

## PACIFIC FAR EAST CAMPUS

Korea Mainland Japan Okinawa



CENTRAL TEXAS COLLEGE

PACIFIC FAR EAST CAMPUS

CATALOG SUPPLEMENT 2004-2006

# CENTRAL TEXAS COLLEGE

CATALOG SUPPLEMENT 2004-2006

# Major Campus Addresses

## Central Campus

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

## Fort Hood & Service Area Campuses

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

## Continental Campus

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

## Navy Campus

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

## Navy Campus Atlantic Office

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

## Navy Campus Pacific Office

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

## Pacific Far East Campus

Central Texas College  
Attn: Department/Individual  
Unit 15559  
APO AP 96283-5559  
Commercial: 032-523-5110  
Military: 722-3833-3814  
From the U.S.: 011-82-32-523-5110

**Note:** Pacific Far East Campus locations, key positions and e-mail addresses are listed on the inside back cover. Regional office addresses are:

## Korea

Central Texas College  
Attn: Director  
Unit 15556  
APO AP 96205-5556  
Military: 723-5737

## Mainland Japan

Central Texas College  
Attn: Director  
Unit 45006  
APO AP 96343-5006  
Military: 263-4538

## Okinawa

Central Texas College  
Attn: Director  
Unit 35033  
FPO AP 96373-5033  
Military: 645-7391/3500

## Europe Campus

Central Texas College  
Attn: Department/Individual  
Unit 20233  
APO AE 09165  
Commercial: 06181-500-8850  
Military: 322-8851/8871

Correspondence and inquiries for all Campuses should be addressed to the appropriate office (e.g., Office of the Dean, Human Resources, Evaluations, Transcripts, etc.).

Central Texas College 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**

## **Pacific Far East Campus Catalog Supplement Fourth Edition 2004-2006**

### **Table of Contents**

Board of Trustees .....	2
Executive Officers .....	2
Term Calendars .....	2
Central Texas College Statement of Purpose .....	3
General Information .....	5
Uniform Application of Standards .....	6
Admissions and Registration .....	6
College Costs .....	9
Student Services .....	10
Student Financial Assistance .....	13
Academic Policies .....	14
Student Responsibilities .....	22
Graduation .....	24
Degree and Certificate Requirements .....	25
Programs of Study (IAW Pacific Far East Campus) .....	29
Course Descriptions .....	46
Index .....	74

### **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.

### **Contract Approval:**

Central Texas College was awarded the contract to provide academic programs and services as stated in Contract No. FA5215-04-D-0004, effective date December 1<sup>st</sup>, 2003. The Texas Higher Education Coordinating Board, Texas Education Agency, approves Central Texas College.

### **Listed in:**

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

### **Member of:**

American Association of College Admissions Counselors; American Association of Collegiate Registrars and Admissions Officers; American Association of Community and Junior Colleges; Association of Texas Colleges and Universities; Broadcast Education Association; National Association of Veteran Program Administrators; National Association of Student Financial Aid Administrators; Servicemembers Opportunity Colleges; 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

**Mr. Charles B. Baggett, Chairperson**  
**Mrs. Barbara A. Weaver, Vice Chairperson**  
**Dr. Jimmie Don Aycock, Treasurer**  
**Mrs. Mari Meyer, Secretary**  
**Mr. Don Armstrong, Member**  
**Mr. Jimmy Towers, Member**  
**Mr. Elwood H. Shemwell, Member**

Copperas Cove, Texas  
Killeen, Texas  
Harker Heights, Texas  
Killeen, Texas  
Killeen, Texas  
Killeen, Texas  
Copperas Cove, Texas

## Executive Officers

**James R. Anderson, Chancellor**  
B.B.A., Michigan State University  
M.B.A., Florida State University  
Ph.D., Florida State University

**Jim M. Yeonopolus, Deputy Chancellor, Campus Operations / Dean Navy Campus**  
B.S., Southwest Texas State University  
M.S., University of Arizona

**Ben H. Wickersham, Deputy Chancellor, Educational Program and Support Services**  
A.A., Kilgore College  
A.A.S., Central Texas College  
B.S., East Texas State University  
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, Resource Management**  
B. S., Tarleton State University  
Certified Public Accountant

## Term Calendars\*

### 2004-2005

Term 1	August 15, 2004	through	October 15, 2004
Term 2	October 16, 2004	through	December 17, 2004
Term 3	December 18, 2004	through	March 11, 2005
Term 4	March 12, 2005	through	May 13, 2005
Term 5	May 14, 2005	through	August 12, 2005

### 2005-2006

Term 1	August 13, 2005	through	October 14, 2005
Term 2	October 15, 2005	through	December 23, 2005
Term 3	December 24, 2005	through	March 10, 2006
Term 4	March 11, 2006	through	May 12, 2006
Term 5	May 13, 2006	through	August 18, 2006

\* *Dates are subject to change*

# Central Texas College 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 have significantly 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.

Central Texas College initiated on-site programs at Fort Hood in 1970 and in Europe in 1974. Central Texas College's success at Fort Hood and Europe led to the explosive expansion of Central Texas College's locations, including Fort Leonard Wood (Missouri), South Korea, and the Atlantic and Pacific Fleets in 1976. By the early 1980s, Central Texas College offered programs to military personnel stationed in the Pacific Command, Alaska, Panama, and 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, Central Texas College 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 include military, civilian, and incarcerated students.

Students enrolled in Central Texas College 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. Central Texas College 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 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

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

## Mission Statement

At Central Texas College, we identify and serve our unique global community needs and provide quality teaching through an accessible learning environment.

## Purpose

The purpose of Central Texas College 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;
- 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 developing and/or honoring:

- 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 serve and a resource to be developed;
- The highest standards of ethical professional practice;
- Effective stewardship of public trust and resources;
- Programs that are student-centered reflect changes in the body of knowledge and technology; and
- 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 continuously evaluate programs, services, processes, and personnel and to 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; create a positive work environment; and assure 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 that are not available locally 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 of publication. 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 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. 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 the local base/post library work together to provide library support to help students succeed. This joint effort has employed a "Library without walls" approach by using appropriate technology to assist in obtaining research needs. In addition to the "hard copy" library resources at the local base/post library, information resources are available in an ever-increasing number of locations and formats. The base/post library, assisted by Central Texas College, maintains 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](http://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. Assistance in locating appropriate library resources may also be obtained by sending an e-mail message to [library@ctc-pac.com](mailto:library@ctc-pac.com) or contacting the local Central Texas College 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 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 responsible for that area. For assistance pursuing a grievance matter, contact a Central Texas College official at your location.

## **Statement on Harassment and Discrimination**

Central Texas College is committed to providing and strives to protect the rights and privileges of all its members 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.

Individuals who believe they have experienced harassment or discrimination are encouraged to contact a Central Texas College official.

## **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.

## **Admissions and Registration**

### **General Admissions Information**

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.

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.



## Admissions Requirements

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

## Admissions Requirements—International Students

Non-native English speaking students (local and third country nationals whose primary language is something other than English) must provide an official certificate reflecting a minimum score of 450 (within PFEC) 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 Central Texas College course. In some locations, a non-SOFA fee is collected by the Education Center for students wishing to take courses and do not have SOFA (Status of Forces Agreement) 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;
- Submission of official high school transcript;
- Compliance with all policies of Central Texas College and the high school, including attendance; and
- Appropriate Education Center Personnel and Campus Dean approval.

Students who meet the criteria will be permitted to take one course per term on a term-by-term basis.

## Records Required

### Transcript and Test Scores

Degree or certificate seeking students must ensure that official transcripts of all previous education are submitted to the Evaluations Dept. to comply with Central Texas College's admission requirements.

- **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.
- **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.
- **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.
- **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 that official records be forwarded directly from the issuing institution to Central Texas College. To be acceptable, transcripts must bear the original mark or seal and original signature of the registrar. Under the provisions of the Family Education and Privacy Act, Central Texas College 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 Student Services Department.*

## 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 Student Credit

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 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. Contact your primary school or the SOC (Servicemembers Opportunity Colleges) 2 or SOC 4 for class articulation.

## Registration

### 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 with the 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:

- Application for Admission/Class Registration (required for registration);
- Payment of fees and tuition, or submission of fully executed invoice documentation.

*NOTE: Step 2 may include providing completed military tuition assistance (TA) forms, Veterans Administration (VA) forms for other financial assistance forms, if one of these tuition assistance sources is used when registering for Central Texas College classes.*

All forms necessary for registration are available at the Central Texas College field office at each location with the exception of tuition assistance forms, which may be obtained from or provided by the source of the assistance.

### Late Registration

Late registration is permitted if no more than 1/8 of the course's contact hours have elapsed. 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. Registration after the registration period is not permitted.

## Official Enrollment

To become an official member of a class at Central Texas College, follow the established procedures for registration and paying tuition and fees. A student is not officially enrolled until all applicable tuition and fees have been paid in full, and a student who officially withdraws is 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

The Pacific Far East Campus offers selected general education courses via a distance learning, portable media format. Interested students should contact their local Central Texas College representative for course and enrollment information.

## College Costs

### Tuition

Tuition for classes within the Pacific Far East Campus is governed by government contract. The following rates apply to one semester hour of instruction as of publication of this catalog:

August 1, 2004 – July 31, 2005      \$150.00

*NOTE: Students may obtain information about current tuition costs from the local Central Texas College or Education Center office.*

### Fees and Charges

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

**Degree / Certificate of Completion Fee:** A non-refundable fee of \$25 is payable at the time of application for a Degree Certificate of Completion. (See Programs of Study starting on page 28.)

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

**Transcript Fee:** The first transcript issued is free of charge; subsequent transcripts are \$3 each. Payment must be made by check or money order.

*NOTE: Refund of overpayment for transcript and/or other fees will be made only upon a written request by the student.*

### Payment

Make checks or money orders payable to Central Texas College. Credit cards are also acceptable for payment; however, only international MasterCard or VISA cards. Foreign and Local Nationals who chose to pay tuition fees can transfer funds from their personal bank to Central Texas College bank account after making arrangements with their CTC Field Representative. 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.

### Refund Policy

The official date of the withdrawal is the date the Application for Withdrawal/Refund form is completed and filed with the local Central Texas College representative. In all cases where students receive Tuition Assistance and/or Federal Aid, the ESO, NCR, or designated representative must sign the withdrawal form before submission to the local Central Texas College 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 is considered filed on the date of the emergency. Students must submit written proof of the 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.



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.

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% (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 federal programs in the following order:

1. Federal Family Education Loan Programs (Unsubsidized, PLUS)
2. Federal Perkins Loan Program
3. Federal PELL Grant
4. Federal SEOG
5. Other Title IV Programs
6. The student

## Textbooks

Textbook prices are available from the Central Texas College representative and may vary from term to term. Textbook costs are not refundable unless the class is canceled by Central Texas College and the book is returned unused and unmarked to the appropriate Central Texas College representative.

Students are expected to buy the textbooks designated for each course unless otherwise specified during the registration period. This period is normally two weeks before the class starts and during the first week of classes.

## Student Services

### Guidance and Counseling

As a service to soldiers and family members and to the community, Education Centers have a professional guidance counselor that can assist students in making decisions regarding career planning and your educational and personal goals. All soldiers are required to receive counseling within thirty days after arrival at their new duty station. Counselors assist soldiers and family members empowering them to progress toward educational and career goals by recommending a degree program and course selection. As a part of this program, counselors assist in interpretation of tests, inventories, occupational and educational labor market information and transfer credits. Assistance in planning to transfer to other colleges and universities is also available. Guidance Counselors can also provide information regarding financial aid availability, testing for credit (CLEP/DSST, ACT/SAT, GED, DLPT/languages, improving test taking skills, and more.

### Course Planning

Proper planning of courses is important for each student in order to assure that individual objectives may be attained. If you are undecided as to your major field of study or have not set a degree program contact the Guidance Counselor for assistance in course planning before beginning the registration process. Students have the final responsibility for a proper and successful educational experience.

### Student Transcripts

Students' records are confidential. Therefore, **only** the student can request a personal transcript from Central Texas College. Forms for ordering transcripts are available from the local Central Texas College field office or the Central Texas College District website at: <http://www.ctcd.edu/transreq.htm>

In addition, a letter of request may also be used with an 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.

When a student has completed all requirements for a Central Texas College degree, transfer credits accepted for that degree are then consolidated on a Central Texas College transcript. Again, if a student has completed college work not accepted toward a Central Texas College 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 and 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 cannot be honored.

Send requests for transcripts to the Transcript Department in Killeen, Texas, at the Central Campus address inside the front cover 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 issued to other institutions, government agencies, or any entity other than the student will be official transcripts.

*NOTE: Requests for student transcript services cannot be honored if the student has outstanding obligations to any of the Central Texas College Campuses worldwide. Examples of obligations are returned checks, declined credit cards, non-repayment of financial aid, or failure to comply with admissions requirements. In addition, students on financial hold will not be eligible for student services. Examples include, but are not limited to evaluation services, transcripts, or graduation consideration.*

## **Evaluation of Previous Education**

### **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 Central Texas College office identified below. Appropriate forms for requesting an official evaluation may be obtained from the local Central Texas College representative or the Central Texas College District, Killeen, Texas, website at: <http://www.ctcd.edu>

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 Central Texas College. 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, Student Services, Camp Market, Korea, at the address listed inside the front cover of this Catalog. From all other campuses, send your request to the Central Campus address, Attention: Evaluation Services, also listed inside the front cover of this Catalog.

### **Evaluation of 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 service basic training;
- Credit for military schools completed, as recommended by the American Council on Education (ACE) and recognized by Central Texas College;
- 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 that are members of the National University Extension Association; and
- 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 five years before the student's completion of six semester hours in residency with Central Texas College will not be eligible for credit consideration. Evaluated credit will be awarded only when it applies to the student's designated degree requirements.*

## **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.

## **Servicemembers Opportunity Colleges (SOC)**

As a member of the Servicemembers Opportunity Colleges 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 (Servicemembers Opportunity Colleges) 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 Central Texas College 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 access 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 Servicemembers Opportunity Colleges. 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 Central Texas College representative for information and guidance on requesting an official evaluation from Central Texas College.

Students who no longer reside within the Pacific area should contact:

Central Texas College  
Attn: Student Services  
P.O. Box 1800  
Killeen, TX 76540-1800  
(800) 792-3348, extension 1592

*NOTE: 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 period for the completion of a degree program is the equivalent of six eight-week 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 twelve eight-week terms of full-time enrollment to complete a degree program; and
- Half-time students (enrolled in three to five credit hours) shall have twenty-four eight-week terms of half-time enrollment to complete a degree program.

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

### **Types of Aid**

#### **Military Tuition Assistance (TA)**

Many military personnel, whether or not they are eligible to participate under the Veterans Readjustment Benefits ACT, may wish to attend Central Texas College under the Tuition Assistance Program. The Air Force, Army, Marines, and Navy have tuition assistance programs. Active duty military students approved under this program will have a portion, or all of tuition cost paid by the government but will be responsible for paying any remaining amount as well as all fees and book costs. Each recipient should make sure that he or she is familiar with all conditions of the Tuition Assistance Program. Information about such conditions may be obtained at the Military Education Center.

## **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.

## **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 student's education while attending Central Texas College. Applications are available at the military education center, or Central Texas College representative. Students applying for a PELL Grant must complete the required Federal Application form *and* Central Texas College application packet. See your local Central Texas College representative for assistance *before* completing and sending PELL Grant applications.

## **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 military education center or Civilian Personnel Office. One copy of the approved Tuition Assistance form, usually DD Form 1556, is 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. 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 per 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 for more information. The Department of Veteran Affairs, not Central Texas College, determines final determination of academic load for purposes of VA benefits payments. The student must send questions about VA payments directly to the VA Office that serves the student's campus. For the Pacific Far East Center the office is:

VA Regional Office  
P. O. Box 8888,  
Muskogee, OK 74402-8888  
888-442-4551  
E-mail Inquiries: [muskcrpo@vba.va.gov](mailto:muskcrpo@vba.va.gov)

## **Attendance Policy**

### **Class Attendance**

Students are required to attend and be on time for all classes in which they have enrolled. 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 or attendance penalty.

## Absences

The following rules apply to absences:

- Instructors are required to keep attendance records beginning the first day of scheduled class.
- Missing 50 minutes of a class meeting 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, and the course grade will be noted as "FN" on the roll and record book with a final grade of "FN" on the transcript;
- Central Texas College instructors are the only individuals who can authorize excused absences; and
- Regardless of the reason for an absence, the student must complete all course work.

## Excessive Absences / Unsatisfactory Progress

Absence from classes for any reason must not exceed Central Texas College attendance 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% of the hours for the course. For example, an eight-week, 48-hour class meets for 180 minutes each session for 16 sessions. Students with two un-excused absences while taking this class are subject to Administrative Withdrawal as the total unexcused absences (360 minutes) equals 12.5% of class hours. 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 Central Texas College representative for additional information or clarification if they have questions or concerns.

A student who is not meeting course objectives or a student who is not making satisfactory progress may be withdrawn from the class at the discretion of the instructor.

## Official Withdrawal Policy

### Standard College Courses

Students who desire or MUST withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal/Refund. In addition, students must process the form through the Education Services Officer. 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 non-personal funds may be required to repay those funds 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 their Military Education Center to get signature from the ESO on the Application for Withdrawal/Refund. Students who are administratively withdrawn from classes without officially withdrawing will receive an "F" grade and are ineligible for any refund.

- You must sign a withdrawal form.
- If you are using financial aid, military tuition assistance, VA benefits, or other than personal funds, you may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Assistance or the Veteran Services Office before withdrawing. Military Tuition Assistance students should visit their Military Education Center. You must withdraw in person after receiving financial aid, Military Tuition Assistance, or Veterans Assistance approval.
- If you are a distance learner, contact your local CTC representative. If you do not have a CTC representative in your area, contact the Registration and Records Office at the Central Campus.
- eArmyU students should contact their Student Services representative through the portal before withdrawing.
- Students may not withdraw from a class for which the instructor has issued a grade of "F", "FI", "FA", "FN", "X", or "XN" for non-attendance.



## Student Classification

**Freshman:** Less than 30 semester hours of college-level credit recorded on your permanent record.

**Sophomore:** At least 30 semester hours, but no more than 72 semester hours of college-level credit recorded on your permanent record.

## 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 Central Texas College campus. At least 25% 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.

## Transferability of Courses

Students are urged to consult the catalog of the institution to which they may transfer for detailed information concerning course transfer. The student as a basis for course planning should use this Catalog. Courses taken in Developmental Studies may not satisfy degree requirements at receiving institutions.

## Credit Transfer

### To Other Colleges and Universities

The Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion accredits Central Texas College. 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

Generally, 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.

## 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 practice these aptitudes for learning in their life and in their chosen careers. It is the goal of Central Texas College to graduate well-educated men and women who are articulate, lifelong learners, and 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.

## Developmental Studies

Developmental studies courses offered by Central Texas College are designed to 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 Central Texas 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:

ACCT 2301      Principles of Accounting 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.

### Prerequisite Courses

Students should be familiar with course descriptions. If a Central Texas College course requires a prerequisite, that prerequisite should be satisfied prior to registering for the advanced course. For example, ENGL 1302: Composition and Rhetoric II, requires that ENGL 1301: Composition and Rhetoric I, be successfully completed prior to registering for ENGL 1302.

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

### Taking a Course Out of Sequence

Students who take an advanced course before completing the prerequisite must secure approval from the appropriate Education Service Officer and/or 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 courses without completing the required prerequisite rests with the student.

### 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.

### Program and Course Availability

Courses are offered to students at military installations that have sufficient student interest; however, not all courses are available every term.

Student needs and interests are major factors considered in scheduling courses. Students should express their needs to their local military education center. This will assist in scheduling courses that will help the majority of students pursuing a program of study. Due to contractual guidelines, the following courses cannot be offered by the Central Texas College Far East Campus without specific prior approval: MRKG 1311, PHIL 2303, PHYS 1405, and SPCH 1315.

Not all courses are available every semester because of the specialized nature of the course content, equipment requirements, or facility availability. Consult the Schedule published each term for courses offered. Central Texas College reserves the right to cancel offered courses when insufficient enrollment or other circumstances require such action.

## Electives

### Technical Electives

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

### Approved Electives

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

### Computer Science Electives

Computer Science (IMED)  
Computer Science (ITNW)  
Computer Science (ITSC)  
Computer Science (ITSE)  
Computer Science (ITSW)  
Computer Science (ITSY)  
Office Administration (POFI, POFM, POFT)  
HMCA 1319      Computers in Hospitality

### 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 1303	Art History I
ARTS 1304	Art History II
DANC 2303	Dance Appreciation I
DRAM 2366	Development of Motion Picture Art I
HUMA 1315	Fine Arts Appreciation
MUSI 1306	Music Appreciation
SPCH 2341	Oral Interpretation

Modern Language Courses; Literature courses, to include ENGL 1302 when it is not used to satisfy the English requirement; and 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	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics

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

### Classroom Visitors

Permission to visit a class may be granted by the Central Texas College Area Director and the instructor. Such permission encompasses 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 arrange for care of their children during class meetings.



# Grading Policy

## Reporting

Faculty members assign grades based on attendance, class and laboratory performance, test scores, and other academic requirements. Grade reports are not mailed to students. Students need to provide a current e-mail address upon registration each Term. Students are encouraged to become familiar with each instructor's class syllabus and requirements for successful completion. Final grades for traditional classroom and distance learning credit courses are available by:

- Instructors assign and notify students of their grade at the end of each Term.
- SOAR – access your student record through the CTC website at [www.ctcd.edu](http://www.ctcd.edu).
- 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 "Student Services" section of this Catalog for further information on requesting transcripts for 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
FA Failure (for academics, shows as "F" on transcript)	0
FN Failure (for non-attendance, shows as "F" on transcript)	0
FI Failure, non-removal of incomplete	0
IP Incomplete, in progress (except developmental)	Not Computed
N No Credit	Not Computed
P Completed	Not Computed
W Withdrawal	Not Computed
XN Nonattendance, Incomplete for developmental	Not Computed

## Grade Designations

### "D"– Passing, but below average

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, Associate in Science, or Associate in Applied Science degree programs.

### "F"– Failing

Failure may be awarded for lack of academic progress (FA), failure due to non-attendance (FN), or failure to complete remaining course requirements (FI). "F" grades may not be overridden with "W" or "I" grades. If you elect to repeat a course for which you have received an "F," you must re-register, pay full tuition and fees, and repeat the entire course.

### "IP"– Incomplete, Course in Progress (for non-developmental courses)

An instructor may assign an "IP" grade if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The "IP" grade may also be assigned for extenuating circumstances beyond a student's control such as personal illness, death in the family, military orders, or in the case of distance learning courses, technology failures, and mail delays. The instructor requires notice of absences 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. The instructor must set a deadline for completing the remaining course requirements. Central Texas College allows for a maximum of a 90-day extension; however, contract obligations for Central Texas College in the Pacific Far East Campus permit a maximum, 45-day extension only. It is the student's responsibility to arrange with the instructor for the assignment of work necessary to complete the course and change the "IP" within the time specified. An "IP" grade cannot be replaced by the grade of "W." If a student elects to repeat the course, the student must register, pay full tuition and fees, and repeat the entire course. The "IP" grade will appear on the student's transcript as an "IP" and is not calculated in the grade point average. At the end of 90 days if the student has not completed the remaining

coursework as required by the instructor, the "IP" will be converted to an "FI" and appear as an "FI" on the student's official transcript. Special conditions may apply to students enrolled in courses paid through military tuition assistance program or other third-party agreements.

**"I"– Incomplete (for non-developmental courses)**

The "I" grade was discontinued in the summer of 2001. In calculating the grade point average for graduation or other purposes, the "I" grade is calculated as an "F".

**"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.

**"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.)

**"X"– Non-Attendance**

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.

## **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 also 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," "N," "W," or "X."

## **Change of Grade**

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.

## **Student Grade Point Average (GPA)**

Students are expected to apprise themselves of their grade point average. The method of calculation of the student's grade point average is explained above.

Students are responsible for knowing whether 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.

## Probation and Suspension Policies

### Probation

Students who fail to have at least 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.

### 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 before that semester.

A student suspended for the first time may petition Central Texas College to re-enter the next term. For a student who receives a second suspension, the mandatory suspension period is one 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 Central Texas College 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.

## Semester Course 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, in 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.

## **Student Responsibilities**

### **Address Change**

All correspondence from Central Texas College to the student will be to the address provided on the most recent Application for Admission. Address changes can be submitted by e-mail or in writing to the Student Services Records Office. Students are responsible for all communication mailed to the last address on file.

### **Name Change**

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. Any student, who wishes to discontinue the use of a married name and resume the use of a maiden name or a different name, must present a divorce decree or signed court order showing restoration of the maiden name or other name. Other documents that may be used include a U.S. Government issued military I.D. card and Social Security Administration card. 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 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. The student must authorize release of additional information pertaining to the student record in writing.

### **Obligations to the College**

A student may be blocked from future registrations, not permitted to graduate, and/or administratively withdrawn from a class until the student's obligations to the College are met. CTC is authorized to place holds on a student's record under the following conditions, which include but are not limited to:

1. Debt to the college, left unpaid.
2. Failure to make good on a returned check.
3. Failure to make payment on a promissory note or a financial aid overpayment.
4. Failure to pay library or traffic fines.
5. Failure to return any borrowed materials from CTC departments.
6. Ineligibility for aid, for which student registered; overdue loans; and failure to complete records.
7. Failure to file required documents; enrolling under false pretenses.
8. Failure to meet placement or assessment requirements.
9. Rejected charges to a credit card.

### **Falsification of Records**

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

### **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:

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

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and subject to disciplinary action that may include probation, suspension, and/or expulsion.

## **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 live productive, fulfilling lives.

Substance and alcohol abuse disrupts this environment and threatens the lives and well-being of students, faculty, and staff, and jeopardizes 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 Central Texas College-sponsored event is prohibited except when specifically designated by the Board of Trustees of Central Texas College.

Central Texas College is committed to providing comprehensive drug education and prevention programs as well as early intervention and referral services. In support of this commitment, Central Texas College has established the Substance Abuse Resource Center on the Central Campus to provide information and assistance to the college community. Through this program, Central Texas College will provide educational support programs that 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 Representative.

## **Classroom Behavior**

Students attending Central Texas College are in class for various personal and professional reasons. To facilitate instruction and learning, students are expected to maintain a mature, earnest, and interested attitude in the classroom. Central Texas College faculty 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.

Students who fail to understand and accept their role in an educational institution will be subject to counseling and disciplinary action designed to help the students in every way possible. Students will be suspended or expelled from Central Texas College if they fail to respond positively to disciplinary procedures.

Disciplinary actions will range from an oral or written reprimand, disciplinary probation, suspension, to expulsion from Central Texas College. Students on disciplinary probation will not receive 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.

## **Graduation**

### **Graduation Grade Requirements**

To graduate from Central Texas College, 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.

### **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 no later than the following dates:

<b>Graduation</b>	<b>Deadline</b>
December Graduation	October 1 <sup>st</sup>
May Graduation	February 1 <sup>st</sup>
August Graduation	June 10 <sup>th</sup>

All Central Texas College entrance and course requirements must be completed before certificate or degree is awarded. 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 period. No student will be denied a graduation application.

Any student who fails to meet the above graduation deadlines will be processed in the next available degree period. No student will be denied a graduation application.

Any student that has applied for graduation who does not meet the program requirements for graduation within the deadline of that graduation cycle will be deemed a "non-graduate", and will not be eligible for graduation fee reimbursement. If a student's status is "non-graduate" the student will be required to submit a new Application for Graduation, pay the applicable graduation-processing fee and again meet all the degree requirements before the end of that graduation cycle.

## **Commencement**

Central Texas College Pacific Far East Campus conducts formal commencement exercises once each year in Japan, Korea, and Okinawa. Any student who desires to participate in the formal commencement exercise must have completed and submitted an Application for Graduation to CTC-PFEC Student Services for May, August or December of that calendar year, and remitted the applicable graduation-processing fee. To receive their degree or certificate students must be cleared to graduate by the end of the month in which they have applied for graduation, i.e. a student who applies to graduate in August 2004 must meet all graduation requirements by 31 August 2004, and been officially cleared to graduate for that graduation cycle. Students who have completed their degree or certificate requirements should also inform their local Central Texas College 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 coursework 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.
- 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.

## Degree and Certificate Requirements

### Catalog and Completion of Degree / Certificate Program

Students may graduate in a program listed in the catalog that was in effect at the time they enrolled or subsequent catalogs if: (1) the catalog is not more than five years old, and (2) the student's program has not been discontinued. Students generally have two years to complete programs before the program is officially deactivated. Additional information may be obtained from Student Services.

### 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% of course work at Central Texas College.

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.

#### NOTE:

- *Designation of a program discipline will not be written on the face of any Central Texas College diploma.*
- *Students on financial or academic hold are not eligible for graduation.*

### Certificates of Completion

A Certificate of Completion will be awarded to students who fulfill the curricular requirements of special courses and programs. Minimum residency requirements are 25% or 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 Central Texas College representative regarding available certificates of completion.

### 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 inside the front cover of this Catalog.

## Associate in Arts Degree Requirements

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
Modern Languages Selection (FREN, GERM, SPAN, JAPN) .....	8 Semester Credit Hours
Specialization Selection - University Parallel .....	10 Semester Credit Hours

**Total 66 Semester Credit Hours**

## Associate in Science Degree Requirements

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 / Associate in Science Degree Requirements

- A minimum of 25% 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, and
  - A minimum of 2.0 ("C") with Central Texas College; and
- Meet all other Central Texas College and departmental requirements.

## Associate In Applied Science Degree Requirements

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 I) and three semester hours of oral communications, or
  - ENGL 1312 (Business Writing);
- 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;
- Satisfy:
  - A minimum of 50 percent of semester hours credit 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 Central Texas College Catalog;
  - A minimum overall grade point average of 2.0 ("C"),
  - A minimum of "C" on each course in the major, and
  - 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.

## Associate in General Studies Degree Requirements

Students planning to attend a senior college or university should coordinate with that school to ensure that the courses they take at Central Texas College will fulfill lower level degree requirements at that college or university. To receive an Associate in General Studies degree students must complete a minimum of 64 semester hours that 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;
- A minimum of 25% 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.



## Associate in Science (AS) and Associate in Arts (AA) Degree Requirements

Core Area	Course Options	Semester Credit Hours
Communications (010)	ENGL 1301 and 1302	6
Speech (011)	SPCH 1144, 1145, 1315, 1318, 2144, 2145, 2341	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, 1402, 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 HUMA 1315 MUSI 1131, 1151, 1181, 1182, 1183, 1184, 1216, 11217, 1301, 1304, 1306, 1308, 1309, 1311, 1312, 2303, 2311, 2312	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)	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 HIST 2301, 2311, 2312, 2381	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. ITNW 1433, ITSC 1301, ITSC 1405, ITSC 1409, ITSW 1401, ITSW 1404, ITSW 1407, POFI 1345, POFI 2331	
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:** Students planning to attend a senior college should coordinate with that institution to ensure the courses taken at Central Texas College fulfill the required lower level degree requirements.

# PROGRAMS OF STUDY (Pacific Far East Campus)

## General Studies (GSTU)

Associate in General Studies Degree (*Requires 16 SH in residence*)

### First Year

<b>Required Courses</b>			<b>Semester Credit Hours</b>
ENGL *	1301	Composition I	
or			3
ENGL *	1312	Business Writing	
HIST	1301	United States History I	3
HIST	1302	United States History II	3
MATH		MATH 1314 or higher	3
PHED		Physical Education	1
SPCH *		Speech Elective	
or			3
ELCT **		Elective	
ELCT		Computer Science Selection (see page 18)	3
ELCT **		Electives	13

### Second Year

<b>Required Courses</b>			<b>Semester Credit Hours</b>
GOVT	2301	American Government I	3
GOVT	2302	American Government II	3
PHED		Physical Education	1
ELCT		Humanities / Fine Arts Selection (see page 18)	3
ELCT **		Electives	22
<b>Total Hours</b>			<b>64</b>

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)**

**Associate in Applied Science Degree (Requires 16 SH in residence)**

**(Not Offered in Texas)**

### **First Year**

#### **Required Courses**

#### **Semester Credit Hours**

BUSI	1301	Business Principles	3
BMGT	1303	Principles of Management	3
BUSI	1307	Personal Finance	3
HRPO	1311	Human Relations	3
MATH		MATH 1314 or higher	3
PHED		Physical Education	2
SPCH		Speech Selection	3
ELCT		BMGT / BUSG / HRPO Selection	3
ELCT		ENGL Selection	6
ELCT		Computer Science Selection (see page 18)	3

### **Second Year**

#### **Required Courses**

#### **Semester Credit Hours**

ACCT	2301	Principles of Financial Accounting	3
BMGT	1301	Supervision	3
BUSG	2305	Business Law/Contracts	3
HRPO	2301	Human Resource Management	3
MRKG *	1311	Principles of Marketing	3
PHED		Physical Education	2
ELCT		BMGT / BUSG / HRPO or Approved Selection	6
ELCT		BMGT / BUSG / ITSC / ITSE / ITSW Selection	3
ELCT		Humanities / Fine Arts Selection (see page 18)	3
ELCT		Social/Behavioral Science Selection	3
<b>Total Hours</b>			<b>64</b>

\* Not offered by CTC PFEC



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

**First Year**

<b>Required Courses</b>			<b>Semester Credit Hours</b>
BMGT	1301	Supervision	3
BMGT	1303	Principles of Management	3
BMGT	1325	Office Management	3
ENGL	1312	Business Writing	3
ITSC	1409	Integrated Software Applications I	4
ITSW	1404	Introduction to Spreadsheets	4
ITSW	1407	Introduction to Data Base	4
MATH	1324	Finite Mathematics I	
or			3
MATH	1342	Elementary Statistical Methods	
SPCH	1321	Business and Professional Speaking	3
PHED		Physical Education	2
ELCT		Computer Science Selection (see page 18)	4

**Second Year**

<b>Required Courses</b>			<b>Semester Credit Hours</b>
ACCT	2301	Principles of Financial Accounting	3
ACCT	2302	Principles of Managerial Accounting	3
BUSG	2305	Business Law / Contracts	3
HRPO	2301	Human Resource Management	3
HRPO	1311	Human Relations	3
ITSC	1405	Introduction to PC Operating Systems	4
ELCT		Computer Science Selection (see page 18)	4
ELCT		Humanities / Fine Arts Selection (see page 18)	3
ELCT		Social / Behavioral Science Selection (see page 18)	3
<b>Total Hours</b>			<b>65</b>

# Aviation Maintenance Technology (AVMT)

Associate in Applied Science Degree (Requires 18 SH in residence)

(Not Offered in Texas)

## First Year

<i>Required Courses</i>			<i>Semester Credit Hours</i>
AERM	1203	Shop Practices	2
AERM	1208	Federal Aviation Regulations	2
AERM	1210	Ground Operations	2
AERM	1314	Basic Electricity	3
AERM	1444	Aircraft Reciprocating Engines	4
AERM	1452	Aircraft Sheet Metal	4
AERM	2351	Aircraft Turbine Engine Overhaul	3
ENGL	1312	Business Writing	3
MATH		MATH 1314 or higher	3
PHYS*	1405	Elementary Physics I	4
ELCT		Selected AERM Electives	5

## Second Year

<i>Required Courses</i>			<i>Semester Credit Hours</i>
AERM	1205	Weight and Balance	2
AERM	1243	Aircraft Auxiliary Systems	2
AERM	1254	Aircraft Composites	2
AERM	1449	Hydraulic, Pneumatic and Fuel Systems	4
AERM	1456	Aircraft Power Plant Electrical	4
AERM	2231	Airframe Inspection	2
AERM	2337	Landing Gear and Hydraulic Systems	3
AERM	2341	Power Plant and Auxiliary Power Units	3
ELCT		Selected AERM Electives	7
ELCT		Humanities / Fine Arts Selection (see page 18)	3
ELCT		Social / Behavioral Science Selection (see page 18)	3
<b>Total Hours</b>			<b>70</b>

\*Not Offered by CTC PFEC

# Criminal Justice (CRIJ)

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

## First Year

### **Required Courses**

### **Semester Credit Hours**

CJSA	1312	Crime in America	3
CJSA	1313	Court Systems and Practices	3
CJSA	1317	Juvenile Justice System	3
CJSA	1322	Introduction to Criminal Justice	3
CJSA	1327	Fundamentals of Criminal Law	3
CJSA	1348	Ethics in Criminal Justice	3
CJSA	2300	Legal Aspects of Law Enforcement	3
ENGL	1301	Composition I	3
ENGL	1302	Composition II	3
or			
ENGL	2311	Technical Writing	3
MATH		MATH 1314 or higher	3
PHED	1130	Physical Conditioning	1
PHED		Physical Education	1

## Second Year

### **Required Courses**

### **Semester Credit Hours**

CJLE	1211	Basic Firearms	2
CJSA	1342	Criminal Investigation	3
CJSA	1351	Use of Force	3
CJSA	1359	Police Systems and Practices	3
CJSA	2331	Child Abuse, Prevention and Investigation	3
GOVT	2301	American Government I	3
or			
GOVT	2302	American Government II	3
SOCI	1301	Introduction to Sociology	3
SPCH	1321	Business and Professional Speaking	3
ELCT		Selected Criminal Justice Electives	6
ELCT		Computer Science Selection (see Page 18)	3
ELCT		Humanities / Fine Arts Selection (see page 18)	3

**Total Hours**

**67**



## **Criminal Justice - Corrections Specialty (CRJC)**

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

### **First Year**

<b>Required Courses</b>			<b>Semester Credit Hours</b>
CJCR	1304	Probation and Parole	3
CJCR	2325	Legal Aspects of Corrections	3
CJSA	1312	Crime in America	3
CJSA	1313	Court Systems and Practices	3
CJSA	1322	Introduction to Criminal Justice	3
CJSA	1327	Fundamentals of Criminal Law	3
CJSA	1348	Ethics in Criminal Justice	3
ENGL	1301	Composition I	3
ENGL	1302	Composition II	3
or			
ENGL	2311	Technical Writing	3
MATH		MATH 1314 or higher	3
PHED	1130	Physical Conditioning	1
PHED		Physical Education	1

### **Second Year**

<b>Required Courses</b>			<b>Semester Credit Hours</b>
CJCR	1307	Correctional Systems and Practices	3
CJCR	2324	Community Resources in Corrections	3
CJLE	1211	Basic Firearms	2
CJLE	1358	Rights of Prisoners	3
CJSA	1351	Use of Force	3
GOVT	2301	American Government I	3
or			
GOVT	2302	American Government II	3
SOCI	1301	Introduction to Sociology	3
SPCH	1321	Business and Professional Speaking	3
ELCT		Selected Criminal Justice Electives	6
ELCT		Computer Science Selection (see page 18)	3
ELCT		Humanities / Fine Arts Selection (see page 18)	3
<b>Total Hours</b>			<b>67</b>

# Early Childhood Professions (CDEC)

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

## First Year

<b>Required Courses</b>			<b>Semester Credit Hours</b>
CDEC	1303	Family and the Community	3
CDEC	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Professions	3
CDEC	1318	Nutrition, Safety and Health	3
CDEC	1319	Child Guidance	3
CDEC	1354	Child Growth and Development	3
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	1358	Creative Arts for Early Childhood	3
CDEC *	1359	Children with Special Needs	3
ENGL	1301	Composition I	3
or			
ENGL	1312	Business Writing	3
PHED		Physical Education	1

## Second Year

<b>Required Courses</b>			<b>Semester Credit Hours</b>
CDEC	1195	Special Topics in Child Care	1
CDEC	1321	The Infant and Toddler	3
CDEC	1335	Early Childhood Development: 3-5 Years	3
CDEC	1357	Math and Science for Early Childhood	3
CDEC	2326	Administration of Programs for Children I	3
or			
CDEC	2328	Administration of Programs for Children II	3
CDEC	2341	The School Age Child	3
CDEC	2384	Cooperative Education in Child Development	3
MATH		MATH 1314 or higher	3
or			
ENVR	1401	Environmental Science	4
SPCH	1315	Public Speaking	3
or			
SPCH	1321	Business and Professional Speaking	3
ELCT		Computer Science Selection (see page 18)	4
ELCT		Humanities / Fine Arts Selection (see page 18)	3
ELCT		Social / Behavioral Science Selection (see page 18)	3

**Total Hours** **66-67**

- \* May substitute CDEC 1371 Physical Development and Disorder in children or CDEC 1340 Instructional Techniques for Children with Special Needs.

## Early Childhood Professions (ECTC)

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

### Required Courses

### Semester Credit Hours

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

- \* *May substitute CDEC 1371 Physical Development and Disorder in Children or CDEC 1372 Techniques in Child Guidance for the Special Child.*



# Executive Assistant (ASEC)

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

## First Year

<b>Required Courses</b>			<b>Semester Credit Hours</b>
ENGL		English Selection	3
ITSC	1409	Integrated Software Applications I	4
MATH		MATH 1314 or higher-level	3
PHED		Physical Education	1
POFI	1301	Computer Applications I	3
POFI	2301	Word Processing	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1319	Records and Information Management I	3
POFT	1325	Business Math and Machine Applications	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	2312	Business Correspondence and Communication	3

## **Second Year**

<b>Required Courses</b>			<b>Semester Credit Hours</b>
ACNT	1325	Principles of Accounting I	3
PHED		Physical Education	1
POFI	1349	Spreadsheets	3
POFI	2331	Desktop Publishing for the Office	3
POFT	2333	Advanced Document Formatting and Skill building	3
or			
POFI	2340	Advanced Word Processing	3
POFT	1349	Administrative Office Procedures II	3
POFT	2386	Internship – Administrative Assistant/Secretary General	3
or			
POFT	2388	Internship – General Office/Clerical and Typing Service	3
POFT	2387	Internship – Administrative Assistant/Secretarial Science	3
or			
POFT	2389	Internship – General Office/Clerical and Typing Service	3
SPCH	1315	Public Speaking	3
or			
SPCH	1321	Business and Professional Speaking	3
ELCT		Humanities / Fine Arts Selection	3
ELCT		Social / Behavioral Science Selection	3
<b>Total Hours</b>			<b>66</b>

# Fire Protection (FIRT)

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

(*Not offered in Texas*)

## First Year

### **Required Courses**

### **Semester Credit Hours**

ENGL	1301	Composition I	3
ENGL	1302	Composition II	
or			3
ENGL	2311	Technical Writing	
FIRT	1301	Fundamentals of Fire Protection	3
FIRT	1307	Fire Prevention Codes and Inspection	3
FIRT	1309	Fire Administration I	3
FIRT	1319	Firefighter Health and Safety	3
FIRT	2331	Fire Fighting Strategies and Tactics II	3
FIRT	1333	Fire Chemistry I	3
FIRT	1338	Fire Protection Systems	3
MATH		MATH 1314 or higher	3
PHED	1130	Physical Conditioning	1
PHED		Physical Education	1

## Second Year

### **Required Courses**

### **Semester Credit Hours**

FIRT	1303	Fire and Arson Investigations I	3
FIRT	1315	Hazardous Materials I	3
FIRT	1329	Building Codes and Construction	3
FIRT	1349	Fire Administration II	3
FIRT	1331	Firefighting Strategies and Tactics I	3
FIRT	1347	Industrial Fire Protection	3
GOVT	2301	American Government I	
or			3
GOVT	2302	American Government II	
SOCI	1301	Introduction to Sociology	3
SPCH	1321	Business and Professional Speaking	3
ELCT *		Technical Elective	3
ELCT		Computer Science selection (see page 18)	3
ELCT		Humanities / Fine Arts Selection (see page 18)	3
<b>Total Hours</b>			<b>68</b>

\* Students may select either FIRT 1327 or FIRT 2333 as a Technical Elective.

# Information Technology (CSIT)

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

## First Year

<b>Required Courses</b>			<b>Semester Credit Hours</b>
ITNW	1437	Introduction to the Internet	4
ITSC	1409	Integrated Software Applications I	4
ITSE	1431	Introduction to Visual BASIC	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1413	Internet / Web Page Design	4
ITSW	1401	Introduction to Word Processing	4
ITSW	1404	Introduction to Spreadsheets	4
ITSW	1407	Introduction to Database	4
PHED		Physical Education	1

## Second Year

<b>Required Courses</b>			<b>Semester Credit Hours</b>
ENGL	1301	Composition I	3
IMED	2409	Internet Commerce	4
ITNW	1425	Fundamentals of Networking Technologies	4
ITSC	1492	Special Topics in Management Information Systems & Business and Data Processing General	4
ITSC	2439	Personal Computer Help Desk	4
ITSY	2400	Operating Systems Security	4
MATH		MATH 1314 or higher	3
SPCH *	1315	Public Speaking	3
ELCT		Humanities / Fine Arts Selection (see page 18)	3
ELCT		Social / Behavioral Science Selection (see page 18)	3

<b>Total Hours</b>	<b>68</b>
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\* Not offered by CTC-PFEC

# Network Systems Administrator (CSNS)

Associate in Applied Science Degree *(Requires 16 SH in residence)*

## First Year

### **Required Courses**

### **Semester Credit Hours**

COSC	2425	Computer Organization and Machine Language	4
ENGL	1301	Composition I	3
ITNW	1437	Introduction to the Internet	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1409	Integrated Software Applications I	4
ITSE	1431	Introduction to Visual Basic Programming	4
ELCT		Social / Behavioral Science Selection (see page 18)	3
MATH		MATH 1314 or higher	3
PHED		Physical Education	1

## Second Year

### **Required Courses**

### **Semester Credit Hours**

IMED	2409	Internet Commerce	4
ITNW	1425	Fundamentals of Networking Technologies	4
ITNW	2405	Network Administration	4
ITNW	2435	Troubleshooting and Support	4
or			4
ITSE	2413	Web Authoring	4
ITSC	2439	Personal Computer Help Desk	4
ITSE	1450	System Analysis and Design	4
ITSY	2400	Operating Systems Security	4
SPCH *	1315	Public Speaking	3
ELCT		Humanities / Fine Arts Selection (see page 18)	3

### **Total Hours**

**64**

\* Not offered by CTC-PFEC



## **Network Specialist (NSCC)**

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

### **Required Courses**

COSC	2425	Computer Organization & Machine Language
ITNW	1425	Fundamentals of Networking Technologies
ITNW	1437	Introduction to Internet
ITSC	1409	Integrated Software Applications I
ITSC	1413	Internet / Web Page Design
ITSE	1431	Introduction to Visual Basic Programming
ITSY	2400	Operating Systems Security
ELCT		ITSC / ITSE / ITSW / ITNW Technical Elective

### **Semester Credit Hours**

4
4
4
4
4
4
4
4

**Total Hours**

**32**

## **Information Center Specialist (ICSP)**

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

### **Required Courses**

ITSC	1405	Introduction to PC Operating Systems
ITSC	1409	Integrated Software Applications I
ITSC	1413	Internet / Web Page Design
ITSC	2439	Personal Computer Help Desk
ITSE	1431	Introduction to Visual Basic Programming
ITSW	1401	Introduction to Word Processing
ITSW	1404	Introduction to Spreadsheets
ITSW	1407	Introduction to Database

### **Semester Credit Hours**

4
4
4
4
4
4
4
4

**Total Hours**

**32**

# Office Management (OFFM)

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

## First Year

<b>Required Courses</b>			<b>Semester Credit Hours</b>
BMGT	1303	Principles of Management	3
BMGT	1325	Office Management	3
ENGL	1301	Composition I	3
ITSC	1409	Integrated Software Applications I	4
PHED		Physical Education	1
POFI	1301	Computer Applications I	3
POFI	2301	Word Processing	3
POFT	2312	Business Correspondence and Communication	3
POFT	1309	Administrative Office Procedures I	3
POFT	1319	Records and Information Management I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1301	Business English	3

## Second Year

<b>Required Courses</b>			<b>Semester Credit Hours</b>
ACCT	2301	Principles of Financial Accounting	3
ACCT	2302	Principles of Managerial Accounting	3
HRPO	2301	Human Resource Management	3
MATH		MATH 1314 or higher	3
PHED		Physical Education	1
POFI	1349	Spreadsheets	3
POFT	1325	Business Math and Machine Applications	3
POFT	1349	Administrative Office Procedures II	3
SPCH *	1315	Public Speaking	3
or			
SPCH	1321	Business and Professional Speaking	3
ELCT		Humanities / Fine Arts Selection (see page 18)	3
ELCT		POFI / POFT Selection	3
ELCT		Social / Behavioral Science Selection (see page 18)	3
<b>Total Hours</b>			<b>69</b>

\* Not offered by CTC-PFEC

# Paralegal / Legal Assistant (PLLA)

## Associate of Applied Science Degree *(Requires 18 SH in residence)*

The Paralegal / Legal Assistant Program offered at the Central Campus located at 6200 W. Central Texas Expressway, Killeen, Texas is an officially approved program by the American Bar Association.

### First Year

<b>Required Courses</b>			<b>Semester Credit Hours</b>
ENGL	1301	Composition I	3
ITSW	1401	Introduction to Word Processing	4
LGLA	1303	Legal Research	3
LGLA	1307	Introduction to Law and the Legal Profession	3
LGLA	1317	Law Office Technology	3
LGLA	1345	Civil Litigation	3
LGLA	1351	Contracts	3
LGLA	1355	Family Law	3
MATH	1324	Finite Mathematics I	3
or			
MATH	1342	Elementary Statistical Methods	3
POFT	1329	Keyboarding and Document Formatting *	3
SPCH	1321	Business and Professional Speaking	3
ELCT		Humanities / Fine Arts Selection **	3

### Second Year

<b>Required Courses</b>			<b>Semester Credit Hours</b>
ACCT	2301	Principles of Financial Accounting	3
or			
ACNT	1325	Principal of Accounting I	3
GOVT	2301	American Government I	3
GOVT	2302	American Government II	3
LGLA	1353	Wills, Trusts, and Probate Administration	3
LGLA	2303	Torts and Personal Injury Law	3
LGLA	2313	Criminal Law and Procedures	3
LGLA	2331	Advanced Legal Research and Writing	3
LGLA	2433	Advanced Legal Document Preparation	3
or			
LGLA	2488	Internship – Paralegal / Legal Assistant	3
or			
LGLA	2480	Cooperative Education – Paralegal / Legal Assistant	4
PHED		Physical Education	1
PHIL✚	2303	Introduction to Logic	3
ELCT		Selected Legal Electives	6
<b>Total Hours</b>			<b>72</b>

\* Unless demonstrated typing proficiency of 45 words per minute.

\*\* Humanities / Fine Arts Selection shall include only ARTS 1303, 1304, DRAM 1310, HUMA 1315, SPCH 2341, and MUSI 1306.

✚ Not offered by CTC-PFEC

# Restaurant and Culinary Management (HMRI)

## Associate in Applied Science Degree (*Requires 18 SH in residence*)

### First Year

<i>Required Courses</i>			<i>Semester Credit Hours</i>
CHEF	1301	Basic Food Preparation	3
CHEF	1305	Sanitation and Safety	3
GOVT	2301	American Government I	3
HAMG	1308	Introduction to Hospitality Industry	3
HAMG	1319	Computers in Hospitality	3
HAMG	2301	Principles of Food and Beverage Operations	3
HAMG	2307	Hospitality Marketing and Sales	3
PHED		Physical Education	1
RSTO	1221	Menu Management	2
SPCH *	1315	Public Speaking	3
ELCT		Selected Technical Electives	6
ELCT		Humanities / Fine Arts Selection (see page 18)	3

### Second Year

<i>Required Courses</i>			<i>Semester Credit Hours</i>
ENGL	1301	Composition I	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	2332	Hospitality Financial Management	3
HAMG	2388	Internship - Hospitality Administration & Management	3
IFWA	1318	Nutrition for the Food Service Professional	3
MATH	1342	Elementary Statistical Methods	3
PSTR	1301	Fundamentals of Baking	3
RSTO	1313	Hospitality Supervision	3
RSTO	1325	Purchasing for Hospitality Operations	3
ELCT		Academic Elective	3
ELCT		Selected Technical Electives	6
<b>Total Hours</b>			<b>72</b>

\* Not offered by CTC-PFEC



## **Culinary Arts (HMRS)**

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

### **Required Courses**

### **Semester Credit Hours**

CHEF	1301	Basic Food Preparation	3
CHEF	1305	Sanitation and Safety	3
CHEF	1410	Gardé Manager	4
HAMG	2388	Internship – Hospitality Administration and Management	3
HAMG	1308	Introduction to the Hospitality Industry	3
HAMG	1319	Computers in Hospitality	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	2301	Principles in Food and Beverage Operations	3
IFWA	1318	Nutrition for the Food Service Professional	3
PSTR	1301	Fundamentals of Baking	3
RSTO	1313	Hospitality Supervision	3
RSTO	1325	Purchasing for Hospitality Operations	3
ELCT		Selective Technical Elective	3
<b>Total Hours</b>			<b>40</b>

## **Restaurant Skills (HMRS)**

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

### **Required Courses**

### **Semester Credit Hours**

CHEF	1301	Basic Food Preparation	3
CHEF	1305	Sanitation and Safety	3
CHEF	1410	Garde Manager	4
HAMG	1319	Computers in Hospitality	3
HAMG	2301	Principles of Food and Beverage Operations	3
PSTR	1301	Fundamentals of Baking	3
RSTO	1221	Menu Management	2
ELCT		Selected Technical Elective	3
<b>Total Hours</b>			<b>24</b>

# Course Descriptions

The three numbers following (to the right) of the course title indicate: (a) the number of 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. For example: **AERM 1314, Basic Electricity-G, 2-4-3** meets for two hours of lectures per week conducted over a 16-week semester (4 hours per week over an 8-week term), has four laboratory hours required per week conducted over a 16-week semester (8 hours per week over an 8-week term), and three credit hours awarded for successful completion of the course.

## ACCT - Accounting

### **\*ACCT 2301 Principles of Financial Accounting**

**3-0-3**

An introduction to accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset, liability, and equity accounting in proprietorships, partnerships, and corporations.

### **\*ACCT 2302 Principles of Managerial Accounting**

**3-0-3**

An introduction to the use of accounting information as an aid to management decision-making. Topics include cost behavior, budgeting, responsibility accounting, cost control, and product costing.

Prerequisite: ACCT 2301.

## **AERM - Aviation Maintenance Technology** *(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 power plants 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.

## **ANTH - Anthropology**

**\*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 1304 Art History II** 3-0-3  
This course is a survey of the major and minor arts from the 14th century to the present. No prerequisite.

## **BIOL - Biology**

**\*BIOL 1308 General Biology I** 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.

## **BMGT - Business Administration and Management** (See also BUSG, BUSI, 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 that 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.

## **BUSG - Business Administration and Management** **(See also BMGT, BUSI, HRPO, and MRKG)**

### **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.

## **BUSI - Business Administration and Management** **(See also BMGT, BUSG, HRPO, and MRKG)**

### **\*BUSI 1301 Business Principles 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.

## **CDEC - Child Development**

**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 2301) 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, CHDV 1408)** 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** 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 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 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.

## **CHEF - Hospitality Management (See also HAMG, IFWA, PSTR, and RSTO)**

**CHEF 1301 Basic Food Preparation** 1-8-3  
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.

**CHEF 1305 Sanitation and Safety** 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.

**CHEF 1341 American Regional Cuisine** 2-4-3  
A study of the development of regional cuisine in the United States with the emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. Prerequisite: CHEF 1301.

**CHEF 1345 International Cuisine** 2-4-3  
The study of classical cooking skills associated with the preparation and service of international and ethnic cuisine. Topics included similarities between food production systems used in the United States and other regions of the world. Prerequisite: CHEF 1301.

**CHEF 2302 Saucier** 2-3-3  
Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

**CHEF 2332 Buffet Theory and Production** 2-4-3  
Advanced concepts in the construction of inedible display systems. Emphasis on buffet production, presentation, and service. The student will produce tallow, butter, and ice sculptures, and organize a buffet layout. Prerequisite: CHEF 1301.

**CHEF 1410 Gardé Manager** 2-7-4  
A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Subject includes history, soup, salads, cured and smoked foods, sausage, terrines, pates, galantines and, hors d'œuvres and appetizers. Prerequisite: CHEF 1301.



## **CJCR - Criminal Justice (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.

## **CJLE - Criminal Justice (See also CJCR and CJSA)**

**CJLE 1211 Basic Firearms (CRIJ 1210/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 - Criminal Justice (See also CJCR and CJLE)**

**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, record 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 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 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 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.

## COMM - Communications

### **\*COMM 1307 Introduction to Mass Communications**

3-0-3

Instruction in mass media of the modern world. A survey of all mass media, their purposes, and their methods of operation.

## **DS-- - Developmental Studies**

***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 CENTRAL TEXAS COLLEGE. 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 ESL**

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 by using dictation and conversational dialogues.

### **DSLA 0318 English for Foreign Students I ESL**

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 Developmental 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 Developmental 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 functions; 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.

## **ECON - Economics**

**\*ECON 2301 Principles of 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 Principles of 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.

## **ENGL - English**

**\*ENGL 1301 Composition I**

3-0-3

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

**\*ENGL 1302 Composition II**

3-0-3

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

**ENGL 1312 Business Writing**

3-0-3

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

## **ENVR - Environmental Science**

**ENVR 1401 Environmental Sciences I**

3-3-4

General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. Emphasis is placed on a global approach to principles and problems in our environment. Topics include energy resources, air and water pollutants, environmental causes of cancer, pesticides and other toxic chemicals, solid and hazardous wastes, noise limits, crowding, land use and abuse, economic considerations and some governmental regulatory agencies. Lab includes methods of measurement, analysis, and interpretation of environmental data.

## **FIRT - Fire Protection (*Not offered in Texas*)**

**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.

<b>FIRT 1303 Fire and Arson Investigation I (FPRT 2306)</b>	<b>3-0-3</b>
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.	
<b>FIRT 1307 Fire Prevention Codes and Inspection (FPRT 1302)</b>	<b>3-0-3</b>
Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.	
<b>FIRT 1309 Fire Administration I (FPRT 1304)</b>	<b>3-0-3</b>
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.	
<b>FIRT 1311 Fire Service Hydraulics (FPRT 2314)</b>	<b>3-0-3</b>
Study of water distribution systems and fire stream development as related to fire protection and suppression.	
<b>FIRT 1315 Hazardous Materials I (FPRT 2303)</b>	<b>3-0-3</b>
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.	
<b>FIRT 1319 Firefighter Health and Safety</b>	<b>3-0-3</b>
Study of firefighter occupational safety and health in emergency and non-emergency situations.	
<b>FIRT 1327 Building Construction in Fire Service</b>	<b>3-0-3</b>
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.	
<b>FIRT 1329 Building Codes and Construction (FPRT 2305)</b>	<b>3-0-3</b>
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.	
<b>FIRT 1331 Firefighting Strategies and Tactics I (FPRT 2404)</b>	<b>3-0-3</b>
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.	
<b>FIRT 1333 Fire Chemistry I (FPRT 1307)</b>	<b>3-0-3</b>
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.	
<b>FIRT 1334 Fire Chemistry II (FPRT 1308)</b>	<b>3-0-3</b>
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.	
<b>FIRT 1338 Fire Protection Systems (FPRT 1303)</b>	<b>3-0-3</b>
Study of fire detection, alarm, and extinguishing systems.	
<b>FIRT 1345 Hazardous Materials II (FPRT 2308)</b>	<b>3-0-3</b>
In-depth study of mitigation practices and techniques to effectively control hazardous material spills and leaks.	
<b>FIRT 1347 Industrial Fire Protection (FPRT 2301)</b>	<b>3-0-3</b>
Study of industrial emergency response teams and specific concerns related to business and industrial facilities.	
<b>FIRT 1349 Fire Administration II (FPRT 1305)</b>	<b>3-0-3</b>
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.	
<b>FIRT 2331 Firefighting Strategies and Tactics II</b>	<b>3-0-3</b>
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.

**GOVT - Government****\*GOVT 2301 American Government I****3-0-3**

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

**\*GOVT 2302 American 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.

**HAMG - Hospitality Management (See also CHEF, IFWA, PSTR, and RSTO)****HAMG 1308 Introduction to the Hospitality Industry****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. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

**HAMG 1319 Computers in Hospitality****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****3-0-3**

A course in legal and regulatory requirements that affect 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. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

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

An introduction to food, beverage, and labor cost controls with an overview of the hospitality industry from procurement to marketing. Examination of cost components including forecasting, menu planning and pricing, logistical support, production, purchasing, and quality assurance. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

**HAMG 2307 Hospitality Marketing and Sales****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. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

**HAMG 2332 Hospitality Financial Management****3-0-3**

Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

**HAMG 2372 Hospitality Industry Training****3-0-3**

This course provides a thorough look at training by addressing how to assess and analysis the training needs of new and established operations; design, implement, and evaluate training programs for non-management employees; manage the basic training functions; and train the trainer programs. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.



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

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience.

## **HIST - History**

**\*HIST 1301 United States History I** 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 United States History II** 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.

## **HRPO - Business Administration and Management** **(See also BMGT, BUSG, BUSI, 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.

## **HUMA - Humanities**

**\*HUMA 1315 Fine Arts Appreciation** 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.

## **IFWA - Hospitality Management (See also CHEF, HAMG, PSTR, and RSTO)**

**IFWA 1318 Nutrition for the Food Service Professional** 3-0-3

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. National Restaurant Association (NRA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

## **IMED - Computer Science (See also ITNW, ITSC, ITSE, ITSW, and ITSY)**

**IMED 2409 Internet Commerce** 3-3-4

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing on-line transactions, and generating dynamic content. Prerequisite: ITNW 1437 or ITSC 1409.

## **ITNW - Computer Science (See also IMED, ITSC, ITSE, ITSW, and ITSY)**

**ITNW 1425 Fundamentals of Networking Technologies** 3-3-4

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Prerequisite: ITSC 1405 or ITSC 1409.

**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 2435 Troubleshooting and Support** 3-3-4  
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 and ITNW 1425.

## **ITSC - Computer Science (See also IMED, ITNW, ITSE, ITSW, and ITSY)**

**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. Prerequisite: None.

**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. Prerequisite: Eight semester hours of Computer Science courses.

**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. Prerequisite: None.

**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 of Computer Science courses.

**ITSC 1413 Internet / Web Page Development** 3-3-4  
The student will identify basic Internet concepts and terminology; use electronic communications methods; collect and evaluate research data using the Internet; and design, create, organize, and publish web pages and sites. Prerequisite: ITSC 1409.

**ITSC 1492 Special Topics in Management Information Systems and 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 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 either in a Help Desk lab or in short-term assignments for local business. Prerequisite: 12 semester hours of Computer Science courses.

## **ITSE - Computer Science (See also IMED, ITNW, ITSC, ITSW, and ITSY)**

**ITSE 1191 Special Topics / Remote Access** 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 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** 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. Prerequisites: 8 semester hours of Computer Science course work and Departmental approval.

**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 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.

## **ITSW - Computer Science (See also IMED, ITNW, ITSC, ITSE, and ITSY)**

**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 2486 Internship-Data Processing Technology/Technician (COSC 1409)** 1-18-4  
A basic, intermediate, advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisites: 24 hours in Computer Science courses.

## **ITSY - Computer Science (See also IMED, ITNW, ITSC, ITSE, and ITSW)**

### **ITSY 2400 Operating System Security**

**3-3-4**

Safeguard computer operating systems by demonstrating server support skills, and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Prerequisite: 15 credit hours of Computer Science courses or ITSC 1405.

## **LGLA - Paralegal / Legal Assistant**

### **LGLA 1303 Legal Research**

**3-0-3**

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

### **LGLA 1307 Introduction to Law and the Legal Profession**

**3-0-3**

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 1317 Law Office Technology**

**2-2-3**

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. Lab included. Recommended co-requisite: ITSW 1401.

### **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 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 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 2331 Advanced Legal Research and Writing****3-2-3**

This course builds upon the skills acquired in prior legal research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms. Prerequisite: LGLA 1303.

**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.

## **MATH - Mathematics**

**\*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 1342 Elementary Statistical Methods****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.

## **MRKG - Business Administration and Management** **(See also BMGT, BUSG, BUSI, and HRPO)**

**MRKT 1302 Principles of Retailing (BMGT 1302)****3-0-3**

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

**MRKG 1311 Principles of Marketing (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.

**MRKG 2333 Principles of Selling (BMGT 1333)****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 that affect salespeople.



## **MT-- - Military Courses (See also PTMC)**

### **MTBC 1170 Conducting Briefings (BMGT 1172, 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 Military 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 (MGMT 1197)**

**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 1189)**

**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 (BMGT 1171 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.

### **MTES 1171 Professional Ethics**

**1-0-1**

This is a study of the seven Army Values and their application to military and personal life. It is designed to acquaint the student with the Army Seven Values, distinguish between professional values and personal values, and understand how they apply to their unit, community, and nation.

### **MTHO 1170 Historical Principles**

**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 1174 Time Management****1-0-1**

This course is designed to provide students with an understanding of work time and how its effective use can enhance job performance. The student will learn how to analyze use of time in the work place and how it affects job performance. They will learn how to identify tasks, set priorities, and plan and schedule activities to enhance job performance. They will learn how to identify and eliminate time wasters and how to plan and conduct effective meetings. They will develop a clear, formal plan for accomplishing a specific job-related task as a course project.

**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.

**MTHR 1176 Stress Management****1-0-1**

This course explores the relationship between stress and work performance. Provides mechanisms that will enable participants to manage personal stress constructively, help subordinates cope with stress, and reduce stress in the workplace. Emphasis on reducing stress levels to achieve high performance in organizations.

**MTIR 1170 Interpersonal Relationships (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.

**MTMM 1170 Increasing Work Site Efficiency (MGMT 1109)****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 systematic 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.

**MTPF 1170 Personal Financial Management I** 1-0-1  
 This course provides students with basic financial management techniques for personal use and for developing a base of information to use in counseling subordinates. Topics include home ownership, budgets, bank and charge accounts, borrowing, investing, insurance, wills and estate planning and retirement.

**MTPF 1171 Personal Financial Management II** 1-0-1  
 This course provides students with basic financial management techniques for planning personal financial affairs and developing a base of information to use during the counseling of subordinates, including investment concepts, mutual funds, IRA's, and estate planning. Pre-requisite: MTPF 1170 Personal Finance Management I.

## **PHED - Physical Education (Kinesiology)**

<b>PHED 1100</b>	<b>Football and Basketball</b>	<b>0-3-1</b>
<b>PHED 1101</b>	<b>Softball</b>	<b>0-3-1</b>
<b>PHED 1102</b>	<b>Beginning Badminton</b>	<b>0-3-1</b>
<b>PHED 1103</b>	<b>Beginning Bowling</b>	<b>0-3-1</b>
<b>PHED 1104</b>	<b>Soccer</b>	<b>0-3-1</b>
<b>PHED 1106</b>	<b>Beginning Swimming</b>	<b>0-3-1</b>
<b>PHED 1107</b>	<b>Beginning Tennis</b>	<b>0-3-1</b>
<b>PHED 1108</b>	<b>Beginning Golf</b>	<b>0-3-1</b>
<b>PHED 1110</b>	<b>Karate I</b>	<b>0-3-1</b>
<b>PHED 1114</b>	<b>Volleyball</b>	<b>0-3-1</b>
<b>PHED 1115</b>	<b>Basketball</b>	<b>0-3-1</b>
<b>PHED 1117</b>	<b>Hunting</b>	<b>0-3-1</b>
<b>PHED 1118</b>	<b>Jogging</b>	<b>0-3-1</b>
<b>PHED 1119</b>	<b>Racquetball</b>	<b>0-3-1</b>
<b>PHED 1120</b>	<b>Body Building</b>	<b>0-3-1</b>
<b>PHED 1123</b>	<b>Advanced Bowling</b>	<b>0-3-1</b>
<b>PHED 1124</b>	<b>Advanced Swimming</b>	<b>0-3-1</b>
<b>PHED 1125</b>	<b>Intermediate Tennis</b>	<b>0-3-1</b>
<b>PHED 1126</b>	<b>Advanced Golf</b>	<b>0-3-1</b>
<b>PHED 1129</b>	<b>Advanced Badminton</b>	<b>0-3-1</b>
<b>PHED 1130</b>	<b>Physical Conditioning</b>	<b>0-3-1</b>
<b>PHED 1131</b>	<b>Aerobics</b>	<b>0-3-1</b>
<b>PHED 1133</b>	<b>Weight Training</b>	<b>0-3-1</b>
<b>PHED 1134</b>	<b>Cycling</b>	<b>0-3-1</b>
<b>PHED 1136</b>	<b>Lifetime Fitness</b>	<b>0-3-1</b>
<b>PHED 1138</b>	<b>Rhythmic Aerobics</b>	<b>0-3-1</b>
<b>PHED 1140</b>	<b>Karate II</b>	<b>0-3-1</b>

**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 Introductions to Physical Fitness and Sport** 3-0-3  
 A course that 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 Personal/Community Health I** 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 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 I** 3-0-3  
Theory and practice in techniques of officiating. Prerequisite: Officiating experience.

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

## **PHIL - Philosophy**

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

## **PHYS - Physical Science**

**\*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 studied.

**PHYS 1405 Elementary Physics I** 3-3-4  
A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of classical and modern physics that are the foundation of everyday phenomena.

## **POFI - Office Administration (See also POFM and 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 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** 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. For Office Administration majors.



**POFI 2340 Advanced Word Processing** 2-4-3  
Continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents. Prerequisites: Keyboarding and word processing skills recommended.

**POFI 2386 Internship - Information Processing/Data Entry Technician (TIHI 1312, WOPO 2308)** 2-7-3  
A basic, intermediate, advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Departmental approval required.

**POFI 2387 Internship - Information Processing/Data Entry Technician (WOPO 2309)** 2-7-3  
A basic, intermediate, advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Departmental approval required.

**POFI 2481 Cooperative Education - Information Processing/Data Entry Technician** 1-21-4  
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Departmental approval required.

## **POFM - Office Administration (See also POFI and POFT)**

**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**

A basic, intermediate, advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Departmental approval required.

**POFM 2387 Internship - Medical Administrative Assistant/Secretary (TIHI 1309)****2-7-3**

A basic, intermediate, advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Departmental approval required.

**POFT - Office Administration (See also POFI and POFM)****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**

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Departmental approval required.

**POFT 1482 Cooperative Education - General Office/Clerical and Typing Services (WOPO 1401)****1-21-4**

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. 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 that emphasize the improvement of writing skills necessary for effective business communications.

**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, POFI 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: POFI 2301 or Departmental consent.

**POFT 2386 Internship - Administrative Assistant/Secretarial Science, General (OADM 2308)** 2-7-3  
A basic, intermediate, advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Departmental approval required.

**POFT 2387 Internship - Administrative Assistant/Secretarial Science, General (OADM 2309)** 2-7-3  
A basic, intermediate, advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Departmental approval required.

**POFT 2388 Internship - General Office/Clerical and Typing Services (TIOA 1318)** 2-7-3  
A basic, intermediate, advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Departmental approval required.

**POFT 2389 Internship - General Office/Clerical and Typing Services** 2-7-3  
A basic, intermediate, advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Departmental approval required.

**POFT 2481 Cooperative Education - Administrative Assistant/Secretarial Science, General (OADM 2401)** 1-21-4  
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Departmental approval required.

**POFT 2482 Cooperative Education - General Office/Clerical and Typing Services (WOPO 2401)** 1-21-4  
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Departmental approval required.

## **PSTR - Hospitality Management (See also CHEF, HAMG, IFWA, and RSTO)**

**PSTR 1301 Fundamentals of Baking (HMCA 2356)** 2-4-3  
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours.

**PSTR 2331 Advanced Pastry (HMCA 2362)** 2-4-3  
A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques. Prerequisites: PSTR 1301.



## **PSYC - Psychology**

### **\*PSYC 2301 General 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.

## **PTMC - Military Courses (See also MT--)**

### **PTMC 1170 Internet**

**1-0-1**

This course provides a basic course of instruction with Microsoft Internet Explorer. Learning objectives include using a web browser, using search engines, and understanding web etiquette.

### **PTMC 1171 Spreadsheet Applications**

**1-0-1**

A basic course of instruction on the spreadsheet application Microsoft Excel, learning objectives include: Working with formulas and functions, formatting worksheets, creating charts, and linking worksheets.

### **PTMC 1172 Word Processing Applications**

**1-0-1**

A basic course of instruction on Microsoft Word, the class will emphasize creating new documents, working with Auto-text, creating styles, use of proof-reading tools, copying, cutting and pasting. The course will also cover manipulating the screen display, using macros, creating sections and columns, using pictures with text, and creating headers and footers

### **PTMC 1173 Database Applications**

**1-0-1**

A basic course of instruction on Microsoft Access, learning objectives include: Using a real office database requirement; basic life cycle management, logical and physical modeling, users interfaces, creating data structures/databases, and developing/using queries.

### **PTMC 1174 Microsoft Outlook**

**1-0-1**

A course of instruction on Microsoft Outlook, a desktop management program that helps you organize and share information on your desktop and communicate with others. You can use Outlook to manage your intranet and Internet E-mail, appointments, contacts, tasks, and to make notes and journal entries.

### **PTMC 1175 Microsoft Front Page**

**1-0-1**

A basic course of instruction on Microsoft Front Page, learning objectives include: Using the Front Page Editor, using Active Elements, creating image maps, understanding views, compatibility issues, and regulatory/copyright issues.

### **PTMC 1176 Microsoft Power Point**

**1-0-1**

A basic course of instruction for Microsoft PowerPoint, the course will cover creating slides, charts, and labels, using organization charts, adding multimedia elements, animating text and objects, and exporting presentations.

### **PTMC 2171 Microsoft Excel Advanced**

**1-0-1**

An advanced course of instruction for Microsoft Excel, the course will cover database management and analysis, customizing Excel, and using Excel macros.

### **PTMC 2172 Microsoft Word Advanced**

**1-0-1**

An advanced course of instruction to expand and build upon application skills developed in PTMC 1172 Word Processing Applications. The course will cover manipulating the screen display, using macros, creating sections and columns, production of forms, and working with other programs.

### **PTMC 2175 Microsoft Front Page Advanced**

**1-0-1**

An advanced course of instruction for Microsoft Front Page that builds upon the knowledge gained in the basic course by integrating advanced features of Front Page as well as working with Hyper-Text Mark-Up Language (HTML).

### **PTMC 2176 Microsoft Access Advanced**

**1-0-1**

An advanced course of instruction to expand & build upon database theory and application skills developed in PTMC 1173 Database Applications.



## **RSTO - Hospitality Management (See also CHEF, HAMG, IFWA, and PSTR)**

### **RSTO 1221 Menu Management**

**2-0-2**

A study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

### **RSTO 1313 Hospitality Supervision**

**3-0-3**

Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

### **RSTO 1325 Purchasing for Hospitality Operations**

**3-0-3**

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

## **SOCI - Sociology**

### **\*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 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.

## **SPCH - Speech**

### **SPCH 1315 Public Speaking**

**3-0-3**

Course encompasses both theory and practice of communicating with others and includes; research, composition, organization, and delivery of speeches for various purposes and occasions.

### **SPCH 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.

# Index

## A

Absences .....	15
Academic Load .....	14
Academic Policies .....	14-22
Accounting Courses (ACCT) .....	46
Accreditation .....	1
Address Change .....	22
Admissions and Registration	
Admissions Requirements .....	7
Admissions Requirements-International	
Students .....	7
Distance Learning .....	9
Early Admissions .....	7
General Admissions Information .....	6
Records Required	
Transcript and Test Scores .....	7
Transient Students .....	8
Transfer Student Credit .....	8
Registration	
Late Registration .....	8
Official Enrollment .....	8
Registration Periods .....	8
Registration Requirements .....	8
Anthropology Courses (ANTH) .....	48
Application for Certificate or Degree .....	24
Applied Management Degree Program (AAS) .....	30
Applied Management with Computer Applications	
Degree Program (AAS) .....	31
Approved Electives .....	18
Arts Courses (ARTS) .....	48
Associate in Applied Science Degree Programs	
Applied Management .....	30
Applied Management with Computer	
Applications .....	31
Aviation Maintenance Technology .....	32
Criminal Justice .....	33
Criminal Justice - Corrections Specialty .....	34
Early Childhood Professions .....	35
Executive Assistant .....	37
Fire Protection .....	38
Information Technology .....	39
Network Systems Administrator .....	40
Office Management .....	42
Paralegal / Legal Assistant .....	43
Restaurant and Culinary Management .....	44
Associate in Applied Science Degree	
Requirements .....	26
Associate in Arts Degree Requirements .....	26
Associate in General Studies Degree Program .....	29
Associate in General Studies Degree Requirements ..	27
Associate in Science Degree Requirements .....	26
Attendance Policy	
Absences .....	15
Class Attendance .....	14
Excessive Absences / Unsatisfactory Progress .....	15
Auditing Courses See Classroom Visitors .....	18

Aviation Maintenance Technology Courses	
(AERM) .....	46-48
Aviation Maintenance Technology Degree	
Program (AAS) .....	32

## B

Biology Courses (BIOL) .....	48
Board of Trustees .....	2
Business Administration and Management Courses	
(BMGT) .....	48-49
(BUSG) .....	49
(BUSI) .....	49
(HRPO) .....	60
(MRKG) .....	64

## C

Catalog and Completion of Degree / Certificate	
Program .....	25
Catalog, The .....	5
Central Texas College Statement of Purpose	
Goals and Objectives .....	4-5
History .....	3
Mission .....	3
Mission Statement .....	3
Purpose .....	4
Philosophy .....	4
Vision .....	3
Certificate of Completion Fee	
See Fees and Charges .....	9
Certificates of Completion .....	25
Culinary Arts .....	45
Early Childhood Professions .....	36
Information Center Specialist .....	41
Network Specialist .....	41
Restaurant Skills .....	45
Change of Grade .....	20
Cheating	
See Scholastic Honesty .....	22-23
Child Development Courses (CDEC) .....	49-51
Classroom Behavior .....	23
Classroom Visitors .....	18
College Costs	
Fees and Charges .....	9
Payment .....	9
Refund Policy .....	9-10
Textbooks .....	10
Tuition .....	9
Collusion	
See Scholastic Honesty .....	22-23
Commencement .....	24
Common Course Numbers .....	17
Communications Courses (COMM) .....	54
Computer Science Courses	
(IMED) .....	60
(ITNW) .....	60-61
(ITSC) .....	61

(ITSE).....	61-62
(ITSW).....	62
(ITSY).....	63
Computer Science Electives .....	18
Continental and International Programs .....	5
Contract Approval .....	1
Core Curriculum .....	16
Correspondence & Inquires .....	Inside Front Cover
Course Descriptions	
ACCT - Accounting.....	46
AERM - Aviation Maintenance Technology .....	46-48
ANTH - Anthropology.....	48
ARTS - Arts .....	48
BIOL - Biology.....	48
BMGT - Business Administration and Management .....	48-49
BUSG - Business Administration and Management .....	49
BUSI - Business Administration and Management .....	49
CDEC - Child Development .....	49-51
CHEF - Hospitality Management .....	51
CJCR - Criminal Justice .....	52
CJLE - Criminal Justice .....	52
CJSA - Criminal Justice.....	52-53
COMM - Communications .....	54
DS-- - Developmental Studies .....	54-57
ECON - Economics .....	57
ENGL - English .....	57
ENVR - Environmental Science .....	57
FIRT - Fire Protection.....	57-59
GOVT - Government.....	59
HAMG - Hospitality Management .....	59-60
HIST - History .....	60
HRPO - Business Administration and Management .....	60
HUMA - Humanities .....	60
IFWA - Hospitality Management .....	60
IMED - Computer Science .....	60
ITNW - Computer Science .....	60-61
ITSC - Computer Science .....	61
ITSE - Computer Science .....	61-62
ITSW - Computer Science .....	62
ITSY - Computer Science.....	63
LGLA - Paralegal / Legal Assistance .....	63-64
MATH - Mathematics.....	64
MRKG - Business Administration and Management .....	64
MT-- - Military Courses .....	65-67
PHED - Physical Education (Kinesiology) .....	67-68
PHIL - Philosophy .....	68
PHYS - Physical Science .....	68
POFI - Office Administration .....	68-69
POFM - Office Administration.....	69-70
POFT - Office Administration .....	70-71
PSTR - Hospitality Management .....	71
PSYC - Psychology .....	72
PTMC - Military Courses .....	72
RSTO - Hospitality Management .....	73
SOCI - Sociology.....	70
SPCH - Speech .....	70

Course Planning .....	10
Credit Transfer .....	16
<i>See also</i> Transfer of Evaluated Credit.....	12
Criminal Justice - Corrections Specialty Degree Program (AAS) .....	34
Criminal Justice Courses	
(CJCR) .....	52
(CJLE).....	52
(CJSA).....	52-53
Criminal Justice Degree Program (AAS).....	33
Culinary Arts Certificate of Completion .....	45

## D

Declined Credit Card Charge	
<i>See</i> Fees and Charges .....	9
Degree and Certificate Requirements .....	25-28
Degree / Certificate of Completion Fee	
<i>See</i> Fees and Charges .....	9
Degrees Offered .....	25
Department of Defense Civilian Tuition Assistance ...	14
Developmental Studies .....	16
Developmental Studies Courses (DS--) .....	54-57
Discrimination	
<i>See</i> Statement on Harassment and Discrimination....	6
Distance Learning .....	9
Drug and Alcohol Abuse.....	23

## E

Early Admissions .....	7
Early Childhood Professions Certificate of Completion.....	36
Early Childhood Professions Degree Program (AAS)	35
Economics Courses (ECON).....	57
Electives	
Approved Electives .....	18
Computer Science Electives.....	18
Humanities / Fine Arts Electives.....	18
Social / Behavioral Sciences .....	18
Special Electives .....	18
Technical Electives .....	18
English Courses (ENGL) .....	57
Environmental Science Courses (ENVR) .....	57
Equal Opportunity Policy.....	6
Evaluation of Previous Education	
Evaluation of Non-traditional Education .....	11-12
Evaluation Procedures.....	11
Executive Assistant Degree Program (AAS) .....	37
Executive Officers.....	2

## F

Falsification of Records .....	22
Fees and Charges	
Declined Credit Card Charge .....	9
Degree / Certificate of Completion Fee .....	9
Returned Check Charge .....	9
Transcript Fee .....	9



Filing a Grievance	
<i>See</i> Equal Opportunity Policy .....	6
Financial Assistance	
<i>See</i> Student Financial Assistance .....	13-14
Fire Protection Courses (FIRT).....	57-59
Fire Protection Degree Program (AAS).....	38
Freshman	
<i>See</i> Student Classification .....	16
Full Time Student, definition of	
<i>See</i> Academic Load.....	14

## G

General Information .....	5-6
General Studies Degree Program (AGS).....	29
Government Courses (GOVT) .....	59
Grade Point Averaging.....	20
<i>See also</i> Student Grade Point Average (GPA) .....	20
Grades and Financial Aid .....	20
Grading Policy	
Change of Grade .....	20
Grades and Financial Aid.....	20
Grade Designations .....	19-20
Grade Point Averaging.....	20
Grading System.....	19
Reporting.....	19
Graduation	
Application for Certificate or Degree.....	24
Commencement.....	24
Graduation Grade Requirements .....	24
Graduation with Honors .....	25
Grievances	
<i>See</i> Equal Opportunity Policy .....	6
Guidance and Counseling.....	10

## H

Harassment	
<i>See</i> Statement on Harassment and Discrimination ....	6
High School Students	
<i>See</i> Early Admissions.....	7
History Courses (HIST) .....	60
Honor Roll.....	21
Hospitality Management Courses	
(CHEF).....	51
(HAMG).....	59
(IFWA).....	60
(PSTR) .....	71
(RSTO).....	73
How to Choose Courses	
Common Course Numbers .....	17
Prerequisite Courses.....	17
Repeating a Course .....	17
Taking a Course Out of Sequence .....	17
Humanities Courses (HUMA).....	60
Humanities / Fine Arts Electives.....	18

## I

Incomplete Grades.....	19-20
Information Center Specialist Certificate of Completion .....	41
Information Release	
<i>See</i> Records Access .....	22
Information Technology Degree Program (AAS) .....	39
International Students	
<i>See</i> Admissions Requirements-International Students .....	7

## K

Kinesiology Courses	
<i>See</i> Physical Education Courses (PHED).....	67-68

## L

Late Registration .....	8
Legal Assistant Courses	
<i>See</i> Paralegal / Legal Assistant Courses (LGLA).....	63-64
Library Services .....	5
Listed in.....	1

## M

Major Campus Addresses .....	Inside Front Cover
Mathematics Courses (MATH) .....	64
Member of .....	1
Military Courses	
(MT-).....	65-67
(PTMC) .....	72
Military Tuition Assistance (TA) .....	13

## N

Name Change .....	22
Network Specialist Certificate of Completion.....	41
Network Systems Administrator Degree Program (AAS) .....	40
Non-traditional Education, Evaluation of.....	11-12

## O

Obligations to the College .....	22
Office Administration Courses	
(POFI).....	68-69
(POFM) .....	69-70
(POFT) .....	70-71
Office Management Degree Program (AAS) .....	42
Official Enrollment.....	8
Official Withdrawal Policy	
Standard College Courses.....	15
<i>See also</i> "W"-Withdrawal .....	20



Ordering Transcripts	
<i>See Student Transcripts</i> .....	10-11

## P

Pacific Far East Campus Key Position	
Listing.....	Inside Back Cover
Pacific Far East Campus Locations ...	Inside Back Cover
Paralegal / Legal Assistant Courses (LGLA).....	63-64
Paralegal / Legal Assistant Degree Program (AAS)....	43
Payment (of College Costs).....	9
PELL Grant.....	14
Personnel Listing	
<i>See Pacific Far East Campus Key Position</i>	
Listing.....	Inside Back Cover
Physical Education Courses (PHED).....	67-68
Philosophy Courses (PHIL).....	68
Physical Science Courses (PHYS).....	68
Plagiarism	
<i>See Scholastic Honesty</i> .....	22-23
Prerequisite Courses .....	17
Probation and Suspension Policies	
Probation.....	21
Returning to Class.....	21
Suspension .....	21
Program and Course Availability.....	5, 17
Programs of Study	
Certificate Programs	
Culinary Arts .....	45
Early Childhood Professions.....	36
Information Center Specialist .....	41
Network Specialist.....	41
Restaurant Skills .....	45
Degree Programs	
Applied Management (AAS) .....	30
Applied Management with Computer	
Applications (AAS) .....	31
Aviation Maintenance Technology (AAS) .....	32
Criminal Justice (AAS).....	33
Criminal Justice - Corrections Specialty (AAS) ..	34
Early Childhood Professions (AAS).....	35
Executive Assistant (AAS) .....	37
Fire Protection (AAS).....	38
General Studies (AGS) .....	29
Information Technology (AAS).....	39
Network Systems Administrator (AAS) .....	40
Office Management (AAS).....	42
Paralegal / Legal Assistant (AAS) .....	43
Restaurant and Culinary Management (AAS) .....	44
Psychology Courses (PSYC) .....	72

## R

Records Access .....	22
Records Required.....	7-8
Refund Policy .....	9-10
Registration	
Late Registration.....	8
Registration Periods.....	8

Registration Requirements .....	8
Remedial Courses	
<i>See Developmental Studies</i> .....	16
Repeating a Course .....	17
Replacing a Lost Certificate or Degree .....	25
Resident Credit.....	16
Restaurant and Culinary Management Degree	
Program (AAS) .....	44
Restaurant Skills Certificate of Completion.....	45
Returned Check Charge	
<i>See Fees and Charges</i> .....	9

## S

Scholastic Honesty .....	22
Cheating .....	23
Collusion .....	23
Plagiarism .....	23
Semester Course Hours.....	21-22
Servicemembers Opportunity Colleges (SOC) .....	12-13
SOC Criteria.....	12
SOCAD-2/SOCNAV-2/SOCMAR-2	
Degree Completion Agreement.....	13
Social / Behavioral Science Electives .....	18
Sociology Courses (SOCI).....	73
Sophomore	
<i>See Student Classification</i> .....	16
Special Electives .....	18
Speech Courses (SPCH).....	73
Staff Listing	
<i>See Pacific Far East Campus Key Position</i>	
Listing .....	Inside Back Cover
Statement on Harassment and Discrimination .....	6
Student Classification	
Freshman.....	16
Sophomore .....	16
Student Discipline .....	23-24
Student Financial Assistance	
Financial Aid Programs .....	13
Satisfactory Progress Standards .....	13
Types of Aid	
Department of Defense Civilian Tuition	
Assistance.....	14
Military Tuition Assistance (TA).....	13
PELL Grant.....	14
Veterans Benefits .....	14
Student Grade Point Average (GPA) .....	20
<i>See also Grade Point Averaging</i> .....	20
Student Grievances	
<i>See Equal Opportunity Policy</i> .....	6
Student Responsibilities .....	22-24
Student Services.....	10-13
Student Transcripts .....	10-11

## T

Table of Contents .....	1
Taking a Course Out of Sequence.....	17
Technical Electives .....	17

Term Calendars .....	2
Textbooks.....	10
Transcript Fee	
<i>See Fees and Charges</i> .....	9
Transcript Issue	
<i>See Student Transcripts</i> .....	10-11
Transcripts of Previous Education	
<i>See Records Required</i> .....	7
Transfer of Evaluated Credit .....	12
<i>See also Credit Transfer</i> .....	16
Transfer Students	
<i>See Transfer Student Credit</i> .....	8
Transferability of Courses .....	16
Transient Students .....	8
Tuition.....	9
Tuition Assistance	
<i>See Student Financial Assistance</i> .....	13-14

## U

Uniform Application of Standards .....	6
--	---

## V

Veterans Benefits .....	14
-------------------------	----

## W

Withdrawal - "W" Grade.....	20
<i>See also Official Withdrawal Policy</i> .....	15
Withdrawing from Classes	
<i>See Official Withdrawal Policy</i> .....	15

## Pacific Far East Campus Locations

<b>Headquarters</b>	Camp Market, Korea
<b>Indian Ocean</b>	Diego Garcia
<b>Korea</b>	Camp Bonifas, Camp Carroll, Camp Casey, Camp Colbern, Camp Edwards, Camp Essayons, Camp Gary Owens, Camp Greaves, Camp Henry, Camp Hialeah (Pusan), 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, Suwon Air Base, U. S. Army Garrison-Yongsan
<b>Mainland Japan</b>	Atsugi Naval Air Station, Camp Zama, Iwakuni Marine Corps Air Station, Misawa Air Base, Sasebo Naval Base, Yokosuka Naval Base, Yokota Air Base
<b>Okinawa</b>	Camp Butler, Camp Courtney, Camp Foster, Camp Hansen, Camp Kinser, Camp Lester, Camp Schwab, Camp Shields, Futenma Marine Corps Air Station, Kadena Air Base, Torii Station
<b>U.S. Territories</b>	Guam

## Pacific Far East Campus Key Personnel Listing

### Position

#### Campus Headquarters

Campus Dean, B. A. Grice

Associate Dean, Support Services, Adam Marcotte

Associate Dean, Operations, Gary Stover

Director, Business Services, Ken Washington

Director, Human Resources, Elizabeth Pyon

Director, Logistics and Marketing, Shawn Whiteside

Director, Student Services, Dean Moore

General Information

#### Korea

Director, Bobby Massey

Full-time Instructor, Kenneth Gualtier, BS

Full-time Instructor, Russell Krogh, AGS

Full-time Instructor, Stephen McKean, BA

Full-time Instructor, Robert Queen, MPA

Full-time Instructor, Steven Unruh BS

Full-time Facilitator, Rita Chung, MA

Full-time Facilitator, John Cleary, MA

Full-time Facilitator, Nicole Conrad, MFA

Full-time Facilitator, John Eberl, MA

Full-time Facilitator, In Young Jung, MS

#### Mainland Japan

Director, Orazio Forlenza

Full-time Instructor, David Brown, BS

Full-time Facilitator, Sally Donaldson, MA

Full-time Facilitator, Dana Wiggins, MED

Full-time Facilitator, Charlotte Windom, MA

#### Okinawa

Director, Cecilia Reardon

Full-time Instructor, Lynn Olander, BS

Full-time Instructor, Douglas West, BS

### Electronic Address

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# **CENTRAL TEXAS COLLEGE**

**PACIFIC FAR EAST CAMPUS**  
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