in management theories, functions and roles. Leadership abilities, motivation methods, and time management will be emphasized.		
MGMT 2173 Leadership Communication in Management	(1-0)	Credit: 1
This course will provide communications skills and counseling and stress management techniques to enhance the student's ability to manage personnel effectively.		
MGMT 2174 Supervisory Management	(1-0)	Credit: 1
This course is designed to update the student's supervisory education and to prepare him/her for more complex problems whether they are economic, technical, professional, scientific or educational.		

MGMT	2255	Platoon Trainer's Workshop	(2-0)	Credit: 2
MGMT	2256	Training Supervisor's Workshop	(2-0)	Credit: 2
Provides training management for the medium-sized organization (battalion) including long- and short-range plans, LRC, and ARTEP standards.				
MGMT	2257	Trainer's Workshop (TW)	(2.3-0)	Credit: 2
MGMT	2258	Training Manager's Workshop	(2-0)	Credit: 2
Provides training management information for battalion-sized units including long- and short-range goals, training assets, money and allocations, and ARTEP standards.				
MGMT	2259	Platoon Trainer's Workshop	(2.3-0)	Credit: 2
Provides management of training instruction at the platoon level including long- and short-range planning and ARTEP-integrated training for small groups.				
MGMT	2261	Leadership and Communications Seminar	(2-0)	Credit: 2
Upon completion of this course, the student will be better able to communicate with and supervise personnel. The student will have an increased interpersonal awareness, interact better in group situations, organize work and manage time better, and be able to reduce stress.				
MGMT	2300	Credit and Collections	(3-1)	Credit: 3
This course covers the elements of mercantile and consumer credit organization of a credit department, sources of credit information, collection tolls and procedures.				
MGMT	2301	Marketing Principles	(3-0)	Credit: 3
This is an introductory course to the practices and principles of contemporary marketing. Instruction includes marketing planning and information; buyer behavior and market segmentation; product/service, pricing, distribution, and promotional strategies; and marketing in special settings. Instructional methods include lectures, discussions, and case study analysis.				
MGMT	2302	Human Resource Management	(3-0)	Credit: 3
The dynamic role of management as it relates to people, with emphasis on the management aspects important to the line executive or supervisor. Human resource functions and procedures are viewed in the light of management objectives while human resource management is treated as an active and dynamic process which is motivated by basic human drives.				
MGMT	2303	Law and Legal Assistance	(3-0)	Credit: 3
Nature and scope of the law, court systems, law of contracts, principal and agent as relates to the military. Explanation of bailments, carriers, mortgages, securities, negotiable instruments, banks and banking, wills and estates. The procedures of obtaining and acquiring legal assistance for both military and civilian cases in or out of the continental limits of the United States of America are addressed. Emphasis is placed on the knowledge required by the supervisor to counsel subordinates in the areas of law and legal assistance.				
MGMT	2304	Labor-Management Relations	(3-0)	Credit: 3
Labor relations aspects of personnel management are emphasized; selection and placement, discipline and morale, promotions, lay-offs, job evaluation, incentive systems, profit sharing, and the influence of collective bargaining and legislation on personnel policies. Methods used by organized labor and employers in industrial conflicts.				
MGMT	2305	Business Law I	(3-0)	Credit: 3
This course deals with the nature and scope of the law, court systems, law of contracts, principal and agent, and business organizations including partnerships and corporations. Texas community property laws are also covered.				
MGMT	2306	Business Law II	(3-0)	Credit: 3
Additional studies in law of business, dealing with bailments, carriers, mortgages, suretyships, negotiable instruments, banks and banking, wills and estates, sales, bankruptcy. There is no prerequisite for this course.				

- MGMT 2307 Life Insurance** (3-0) **Credit: 3**
Principles of life insurance, business and personal use in insurance; classification and analysis of policies, reserve and policy values; organization and administration of life insurance companies.
- MGMT 2309 Supervision** (3-0) **Credit: 3**
A course designed to provide an understanding of planning work leadership, decision making, work problem solving, human behavior, and personnel relations.
- MGMT 2310 Personnel Counseling** (3-0) **Credit: 3**
This course is designed to improve the listening and decision-making skills of managers and supervisors to help employees achieve greater productivity and satisfaction in their jobs and quality of work life (QWL).
- MGMT 2312 Fundamentals of Systems Management** (3-0) **Credit: 3**
Introduction to the "systems" concept of management and integration of this concept with the more traditional "principles" approach. This course combines theory and application of systems management and focuses on systems as they exist in many fields such as education, law enforcement, military, industry, and a variety of nonprofit organizations.
- MGMT 2314 Ethics in Management** (3-0) **Credit: 3**
A study of the field of business management as it relates to major ethical theories. The course provides actual case studies in which ethical principles are used in solving today's business problems.
- MGMT 2315 Public Relations** (3-0) **Credit: 3**
A course designed to prepare students for jobs in the business world covering various principles and processes of contemporary public relations as well as effective means of influencing the public. The course traces the origins of public relations and discusses current and future trends. It looks at public relations standards, a code of ethics, and public relations as a profession.
- MGMT 2316 Management Applications I** (1-5) **Credit: 3**
This course is a management laboratory that emphasizes necessary 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. Prerequisite: Consent of the Department Chair.
- MGMT 2317 Management Applications II** (1-5) **Credit: 3**
The second in a two-part management laboratory sequence that emphasizes management decision-making skills for various business career fields. Instruction is individually tailored to meet the specific career needs of the student. 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. Prerequisites: MGMT 2316 and consent of the Department Chair.
- MGMT 2318 Total Quality Management** (3-0) **Credit: 3**
This course is designed to provide an understanding of the total quality management methods and procedures necessary to produce quality products and services. Students will learn how to establish management controls that result in minimum deviation from desired standards, calculate the true costs of producing an inferior product, analyze symptoms of organizations that lack commitment to total quality management, and define the role of each level of management and of each employer.
- MGMT 2320 Business Operations** (3-0) **Credit: 3**
This course is an introduction and practical approach to small business operations and management. Subjects include the analysis of one's personal skills, experience, and expectations in starting a business; technical and managerial skills necessary to run a business profitably; marketplace statistics; gathering and analyzing data; purchasing and inventory; record keeping; and product marketing. Other subjects include tax considerations for small business; revenue sources; and measures of profitability.

MGMT 2321 Business Plan Development (3-0) Credit: 3

This course 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 and promotional plan, and the development of a business financial plan. Students will prepare a business prospectus describing a business that they want to develop or expand.

MGMT 2322 Salesmanship (3-0) Credit: 3

This is a course in professional personal selling designed for those students who will most likely represent organizations that sell products to the public and other organizations.

MGMT 2351 Advanced Leadership (3-0) Credit: 3

Presents advanced leadership and management techniques, organizational goals, problem solving, communications and management of changes.

MGMT 2354 Management Problems (3-0) Credit: 3

This course is designed to develop and improve the soldiers' skills so they may effectively execute the duties required of military managers.

MGMT 2358 Trainer's Workshop (TW) (2.5-0) Credit: 3

This course provides management of training for the small unit, individual Skill Qualification Test (SQT), and small group performance-oriented training.

MGMT 2381 Job Performance and Motivation (3-0) Credit: 3

A course designed to provide managers with the capability of applying approaches that influence employee job performance through the adoption of appropriate leadership and motivation techniques, and assessment of group and individual behavior patterns. Communication problem-solving techniques in a changing society as they affect the day-to-day efforts of subordinates will also be explored.

MGMT 2382 Individual Orientation Techniques (3-0) Credit: 3

A course designed to provide managers with the skills required to orient personnel in individual job tasks and to facilitate the continuity of the organization's functions.

MGMT 2383 Group Orientation Techniques (3-0) Credit: 3

A course designed to develop managerial skills required in group training efforts. Emphasis is placed on integrating individual experiences into the group orientation efforts. Prerequisite: MGMT 2382.

MGMT 2384 Assessing of Training Standards, Goals, & Objectives (3-0) Credit: 3

A course designed to provide managers with the ability to establish realistic and relevant training standards. The relationship among organizational goals, training objectives, and training standards are emphasized to ensure continuity of effort. Personnel involved in the process and appropriate strategies and methodologies in the establishment of training standards are also stressed. Prerequisite: MGMT 1381.

MGMT 2385 Management Training Theory (3-0) Credit: 3

This course provides the manager with a basic knowledge of management training theories and application of the aspects of training which influence effectiveness of management and the learning process.

MGMT 2386 Management Learning Strategies (3-0) Credit: 3

This course is designed to provide managers with a systematic approach to training program development. Theoretical and empirical modes of learning and topics related to social problems affecting the design of instruction environments will be emphasized.

(MILS) MILITARY SCIENCE MANAGEMENT

MILS 1101 Military Science I (1-0) Credit: 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.

- MILS 1102 Fundamentals of Leadership (1-0) Credit: 1**
An introduction to the theories of motivation, with a focus on their practical application reflected in current military leadership fundamentals. Includes an overview of the traits, techniques, and styles common to all effective leaders.
- MILS 1105 Introduction to Military Law (1-0) Credit: 1**
An introduction to the Uniform Code of Military Justice. An overview of the military judicial system, the responsibilities at each level of the organization, and its unique qualities in comparison with civilian legal systems.
- MILS 1106 Naval Science I (1-0) Credit: 1**
A study of first-line to mid-level supervision. This course reviews leadership procedures and the standard supervisory roles of directing, problem solving, decision making, and personal relations in the context of the U.S. Navy.
- MILS 1107 Air Force Science I (1-0) Credit: 1**
A study of first-line to mid-level supervision. This course reviews leadership procedures and the standard supervisory roles of directing, problem solving, decision making, and personal relations in the context of the U.S. Air Force.
- MILS 1108 Military History of the Sinai (1-0) Credit: 1**
This course provides a historical survey of the military history of the Sinai Peninsula with emphasis on the cultural, political, and economic conditions which contributed to the regional conflicts.
- MILS 1201 Military Science II (2-0) Credit: 2**
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: MILS 1101 or consent of the instructor.
- MILS 1202 Briefing Techniques, Aids, & Devices (2-0) Credit: 2**
Combination of formal instruction, practical exercises, and critiques designed to teach and improve briefing techniques. Includes information, staff, and decision briefings as well as appropriate and effective use of visual aids.
- MILS 1203 Professionalism and Responsibility (2-0) Credit: 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.
- MILS 1204 Management of Performance Oriented Training (2-0) Credit: 2**
Course teaches performance-oriented training by looking at the roots of the performance approach as developed by the military and its relation to current learning theory. The course includes a detailed study of the task/conditions/standards model, lesson plans, aids, and devices.
- MILS 1205 Evaluation of Instruction and Training (2-0) Credit: 2**
Follow on course to MILS 1204, to provide the leader with the tools needed to evaluate the effectiveness of training, reassess proficiency, and adjust training program goals and objectives.
- MILS 1207 Professional Development of the Manager (2-0) Credit: 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.
- MILS 1208 The Training Management System (2-0) Credit: 2**
A systematic approach to training that consolidates the supervisory and management levels into a short-range training program. Course looks at military training management systems, time management cycles, and the training schedule development process.

- MILS 1209 Managerial Theories (2-0) Credit: 2**
An examination of relevant managerial theories to include the management function, decision making, problem-solving techniques, quality control, and performance standard oriented approaches to management.
- MILS 1210 Naval Science II (2-0) Credit: 2**
Fundamental course on the basics of applied management in the context of the U.S. Navy, its missions, organization, and operations. The course concentrates on the basic leadership level of employing personnel and equipment.
- MILS 1211 Naval Science III (2-0) Credit: 2**
An applied management course at the advanced leadership level, concentrating on mid-level management skills required to employ assets at higher levels of command in the U.S. Navy. Course covers situational analysis, staffing procedures, communications, planning and controlling operations, and evaluations.
- MILS 1212 Air Force Science II (2-0) Credit: 2**
Fundamental course on the basics of applied management in the context of the U.S. Air Force, its missions, organization, and operations. The course concentrates on the basic leadership level of employing personnel and equipment.
- MILS 1213 Air Force Science III (2-0) Credit: 2**
An applied management course at the advanced leadership level, concentrating on mid-level management skills required to employ assets at higher levels of command in the U.S. Air Force. Course covers situational analysis, staffing procedures, communications, planning and control, in relation to Air Force operations.
- MILS 1300 Military Organization & Staff Functions (3-0) Credit: 3**
A study of organizational structure and its impact on the manner in which an organization functions. The course uses the Department of Defense, and one of its component service branches as an example of an organization structured to fit its environment; how this structure impacts on such management functions as planning, decision making, staffing, and control.
- MILS 1301 U.S. Military Heritage, Mission, and Organization (3-0) Credit: 3**
A case study in organizational development. Course traces the evolution of the U.S. military through history with emphasis on the impact of events and technological developments on the organization's mission, structure, traditions, and customs.
- MILS 2101 Stress Management (1-0) Credit: 1**
Supervisory course that identifies the factors causing stress, how to interpret the signs of stress and the basic fundamentals of personal and organizational stress management. The instruction includes the most common causes of stress in the work place and preventative measures a leader can take to control them.
- MILS 2103 Time Management (1-0) Credit: 1**
This course teaches the fundamentals of effective time management for the leader and for the organization as a whole, by defining time as a perishable resource that cannot be increased or decreased. Course emphasizes the role time plays in making the organization both effective and efficient as well as the constraints it places over our personal and professional lives.
- MILS 2109 Military Science Seminar (1-0) Credit: 1**
A problems course dealing with current military science trends, issues, and literature. This course may be repeated for credit in courses dealing with different problems and issues.
- MILS 2201 Military Science III (2-0) Credit: 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.
- MILS 2202 Military Science IV (2-0) Credit: 2**
Strategic level application of management science tools in the military to establish and achieve long-range objectives. Course is geared toward senior-level decision making and includes management by objective, planning and control of delegated operations, and creative problem solving.

- MILS 2203 Group Orientation Techniques (2-0) Credit: 2**
This course provides practical application of group dynamics to developing moral and esprit de corps. Course examines why groups form, how they develop, their reward power over individuals, and how they can be used as a motivation tool by the leader to enhance job satisfaction.
- MILS 2204 The Noncommissioned Officer (2-0) Credit: 2**
A case study in supervisory role development. Course traces the role of the noncommissioned officer in the U.S. military to include duties, authority, responsibilities, and the relationship with officers, warrant officers, and service members. Emphasis is given to the impact of mission changes and technological developments that have continuously redefined the supervisory role.
- MILS 2205 The Commissioned Officer (2-0) Credit: 2**
A case study of middle- and upper-level management roles. Course covers the responsibilities, duties and roles at each level of commissioned officer service. The functional relationship between management and supervision is explored in an examination of officer, warrant officer, and noncommissioned officer relationships.
- MILS 2206 Management Learning Strategies (2-0) Credit: 2**
An course for leaders who want to explore further into the arena of training in organizations, including needs assessment, instruction techniques, and evaluation procedures. Training for career changes, cross training, and the implications of fair labor standards are also addressed.
- MILS 2207 Contemporary Social Issues in the Military (2-0) Credit: 2**
This course examines the current social and political issues in the United States and the U.S. military. Discussion will center on how the issues might effect policy and decisions. Course subject matter is drawn from current events and varies from term to term.
- MILS 2208 The U.S. Military in a Contemporary World (2-0) Credit: 2**
This course examines the strategic interests of the United States and NATO, current foreign affairs issues and their impact on the U.S. military. Course subject matter is drawn from current events and will vary from term to term.
- MILS 2209 Individual Orientation Techniques (2-0) Credit: 2**
Designed to provide the leader with the skills necessary to manage change within an organization. Course examines the turbulence caused by personnel turnover and automation system transition on the organization and how to cope with it. Orientation programs are evaluated for their effectiveness in providing expedient and productive transition for the individual and the unit.
- MILS 2210 Assessing Training Standards, Goals, & Objectives (2-0) Credit: 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.
- MILS 2211 Job Performance and Motivation (2-0) Credit: 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.
- MILS 2261 Leadership and Communication Seminar (2-0) Credit: 2**
Two-weekend seminar of role playing exercises with critiques and feedback designed to improve communication skills, enhance interpersonal awareness, and give the manager more effective group interaction, organization, and supervisory skills.
- MILS 2301 Comparative Military Systems (3-0) Credit: 3**
A comparison of selected military systems in the world. Course examines military spending, macroeconomic factors, defense planning, regional alliances and strategies of various countries.
- MILS 2309 Military Science Seminar (3-0) Credit: 3**
A problems course dealing with current military science trends, issues, and literature. This course may be repeated for credit in courses dealing with different problems and issues.

- MILS 2351 Advanced Leadership (3-0) Credit: 3**
Advanced management study with an in-depth look at the differences and similarities of leadership and management. Includes all elements of the management function, leadership styles, and communication.
- MILS 2354 Management Problems (3-0) Credit: 3**
Case study approach in practical application of management theory to the everyday problems of managers. Study groups work out their own solutions and exchange ideas with other groups in presentation and critique forums.
- MILS 2371, 2372 Military History I and II (3-0) Credit: 3,3**
Courses designed to give the noncommissioned officer a concept of the development of the U.S. Army from pre-revolutionary days to the present, the effect of society on the structures and development of the Army, and the history of the development of tactics and strategies based on modern technology.
- MILS 2373 U.S. Naval Heritage (3-0) Credit: 3**
This course will enhance the student's appreciation and understanding of the American naval heritage. It will study the events, individuals, technological advances, and schools of thought which have affected American naval development.

(OADM) OFFICE ADMINISTRATION

- OADM 1131 Beginning Typing I (1.5-1.5) Credit: 1**
A beginning course in touch typing. The course will emphasize mastery of machine parts and the keyboard.
- OADM 1133 Intermediate Typing I (1.5-1.5) Credit: 1**
A continuation of Beginning Typing I and Beginning Typewriting. Students will increase typing accuracy and speed. Prerequisite: OADM 1232 or 1303 or ability to type 25 WPM for five minutes with no more than five errors.
- OADM 1232 Beginning Typing II (1.5-1.5) Credit: 2**
A continuation of Beginning Typing I. Special emphasis will be placed on speed development. The course will include an introduction to letter writing, tabulating, and preparing manuscripts. Prerequisite: OADM 1131.
- OADM 1234 Intermediate Typing II (1.5-1.5) Credit: 2**
A continuation of Intermediate Typing I. Students will compose and type business letters, tabulations, and manuscripts of a more demanding nature. Prerequisite: OADM 1133.
- OADM 1301 Beginning Shorthand (3-3) Credit: 3**
An introduction of shorthand. Students will receive initial training in shorthand emphasizing reading, writing, theory principles, brief forms and related activities.
- OADM 1302 Intermediate Shorthand (3-3) Credit: 3**
Students will continue shorthand training and reinforcement of theory. Prerequisite: OADM 1301 or equivalent.
- OADM 1303 Beginning Typewriting (3-3) Credit: 3**
A beginning course in touch typewriting for the mastery of machine parts and the keyboard. Special emphasis on speed development, including an introduction to letter writing, tabulating and preparing manuscripts.
- OADM 1304 Intermediate Typewriting (3-3) Credit: 3**
A continuation of OADM 1303. Additional skills in terms of accuracy and speed will be evidenced by students. Composition and typing of business letters, tabulations, and manuscripts of a more demanding content will be instructed.
- OADM 1305 Information and Records Management (3-3) Credit: 3**
This course introduces the basic principles and procedures concerning the management of document-based information systems required in the operation of an organization's business. Topics include document-based records classification, storage, maintenance, and disposition methods and systems; electronic data base creation, storage, and retrieval technology; and the principles for the selection of records equipment and supplies. Prerequisite: WOPO 1303 or equivalent.

OADM 1306 Office Procedures and Applications (3-0) Credit: 3

Designed for the student who wishes to prepare for a career as an executive secretary. The following topics are covered: human relations skills, meetings and conferences, travel arrangements, information sources, mail handling, telephone techniques, receptionist duties, scheduling, and related office routines.

OADM 1308 Business Correspondence (3-0) Credit: 3

A course designed to teach effective business writing and to give practice in composing all types of business letters and reports.

OADM 1309 Business Mathematics & Calculating Machines (3-3) Credit: 3

Technique familiarization in the operation of the most commonly used office machines: computation; calculations; speed drills; percentages, discounts and net values, chain discounts, business forms. Emphasis will be placed on business mathematics.

OADM 1401 Administrative Secretarial Cooperative Training I (1-20) Credit: 4

This course consists of on-the-job administrative secretarial training that utilizes the principles, skills, and knowledge gained in the setting of the classroom. The student is employed at an approved work site under the supervision of the Department Chair.

OADM 2301 Advanced Shorthand (3-3) Credit: 3

Students will improve their ability to take dictation and transcribe mailable copy. Theory principles, brief form derivatives, vocabulary development, speed building, mailable transcription, and office-style dictation will be emphasized. Prerequisite: OADM 1302 or equivalent.

OADM 2302 Advanced Typewriting (3-3) Credit: 3

This course includes advanced work in such specialized production as tabulation, interoffice correspondence, manuscripts, telegrams, legal forms, medical forms, special interoffice forms, and additional work on the arrangement of business letters with special features. Prerequisite: OADM 1303 and 1304.

OADM 2304 Office Accounting I (3-3) Credit: 3

Elementary principles of accounting, journalization, posting, statements, special journals, subsidiary ledgers, payroll records, and payroll taxes. Special emphasis is placed on personal, family and small business accounting systems.

OADM 2305 Office Accounting II (3-3) Credit: 3

Analysis and recording of business transactions, use of the journal and ledgers, trial balance and work sheets, adjusting and closing entries, accounting statements, introduction to partnership and corporate accounting, special journals and ledgers, business papers and business procedures relating to accounting voucher systems. Prerequisite: OADM 2304 or equivalent.

OADM 2307 Automated Office Management (3-0) Credit: 3

This course includes topics of instruction in office procedures, work simplification, selection and training of office workers, supervision, office etiquette and ethics, and an analysis of the responsibilities of the manager, secretary, clerk, and other office workers. The student is given an opportunity to relate knowledge, information and skills acquired in previous academic courses. Special emphasis is placed on the relationship of various systems that affect the modern office. Prerequisite: Sophomore standing or consent of the Department Chair.

OADM 2308 Office Occupations Internship (1-5) Credit: 3

The student will be provided a combination of occupationally related classroom instruction and on-the-job training in cooperation with offices within the Office Administration Department and other campus offices. Actual work training will be available in the following areas: keyboarding, filing, duplication, use of telephone, preparation of correspondence, voice transcription machine, recordkeeping, proofreading, etc.

OADM 2309 Office Administration Internship (1-5) Credit: 3

Students will be provided a combination of occupational related class work instruction and on-the-job training in cooperation with Office Administration Department and other campus offices. Students will demonstrate advanced competencies with work experiences in the following areas: taking dictation, keyboarding, letter composing, telephone procedures, filing, work scheduling, financial calculating, duplicating, transcribing from dictation equipment, etc.

OADM 2350 Machine Shorthand**(3-3) Credit: 3**

This course is an introduction to machine shorthand. It covers machine shorthand principles, abbreviations, derivatives, word lists, and operation of the machine. The students develop dexterity and keyboard mastery through writing practices and laboratory exercises.

OADM 2401 Administrative Secretarial Cooperative Training II**(1-20) Credit: 4**

This course is a continuation of the Administrative Secretarial Cooperative Training I. Prerequisite: OADM 1401.

(TRAN) TRANSPORTATION**TRAN 1301 Introduction to Transportation****(3-0) Credit: 3**

Provides the history and development along with a broad overview of the transportation industry. Includes a basic knowledge of the various modes of transportation (air, motor, rail, water and pipeline), and an introduction to transportation law.

TRAN 1302 International Trade**(3-0) Credit: 3**

This course considers the relation of foreign trade to domestic trade. It covers the operation of import and export business including organization, marketing, terminology, documents, financial procedures, credits and collection, and communications. The basic principles and practices of world trade are studied.

TRAN 1303 Economics of Transportation I**(3-0) Credit: 3**

This is a general introduction to the economics of transportation and includes a study of the principles of economics and economic theory applicable to transportation, the principles of marketing and how they relate to transportation, a general survey of government transportation regulation, and a survey of business organizations and their financing.

TRAN 1304 Interstate Commerce Law and Practice**(3-0) Credit: 3**

This is a general review of the statutory law, leading court decisions, and government regulations and practices. It shows that the effect and purpose of federal regulation of transportation including a review of the respective spheres of federal and state regulations.

TRAN 2301 Economics of Transportation II**(3-0) Credit: 3**

This is a study of the general services performed by the various types of transportation instrumentalities including organization, operation, and practices. It also presents a review of the economics of freight rates from the viewpoint of the shipper, carrier, and regulatory bodies.

TRAN 2302 Transportation Law and Regulation**(3-0) Credit: 3**

This course covers the major laws of the United States and state laws which provide for regulation of domestic land and water transportation by for-hire carriers.

TRAN 2303 Traffic Management I**(3-0) Credit: 3**

This introductory course provides the student with the basic principles of traffic management. The course will cover organization of an industrial traffic department, carrier selection, routing, classification and rating, packaging, and warehousing.

TRAN 2304 Traffic Management II**(3-0) Credit: 3**

This is a continuation of Traffic Management I. It provides the student with the knowledge and understanding necessary to function as the supervisor or traffic manager of either an industrial traffic department or a for-hire carrier's traffic department. Prerequisite: TRAN 2303.

TRAN 2305 Railroad Transportation I**(3-0) Credit: 3**

This is the beginning study of rail rates, including instruction in the use of freight classification and state rail tariffs. It also includes instruction in applicable state and federal regulation of rail rates.

TRAN 2306 Railroad Transportation II**(3-0) Credit: 3**

A study of transcontinental rail freight rates, construction of combination through rates, routings, use of guides and maps, rail accessorial services including switching reconsignment, stop-off, transit and demurrage, and rate adjustment procedures. Prerequisite: TRAN 2305.

TRAN 2307 Highway Transportation I (3-0) Credit: 3

This is the beginning study of motor carrier rates and practices including instruction in diversified rate problems including both interstate and intrastate tariffs. Prerequisite: TRAN 2306.

TRAN 2308 Highway Transportation II (3-0) Credit: 3

This is an advanced study of motor carrier rates and practices including instruction in diversified rate problems including both interstate and intrastate tariffs. Prerequisite: TRAN 2307.

TRAN 2309 Airline Freight Transportation I (3-0) Credit: 3

This is an introduction to the airline transportation industry and includes the study of freight by transport aircraft, air express, air freight forwarders as well as the regulation and economics of commercial air transportation.

TRAN 2310 Airline Freight Transportation II (3-0) Credit: 3

A continuation of Airline Freight Transportation I. This is an advanced course in airline freight transportation. Prerequisite: TRAN 2309.

TRAN 2311 Transportation Marketing (3-0) Credit: 3

This course covers the basic sales principles and techniques involved with selling transportation to include personal appearance, communications, development and use of product knowledge, why and how people buy, how to prospect for customers, and how to prepare a presentation.

(WELD) WELDING

WELD 1250 Basic Oxy Welding (.2-2.3) Credit: 2

Instruction in selected types of WELD joints and edge preparation includes safety requirements and maintenance of metalworking tools, supplies, and equipment.

WELD 1251 Basic Arc Welding (.2-2.3) Credit: 2

Provides the student with basic arc welding skills, includes selection of electrodes, heat ranges, types of joints, edge preparation, shop safety, and maintenance of equipment.

WELD 1301 Basic Gas Welding (1-2) Credit: 3

This course covers the theory and practice of oxyacetylene cutting and welding of metals in horizontal, vertical, and overhead positions.

WELD 1302 Basic Arc Welding (1-2) Credit: 3

This course covers the theory and practice of electric arc welding. Welds will be made in all positions with various types of electrodes.

WELD 1401 Beginning Gas Welding (3-3) Credit: 4

Instruction will be conducted in oxyacetylene welding theory and practical application. Course of study will include use and operation of oxyacetylene cutting equipment. Safety and proper care of oxyacetylene equipment will be stressed. Prerequisite or Corequisite: INDU 1400 or consent of the Department Chair.

WELD 1402 Beginning Arc Welding (3-3) Credit: 4

Instruction will be conducted in the theory and practical application of Shielded Metal Arc Welding with various types of electrodes in flat and horizontal positions. Course of study to include AWS electrode classification. Prerequisite or Corequisite: INDU 1400 and WELD 1401 or consent of the Department Chair.

WELD 1403 Intermediate Arc Welding (3-3) Credit: 4

Instruction will be given in the practice of making Shielded Metal Arc Welds in all positions. Emphasis will be placed on preparing the student for certification in the flat and horizontal positions with various types of electrodes. Prerequisite: WELD 1402.

WELD 1405 Advanced Gas Welding (3-3) Credit: 4

Instruction will be given on oxyacetylene welding in all positions and practical application of silver brazing and soft solder. Use of cutting machines will be included in the course of study. Prerequisite: WELD 1401.

- WELD 1406 Blueprint for Welders** (3-3) **Credit: 4**
This course covers the fundamentals of drawing interpretation as applied in the welding trade. Emphasis will be on welding symbols and their significance, familiarization with terms, sites, shapes, and abbreviations.
- WELD 2401 Advanced Arc Welding** (3-3) **Credit: 4**
Instruction will be given in the practice of taking guided bend test, with and without the use of back-up strips, in all positions. Emphasis will be placed on preparing students for certification in all positions with various types of electrodes. Prerequisite: WELD 1403.
- WELD 2402 Pipe I** (3-3) **Credit: 4**
Classroom instruction to be given on development of layout templates. Practical instruction will place emphasis on preparing the student for certification test on pipe. Prerequisite: WELD 1403.
- WELD 2404 Pipe II** (3-3) **Credit: 4**
Classroom instruction to be given on development of layout templates. Practical instruction will place emphasis on preparing the student for certification test on pipe. Prerequisite: WELD 2402.
- WELD 2406 Welding Fabrication & Layout** (3-3) **Credit: 4**
Practical application of steel fabrication and general layout work. Blueprint reading of welding prints with welding symbols will be included. Prerequisite: WELD 1406 and 2401.
- WELD 2407 GTAW Welding (TIG)** (3-3) **Credit: 4**
This course provides instruction in the theory and practice of Gas Tungsten Arc Welding (GTAW) of aluminum. The course of study includes types of power sources, shielding gases and metals. Welding is performed using 1/16, 3/32, and 1/8 tungsten rod in all positions. Prerequisites: WELD 1402 and 1405.
- WELD 2408 GMAW Welding (MIG)** (3-3) **Credit: 4**
This course covers the theory and practice of Gas Metal Arc Welding (GMAW) of mild steel and aluminum. The course of study includes the study of the types of metal transfer and shielding gases used in these processes. Welding will be performed in 1, 2, 3, and 4G positions using .035 wire feed. Prerequisite: WELD 1402 or ATBR 1409.

(WOPO) WORD PROCESSING

- WOPO 1101 MS-DOS: An Introduction** (1-5) **Credit: 1**
A 24-hour basic introduction to the structure and operation of IBM and IBM compatible microcomputer systems. For professional, managerial, administrative, and clerical personnel who will use but are not familiar with IBM and IBM compatible microcomputer systems. Instruction consists of short lecture/ demonstrations and hands-on practice with actual equipment. Topics include IBM microcomputer system components and operating/controlling the system with MS-DOS.
- WOPO 1102 Word Perfect: An Introduction** (1-5) **Credit: 1**
A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on experience with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics covered: the basic Word Perfect program; document formatting, text entry, spell check, thesaurus, outlining, footnoting, merging letters, document saving, retrieving and editing; Word Perfect directory/files management; printer/font selection and control; and printing documents.
- WOPO 1103 Microsoft Word: An Introduction** (1-5) **Credit: 1**
A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on experience with lecture; includes demonstration, discussion/question/answer sessions. Topics covered: overview of word processing; structure of Microsoft Word program; document formatting, text entry, retrieving, editing and printing document files; directory/files management; merging and printer/font selection and control.

- WOPO 1104 LOTUS 1-2-3: An Introduction (1-.5) Credit: 1**
 A 24-hour course introducing participants to the worksheet and graphics capabilities of LOTUS 1-2-3 applications software. For professional, managerial, administrative, or financial analyst personnel with prior microcomputer experience who need budgetary, financial, or other computer database supported information portrayal/analysis capabilities. Instruction consists of short lecture/demonstrations and hands-on practice. Includes discussion/question/answer sessions using practice exercises and examples. Topics include: LOTUS operating menus, worksheet design, creation, mathematical functions, protecting, storage, retrieval, moving, copying, editing, data manipulation, graphics development, LOTUS macros, on-line Helps, tutorials and references.
- WOPO 1105 WordStar/Mail Merge (1-1) Credit: 1**
 A 30-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics include: overview of WordStar structure; defining files; document formatting, text entry; creating form letters using Mail Merge; saving, retrieving and editing document files; WordStar directory/files management; printer/font selection and control; and printing.
- WOPO 1106 Enable: An Introduction (1-1) Credit: 1**
 A 30-hour course for professional, managerial, administrative, and financial analyst personnel having no prior microcomputer experience. A hands-on, minimum lecture approach using actual equipment. Includes discussion/question/answer sessions based upon instructor furnished practice exercises and examples. Topics include: Microcomputer system components, operation, and care; integrated software, the ENABLE applications modules; spreadsheet concepts, database management and word processing; graphics; and telecommunications operations.
- WOPO 1107 Spreadsheet Applications (1-.5) Credit: 1**
 A 24-hour course introducing participants to the worksheet and graphics capabilities of spreadsheet applications software. For professional, managerial, administrative, or financial analyst personnel with prior microcomputer experience who need budgetary, financial, or other computer database supported information portrayal/analysis capabilities. Instruction consists of short lecture/demonstrations and hands-on practice. Includes discussion/question/answer sessions using practice exercises and examples. Topics include: Spreadsheet operating menus, worksheet design, creation, mathematical functions, protecting, storage, retrieval, moving, copying editing, data manipulation, graphics development, spreadsheet macros, on-line help features, tutorials and references.
- WOPO 1108 Word Processing Applications (1-.5) Credit: 1**
 A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics include: overview of word processing structure of word processing program; defining files; document formatting, text entry, retrieving, and editing and printing documents files; directory/files management; merging and printer/font selection and control.
- WOPO 1109 DataBase Applications (1-.5) Credit: 1**
 A 24-hour course introducing participants to the capabilities of a database structure. Hands-on with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics include: how to create, edit, browse, sort, search, and delete a database structure. In addition, participants will learn how to modify an existing structure, create a report, and how to change or replace fields using a search criteria.
- WOPO 1303 Beginning Keyboarding/Data Entry (3-3) Credit: 3**
 A beginning course in the fundamentals and techniques of keyboarding and data entry on personal computers. Special emphasis on speed development, including an introduction to letter writing, tabulating, and preparing manuscripts.
- WOPO 1304 Intermediate Information Processing Applications (3-3) Credit: 3**
 A continuation of WOPO 1303. Additional skills in terms of accuracy and speed will be evidenced by students in utilizing personal computers. Composition and typing of business letters, tabulations and manuscripts of more demanding content will be instructed. Prerequisite: WOPO 1303 or consent of the Department Chair.

WOPO 1305 Applicational Software (3-3) Credit: 3

A course for professional, managerial, administrative, and financial analyst personnel having no prior microcomputer experience. A hands-on lecture/lab approach using actual equipment. Includes discussion/question-answer sessions based upon instructor-furnished practice exercises and examples. Topics include: Microcomputer system components, operating/controlling the system with MS-DOS; spreadsheet operating menus, worksheet design and creation, mathematical functions, graphics development, spreadsheet macros, and data manipulation; overview of the word processing program's structure, defining files, document formatting, text entry, retrieving, editing and printing document files, merging, printer control, and font selection.

WOPO 1307 Word Processing/Transcription (3-3) Credit: 3

This course is designed to train students in the theory of word processing. It introduces the student to word processing facilities and equipment. It also provides hands-on experience with word processing equipment to include processing, editing, storing information, printing devices, formatting, type style, and paragraphing. Transcribing machines are utilized in conjunction with information creation. Prerequisite: Minimum typing skills of 40 WPM.

WOPO 1401 Word Processing Cooperative Training I (1-20) Credit: 4

This course consists of on-the-job word processing training that utilizes the principles, skills, and knowledge gained in the setting of the classroom. The student is employed at an approved work site under the supervision of Office Administration Department personnel.

WOPO 2302 Advanced Information Processing Applications (3-3) Credit: 3

This course includes advanced work in such specialized production as tabulation, interoffice correspondence, manuscripts, legal forms, medical forms, special interoffice forms, and additional work on the arrangement of business letters with special features. Personal computers and applicable software are used extensively in preparing students to be highly productive office employees. Prerequisites: WOPO 1304 or equivalent.

WOPO 2303 Office Automation (3-3) Credit: 3

The students will work with advanced problems utilizing hands-on experience with information processing facilities and equipment. Hands-on experience includes the following: editing, storing, printing, formatting, computing and networking. A thorough study of present and future systems, i.e., interchangeability and adaptability of software. Prerequisite: 6 WOPO hours or equivalent.

WOPO 2304 Automated Accounting (3-3) Credit: 3

Elementary principles of accounting, such as journalization, posting, statements, special journals; subsidiary ledgers will be studied utilizing software packages. Special emphasis is placed on personal, family and small business accounting systems. Prerequisite: OADM 2304.

WOPO 2306 Information Systems and Applications (3-3) Credit: 3

This course is designed to give secretarial, clerical, management, and word processing students an insight into the present and future office environment with regard to the current trend towards automation. Through class discussion, individual and/or group projects, research and input from various speakers from related areas of private industry, students will become aware of the impact of current trends toward automation in the office as well as related business fields. Prerequisite: 12 WOPO hours or equivalent.

WOPO 2308 Information System Internship I (2-4) Credit: 3

The student will be provided a combination of occupationally related classroom instruction and on-the-job training in cooperation with offices within the Office Administration Department. Actual work training will be available in following areas: information processing, filing, duplication, telephone use, correspondence preparation, voice transcription machine, record keeping, proofreading, etc.

WOPO 2309 Information System Internship II (2-4) Credit: 3

Students will be provided a combination of occupationally related class work instruction and on-the-job training in cooperation with Office Administration offices. Students will demonstrate advanced competencies with work experiences in the following areas: taking dictation, information processing, letter composing, telephone procedures, filing work scheduling, financial calculating, duplication, transcribing from dictation equipment, etc.

WOPO 2310 Word Processing Center Management (3-0) Credit: 3
This course covers the factors that influence work efficiency and human behavior in the information processing center environment. This course includes a consideration of systems limitations and capabilities, work flow, system security, scheduling, managerial theories, system evaluation, human relations, and supervision. Prerequisite: Sophomore standing or the consent of the Department Chair.

WOPO 2401 Word Processing Cooperative Training II (1-20) Credit: 4
This course is a continuation of Word Processing Cooperative Training I. Prerequisite: WOPO 1401.

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NOTES

MAJOR CAMPUS ADDRESSES COLLEGE PROGRAMS

CENTRAL CAMPUS

CENTRAL TEXAS COLLEGE

P.O. Box 1800

Killeen, Texas 76540-9990

1-817-526-7161

1-800-792-3348

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Office of the Dean

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NAVY CAMPUS

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Office of the Dean

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1-817-526-1356

1-800-792-3348 (Out of State)

1-800-223-4760 (In State)

EUROPE CAMPUS

CENTRAL TEXAS COLLEGE

Unit #20233

APO AE 09165

(Civilian) 06181-95060

(Military) 322-8871

(Civilian) Telefax 06181-950650

NAVY ATLANTIC CAMPUS

CENTRAL TEXAS COLLEGE

1301 East Little Creek Road, Suite 2

Norfolk, Virginia 23518

1-804-587-8873

1-800-457-2619

NAVY PACIFIC CAMPUS

CENTRAL TEXAS COLLEGE

4250 Pacific Highway, Suite 128

San Diego, California 92110

1-619-226-6626

1-800-784-5470

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Office of the Dean

Office of Student Services

Office of Operations/Support Services

Office of Educational Programs

Office of Payroll/Personnel

Campus Library

Camp Market - Building P-1530

Unit #15559

APO AP 96283-0618

(Civilian) 82-32-523-5110

(Civilian) Telefax 82-32-523-8554

(Military) 722-3814/3833 Dean,

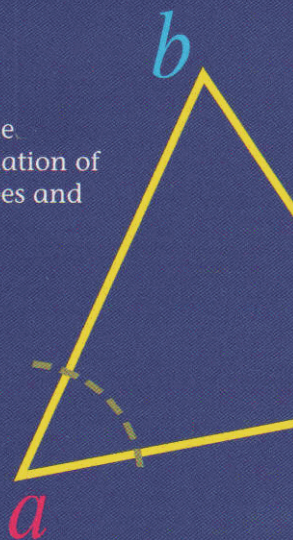
Support Ed Programs

(Military) 722-3815 Student Services

1995 1997

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Commission on Colleges of the Southern Association of
Colleges and Schools to award associate degrees and
certificates of completion.



$$E=mc^2$$