

Education For The Military



PACIFIC FAR EAST CAMPUS

**CENTRAL
TEXAS
COLLEGE**

2000-2002

Major Campus Addresses

Central Campus

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

Fort Hood Campus

Central Texas College
Dean, Fort Hood and
Service Area Campuses
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1328

Service Area Campus

Central Texas College
Dean, Fort Hood and
Service Area Campuses
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1206

Continental Campus

Central Texas College
Dean, Continental Campus
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1222/1368

Navy Campus

Central Texas College
Dean, Navy Campus
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1356
(800) 792-3348 (Out of State)
(800) 223-4760 (In State)

Navy Atlantic Campus

Central Texas College
1301 East Little Creek Road, Suite 2
Norfolk, Virginia 23518
(804) 587-8873
(800) 457-2619

Navy Pacific Campus

Central Texas College
4250 Pacific Highway, Suite 128
San Diego, California 92110
(619) 226-6626
(800) 784-5470

Pacific Far East Campus

Central Texas College
Attn: (see page 103 for office designation)
Camp Market - Building S-1650
Unit # 15559
APO AP 96283-0618
(Civilian) 82-32-523-5110
(Military) 722-3814/3833

PFEC key personnel e-mail addresses
are listed on page 103.

Correspondence and Inquiries

Correspondence and inquiries for the PFEC should be addressed to the appropriate office (e.g., Office of the Dean, Office of the Director of Operations, Office of Support Services, etc.) as listed on page 103.

Central Texas College District does not discriminate in admissions or access to, or treatment, or employment in its programs and activities on the basis of race, color, religion, national origin, gender, disability, or age.

CENTRAL TEXAS COLLEGE

Central Texas College Pacific Far East Campus Catalog Third Edition (Revised 10 December 2001) 2000-2002

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Accreditation:

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.

Approval:

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 Post Secondary Education American Council On Education.
Directory of Post Secondary 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; Service Members 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.

Board of Trustees

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M.S., East Texas State University
Additional Graduate Study: Sul Ross University, Texas A&M University, University of Texas at Austin

Robert C. Farrell, Deputy Chancellor for Resource Management
B.S., Tarleton State University
Certified Public Accountant

Term Calendar

2000-2001

Term 1	August 13, 2000	through	October 6, 2000
Term 2	October 7, 2000	through	December 15, 2000
Term 3	December 16, 2000	through	March 10, 2001
Term 4	March 11, 2001	through	May 12, 2001
Term 5	May 13, 2001	through	August 11, 2001

2001-2002

Term 1	August 12, 2001	through	October 12, 2001
Term 2	October 13, 2001	through	December 21, 2001
Term 3	December 22, 2001	through	March 15, 2002
Term 4	March 16, 2002	through	May 17, 2002
Term 5	May 18, 2002	through	August 18, 2002

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 has 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. Some restrictions apply per contractual limitations. See "Continental and International Programs" on page five.

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

MISSION

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.

PURPOSE

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 and Objectives

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 fosters student goal attainment, meets changing requirements, reflects changes in instructional technology, and incorporates development of Secretary's Commission on Achieving Necessary Skills (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 evaluations 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. Programs of study vary with each location and not all programs are available at every location. This Catalog provides information concerning the policies, procedures, and programs applicable to the Pacific Far East Campus. Individuals interested in programs which are not locally available should consult with the local Education Services Officer (ESO), Navy Campus Representative (NCR), Education Specialist, or Central Texas College representative.

The Catalog

This Catalog is an official publication of Central Texas College Pacific Far East Campus and contains policies, regulations, procedures, and fees in effect at the time it was published. Central Texas 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. Students are responsible for observing the regulations contained in this Catalog and are urged to study the contents of this Catalog carefully.

Program and Course Availability

Programs of study presented in this Catalog are offered when sufficient interest and enrollments allow programs to be offered. Students desiring to enter specific programs of study are advised to seek confirmation of program availability prior to their first registration. Central Texas College further reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances warrant.

Library Services

Central Texas College and your local base/post library work together to provide library support to help you succeed in your studies. This joint effort has employed a "Library without walls" approach by using appropriate technology to assist in obtaining your research needs. In addition to the "hard copy" library resources at your local base/post library,

information resources are available in an ever-increasing number of locations and formats. Your base/post library, assisted by Central Texas College, keeps up with these resources, including electronic journals, new databases, and World Wide Web sites. Central Texas College library resources are also available through the www.ctcd.cc.tx.us/library web site. The list of electronic library resources is almost endless and full service libraries are available at all larger military installations in the Pacific Area. CTC students are encouraged to use any or all library resources available to assist them be successful in completing research projects. Assistance in locating appropriate library resources may also be obtained by sending an electronic mail message to library@ctc-pac.com or contacting the local CTC representative.

Equal Opportunity Policy

Central Texas College is committed to its policy of 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 Central Texas College are used to process student grievances. When a student believes a condition or employee of Central Texas College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. For assistance pursuing a grievance matter, contact a Central Texas College official at your location or the Pacific Far East Campus Dean.

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. Central Texas 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 CTC official or the Pacific Far East Campus Dean.

Admissions and Registration

Students wishing to attend Central Texas College should visit the local Education Center or Navy Campus office to consult with the ESO or NCR about their educational goals. Education Center and Navy Campus offices provide diagnostic, aptitude, and placement testing to assist students in selecting programs of study and 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

Central Texas College is a comprehensive community college. An open-door admissions policy is maintained to ensure all persons who may benefit from post secondary education have the opportunity to enroll. New students will be admitted to Central Texas College providing all admissions requirements are met. Admission to Central Texas College does not guarantee admission to specific programs and courses.

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. Prospective students who have not completed high school or obtained a high school GED should visit their counselor at the Education Center. Non-graduates seeking further information should contact the Central Texas College representative nearest at the location or e-mail the Campus for assistance.

Admissions Requirements

Students who hold a diploma from an accredited secondary (high) school or General Education Development (GED) equivalency certificate will be admitted to Central Texas College. Students transferring from another regionally 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.

Admission Requirements-International Students

Non-native English speaking students (local and third country nationals whose primary language is other than English) must provide an official certificate reflecting a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) to be considered for admission to degree-credit courses. Local ESO or NCR permission to attend classes on the military installation must be obtained prior to registration for any CTC course. In some locations, a non-SOFA fee is collected by the Education Center for students wishing to take courses who do not have SOFA status.

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:

- An Early Admission Form with the signatures of the high school principal or counselor and parent or legal guardian must be submitted;
- Students must provide an official high school transcript showing classification; and
- Students will be expected to adhere to all policies of Central Texas College and the high school, including attendance.
- Students who meet the criteria will be accepted at Central Texas College locations 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 records of all previous education are 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 course work from a regionally accredited college or university must submit high school transcripts.
2. High School Equivalence Graduates: Degree or certificate seekers who have not previously completed 12 semester hours of course work from a regionally accredited college or university must submit a High School General Education Development (GED) certificate.
3. College Transfer Students: Transfer students who are 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): These 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.
(See NOTE)

NOTE: Students are responsible for requesting official records be forwarded directly from the issuing institution to Central Texas College. To be acceptable, transcripts must bear original mark or seal and original signature of the registrar. Under the provisions of the Family Education and Privacy Act, CTC will not release copies of transcripts received from other institutions. 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 Central Texas College records office.

Transient Students

Students not seeking a degree or certificate from Central Texas College are not required to provide previous education records. Records will be required if a student elects to change his/her status and seek a diploma or certificate, or evaluation and award of credit.

Transfer Students

Transfer of credit from regionally accredited colleges and universities may be accepted when the grade earned was "C" or higher and the course work 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. Grades other than "A", "B", "C", or "CR" will not be accepted in transfer for major degree requirements.

Because of the rapid changes taking place in technological fields, course work taken in a major field of study or courses directly related to the major field may not be accepted in transfer to satisfy specific Associate in Applied Science degree requirements. Acceptance of course credit in transfer for the above mentioned programs must be approved by appropriate Central Texas College officials when course work was completed five years or earlier before the student entered the Central Texas College program of study.

Uniform Application of Standards

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

Registration

The standards of CTC policy relative to the academic status of students and all matters relating to students are uniform at all locations served by Central Texas College. The subsequent sections of this catalog provide information required and unique to the Pacific Far East Campus.

Registration Periods

Central Texas College conducts an academic year beginning and ending in August. It is based on terms and varies considerably at different locations to meet military schedules. Course lengths are eight weeks. Varying course lengths or special needs of the community may alter the generally established registration period of any given site. The Education Center publicizes registration periods, term dates, and course offerings. Consult your local schedule for times and dates of registration and classes.

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 each time you register);
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, if either of these tuition assistance sources are used when registering for CTC classes.

All forms necessary for registration are available from the Central Texas College representative at each location. (Except tuition assistance forms, which may be obtained or provided from the source of the assistance).

Late Registration

Late registration is permitted if no more than 1/8 of the course's contact hours have been performed. 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. No student will be permitted to register after the scheduled late registration period ends.

Official Enrollment

The only way to become an official member of a class at Central Texas College is by following the established procedures for registering and paying tuition and fees for each term of enrollment. No person is officially enrolled until all tuition and applicable fees have been paid in full. 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.

Distance Learning

Central Texas College, Pacific Far East Campus, offers several general education courses via distance learning, video tape format. Course availability at specific sites throughout the PFEC is dependent upon instructor availability and ESO or NCR concurrence in the scheduling process. Interested students should contact their local CTC representative for course and enrollment information.

College Costs

Tuition

Tuition for classes at Pacific Far East Campus locations are set by government contract.

The following rates apply to one semester hour of instruction as of publication of this catalog:

August 1, 2000 - July 31, 2001	\$94.00 (Traditional "In-Class" Courses)
	\$83.00 (Distance Learning Courses)
After August 1, 2001	\$97.00 (Traditional "In-Class" Courses)
	\$90.00 (Distance Learning Courses)

Students may obtain information about current tuition costs from Education Service Offices, Navy Campus Representative, or the Central Texas College representative.

Fees

Degree Fee: A non-refundable fee of \$25 is payable at the time of application for a degree or Certificate of Completion (See Programs of Study starting on page 31).

Transcript Fee: The first transcript is issued free of charge. Subsequent transcripts are \$3. Payment by check or money order only.

Completed applications for certificates, degrees, and transcripts should be mailed to:

Central Texas College
Attn: STUDENT SERVICES
Building S-1650
Unit 15559
APO AP 96283-0618

Returned Check Charge: A charge of \$25 is made for all checks which have been returned for insufficient funds.

Declined Credit Card Charge: A charge of \$25 is made for a declined credit card.

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

Payment

Make checks or money orders payable to Central Texas College. Credit/debit cards are also acceptable for payment. However, only MasterCard or VISA issued by a stateside bank will be accepted. Central Texas College requires payment of tuition and applicable fees before attendance at the first class meeting. Cash CANNOT be accepted at any Pacific Far East Campus location.

Refunds

The effective date of the withdrawal is the date a Request for Withdrawal/Refund form is submitted to the local CTC representative. The date of submission to the CTC representative, or filing date, is the official date of withdrawal. In all cases, the ESO, NCR, or designated representative must sign the withdrawal form before submission to the local CTC representative for the withdrawal to be official.

Refunds will be computed from the official date of withdrawal and made according to the following schedule:

100%	Withdrawal before the first class meeting.
75%	Withdrawal if not more than 1/8 of the total class meetings have elapsed.
50%	Withdrawal if not more than 1/4 of the total class meetings have elapsed.
0%	Withdrawal if more than 1/4 of the total class meetings have elapsed.

The Pacific Far East Campus Business Office will process refunds after receipt of certification from Student Services that the Application for Withdrawal/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 Re-authorization 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. *(Continued on next page)*

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 whose date of withdrawal is at or before the 50 percent (two weeks into an eight term) point in the period of enrollment for which the student has been charged. (Pro rata means a refund of the amount 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 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 CTC 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, unless otherwise specified. Textbooks may be purchased from the Central Texas College Field Advisor during the registration period. This period is normally two weeks before the class starts and during the first week of classes.

Student Services

Transcripts

Students' records are confidential. Therefore, **only** the student can request a personal transcript from CTC. Forms for ordering transcripts are available from the CTC Field Advisor, or a letter of request may be used, with original signature, to order transcripts.

Graduating students are provided an official transcript free of charge. A check or money order for the fee of \$3 must accompany the written request signed by the student for each additional transcript.

Transfer credits from other accredited institutions are not shown on a CTC transcript until the student has completed requirements for a CTC degree. CTC does not issue a "consolidated" transcript showing credits earned from other accredited colleges/universities prior to completion of CTC graduation requirements. Therefore, students who desire transcripts from CTC, who have not completed their degree requirements, and have transfer credits from other schools or universities are encouraged to order transcripts from those institutions if needed to show all college work completed.

When a student has completed all requirements for a CTC degree, ***transfer credits accepted for that degree only*** are then consolidated on a CTC transcript. Again, if a student has completed college work ***not accepted toward a CTC degree*** the student must request transcripts from other institutions attended to obtain documentation for all college work completed

Requests for transcripts will be honored as soon as possible in the order of receipt. During peak periods, such as graduation, end of term, and registration, additional time will be needed to process the request. Telephone requests will not be honored. *(Continued on next page)*

Send requests for transcripts to the Transcript Department in Killeen, Texas, at the address in the front of this Catalog. Transcript requests should include full name, social security number, date of birth, last month, year, and location of attendance, and the complete address to which the transcript is to be sent. Transcripts addressed to students will be stamped "Issued to Student." Transcripts issued to other institutions, government agencies, or any entity other than the student will be official transcripts.

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

Evaluation of Previous Education

Non-traditional 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 Central Texas College to recognize nontraditional learning experiences and to award course credit 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, former military, and civilians are eligible for credit consideration based upon documentation of previous learning experiences.

Non-traditional methods usually considered applicable toward a degree at Central Texas College are:

- The Defense Activity for Non-Traditional Educational Support (DANTES) courses and Subject Standardized Tests (see note below).
- College Level Examination Program (CLEP)-both the General Examinations and Subject Examinations (see note below).
- Credit for military schools completed, as recommended by the American Council on Education (ACE) and recognized by Central Texas College.
- Credit for military service basic training.
- Military Job Training and Experience, as recommended by ACE and recognized by Central Texas College.
- American College Testing Program (ACT).
- College Board Admission Testing Program.
- Correspondence Extension Courses offered by regionally accredited institutions which are members of the National University Extension Association.
- Other, to include certain types of civilian training, specialized testing and work experience (see note below).

NOTE: To obtain credit, the student must pass the exam, apply for credit, and have completed six semester hours of course work at Central Texas College with a minimum 2.0 GPA. Tests and other non-traditional educational experiences completed in excess of seven years prior to the student's completion of six semester hours in residency with CTC will not be eligible for credit consideration. Evaluated credit will be awarded only when it applies to the student's designated degree requirements.

Evaluation Procedures

Curriculum plans outlining accepted transfer and non-traditional credits, as well as remaining requirements for completion of the degree identified by the student, are available from Central Texas College. Students must submit appropriate forms and related documents to the CTC office identified below. Appropriate forms for requesting an official evaluation may be obtained from the local CTC representative.

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

To apply for an evaluation and final degree plan while in the Pacific Far East area, an Evaluation Request form must be submitted to Central Texas College, Evaluation Services, Camp Market, Korea, at the address listed in the front of this Catalog. From all other campuses, send your request to the Central Campus address, Evaluation Services, also listed in the front of this Catalog.

Transfer of Evaluated Credit

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

Service Members Opportunity College (SOC)

As a member of the Service members Opportunity College Associate Degree (SOCAD-2, SOCNAV-2, and SOCMAR-2) programs, Central Texas College has committed itself to fully support and comply with SOC Principles and Criteria. Through this commitment, Central Texas College ensures that:

- Service members share in the post secondary educational opportunities available to other citizens.
- Service members 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 service members 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 and avoids duplication of credit, yet maintains program integrity;
- Accepts transfer credit earned from regionally accredited institutions consistent with service members degree programs;
- Requires 25 percent of degree requirements be completed with CTC course work to satisfy Central Texas College residency;
- Recognizes as study in residence all credit course work offered by Central Texas College, regardless of location;
- Allows students to satisfy residency requirements with courses taken at Central Texas College at any time during their course of study; and
- Provides the Individualized Career Evaluation Process (ICEP) to assess learning equivalence and awards credit to qualified students for specialized military training and experience in accordance with the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services.

SOCAD-2/SOCNAV-2/SOCMAR-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 Service Members Opportunity College. A student may study at any 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/SOCMAR-2 agreements may be issued after the completion of six semester hours of course work with a 2.0 GPA, or six semester hours of "C", "P", "S", or higher, at Central Texas College. Students in the Pacific area may contact their local CTC representative for information and guidance on requesting an official evaluation from CTC.

Students no longer in the Pacific area should contact the following:

Central Texas College
Director, Evaluation Services
P.O. Box 1800
Killeen, TX 76540-1800
(800) 792-3348, extension 1374

Students completing certificate/degree requirements using credits from other institutions should contact the above address for approval of specific courses. Please allow at least four weeks for 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 receive financial aid are required to make adequate progress toward a degree objective to remain eligible for that 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 8 weeks term 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 12 eight-week terms of full-time enrollment to complete a degree program.
- Half-time students (enrolled in three to five credit hours) shall have 24 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, SOC Agreement, Central Texas College Catalog, or see a CTC representative for further details regarding their specific academic program.

Types of Financial 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 post secondary 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, Navy Campus office, or CTC representative. Brochures describing various financial aid and VA programs are available to all students at education centers and Navy Campus offices. Students applying for a PELL Grant must complete the required Federal Application form and CTC application packet. See your local CTC representative for assistance before completing and sending any PELL Grant application to the federal government or CTC.

Federal Stafford Loans

An undergraduate student at Central Texas College may borrow a limit of \$2,625 during the freshman standing (0-30 credit hours on the student's Central Texas College degree plan) and \$3,500 during the sophomore standing (31-60 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 the student leaves school. Interested students should obtain detailed information and application forms directly from lending institutions or the appropriate CTC official.

Students 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 Central Texas College. Each student must have an exit interview regarding their rights, responsibilities, and loan payment scheduling. All programs are administered in compliance with section 504 of the Rehabilitation Act of 1993. Students who fail to re-pay loans or fall behind in payments are susceptible to placement on institutional financial hold.

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 familiar with all conditions on the Tuition Assistance Program. 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. Eligible students attending classes at Central Texas College should complete the 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 is 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 Central Texas 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 time	3 semester hours per term
Three quarter time	5 semester hours per term
Full 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 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. Absences for any reason negatively affect the learning process, the individual student, and the class. When absence from class is necessary, the student has the responsibility for arranging to make up assignments missed during the absence. Students are required to notify instructors in advance of any absence to retain the privilege of submitting make-up work without grade penalty.

Absences

The following rules apply to absences:

- Missing a class meeting of 50 minutes equals one absence.
- Beginning the first scheduled day of class meetings, instructors are required to keep attendance records.
- An administrative withdrawal may be initiated when the student fails to meet Central Texas College attendance requirements. The course grade will be noted as "F" on the roll and record book, with a final grade of "F" on the transcript.
- As a matter of policy, Central Texas College instructors are the only individuals who can authorize excused absences. Regardless of the reason for an absence, the student must complete all course work.

Excessive Absences

Absence from classes for any reason must not exceed Central Texas College standards. In general, students may be administratively withdrawn from any class with the grade of "F" when un-excused absences reach a total equal to 12.5 percent of the hours for the course. For example, an eight-week, 48-hour class normally meets for 180 minutes each session for 16 sessions. Students with two un-excused absences while taking this class are subject to Administrative Withdrawal since the total un-excused absences (360 minutes) equals 12.5 percent of class hours for the course. Students attending a 96-hour class are subject to administrative withdrawal after they have accumulated 12 hours of un-excused absences. Students should consult their instructor or CTC representative for additional information or clarification of this rule.

Official Withdrawal Policy

Students who desire or must withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal/Refund with the instructor. In addition, students must process the form through the Education Services Officer or Navy Campus Representative. Applications for Withdrawal/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 explanation of refunds in the section on College Costs. Emergency withdrawals must be verified with documentary evidence substantiating the emergency (see the "Refunds" section of this Catalog).

Students who withdraw from class and are using 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 should contact the office administering the aid, assistance or benefit. Military tuition assistance students should go to the Military Education Center or Navy Campus office. Students who are administratively withdrawn from classes without officially withdrawing will receive an "F" grade and are ineligible for any refund.

Students may not withdraw from a class for which the instructor has issued a grade of "F", "FN", "X", or "Xn" for non-attendance.

Self-Paced Certificate Programs

In the self-paced certificate programs, if a student misses more than 25% of the time they have contracted for in a month's time, the student will be dropped for non-attendance. If the student desires to complete the certificate program that a drop was initiated for non-attendance, he/she must re-enroll in the program.

Student Classification

Freshman: Thirty semester hours or less of college-level credit recorded on your permanent record.

Sophomore: Thirty-one semester hours or more of college-level credit recorded on your permanent record.

Resident Credit

Students may earn an Associate Degree entirely through study at campuses outside the state of Texas or in combination with study at any Texas campus. At least 16 semester hours or 25 percent of degree requirements must be earned through 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 System (TCCNS). Courses with common numbers in this catalog have the course prefix and course number shown below:

HIST 2311 Survey of Western Civilization I 3-0-3

The first digit of the course number is the scholastic level:

0-Developmental; 1-Freshman; 2-Sophomore

The second digit indicates the amount of credit hours assigned to the course. In the example above, three credit hours will be awarded upon successful completion of the course. The last two digits are for department use only.

Taking a Course Out of Sequence

Students who, for scheduling reasons, find it desirable to take an advanced course before completing the prerequisite, must secure, in writing, approval from the appropriate Central Texas College representative before 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 attendance, 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:

- Grade reports are provided at the end of each course. This method of reporting grades permits students to judge their performance at the end of each course; and
- Transcripts are provided by the Records Office and are the official report of completed courses, grades, and credit awarded by Central Texas College. See the transcripts section of this Catalog for further information on transcription of completed course work.

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 (except developmental)	0
N	No Credit	0
P	Completed	0
W	Withdrawal	0
XN	Nonattendance (incomplete for developmental)	0
FN	Nonattendance	0

Grade Designations

"D"

Students receiving a "D" grade in prerequisite courses are advised not to enroll in succeeding courses until they complete prerequisite course work 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 or "F" may be assigned for lack of academic progress or failure to attend. "F" grades may not be over ridden 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 (for non-developmental course work)

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

In assigning the grade of "I" the instructor must 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 assigned to students who have made satisfactory progress, but have not successfully completed 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 non-traditional, modular courses and will be assigned to students who have satisfactorily mastered all the course requirements. When used with credit-granting courses, earned credit hours will be displayed on the transcript. Quality points and grade point calculation are not computed.

"X"—Non-Attendance and Incomplete

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

"W"—Withdrawal

Students who officially withdraw will receive the grade of "W," provided attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application before they may be considered for withdrawal. See the withdrawal information contained in this catalog.

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," and "X" are not included in these calculations. Grades from developmental courses are not calculated.

Grades and Financial Aid

Students attending Central Texas 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," or "X."

Change Of Grades

Students who believe that a computational error occurred 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. When repeating a course, only the last grade earned is used 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 contact the Records Office for re-computation 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 and should be completed frequently.

Students are responsible for knowing whether or not they are eligible to continue at Central Texas College. An ineligible student who registers at Central Texas College shall be withdrawn and the student shall not receive special consideration for lack of knowledge of scholastic status. Students who receive a grade 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.

Probation and Suspension Policies

Probation

Students who fail to maintain a 2.0 cumulative grade point average after the first five semester hours will be placed on academic probation during the next term in which they register. Students who fail to achieve a 2.0 grade point average during any term after the first five 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 (see below).

Suspension

Suspension will also be imposed for 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 for that semester.

A student suspended for the first time may petition Central Texas 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 Central Texas 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 CTC on an individual petition basis. Students granted immediate re-entry must:

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

Students who have been suspended once may be re-admitted under petition and must meet academic standards required while on petition re-entry status.

Classroom Visitors

Permission to visit a class may be granted by the CTC Area Coordinator. 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. CTC 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.

Name Changes

Individuals must provide their legal name on their Application for Admission because 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, a copy of the marriage certificate is required. 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 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 Central Texas College records or who knowingly submit any falsified records to CTC are subject to disciplinary action which may include suspension or expulsion from CTC.

Scholastic Honesty

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

- Plagiarism** Taking of passages from the writing of others without giving proper credit to the sources.
- Collusion** Using another's work as one's own or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- Cheating** Giving or receiving information on examinations.

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

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.

(Continued on Next Page)

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 Central Texas 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 Central Texas College owned facility or at any CTC-sponsored event is prohibited except when specifically designated by the Board of Trustees of Central Texas College.

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 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 Field Advisor.

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. CTC 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, Central Texas 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 Central Texas 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 Central Texas 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.

Degree and Certificate 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 received by the Central Texas College Student Services Department no later than the following dates:

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

All Central Texas College entrance and course requirements must be completed prior to certificate or degree award. Requests for certificates or degrees 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 and/or GED scores from previously attended institutions, if applicable, must be on file in the Central Texas College Records Office by the above dates.

Any student who fails to meet the above graduation deadlines will be processed in the next available degree order time frame. No student will be denied a graduation application. 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. Students declared non-graduates will be required to reapply for graduation and pay an additional graduation processing fee.

Replacing a Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained. Students requesting replacement certificates or degrees should contact the Central Texas College Student Services Department, Killeen, Texas, at the address shown in the front of this Catalog.

Commencement

Central Texas College Pacific Far East Campus conducts formal commencement exercises once each year in Japan, Korea, and Okinawa. Students graduating at any time during the year may participate in the annual graduation ceremonies. Students who have completed their degree or certificate requirements should inform their local CTC representative if they desire to participate in the annual commencement exercise.

Graduation With Honors

Candidates for degrees from Central Texas College may graduate with Highest Honors or Honors based on the following criteria:

- 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 course work taken. In computing the candidate's grade point average for honors, grades in all college-level courses taken at Central Texas College as well as courses transferred from other regionally accredited institutions of higher learning are included. Students repeating a course at Central Texas College who earn a grade of "A" or "B" will be considered for Honors if all other requirements are met. *(Continued on next page)*

- Student(s) with a 4.0 grade point average for all course work in addition to the above requirements will be designated as graduating with Highest Honors.
- Public recognition for graduating with Honors or Highest Honors is conferred only when the student participates in the formal commencement ceremony.
- To qualify for Honors, students must have earned a minimum of 30 semester hours with Central Texas College. Grades of "P" will not be considered when determining the minimum 30 semester hour residency requirement.

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 and specific requirements for each degree are shown in the Programs of Study shown in this Catalog. Each degree candidate must earn a minimum of 25 percent of course work at Central Texas College.

NOTE: No designation of a program discipline will be written on the face of any Central Texas College degree. Students on financial or academic hold are not eligible for graduation.

Students who desire to obtain a second degree from Central Texas College must satisfy all requirements for the second degree, including at least 12 additional semester hours in residence at Central Texas College. These requirements are in addition to requirements completed for award of the first degree. The Associate in General Studies Degree may not be awarded more than once to any student.

Developmental Studies

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

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

NOTE: Developmental studies courses may not be used to satisfy degree or residency requirements and cannot be counted in the grade point average at Central Texas College. They may, however, be used to satisfy the six semester-hour requirement to apply for a formal evaluation of military service schools or other externally completed work that may assist the student in completing degree requirements with CTC.

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 is 25 percent or 10 semester hours, whichever is greater. GPA requirements are the same as degree programs. Not all programs have certificates of completion available. Students should review the contracts of the program section of this catalog or request assistance from the local CTC representative regarding available certificates of completion.

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 should be used by the student as a basis for course planning. Courses taken in Developmental Studies may not satisfy degree requirements at receiving institutions.

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 their local ESO or NCR. This will assist in scheduling courses which will help the majority of students pursuing a program of study. The Central Texas College representative can furnish convenient planning brochures for most programs.

Prerequisite Courses

Students should be familiar with course descriptions. If a CTC course requires a prerequisite, that prerequisite should be satisfied prior to registering for the advanced course.

For example, ENGL 2311, Technical Writing, requires that ENGL 1301, Composition and Rhetoric or ENGL 1312, Communication Skills, be successfully completed prior to registering for ENGL 2311.

Students who cannot successfully complete prerequisites must obtain prior approval to enroll in these courses from the appropriate Central Texas College official. Failure to obtain approval could result in loss of credit toward the degree.

Semester Credit Hours

The three numbers following (to the right of) the course title indicate: (a) the hours per week the class meets for lectures, (b) the number of laboratory hours required per week, and (c) the credit hours awarded for successful completion of the course. (One semester hour of credit represents one hour of lecture time per week for 16 weeks; one semester hour of credit also represents two to four hours of laboratory time per week for 16 weeks. Lecture and lab proportions may vary depending on the nature of the course).

For example, CDEC 1374, Preschool Age 2-2-3 has two hours lecture per week conducted over 16 weeks and two hours of laboratory per week conducted over 16 weeks with three hours of credit awarded for successful completion.

This weekly requirement is adjusted to compensate for terms/sessions/semesters with lengths other than 16 weeks. For instance, for an eight-week term, 3-0-3 would require six hours of lecture per week; and 2-4-3 would require four hours of lecture and eight hours of instructor supervised laboratory work per week for an eight week term.

Core Curriculum

In the spirit of accomplishing Central Texas College's mission, the core curriculum experience will prepare students to learn effectively through their college years so they may carry these aptitudes for learning into their life careers. It is the goal of Central Texas College to graduate well-educated men and women who are articulate, interested in lifelong learning, and capable of becoming creative citizens. The core curriculum design and implementation will also facilitate the transferability of lower division courses between Central Texas College and other colleges or universities.

Associate in Science and Associate in Arts Degree Requirements

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

Core Area	Course Options	Semester Credit Hours
Communications (010) Speech (011)	ENGL 1301 and 1302 and 3 hours of Speech: SPCH 1144, 1145, 1315, 1318, 2144, 2145, 2341	6 3
Mathematics (020)	MATH 1314, 1316, 1324, 1342, 1348, 2413, 2414, 2415	3
Natural Science (030)	BIOL 1408, 1409, 1411, 1413, 1424, 2401, 2402, 2413, 2416, 2421, 2428. CHEM 1406, 1407, 1411, 1412, 2423, 2325, GEOL 1305, 1403, 1404. PHYS 1311, 1312, 1401, 11402, 1405, 1413, 1415, 2425, 2426.	8
Humanities (040) (Visual/Performing Arts)	ARTS 1303, 1304, 1311, 1312, 1313, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2324, 2326, 2327, 2333, 2336, 2337, 2341, 2342, 2346, 2347, 2356, 2366, 2367, 2376. DANC 2304. DRAM 1310, 1320, 1321, 1351, 2336. MUSI 1131, 1151, 1181, 1182, 1183, 1184, 1216, 11217, 1301, 1304, 1306, 1308, 1309, 1311, 1312, 2303, 2311, 2312. HUMA 1315.	3
(Literature, Philosophy, and Cultural Studies)	ANTH 2301, 2346, 2351. ENGL 2322, 2323, 2327, 2328, 2332, 2333. HUMA 1315. PHIL 1301, 1304, 1316, 1317, 2306, 2307.	3
Social/Behavioral Sciences (080)		
(Legislatively mandated U.S. History and Political Science)	HIST 1301, 1302. GOVT 2301, 2302.	12
(Other Social/Behavioral Science)	HIST 2301, 2311, 2312, 2381. GOVT 2304. PSYC 2302, 2306, 2308, 2314, 2315, 2316, 2319. SOCI 1301, 1306, 2301, 2319, 2336. ECON 1303, 2301, 2302. GEOG 1300, 1301, 1302, 1303.	3
Health, Wellness, Kinesiology (090)	PHED 1100-1110, 1113-1115, 1117-1120, 1123-1127, 1129-1136, 1138, 1140, 1151, 1152, 2155.	1
Total Core Requirements		42
Computer Technology Skills (CTS) (Must meet skills required for basic use of computers)	Successfully completed by course or competency challenge exam.) ITSC 1301. ITSW 1401, ITSW 1404, ITSW 1407, ITSC 1409, POFI 2331, ITSC 1405, ITNW 1433. POFI 1345.	
Transfer Course Selections Required	Transfer courses may vary depending on the major the student wishes to pursue. Courses must be university parallel and Texas common course numbered (TCCN) courses which meet the bachelor degree requirements of the university to which the student plans to transfer. See individual curriculum plan for specific courses.	24
Total Semester Credit Hours		66

Note: A course cannot count toward more than one requirement of the degree. Students planning to attend a senior college should coordinate with that senior college to ensure the courses they take at Central Texas College will fulfill lower level degree requirements at that college or university.

The Requirements for a CTC Associate in Arts Degree are:

Complete Core

42 semester Credit Hours

Health/Wellness/Kinesiology Selection (PHED Activity Courses)

3 semester Credit Hours

Computer Technology Selection (ITNW, ITSC, ITSC, ITSW, POFI, POFM, POFT)

3 semester Credit Hours

Modern Languages Selection (FREN, GERM, SPAN, JAPN)

8 semester Credit Hours

Specialization Selection - University Parallel

10 semester Credit Hours

Total 66 Semester Credit Hours

The Requirements for a CTC Associate in Science Degree are:

Complete Core

42 semester Credit Hours

Health/Wellness/Kinesiology Selection (PHED Activity Courses)

3 semester Credit Hours

Computer Technology Selection (ITNW, ITSC, ITSE, ITSW, POFI, POFM, POFT)

3 semester Credit Hours

Mathematics Selection (MATH)

3 semester Credit Hours

Natural Science Selection (BIOL, CHEM, PHYS, GEOL)

4 semester Credit Hours

Specialization Selection - University Parallel

11 semester Credit Hours

Total 66 Semester Credit Hours

Additional Associate in Arts and Associate in Science Degree Requirements:

- A minimum of 25 percent of semester credit hours earned within the Central Texas College System
- All required courses in the major as listed in this catalog satisfy:
 - A minimum overall grade point average of 2.0 ("C" average).
 - A minimum 2.0 ("C") on each course in the major field.
 - A minimum of 2.0 ("C") with Central Texas College to.
- Meet all other Central Texas College and departmental requirements.

The Requirements for a CTC Associate in General Studies Degree are:

Students planning to attend a senior college or university should coordinate with that school to ensure that the courses at Central Texas College will fulfill lower level degree requirements at that college or university. To receive an Associate General Studies degree students must complete a minimum of 64 semester hours which must include:

- Communications to include either:
 - ENGL 1301 and three semester hours of oral communications, or
 - ENGL 1312;
- Three semester hours of Humanities or Fine Arts;
- Three semester hours of Mathematics; MATH 1314 or higher;
- HIST 1301 and 1302;
- GOVT 2301 and 2302;
- Three semester hours of computer instruction;
- Two semester hours of physical education from activity courses;
- If the major is music, journalism, or commercial art, all required courses in the major as listed in this Catalog must be completed; *(continued on next page)*

- A minimum of 25 percent of semester hour credits earned within the Central Texas College System;
- A minimum overall grade point average of 2.0 ("C" average), to include a minimum 2.0 ("C" average) on all courses taken with Central Texas College;
- Meet all other Central Texas College and departmental requirements;
- In cases where freshman and/or sophomore degree requirements for the receiving college differ for a bachelor's degree from those listed above, changes can be made in the Associate in General Studies degree requirements when approved by the appropriate Department Chair.

The Requirements for a CTC Associate In Applied Science Degree are:

Students must complete the specific degree requirements in the degree plan for their major field as shown in the Program of Study section of this Catalog. The degrees consist of a minimum of 64 semester hours and will include:

- Communications to include either:
 - ENGL 1301 (Composition & Rhetoric I) and three semester hours of oral communications, or
 - ENGL 1312 (Communication Skills);
- Three semester hours of Humanities or Fine Arts
- Three semester hours of Mathematics, MATH 1314 (College Algebra) or higher.
- Three semester hours of Social or Behavioral Science
- Three semester hours of Computer Instruction
- A minimum of 36 semester hours of technical courses in the major or a closely related field;
- A minimum of 25 percent of semester hours credit earned within the Central Texas College System;
- All required courses in the major as listed in the CTC Catalog;
- Satisfy:
 - A minimum overall grade point average of 2.0 ("C")
 - A minimum of "C" on each course in the major,
 - A minimum of 2.0 ("C") with Central Texas College; and
- Meet all other Central Texas College and departmental requirements.

Students may be required to repeat major courses in their field of study if graduation is not accomplished within five years after courses are completed. Developmental Study course credit is not transferable and cannot be applied toward degree completion.

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 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:

Humanities/Fine Arts Electives

ANTH 2351	Cultural Anthropology	ARTS 1301, 1304	ARTS I & II
DANC 2304	Dance Appreciation	DRAM 2366	Motion Picture Art
HUMA 1315	Introduction to Fine Arts	SPCH 2341	Performance of Literature
MUSI 1306	Music Appreciation	Modern Language Courses	

Literature courses to include ENGL 1302 when it is not used to satisfy the English requirement.

Philosophy courses to include Religion (PHIL).

Social/Behavioral Science Electives

AGRI 2317	Introduction to Agriculture Economics
ANTH 2301	Physical Anthropology
ANTH 2351	Cultural Anthropology
ECON 2301	Macroeconomics
ECON 2302	Microeconomics

Geography courses (GEOG)
Government courses (GOVT)
History courses (HIST)
Psychology courses (PSYC)
Sociology courses (SOCI)

Computer Science/Microcomputer Technology Electives

Computer Science (ITNW)
Computer Science (ITSE)
Computer Science (ITSC)
Computer Science (ITSW)
Office Administration (POFI, POFM, POFT)

AGRI 1309	Computers in Agriculture (Old FRMG 2309)
CPMT 2437	Microcomputer Interfacing
CPMT 1445	Computer System Maintenance
DFTG 1409	Basic Computer-Aided Drafting
DFTG 1452	Intermediate Computer-Aided Drafting
HMCA 1319	Computers in Hospitality

PROGRAMS OF STUDY

General Studies (GTSU) - Associate in General Studies Degree

(Requires 16SH in residence)

First Year

<i>First semester</i>			<i>Credit</i>
ENGL*	1301	Composition and Rhetoric I	
or			
ENGL*	1312	Communications Skills	3
HIST	1301	History of the U. S. to 1877	3
PHED		Physical Education	1
ELCT		Electives	9

Second Semester

SPCH*		Speech Elective	
or			
ELCT*		Elective	3
HIST	1302	History of the U. S. from 1877	3
MATH		MATH 1324, 1342, 1314 or higher	3
ELCT		Electives	4
ELCT		Computer Science/Microcomputer Technology selection (see page 72)	3

Second Year

First Semester

GOVT	2301	State and Federal Government I	3
ELCT **		Electives	12
PHED		Physical Education	1

Second Semester

GOVT	2302	State and Federal Government II	3
ELCT		Humanities/Fine Arts Selection (see page 30)	3
ELCT		Electives	10

Total Hours			64
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In cases where freshman and/or sophomore degree requirements of the receiving college differ from those listed above, changes can be made in the Associate in Arts/Sciences degree requirements when approved by the appropriate college official.

* If ENGL 1301 is taken, student must complete SPCH requirement. If ENGL 1312 is taken, student may substitute an elective.

** Students may select 34-37 Semester Credit hours from courses that fulfill the student's educational goals.

Applied Management (MGMT) 520201 - Associate in Applied Science Degree *(Not Offered in Texas) (Requires 16SH in residence)*

First Year

First Semester

			<i>Credit</i>
BUSI	1301	Introduction to Business	3
ENGL		English Selection	3
MATH		MATH 1324, 1342, 1314, or higher	3
BMGT	1303	Principles of Management	3
HRPO	1311	Human Relations	3
PHED		Physical Education	1

Second Semester

BUSI	1307	Personal Finance	3
ENGL		English Selection	3
ELCT		BMGT/HRPO/BUSG	3
SPCH		Speech Selection	3
ELCT		Computer Science Selection	3
PHED		Physical Education	1

Second Year

First Semester

ACCT	2301	Principles of Accounting I	3
HRPO	2301	Human Resource Management	3
BMGT	1301	Supervision	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		BMGT/HRPO/BUSG	3
PHED		Physical Education	1

Second Semester

ELCT		Social/Behavioral Science Selection	3
BUSG	2305	Business Law/Contracts	3
MRKG	1311	Principles of Marketing	3
ELCT		BMGT/BUSG/HRPO or Approved Selection	3
ELCT		BMGT/BUSG/ITSW/ITSC/ITSE	3
PHED		Physical Education	1

Total Hours **64**

Applied Management with Computer Applications (MMRO) 110301
Associate in Applied Science Degree *(Not Offered in Texas) (Requires 17SH in residence)*

First Year

First Semester			Credit
BMGT	1303	Principles of Management	3
ELCT		Computer Technology/Skills Selection	4
ITSC	1409	Integrated Software Applications I	4
ENGL	1312	Communications Skills	3
MATH		MATH 1324 or 1342	3
PHED		Physical Education	1

Second Semester

BMGT	1301	Supervision	3
BMGT	1325	Office Management	3
ITSW	1404	Introduction to Spreadsheets	4
ITSW	1407	Introduction to Data Base	4
SPCH	1321	Business and Professional Speaking	3
PHED		Physical Education	1

Second Year

First Semester

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

Second Semester

HRPO	1311	Human Relations	3
ELCT		Computer Technology/Skills Selection	4
ACCT	2302	Principles of Accounting II	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Social/Behavioral Science Selection	3

Total Hours			65
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Automotive Mechanic/Technician (ATMT) 470604
Associate in Applied Science Degree *(Requires 18SH in residence)*

First Year

First Semester

			<i>Credit</i>
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
MATH		MATH 1324, 1342, 1314 or higher	3

Second Semester

AUMT	1472	Automotive Computer Systems	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4
AUMT	2413	Manual Drive Trains and Axles	4
ENGL	1312	Communication Skills	3

Second Year

First Semester

SPCH	1321	Business and Professional Speaking	3
AUMT	1416	Suspension and Steering	4
ELCT		Computer Technology/Skills Selection	3
AUMT	1471	Automotive Fuel Systems	4
GOVT	2301/2302	State and Federal Government I/II	3

Second Semester

AUMT	2425	Automatic Transmissions and Transaxles	4
AUMT	2434	Engine Performance Analysis II	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Approved Elective	3
AUMT	1419	Automotive Engine Repair	4
or			
AUMT	2488	Internship--Auto/Automotive Mechanic Technician	

Total Hours **72**

Automotive Technician (ATTE) 470604 - Certificate of Completion

(Requires 14SH in residence)

First Year

First Semester			Credit
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4

Second Semester

AUMT	1471	Automotive Fuel Systems	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1472	Automotive Computer Systems	4
AUMT	1410	Automotive Brake Systems	4

Second Year

First Semester

AUMT	1416	Suspension and Steering	4
AUMT	2413	Manual Drive Trains and Axles	4
AUMT	2425	Automatic Transmission and Transaxles	4
WLDG	2413	Welding Using Multiple Processes	4

Second Semester

AUMT	2434	Engine Performance Analysis II	4
AUMT	1419	Automotive Engine Repair	4
or			
AUMT	2488	Internship-Auto/Automotive Mechanic/Technician	

Total Hours 55

Automotive System Specialist (ATSS) 470604 - Certificate of Completion

(Requires 10SH in residence)

Required Courses

			Credit
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4
AUMT	1416	Suspension and Steering	4
AUMT	2413	Manual Drive Trains and Axles	4
AUMT	2425	Automatic Transmission and Transaxles	4
WLDG	2413	Welding Using Multiple Processes	4
or			
AUMT	2488	Internship-Auto/Automotive Mechanic/Technician	4

Total Hours 39

Aviation Maintenance Technology (AERM) 470608

Associate in Applied Science Degree (*Not Offered in Texas*) (*Requires 17SH in residence*)

First Year

First Semester

Credit

AERM	1208	Federal Aviation Regulations	2
AERM	1205	Weight and Balance	2
AERM	1314	Basic Electricity	3
ENGL	1312	Communications Skills	3
PHYS	1305	Survey of Physics	3

Second Semester

AERM	1203	Shop Practices	2
AERM	1210	Ground Operations	2
AERM	1254	Aircraft Composites	2
AERM	1452	Aircraft Sheet Metal	4
AERM	2231	Airframe Inspection	2
MATH		MATH 1324, 1342, 1314, or higher	3

Third Semester

AERM	1449	Hydraulic, Pneumatic and Fuel Systems	4
AERM	2337	Landing Gear and Hydraulic Systems	3

Second Year

First Semester

AERM	1243	Instruments and Navigation/Communications	2
AERM	2341	Power Plant and Auxiliary Power Units	3
AERM	1357	Fuel Metering and Induction System	3
AERM	1445	Airframe Electrical Systems	4

Second Semester

AERM	1444	Aircraft Reciprocating Engines	4
AERM	1340	Aircraft Propellers	3
AERM	2351	Aircraft Turbine Engine Overall	3
AERM	1456	Aircraft Power plant Electrical	4

Third Semester

ELCT		Humanities/Fine Arts Selection	3
ELCT		Social/Behavioral Science Selection	3

Total Hours			68
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Computer Science-Information Technology (CSIT) 110201
Associate in Applied Science Degree *(Requires 17SH in residence)*

First Year

First Semester			Credit
ITSW	1413	Introduction to Data Entry	4
ITSW	1401	Introduction to Word Processing	4
ITSW	1404	Introduction to Spreadsheets	4
ITSC	1409	Integrated Software Applications I	4
PHED		Physical Education	1

Second Semester

ITSE	1435	Introduction to BASIC Programming	4
ITSW	1407	Introduction to Database	4
ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1437	Introduction to the Internet	4

Second Year

First Semester

ITSC	2439	Personal Computer Help Desk	4
POFI	2431	Desk Top Publishing for the Office	4
ENGL	1301	Composition and Rhetoric I	3
ELCT		Humanities/Fine Arts Selection	3
ITSC/ITSE/ITSW/or ITNW Technical Elective			4

Second Semester

ITSC	1492	Special Topics In Management Information Systems & Business and Data Processing General	4
ITNW	1433	Microsoft Networking Essentials	4
MATH		Math 1314 or higher	3
ELCT		Social/Behavioral Science Selection	3
SPCH	1315	Public Speaking	3

Total Hours	68
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Network Systems Administrator (CSNS) 110201
Associate in Applied Science Degree (*Requires 17SH in residence*)

First Year

First Semester			Credit
ITSC	1409	Integrated Software Applications I	4
ITSE	1435	Introduction to BASIC Programming	4
ENGL	1301	Composition and Rhetoric I	3
MATH		Math 1314 or higher	3
PHED		Physical Education	1

Second Semester

COSC	2425	Computer Organization & Machine Language	4
ITNW	1429	Novell Networking Essentials	4
ITSC	1405	Introduction to PC Operating Systems	4
ELCT		Social/Behavioral Science Elective	3
ITNW	1437	Introduction to the Internet	4

Second Year

First Semester

ITSC	2439	Personal Computer Help Desk	4
ITNW	2405	Network Administration for Novell NetWare	4
ENGL	2311	Technical Writing	3
ITNW	1433	Microsoft Networking Essentials	4
ELCT		Humanities/Fine Arts Elective	3

Second Semester

ITSE	1450	System Analysis and Design	4
ITSE	1491	Special Topics in Computer Programming	4
ITSC/ITSE/ITSW/ITNW		Technical Elective	4
SPCH	1315	Public Speaking	3

Total Hours **67**

Network Specialist (NSCC) 110201 - Certificate of Completion *(Requires 10SH in residence)*

Required Courses

First Semester			Credit
ITSC	1409	Integrated Software Applications I	4
ITSE	1435	Introduction to BASIC Programming	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSC/ITSE/ITSW/ITNW Technical Elective			4
Second Semester			
COSC	2425	Computer Organization & Machine Language	4
ITSC	2439	Personal Computer Help Desk	4
ITNW	1429	Novell Networking Essentials	4
ITNW	1433	Microsoft Networking Essentials	4
Total Hours			32

Computer Operator(COOP) 110301 - Certificate of Completion *(Requires 10SH in residence)*

Required Courses

First Semester			Credit
ITSE	1435	Introduction to Basic Programming	4
ITSW	1413	Introduction to Data Entry	4
ITSC	1409	Integrated Software Applications I	4
ITSE/ITSC/ITNW/ITSW Technical Elective			4
Second Semester			
COSC	2425	Computer Organization and Machine Language	4
ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1437	Introduction to the Internet	4
ITSC	2439	Personal Computer Help Desk	4
Total Hours			32

Data Control Specialist (DCSP) 110301 - Certificate of Completion
(Requires 10SH in residence)

Required Courses

First Semester			Credit
ITSC	1301	Introduction to Computers	3
ITSW	1413	Introduction to Data Entry	4
ITSC	1409	Integrated Software Applications I	4
POFT	1319	Records & Information Management I	3
Second Semester			
ITSW	1401	Introduction to Word Processing	4
ITSW	1407	Introduction to Database	4
POFT	1329	Keyboarding & Document Formatting	3
ITSC/ITSE/ITSW/ITNW Technical Elective			4
Total Hours			29

Information Center Specialist (ICSP) 110301 - Certificate of Completion
(Requires 10SH in residence)

Required Courses

First Semester			Credit
ITSE	1435	Introduction to BASIC Programming	4
ITSW	1401	Introduction to Word Processing	4
ITSW	1404	Introduction to Spreadsheets	4
ITSC	1409	Integrated Software Applications I	4
Second Semester			
ITSW	1407	Introduction to Database	4
POFI	2431	Desk Top Publishing for the Office	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSE	1491	Special Topics in Computer Programming	4
Total Hours			32

Criminal Justice (CRIJ) 430104 - Associate in Applied Science Degree

(Requires 17SH in residence)

First Year

First Semester			Credit
CJSA 1322 (CRIJ 1301)	Introduction to Criminal Justice		3
CJSA 2300 (CRIJ 2323)	Legal Aspects of Law Enforcement		3
CJSA 1313 (CRIJ 1306)	Court Systems and Practices		3
CJSA 1312 (CRIJ 1307)	Crime in America		3
ENGL 1301	Composition and Rhetoric I		3
PHED 1130	Physical Conditioning		1

Second Semester

CJSA 1327 (CRIJ 1310)	Fundamentals of Criminal Law		3
CJSA 1317 (CRIJ 1313)	Juvenile Justice System		3
CJSA 1348	Ethics in Criminal Justice		3
ENGL	ENGL 1302 or 2311		3
MATH	MATH 1324, 1342, 1314 or higher		3
PHED	Physical Education		1

Second Year

First Semester

CJSA 1359 (CRIJ 2328)	Police Systems and Practices		3
CJSA 1342 (CRIJ 2314)	Criminal Investigation		3
CJSA 1351	Use of Force		3
ELCT	Criminal Justice Elective		3
SOCI 1301	Introduction to Sociology		3
GOVT 2301/2302	State and Federal Government I/II		3

Second Semester

CJSA 2331	Child Abuse, Prevention and Investigation		3
CJLE 1211	Basic Firearms		2
ELCT	Criminal Justice Elective		3
SPCH 1321	Business and Professional Speaking		3
ELCT	Humanities/Fine Arts Selection		3
ELCT	Computer Technology/Skills Selection		3

Total Hours	67
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Criminal Justice - Corrections Specialty (CRJC) 430104

Associate in Applied Science Degree (Requires 17SH in residence)

First Year

First Semester

Credit

CJSA 1322 (CRIJ 1301)	Introduction to Criminal Justice	3
CJCR 2325	Legal Aspects of Corrections	3
CJSA 1313 (CRIJ 1306)	Court Systems and Practices	3
CJSA 1312 (CRIJ 1307)	Crime in America	3
ENGL 1301	Composition and Rhetoric I	3
PHED 1130	Physical Conditioning	1

Second Semester

CJSA 1327 (CRIJ 1310)	Fundamentals of Criminal Law	3
CJCR 1304	Probation and Parole	3
CJSA 1348	Ethics in Criminal Justice	3
ENGL	ENGL 1302 or 2311	3
MATH	MATH 1324, 1342, 1314 or higher	3
PHED	Physical Education	1

Second Year

First Semester

CJCR 1307 (CRIJ 2313)	Correctional Systems and Practices	3
CJCR 2324 (CRIJ 2301)	Community Resources in Corrections	3
CJSA 1351	Use of Force	3
ELCT	Criminal Justice Elective	3
SOCI 1301	Introduction to Sociology	3
GOVT 2301/2302	State and Federal Government I/II	3

Second Semester

CJLE 1358	Rights of Prisoners	3
CJLE 1211	Basic Firearms	2
ELCT	Criminal Justice Elective	3
SPCH 1321	Business and Professional Speaking	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology/Skills Selection	3

Total Hours **67**

Early Childhood Professions (CDEC) 200201 - Associate in Applied Science Degree *(Requires 17SH in residence)*

First Year

<i>First Semester</i>			<i>Credit</i>
CDEC	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Professions	3
CDEC	1319	Child Guidance	3
ENGL		ENGL 1301 or 1312	3
CDEC*	1359	Children with Special Needs	3
PHED		Physical Education	1
* May substitute CDEC 1371 or 1372			

Second Semester

CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1354	Child Growth and Development	3
CDEC	1318	Nutrition, Safety and Health	3
CDEC	1303	Family and the Community	3
CDEC	1356	Emergent Literacy for Early Childhood	3

Second Year

First Semester

CDEC	1321	The Infant and Toddler	3
CDEC	2326	Administration of Programs for Children I	3
or			
CDEC	2328	Administration of Programs for Children II	
ELCT		Computer Technology/Skills Selection	4
SPCH		SPCH 1315 or 1321	3
MATH		MATH 1324, 1342, 1314 or higher	3
CDEC	1335	Early Childhood Development: 3-5 Years	3

Second Semester

CDEC	1357	Math and Science for Early Childhood	3
CDEC	2384	Cooperative Education in Child Development	3
CDEC	2341	The School Age Child	3
CDEC	1195	Special Topics in Child Care	1
ELCT		Humanities/Fine Arts Selection	3
ELCT		Social/Behavioral Science Selection	3

Total Hours			66
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Early Childhood Professions (ECTC) 200201 - Certificate of Completion

(Requires 10SH in residence)

Required Courses

			<i>Credit</i>
CDEC	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Professions	3
CDEC	1319	Child Guidance	3
CDEC	1359	Children with Special Needs	3
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1354	Child Growth and Development	3
CDEC	1318	Nutrition, Safety and Health	3
CDEC	1303	Family and Community	3
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	1321	The Infant and Toddler	3
CDEC	1335	Early Childhood Development: 3-5 Years	3
Total Hours			33

Early Childhood Professions: Administrator's Credentials (CDAD)

Certificate of Completion *(Requires 10SH in residence)*

Required Courses

			<i>Credit</i>
First Semester			
CDEC	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Professions	3
CDEC	1319	Child Guidance	3
CDEC	2326	Administration of Programs for Children I	3
ENGL		ENGL 1301 or 1312	3

Second Semester

CDEC	1354	Child Growth and Development	3
CDEC	1318	Nutrition, Safety and Health	3
CDEC	2328	Administration of Programs for Children II	3
CDEC	2384	Cooperative Education in Child Development	3
ELCT		Computer Technology/Skills Selection	3

Total Hours	30
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EARLY CHILDHOOD PROFESSIONS: Child Development Associate (CCDA) Certificate of Completion *(Requires 10SH in residence)*

Required Courses

	<i>Credit</i>
CDEC 1311 Introduction to Early Childhood Education	3
CDEC 1313 Curriculum Resources for Early Childhood Professions	3
CDEC 1319 Child Guidance	3
CDEC 2326 Administration of Programs for Children	3
CDEC 2384 Cooperative Education in Child Development	3
Total Hours	15

EARLY CHILDHOOD PROFESSIONS: Special Child Option (CDSC) Certificate of Completion *(Requires 10SH in residence)*

Required Courses

	<i>Credit</i>
<i>First Semester</i>	
CDEC 1311 Introduction to Early Childhood Education	3
CDEC 1359 Children with Special Needs	3
CDEC 1303 Family and the Community	3
CDEC 1371 Physical Development and Disorder of Children	3
ENGL ENGL 1301 or 1312	3
<i>Second Semester</i>	
CDEC 1313 Curriculum Resources in Early Childhood Professions	3
CDEC 1340 Instructional Techniques for Children with Special Needs	3
CDEC 1354 Child Growth and Development	3
CDEC 1318 Nutrition, Safety, and Health	3
Total Hours	27

Fire Protection (FIRT) 430201 - Associate in Applied Science Degree
(Not offered in Texas) (Requires 17SH residency)

First Year

First Semester			Credit
FIRT	1301	Fundamentals of Fire Protection	3
FIRT	1338	Fire Protection Systems	3
FIRT	1309	Fire Administration I	3
FIRT	1333	Fire Chemistry I	3
ENGL	1301	Composition and Rhetoric I	3
PHED	1130	Physical Conditioning	1

Second Semester

FIRT	1307	Fire Prevention Codes and Inspection	3
FIRT	1349	Fire Administration II	3
FIRT	1334	Fire Chemistry II	3
ENGL		ENGL 1302 or 2311	3
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

Second Year

First Semester

FIRT	1315	Hazardous Materials I	3
FIRT	1329	Building Codes and Construction	3
FIRT	1331	Firefighting Strategies and Tactics I	3
ELCT		Technical Elective	3
SOCI	1301	Introduction to Sociology	3
GOVT	2301/2302	State and Federal Government I/II	3

Second Semester

FIRT	1347	Industrial Fire Protection	3
FIRT	1303	Fire and Arson Investigations I	3
ELCT		Technical Elective	3
SPCH	1321	Business and Professional Speaking	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Computer Technology/Skills Selection	3

Total Hours **68**

Food Service (MMFS) 521401 - Associate in Applied Science Degree

(Not offered in Texas) (Requires 18SH in residence)

First Year

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
RSTO	1307	Introduction to Hospitality Industry	3
SPCH	1315	Public Speaking	3
ELCT		Humanities/Fine Arts Selection	3

Second Semester

RSTO	1317	Nutrition for the Food Service Professional	3
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1221	Menu Management	2
RSTO	1325	Purchasing for Hospitality Operations	3
MRKG	1311	Principles of Marketing	3
MATH	1342	Elementary Statistics	3

Second Year

First Semester

HRPO	2301	Human Resource Management	3
BUSI	1301	Introduction to Business	3
BUSG	2309	Small Business Management	3
ELCT		Technical Elective	3
GOVT	2301/2302	State and Federal Government I/II	3
PHED		Physical Education	1

Second Semester

BMGT	1303	Principles of Management	3
BMGT	1325	Office Management	3
HAMG	1319	Computers in Hospitality	3
ELCT		Technical Elective	3
ELCT		Academic Elective	3
ENGL	1301	Composition and Rhetoric I	3

Total Hours	69
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Restaurant and Culinary Management (HMRI) 520902 - Associate in Applied Science Degree *(Requires 18SH in residence)*

First Year

First Semester

Credit

HAMG	1311	Sanitation and Safety	3
RSTO	1307	Introduction to Hospitality Industry	3
CULA	1301	Basic Food Preparation	3
ELCT		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1221	Menu Management	2
PHED		Physical Education	1

Second Semester

GOVT	2301	State and Federal Government I	3
HAMG	1319	Computers in Hospitality	3
SPCH	1315	Public Speaking	3
ELCT		Selected Technical Elective	2
ELCT		Selected Technical Elective	2
HAMG	2301	Principles of Food and Beverage Operations	3
ELCT		Selected Technical Elective	2

Second Year

First Semester

HAMG	2332	Hospitality Financial Management	3
RSTO	1317	Nutrition for the Food Service Professional	3
ENGL	1301	Composition & Rhetoric I	3
ELCT		Selected Technical Elective	2
ELCT		Technical Elective	3
HAMG	2371	Hospitality Management Cases	3

Second Semester

RSTO	1325	Purchasing for Hospitality Operations	3
MATH	1342	Elementary Statistics	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELCT		Academic Elective	3
HAMG	2388	Internship - Hospitality Administration & Management	3

Total Hours			71
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Hotel Management Specialization (HMLT) 520902 - Associate in Applied Science Degree *(Requires 18SH in residence)*

First Year

<i>First Semester</i>			<i>Credit</i>
HAMG	1311	Sanitation and Safety	3
RSTO	1307	Introduction to Hospitality Industry	3
CULA	1301	Basic Food Preparation	3
HAMG	2307	Hospitality Marketing and Sales	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Academic Elective	3

Second Semester

HAMG	2337	Hospitality Facilities Management	3
HAMG	1313	Front Office Procedures	3
GOVT	2301	State and Federal Government I	3
HAMG	2301	Principles of Food and Beverage Operations	3
HAMG	1319	Computers in Hospitality	3
SPCH	1315	Public Speaking	3

Second Year

First Semester

RSTO	1204	Dining Room Service	2
HAMG	2371	Hospitality Management Cases	3
RSTO	1313	Hospitality Supervision	3
MATH	1342	Elementary Statistics	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1325	Purchasing for Hospitality Operations	3
PHED		Physical Education	1

Second Semester

ELCT		Technical Elective	3
HAMG	2332	Hospitality Financial Management	3
HAMG	2388	Internship - Hospitality Administration & Mgmt	3
ENGL	1301	Composition and Rhetoric I	3
ELCT		Technical Elective	3
ELCT		Technical Elective	3

Total Hours	72
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Culinary Arts (CULA) 520902 - Certificate of Completion

(Requires 10SH in residence)

Required Courses

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
RSTO	1313	Hospitality Supervision	3
RSTO	1307	Introduction to Hospitality Industry	3
CULA	1301	Basic Food Preparation	3
HAMG	1319	Computers in Hospitality	3
Second Semester			
HAMG	1340	Hospitality Legal Issues	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1221	Menu Management	2
ELCT		Selective Technical Elective	2
ELCT		Selective Technical Elective	2
Third Semester			
RSTO	1317	Nutrition for the Food Service Professional	3
HAMG	2371	Hospitality Management Cases	3
RSTO	1325	Purchasing for Hospitality Operations	3
ELCT		Selective Technical Elective	2
ELCT		Selective Technical Elective	2
Total Hours			40

Restaurant Skills (HMRS) 520902 - Certificate of Completion

(Requires 10SH in residence)

Required Courses

			Credit
HAMG	1311	Sanitation and Safety	3
HAMG	1319	Computers in Hospitality	3
CULA	1301	Basic Food Preparation	3
HAMG	2301	Principles of Food and Beverage Operations	3
HAMG	2371	Hospitality Management Cases	3
RSTO	1221	Menu Management	2
ELCT		Selected Technical Elective	2
ELCT		Selected Technical Elective	2
Total Hours			21

Property Management (CACC) 520902 - Certificate of Completion

(Requires 10SH in residence)

Required Courses

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
RSTO	1307	Introduction to Hospitality Industry	3

Second Semester

RSTO	1317	Nutrition for the Food Service Professional	3
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	2301	Principles of Food & Beverage Operations	3
RSTO	1325	Purchasing for Hospitality Operations	3

Total Hours 24

Upon successful completion of the Pro Management Certificate, students are eligible for the Pro Management Certificate from the National Restaurant Association.

Property Management Advanced (HMPM) 520902 - Certificate of Completion

(Requires 10SH in residence)

Required Courses

First Semester			Credit
HAMG	1313	Front Office Procedures	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1307	Introduction to Hospitality Industry	3
HAMG	2337	Hospitality Facilities Management	3
CULA	1301	Basic Food Preparation	3

Second Semester

HAMG	1311	Sanitation and Safety	3
HAMG	1319	Computers in Hospitality	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1313	Hospitality Supervision	3
HAMG	2307	Hospitality Marketing and Sales	3

Third Semester

HAMG	2332	Hospitality Financial Management	3
HAMG	2371	Hospitality Management Cases	3
RSTO	1204	Dining Room Service	2
ELCT		Selected Technical Elective	2

Total Hours 40

Institutional Food Service Operations (IFSO) 520902 - Certificate of Completion *(Requires 10SH in residence)*

Required Courses

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
RSTO	1317	Nutrition for the Food Service Professional	3
RSTO	2204	Management of Production and Service	2
CULA	1301	Basic Food Preparation	3
Second Semester			
RSTO	1307	Introduction to Hospitality Industry	3
ELCT		Selected Technical Elective	2
ELCT		Selected Technical Elective	2
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	1319	Computers in Hospitality	3
RSTO	1221	Menu Management	2
Third Semester			
RSTO	1325	Purchasing for Hospitality Operations	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1313	Hospitality Supervision	3
RSTO	1204	Dining Room Service	2
ELCT		Selected Technical Elective	2
Total Hours			39

Upon successful completion of the Cafeteria Operations certificate, students are eligible to take the level 5 certification with the Texas School Food Association.

Travel and Ticketing (TRVM) 520902 - Certificate of Completion *(Requires 10SH in residence)*

Required Courses

First Semester			Credit
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1307	Introduction to Hospitality Industry	3
TRVM	1300	Introduction to Travel and Tourism	3
GEOG	1303	World Regional Geography	3
Second Semester			
RSTO	1313	Hospitality Supervision	3
TRVM	1349	Travel Operations I	3
TRVM	2305	Travel Industry Management	3
Total Hours			21

Baking and Pastry (BKPS) 520902 - Certificate of Completion

(Requires 11SH in residence)

Required Courses

First Semester

			Credit
HAMG	1311	Sanitation and Safety	3
RSTO	1313	Hospitality Supervision	3
RSTO	1307	Introduction to Hospitality Industry	3
HAMG	1319	Computers in Hospitality	3
ELCT		Selected Technical Elective	2

Second Semester

CULA	1301	Basic Food Preparation	3
PSTR	1201	Fundamentals of Baking	2
ELCT		Technical Elective	3
RSTO	1325	Purchasing for Hospitality Operations	3
ELCT		Selected Technical Elective	2

Third Semester

HAMG	2388	Internship - Hospitality Administration & Management	3
PSTR	2331	Advanced Pastry	3
CULA	2341	Advanced Culinary Competition	3
ELCT		Selected Technical Elective	2
RSTO	1317	Nutrition for the Food Service Professional	3

Total Hours 41

Dietary Manager (HMDM) 520902 - Certificate of Completion

(Requires 10SH in residence)

Required Courses

First Semester

			Credit
HAMG	1311	Sanitation and Safety	3
RSTO	1325	Purchasing for Hospitality Operations	3
DITA	1300	Diet Therapy I	3
RSTO	1317	Nutrition for the Food Service Professional	3

Second Semester

RSTO	1313	Hospitality Supervision	3
DITA	1301	Dietary Manager II	3
DITA	2366	Practicum	3

Total Hours 21

Upon successful completion of the Dietary Manager Certificate, the student may sit for the Certified Diet Manager (CDA) exam.

Legal Assistant (PLLA) 220103 - Associate In Applied Science Degree
(Requires 18SH in residence)

First Year

First Semester			Credit
LGLA	1407	Introduction to Law and the Legal Profession	4
MATH		MATH 1324 or 1342	3
LGLA	1417	Law Office Technology	4
ENGL	1301	Composition and Rhetoric I	3
ELCT		Humanities/Fine Arts Selection	3
POFT	1329	Keyboarding and Document Formatting	3

Second Semester

LGLA	1353	Wills, Trusts, and Probate Administration	3
LGLA	1345	Civil Litigation	3
LGLA	1351	Contracts	3
LGLA	1355	Family Law	3
ITSW	1401	Introduction to Word Processing	4
PHED		Physical Education	1

Second Year

First Semester

LGLA	2313	Criminal Law and Procedures	3
PHIL	2303	Logic	3
LGLA	2303	Torts and Personal Injury Law	3
ELCT		ACCT 2301 or ACNT 1325	3
GOVT	2301	State and Federal Government I	3
PHED		Physical Education	1

Second Semester

GOVT	2302	State and Federal Government II	3
LGLA	1401	Legal Research and Writing	4
LGLA		Elective	3
LGLA		Elective	3
LGLA	2433	Advanced Legal Document Preparation	4
or			
LGLA	2488	Internship - Paralegal/Legal Assistant	4

Total Hours			70
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Office Management (OFFM) 520204 - Associate in Applied Science Degree (Requires 17SH in residence)

First Year

<i>First Semester</i>			<i>Credit</i>
POFT	1329	Keyboarding and Document Formatting (WOPO 1303)	3
BMGT	1325	Office Management	3
BMGT	1303	Principles of Management	3
ENGL	1301	Composition and Rhetoric I	3
POFI	1301	Computer Applications I(WOPO 1101)	3

Second Semester

POFI	2301	Word Processing (WOPO 1304)	3
ELCT		POFT 2321or POFI 2331	3
POFT	1319	Records and Information Management I(OADM 1305)	3
POFT	2312	Business Communications II (OADM 1308)	3
POFI	1345	Integrated Software Applications II (WOPO 1305)	3
PHED		Physical Education	1

Second Year

First Semester

ACNT *	1325	Principles of Accounting I	3
POFT	1325	Business Math and Machine Applications (OADM 1309)	3
SPCH	1321	Business and Professional Speaking	3
ELCT		Social/Behavioral Science Selection	3
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

Second Semester

ACNT *	1326	Principles of Accounting II	3
POFT	1349	Administrative Office Procedures II (OADM 2371)	3
HRPO	2301	Human Resource Management	3
POFT	2333	Advanced Document Formatting & Skill building (WOPO 2302)	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		POFI/POFT Selection	3

Total Hours **65**

* ACNT 1325, 1326 or ACCT 2301, 2302 may be used to satisfy the Accounting requirement for this degree.

General Office Assistant (OFMC) 520204 - Certificate of Completion
(Requires 10SH in residence)

Required Courses

First Semester			Credit
POFI	1329	Keyboarding and Document Formatting	3
POFI	2387	Internship-Administrative Assistant/Secretarial Science General	3
BMGT	1325	Office Management	3
BMGT	1303	Principles of Management	3
BMGT	1301	Composition and Rhetoric I	3
POFI	1301	Computer Applications I	3
Second Semester			
POFI	2301	Word processing	3
POFT	2321	Machine Transcription	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Communications II	3
POFI	1345	Integrated Software Applications	3
PHED		Physical Education	1
Total Hours			34

Real Estate Sales Agent (REAA) 521501 - Basic Certificate of Completion
(Requires 10SH in residence)

Required Courses

First Semester			Credit
RELE	1301	Principles of Real Estate	3
RELE	2301	Law of Agency	3
RELE	1311	Law of Contracts	3
Second Semester			
ELCT		RELE (except 2488/2389) or approved selection	3
RELE	2488	Internship - Real Estate	4
or			
ITSC	1409	Integrated Software Applications I	
Total Hours			16

Welding (WLDG) 480508 - Associate in Applied Science Degree

(Requires 18SH in residence)

First Year

First Semester			Credit
WLDG	2403	Welding Safety Tools and Equipment	4
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
MATH		MATH 1324, 1342, 1314 or higher	3
ELCT		Elective	3

Second Semester

WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	2439	Advanced Oxy-Fuel Welding and Cutting	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
ENGL	1312	Communication Skills	3
PHED		Physical Education	1

Second Year

First Semester

WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (TIG) Welding	4
ELCT		Computer Science/Microcomputer Technology Elective	3-4
GOVT	2301/2302	State Fed Government I/II	3

Second Semester

WLDG	2453	Advanced Pipe Welding	4
SPCH	1315	Business and professional Speaking	3
WLDG	1430	Introduction to Gas Metal Arc (MIG) Welding	4
ELCT		Humanities/Fine Arts Elective	3
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship - Welder/Welding Technologist	

Total Hours

70-71

Word Processing Specialist (WOPO) 520401 - Associate in Applied Science Degree (Requires 17SH in residence)

First Year

First Semester			Credit
POFI	1301	Computer Applications	3
POFT	1329	Keyboarding and Document Formatting	3
MATH		MATH 1324, 1342, 1314 or higher	3
ENGL		English Selection	3
POFT	1319	Records and Information Management I	3

Second Semester

SPCH		SPCH 1315 or 1321	3
POFI	1345	Integrated Software Applications II	3
POFI	2301	Word Processing	3
POFT	2321	Machine Transcription	3
POFT	2312	Business Communications II	3
ELCT		Elective Selection	3

Second Year

First Semester

ACNT*	1325	Principles of Accounting I	3
POFI	2331	Desktop Publishing for the Office	3
POFI	2386	Internship - Information Processing/Data Entry Technician	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		POFI/POFT Selection	3
PHED		Physical Education	1

Second Semester

ACNT*	1326	Principles of Accounting II	3
POFT	1349	Administrative Office Procedures II	3
POFT	2333	Advanced Document Formatting & Skill building	3
POFI	2387	Internship - Information Processing/Data Entry Technician	3
ELCT		Social/Behavioral Science Selection	3
PHED		Physical Education	1

Total Hours	65
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* ACNT 1325, 1326 or ACCT 2301, 2302 may be used to satisfy the Accounting requirement for this degree.

Word Processing Operator (WPOC) 520401 - Certificate of Completion

(Requires 10SH in residence)

Required Courses

First Semester			Credit
POFI	1301	Computer Applications I(WOPO 1101)	3
POFT	1329	Keyboarding and Document Formatting (WOPO 1303)	3
ACNT	1325	Principles of Accounting I	3
ENGL		English Selection	3
POFT	1319	Records and Information Management I(OADM 1305)	3
ELCT		POFI/POFT Selection	3
Second Semester			
SPCH		SPCH 1315 or 1321	3
POFI	1345	Integrated Software Applications II (WOPO 1305)	3
POFI	2301	Word Processing (WOPO 1304)	3
POFT	2321	Machine Transcription (WOPO 1307)	3
POFT	2312	Business Communications II (OADM 1308)	3
Total Hours			33

ACCOUNTING (ACCT)

***ACCT 2301 Principles of Accounting I**

3-0-3

An introduction to accounting with emphasis on the accounting cycle and accounting systems. Topics include cash transactions, receivables, inventories, assets, and liabilities.

***ACCT 2302 Principles of Accounting II**

3-0-3

A continuation of ACCT 2301 including accounting for partnerships, corporations, and introductory managerial accounting concepts. Topics will include stockholders' equity, bonds, statement of cash flows, cost behavior, budgeting, responsibility accounting, cost control and product costing.

ACNT 1325 Principles of Accounting 1 (OADM 2304, ACTE 1301)

2-4-3

A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising enterprises.

ACNT 1326 Principles of Accounting II (OADM 2305, ACTE 1302)

2-4-3

A study of the fundamentals of managerial accounting. Emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making, and analysis of financial reports.

AVIATION MAINTENANCE TECHNOLOGY (AERM) *(Not offered in Texas)*

AERM 1203 Shop Practices-G (AVMT 1203)

2-2-2

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

AERM 1205 Weight and Balance-G (AVMT 1202)

2-2-2

An introduction to Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries.

AERM 1208 Federal Aviation Regulations-G (AVMT 1201)

2-2-2

A course in the use and understanding of the Federal Aviation Administration and aircraft manufacturers' publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations.

AERM 1210 Ground Operations-G (AVMT 1204)

2-2-2

An introductory course in fuels, servicing methods and procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control.

AERM 1243 Instruments and Navigation/Communications-G (AVMT 2305)

2-1-2

A study of aircraft instruments and electronic flight instrument systems including testing and installing instruments; inspecting, checking, and troubleshooting navigation and communication systems; and inspecting and repairing antennas and electronic equipment installations.

AERM 1254 Aircraft Composites-A (AVMT 1306)

2-2-2

A study of the inspection and repair of composite, fiberglass, honeycomb, and laminated structural materials including doors, windows, bonded structures, and interior furnishings.

AERM 1314 Basic Electricity-G (AVMT 1305)

2-4-3

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

- AERM 1340 Aircraft Propellers-P (AVMT 2406)** 2-4-3
Fundamentals of construction of propellers. Skill development in inspection, servicing, and repair of fixed-pitch, constant-speed, and feathering propellers and governing systems. Instruction in removal, balancing, and installation of propellers.
- AERM 1357 Fuel Metering and Induction System-P (AVMT 2307, AVMT 2405)** 2-4-3
A study of fuel metering and induction systems used on reciprocating and turbine engines including fuel metering systems, carburetors, induction systems, heat exchangers, and cooling systems.
- AERM 1444 Aircraft Reciprocating Engines-P (AVMT 2404)** 3-4-4
A study of reciprocating engines and their development, operating principles, and theory. Instruction in engine instruments, lubricating, and exhaust systems.
- AERM 1445 Airframe Electrical Systems-A (AVMT 2403)** 3-4-4
A study of airframe electrical systems including installation, removal, disassembly, and repair of electrical components and related wiring.
- AERM 1449 Hydraulic, Pneumatic, and Fuel System-A (AVMT 2304)** 3-4-4
Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics, and fuel. Application of basic concepts through detailed maintenance procedures.
- AERM 1452 Aircraft Sheet Metal-A (AVMT 1402)** 2-6-4
A course in inspection and repair of sheet metal structures including forming, lay out, and bending of sheet metal and identification, selection, and installation of rivets and fasteners.
- AERM 1456 Aircraft Power Plant Electricity** 3-4-4
Theory, operation, and maintenance of powerplants including electrical, ignition, starting, and fire protection systems.
- AERM 2231 Airframe Inspection-A (AVMT 2303)** 2-2-2
A study of the materials and procedures for completing a One Hundred Hour Inspection as per Federal Aviation Regulations and manufacturers' service information.
- AERM 2337 Landing Gear and Hydraulic Systems-A (AVMT 2402)** 2-3-3
General principles of commercial fuel and hydraulic systems, landing gear, pneumatic systems, and water/waste systems.
- AERM 2341 Power Plant Auxiliary Power Units-P (AVMT 2306)** 2-3-3
General principles of auxiliary power unit (APU) and power plant systems and components.
- AERM 2351 Aircraft Turbine Engine Overhaul-P (AVMT 2407)** 2-4-3
Topics address inspection, disassembly, reassembly, and replacement of gas turbine engines, sections, and components and operational troubleshooting and analysis.
- AERM 2370 A&P Mechanic General Course (AVMT 1320)** 3-0-3
A course intended to prepare experienced aircraft mechanics to successfully complete the written, oral and practical exams for certification by the Federal Aviation Administration as Aviation Maintenance Technician. In-depth coverage of topics for A&P certification will include maintenance publications, FAA Regulations, weight and balance determination, blueprints, diagrams, corrosion control, basic electricity, aircraft materials and hardware, basic math and physics, basic aerodynamics and aircraft inspection fundamentals.

AERM 2371 Aircraft Airframe Course (AVMT 2308)**3-0-3**

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

AERM 2372 Aircraft Power Plants and Systems (AVMT 2309)**3-0-3**

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

AERM 2470 Aircraft Certification Preparation (G, A, P)**3-0-4**

Intended to prepare experienced aircraft mechanics to successfully complete the Federal Aviation Administration (FAA) series of examinations to qualify for their Airframe and Power plant Certification through the FAA. AERM 2470 is a four credit, elective course that may transfer to degree programs as elective credit when properly evaluated by the college. Requires an extreme degree of discipline from the student to complete this course because the course content includes significant subject material from AERM 2370, AERM 2371, and AERM 2372.

ANTHROPOLOGY (ANTH)****ANTH 2301 Physical Anthropology****3-0-3**

Principles of physical anthropology, human evolution, race, heredity, the organic basis of culture, and cultural history through the Paleolithic stage.

****ANTH 2346 General Anthropology****3-0-3**

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology, archeology, linguistics, and ethnology.

ANTH 2351 Cultural Anthropology*3-0-3**

Study of human behavior (nations and societies) the world over, comparing and describing the cultural patterns of westernized industrial nations; Asiatic people; the Middle East; and today, the cultures of emerging Third World nations. A study is also made of the relationship of Cultural Anthropology to the other social sciences (Psychology, Sociology, History, etc.).

ARTS (ARTS)****ARTS 1303 Art History I****3-0-3**

This course is survey of the major and minor arts from prehistoric times to the 14th century.

ARTS 1304 Art History II*3-0-3**

This course is a survey of the major and minor arts from the 14th century to the 20th century. No prerequisite.

AUTOMOTIVE SERVICE AND REPAIR (AUMT)**AUMT 1405 Introduction to Automotive Technology (AUTO 1400, TIAM 1400)****3-3-4**

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance.

**Available via distance learning (video) format within the PFEC.*

***This course can not be offered by CTC within the PFEC without approval.*

AUMT 1407 Automotive Electrical Systems (AUTO 2404, TIAM 1502) 2-7- 4

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. Prerequisites or Co-requisite: AUMT 1405 and 2305 or consent of Department Chair.

AUMT 1410 Automotive Brake Systems (AUTO 1407, TIAM 1406) 2-6-4

Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. Prerequisite or co-requisite: AUMT 1405 or consent of Department Chair.

AUMT 1416 Suspension and Steering (AUTO 2405, TIAM 2407) 2-6- 4

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Prerequisite or co-requisite: AUMT 1405 or consent of Department Chair.

AUMT 1419 Automotive Engine Repair (AUTO 2408, TIAM 2410) 3-3- 4

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. Prerequisites: AUMT 1405, 2305 and 2434 or consent of Department Chair.

AUMT 1445 Automotive Heating and Air Conditioning (AUTO 1405, TIAM 1405) 2-6- 4

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. Prerequisites: AUMT 1405, 1407, 1472 and 2437 or consent of the Department Chair.

AUMT 1471 Automotive Fuel Systems (AUTO 2410) 2-7-4

This course provides the student with a working knowledge of automotive fuel systems. Carburetors, fuel pumps, filter systems, air fuel ratios, electronic fuel injection and computer controlled systems, and exhaust emission systems will be covered. The student will troubleshoot, diagnose, repair and adjust these systems. Prerequisites: AUMT 1405, 1407, 1472, 2305 and 2437 or consent of Department Chair.

AUMT 1472 Automotive Computer Systems (AUTO 1411, TIAM 2511) 2-7- 4

This course provides the student with a working knowledge of automotive computer systems. It includes principles of operation, components and function, tools and test equipment, diagnosis, and service and repair of automotive computerized systems. Prerequisites: AUMT 1405, 1407, 2437 or consent of Department Chair.

AUMT 2305 Theory of Automotive Engines (AUTO 1301, TIAM 1401) 2-2-3

Fundamentals of engine operation and diagnosis including lubrication and cooling systems. Emphasis on identification of components, measurements, inspections, and repair methods. Prerequisite or co-requisite: AUMT 1405 or consent of Department Chair.

AUMT 2413 Manual Drive Trains and Axles (AUTO 1408, TIAM 2408) 2-6- 4

A study of automotive clutches, clutch operation devices, standard transmissions, Transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. Prerequisite or co-requisite: AUMT 1405 or consent of Department Chair.

AUMT 2425 Automatic Transmissions and Transaxles (AUTO 2403, TIAM 2409) 2-6- 4

A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic Transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. Prerequisite or co-requisite: AUMT 2413 or consent of Department Chair.

AUMT 2434 Engine Performance Analysis II (AUTO 2406, TIAM 2515) 2-7-4
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. Prerequisite: AUMT 1407, 1471, 1472, 2305, and 2437 or consent of Department Chair.

AUMT 2437 Automotive Electronics (AUTO 1402) 3-3-4
Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Prerequisite: AUMT 1405 and 1407 or consent of Department Chair.

AUMT 2488 Internship - Auto/Automotive Mechanic/Technician (AUTO 2409) 1-18-4
An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: Consent of Department Chair.

BIOLOGY (BIOL)

***BIOL 1308 Biological Science** 3-0-3
A study of selected topics of biological science for the non-science major. Topics include the cell concept, systems of the human body, aging, and introduction to genetics, evolution, and ecology. Not offered in Texas.

****BIOL1408 General Biology I** 3-3-4
Fundamental principles of living organisms at the cellular level. Includes cell structure and function, photosynthesis/cellular respiration, mitosis/meiosis, DNA, Mendelian and modern genetics, bacterial structure and gene control, population genetics.

****BIOL1409 General Biology II** 3-3-4
Aspects of systematics, survey of plant kingdom (structure/functioning/life cycles), survey of the animal kingdom, structure and functioning of animal systems, aspects of ecology.

****BIOL2401 Human Anatomy** 3-3-4
Principles of human anatomy designed for students interested in medical careers. Laboratory includes anatomical models and displays, audio-visual materials, microscopy, and specimen dissection in the lab. A one-semester course in Biology is a preferred prerequisite.

****BIOL2402 Human Physiology** 3-3-4
Fundamental study of the chemical interrelationships of human systems. Digestion, respiration, excretion, muscular activities, reproduction, and metabolism are included. Basic physiological instruments and techniques are included in the lab. Prerequisite: BIOL 2401 and an introduction to chemistry.

****BIOL2421 Microbiology** 3-3-4
Fundamental principles of microbiology; includes study of morphology, physiology, and classification of microbes and their relationships with soil, food, water, disease, and immunology. Designed for nursing and all health-related majors. Prerequisite: Any college-level Biology course.

**Available via distance learning (video) format within the PFEC.*

***This course can not be offered by CTC within the PFEC without approval.*

BUSINESS ADMINISTRATION AND MANAGEMENT (BMGT)

See also BUSG, HRPO and MRKG

BMGT 1301 Supervision (MGMT 2309) 3-0-3

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

BMGT 1302 Principles of Retailing (MGMT 1311) 3-0-3

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

***BMGT 1303 Principles of Management (MGMT 1305) 3-0-3**

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management.

BMGT 1325 Office Management (MGMT 1304) 3-0-3

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

BMGT 1333 Principles of Selling (MGMT 2322) 3-0-3

Introduction to the selling process and its application to all forms of sales. Identification of the elements of the communication process between buyers and sellers in business and examination of the legal regulations and ethical issues of business which affect salespeople.

BMGT 2370 Management Applications I (MGMT 2316) 1-5-3

This course is a management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision making case studies, computer-assisted models, or other instructional techniques. It serves as the program capstone for those students whose situation precludes an internship. The course may be repeated if topics and learning outcomes vary. Prerequisite: consent of the Department Chair.

BMGT 2371 Management Applications II (MGMT 2317) 1-5-3

This course is a management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision making case studies, computer-assisted models, or other instructional techniques. It serves as the program capstone for those students whose situation precludes an internship. The course may be repeated if topics and learning outcomes vary. Prerequisite: BMGT 2370 and consent of the Department Chair.

BUSINESS ADMINISTRATION AND MANAGEMENT (BUSG)

See also BMGT, HRPO, and MRKG

BUSG 1315 Small Business Operations (MGMT 2320) 3-0-3

A course in the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations. Members of the Students in Free Enterprise (SIFE) organization that participate during the entire training program can be awarded credit for this course with the approval of the SIFE Faculty Advisor.

BUSG 1370 Small Business Accounting (MGMT 2319) 3-0-3

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

BUSG 1371 Entrepreneurship and Business Plan Development (MGMT 2321) 3-0-3

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 plan, and the development of a business financial plan. Students will prepare a business plan for a business that they want to develop or expand.

***BUSG 2305 Business Law/Contracts (MGMT 2305) 3-0-3**

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

BUSG 2309 Small Business Management (MGMT 1308) 3-0-3

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

Business Administration and Management (BUSI)

***BUSI 1301 Introduction to Business 3-0-3**

Provides overall picture of business operations. Includes analysis of specialized fields within business organizations and identifies the role of business in modern society.

BUSI 1307 Personal Finance 3-0-3

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

BUSI 1372 Consumer Economics 3-0-3

A study of consumer goods and services as related to the home/family and the problems and pitfalls associated therewith. This includes a study of family purchasing, advertising, commodity information, sales approaches from a consumer viewpoint, and sources of advice and counseling. This course allows the supervisor to better advise subordinates on economic problems.

CHILD DEVELOPMENT (CDEC)

All CDEC courses require a lab except CDEC 1195.

CDEC 1195 Special Topics in Child Care (CHDV 2101) 1-0-1

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

CDEC 1303 Family and the Community (CHDV 1327) 2-2-3

A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues.

CDEC 1311 Introduction To Early Childhood Education (CHDV 1301) 2-2-3

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

- CDEC 1313 Curriculum Resources for Early Childhood Programs (CHDV 1303)** 2-2-3
Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children.
- CDEC 1318 Nutrition, Health, and Safety (CHDV 1324)** 2-2-3
A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings.
- CDEC 1319 Child Guidance (CHDV 1309)** 2-2-3
An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting.
- CDEC 1321 The Infant and Toddler (CDEC 2321)** 2-2-3
A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environments, materials and activities, and teaching/guidance techniques.
- CDEC 1335 Early Childhood Development: 3-5 Years (CDEC 1374)** 2-2-3
This course covers the principles of normal growth and development from three to five years. Emphasis is on physical, emotional, and social development.
- CDEC 1340 Instructional Techniques for Children with Special Needs (CDEC 1372)** 2-2-3
Exploration of development and implementation of curriculum for children with special needs.
- CDEC 1354 Child Growth and Development (CHDV 1310)** 2-2-3
A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development.
- CDEC 1356 Emergent Literacy for Early Childhood** 2-2-3
An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.
- CDEC 1357 Math and Science for Early Childhood (CHDV 2305)** 2-2-3
An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play.
- CDEC 1358 Creative Arts for Early Childhood (CHDV 1305)** 2-2-3
An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.
- CDEC 1359 Children with Special Needs (CHDV 2301)** 2-2-3
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues.
- CDEC 1371 Physical Development and Disorder in Children (CHDV 1306)** 2-2-3
This course is designed for the paraprofessional working in integrated early childhood settings. Roles and responsibility of the paraprofessional, including IEP and ISFP lesson plan teaching strategies, and hands-on training in physical management and care skills of the child with special needs are emphasized. Instruction in basic sign language, and an overview of current learning technologies to assist the child with disabilities, is included. Emphasis is placed on methods and materials for promoting activities of daily living.

- CDEC 1372 Techniques for Child Guidance for the Special Child (CHDV 1307) 2-2-3**
 This course provides an examination of theoretical approaches to guidance strategies applicable to the integrated early childhood setting; emphasis is placed on strategies for facilitating emotional growth in individual children and social integration of all children in inclusive settings; includes activity planning to achieve IEP and ISFP goals for a variety of children with disabilities and children without disabilities. Features experiences in mastering observation techniques and assisting in assessment procedures; ethical problem solving; and teamwork skills in group management.
- CDEC 1374 Preschool Age (CHDV 1408) 2-2-3**
 This course centers on developmentally appropriate practice during the play years (ages 3-5). 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 on course objects.
- CDEC 1391 Special Topics in Family Day Care Homes (CHDV 2410) 2-2-3**
 Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
- CDEC 1393 Special Topics in Family Living and Parenthood 2-2-3**
 Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
- CDEC 2321 The Infant and Toddler (CHDV 1406) 2-2-3**
 A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environments, materials and activities, and teaching/guidance techniques.
- CDEC 2326 Administration of Programs for Children I (CHDV 2303) 2-2-3**
 A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.
- CDEC 2328 Administration of Programs for Children II (CHDV 2304) 2-2-3**
 An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs.
- CDEC 2341 The School Age Child (CHDV 2409) 2-2-3**
 A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.
- CDEC 2384 Cooperative Education in Child Development (CDEC 2364, CHDV 2402) 1-14-3**
 Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

CRIMINAL JUSTICE (CJCR)

See also CJLE and CJSA

CJCR 1304 Probation and Parole (CRIJ/LAWE 2301) 3-0-3

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

CJCR 1307 Correctional Systems and Practices (CRIJ/LAWE 1306) 3-0-3

A study of the role of corrections in the criminal justice system. Topics include organization and theory of correctional systems, institutional operations, management, alternatives to institutionalization, treatments and rehabilitation, and current and future issues.

CJCR 1391 Special Topics in Corrections 3-0-3

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

CJCR 2324 Community Resources in Corrections (CRIJ 1314) 3-0-3

An overview of diversionary practices and treatment programs available to offenders in a local context. Topics include selected recognized models and future trends in community treatment.

CJCR 2325 Legal Aspects of Corrections 3-0-3

A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff.

CRIMINAL JUSTICE (CJLE)

See also CJCR and CJSA

CJLE 1211 Basic Firearms (CRIJ/LAWE 2201) 1-2-2

Instruction in firearm safety, cleaning and care techniques, proper shooting principles, and proficiency with a handgun and shotgun.

CJLE 1333 Traffic Law and Investigation (CRIJ 1305) 3-0-3

Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

CJLE 1345 Intermediate Crime Scene Investigation 3-0-3

Topics include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions.

CJLE 1358 Rights of Prisoners 3-0-3

Analysis of the legal rights of the convicted offender incarcerated in state and federal penal institutions. Emphasis on constitutional principles, case law, and federal and state statutes concerning prisoner rights.

CJLE 2345 Vice and Narcotics Investigation (LAWE 2313) 3-0-3

Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques.

- CJSA 1302 Private Security Officer Training (CRIJ/LAWE 1312)** 3-0-3
A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification.
- CJSA 1308 Criminalistics I** 3-0-3
Introduction to the field of Criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.
- CJSA 1312 Crime in America (CRIJ/LAWE 1307)** 3-0-3
The study of crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and crime prevention.
- CJSA 1313 Court Systems and Practices (CRIJ/LAWE 1304)** 3-0-3
Examination of the role of the judiciary in the criminal justice system. Topics include the structure of the American court system, prosecution, right to counsel, pretrial release, grand jury process, adjudication process, types and rules of evidence, and sentencing concepts.
- CJSA 1317 Juvenile Justice System (CRIJ/LAWE 2304)** 3-0-3
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.
- CJSA 1318 Court Management** 3-0-3
Exploration of operational issues in the administration of American courts. Topics include responsibilities of court personnel, records management, and organizational management topics.
- CJSA 1322 Introduction to Criminal Justice (CRIJ/LAWE 1301)** 3-0-3
An overview of the criminal justice system. Topics include the history and philosophy of criminal justice, the definition of crime, and its nature and impact.
- CJSA 1327 Fundamentals of Criminal Law (CRIJ/LAWE 1308)** 3-0-3
A study of the nature of criminal law. Topics include philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties, and individual criminal responsibilities.
- CJSA 1342 Criminal Investigation (CRIJ/LAWE 1302)** 3-0-3
Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation.
- CJSA 1348 Ethics in Criminal Justice** 3-0-3
A study of ethical thought and issues facing the criminal justice professional. Topics include constitutional ethics, codes of conduct, and standards of conduct.
- CJSA 1351 Use of Force (CRIJ/LAWE 1201)** 3-0-3
A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement.
- CJSA 1359 Police Systems and Practices (CRIJ/LAWE 1309)** 3-0-3
Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

- CJSA 1393 Special Topics in Criminal Justice Studies (CRIJ/LAWE 2303)** 3-0-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
- CJSA 2300/CRIJ 2323 Legal Aspects of Law Enforcement (CRIJ/LAWE 1303)** 3-0-3
Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.
- CJSA 2302 Police Management, Supervision, and Related Topics** 3-0-3
Techniques and theories regarding dealing with people, their performance and problems. Topics include basic supervision, leadership, time management, first-line supervision, and management by objectives.
- CJSA 2323 Criminalistics II** 3-0-3
Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification.
- CJSA 2331 Child Abuse, Prevention and Investigation** 3-0-3
Topics include forms of child abuse and neglect, the traits of typical abusers, and investigative strategies.
- CJSA 2332 Criminalistics III** 2-4-3
A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court.
- CJSA 2334 Contemporary Issues in Criminal Justice** 3-0-3
A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve.

COMMUNICATIONS (COMM)

- *COMM 1307 Communications Media** 3-0-3
Instruction in mass media of the modern world. A survey of all mass media, their purposes, and their methods of operation.
- COMM 2305 Editing, Layout and Design, and Headline Writing** 3-2-3
Enables students to develop an understanding of the newsroom organization and the entire news/editorial process. Students perform copy editing for errors of fact, interpretation, and grammar. Emphasis is on developing a regard for accuracy and fairness in the editing and design process. Prerequisite: COMM 2311. Working on the staff of the school newspaper is a requirement for this course.
- COMM 2311 News, Gathering and Reporting I** 3-2-3
Instruction in the fundamental news gathering and writing techniques, interviewing techniques, and discussion of news sources and values. Typing required. Working on the staff of the school newspaper is a requirement for this course.
- COMM 2315 News Gathering and Reporting II** 3-2-3
Emphasizes advanced reporting techniques and styles, such as writing interpretive and specialized news stories, features, and opinion pieces. Lectures in specialized areas by professional reporters. Prerequisite: COMM 2311. Working on the staff of the school newspaper is a requirement for this course.

COMPUTER SCIENCE (ITNW)

See also ITSC, ITSE, and ITSW

- ITNW 1429 Novell Networking Essentials (COSC 2493)** 3-3-4
Study of networking technologies. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Prerequisite: ITSC 1405.
- ITNW 1433 Microsoft Networking Essentials (MISC 2454)** 3-3-4
Instruction in networking essential concepts including the OSI reference model, network protocols, transmission media, and networking hardware and software. Prerequisite: ITSC 1405.
- ITNW 1437 Introduction to the Internet** 3-3-4
Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. Prerequisite: ITSC 1409.
- ITNW 2405 Network Administration for Novell NetWare (COSC 2491)** 3-3-4
Preparation to effectively manage a Novell NetWare network. Topics include network components, user accounts and groups, network file systems, file system security, and network printing. Prerequisite: ITSC 1405.
- ITNW 2431 Novell Service and Support (COSC 2492)** 3-3-4
Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software. Prerequisite: ITNW 2405.

COMPUTER SCIENCE (ITSE)

See also ITNW, ITSC, and ITSW

- ITSE 1191 Special Topics in Computer Programming (COSC 1100)** 0-3-1
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisites: none.
- ITSE 1402 Introduction to Computer Programming (COSC 1403, MISC 1400)** 3-3-4
Introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: none.
- ITSE 1414 Introduction to RPG Programming (COSC 1407)** 3-3-4
Introduction to computer programming using RPG. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: ITSE 1402 and ITSC 1411.
- **ITSE 1418 Introduction to COBOL Programming (COSC 1404)** 3-3-4
Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: ITSE 1402.
- **ITSE 1422 Introduction to C Programming (MISC 2456)** 3-3-4
Introduction to programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: ITSC 1409, COSC 2425 and one other programming language.

ITSE 1431 Introduction to Visual BASIC Programming (MISC 2453) 3-3-4
Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: Successful completion of one other programming language course.

ITSE 1435 Introduction to BASIC Programming (MISC 1451) 3-3-4
Introduction to computer programming using BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: none.

ITSE 1450 System Analysis and Design (COSC 2410) 3-3-4
A comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools.
Prerequisites: ITSE 1402 or ITSE 1418 or ITSE 1435 or ITSE 1422.

ITSE 1491 Special Topics in Computer Programming (COSC 2409) 3-3-4
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisites: 8 semester hours of Computer Science course work and consent of Department Chair.

ITSE 2413 Web Authoring 3-3-4
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Prerequisites: ITSC 1409 OR ITSW 1401.

****ITSE 2431 Advanced C++ Programming (MISC 2458)** 3-3-4
Further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. Prerequisite: ITSE 1422.

****ITSE 2451 Advanced COBOL Programming (COSC 2401)** 3-3-4
Further applications of programming techniques using COBOL, including file access methods, data structures and modular programming, program testing and documentation. Prerequisites:
ITSE 1418 and ITSC 1402.

ITSE 2486 Internship - Computer Programming (COSC 2494) 1-18-4
An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisites: 24 hours in Computer Science courses.

COMPUTER SCIENCE (ITSC)

See also ITSE, ITNW, and ITSW

ITSC 1301 Introduction to Computers (COSC 1300) 3-1-3
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and applications in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area.

ITSC 1402 Computer Control Language (COSC 2403) 3-3-4
Skill development in the use of system control language on mid-range/mainframe computers. Topics include command formats, file management, job scheduling, resource management, and utilities. Prerequisites: ITSE 1418 AND ITSC 1402 OR ITSE 1435 and ITSW 1413 and/or concurrent enrollment in COSC 2425.

ITSC 1405 Introduction to PC Operating Systems (MISC 1461) 3-3-4
A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1409 Integrated Software Applications I (MISC 1450) 3-3-4
Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

ITSC 1411 AS/400 Operating System I (COSC 1408) 3-3-4
A study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics include introductory system management concepts and file management. Prerequisite: 8 semester hours in Computer Science courses.

ITSC 1492 Special Topics in Mgmt. Information Systems & Business Data Processing, General (MISC 2455) 1-6-4
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: 8 semester hours of Computer Science courses and consent of the Department Chair.

ITSC 2288 Internship-Mgmt. Information Systems & Business Data Processing, General 1-5-2
An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisites: 24 hours in Computer Science courses.

ITSC 2439 Personal Computer Help Desk (COSC 2490, MISC 2301) 3-3-4
Diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business.

COMPUTER SCIENCE (ITSW) See also ITSC, ITSE, and ITNW

ITSW 1401 Introduction to Word Processing (MISC 1420) 3-3-4
An overview of the production of documents, tables, and graphics. Prerequisites: none.

ITSW 1404 Introduction to Spreadsheets (MISC 1430) 3-3-4
Instruction in the concepts, procedures, and importance of electronic spreadsheets. Prerequisites: none.

ITSW 1407 Introduction to Database (MISC 1440) 3-3-4
Introduction to database theory and the practical applications of a database. Prerequisites: ITSW 1401 OR ITSW 1404 OR ITSC 1409.

ITSW 1413 Introduction to Data Entry (COSC 1401) 3-3-4
Training in data input. Includes source documents, conversion of source data into computer input media, input record layout design, and input coding. Prerequisites: none.

ITSW 2486 Internship--Data Processing Technology/Technician (COSC 1409) 1-18-4

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisites: 24 hours in Computer Science courses.

DEVELOPMENTAL STUDIES (DS--)

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

DSED 0100 College Orientation for International Students 1-0-1

This 16-hour course, designed primarily for students on F-1 visas, covers fundamentals of attending school in the United States and, specifically, at CTC. Getting a driver's license, obeying U.S. laws, safety, hazardous weather, taboo language, and immigration requirements are some of the topics covered. This course is mandatory for all first-semester international students.

DSED 0300 College Study Skills 3-0-3

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

DSED 0302 College Study Skills for Foreign Students 3-0-3

This elective for DSLA students at Levels 2-3 prepares students for the Test of English as a Foreign Language (TOEFL), the test required for entry into most college-level institutions. Advanced reading, listening, grammar, test-taking, and research techniques are taught.

DSLA 0310 Reading and Vocabulary I ESL 3-2-3

This course is designed for beginning non-native speakers who need to develop vocabulary and basic reading skills such as identifying the main idea, using context clues, and locating details.

DSLA 0314 Writing I ESL 3-2-3

This course, designed for intermediate non-native speakers, is a continuation of Grammar I. It covers grammatical structures, beginning with clauses in complex sentences, and the simple process paragraph.

DSLA 0315 Grammar I ESL 3-1-3

This course is for beginning-intermediate non-native speakers. It covers basic elements of English sentence structure and linguistic problem areas such as countable/uncountable nouns, articles, prepositions, verb phrases, and word order.

DSLA 0316 Listening Comprehension I ESL 3-2-3

This course, for beginning non-native speakers, develops aural comprehension of simple conversations, short radio announcements, brief stories, and American language reductions such as "won't cha" and "would ja."

DSLA 0317 Speaking I ESL 3-1-3

This course, for beginning non-native speakers, moves students from language recognition to oral production through the use of dictation and conversational dialogues.

- DSLA 0318 English for Foreign Students I** 3-2-3
 These courses offer an integrated approach to speaking, listening, reading, and writing. Though primarily conversational in nature, grammatical concepts, reading, and writing are covered. These courses may be substituted for Listening I and Speaking I.
- DSLA 0320 Reading and Vocabulary II ESL** 3-2-3
 This course, for intermediate non-native speakers, provides instruction in vocabulary, reading comprehension, structural analysis, and organizational patterns.
- DSLA 0321 Writing II ESL** 3-2-3
 This course is a continuation of Grammar I and Writing I. Students continue their study of grammar while learning to write narrative, comparison/contrast, and persuasive paragraphs.
- DSLA 0322 Academic Listening and Speaking II ESL** 3-2-3
 In this course, designed for intermediate non-native speakers, students develop beginning note-taking and speaking skills to prepare them for academic environments.
- DSLA 0330 Reading and Vocabulary III ESL** 3-2-3
 This course, a continuation of DSLA 0320, provides further study in vocabulary, comprehension skills, and organizational patterns as they apply to reading and writing. Prerequisite: DSLA 0320.
- DSLA 0332 Academic Listening and Speaking III ESL** 3-2-3
 In this course for advanced non-native speakers, students improve note taking, and oral reporting skills to prepare for college-level courses.
- DSMA 0101 Basic Developmental Mathematics** 1-1.5-1
 This course helps students prepare to pursue college-level academic work. It uses varied instructional techniques to identify deficiencies and provide a review of fundamental operations in mathematics.
- DSMA 0102 Developmental Mathematics Lab** 0-3-1
 This course provides a setting for students to develop and expand mathematical problem solving skills in a structured environment under the guidance of an instructor.
- DSMA 0300 Developmental Mathematics I** 5-1-3
 This developmental course includes adding, subtracting, multiplying, and dividing fractions, decimals, and integers; order of operations; percentages; line, bar, and pie graphs; pictographs; areas of plane figures; exponents; and an introduction to signed numbers and algebra. A laboratory is required.
- DSMA 0301 Developmental Mathematics II** 5-1-3
 Designed for students who need a review of fundamental algebraic operations. Topics include operations on real numbers, polynomials, linear equations, linear inequalities, factoring, graphing, and selected stated problems. A laboratory is required. Prerequisite: DSMA 0300 or appropriate test scores.
- DSMA 0302 Fundamentals of Mathematics I** 3-0-3
 This course includes operations with common fractions, decimals and positive integers; order of operations; prime factorization; greatest common factors; least common multiples; percentages; and basic equations. An introduction to consumer and business applications, statistical graphing, and basic geometry is also included.
- DSMA 0303 Developmental Mathematics IV** 5-1-3
 Topics include operations with rational expressions, linear equations, systems of linear equations, radical expressions, complex numbers, quadratics, and functions. A laboratory is required. Prerequisite: DSMA 0301 or appropriate test scores.

DSMA 0304 Fundamentals of Mathematics II **3-0-3**
This course includes operations with real numbers, variable expressions, simple equations, polynomials, algebraic applications, factoring polynomials, and an introduction to graphs and linear equations. Prerequisite: DSMA 0302 or appropriate test scores.

DSMA 0306 Intermediate Algebra I **3-0-3**
Topics include a review of factoring, rational and radical expressions, complex numbers, radical equations, quadratics and the study of the parabola. Prerequisite: DSMA 0304 or appropriate test scores.

DSMA 0307 Intermediate Algebra II **3-0-3**
Topics include the straight line, systems of equations and inequalities, determinants, functions and relations, inverses and composite functions, and an introduction to exponential and logarithmic functions. Prerequisite: DSMA 0306.

DSMA 0308 Pre-College Math **3-0-3**
This developmental course includes arithmetic operations, basic algebraic concepts and notations, geometry, and real and complex number systems. The course also covers relations and functions; inequalities; factoring; polynomials; rational expressions; and quadratics. It also provides an introduction to complex numbers; exponential and logarithmic function; determinants, matrices, sequences, and series.

DSMA 0312 Fundamentals of Mathematics I **3-1-3**
This course includes operations with common fractions, decimals and positive integers; order of operations; prime factorization; greatest common factors; least common multiples; percentages; and basic equations. An introduction to consumer and business applications, statistical graphing, and basic geometry is also included. A laboratory is required.

DSMA 0314 Fundamentals of Mathematics II **3-1-3**
This course includes operations with real numbers, variable expressions, simple equations, polynomials, algebraic applications, factoring polynomials, and an introduction to graphs and linear equations. A laboratory is required. Prerequisite: DSMA 0312 or appropriate test scores.

DSMA 0316 Intermediate Algebra I **3-1-3**
Topics include a review of factoring, rational expression, radical expressions, complex numbers, radical equations, quadratics and the study of the parabola. A laboratory is required. Prerequisite: DSMA 0314 or appropriate test scores.

DSMA 0317 Intermediate Algebra II **3-1-3**
Topics include the straight line, systems of equations and inequalities, determinants, functions and relations, inverses and composite functions, and an introduction to exponential and logarithmic functions. A laboratory is required. Prerequisite: DSMA 0316.

DSRE 0101 Developmental Reading Laboratory **0-1-1**
This course helps prepare for college-level academic work using varied instructional techniques to help students improve their proficiency in reading comprehension/rate, word recognition, and vocabulary development.

DSRE 0300 Developmental Reading I **2-2-3**
Designed for students who have difficulty reading college texts; specifically those who scored below 50 percent on the Pre-TASP reading section. Emphasizes word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills.

DSRE 0301 Developmental Reading II 2-2-3

Designed for students who have difficulty reading college texts; specifically those who scored between 50-69 percent on the Pre-TASP reading section or passed DSRE 0300. Emphasizes vocabulary development, comprehension, fluency, and study and test-taking skills.

DSRE 0302 Fundamentals of Reading I 3-0-3

Designed to aid students in acquiring basic skills needed for reading college-level materials. Emphasizes word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. Includes all of the objectives of DSRE 0300 without the additional laboratory reinforcement.

DSRE 0303 Fundamentals of Reading II 3-0-3

Designed to aid students in developing and reinforcing the basic skills needed for reading college-level materials. Emphasis will be on vocabulary development, literal and critical comprehension skills, fluency, and study and test-taking skills. Includes all of the objectives of DSRE 0301 without the additional laboratory reinforcement.

DSWR 0111 Basic Writing I 1-0-1

This course covers basic composition skills such as idea generation, organization, style, use of standard English, and revision.

DSWR 0112 Basic Writing II 1-0-1

This course is a continuation of DSWR 0111 and emphasizes the correct use of grammar, organization, and style.

DSWR 0301 Developmental Writing I 3-1-3

A study of basic composition designed to aid the student in acquiring the writing skills needed for college-level writing. Includes an intensive study of basic composition skills. Designed for students who scored below 50% on the Pre-TASP writing section. Emphasizes paragraph writing, with attention given to grammar problems as they occur in the context of the paragraph. Intended for native English speakers or for those students who have scored 550 or above on the Test of English as a Foreign Language (TOEFL)

DSWR 0302 Developmental Writing II 3-1-3

A study of basic composition designed to aid the student in acquiring the writing skills needed for college-level writing. Designed for students who scored between 50-69 percent on the Pre-TASP writing section or passed DSWR 0301. Emphasizes essay writing, with attention given to grammar problems as they occur in the context of the essay. Intended for native English speakers or for those students who scored 550 or above on the Test of English as a Foreign Language TOEFL .

DSWR 0303 Fundamentals of Writing I 3-0-3

Fundamentals of Writing I is a course in basic writing skills at the sentence and paragraph levels. The course includes instruction in basic grammar, sentence structure, punctuation, and other necessary skills leading to the proper construction of a paragraph.

DSWR 0304 Fundamentals of Writing II 3-0-3

This course is a continuation of DSWR 0303 and emphasizes composition skills at the paragraph and essay levels. The course includes a study of sentence-level grammar and punctuation and presents the organizational skills needed to write a basic essay.

ECONOMICS (ECON)

ECON 1303 Consumer Economics

3-0-3

A study of consumer goods and services as related to the home/family and the problems and pitfalls associated therewith. This includes a study of family purchasing, advertising, commodity information, sales approaches from a consumer viewpoint, and sources of advice and counseling. This course allows the supervisor to better advise subordinates on economic problems.

***ECON 2301 Macroeconomics**

3-0-3

Introduction to economic analysis, price-level changes, the creation of money, the Federal Reserve System and monetary policy, the national accounts, the consumption function, taxation, fiscal policy, public debts, the theory of economic growth and population problems, and foreign economic policy.

***ECON 2302 Microeconomics**

3-0-3

Determination of relative prices, consumer demand analysis, the competitive firm, agricultural policy, the monopolistic firm, imperfect competition, business organization and government regulation, determinants of demand, the economic view of taxation and public expenditure, regional economics, international trade and finance.

ENGLISH (ENGL)

***ENGL 1301 Composition and Rhetoric I**

3-0-3

A study of the principles and techniques of written compositions including sentence structure, paragraph development, and paper organization. Also stresses the development of critical thinking as it applies to the textual analysis of expository prose.

***ENGL 1302 Composition and Rhetoric II**

3-0-3

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

ENGL 1312 Communications Skills

3-0-3

Instruction in grammar and diction, writing expository papers, writing effective business correspondence and reports, and oral presentations.

****ENGL 2311 Technical Writing**

3-0-3

Study of technical, scientific, and business writing including reports, proposals, and other papers. The course also includes presentation of oral reports. Prerequisite: ENGL 1301 or ENGL 1312.

FIRE PROTECTION (FIRT) *(Not offered in Texas)*

FIRT 1255 Methods of Teaching

2-0-2

Preparation of public safety personnel to effectively teach technical skills, techniques, and information.

FIRT 1301 Fundamentals of Fire Protection (FPRT 1301)

3-0-3

Study of the philosophy, history and fundamentals of public and private fire protection. Topics include statistics of fire and property loss, agencies involved in public and private protection, legislative development, departmental organization, training, and staffing.

**Available via distance learning (video) format within the PFEC.*

***This course can not be offered by CTC within the PFEC without approval.*

- FIRT 1303 Fire and Arson Investigation I (FPRT 2306) 3-0-3**
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.
- FIRT 1305 Public Education Programs (FPRT 2309) 3-0-3**
Preparation of firefighters and fire officers to develop public fire safety awareness. Emphasis on implementation of fire and public safety programs in an effort to reduce the loss of life.
- FIRT 1307 Fire Prevention Codes and Inspection (FPRT 1302) 3-0-3**
Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.
- FIRT 1309 Fire Administration I (FPRT 1304) 3-0-3**
Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.
- FIRT 1311 Fire Service Hydraulics (FPRT 2314) 3-0-3**
Study of water distribution systems and fire stream development as related to fire protection and suppression.
- FIRT 1315 Hazardous Materials I (FPRT 2303) 3-0-3**
Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.
- FIRT 1319 Firefighter Health and Safety 3-0-3**
Study of firefighter occupational safety and health in emergency and non-emergency situations.
- FIRT 1327 Building Construction in Fire Service 3-0-3**
Exploration of building construction and design related to fire spread and suppression in various structures. Examination of potential hazards resulting from construction practices and materials.
- FIRT 1329 Building Codes and Construction (FPRT 2305) 3-0-3**
Examination of building codes and requirements, construction types, and building materials. Topics include walls, floorings, foundations, and various roof types and the associated dangers of each.
- FIRT 1331 Firefighting Strategies and Tactics I (FPRT 2404) 3-0-3**
Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.
- FIRT 1333 Fire Chemistry I (FPRT 1307) 3-0-3**
Introduction to the chemical nature and properties of inorganic compounds as related to the fire service. Topics include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes.
- FIRT 1334 Fire Chemistry II (FPRT 1308) 3-0-3**
Introduction to the chemistry of carbon compounds as related to the fire service with primary emphasis on the hydrocarbons. Topics include alcohols, phenols, halogen compounds, and ethers with application to various industrial processes.
- FIRT 1336 Fire Insurance Fundamentals 3-0-3**
Examination of the relationship between fire defenses, fire losses, and insurance rates. In-depth study of the insurance grading system.

- FIRT 1338 Fire Protection Systems (FPRT 1303)** 3-0-3
Study of fire detection, alarm, and extinguishing systems.
- FIRT 1345 Hazardous Materials II (FPRT 2308)** 3-0-3
In-depth study of mitigation practices and techniques to effectively control hazardous material spills and leaks.
- FIRT 1347 Industrial Fire Protection (FPRT 2301)** 3-0-3
Study of industrial emergency response teams and specific concerns related to business and industrial facilities.
- FIRT 1349 Fire Administration II (FPRT 1305)** 3-0-3
In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.
- FIRT 1353 Legal Aspects of Fire Protection (FPRT 2304)** 3-0-3
Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties.
- FIRT 2331 Firefighting Strategies and Tactics II** 3-0-3
Continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command in large scale command problems and other specialized fire problems.
- FIRT 2333 Fire and Arson Investigations II** 3-0-3
Continuation of Fire and Arson Investigation I. Topics include reports, courtroom demeanor, and expert witnesses.
- FIRT 2345 Hazardous Materials III** 3-0-3
Continuation of Hazardous Materials II. Topics include radioactive materials and radiation; poisons and toxicology; cryogenics; oxidizers; corrosives; flammable solids; hazards of Class A fuels, plastics, and organic and inorganic peroxides and water reactivity; and polymerization and polymerizing substances.

GEOGRAPHY (GEOG)

- **GEOG 1300 Introduction to Geography** 3-0-3
This is an introductory-level course that combines physical and cultural geography using a regional approach. The course examines the physical environment of the earth and explains maps, covers man's adaptation to environmental extremes, and explores man's use of his environment ranging from adaptation within a tribal culture to the highly modernized urban world.
- **GEOG 1301 Elements of Physical Geography** 3-0-3
A course which examines physical characteristics of the Earth's environment using maps as a tool for expressing location and interrelationships. Principle discussion topics are the atmosphere and oceans, weather, climate, environments of earth materials and vegetation, land forms and their development.
- **GEOG 1302 Cultural Geography** 3-0-3
A survey of human geography and the ways mankind adapts and reacts to his environment. Culture is defined and its various aspects are described and compared. Important topics to be discussed are population, health, livelihoods, communities, urbanization, organizational interaction including economics and politics, present and future global problems.
- **GEOG 1303 World Regional Geography** 3-0-3
The study of major developing and developed regions of the world stressing their similarities and differences and their physical and cultural interrelationships. An additional emphasis is the diversity of ideas and practices to be found in those regions.

GOVERNMENT (GOVT)

***GOVT 2301 State and Federal Government I 3-0-3**

An introductory, survey course on various United States, Texas, and local government topics. This course includes study of the U.S. and Texas constitutions, federalism, local governments, national elections (state and local), civil liberties, and interest groups.

***GOVT 2302 State and Federal Government II 3-0-3**

An introductory, survey course on various United States, Texas, and local government topics. This course includes studying institutions of national and Texas governments including the executive, legislative, and judicial branches; the bureaucracy; and the public policy including defense and foreign relations as examples.

HOSPITALITY MANAGEMENT (HAMG)

See also CULA, DITA, PSTR, RSTO, TRVM

HAMG 1311 Sanitation and Safety (HMCA 1202) 3-0-3

The fundamentals of sanitation practices, laws, methods, and techniques of food handling for protection, safety, and accident prevention. Upon completion of this course, the student will have sufficient knowledge to pass the Educational Institute of National Restaurant Association (NRA) certification sanitation examination.

HAMG 1313 Front Office Procedures (HMCA 1308) 2-4-3

A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted, and computer based methods for each front file function. Completion of computer simulation is required. (Computer Workshop.)

HAMG 1319 Computers in Hospitality (HMCA 2302) 2-4-3

An introduction to computers and their relationship as an information system to the hospitality industry. This course 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 on computer-based restaurant management.

HAMG 1340 Hospitality Legal Issues (HMCA 1304) 3-0-3

A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. Successful completion of the National Restaurant Association certification exam is required.

HAMG 2301 Principles of Food and Beverage Operations (HMCA 1332) 3-0-3

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

HAMG 2307 Hospitality Marketing and Sales (HMCA 2306 & 2357, HMMG 2304) 3-0-3

Identification of the core principles of marketing and their impact on the hospitality industry. Successful completion of the National Restaurant Association certification exam is required.

HAMG 2332 Hospitality Financial Management (HMCA 2306, HMMG 2357, HMMG 2304) 3-0-3

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

HAMG 2337 Hospitality Facilities Management (HMCA 2310) 1-5-3

Identification of building systems, facilities management, security and safety procedures.

HAMG 2371 Hospitality Management Cases (HMCA 2301) 1-8-3

This course is designed as a real-time management lab where students will be expected to form a management team and operate an operational area for a semester. Teamwork and organizational skills are developed. Case analysis and project papers are required.

HAMG 2388 Internship - Hospitality Administration and Management 1-16-3

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace, employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

HOSPITALITY MANAGEMENT (PSTR)

See also CULA, DITA, HAMG, RSTO, TRVM

PSTR 1201 Fundamentals of Baking (HMCA 2356) 1-4-2

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours.

PSTR 2331 Advanced Pastry (HMCA 2362) 2-6-3

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques.

HOSPITALITY MANAGEMENT (CULA)

See also DITA, HAMG, PSTR, RSTO, TRVM

CULA 1208 Garde Manager (HMCA 2262) 1-4-2

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods.

CULA 1240 American Cuisine 1-4-2

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

CULA 1301 Basic Food Preparation (HMCA 1331) 2-7-3

A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

CULA 2232 Buffet Theory and Production 1-3-2

Advanced concepts in the construction of inedible display items. Emphasis on buffet production, presentation, and service.

CULA 2236 Charcuterie 1-4-2

Advanced concepts in the construction of sausages, pates, and related forced meat preparations.

CULA 2301 Intermediate Food Preparation (HMCA 1333) 1-8-3

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques.

Suggested Prerequisite: CULA 1301.

CULA 2341 Advanced Culinary Competition (HMCA 2364) **1-5-3**
Skill development for culinary competition by offering advanced experience in salon presentations as well as hot food competition.

HOSPITALITY MANAGEMENT (DITA)

See also CULA, HAMG, PSTR, RSTO, TRVM

DITA 1300 Dietary Manager I (HMCA 2358) **3-0-3**
Preparation for supervisory roles in food service departments. Emphasis on normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy nutritional assessment and care, food production management and purchasing, and regulatory agencies.

DITA 1301 Dietary Manager II (HMCA 2359) **3-0-3**
Continuation of Dietary Manager I. Emphasis on food service sanitation and safety, administrative and personnel management. Major topics include regulatory agencies, computer applications, production management, budgeting and cost control, personnel management, quality assurance, leadership skills, human relations, and communications.

DITA 2366 Practicum or (Field Experience) Dietician Assistant (HMCA 2355, HMCA 2555) **1-20-3**
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary.

HOSPITALITY MANAGEMENT (RSTO)

See also CULA, DITA, HAMG, PSTR, TRVM

RSTO 1204 Dining Room Service (HMCA 1234) **1-3-2**
Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel.

RSTO 1218 Wine **2-0-2**
A study of the growing regions, production, processing, and distribution of domestic and international wines. Topics include types of wine grapes, varieties of wine, proper storage procedures, and the techniques of proper wine service.

RSTO 1221 Menu Management (HMCA 1207) **2-0-2**
A study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

RSTO 1307 Introduction to the Hospitality Industry (HMCA 1309) **3-0-3**
An introduction to lodging and food service operations. Topics include growth, development and organization of the lodging industry; growth, development, organization, structure, and management of food service operations; human resources, marketing, security, engineering, and maintenance of hospitality operations; and opportunities within the travel and tourism industry.

RSTO 1313 Hospitality Supervision (HMCA 1306) 3-0-3
Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development.

RSTO 1317 Nutrition for the Food Service Professional (HMCA 2304) 3-0-3
An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

RSTO 1325 Purchasing for the Hospitality Operations (HMCA 1303) 3-0-3
Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

RSTO 2204 Management of Food Production & Service (HMCA 2451 & 2351, FSMG 2303) 1-3-2
A study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning, and customer food preferences. Includes laboratory experiences in quantity food preparation and service.

RSTO 2207 Catering (HMCA 2352) 1-3-2
Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

HOSPITALITY MANAGEMENT (TRVM)

See also CULA, DITA, HAMG, PSTR, RSTO

TRVM 1300 Introduction to Travel and Tourism 3-0-3
An overview of the travel industry. Emphasis on travel careers and the impact on society.

TRVM 1349 Travel Operations 3-0-3
A study of manual travel agency operations and basic hands-on computerized reservations techniques in manual travel agency operations; emphasis on making air, hotel, tour and cruise reservations; writing itineraries; reading and interpreting brochures; and ticketing rules, credit card sales, ticket refunds, exchanges, and re-issues. Topics include building a simple Passenger Name Record on an airline computer reservation system, accessing availability, fares, and miscellaneous related information.

TRVM 2301 Introduction to Convention/Meeting Management (HMCA 1305) 3-0-3
Overview of the meetings and convention industry and the various aspects and skills involved in planning and managing meetings and conventions. Emphasis on types of meetings, meeting markets, industry suppliers, budget and program planning, site selection and contract negotiations, registration and housing, food and beverage requirements, function and meeting room setup, and audiovisual requirements.

TRVM 2305 Travel Industry Management (HMCA 2307) 3-0-3
The preparation for mid-management positions in the travel and tourism industry. Topics include business organization, Airline Reporting Corporation requirements and regulations, bookkeeping requirements, equipment decisions and airline computer system affiliation, as well as staff development and employee relations, experiential team building applications, and the interviewing process.

HISTORY (HIST)

***HIST 1301 History of the United States to 1877** 3-0-3

English colonization, the Revolution, adoption of the Constitution, growth of nationalism, cotton and the slavery problem, civil war, and reconstruction.

***HIST 1302 History of the United States from 1877** 3-0-3

New social and industrial problems, rise of the progressive movement, United States' emergence as a world power, World War I, reaction and the New Deal, World War II, and contemporary America.

****HIST 2301 Texas History** 3-0-3

A survey of Texas from the Spanish exploration to the present.

****HIST 2311 Survey of Western Civilization I** 3-0-3

An introductory survey course from the rise of Near Eastern civilization to the conclusion of the French Revolution. Special emphasis is placed on the period 1500-1815. Topics covered include Ancient times, the Middle Ages, the Renaissance, reformation, establishment of West-European leadership. Transformation of Eastern Europe, the Enlightenment, Scientific revolution, and the French Revolution.

****HIST 2312 Survey of Western Civilization II** 3-0-3

An introductory survey course from 1815 to the present with particular emphasis upon the 20th century. Topics covered include the international impact of the French Revolution, Reaction vs. Progress, the Industrial Revolution, the Revolution of 1848, the Rise of Large Nation-States, European Imperialism, European Civilization 1870-1914, the World War and the Russian Revolution, Totalitarianism and World War II, and the Contemporary World.

****HIST 2381 African-American History** 3-0-3

The purpose of this course is to familiarize students with the general study of African-American history from the early days of west Africa to American slavery and freedom and ending with the modern civil-rights movement of the 1950's and 1960's.

MANAGEMENT (HRPO)

See also BMGT, BUSG and MRKG

HRPO 1311 Human Relations (MGMT 1306) 3-0-3

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301 Human Resource Management (MGMT 2302) 3-0-3

Behavioral and legal approaches to the management of human resources in organizations.

HUMANITIES (HUMA)

***HUMA 1315 Introduction to Fine Arts** 3-0-3

This is an introductory course designed to give the student a fundamental understanding of the creation and appreciation of the diverse-modes of expression through the visual arts, within the context of the Fine and Applied Arts.

*Available via distance learning (video) format within the PFEC.

**This course can not be offered by CTC within the PFEC without approval.

INDUSTRIAL TECHNOLOGY (INDU)

INDU 1400 Industrial Fundamentals

3-3-4

This 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 co-requisite for the Maintenance Technology AAS Degree Programs.

PARALEGAL/ LEGAL ASSISTANCE (LGLA)

LGLA 1321 Military Law I (LEGA 1309)

3-0-3

This course presents an overview of the military legal system including an introduction to the Uniform Code of Military Justice, military regulations, and procedures involved in military law. A breakdown of the organization and personnel of the Judge Advocate General's Corps is also included.

LGLA 1343 Bankruptcy (LEGA 1308)

3-0-3

This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization.

LGLA 1345 Civil Litigation (LEGA 1307)

3-0-3

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation.

LGLA 1351 Contracts (LEGA 2302)

3-0-3

This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code.

LGLA 1353 Wills, Trust and Probate Administration (LEGA 2405)

3-0-3

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

LGLA 1355 Family Law (LEGA 1304)

3-0-3

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

LGLA 1357 Juvenile Law (LEGA 2307)

3-0-3

This course presents fundamental concepts of juvenile law with emphasis on the paralegal's role. Topics include differences between the criminal and juvenile justice systems, detention, adjudication and certification procedures, and related issues within the public education system.

LGLA 1391 Special Topics in Paralegal/Legal Assistance (LEGA 2101, LEGA 2308)

3-0-3

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

LGLA 1401 Legal Research and Writing

3-3-4

This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda.

LGLA 1407 Introduction to Law and the Legal Profession (LEGA 1401)

4-0-4

This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.

- LGLA 1417 Law Office Technology** 3-3-4
This course introduces computer technology and its applications within the law office. Topics include the use of computer technology in the delivery of legal services with particular emphasis on the paralegal's role.
- LGLA 2303 Tort and Personal Injury Law (LEGA 2301)** 3-0-3
This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.
- LGLA 2307 Law Office Management (LEGA 1302)** 3-0-3
This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology.
- LGLA 2309 Real Property (LEGA 1305)** 3-0-3
This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.
- LGLA 2311 Business Organizations (LEGA 2303)** 3-0-3
This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations, and other emerging business entities.
- LGLA 2313 Criminal Law and Procedure (LEGA 1306)** 3-0-3
This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions.
- LGLA 2321 Military Law II (LEGA 1403)** 3-0-3
This course presents an in-depth look at the operation and management of military law. Topics include detailed coverage of criminal law, claims, military administrative law, legal assistance, and civil law as it applies to the military.
- LGLA 2433 Advanced Legal Document Preparation (LEGA 2401)** 3-3-4
Preparation of legal documents based on hypothetical fact situations drawn from various areas including real estate, family law, contracts, litigation, and business organizations.
- LGLA 2488 Internship - Paralegal/Legal Assistant (LEGA 2404)** 1-18-4
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

MATHEMATICS (MATH)

- *MATH 1314 College Algebra** 3-0-3
Topics include theory of equations, exponential and logarithmic functions, systems of linear equations, matrices and determinants, arithmetic and geometric sequences, binomial theorem, permutations and combinations. This course is recommended for students intending to enroll in advanced mathematics courses. Prerequisite: DSMA 0303 or equivalent, or acceptable placement test score.

****MATH 1324 Finite Mathematics I****3-0-3**

Topics include linear systems, matrices, linear programming, set theory, counting theory, probability, statistics, Prerequisite: DSMA 0303 or equivalent.

MATH 1342 Elementary Statistics*3-0-3**

Collection and tabulation of data, bar charts, graphs, sampling, averages, dispersion, correlation, index numbers, normal curve, probability, inferential statistics, applications. Prerequisite: DSMA 0303 or equivalent.

BUSINESS ADMINISTRATION AND MANAGEMENT (MRKG)

See also BMGT, BUSG and HRPO

****MRKG 1311 Principles of Marketing (MGMT 2301)****3-0-3**

Introduction to basic marketing functions, identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MILITARY COURSES**MTBC 1170 Conducting Briefings (MGMT 1103)****1-0-1**

This course is designed to provide students with an understanding of the principles of effective speaking. The student will learn to properly organize and structure materials, to use visual aids to enhance presentations, and to effectively deliver a briefing/speech. In addition, the student will learn to present decision, military and information briefings to enhance their job performance.

MTBC 1171 Effective Writing I (MGMT 1194)**1-0-1**

The course explains the communication process; describes the writing process; and covers identifying, analyzing and constructing effective sentences and paragraphs. The Army Writing program is used as the teaching vehicle.

MTBC 1172 Forms and Reports (MGMT 1196)**1-0-1**

This course is designed to enhance the knowledge of the student in their responsibilities as supervisors and managers. Emphasizes hands-on-learning by incorporating numerous and practical exercises. This course identifies the interrelationship of many of the Army's forms and reports. The course teaches how to properly fill out forms and how to write commonly used reports.

MTBC 1173 Effective Writing II**1-0-1**

A review of grammar, punctuation and sentence structure. Covers the techniques of composition, including the logical management of ideas, concepts and facts.

MTCS 1172 Computers and Their Role in your Life (MGMT 1197)**1-0-1**

This course reviews the history of electronic computers; outlines the hardware components of the computers; defines software, operating systems and application software; builds skills through hands-on exercises (using application software, menus and batch files); defines local area networks and its uses; and how to perform a needs assessment in order to determine what computer to purchase.

MTES 1170 Professional Ethics (MGMT 1180)**1-0-1**

This course examines current definitions of ethics and provides opportunities for group and personal analysis of ethical issues. Participants will gain experience in making ethically-related decisions through exercises with case studies. The lecture material, class discussions, and group exercises will increase participant awareness in the principles involved in ethical decision making.

**Available via distance learning (video) format within the PFEC.*

***This course can not be offered by CTC within the PFEC without approval.*

- MTHO 1170 Historical Principles** 1-0-1
This course provides the student with an understanding of the principles of war, discusses their application to the history of the United States Military, and enables the student to understand the background conducive to the present and future actions of the military in light of the actions of the past.
- MTHR 1170 Preparing Efficiency Reports (MGMT 1195)** 1-0-1
A study of the principles and purpose of performance appraisal, including the techniques for appraisal counseling, and appraisal preparation. Employs the Army NCO (Non-Commissioned Officers) Evaluation Reporting System as a teaching vehicle.
- MTHR 1171 Performance Oriented Training (MGMT 1102)** 1-0-1
This course is designed to provide the student a basic knowledge and understanding of the rationale, methods, techniques, and procedures for determining training needs; the selection of resources to enhance training effectiveness; and how to prepare, present and evaluate training.
- MTHR 1172 Prevention of Sexual Harassment (MGMT 2166)** 1-0-1
This course provides students with an overview of sexual harassment including definition, cause, impact and suggested approaches for dealing with sexual harassment problems when they arise in the workplace. It examines ethical guidelines and actions supervisors can take to avoid sexual harassment. It also includes how to objectively handle complaints.
- MTHR 1173 Counseling Techniques (MGMT 1101)** 1-0-1
Examines the counseling role of supervisors. Emphasizes speaking, listening, and writing skills through simulated counseling situations and the preparation of the general counseling forms. The course reviews leadership principles and positive counseling techniques by analyzing various case studies.
- MTHR 1175 Career Management** 1-0-1
A study of the basic techniques for career management and developing a base of information to use during the counseling of subordinates, including career planning, training, and professional development programs, establishing career goals and identifying and resolving personal career dilemmas.
- MTIR 1170 Interpersonal Relationships (MGMT 1184)** 1-0-1
This course provides the student with the tools to become more understanding of themselves and others. It presents techniques to better deal with difficult people. It defines the basic differences between people in an attempt to create a better understanding of those with whom we work. It reviews the basic model for dealing with these differences.
- MTLM 1170 Managerial Planning** 1-0-1
This course covers principles, concepts and techniques of managerial planning. Student will understand the relationship between differing organizations, such as military and civilian sectors. The course develops complex skills in the planning process, to include: setting goals, coordinating objectives, and allocating resources. Principles of planning are applied to case problems.
- MTLM 1171 Managing Resources (MGMT 1192)** 1-0-1
This course is designed to provide students with an understanding of the importance of and mechanisms for managing resources. Specific topics include: the function of management, property accountability, financial controls, and human resource management. These topics are discussed within the content of the functions of management. Students will complete practical exercises that provide group experience with applicable management principles.

MTMC 1170 Internet (MISC 1100)**1-0-1**

This course provides a basic instruction of the Internet. The course covers the history of the Internet, using a web browser, using search engines, understanding net etiquette, navigating the World Wide Web, searching the Internet, using Web integration and Active Desktop features, using electronic mail and e-mail enhancements, exploring news groups and using the Internet resources.

MTMM 1170 Increasing Work Site Efficiency (MGMT 1119)**1-0-1**

This course is designed to assist supervisors increase knowledge about performance, job satisfaction, and efficiency of oneself and subordinates at the work site. The course will suggest and demonstrate a systematic process to organize work methods and work environments in order to accomplish more work in less time using fewer resources. The course provides techniques for increasing productivity at the work site.

MTMM 1171 Problem Solving (MGMT 1105)**1-0-1**

This course presents an effective problem solving and decision making model for management settings and offers hands-on practice in using problem solving techniques. This course includes defining, analyzing, and solving management problems. It is designed to present a logical approach to problem solving, and step-by-step process for the achievement of desired results.

MTOB 1170 Styles of Leadership (MGMT 1183)**1-0-1**

This course describes leadership principles and provides a departure point for discussion of the issues involved in leadership. Student will examine their personal preferences and ideas about leadership styles and extend their range of leadership skills. The course focuses on selecting an appropriate style for each unique situation. It is a study of the current thoughts on leadership with hands-on practice in developing and practicing leadership techniques within the framework of an organization.

MTOB 1171 Improving Work Performance (MGMT 1107)**1-0-1**

This course is designed to provide students with the knowledge and tools needed to define desired work performance and design/implement appropriate strategies to improve performance. Topics include a behavioral approach to management, performance standards, motivation, leadership, communication, and worker training. Participants will learn behavioral theories and complete practical exercises that provide experience leading to improved work performance.

OFFICE ADMINISTRATION (POFI, POFM, POFT)**POFI 1301 Computer Applications I (WOPO 1101)****2-4-3**

Review of computer applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

POFI 1345 Integrated Software Applications II (TIOA 1315, TIOA 1324, WOPO 1305, WOPO 2303)**2-4-3**

Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Keyboarding knowledge required.

POFI 1349 Spreadsheets (WOPO 1107)**2-4-3**

Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics.

- POFI 1481 Cooperative Education - Information Processing/Data Entry Technician** 1-21-4
 Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Departmental approval required.
- POFI 2301 Word Processing (TIOA 1307, TIOA 1322, WOPO 1108, WOPO 1304)** 2-4-3
 Instruction in the various aspects of a word processing software package. Emphasis on the use of text editing features to produce business documents. Maintenance of acceptable speed and accuracy required.
 Prerequisites: POFT 1329 or Departmental consent. Additional prerequisite for self-paced courses: POFT 2301.
- POFI 2331 Desktop Publishing for the Office (MISC 1460)** 2-4-3
 In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. Keyboarding knowledge required.
- POFI 2386 Internship - Information Processing/Data Entry Technician (TIHI 1312, WOPO 2308)** 2-7-3
 An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Departmental approval required.
- POFI 2387 Internship - Information Processing/Data Entry Technician (WOPO 2309)** 2-7-3
 An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Departmental approval required.
- POFI 2431 Desktop Publishing for the Office (MISC 1460)** 3-3-4
 In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. Prerequisites: ITSC 1409 or ITSW 1401.
- POFI 2481 Cooperative Education - Information Processing/Data Entry Technician** 1-21-4
 Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.
- POFM 1302 Computers in Health Care (TIHI 1310)** 2-4-3
 Introduction to a computerized method for the management and operation of health care information systems for various types of medical facilities. Keyboarding knowledge required.
- POFM 1304 Introduction to Health Records (TIHI 1306)** 2-4-3
 Introduction to the systems and processes for collecting, maintaining, and disseminating health related information. Instruction in the delivery and organizational structure including content of health records, documentation requirements, registries, indices, licensing, and regulatory agencies. Prerequisites: POFM 1313, POFM 1317.

- POFM 1313 Medical Terminology I (TIOA 1310)** 2-4-3
Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms.
- POFM 1317 Medical Administrative Procedures (TIHI 1301)** 2-4-3
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.
- POFM 1327 Medical Insurance (TIHI 1311)** 2-4-3
Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. Prerequisites: POFM 1313 or Departmental consent.
- POFM 1331 Medical Transcription I (TIHI 1303)** 2-4-3
Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. Prerequisites: POFM 1313, POFT 2301, or Departmental consent.
- POFM 1353 Medical Coding (TIHI 1307)** 2-4-3
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisites: POFM 1313, POFM 2323 or Departmental consent.
- POFM 2313 Medical Transcription II (TIHI 1304)** 2-4-3
Skill development in the production of medical reports including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Emphasis on speed and accuracy. Prerequisites: POFM 1331 or Departmental consent.
- POFM 2323 Medical Terminology II (TIHI 1302, TIHI 1313)** 2-4-3
A continuation of Medical Terminology I including structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots and combining forms. Emphasis on various medical specialty fields. Prerequisite: POFM 1313.
- POFM 2386 Internship - Medical Administrative Assistant/Secretary (TIHI 1308)** 2-7-3
An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This course may be repeated if topics and learning outcomes vary. Departmental approval required.
- POFM 2387 Internship - Medical Administrative Assistant/Secretary (TIHI 1309)** 2-7-3
An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This course may be repeated if topics and learning outcomes vary. Departmental approval required.
- POFT 1302 Business Communications I (TIOA 1314)** 2-4-3
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding knowledge required.
- POFT 1309 Administrative Office Procedures I (TIOA 1302, OADM 1306)** 2-4-3
Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. Keyboarding knowledge required or current enrollment in a keyboarding course required.

- POFT 1319 Records and Information Management I (TIOA 1316, OADM 1305)** 2-4-3
Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. Keyboarding knowledge required.
- POFT 1325 Business Math and Machine Applications (TIOA 1306, OADM 1309)** 2-4-3
Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard.
- POFT 1329 Keyboarding and Document Formatting (TIOA 1301, WOPO 1303)** 2-4-3
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
- POFT 1349 Administrative Office Procedures II (TIOA 1321, OADM 2307, OADM 2371)** 2-4-3
Advanced office application with special emphasis on decision making, goal setting, management theories, and critical thinking. Departmental approval required.
- POFT 1481 Cooperative Education - Administrative Assistant/Secretarial Science, General (OADM 1401)** 1-21-4
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Departmental approval required.
- POFT 1482 Cooperative Education - General Office/Clerical and Typing Services (WOPO 1401)** 1-21-4
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Departmental approval required.
- POFT 2301 Document Formatting and Skill Building (TIOA 1303)** 2-4-3
A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Maintenance of acceptable speed and accuracy required. Prerequisite: POFT 1329 or Departmental consent.
- POFT 2312 Business Communications II (TIOA 1305, OADM 1308)** 2-4-3
Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. Prerequisite: POFT 1329 or Departmental consent. Additional prerequisite for self-paced courses: POFT 1302.
- POFT 2321 Machine Transcription (WOPO 1307)** 2-4-3
Skill development in mailable business document production using computers and dictation equipment. Skill refinement in grammar and punctuation with emphasis on proofreading and formatting. Prerequisites: POFT 1329, POFT 2301, or Departmental consent.
- POFT 2333 Advanced Document Formatting & Skill Building (TIOA 1313, WOPO 2302)** 2-4-3
Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. Prerequisites: POFT 2301 or Departmental consent. Additional prerequisites for self-paced courses: POFT 2301.

POFT 2386 Internship - Administrative Assistant/Secretarial Science, General (OADM 2308) 2-7-3

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This course may be repeated if topics and learning outcomes vary. Departmental approval required.

POFT 2387 Internship - Administrative Assistant/Secretarial Science, General (OADM 2309) 2-7-3

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This course may be repeated if topics and learning outcomes vary. Departmental approval required.

POFT 2388 Internship - General Office/Clerical and Typing Services (TIOA 1318) 2-7-3

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This course may be repeated if topics and learning outcomes vary. Departmental approval required.

POFT 2389 Internship - General Office/Clerical and Typing Services 2-7-3

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This course may be repeated if topics and learning outcomes vary. Departmental approval required.

POFT 2481 Cooperative Education - Administrative Assistant/Secretarial Science, General (OADM 2401) 1-21-4

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Departmental approval required.

POFT 2482 Cooperative Education - General Office/Clerical and Typing Services (WOPO 2401) 1-21-4

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Departmental approval required.

PHYSICAL EDUCATION (PHED)

PHED 1100 Football and Basketball	0-3-1
PHED 1101 Volleyball and Softball	0-3-1
PHED 1102 Beginning Badminton	0-3-1
PHED 1103 Beginning Bowling	0-3-1
PHED 1104 Soccer	0-3-1

PHED 1105 Folk and Square Dancing	0-3-1
PHED 1106 Beginning Swimming	0-3-1
PHED 1107 Beginning Tennis	0-3-1
PHED 1108 Beginning Golf	0-3-1
PHED 1109 Basketball and Soccer	0-3-1
PHED 1110 Karate I	0-3-1
PHED 1113 Country Western Dance	0-3-1
PHED 114 Volleyball	0-3-1
PHED 1115 Basketball	0-3-1
PHED 1117 Hunting	0-3-1
PHED 1118 Jogging/Walking	0-3-1
PHED 1119 Racquetball	0-3-1
PHED 1120 Body Building	0-3-1
PHED 1123 Advanced Bowling	0-3-1
PHED 1124 Advanced Swimming	0-3-1
PHED 1125 Intermediate Tennis	0-3-1
PHED 1126 Advanced Golf	0-3-1
PHED 1127 Tumbling	0-3-1
PHED 1129 Advanced Badminton	0-3-1
PHED 1130 Physical Conditioning	0-3-1
PHED 1131 Aerobics	0-3-1
PHED 1132 Varsity Athletics	0-3-1
PHED 1133 Weight Training	0-3-1
PHED 1134 Cycling	0-3-1
PHED 1135 Archery	0-3-1
PHED 1136 Figure Control	0-3-1
PHED 1138 Rhythmic Aerobics	0-3-1
PHED 1140 Karate II	0-3-1
 PHED 1151 Scuba Diving	 0-3-1
PADI open-water, level-one certification may be earned.	
 PHED 1152 Scuba Diving II	 0-3-1
Advanced open-water certification may be earned.	
 PHED 1301 Foundations of Physical Education	 3-0-3
A course which introduces the student to the fields of health, physical education, and recreation. Emphasis on the scope and organization of professional activities, opportunities and qualifications of the professional physical educator.	
 PHED 1304 Foundations of Health	 3-0-3
A fundamental course in principles and problems of healthy living. Emphasis on current information and research as it applies to individuals' daily lives.	
 PHED 1306 Safety and First Aid	 3-0-3
Health, knowledge and practice with regard to individual and group welfare; personal hygiene; community health problems; communicable disease control; and health organizations. Instruction in American National Red Cross first aid methods for emergency treatments of injuries and sudden illness. American Red Cross certification in Community CPR and Standard First -Aid Responding to Emergencies may be earned.	

PHED 1308 Sports Officiating 3-0-3
Theory and practice in techniques of officiating. Prerequisite: Officiating experience.

PHED 1336 Principles of Recreational Leadership 3-0-3
A study of the development of skills and leadership ability in various program areas of recreation including boys clubs, city recreation and armed forces. It describes recreational leadership methods for selection and discusses the principles and problems of recreational supervision.

PHED 2155 Water Safety 0-3-1
Participation and instruction in advanced aquatic activities. Prerequisite: Demonstrated swimming skills.

PHILOSOPHY (PHIL)

****PHIL 1301 Introduction to Philosophy** 3-0-3
A general introduction to critical and reflective thinking as applied to the basic problems of existence and the meaning of human life and institutions; study of methods and types of evidence utilized by authority, intuition, revelation, reason and scientific methods, and a study of the nature of philosophy, including its relation to religion, science and art.

****PHIL 1304 World Religions** 3-0-3
A survey course dealing with the origins, tenets, and development of the major world religions. Deductive method used to understand religion as phenomenon in man's life. Discussion of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

****PHIL 1316 History of Religions I** 3-0-3
In a historical survey of major religions, this course focuses on the history of literature of Ancient Judaism during the Old Testament period emphasizing its development of social, political, and religious institutions and ideas.

****PHIL 1317 History of Religions II** 3-0-3
In a historical survey of major religions, this course focuses on the history and literature of Early Christianity during the New Testament period emphasizing its origin, development, and religious institutions and ideas.

****PHIL 2303 Logic** 3-0-3
Nature and methods of correct reasoning, deductive proof, inductive proof, fallacies, and arguments.

****PHIL 2306 Introduction to Ethics** 3-0-3
Study of the basic principles of the normal life, with critical examination of traditional and current theories of the nature of goodness, happiness, duty, and freedom.

****PHIL 2307 Introduction to Social and Political Philosophy** 3-0-3
Critical examination of the major theories concerning the organization of societies and government.

PHYSICAL SCIENCE (PHYS)

****PHYS 1305 Survey of Physics** 3-0-3
A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of classical and modern physics which are the foundation of everyday phenomena.

***This course can not be offered by CTC within the PFEC without approval.*

***PHYS 1311 Survey of Astronomy**

3-0-3

A non-mathematical approach to the solar system. Beginnings of astronomy, motions of celestial bodies, members of the solar system, atoms and light are studies. Planetarium and observatory are used in class. Not offered in Texas.

PSYCHOLOGY (PSYC)

***PSYC 2301 Introduction to Psychology**

3-0-3

Basic principles of human experience and behavior involving biological, environmental and sociological studies. An overview course including an introduction to the major studies of psychology.

****PSYC 2308 Child Growth and Development**

3-0-3

The purpose of this course is to develop an understanding of children and to engender a real interest in them. Consideration is given to human organism as it develops physically, mentally, emotionally, and socially from birth through adolescence.

****PSYC 2314 Life Span Development**

3-0-3

This course will study the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the life span.

****PSYC 2315 Personality Adjustment**

3-0-3

A study of psychological concepts and principles related to healthy personality and social adjustments.

****PSYC 2316 Psychology of Personality**

3-0-3

The study of various approaches to determinants, development, and assessment of personality. Prerequisite: PSYC 2301.

REAL ESTATE (RELE)

RELE 1301 Principles of Real Estate (REAE 1301)

3-0-3

This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate principles. An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.

RELE 1303 Real Estate Appraisal (REAE 2302)

3-0-3

A study of the central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting.

RELE 1307 Real Estate Investments (REAE 2308)

3-0-3

Financing, evaluation, and management of real state investments. Emphasis on real state investment characteristics, techniques of investment analysis, time-value of money, discounted investment criteria, leverage, and property tax implications of owning real state.

RELE 1309 Real Estate Law of Contracts (REAE 2305)

3-0-3

Provides a study of legal concepts of real estate, land descriptions, real property rights, estate in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title.

**Available via distance learning (video) format within the PFEC.*

*** This course can not be offered by CTC within the PFEC without approval.*

- RELE 1311 Law of Contracts (REAE 2300)** 3-0-3
This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law. A review of real estate contracts required by Section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history, and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms.
- RELE 1315 Property Management (REAE 2303)** 3-0-3
A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.
- RELE 1319 Real Estate Finance (REAE 2304)** 3-0-3
An overview of the U.S. monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and the State Housing Agency.
- RELE 1321 Real Estate Marketing (REAE 1302)** 3-0-3
A study of real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing; financing; and the deceptive trade practice act, consumer protection act, and commercial code.
- RELE 1325 Real Estate Mathematics (REAE 1300)** 3-0-3
Mathematical logic and basic arithmetic skills including percentages, interest, time-value of money, depreciation, amortization, proration, and estimation of closing statements.
- RELE 1327 Real Estate Commercial Appraisal (REAE 2307)** 3-0-3
Principles and techniques used in the valuation of commercial property. Topics include purposes and functions of an appraisal, social and economic forces affecting value, appraisal case studies, cost, and income approaches to value.
- RELE 1335 Real Estate Construction (REAE 1301)** 3-0-3
A study of the basic principles of design and construction of real estate properties.
- RELE 1391 Special Topics in Real Estate (REAE 2306)** 3-0-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
- RELE 2301 Law of Agency (REAE 1304)** 3-0-3
This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Agency Law. A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of agency.
- RELE 2331 Real Estate Brokerage (REAE 2301)** 3-0-3
A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria.
- RELE 2488 Internship - Real Estate (REAE 2401)** 1-18-4
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: RELE 1301, 1311, 2301, and consent of the Department Chair.

SOCIOLOGY (SOCI)

***SOCI 1301 Introduction to Sociology** 3-0-3
The study of human society, human behavior and personality as a product of group life, community organization, social change and current social problems.

****SOCI 1306 Contemporary Social problems** 3-0-3
Identification and analysis of contemporary social problems and development of criteria for evaluating problems for social betterment.

***SOCI 2301 Marriage and The Family** 3-0-3
A study of problems in courtship, marriage, and family living as they relate to the social structure of American society.

****SOCI 2319 Race and Ethnicity** 3-0-3
The historical, economic, social, and cultural development of minority groups. May include Afro-American, Mexican American, Asian American, and Native American issues.

****SOCI 2336 Criminology** 3-0-3
Cases and manifestations of delinquency, case studies of criminals and their social milieu; the offender and agencies of his adjustments, analysis and evaluation of penal methods.

SPEECH (SPCH)

****SPCH 1144 Forensic Activities I** 3-0-3
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some level to area forensic tournaments.

****SPCH 1145 Forensic Activities II** 3-0-3
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.

****SPCH 1315 Public Speaking** 3-0-3
Research, composition, organization, and delivery of speeches for various purposes and occasions in a variety of communication situations.

****SPCH 1318 Interpersonal Communications** 3-0-3
Theory, examples, and participation in exercises to improve effective one-to-one and small group communication.

SPCH 1321 Business and Professional Speaking 3-0-3
Theories and skills of speech communication as applied to business and professional situations. Includes participating in an interview, preparing a resume and cover letter, engaging in problem-solving discussions, and delivering public speeches.

TECHNICAL MATH (MATH)

* **TECM 1303 Technical Mathematics (TMTH 1301)** 3-0-3
This course includes a study of algebra, trigonometric functions, graphs of trigonometric functions, solution of triangles, and plane and solid geometry. Prerequisite: DSMA 0303 or consent of the Department Chair.

*Available via distance learning (video) format within the PFEC.

100 **This course can not be offered by CTC within the PFEC without approval.

WELDING (WLDG)

WLDG 1413 Introduction to Blueprint Reading for Welders (WELD 1406, TIWL 1401) 3-3-4

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic descriptions, and welding processes, including systems of measurements and industry standards. Interpretation of plans and drawings used by industry. Prerequisite or co-requisite: INDU 1400 or WLDG 2403 or consent of the Department Chair.

WLDG 1425 Introduction to Oxy-fuel Welding and Cutting (WELD 1401, TIWL 1302) 3-3-4

An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, set up and maintenance of oxy-fuel welding, and cutting equipment and supplies. Prerequisite or Co-requisite: INDU 1400 or WLDG 2403 or consent of the Department Chair.

WLDG 1428 Introduction to Shielded Metal Arc welding (SMAW) (WELD 1402, TIWL1303) 3-3-4

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Prerequisite or Co-requisite: WLDG 1425 and 2403, or consent of the Department Chair.

WLDG 1430 Introduction to Gas Metal Arc (MIG) Welding (WELD 2408, TIWL 1408) 3-3-4

A study of the principles of gas metal arc welding, set up and use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. Prerequisite: WLDG 1428 and 2403, or consent of the Department Chair.

WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding (WELD 2407, TIWL 2409) 3-3-4

An introduction to the principles of gas tungsten arc welding (GTAW) set up and use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Prerequisite: WLDG 1428 or consent of the Department Chair.

WLDG 1435 Introduction to Pipe Welding (WELD 2402, TIWL 2410) 3-3-4

An introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment set up, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Prerequisite: WLDG 1457 or consent of the Department Chair.

WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW) (WELD 1403, TIWL 1304) 3-3-4

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Prerequisite: WLDG 1428 or consent of the Department Chair.

WLDG 2403 Welding Safety, Tools, and Equipment (TIWL 1300) 3-3-4

An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of the hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints.

WLDG 2406 Intermediate Pipe Welding 3-3-4

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment set up, and safe shop practices. Prerequisite: WLDG 1435 or consent of the Department Chair.

WLDG 2413 Welding Using Multiple Processes (TIWL 1402) 2-7-4

Instruction using layout tools and blueprint reading with demonstrations and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding, gas metal arc welding, flux-cored arc welding, gas tungsten arc welding or any other approved welding process.

WLDG 2435 Advanced Layout and Fabrication (WLDG 1417, TIWL 2412) 3-3-4

A capstone course in layout and fabrication which covers production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Prerequisite: Completion of all WLDG courses in the program except WLDG 2488 or consent of the Department Chair.

WLDG 2439 Advanced Oxy-Fuel Welding and Cutting (WELD 1405) 3-3-4

A study of all position welding on ferrous and nonferrous metals using oxy-acetylene welding process including welding and cutting, brazing, and soldering operations. Prerequisite: WLDG 1425 or consent of the Department Chair.

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) (WELD 2401, TIWL 1306) 3-3-4

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisite: WLDG 1457 or the consent of the Department Chair.

WLDG 2447 Advanced Gas Metal Arc (MIG) Welding 3-3-4

Advanced topics in GMAW welding, including welding in various positions and directions. Prerequisite: WLDG 1430 or consent of the Department Chair.

WLDG 2451 Advanced Gas Tungsten (TIG) Welding 3-3-4

Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: WLDG 1434 or consent of the Department Chair.

WLDG 2453 Advanced Pipe Welding (WELD 2404, TIWL 2411) 3-3-4

Advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode, equipment set up, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Prerequisite: WLDG 2406 or consent of the Department Chair.

Pacific Far East Campus Locations

Headquarters: Camp Market, Korea

Indian Ocean: Diego Garcia

Japan: Atsugi Naval Air Station, Camp Zama, Iwakuni Marine Corps Air Station, Misawa Air Base, Sasebo Naval Base, Yokosuka Naval Base, Yokota Air Base

Korea: Camp Bonifas, Camp Carroll, Camp Casey, Camp Colbern, Camp Edwards, Camp Essayons, Camp Gary Owens, Camp Greaves, Camp Henry, Camp Hovey, Camp Howze, Camp Humphreys, Camp Jackson, Camp Kyle, Camp La Guardia, Camp Long/Eagle, Camp Page, Camp Red Cloud, Camp Sears, Camp Stanley, Camp Stanton, K-16 Army Air Field, Kunsan Air Base, Osan Air Base, Pusan, Suwon Air Base, U. S. Army Garrison-Yongsan

Okinawa: Camp Butler, Camp Courtney, Camp Foster, Camp Hansen, Camp Kinser, Camp Lester, Camp Schwab, Camp Shields, Camp Futenma, Kadena Air Base, Torii Station

Pacific Far East Campus (PFEC) Key Personnel Listing

<u>Position</u>	<u>E-mail address</u>
Dean	dean@ctc-pac.com
Director of Education & Support Services	operations@ctc-pac.com
Director, Resource Management	business@ctc-pac.com
Director of Operations, Korea	korea@ctc-pac.com
Director of Operations, Okinawa	okinawa@ctc-pac.com
Director of Operations, Mainland Japan	japan@ctc-pac.com
Student Services Officer	students@ctc-pac.com
Coordinator, Area 1, Korea	korea-a1@ctc-pac.com
Coordinator, Area 2, Korea	korea-a2@ctc-pac.com
Coordinator, Area 3, Korea	korea-a3@ctc-pac.com
Coordinator, Area 4, Korea	korea-a4@ctc-pac.com
Coordinator, Okinawa	okinawa-coord@ctc-pac.com
Coordinator, Mainland Japan	region-c@ctc-pac.com
Manager, Support Services/Book Store	support@ctc-pac.com
Manager, MOSIT/CNC/API, Korea	korea-api/cnc@ctc.pac.com

Faculty

Pacific Far East Campus

Robert D. Baker Jr.

Law Enforcement

A.S., Community College of the Air Force

B.S., University of Maryland

M.A., University of Oklahoma

John H. Cleary

History

B.A., St. John's University

M.A., St. John's University

Rita E. Chung

Government/College Non-Credit

M.A., George Washington University

B.S., Georgetown University of Foreign Schools

Matt M. Diaz

Criminal Justice

J.D., Washburn Law School

B.S., St. Leo College

A.A., Savannah Technical Institute

M.E.D., University of Maryland

In Young Jung

College Non-Credit

B.S., University of Connecticut

M.S., National University

M.S., University of New Haven

Russell W. Krogh

Law Enforcement

A.G.S., Central Texas College

Stephen A. McKean

Law Enforcement

A.A., The University of the State of New York

B.A., The University of the State of New York

Hwi Shin Hong

Mathematics/Management

PhD., Massachusetts College of Pharmacy

M.S., Massachusetts College of Pharmacy

B.S., Ewha Women University

You-Sik Hong

Computer Science

PhD., Kyung Hee University

M.S., New York Institute of Technology

B.S., Kyung Hee University

Calvin R. Buckner

Law Enforcement

A.S., Western Piedmont Community College

B.S., Gardner-Webb College

O'Chongae Nicole Lee

Humanities

B.S., Arizona State University

M.S., Arizona State University

Norman H. Graves

Hospitality Management/Culinary Arts

A.A.S., Central Texas College

Kimberly M. Johnson

Legal Assistance/Law Enforcement

B.S., University of Southern Mississippi

J.D., Stetson University

April L. Hamby

Child Development

B.S., VA Polytechnic Institute and State Univ

M.S., VA Polytechnic Institute and State Univ

Shinhan S. Kim

Government/Child Development

B.A., University of California, Berkeley

M.S., University of California, Santa Barbara

PhD., University of California, Santa Barbara

Esther L. Margolis

Law Enforcement

B.S., Arizona State University

M.S., Arizona State University

Alison M. Martin

Physics/College Non-Credit

PhD., Tulane University

M.S., Tulane University

B.S., University of California

Archie L. Schrotenboer

Management

M.A., The University of Iowa

B.A., Stanford University

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