



CENTRAL TEXAS

COLLEGE



**Pacific Far East Campus Catalog Supplement
1998-2000**

Changing lives one degree at a time

Major Campus Addresses

Central Campus

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

Fort Hood Campus

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

Service Area Campus

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

Continental Campus

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

Navy Campus

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

Europe Campus

Central Texas College
Unit #20233
APO AE 09165
(Civilian) 06181-95060
(Military) 322-8871
(Civilian) Telefax 06181-950650

Navy Atlantic Campus

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

Navy Pacific Campus

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

Pacific Far East Campus

Central Texas College
Office of the Dean
Office of Student Services
Office of Administrative Services
Office of Support Services
Office of Payroll/Personnel
Campus Library
Camp Market - Building S-1650
Unit #15559
APO AP 96283-0618
(Civilian) 82-32-523-5110
(Military) 722-3814/3833
Director, Administrative Services
(Military) 722-3815 Student Services

Correspondence and Inquiries

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

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

CENTRAL TEXAS COLLEGE

**Central Texas College District
Pacific Far East Campus Supplement
to the Continental & International Campuses Catalog
First Edition • 1998-2000**

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Accredited by

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

Approved by

Texas Higher Education Coordinating Board; Texas Education Agency

Listed in

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

Member of

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

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Personnel

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Marco Nazario, Coordinator, Region C, Japan
Neal Kepler, Director, Region D, Okinawa
Sonoko Kemler, Regional Student Services Officer, Region D, Okinawa

Term Calendar

Central Texas College's academic year begins and ends in August. It is based on terms and varies considerably in different locations to meet military schedules. Course lengths may vary from one weekend to twelve weeks, depending on the number of semester hours and course contact hours. The varying course lengths and the special needs of the community may alter the generally established registration period at any given site. Each Education Center publicizes registration periods, term dates, and course offerings. Consult your local schedule for times and dates of registration and classes.

1998-1999

Term 1	August 9, 1998	through	October 10, 1998
Term 2	October 11, 1998	through	December 19, 1998
Term 3	December 20, 1998	through	March 6, 1999
Term 4	March 7, 1999	through	May 8, 1999
Term 5	May 9, 1999	through	August 7, 1999

1999-2000

Term 1	August 8, 1999	through	October 9, 1999
Term 2	October 10, 1999	through	December 18, 1999
Term 3	December 19, 1999	through	March 11, 2000
Term 4	March 12, 2000	through	May 13, 2000
Term 5	May 14, 2000	through	August 2, 2000

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

Pacific Far East Campus Locations

Indian Ocean Diego Garcia

Japan Atsugi NAS, Camp Zama, Iwakuni MCAS, Misawa Air Base, Sasebo NB, Yokosuka NB, Yokota Air Base, Johnston Island

Korea Camp Bonifas, Camp Carroll, Camp Casey, Camp Colbern, Camp Edwards, Camp Essayons, Camp Gary Owens, Camp Greaves, Camp Henry, Camp Hovey, Camp Howze, Camp Humphreys, Camp Jackson, Camp Kyle, Camp La Guardia, Camp Long/Eagle, Camp Page, Camp Red Cloud, Camp Sears, Camp Stanley, Camp Stanton, Camp Walker, K-16 AAF, Kunsan Air Base, Osan Air Base, Pusan, Suwon Air Base, Yongsan AG

Okinawa Camp Butler, Camp Courtney, Camp Foster, Camp Hanson, Camp Kinser, Camp Lester, Camp Mctureous, Camp Schwab, Camp Shields, Futenma, Kadena Air Base, Torii Station.

Statement of Purpose

History

In 1965, the citizens of Central Texas joined together to authorize the building of a community college that would serve Bell, Coryell, Lampasas, Mills, and seven other central Texas counties as well as Fort Hood and the correctional facilities in Gatesville. The campus was constructed on 560 acres of land donated by Fort Hood through the Department of Education and with funds supplied through a local \$2 million bond. Central Texas College, under Section 130.04 of the Texas Education Code, opened its doors with an initial enrollment of 2,068 students in the Fall of 1967. The number of students and the location of offerings has steadily increased since that time. Central Texas College has maintained its accredited status with the Southern Association of Colleges and Schools since first being awarded accreditation in 1968, and was reaffirmed most recently in December 1994.

CTC initiated on-site programs on Fort Hood in 1970 and in Europe in 1974. CTC's success at Fort Hood and Europe led to the explosive expansion of CTC's locations, including Fort Leonard Wood (Missouri), South Korea, and the Atlantic and Pacific Fleets in 1976. By the early 1980s, CTC offered programs to military personnel stationed in the Pacific Command, Alaska, and Panama as well as throughout the continental United States. This expansion occurred locally as well with the initiation of instructional programs and services for the Texas Department of Corrections in Gatesville in 1976.

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

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

Vision

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

Mission and Purpose

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

The purpose of CTC is to provide:

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

Philosophy

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

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

Goals

Goal 1: To Provide Instruction

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

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

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

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

Goal 2: To Conduct Institutional Research

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

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

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

Goal 3: To Provide Public Service

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

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

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

Goal 4: To Provide Institutional Support and Ancillary Operations

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

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

Objective 2: To promote equal access and equal opportunity.

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

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

General Information

Continental and International Programs

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

The Catalog Supplement

The Catalog Supplement is an official bulletin of Central Texas College containing policies, regulations, procedures, and fees in effect at publication. 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 where appropriate. As a student, you are responsible for observing the regulations contained in this Catalog Supplement and are therefore urged to study the contents of this publication carefully.

Program and Course Availability

Programs of study presented in this Catalog Supplement are offered when sufficient interest indicates the level of enrollment required. To enter specific programs of study, seek confirmation of program availability prior to first registration. Central Texas College further reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances warrant.

Equal Opportunity Policy

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

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

Statement on Harassment and Discrimination

Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff, and students should be aware that discrimination and harassment based on the age, ethnic background, family status, gender, disability, national origin, race, religion, sexual orientation, or veteran status of individuals or any other subgroup stereotyping or grouping within the college community are unacceptable. To fulfill its multiple missions as an institution of higher learning, Central Texas College encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. Central Texas College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

If you believe you have experienced harassment or discrimination, contact a CTC official or the Pacific Far East Campus Dean.

Admissions and Registration

To attend Central Texas College, visit the local Education Center or Navy Campus office to consult with an Education Specialist or Navy Campus Representative about your educational goals. Education Center and Navy Campus Office staffs provide diagnostic, aptitude, and placement testing to assist you in selecting programs of study and establishing educational goals. Once you have identified and chosen an appropriate degree and program of study, the admission and registration process may begin.

General Admission Information

Central Texas College is a comprehensive community college. An open-door admissions policy is maintained to ensure that all persons who may benefit from postsecondary 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. In addition to the following criteria, students must complete an Application for Admission prior to being considered for admission.

If you have not previously earned a high school diploma or GED, you are not eligible to enroll in college level course work until you have taken and successfully passed a Department of Education independently administered examination. The examination must have been taken within the past year. Prospective students should visit their counselor at the Education Center.

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

Admissions Requirements

If you hold a diploma from an accredited secondary (high) school or General Education Development (GED) equivalency certificate you will be admitted to Central Texas College. If transferring from another regionally accredited college, you will be admitted if you are eligible to return to the institution last attended. Adults, veterans, and military personnel who have not completed a high school program, but who are prepared to undertake post high school studies, may be admitted if recommended by an Education Specialist after providing official test scores from a list of approved tests authorized by the Department of Education.



An adult, for purposes of admission, is defined as an individual 18 years of age or older.

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

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

Early Admissions

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

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

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



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

Records Required

Transcript and Test Scores

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

- High School Graduates: Degree or certificate seekers who have not previously completed 12 semester hours of coursework from a regionally accredited college or university must submit high school transcripts.
- High School Equivalence Graduates: Degree or certificate seekers who have not previously completed 12 semester hours of coursework from a regionally accredited college or university must submit High School General Education.
- 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.



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

Transient Students

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

Uniform Application of Standards

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

Registration

Registration Requirements

Official registration with Central Texas College is required before you can take courses. Complete the following to become officially registered:

1. Apply for Admission/Class Registration (required each time you register);
2. Pay fees and tuition.



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

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

Late Registration

Late registration is permitted if no more than 1/8 of the course's contact hours has been performed. Consult local schedules for exact dates. If you register after classes begin, you are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.

Official Enrollment

Complete the published registration procedure each term, including payment of all tuition and fees, to gain admission to classes. You are not officially enrolled until you have paid all charges. If you officially withdraw from a course, you are not entitled to remain in class on an unofficial basis. Only those students who are officially enrolled have the privilege of attending classes.

College Costs

Tuition Schedule for Pacific Far East Campus

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

August 1, 1998 - July 31, 1999	\$86
After August 1, 1999	To Be Determined

Fees

Degree Fee	A fee of \$25 is payable at the time you apply for a degree.
Certificate Fee	A fee of \$10 is payable at the time you apply for each Certificate of Award, for completion of 15 Semester Hours and 30 Semester Hours.
Transcript Fee	The first transcript is issued free of charge. Subsequent transcripts are \$3 each.
Returned Check Charge	A charge of \$25 shall be assessed for checks which are returned for insufficient funds.
Declined Credit Card Charge	A charge of \$25 shall be assessed for a declined credit card.



Refund of overpayment of transcript or record fees will be made only upon written request by the student. Amounts less than \$1 will not be refunded.

Method of Payment

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

Refunds

The date of withdrawal is the date the withdrawal form is filed at the appropriate Education Center or Navy Campus Office and signed by the ESO or designated representative. In all cases, the instructor must sign the withdrawal form.

Refunds will be computed from the filing date and will be made according to the following schedule unless publicized differently at the local Education Center or local CTC office:

100%	If withdrawal is filed before the first class meeting.
75%	If withdrawal is filed before more than 1/8 of the class meetings have elapsed.
50%	If withdrawal is filed after more than 1/8, but before more than 1/4 of the class meetings have elapsed.
0%	If withdrawal is effective after 1/4 of class meetings have elapsed.

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

Emergency withdrawal will be considered to be filed on the date of the emergency. Students must submit written proof of emergency such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the refund of tuition schedule above.

Pro Rata Refund

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

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

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

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

- Federal Family Education Loan Programs (Stafford, Unsubsidized, PLUS);
- Federal Perkins Loan Program;
- Federal Pell Grant;
- Federal SEOG;
- Other Title IV Programs; and
- Finally, the student.

Textbooks

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

You are expected to buy the textbooks designated for each course. Purchase textbooks from the Central Texas College Site Representative during the registration period. This period is normally two weeks prior to the class start date and during the first week of classes.

Student Services

Transcripts

Students' records are confidential. Convenient forms for ordering transcripts are available from the Site Representative. Graduates are provided an information transcript free of charge upon graduation. You must submit requests for all other transcripts in writing, accompanied by a check or money order for \$3.

Requests for transcripts are honored as soon as possible by order of receipt. Generally, the Transcript office issues transcripts within two working days from the receipt of the request. Telephone requests will not be honored. Transcripts may be ordered by facsimile (fax). You may pick up transcripts in person as long as the transcript request is submitted to the Student Services Office at least one day prior to pick up.

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

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

If you have an outstanding obligation to Central Texas College, your request for student transcripts will be denied. The obligation may be because of a returned check, non-repayment of financial aid, or failure to comply with admissions requirements. Students on financial hold will not be eligible for evaluation services, transcripts or graduation.

Evaluation of Previous Learning Experiences

Transfer Students

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

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

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 non-traditional learning experiences and to award course credit in all cases where such credit is appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP).

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

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

The 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.
- College Level Examination Program (CLEP)-both the General Examination and Subject Examination.
- Credit for military schools completed, as recommended by the American Council on Education (ACE) and recognized by Central Texas College.
- Credit for military service basic training.
- Military Job Training and Experience, as recommended by the American Council on Education and recognized by Central Texas College.
- American College Testing Program (ACT).
- College Board Admission Testing Program.
- Correspondence Extension Courses offered by regionally accredited institutions which are members of the National University Extension Association.
- Other—To include certain types of civilian training, specialized testing and work experience.



To obtain credit, you must pass the exam, apply for credit, and have completed a minimum six semester hours of coursework at Central Texas College with a minimum 2.0 GPA or six semester hours of “C” or higher. Tests and other non-traditional educational experiences completed in excess of seven years prior to your completion of six semester hours in residency with CTC will not be eligible for credit consideration. Credit will not be awarded for courses in which you were previously enrolled. Evaluated credit will be awarded only when it applies to your degree requirements.

Evaluation Procedures

Curriculum plans outlining accepted transfer and non-traditional credits as well as remaining requirements are available from the local Central Texas College representative, Military Education Counselor, or the Navy Campus advisor upon your written request and submission of evaluation documents.

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 a minimum of six semester hours of traditional credit earned at CTC. If you are on financial hold, you will not be eligible for evaluation of non-traditional educational experiences until the financial hold is cleared. Validated evaluated credit will be posted to your transcript as part of the evaluation process.

Apply for a final degree plan by submitting an Evaluation Request form to the Evaluations Department. Please see the front of this Catalog for addresses.

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

Servicemembers Opportunity College

Because of its efforts to serve the educational needs of servicemembers, Central Texas College has been designated a Servicemembers Opportunity College. As a member of the Servicemembers Opportunity College Associate Degree (SOCAD), SOCNAV and SOCMAR 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:

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

SOC Criteria

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

- has designed a transfer program that minimizes loss of credit, avoids duplication of credit, yet maintains program integrity;
- has established guidelines that follow the general principles of good practice outlined in the joint statement on transfer and award of academic credit;
- accepts transfer credit earned from regionally accredited institutions consistent with servicemembers degree programs;
- requires only 25% of degree requirements to satisfy Central Texas College residency;
- recognizes as study in residence all credit coursework offered by 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;
- provides the ICEP to access learning equivalence and awards credit to qualified students for specialized military training and experience in accordance with the ACE Guide to the Evaluation of Educational Experiences in the Armed Services; and
- provides the ICEP, which reflects the principles and guidelines set forth in the statement on awarding credit for extra institutional learning and awards credit for non-traditional learning assessment programs.

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 College. A student may study at any other regionally accredited college and apply the work toward Central Texas College certificate/degree requirements. Students must complete at least 25 percent of degree requirements with a minimum 2.0 GPA at Central Texas College. Courses taken at other institutions must satisfy the course requirements of the Central Texas College degree programs. SOCAD-2/SOCNAV-2/SOCMAR-2 agreements may be issued after the completion of at least 6 semester hours of coursework with a 2.0 GPA or 6 semester hours of “C”, “P”, or higher at Central Texas College. These should be requested from the Administrative office serving the student’s location. Addresses are listed in the front of this Catalog Supplement.

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

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

Students completing certificate/degree requirements with 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 are receiving financial aid are required to make adequate progress toward a degree objective to remain eligible to receive financial aid.

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

- The maximum time frame for the completion of a degree program is the equivalent of six 12-week or 16-week semesters of full-time enrollment. This time frame includes the entire attendance history of a student regardless of whether financial aid was or was not received.
- The time frame for students enrolled full-time (enrolled in six or more credit hours) shall be no more than 12 eight-week terms of full-time enrollment to complete a degree program.
- Half-time students (enrolled in three to five credit hours) shall have 24 eight-week terms of half-time enrollment to complete a degree program.

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

Types of Aid

PELL Grant

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

Federal Stafford Loans

An undergraduate student at Central Texas College may borrow a limit of \$2,625 during the freshman standing (0-30 credit hours on the student's Central Texas College degree plan) and \$3,500 during the sophomore standing (31-60 hours on the student's Central Texas College degree plan). These are loans obtained by the student from a lending agency outside the college such as a bank, savings and loan association or credit union, that are insured by the federal government. The government will pay the interest charge while the student is enrolled at least half-time. Repayment begins six months after you leave school.

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

Loans must be repaid. Students who are awarded Stafford Loans (GSL) must attend a pre-loan counseling session. This session provides additional information about the loan programs such as monthly repayments, deferments, grace period, and cancellations. The applicant will be advised of the disbursement procedures during the counseling session. Students receiving loans must advise the Office of Student Aid when leaving Central Texas College. Each student must have an exit interview regarding their rights, responsibilities, and loan payment scheduling. All programs are administered in compliance with section 504 of the Rehabilitation Act of 1993.

Veteran Benefits

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

Military Tuition Assistance

Many military personnel may wish to attend Central Texas College under the Tuition Assistance Program. Active duty military students approved under this program will have a portion of tuition cost paid by the government but will be responsible for paying the remaining amount as well as all fees and book costs.

Each recipient should make sure that he or she is familiar with all conditions of the Tuition Assistance Program. Information about such conditions may be obtained at the Military Education Center or Navy Campus office.

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

Department of Defense Civilian Tuition Assistance

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

One copy of the approved Tuition Assistance form must be provided to Central Texas College when you register.

Academic Policies

Academic Load

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

Half time	3 semester hours per term
Three quarter time	5 semester hours per term
Full time	6 semester hours per term

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

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

Attendance Policy

Class Attendance

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

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

Absences

The following specific rules apply to absences:

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

Excessive Absences

Absence from classes for any reason must not exceed Central Texas College standards. In general, you may be administratively withdrawn from any class with the grade of "F" when your unexcused absences reach a total equal to 12.5% of the hours for the course. For example, an eight-week, 48-hour class normally meets for 180 minutes each session for 16 sessions. If you have two unexcused absences while taking this class, you will be subject to Administrative Withdrawal since the total unexcused absences (360 minutes) equals 12.5% of class hours for the course. If you attend a 96-hour class, you are subject to Administrative Withdrawal after you have 12 hours of unexcused absences.

Official Withdrawal Policy

If you desire to, or must, withdraw from a course after the first scheduled class meeting, you must file an Application for Withdrawal with the instructor. Additionally, you must file with the Education Services Officer or Navy Campus Representative. Applications for Withdrawal or an Application for Refund will not be accepted after the close of business on the last working day before the last week of class. For more information, see the explanation of refunds in the section on Tuition and Fees.

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, if you withdraw. For specific repayment requirements, contact the office administering the aid, assistance or benefit. Military tuition assistance students should go to the Military Education Center or Navy Campus office. If you are administratively withdrawn from class(es) without officially withdrawing, you will receive an "F" grade and are ineligible for refunds. You may not withdraw from a class for which the instructor has previously issued a grade of "F" for non-attendance.

Emergency withdrawal will be considered when documentary evidence is presented. For more information, see the section in this Catalog on Refunds.

Student Classification

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

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

Resident Credit

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

Credit Transfer

To Other Colleges and Universities

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

Maximum Hours for Transfer to Other Colleges

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

How to Choose Courses

Common Course Numbers

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

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

<u>HIST 1301</u>	History of the United States to 1877	3-0-3
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Taking a Course Out of Sequence

If you find it necessary to take an advanced course before completing the prerequisite course, secure approval from the appropriate Central Texas College representative prior to registering for the course. Failure to obtain approval could result in loss of credit toward the degree. The final responsibility for taking advanced courses without completing the required prerequisite rests with the student.

Grading Policy

Reporting

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

- Grade reports are provided by faculty members at the end of each course. This method of reporting grades permits you to judge your performance at the end of each course; and
- Transcripts are provided by the Student Services Office and are the official report of completed courses, grades, and credit awarded by Central Texas College.

Grading System

The grading system at Central Texas College is as follows (see Grade Designations for more information):

Grades		Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
I	Incomplete	0
N	No Credit	0
P	Completed	0
W	Withdrawal	0
XN	Nonattendance	0
FN	Nonattendance	0
Y	Incomplete	0

Grade Designations

"D"

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

"F"

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

"I"-Incomplete

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

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



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

"N"-No Credit

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

“P”-Completed

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

“X”-Non-Attendance

The grade of “X” is reserved for use with developmental and designated non-traditional modular courses and will be assigned to students who have failed to make satisfactory progress because of failure to attend.

“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.

“Y”-Incomplete

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

Grade Point Averaging

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

Grades and Financial Aid

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

Change of Grades

Students who believe that a computational error occurred in grading must immediately contact the instructor of the course in question. Students must bring this matter to the attention of the instructor involved no later than 90 days after the end of the course in order for a grade change to be considered. Administrative personnel of Central Texas College are not authorized to change an instructor’s grade.

Repeating a Course

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

Student Responsibility to Know GPA

You are expected to be aware of your grade point average. The method of calculation of grade point average is explained above. You are encouraged to compute your grade point average frequently. You are responsible for knowing whether or not you are eligible to continue at Central Texas College. An ineligible student who nevertheless registers at Central Texas College shall be withdrawn, and the student shall not receive special consideration for lack of knowledge of scholastic status. If you receive grades below “C” (2.0) for any course, seek academic advisement to determine the cause of unsatisfactory work and receive recommendations for improving grades in subsequent classes.

Honor Roll

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

Graduation Grade Requirements

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

Probation and Suspension Policies

Probation

Students who fail to maintain a 2.0 cumulative grade point average after the first 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, which are listed below.

Suspension

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

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

A student suspended for the first time may petition Central Texas College to re-enter the next semester. For a student who receives a second suspension, the mandatory suspension period is one 16-week semester or two eight-week terms. A third suspension requires the student to remain suspended from Central Texas College for two consecutive 16-week semesters or four eight-week terms.



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

Returning to Class

Students on probation must sign a probation agreement and receive re-entry advisement. Students attending Central Texas College who have been suspended may be permitted to re-enter CTC on an individual petition basis. Students granted immediate re-entry must:

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

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

Classroom Visitors

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

Student Responsibilities

Address Changes

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

Name Changes

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

Records Access

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

Falsification of Records

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

Scholastic Honesty

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

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

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

Drug and Alcohol Abuse

You are admitted to Central Texas College for the purpose of educational, social, and personal enhancement. As a student, you 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, you also have certain duties and responsibilities essential for creating an environment where all students can learn how to live productive, fulfilling lives.

Substance and alcohol abuse disrupts this environment and threatens not only the lives and well being of students, faculty, and staff but also the potential for educational, social, and personal enhancement. Therefore, it is important for all members of the college community to take responsibility for preventing substance and alcohol abuse.

In recognition of the problems associated with substance and alcohol abuse, Central Texas College has developed a college-wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse but also education, prevention, intervention, and treatment activities necessary to help eliminate problems that substance and alcohol abuse pose to the college community.

Possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any Central Texas College owned facility or at any CTC-sponsored event is prohibited except when specifically designated by the Board of Trustees of Central Texas College.

Central Texas College is committed to providing comprehensive drug education and prevention programs as well as early intervention and referral services. In support of this commitment, Central Texas College has established the Substance Abuse Resource Center on the Central Campus to provide information and assistance to the college community. Through this program, Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and substance abuse. Information relating to drug and alcohol abuse at Central Texas College locations outside of Texas will be provided at individual campus sites.

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

Alcohol and Illegal Substances

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

Class Behavior

Generally, students attending Central Texas College are in class for intense personal and professional reasons. To facilitate instruction and learning, students are expected to maintain a mature, earnest and interested attitude in the classroom. Central Texas College will not tolerate student behavior that disrupts the class or that 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

For those few students who fail to understand and accept their role in an educational institution, Central Texas College has prescribed procedures for counseling and disciplinary action which are designed to help the students in every way possible. In essence, the disciplinary procedures are a part of the learning process for students, and students will be suspended or expelled from Central Texas College only if they fail to respond positively to disciplinary procedures.

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

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

ertificate and Degree Requirements

Degrees Offered

Central Texas College confers the Associate in Arts, Associate in Science, Associate in Applied Science, or Associate in General Studies degrees upon students who have successfully completed all the minimum and specific requirements for graduation. The minimum requirements for each degree are listed below. To earn a degree, students must also complete the specific degree requirements in the curriculum plan for their major field of study as shown in the programs of study. Except for the Associate in General Studies degree, students may not use the minimum requirements listed below to “tailor” their own degrees. It is the student’s responsibility to apply for the degree. Each degree candidate must earn a minimum of 25% of coursework in traditional study at Central Texas College. Students on financial or academic hold are not eligible for graduation.

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

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%. GPA requirements are the same as degree programs.

Transferability of Courses

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

Associate In Applied Science Degree

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

- Communications to include:
 - ENGL 1301 (Composition and Rhetoric I) and three semester hours of oral communications, or
 - ENGL 1312 (Communication Skills);
- Three semester hours of humanities or fine arts (see page 26);
- Three semester hours of mathematics, MATH 1314 (College Algebra) or higher.
- Three semester hours of social or behavioral science (see page 26);
- Three semester hours of computer instruction (see page 26);
- A minimum of 36 semester hours of technical courses in the major or a closely related field;
- A minimum of 25 percent of semester hours credit earned within the Central Texas College System;
- All required courses in the major as listed in the CTC Catalog;
- Satisfy:
 - A minimum overall grade point average of 2.0 (“C” average),
 - A minimum of “C” on each course in the major,
 - A minimum of 2.0 (“C”) with Central Texas College;
- Meeting 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 Studies may not be used to satisfy degree requirements (for example, residency) and cannot be counted in the Grade Point Average at Central Texas College.

Associate In General Studies Degree

Coordinate with the senior college to which you intend to transfer to ensure that the courses you take at Central Texas College will fulfill graduation requirements there. To receive an Associate in General Studies degree, 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 (see page 28);
- Three semester hours of mathematics, MATH 1314 or higher
- HIST 1301 and 1302;
- GOVT 2301 and 2302;
- Three semester hours of computer instruction (see page 28);
- Two semester hours of physical education from activity courses;
- If the major is Commercial Art, all required courses in the major as listed in the CTC Catalog must be completed;
- A minimum of 25 percent of semester hours credit earned within the Central Texas College System;
- A minimum overall grade point average of 2.0 ("C" average) to include a minimum 2.0 on all courses taken with CTC;
- Meeting all other Central Texas College and departmental requirements; and
- Students in Alaska must complete a minimum of four semester hours of a laboratory science.

In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor's degree differ from those listed above, changes can be made in the Associate in General Studies degree requirements when approved by the appropriate Central Texas College official.

Graduation

Application for Certificate or Degree

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

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

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

Students applying for graduation will be processed in the next available degree order time frame. No student will be denied a graduation application. The graduation date on the certificate or degree must conform with the dates listed above. A student applying for graduation who does not complete degree requirements on or about the graduation date will be declared a non-graduate and will not be eligible for graduation fee reimbursement. A student declared a non-graduate must refile for graduation and pay an additional graduation processing fee.

Semester Hour Certificates of Award

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

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

Replacing a Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained. An appropriate fee is required.

Commencement

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

Graduation With Honors

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

- To graduate with honors, a candidate must have a 3.5 grade point average on a 4.0 scale with no grades below “B” on all coursework taken. In computing the candidate’s grade point average for honors, the grades in all college-level courses taken at Central Texas College as well as courses transferred from other regionally accredited institutions of higher learning are included. A repeated course will not clear the graduate for honors; however, the GPA will reflect only the repeated course in the final GPA.
- In any graduating class, the student(s) with the highest grade point average and who meets all other requirements above will be designated as graduating with highest honors.
- 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 of traditional study with Central Texas College.

Programs of Study

Program Listings

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



Central Texas College Pacific Far East Campus is authorized to provide the technical courses needed to complete the degree programs in this Catalog Supplement. The remaining degree requirements can be fulfilled by completing general education courses with CTC at this or other campuses, by transfer credits from other regionally accredited institutions, or by other means such as testing or evaluation of previous learning experience.

Program and Course Availability

Courses are offered to students at military installations that have sufficient student interest. However, not all courses are available every term because of the specialized nature of the course, equipment requirements, and/or faculty availability.

Student needs and interests are major factors considered in scheduling courses. Students should express their needs to their local Education Services Office or Navy Campus office. This will assist in scheduling courses which will aid the majority of students pursuing a program of study. The CTC representative can furnish convenient planning brochures for most programs.

Prerequisite Courses

Students should understand the course descriptions. If the course description indicates a prerequisite, that prerequisite should be satisfied prior to registering for the desired course. Example: LEGA 1307-Civil Litigation requires that LEGA 1401-Introduction to Paralegalism be successfully completed prior to registering for LEGA 1307. Students who cannot schedule prerequisites must obtain prior approval to enroll in these courses from the appropriate Central Texas College official. Failure to obtain approval could result in loss of credit toward the degree.

Semester Credit Hours

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

For example, AUTO 1405, Automotive Air Conditioning, 3-3-4, has three hours of lecture per week and three hours of laboratory per week conducted over 16 weeks with four hours of credit awarded for successful completion. This weekly requirement is adjusted to compensate for terms/sessions/semesters with lengths other than 16 weeks. For instance, 3-0-3 for an eight-week term would require six hours of lecture per week, and 2-4-3 would require four hours of lecture and eight hours of lab per week.

Technical Electives

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

Approved Electives

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

Special Electives

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

Humanities/Fine Arts Electives

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

Social/Behavioral Science Electives

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

Computer Science/Microcomputer Technology Electives

Computer Science courses	
Microcomputer Technology courses (MISC)	
Word Processing courses (WOPO)	
HMCA 2302	Hospitality Industry Computer Systems

Applied Management

Associate in Applied Science Degree

First Year

First Semester		Credit
<u>BUSI</u> 1301	Introduction to Business	3
ENGL*	English Selection(s)	3
MATH	<u>MATH 1342, 1314</u> or higher	3
MGMT 1305	Introduction to Management	3
MGMT 1306	Human Relations	3
PHED	Physical Education	1

Second Semester

<u>BUSI</u> 1307	Personal Finance	3
ENGL*	English Selection(s)	3
MGMT**	Management Selection(s)	3
SPCH*	Speech Selection(s)	3
ELCT♦	Computer Science/Microcomputer Technology Selection	3
PHED	Physical Education	1

Second Year

First Semester

<u>ACCT***</u> 2301	Principles of Accounting I	3
MGMT 2302	Human Resource Management	3
MGMT 2309	Supervision	3
ELCT•	Humanities/Fine Arts Selection	3
MGMT**	Management Selection	3
PHED	Physical Education	1

Second Semester

ELCT■	Social/Behavioral Science Selection	3
MGMT*4 2303	Law and Legal Assistance	3
MGMT 2310	Personnel Counseling	3
MGMT**	Sophomore Management Selection	3
MGMT**	Sophomore Management Selection	3
PHED	Physical Education	1
Total Hours		64

* ENGL 1301, 1302, 1312; SPCH 1315, 1321

** MGMT 1158, 1301, 1302, 1303, 1304, 1307, 1308, 1309, 1381, 1382, 1383, 1384, 1385, 1386, 2101, 2151, 2152, 2161, 2162, 2164, 2300, 2301, 2304, 2305, 2306, 2307, 2312, 2314, 2315, 2351, 2354, 2381, 2382, 2383, 2384, 2385, 2386; COSC 1300, 1403, 1405; OADM 1308, 2307; PSYC 2301; REAE 1301, 2304, or 2305

*** ACCT 2301 may be substituted with OADM 2304 or HMCA 2306.

*4 MGMT 2303 may be substituted with MGMT 2305, REAE 2305 or LEGA 2302.

• Humanities/Fine Arts Selection: See page 27.

■ Social/Behavioral Science Selection: See page 27.

♦ Computer Science/Microcomputer Technology Selection: See page 27.

Applied Management

Computer Applications

Associate in Applied Science Degree

First Year

First Semester			Credit
MGMT	1305	Introduction to Management	3
ELCT*		Computer/Microcomputer Elective	4
MISC	1450	Microcomputers for Business	4
<u>ENGL</u>	<u>1312</u>	Communications Skills	3
MATH		<u>MATH 1324 or 1342</u>	3
PHED		Physical Education	1

Second Semester

MGMT	1301	Organization and Management	3
MGMT	1304	Work Organization	3
MISC	1430	Spreadsheets for Microcomputers	4
MISC	1440	Data Base for Microcomputers	4
<u>SPCH</u>	<u>1321</u>	Business and Professional Speaking	3
PHED		Physical Education	1

Second Year

First Semester			
MGMT	2305	Business Law I	3
MGMT	2302	Human Resource Management	3
<u>ACCT</u>	<u>2301</u>	Principles of Accounting I	3
MISC	1461	Operating Systems	4
MISC	2402	Systems in the MIS Environment	4

Second Semester

MGMT	1306	Human Relations	3
ELCT*		Computer/Microcomputer Elective	4
<u>ACCT</u>	<u>2302</u>	Principles of Accounting II	3
ELCT•		Humanities/Fine Arts Selection	3
ELCT■		Social/Behavioral Science Elective	3

Total Hours **69**

- * Any MISC or COSC course for which prerequisites are completed.
- Humanities/Fine Arts Selection: See page 27.
- Social/Behavioral Science Selection: See page 27.

Automotive Service and Repair

Associate in Applied Science Degree

First Year

First Semester			Credit
AUTO	1400	Shop Fundamentals	4
AUTO	1301	Automotive Systems	3
AUTO	1402	Basic Electrical and Test Equipment	4
MATH		<u>MATH 1342, 1314 or higher</u>	3
SPCH	<u>1321</u>	Business and Professional Speaking	3

Second Semester

AUTO	1411	Automotive Computer Systems	4
AUTO	1405	Automotive Air Conditioning	4
AUTO	1407	Brake Systems	4
AUTO	1408	Standard Transmissions and Transaxles	4
ENGL	<u>1312</u>	Communications Skills	3

Second Year

First Semester			
AUTO	2404	Ignition, Starting and Charging	4
AUTO	2405	Steering and Suspension Systems	4
ELCT♦		Computer Science/Microcomputer Technology Selection	3
AUTO	2410	Fuel Systems and Injection	4
GOVT	<u>2301</u>	State and Federal Government I	
or			
GOVT	<u>2302</u>	State and Federal Government II	3

Second Semester

AUTO	2403	Automatic Transmissions and Transaxles	4
AUTO	2406	Engine Diagnosis and Emission	4
ELCT		Elective	3
ELCT♦		Humanities/Fine Arts Selection	3
AUTO	2408	Advanced Engine Service	
or			
AUTO	2409	Auto Internship	4
Total Hours			72

- Humanities/Fine Arts Selection: See page 27.
- ♦ Computer Science/Microcomputer Technology Selection: See page 27.

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of the following courses: AUTO 1400, 1402, 1405, 1407, 1408, 2404, 2406, and 2410.

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of ALL AUTO courses.
(Students must complete AUTO 2408 or 2409)

Aviation Maintenance Technology

Associate in Applied Science Degree

First Year

First Semester			Credit
AVMT	1201	Maintenance Publications-G	2
AVMT	1202	Weight and Balance-G	2
AVMT	1305	Basic Aircraft Electricity-G	3
<u>ENGL</u>	<u>1312</u>	Communications Skills	3
<u>PHYS</u>	<u>1305</u>	Survey of Physics	3

Second Semester

AVMT	1203	Aircraft Drafting-G	2
AVMT	1204	Airframe Materials and Corrosion Controls-G	2
AVMT	1306	Aircraft Finishes-A	3
AVMT	1402	Sheet Metal Structures-A	4
AVMT	2303	Airframe Inspection-A	3
<u>MATH</u>	<u>MATH 1342, 1314 or higher</u>		3

Third Semester

AVMT	2304	Aircraft Fuel Systems-A	3
AVMT	2402	Hydraulics and Pneumatics-A	4

Second Year

First Semester

AVMT	2305	Aircraft Instrument Systems-A	3
AVMT	2306	Engine Electrical Systems-P	3
AVMT	2307	Engine Lubrication and Cooling Systems-P	3
AVMT	2403	Aircraft Electrical Systems-A	4

Second Semester

AVMT	2404	Powerplant Maintenance Reciprocating Engines-P	4
AVMT	2405	Engine Fuel Systems-P	4
AVMT	2406	Aircraft Propellers-P	4
AVMT	2407	Powerplant Maintenance Turbine Engines-P	4

Third Semester

ELCT [•]	Humanities/Fine Arts Selection		3
ELCT [■]	Social/Behavioral Science Selection		3
Total Hours			72

AVMT courses are designated: G - General, A - Airframe, P - Powerplant.

- Humanities/Fine Arts Selection: See page 27.
- Social/Behavioral Science Selection: See page 27.

Early Childhood Professions

Associate in Applied Science Degree

First Year

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

Second Semester

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

Second Year

First Semester			
CDEC	2321	The Infant and Toddler	3
CDEC	2326	Administration of Programs for Children I	
or			
CDEC	2328	Administration of Programs for Children II	3
ELCT♦		Computer Science/Microcomputer Technology Selection	4
<u>SPCH</u>		<u>SPCH 1315 or 1321</u>	3
<u>MATH</u>		<u>MATH 1342, 1314 or higher</u>	3
CDEC	1374	Preschool Age	3

Second Semester

CDEC	1357	Math and Science for Early Childhood	3
CDEC	2384	Cooperative Education in Child Development	3
CDEC	2341	The School Age Child	3
CDEC	1195	Special Topics in Child Care	1
ELCT•		Humanities/Fine Arts Selection	3
ELCT■		Social/Behavioral Science Selection	3
Total Hours			66

- Humanities/Fine Arts Selection: See page 27.
- Social/Behavioral Science Selection: See page 27.
- ♦ Computer Science/Microcomputer Technology Selection: See page 27.
- * CDEC 1371 and 1372 may substitute.

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of all child development courses in the first year and CDEC 2321 and 1374.

Early Childhood Professions

Certificates of Completion

Administrator's Credentials

First Semester			Credit
CDEC	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Professions	3
CDEC	1319	Child Guidance	3
CDEC	2326	Administrator of Programs for Children I	3
ENGL		<u>ENGL 1301 or 1312</u>	3
Second Semester			
CDEC	1354	Child Growth and Development	3
CDEC	1318	Nutrition, Safety and Health	3
CDEC	2328	Administration of Programs for Children II	3
CDEC	2384	Cooperative Education in Child Development	3
ELCT		Approved Elective	3
Total Hours			30

Child Development Associate

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

This certificate provides work to assist the student in preparation for the National Child Development Associate (CDA) credential.

Special Child Option

First Semester			Credit
CDEC	1311	Introduction to Early Childhood Education	3
CDEC	1359	Children with Special Needs	3
CDEC	1303	Family and the Community	3
CDEC	1371	Physical Development and Disorder in Children	3
ENGL		<u>ENGL 1301 or 1312</u>	3
Second Semester			
CDEC	1313	Curriculum Resources in Early Childhood Professions	3
CDEC	1372	Techniques of Child Guidance for the Special Child	3
CDEC	1354	Child Growth and Development	3
CDEC	1318	Nutrition, Safety and Health	3
Total Hours			27

Fire Protection Technology

Associate in Applied Science Degree

First Year

First Semester			Credit
FPRT	1301	Fundamentals of Fire Protection	3
FPRT	1303	Fire Protection Systems	3
FPRT	1304	Fire Administration I	3
FPRT*	1307	Fire Service Chemistry I	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3
PHED		Physical Education	1

Second Semester

FPRT	1302	Fire Prevention	3
FPRT	1305	Fire Administration II	3
FPRT	1308	Fire Service Chemistry II	3
MATH		<u>MATH 1342, 1314</u> or higher	3
<u>SPCH</u>	<u>1315</u>	Public Speaking	3
PHED		Physical Education	1

Second Year

First Semester			
FPRT	2301	Industrial Fire Protection I	3
FPRT	2303	Hazardous Material I	3
FPRT	2305	Building Codes and Construction	3
ELCT*		Humanities/Fine Arts Selection	3
<u>GOVT</u>	<u>2301</u>	State and Federal Government I	
or			
<u>GOVT</u>	<u>2302</u>	State and Federal Government II	3
<u>ENGL</u>	<u>2311</u>	Technical Writing	3

Second Semester

FPRT	2302	Industrial Fire Protection II	3
FPRT	2306	Fire and Arson Investigation	3
FPRT	2404	Fire Fighting Tactics and Strategies	4
ELCT♦		Computer Science/Microcomputer Technology Selection	3
FPRT**		Elective	3
Total Hours			66

* CHEM 1406 may be substituted for FPRT 1307.

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

• Humanities/Fine Arts Selection: See page 27.

♦ Computer Science/Microcomputer Technology Selection: See page 27.

General Studies

Associate in General Studies Degree

This is a suggested curriculum.

Student must have a minimum of 16 semester credit hours within the Central Texas College System.

First Year

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

Second Semester

SPCH*	SPCH Selection	
or		
ELCT*	Elective	3
<u>HIST</u> 1302	History of the U.S. from 1877	3
MATH	<u>MATH 1342, 1314</u> or higher	3
ELCT**	Electives	4
ELCT♦	Computer Science/Microcomputer Technology Selection	3

Second Year

First Semester		
<u>GOVT</u> 2301	State and Federal Government I	3
ELCT**	Electives	12
PHED	Physical Education	1
Second Semester		
<u>GOVT</u> 2302	State and Federal Government II	3
ELCT*	Humanities/Fine Arts Selection	3
ELCT**	Electives	10
Total Hours		64

In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate department chair.

- * 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.
- Humanities/Fine Arts Selection: See page 27.
- ♦ Computer Science/Microcomputer Technology Selection: See page 27.

Hospitality Management

Culinary Arts

Associate in Applied Science Degree

First Year

First Semester			Credit
HMCA	1601	Fundamentals of Food Theory	6
HMCA	1309	Introduction to Hospitality Industry	3
HMCA	1202	Safety and Sanitation	2
HMCA	1207	Menu Planning	2
Second Semester			
HMCA	1606	Culinary Principles	6
HMCA	1303	Food Purchasing	3
ELCT		Elective	3
Third Semester			
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3
<u>SPCH</u>	<u>1315</u>	Public Speaking	3
MGMT	1306	Human Relations	3
HMCA	1304	Hospitality Law	3

Second Year

First Semester			
HMCA	2302	Hospitality Industry Computer System	3
HMCA	2612	Advanced Culinary Arts	6
HMCA	2308	Hospitality Sales	3
PHED		Physical Education	1
Second Semester			
<u>MATH</u>	<u>1342</u>	Elementary Statistics	3
HMCA	2304	Nutrition for HMCA Professionals	3
HMCA	2301	Management Practice HMCA	3
ELCT [■]		Social/Behavioral Science Selection	3
Third Semester			
HMCA	2311	Culinary Arts, Practicum (Field Experience)	3
HMCA		Elective	3
ELCT [●]		Humanities/Fine Arts Selection	3
Total Hours			71

- Humanities/Fine Arts Selection: See page 27.
- Social/Behavioral Science Selection: See page 27.

Certificate of Completion Restaurant Skills

Students may apply for a Certificate of Completion upon satisfactory completion of HMCA 1202, 1207, 1601, 2164, MGMT 2302 and one Elective.

Certificate of Completion Culinary Arts

Students may apply for a certificate of completion upon satisfactory completion of: HMCA 1202, 1207, 1303, 1304, 1601, 1606, 2301, 2302, 2612, MGMT 1306 and one Elective.

Hospitality Management

Lodging and Tourism Management

Associate in Applied Science Degree

First Year

First Semester

HMCA	1601	Fundamentals of Food Theory	6
HMCA	1202	Safety and Sanitation	2
HMCA	1309	Intro to Hospitality Industry and Quality Customer Care	3
ELCT*		Humanities/Fine Arts Selection	3

Second Semester

HMCA	1305	Convention and Tourism	3
HMCA	1308	Front Office Procedures	3
HMCA	1304	Hospitality Law	3
ELCT		Elective	3

Third Semester

ELCT*		Social/Behavioral Science Selection	3
<u>SPCH</u>	<u>1315</u>	Public Speaking	3
MGMT	1306	Human Relations	3
HMCA		Elective	3
PHED		Physical Education	1

Second Year

First Semester

HMCA	2302	Hospitality Industry Computer Systems	3
HMCA	2305	Facility Design, Layout and Security	3
HMCA	2306	Hospitality Accounting I	3
HMCA	2310	Property Management	3

Second Semester

HMCA	2301	Management Practice HMCA	3
<u>MATH</u>	<u>1342</u>	Elementary Statistics	3
HMCA	2307	Tourism Management	3
HMCA	2308	Hospitality Sales	3

Third Semester

HMCA	2309	Lodging and Tourism, Practicum (Field Experience)	3
HMCA		Elective	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3
Total Hours			72

- Humanities/Fine Arts Selection: See page 27.
- Social/Behavioral Science Selection: See page 27.

Certificate of Completion Lodging and Tourism

Students may apply for a Certificate of Completion upon satisfactory completion of HMCA 1202, 1305, 1308 1601, 2164, 2301, 2306, 2308 and MGMT 1306.

Hospitality Management

Restaurant and Institutional Management

Associate in Applied Science Degree

First Year

First Semester			Credit
HMCA	1601	Fundamentals of Food Theory	6
HMCA	1202	Safety and Sanitation	2
HMCA	1309	Introduction to Hospitality Industry and Quality Customer Care	3
HMCA	1207	Menu Planning	2
Second Semester			
HMCA	1606	Culinary Principals	6
HMCA	1303	Food Purchasing	3
ELCT		Elective	3
Third Semester			
ELCT [■]		Social/Behavioral Science Selection	3
<u>SPCH</u>	<u>1315</u>	Public Speaking	3
MGMT	1306	Human Relations	3
HMCA	1304	Hospitality Law	3

Second Year

First Semester			
HMCA	2302	Hospitality Industry Computer System	3
HMCA	2304	Nutrition for HMCA Professionals	3
HMCA	2306	Hospitality Accounting I	3
HMCA	2305	Facility Design, Layout and Security	3
Second Semester			
HMCA	2301	Management Practice HMCA	3
<u>MATH</u>	<u>1342</u>	Elementary Statistics	3
ELCT [•]		Humanities/Fine Arts Selection	3
HMCA	2308	Hospitality Sales	3
Third Semester			
HMCA	2303	Restaurant/Institutional Management, Practicum (Field Experience)	3
HMCA		Elective	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3
PHED		Physical Education	1
Total Hours			71

- Humanities/Fine Arts Selection: See page 27.
- Social/Behavioral Science Selection: See page 27.

Certificate of Completion Hospitality Management

Students may apply for a Certificate of Completion upon satisfactory completion of HMCA 1202, 1303, 1309, 2301, 2304, 2306, 2308, MGMT 1306.

Certificate of Completion Cooking and Supervision

Students may apply for a Certificate of Completion upon satisfactory completion of HMCA 1202, 1303, 1304, 1309, 2164, 2301, 2302, 2304, 2306, 1601, 1606, MGMT 1306, and one elective.

Hospitality Management

Certificates of Completion

Dietary Manager

First Semester			Credit
HMCA	1202	Safety and Sanitation	2
HMCA	1303	Food Purchasing	3
HMCA	2358	Dietary Food Service Operations	3
Second Semester			
HMCA	2359	Diet Therapy	3
HMCA	2164	Capstone, HMCA	1
HMCA	2355	Dietary Manager, Field Experience	3
Total Credits			15

Lodging and Restaurant Entrepreneurship

First Semester			Credit
MGMT	1308	Small Business Management	3
MGMT	2301	Marketing Principles	3
HMCA	2350	Hospitality Advertising	3
Second Semester			
MGMT	2309	Supervision	3
HMCA	2307	Tourism Management	3
HMCA	2164	Capstone, HMCA	1
Total Credits			16

School Cafeteria Operations

First Semester			Credit
HMCA	1202	Safety and Sanitation	2
HMCA	2304	Nutrition for HMCA Professionals	3
HMCA	2351	Cafeteria Management	3
HMCA	1303	Food Purchasing	3
HMCA	1601	Fundamentals of Food Theory	6
Second Semester			
HMCA	1309	Introduction to Hospitality Industry and Quality Customer Care	3
HMCA	1606	Culinary Principles	6
HMCA	2359	Diet Therapy	3
HMCA	2308	Hospitality Sales	3
HMCA	2356	Advanced Baking	3
Total Credits			35

Law Enforcement

Associate in Applied Science Degree

First Year

First Semester			Credit
LAWE	1301	Introduction to Criminal Justice	3
LAWE	1304	The Courts and Criminal Procedures	3
LAWE	1307	Crime in America	3
LAWE	1308	Fundamentals of Criminal Law	3
ENGL	1301	Composition and Rhetoric I	3
PHED		Physical Education	1

Second Semester

LAWE	1201	Defensive Tactics	2
LAWE*		Law Enforcement Option Elective	3
LAWE*		Law Enforcement Option Elective	3
LAWE*		Law Enforcement Option Elective	3
ENGL		ENGL 1302 or 2311	3
ELCT**		Law Enforcement Elective	3

Second Year

First Semester			
LAWE	2101	Emergency Medical Aid	1
LAWE	2304	Juvenile Procedures	3
GOVT	2301	State and Federal Government I	
or			
GOVT	2302	State and Federal Government II	3
SOCI	1301	Introduction to Sociology	3
MATH		MATH 1342, 1314 or higher	3
PHED		Physical Education	1
ELCT**		Law Enforcement Elective	3

Second Semester

LAWE	2201	Firearms	2
PSYC	2301	Introduction to Psychology	3
SPCH	1321	Business and Professional Speaking	3
ELCT*		Humanities/Fine Arts Selection	3
ELCT♦		Computer Science/Microcomputer Technology Selection	3
ELCT**		Law Enforcement Elective	3
Total Hours			67

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

- Humanities/Fine Arts Selection: See page 27.
- ♦ Computer Science/Microcomputer Technology Selection: See page 27.
- * Law Enforcement Options:
Students intending to major in Law Enforcement may take LAWE 1302, 1303, 1309.
Students intending to major in Corrections may take LAWE 1306, and one of the following: LAWE 1302, 1303, or 1309.
Students who prefer a general Law Enforcement curriculum may take any three from LAWE 1302, 1303, 1306, 1309.
- ** Law Enforcement Elective Selection includes: LAWE 1310, 1315, 2301, 2303, 2306, 2308, 2310, 2312, 2313, 2314, 2315, 2319.

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of LAWE 1301, 1302, 1303, 1304, 1307, 1308, 1309, 2201, and a LAWE Elective.

Law Enforcement

Certificate of Completion

First Semester

LAW	1301	Introduction to Criminal Justice	3
LAW	1302	Criminal Investigations	3
LAW	1303	Legal Aspects of Law Enforcement	3
LAW	1304	The Courts and Criminal Procedures	3
LAW	1307	Crime in America	3

Second Semester

LAW	1308	Fundamentals of Criminal Law	3
LAW	1309	Police Systems and Practices	3
LAW	2201	Firearms	3
LAW		Elective	3
Total Hours			27

Microcomputer Technology

Information Management

Associate in Applied Science Degree

First Year

First Semester			Credit
MISC	1400	Microcomputer Fundamentals	4
MISC	1420	Word Processing for Microcomputers	4
MISC	1430	Spreadsheets for Microcomputers	4
MISC	1450	Microcomputers for Business	4
PHED		Physical Education	1

Second Semester

MISC	1440	Data Base for Microcomputers	4
MISC	1451	Introduction to Microcomputer Programming	4
MISC	1461	Operating Systems	4
MGMT	1305	Introduction to Management	3
ENGL	<u>1301</u>	Composition and Rhetoric I	3

Second Year

First Semester

ELCT		COSC/MISC Technical Elective	4
<u>MATH</u>		<u>MATH 1342, 1314 or higher</u>	3
ELCT*		ACCT Elective Selection	3
ELCT•		Humanities/Fine Arts Elective	3
ELCT■		Social/Behavioral Science Elective	3

Second Semester

MISC	2301	Information Center Management	3
MISC	2402	Systems in the MIS Environment	4
MISC	2454	Basic Communications, Networking and Internet	4
ELCT		COSC/MISC Technical Elective	4
<u>SPCH</u>	<u>1321</u>	Business and Professional Speaking	3
Total Hours			69

- * ACCT Elective selection includes WOPO 2304, OADM 2304, ACCT 2301
- Humanities/Fine Arts Elective: See page 27.
- Social/Behavioral Science Elective: See page 27.

Microcomputer Technology

Programmer Analyst

Associate in Applied Science Degree

First Year

First Semester			Credit
MISC	1405	Computer Concepts and Analysis	4
MISC	1451	Introduction to Microcomputer Programming	4
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3
<u>MATH</u>		<u>MATH 1342, 1314</u> or higher	3
PHED		Physical Education	1

Second Semester

MISC	1404	COBOL Programming	4
MISC	1406	Computer Organization and Architecture	4
MISC	1454	PASCAL Programming	4
MISC	1461	Operating Systems	4

Second Year

First Semester			
MISC	2456	C Language Programming I	4
ELCT		COSC/MISC Technical Elective	4
ELCT		COSC/MISC Technical Elective	4
ELCT*		ACCT Selection	3
ELCT■		Social/Behavioral Science Selection	3

Second Semester

MISC	2402	Systems in the MIS Environment	4
MISC	2454	Basic Communications, Networking and Internet	4
ELCT		COSC/MISC Technical Elective	4
<u>SPCH</u>	<u>1321</u>	Business and Professional Speaking	3
ELCT●		Humanities/Fine Arts Selection	3
Total Hours			67

- * ACCT Elective selection includes WOPO 2304, OADM 2304, ACCT 2301.
- Humanities/Fine Arts Selection: See page 27.
- Social/Behavioral Science Selection: See page 27.

Office Management

Associate in Applied Science Degree

First Year

First Semester			Credit
WOPO*	1303	Beginning Keyboarding/Data Entry	3
OADM	1309	Business Mathematics and Calculating Machines	3
MGMT	1304	Work Organization	3
MGMT	1305	Introduction to Management	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3
WOPO	1101	MS-DOS: An Introduction	1

Second Semester

WOPO	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing and Transcription	3
OADM	1305	Information and Records Management	3
OADM	1308	Business Correspondence	3
WOPO	1305	Applicational Software	3
PHED		Physical Education	1

Second Year

First Semester			
OADM	2304	Office Accounting I	3
MGMT	2305	Business Law I	3
SPCH	1321	Business and Professional Speaking	3
ELCT■		Social/Behavioral Science Selection	3
<u>MATH</u>		<u>MATH 1342, 1314, or higher</u>	3
PHED		Physical Education	1

Second Semester

OADM	2305	Office Accounting II	3
OADM	2307	Automated Office Administration	3
MGMT	2302	Human Resource Management	3
WOPO	2302	Advanced Information Processing Applications	3
ELCT•		Humanities/Fine Arts Selection	3
ELCT		OADM/WOPO Selection	3
Total Hours			66

- * Levels of shorthand and typewriting will be determined by the student's previous training in these skills and/or by placement tests.
- Humanities/Fine Arts Selection: See page 27.
- Social/Behavioral Science Selection: See page 27.

Certificate of Completion

Students may apply for a Certificate of Completion, General Office Assistant, upon satisfactory completion of ALL first-year courses.

Office Management - Advanced Certificate

Certificate of Completion

First Year

First Semester			Credit
WOPO	1101	MS-DOS: An Introduction	1
WOPO*	1303	Beginning Keyboarding/Data Entry	3
OADM	1308	Business Correspondence	3
OADM	1309	Business Mathematics and Calculating Machines	3
OADM	1305	Information and Records Management	3
MGMT	1305	Introduction to Management	3

Second Semester

ENGL		ENGL 1301, 1302, or 1312	3
WOPO**	1102	WordPerfect: An Introduction	1
WOPO*	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing/Transcription	3
MGMT	1304	Work Organization	3
OADM	1306	Office Procedures and Applications	3

Second Year

First Semester			
WOPO**	1104	LOTUS 1-2-3: An Introduction	1
OADM	2304	Office Accounting I	3
WOPO	2308	Information Systems Internship I	3
MGMT	2305	Business Law I	3
WOPO	2304	Automated Accounting	3

Second Semester

WOPO**	1109	Data Applications	1
WOPO	2302	Advanced Information Processing Applications	3
OADM	2305	Office Accounting II	3
OADM	2307	Automated Office Management	3
WOPO	2309	Information Systems Internship II	3
Total Hours			58

* Level of keyboarding will be determined by the student's previous training in this skill and/or by placement tests.

** WOPO 1305 or WOPO 2303 may be substituted.

Paralegal/Legal Assistant

Associate in Applied Science Degree

First Year

First Semester			Credit
LEGA	1401	Introduction to Paralegalism	4
LEGA	1302	Legal Office Ethics and Management	3
LEGA	1304	Principles of Family Law	3
<u>ENGL</u>	<u>1312</u>	Communications Skills	3
<u>GOVT</u>	<u>2301</u>	State and Federal Government I	3
WOPO**	1303	Beginning Keyboarding	3

Second Semester

LEGA	1306	Criminal Law	3
LEGA	1307	Civil Litigation	3
<u>MATH</u>	<u>1342</u>	Elementary Statistics	3
MISC	1420	Word Processing for Microcomputers	4
LEGA	2301	Torts and Personal Injury	3
PHED		Physical Education	1

Second Year

First Semester			
LEGA	2302	Contract Law and the UCC	3
LEGA	2406	Techniques of Legal Research	4
LEGA*		Approved Elective	3
ELCT		<u>ACCT 230</u> or <u>OADM 2304</u>	3
<u>GOVT</u>	<u>2302</u>	State and Federal Government II	3
PHED		Physical Education	1

Second Semester

LEGA	2405	Wills, Trust and Probate	4
LEGA*		Approved Elective	3
LEGA*		Approved Elective	3
HUMA*		Humanities/Fine Arts Selection	3
LEGA	2401	Techniques of Legal Practice	
or			
LEGA	2404	Legal Assistant Internship	4
Total Hours			70

* Approved Elective Selection includes: LEGA 1305, 1308, 1309, 1403, 2101, 2301, 2303, 2307, 2308.

** Demonstrated proficiency to type 30 wpm may be substituted.

• Humanities/Fine Arts Selection: See page 27.

Real Estate

Real Estate Sales Agent Certificate of Completion

First Semester			Credit
REAE	1301	Real Estate Fundamentals	3
REAE	1304	Real Estate Law: Agency	3
REAE	2300	Contract Law	3
ELCT		REAE (Except 2401/2402) or Approved Selection	3
REAE	2401	Real Estate Internship I	4
Total Hours			16

Word Processing Specialist

Associate in Applied Science Degree

First Year

First Semester			Credit
WOPO	1101	MS-DOS: An Introduction	1
WOPO*	1303	Beginning Keyboarding/Data Entry	3
OADM	2304	Office Accounting I	3
ENGL		English Selection	3
OADM	1305	Information and Records Management	3
ELCT**		OADM/WOPO Selection	3

Second Semester

SPCH		<u>SPCH 1315 or 1321</u>	3
WOPO	1305	Applicational Software	3
WOPO*	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing/Transcription	3
OADM	1308	Business Correspondence	3

Second Year

First Semester			
MATH		<u>MATH 1342, 1314</u> or higher	3
WOPO	2303	Office Automation	3
WOPO	1401	Word Processing Cooperative Training I	4
ELCT•		Humanities/Fine Arts Selection	3
ELCT**		OADM/WOPO Selection	3
PHED		Physical Education	1

Second Semester

OADM	2305	Office Accounting II	3
OADM	2307	Automated Office Management	3
WOPO	2302	Advanced Information Processing Applications	3
WOPO	2401	Word Processing Cooperative Training II	4
ELCT■		Social/Behavioral Science Selection	3
PHED		Physical Education	1
Total Hours			65

- * Level of keyboarding will be determined by the student's previous training in these skills and/or by placement tests.
- ** Elective selection must be approved by the Department Chair.
- Humanities/Fine Arts Selection: See page 27.
- Social/Behavioral Science Selection: See page 27.



Humanities/Fine Arts Selection or Social/Behavioral Science Selection must be sophomore level.

Certificate of Completion

Students may apply for a Certificate of Completion, Word Processing Operator, after satisfactory completion of ALL first-year courses.

Word Processing Specialist

Certificate of Completion

First Year

First Semester			Credit
WOPO	1101	MS-DOS: An Introduction	1
WOPO*	1303	Beginning Keyboarding/Data Entry	3
OADM	1308	Business Correspondence	3
OADM	1309	Business Mathematics and Calculating Machines	3
OADM	1305	Information and Records Management	3
ELCT***		OADM/WOPO Selection	3

Second Semester

ENGL		English Selection	3
WOPO**	1102	WordPerfect: An Introduction	1
WOPO*	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing/Transcription	3
OADM	1306	Office Procedures and Applications	3

Second Year

First Semester			
WOPO**	1104	LOTUS 1-2-3: An Introduction	1
WOPO	2303	Office Automation	3
OADM	2304	Office Accounting I	3
WOPO	1401	Word Processing Cooperative Training I	4
ELCT***		Elective	3

Second Semester

WOPO**	1109	Data Base Applications	1
WOPO	2304	Automated Accounting	3
OADM	2305	Office Accounting II	3
OADM	2307	Automated Office Management	3
WOPO	2302	Advanced Information Processing Applications	3
WOPO	2401	Word Processing Cooperative Training II	4

Total Hours **60**

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

** WOPO 1305 may be substituted.

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

(ACCT) Accounting

ACCT 2301 Principles of Accounting I 3-0-3

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

ACCT 2302 Principles of Accounting II 3-0-3

A continuation of ACCT 2301 including accounting for corporations, analysis of financial statements, accounting for manufacturing operations, and introductory managerial accounting concepts. Prerequisite: ACCT 2301.

(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) Art

ARTS 1303 Art History I 3-0-3

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

ARTS 1304 Art History II 3-0-3

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

ARTS 1311 Design: 2-D 2-4-3

This course gives basic instruction in the elements and principles of design, with emphasis on the study of form and color theory. It is a study of design in two-dimensional formats.

ARTS 1312 Design: 3-D 2-4-3

This course gives basic instruction in the principles and elements of design as applicable to three-dimensional design problems. No prerequisite.

ARTS 1313 Foundations of Art 2-4-3

This course is an introduction to the creative media. Enhancing artistic awareness and sensitivity through the creative and imaginative use of art materials and tools is the focus of the course. Students will also be exposed to art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth. No prerequisite.

ARTS 1316 Drawing I 2-4-3

This course involves a study of the basic drawing skills including both abstraction and expressive drawing in charcoal, pencil, pen, wash, conte, and mixed media.

ARTS 1317 Drawing II 2-4-3

This course continues the development of skills, application of drawing media, and personal expression explored in Drawing I. Prerequisite: ARTS 1316.

ARTS 2311 Design: Computer-Aided Art 2-4-3

This course is designed primarily for the Commercial Art major, but can apply to Fine Art as well. The student will learn to use standard computer-

aided techniques in creating and elaborating upon designs and in lettering production. Prerequisite: Computer Science elective and ARTS 1311.

ARTS 2313 Computer Illustration and Advertising Art I 2-4-3

This course is an in-depth study of current concerns and practices in the visual arts including contemporary media and techniques with heavy emphasis on computer-aided design, philosophy of aesthetics, and public accessibility.

ARTS 2314 Computer Illustration and Advertising Art II 2-4-3

This course is an advanced study of commercial art pre-press production. It combines principles covered in Computer Illustration and Advertising Art I. Prerequisite: ARTS 2313.

ARTS 2316 Oil Painting I 2-4-3

This course studies the techniques and materials used in oil-based painting. Drawing skills are recommended.

ARTS 2317 Oil Painting II 2-4-3

This course is a continuation of techniques explored in ARTS 2316 with emphasis on individual expression. Prerequisite: ARTS 2316.

ARTS 2323, 2324 Figure Drawing I & II 2-4-3

These are life drawing courses which emphasize structure and action of the human figure.

ARTS 2326 Sculpture I 2-4-3

This course is an introduction to sculpturing techniques including assemblage, carving, and lost wax casting.

ARTS 2327 Sculpture II 2-4-3

This course is a continuation of ARTS 2326 with emphasis on personal expression. Prerequisite: ARTS 2326.

ARTS 2333 Print Making 2-4-3

This introductory course covers the fundamentals and creative experimentation in etching, serigraphy, and other print-making media. Drawing skills are recommended.

ARTS 2336 Fiberarts I 2-4-3

This course involves the study of weaving, rug making, dyeing, and paper making. Emphasis will vary from one semester to another.

ARTS 2337 Fiberarts II 2-4-3

This course is a continuation of ARTS 2336. Emphasis will vary from one semester to another.

ARTS 2341 Jewelry and Art Metals I 2-4-3

An introduction to jewelry-making and metalworking techniques. Basic fabrication techniques are stressed.

ARTS 2342 Jewelry and Art Metals II 2-4-3

A continuation of jewelry-making and metalworking techniques. Lost wax casting and surface treatments are emphasized. Prerequisite: ARTS 2341.

ARTS 2346 Ceramics I 2-4-3

This course is an introduction to making pottery by hand-built methods. Glazing and decoration techniques are covered.

ARTS 2347 Ceramics II 2-4-3

This course is a continuation of pottery-making techniques. Prerequisite: ARTS 2346.

ARTS 2356 Photography I 2-4-3

An introduction to the basics of photography. Technical information will include camera operation, black and white camera techniques, knowledge of chemistry, and presentation skills. Much emphasis will also be placed on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Students will be asked to complete projects which address art, journalism, and commercial photography.

ARTS 2357 Photography II 2-4-3

Extends the student's knowledge of technique and guides them in developing a personal outlook toward a specific application of the photographic process. Prerequisite: ARTS 2356.

ARTS 2366 Watercolor Painting 2-4-3

This course covers various techniques of painting in watercolor. It stresses color and composition in application of the medium. Drawing skills are recommended.

ARTS 2367 Acrylic Painting 2-4-3

This course covers the properties of color, theory of color and form, and technical procedures of the medium. Drawing skills are recommended.

ARTS 2376 Problems in Contemporary Arts 2-3-3

This course is an examination of current issues and practices in the visual arts. Historical influences, modern aesthetics, contemporary media and techniques, and individual concerns will be covered in lectures, studio practice, and research outside the traditional classroom.

(AUTO) Automotive Service And Repair**AUTO 1150 Auto Maintenance Procedures (Electrical and Body) 0.3-1-1**

Designed to teach the student to perform maintenance and troubleshooting on the electrical systems and body maintenance.

AUTO 1151 Auto Maintenance Procedures (Brakes) 0.3-1-1

Provides the student with the knowledge and skills to maintain and troubleshoot the brake system as detailed in the service manual.

AUTO 1253 Operational Maintenance Course 0.5-2-2

Course is designed to teach vehicle operators to perform maintenance on and operate the M-809 series, 5-ton and unit generators.

AUTO 1254 Operators Training & Maintenance 2-2-2

This course is designed to teach proper operation and maintenance of vehicles; includes maintenance forms, safety and accident forms, Preventive Maintenance Checks and Service (PMCS), use of publications, and NSC Defensive Driving.

AUTO 1255 Motor Sergeant's Maintenance Management 1.5-1-2

Provides training in procedures and techniques of establishing, conducting, and evaluating standard maintenance programs for unit vehicles. Includes maintenance operations, organization management, controls, requirements, training, and records.

AUTO 1301 Automotive Systems 2-3-3

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

AUTO 1400 Shop Fundamentals 3-3-4

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

AUTO 1402 Basic Electrical and Test Equipment 3-3-4

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

AUTO 1405 Automotive Air Conditioning 3-3-4

A course designed to provide an understanding of the principles, design, construction, installation, and service procedures involved in automotive air conditioning, with special emphasis on system recharging and service. Prerequisite or Corequisite: AUTO 1400, 1402, and 1411 or consent of the Department Chair.

AUTO 1406 Engine Tune-Up 2,4,4

This course is designed to provide the beginning student with basic automotive skills involved in performing minor engine tune-ups. Emphasis will be placed upon the procedures to diagnose, adjust, and replace electrical, carburetor, and ignition system components. Prerequisites: AUTO 1301 and 1402.

AUTO 1407 Brake Systems 3-3-4

A course designed to provide an understanding of the nomenclature, theory of operation, and service procedures involved in the brake system. The use of the brake drum lathe, bleeder, and other equipment necessary to effect brake repairs will be taught with emphasis on power brake and dual brake systems. Training will also include principles of anti-skid and heavy-duty brake systems. Prerequisite or Corequisite: AUTO 1400 or consent of the Department Chair.

AUTO 1408 Standard Transmissions & Transaxles 3-3-4

A course designed to provide an understanding of the function, construction, operation, and maintenance of manual shift transmissions, transaxles, clutches, drive lines, and differentials. Prerequisite or Corequisite: AUTO 1400 or consent of the Department Chair.

AUTO 1411 Automotive Computer Systems 3-3-4

This course is designed to provide the student with a basic understanding of computer systems used in the modern automobile. Emphasis will be placed on system and component identification, function, and operating principles. Prerequisite or Corequisite: AUTO 1402 or consent of the Department Chair.

AUTO 2250 Operational Maintenance 0.5-2-2

To familiarize the student with basic theories and principles of operational maintenance of military vehicles.

AUTO 2251 Power Generator Mechanics Course 1.5-4.5-2

This course is designed to teach wheeled-vehicle mechanics the skills necessary to perform organizational maintenance on 1.5 through 10 KW power generators.

AUTO 2402 Shop Organization & Management 3-3-4

A course designed to provide information and actual experiences in shop management, customer relations, warranty provisions, service salesmanship, organization and layout, general business practices and in the use of time, rate, and parts manual. This course places special emphasis on established business principles and preparation for employment. Prerequisite: Sophomore standing.

AUTO 2403 Automatic Transmissions and Transaxles 3-3-4

A study of the theory of operation, construction, and maintenance of automatic transmissions and transaxles including locking torque converters and automatic overdrive. This course emphasizes the diagnosis, repair, and overhaul techniques used in rebuilding transmissions and transaxles. Prerequisite: AUTO 1408 or consent of the Department Chair.

AUTO 2404 Ignition, Starting and Charging Systems 3-3-4

Provides a review of the basic electrical system. Course content includes the ignition system theory and service for the conventional, transistor, and computer-controlled systems. Starting motor and charging systems theory, testing, and service will also be included. Prerequisite: AUTO 1402 and 1411 or consent of the Department Chair.

AUTO 2405 Steering and Suspension Systems 3-3-4

This course is designed to provide the student with an understanding of the function, theory of operation, maintenance, diagnosis, and service procedures involved in the automotive steering and suspension systems. It includes wheels, tires, steering gears and linkages, wheel alignment factors, diagnosis, repair and alignment procedures on live automobiles. Prerequisite or Corequisite: AUTO 1400 or consent of the Department Chair.

AUTO 2406 Engine Diagnosis and Emission 3-3-4

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

AUTO 2408 Advanced Engine Service 3-3-4

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

AUTO 2409 Automotive Internship 1-18-4

This course consists of on-the-job automotive training that uses the principles, knowledge, and skills gained in the classroom and laboratory. The student is employed at an approved work site under the supervision of a College instructor/coordinator. Prerequisite: Satisfactory completion of all AUTO or TIAM courses or consent of the Department Chair.

AUTO 2410 Fuel Systems and Injection 3-3-4

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

(AVMT) Aviation Maintenance Technology

AVMT 1201 Maintenance Publications - G 2-2-2

The basis of all maintenance is the proper use and interpretation of technical publications. This course deals with Federal Aviation Administration and manufacturers' publications. The student will be given instruction on the privileges and limitations of a mechanic according to FAR Part 65 and will also be given practical work with descriptions of aircraft work performed and the completion of required maintenance forms and records.

AVMT 1202 Weight and Balance - G 2-2-2

Since weight and balance of aircraft are critical areas in maintenance, the student will be instructed on the weighing and computation of weight and balance of an aircraft. This course will also include basic physics principles; basic ground operations; and servicing of aircraft including starting, moving, and securing aircraft and other service procedures.

AVMT 1203 Aircraft Drafting - G 2-2-2

Since the beginning of any aircraft originates on the drafting board, the technician must be able to use drawings, blueprints, diagrams, charts, and graphs. This course prepares the student to draw sketches and finished drawings of repairs and alterations. In addition, instruction will be given on fabrication and installation of rigid and flexible lines and fittings.

AVMT 1204 Airframe Materials and Corrosion Control - G 2-2-2

The course involves the proper use of cleaning and corrosion control materials that are used in aviation. Instruction will include the areas of identifying and selecting appropriate nondestructive testing methods; performing penetrant, chemical etching, and magnetic particle inspection; performing basic heat breaking processes; identifying and selecting aircraft hardware and materials; identifying and selecting cleaning materials; and actually performing aircraft cleaning and corrosion control.

AVMT 1305 Basic Aircraft Electricity - G 2-4-3

This course is designed to introduce the student to the theory and practical applications of electricity. Topics of instruction include measuring voltage, current, resistance, continuity, leakage, capacitance, inductance and special applications of aircraft electrical circuit problems.

AVMT 1306 Aircraft Finishes - A 2-4-3

This course covers the principles involved in service and repair of wood structures; selecting, testing, inspecting, repairing, and applying materials from fabric to fiberglass. In addition, painting, doping, and applying trim and letters to the aircraft airframe are included.

AVMT 1320 A&P Mechanic General Course 3-0-3

This course introduces an experienced mechanic to the very basics of aircraft maintenance. The course will include applying the principles of mathematics, physics, and electricity to aircraft maintenance; solving weight and balance problems; selecting and using specifications from FAA Regulations; and identifying and properly employing materials and hardware commonly used in aircraft maintenance. Prerequisites: 18 months aircraft maintenance experience and FAA evaluation certification that the student is qualified to take the course to obtain the FAA powerplants or Airframe rating.

AVMT 1402 Sheet Metal Structures - A 2-6-4

This course covers the theory and practical applications of aircraft sheet metal structures. Instructional topics include sheet metal layout, hand forming, machine forming and bending, and the use of conventional and special rivets and fasteners. Inspection techniques and procedures of bonded structures, plastics, honeycomb structures, laminated sections, doors, and aircraft interior furnishings are also covered in the course. Soldering, brazing, gas welding, and arc welding of all materials used in aircraft structures including magnesium, titanium, stainless steel and aluminum are included in this course. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2303 Airframe Inspection - A**2-4-3**

The objective of this course is to prepare the student to perform uniform conformity and airworthiness inspections on both rotary and fixed-wing aircraft. This course also covers the alignment check of structures, assembling aircraft, balancing and rigging moveable surfaces, and the jacking of aircraft. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2304 Aircraft Fuel Systems - A**2-4-3**

This course covers the theory and practical experiences, inspection, repair, and service of aircraft fuel systems that include fuel dump systems, fluid quantity and pressure indicators, and temperature indicators. Heating, cooling, and pressurization systems and oxygen equipment are also covered. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2305 Aircraft Instrument Systems - A**2-4-3**

This course is designed to instruct the student in the repair, inspection, service, and installation of heading, speed, altitude, time, temperature, pressure, and position indicating systems; ice and rain control systems; and the maintenance of fire protection systems. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2306 Engine Electrical Systems - P**2-4-3**

This course is designed to give instruction in the troubleshooting, repair, installation, and inspection of engine fluid rate of flow meters; temperature, pressure, and RPM indicators; fire detection and extinguishing systems; and the engine electrical systems that include wiring, controls, switches, indicators and protective devices. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2307 Engine Lubrication and Cooling Systems - P**2-4-3**

This course includes the identification and selection of lubricants as well as the repair, inspection, and troubleshooting of the components. It also covers the theory and practical applications of the repair, inspection, troubleshooting and servicing of cooling exhaust systems. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2308 Aircraft Airframe Course**3-0-3**

The Airframe course has been established to teach qualified aircraft mechanics the fundamentals of aircraft airframe maintenance. The course is sequenced to give the student instruction in all areas of aircraft structures and their components. Evaluation examinations will be administered periodically throughout the course. Prerequisite: 18 months aircraft maintenance experience and FAA evaluation certification that the student is qualified to take the course to obtain the FAA Airframe rating and AVMT 1201.

AVMT 2309 Aircraft Powerplants and Systems**3-0-3**

The powerplants course has been established to teach qualified aircraft mechanics the fundamentals of aircraft powerplants maintenance. The course is sequenced to give the student instruction in all areas of powerplants and their components. Evaluation examinations will be administered periodically throughout the course. Prerequisite: 18 months aircraft maintenance experience and FAA evaluation certification that the student is qualified to take the course to obtain the FAA Powerplants rating and AVMT 1201.

AVMT 2402 Hydraulics & Pneumatics - A**2-6-4**

This course includes the repair, inspection, and servicing of hydraulic and pneumatic power systems. Practical experiences include the inspection, servicing, and repair of landing gear retraction systems, shocks, struts, brakes, wheels, tires, and steering systems. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2403 Aircraft Electrical Systems - A**2-6-4**

This course is designed to prepare the student to perform inspection, maintenance, and repair of aircraft electrical systems including wiring, controls, switches, and indicators involved with both alternating and direct current circuits. Also covered are the inspection and repair of the aircraft position and warning systems. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2404 Powerplants Maintenance Reciprocating Engines - P**2-6-4**

This course is designed to prepare the student to maintain, overhaul, repair, and inspect reciprocating engines from small, opposed powerplants to large, radial engines. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2405 Engine Fuel Systems - P**2-8-4**

This course covers the inspecting, repairing, servicing, and troubleshooting of fuel metering systems; fuel system components; engine, ice, and rain control systems; heat exchanger; superchargers; and overhauling carburetors. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2406 Aircraft Propellers - P**2-8-4**

Propellers are an integral part of the majority of aircraft; therefore, a great deal of study is devoted to this area. This course covers the repair, inspection, service, and troubleshooting of propeller synchronizing and ice controls; propeller control systems; fixed pitch; constant speed; propeller feathering; and governing systems; removal and installation of propellers; balancing propellers; and identifying/selecting proper propeller lubricants. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2407 Powerplants Maintenance Turbine Engines - P**2-6-4**

Designed to prepare the student to maintain, repair, rig, overhaul, and inspect turbine engines. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

(BIOL) Biology**BIOL 1308 Biological Science****3-0-3**

A study of selected topics of biological science for the non-science major. Topics include the cell concept, systems of the human body, aging, and introduction to genetics, evolution, and ecology.

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

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

BUSI 1307 Personal Finance**3-0-3**

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

BUSI 1372 Consumer Economics**3-0-3**

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

(CDEC) Early Childhood Professions

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. Learning outcomes/objectives are determined by local occupational need and business and industry trends.

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 educator, including a study of parent education, family and community lifestyles, child abuse, and current issues. The student will examine research on parenting styles; discuss issues relating to families and communities; discuss literature relating to diverse lifestyle and multi-cultural influences; examine research on abuse and neglect as it occurs in the family. The student will identify effective parenting techniques; identify characteristics of functional and dysfunctional families; demonstrate the ability to communicate and interact with parents and families; recognize signs of abuse and neglect; describe ways to work effectively with abusive behaviors; and develop activities to enhance understanding of diverse lifestyle and multi-cultural influences. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include working with children with different cultures and backgrounds.

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

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. The student will discuss the contributions of key historical and contemporary theorists to the field of early childhood education, explain the features of the developmentally appropriate program for young children, define development and define each of the four basic developmental areas, describe the types of early childhood programs, and analyze future trends and issues of the early childhood profession. The student will demonstrate an understanding of the characteristics and developmental stages of an early childhood professional. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include working in the lab center.

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. The student will define and describe developmentally appropriate practices; describe the process of curriculum development beginning with goals, objectives and learning activities, and culminating in assessment; and develop guidelines for creating developmentally appropriate learning (indoor/outdoor) environments. The student will select, plan, and implement developmentally appropriate activities for young children; apply an understanding of the teacher's role in the early childhood classroom; and prepare a developmentally appropriate schedule including routines and transitions. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include developing and implementing curricula.

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 implication. Integration of these principles will be applied in a variety of settings. The student will demonstrate knowledge of the principles, nutrition assessment, activities, and regulatory requirements of nutrition; describe community health problems, universal health precautions, environmental and personal hygiene and legal implications regarding health; and evaluate the regulations, procedures, and environment regarding safety. The student will demonstrate skills in computation, record keeping, referrals, and resources. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include meal preparation and safety and health surveys.

CDEC 1319 Child Guidance (CHDV 1309) 2-2-3

An exploration of common behavior problems of young children in child care settings. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in child care setting. The student will summarize general theories related to child guidance and explain how guidance teaches young children autonomy and self-discipline, while promoting development of positive self-concept and prosocial behaviors. The student will apply appropriate guidance methods for specific situations relating to children's behaviors and demonstrate skills in supporting children to resolve conflicts. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include opportunities to practice guidance techniques in early childhood settings.

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. The student will demonstrate knowledge of principles of growth and development; normal developmental stages in physical, cognitive, social, and emotional domains; major theories of development, i.e., behaviors, cognitive, language acquisitions, developmental; the impact of developmental processes on early childhood practices; types and techniques of objectives observation; the importance of play in development; and biological and environmental influences on growth and development. The student will demonstrate skills in the practical application of developmental principles and theories, objective observation techniques, and recognition of normal growth and developmental patterns. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include observation of children at various stages of development.

CDEC 1356 Emergent Literacy for Early Childhood (CHDV 1304) 2-2-3

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. The student will describe the role of the teacher in promoting emergent literacy, analyze various theories of language development, and sequence the stages of emergent literacy. The student will create print rich environment for young children and select and share appropriate literature with young children. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include using environmental and developmentally appropriate activity to support literacy learning.

**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. The student will relate the sequence of cognitive development to the acquisition of math and science concepts and describe the scientific process and its application to the early childhood classroom. The student will develop teacher strategies which promote thinking and problem-solving skills in young children, utilize observation and task assessment as a basis for planning discovery experiences for the individual child, and select and/or prepare developmentally appropriate materials to support the attainment of math and science concepts. Thirty hours of field experience in child-related settings are required beyond the normal class hours.

**CDEC 1358 Creative Arts for Early Childhood
(CHDV 1305) 2-2-3**

An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. The student will describe the developmental sequences for the creative arts and describe how process-oriented experiences enhances creativity/divergent thinking. The student will demonstrate the ability to encourage divergent thinking within the classroom through open-ended questioning techniques and plan and implement developmentally appropriate activities for music, movement, visual arts, and dramatic play. Student will demonstrate knowledge of audio-visual equipment and how to construct simple training aids such as bulletin boards and mobile. Laboratory experiences include planning and implementing activities that promote creativity in young children.

**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. The student will demonstrate knowledge of causes, incidence, and characteristics of exceptionalities related to cognitive, physical, social, and emotional domains of development; current terminology and practices for educational intervention; availability and accessibility of appropriate resources; accommodation in inclusive early childhood setting; legal mandates and their impact on the early childhood practices and environment; and the role of advocacy for children with special needs and their families. The student will demonstrate skills in recognition of indicator of exceptionalities; practical application of techniques for educational intervention and accommodation; identification of appropriate resources and referral practices for individual children and families; interpretation of the impact of legal mandates on early childhood programs; and advocating for children with special need and their families. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include opportunities to practice skills with exceptional children.

**CDEC 1371 Physical Development and Disorder in
Children (CHDV 1306) 2-2-3**

This course is designed for paraprofessionals 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. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include opportunities to practice skills with exceptional children.

**CDEC 1372 Techniques for Child Guidance for the
Special Child (CHDV 1307) 2-2-3**

This course provides an examination of theoretical approaches to guidance strategies applicable to the integrated early childhood setting; emphasis is placed on strategies for facilitating emotional growth in individual children and social integration of all children in inclusive settings; includes activity planning to achieve IEP and ISFP goals for a variety of children with disabilities and children without disabilities. Features experiences in mastering observation techniques and assisting in assessment procedures; ethical problem solving; and teamwork skills in group management. Positive guidance techniques are emphasized. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include opportunities to practice skills with exceptional children.

**CDEC 1373 Management: Intergenerational
Professions (CHDV 1328) 2-2-3**

This course focuses on program goals, policies and procedures, and licensing standards for child and adult services. It includes types of settings and career opportunities related to child and adult services; appropriate workplace ethics; occupational health and safety practices; communicating effectively on the job, records maintenance; daily scheduling; and current issues and legislation relating to child care, elderly care, and adult dependent care. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include opportunities to practice techniques in early childhood settings.

CDEC 1374 Preschool Age (CHDV 1408) 2-2-3

This course centers on developmentally appropriate practice during the play years (ages 3-5). It includes developing and designing interest centers and environments for discovery learning; scheduling and planning age appropriate activities; and writing daily and weekly activities and objectives. Staff team building and ethical problem solving are embedded in course objects. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include opportunity to practice skills with preschool age children.

**CDEC 1391 Special Topics in Family Day Care Homes
(CHDV 2410) 2-2-3**

This course addresses the unique curriculum planning needed in group home-based care centers and centers serving less than 10 children; includes strategies for developmentally appropriate proactive for mixed age groups, planning the environment, and ways to use mixed-age grouping to the children's advantage. Thirty hours of field experience in child related settings are required beyond the normal class hours. Laboratory experience includes working with young children.

**CDEC 1393 Special Topics in Family Living and
Parenthood (CHDV 2302) 2-2-3**

Topics addresses 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. Learning outcomes/objectives are determined by local occupational needs and business and industry trends. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include opportunity to practice guidance techniques in early childhood settings.

CDEC 2321 The Infant and Toddler (CHDV 1406) 2-2-3

A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environment, materials and activities, and teaching/guidance techniques. The student will demonstrate a knowledge of principles of quality infant/toddler caregiving; elements of appropriate indoor and outdoor environments; developmentally appropriate materials, activities, and teaching/guidance techniques; and normal growth and development of children from birth to 3 years. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include assessing and implementing infant and toddler activities.

CDEC 2326 Administration of Programs for Children I (CHDV 2303) 2-2-3

A practical application of management procedures for early child care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluating, and communication. The student will employ knowledge of programs, philosophies, curriculums, and budget basics; develop goals and objectives, written/oral communications, parent communication; and interpret and supervise regulations, policies, staffing, and evaluating. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include observing the operation of a child care agency.

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 child 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. The student will demonstrate skills in fiscal planning and analysis; legal and ethical issues; personnel management and team building; advocacy and professionalism; parent education and partnership; and technical applications in programs. The student will utilize skills in speaking, writing, computation, and computer utilization. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experiences include observation of the operation of child care 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. The student will demonstrate knowledge of principles of quality school age programs; elements of appropriate indoor and outdoor environments; developmentally appropriate materials, activities, and teaching/guidance techniques; and normal growth and development of the school age child. The student will demonstrate skills in implementing principles of quality programming; designing appropriate indoor and outdoor environments; selecting appropriate materials and activities; practicing teaching/guidance techniques and activities for school age children; and applying growth and development principles to school age setting. Thirty hours of field experience in child-related settings are required beyond the normal class hours. Laboratory experience include planning and implementing school-age activities

CDEC 2371 Program and Planning Implementation (CHDV 2314) 2-2-3

This course is intended to motivate and inform care givers about interactions between children and the elderly in a general way. It includes guidelines for developing an Intergenerational program, goals and objectives, appropriate settings for activities, planning and implementing Intergenerational activities, and effective techniques in evaluating intergenerational programs.

CDEC 2384 Cooperative Education in Child Development 1-14-3

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college Child Development Center or 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.

(COSC) Computer Science

COSC 1100 Special Topics 0-3-1

Recent developments and topics of current interest. May be repeated when topics vary.

COSC 1300 Computer Information Processing 2-1-3

An up-to-date survey of computer hardware and software systems and developments that will provide the basis for further advancements in information processing. Provides a comprehensive overview of the computer--what it is, what it can and cannot do, how it operates, and how it may be instructed to solve problems. Covers terminology and examines the application of computers in a broad range of organizational settings and social environments. An overview of BASIC programming is provided. Basic use of computers for non-computer majors.

COSC 1400 Computer Science Fundamentals 3-3-4

Provides the student with fundamental skills needed in designing computer programs. Focus will be on problem analysis and developing algorithms for the step-by-step solution to problems. Students will learn to use an on-line editor to enter programs via a terminal in a hands-on environment. A high-level language will be used for programming and debugging.

COSC 1401 Computer Operations 3-3-4

Provides the student with knowledge of duties and responsibilities of a computer operator. Training is provided to develop the student's ability to work in a computer center.

COSC 1402 Advanced Operations Lab 1-12-4

This course consists of supervised work in a computer center. The students learn to operate the computer and peripheral equipment. Prerequisite: COSC 1401. Corequisite: COSC 2403 and consent of the Department Chair.

COSC 1403 Introduction to Computer Science and Programming 3-3-4

Introductory programming course for Computer Science majors. Problem solving, algorithm development, pseudocode, and flowcharting. In-depth coverage of a high-level language through programming assignments.

COSC 1404 COBOL Programming 3-3-4

Provides the student with skills and fundamentals in solving business data processing problems using COBOL. The student becomes effective in COBOL programming techniques involving sequential files, single- and double-dimension table handling, and control breaks. Prerequisite: COSC 1403.

COSC 1405 Computer Concepts and Analysis 3-3-4

Provides the essential foundation for Computer Science majors in computer concepts, terminology, and business computer systems. Students will be introduced to word processor and spreadsheet software.

COSC 1406 Computer Organization and Architecture 3-3-4

A study of hardware and software characteristics of digital computers. Designed to give the student an understanding of how the fundamental principles by which computers work affect and govern programming techniques. Topics include data representation, machine instruction types, fetch and execution cycles, interrupt schemes, metaprograms, I/O handling, and assembler concepts. Prerequisites: COSC 1403 or MISC 1451 or COSC 1401.

COSC 1407 RPG/400 Programming 3-3-4

Report Program Generator (RPG)--a problem-oriented language involving fixed program logic, file description, input calculation, and output for practical business oriented problems. Prerequisite: COSC 1403.

COSC 1408 AS/400 Concepts and Operations 3-3-4

An introduction to the concepts and operations of AS/400 hardware and software. Prerequisite: 8 semester hours in Computer Science courses.

COSC 1409 Computer Operations Internship 1-18-4

This course consists of on-the-job computer operations training that utilizes the principles, knowledge and skills gained in the classroom and laboratory. The student is employed at an approved work site under the supervision of a College coordinator. Prerequisite: 12 semester hours in Computer Science courses, including COSC 1401, and consent of the Department Chair.

COSC 2110 Topics in Computer Science Laboratory 0-3-1

Laboratory for COSC 2310 when topic has a required laboratory.

COSC 2310 Topics in Computer Science 3-0-3

Study of recent developments and topics of current interest in computer science. Prerequisite: 12 semester hours in Computer Science courses or the consent of the Department Chair.

COSC 2401 Advanced COBOL 3-3-4

Offers the student of COBOL programming an in-depth study of the theory, programming techniques, and programming efficiencies that will be required of the commercial COBOL programmer. File design and the special features of ANSI COBOL language are thoroughly covered. Emphasis is placed on multi-dimensional table handling, searching and sorting techniques, and VSAM (Indexed) file manipulation. Structured design and programming will be stressed. Programming assignments will require detailed knowledge of necessary Job Control Language (JCL) for program execution. Prerequisites: COSC 1404 and 2403.

COSC 2402 Systems in the MIS Environment 3-3-4

This course examines advanced systems including database, distributed processing, teleprocessing, local area networks, management information systems and decision support systems. Emphasis will be placed on database management systems through the development of a database project. Prerequisite: 12 semester hours in Computer Science courses.

COSC 2403 JCL/Machine Language Programming 3-3-4

An in-depth coverage of Job Control Language and/or command language as used in an MVS/ESA environment. Use of utilities for data set maintenance. Assembly and machine language concepts. Emphasis onabend resolution and dump reading. Prerequisites: COSC 1404 and 1406 or COSC 1400, 1401 and concurrent enrollment in COSC 1406.

COSC 2406 Database Programming 3-3-4

A study of a relational database management system. Topics include the creation of users, tables, table definition, sharing of data, SQL, data manipulation, report generation, and data definitions. Prerequisite: 12 semester hours of Computer Science courses to include a minimum of one programming class and one microcomputer application class (MISC 1420, MISC 1430, MISC 1440 or MISC 1450).

COSC 2408 CICS Programming 3-3-4

An introduction to programming for the teleprocessing environment under CICS. Applications will be written and tested on-line. Prerequisite: COSC 1404.

COSC 2409 Field Projects 1-9-4

This course consists of practical applications in the field of computer science. It is designed to fit the career objectives of the student. Prerequisite: Consent of the Department Chair.

COSC 2410 Systems Analysis and Design 3-3-4

Study of structured systems development using a Computer-Aided Systems Engineering (CASE) tool. Emphasis on tools and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. Prerequisite: 8 semester hours of Computer Science programming.

COSC 2490 Computer Resource Management 3-3-4

This course covers the procurement, use and evaluation of computer resources including hardware, software, and people. Topics include capacity planning, upgrades, downsizing, choosing the correct hardware and software, compatibility, connectivity, and vendor vs. in-house support. Prerequisite: MISC 1461.

COSC 2491 Network Management 3-3-4

An in-depth study of LAN software designed to prepare individuals for the responsibility of being a LAN system manager. Students will learn to create workable directories, create scripts for a working environment, design menus for novice users, select applications, and set up network printing and backups. Prerequisite: MISC 1461.

COSC 2492 Network Installation, Service and Support 3-3-4

A study of LAN hardware management. Students will set up various types of file servers and work stations; configure and install network boards; install multiple cabling systems; and be able to isolate, diagnose, and troubleshoot LANs. Students will gain practical experience configuring and installing LANs. Prerequisite: COSC 2491.

COSC 2493 Network Architectures, Standards and Protocols 3-3-4

A practical introduction to the major industry networking and data communications standards and protocols. This hands-on course will guide students through the installation, maintenance, error detection, and internals of communications protocols. Connectivity among a wide variety of computer platforms will be stressed. Prerequisite or Corequisite: COSC 2491.

COSC 2494 Computer Science Internship 1-18-4

This course consists of on-the-job computer training that utilizes the principles, knowledge and skills gained in the classroom and laboratory. The student is employed at an approved work site under the supervision of a College coordinator. Prerequisites: 32 semester hours in Computer Science courses and consent of the Department Chair.

(DS--) Developmental Studies

The credit received from these courses cannot be applied towards degree completion nor will it result in transferable credit.

DSO 0300 Developmental Communication 1-2-3

A course offered in a laboratory setting to improve reading comprehension/ rate and word recognition. Specific areas of study include syllabication, phonetic analysis, context clues, word elements, sequence, setting, main ideas, drawing conclusions, and making inferences.

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

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

DSED 0300 College Study Skills 3-0-3

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

DSED 0302 College Study Skills for Foreign Students

3-0-3

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

DSLA 0318, 0319 English for Foreign Students I and II (ESL)

3-2-3

(Previously numbered ENGL 0303 and 0304)

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 0310 Reading and Vocabulary I (ESL)

3-2-3

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

DSLA 0314 Writing I (ESL)

3-2-3

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

DSLA 0315 Grammar I (ESL)

3-1-3

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

DSLA 0316 Listening Comprehension I (ESL)

3-2-3

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

DSLA 0317 Speaking I (ESL)

3-1-3

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

DSLA 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. (Previously numbered MATH 1300). Prerequisite: DSMA 0300 or appropriate test scores.

DSMA 0302 Fundamentals of Mathematics I

3-0-3

This course includes operations with common fractions, decimals and positive integers; order of operations; prime factorization; greatest common factors; least common multiples; percentages; and basic equations. An introduction to consumer and business applications, statistical graphing, and basic geometry is also included.

DSMA 0303 Developmental Mathematics IV

5-1-3

Topics include operations with rational expressions, linear equations, systems of linear equations, radical expressions, complex numbers, quadratics, and functions. A laboratory is required. Prerequisite: DSMA 0301 or appropriate test scores.

DSMA 0304 Fundamentals of Mathematics II

3-0-3

This course includes operations with real numbers, variable expressions, simple equations, polynomials, algebraic applications, factoring polynomials, and an introduction to graphs and linear equations. Prerequisite: DSMA 0302 or appropriate test scores.

DSMA 0306 Intermediate Algebra I

3-0-3

Topics include a review of factoring, rational and radical expressions, complex numbers, radical equations, quadratics and the study of the parabola. Prerequisite: DSMA 0304 or appropriate test scores.

DSMA 0307 Intermediate Algebra II

3-0-3

Topics include the straight line, systems of equations and inequalities, determinants, functions and relations, inverses and composite functions, and an introduction to exponential and logarithmic functions. Prerequisite: DSMA 0306.

DSMA 0308 Pre-College Math

3-0-3

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

DSMA 0312 Fundamentals of Mathematics I

3-1-3

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

DSMA 0314 Fundamentals of Mathematics II 3-1-3

This course includes operations with real numbers, variable expressions, simple equations, polynomials, algebraic applications, factoring polynomials, and an introduction to graphs and linear equations. A laboratory is required. Prerequisite: DSMA 0312 or appropriate test scores.

DSMA 0316 Intermediate Algebra I 3-1-3

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

DSMA 0317 Intermediate Algebra II 3-1-3

Topics include the straight line, systems of equations and inequalities, determinants, functions and relations, inverses and composite functions, and an introduction to exponential and logarithmic functions. A laboratory is required. Prerequisite: DSMA 0316.

DSRE 0101 Developmental Reading Laboratory 0-1-1

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

DSRE 0111 Basic Reading I 1-0-1

This course improves reading skills, vocabulary, and reading comprehension/rate.

DSRE 0300 Developmental Reading I 2-2-3

Designed for students who have difficulty reading college texts; specifically those who scored below 50% 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% on the Pre-TASP reading section or pass 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.)

DSSP 0300 Developmental Speech 1-2-3

An introductory course emphasizing the structure and different techniques of presentation as well as principles and methods of discussion. Designed to identify strengths/deficiencies and develop and improve interpersonal skills and the student's ability to communicate through effective speech.

DSWR 0100 Developmental Writing Laboratory 0-1-1

This course helps prepare for college-level academic work using varied instructional techniques to help students improve their proficiency in basic composition skills such as idea generation, organization, style, use of standard English, and revision.

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% 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 Macroeconomics 3-0-3**

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

ECON 2302 Microeconomics 3-0-3

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

(ENGL) English**ENGL 1301 Composition and Rhetoric I 3-0-3**

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

ENGL 1302 Composition and Rhetoric II 3-0-3

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

ENGL 1312 Communications Skills 3-0-3
Instruction in grammar and diction, writing expository papers, writing effective business correspondence and reports, and oral presentations.

(FPRT) Fire Protection Technology

FPRT 1301 Fundamentals of Fire Protection 3-0-3
History and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and review of expanding future fire protection problems.

FPRT 1302 Fire Prevention 3-0-3
The objectives and views of inspection, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire prevention organization, public cooperation and image, recognition of fire hazards, insurance problems and legal aspects, development and implementation of systematic and deliberate inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards.

FPRT 1303 Fire Protection Systems 3-0-3
Study of the required standards for water supply, special hazards protection systems, automatic sprinklers and special extinguishing systems, automatic signaling and detection systems, rating organizations and underwriting agencies.

FPRT 1304 Fire Administration I 3-0-3
An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relationship of various government agencies to fire protection areas. Fire service leadership as viewed from the Company Officer's position.

FPRT 1305 Fire Administration II 3-0-3
Study to include insurance rates and rating, preparation of budgets, administration and organization of training in the fire department; city water requirements, fire alarm and communication systems; importance of public relations, report writing and record keeping; measurement of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire department buildings.

FPRT 1307 Fire Service Chemistry I 3-0-3
An introductory study to inorganic and organic chemistry, with emphasis on the metric system, the periodic chart, water, oxygen, hydrogen, carbon, hydrocarbons, carbohydrates, and polymers.

FPRT 1308 Fire Service Chemistry II 3-0-3
A continuation of FPRT 1307. Prerequisite: FPRT 1307.

FPRT 2301 Industrial Fire Protection I 3-0-3
Specific concerns and safeguards related to business and industrial organization. A study of Industrial Fire Brigade organization and development, plant layout, fire prevention programs, extinguishing factors and techniques, hazardous situations and prevention methods. Gaining cooperation between the public and private fire department organizations. Study of elementary industrial fire hazards in manufacturing plants. Prerequisite: FPRT 1301.

FPRT 2302 Industrial Fire Protection II 3-0-3
Development of fire and safety organizations in industry; relationship between private and public fire protection organizations; current trends; deficiencies and possible solutions for industrial fire problems, role of insurance and other special organizations, an in-depth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques used to detect and control such hazards. Field trips to selected plants and demonstrations of new techniques, equipment and innovations. Prerequisite: FPRT 2301.

FPRT 2303 Hazardous Materials I 3-0-3
Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, and handling of hazardous materials (i.e., flammable liquids, combustible solids, and gases). Emphasis on emergency situations and most favorable methods of handling fire lighting and control. Prerequisite: FPRT 2301.

FPRT 2304 Legal Aspects of Fire Protection 3-0-3
A study of legal rights and duties, liability concerns and responsibilities of the fire department while carrying out its duties. Introduction and basic concepts of civil and criminal law, the Texas and Federal judicial structure, and city's liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning firefighters, fire departments and municipalities.

FPRT 2305 Building Codes and Construction 3-0-3
Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; reviews of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Codes.

FPRT 2306 Fire and Arson Investigation 3-0-3
A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussions of law, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between firefighters and arson investigators and other related topics. Prerequisite: FPRT 2305.

FPRT 2308 Hazardous Materials II 3-0-3
Hazardous materials covering storage, handling laws, standards, and firefighting techniques associated with chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radioactive materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to free-burning fire and explosion phenomena. Familiarization with radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials and operational procedures. Prerequisite: FPRT 2303.

FPRT 2309 Fire Safety Education 3-0-3
A survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examinations and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks.

FPRT 2310 Marine Fire Protection 3-0-3
This course covers the specific fire protection concerns of the maritime industry. It provides an in-depth study of the causes of fires, fire prevention, special firefighting techniques, special equipment and fire safety as they relate to watercraft.

FPRT 2314 Fire Service Hydraulics 3-0-3
This course covers the fundamental concepts needed to solve a broad range of fire protection hydraulic problems. It includes the measurements of water from flowing orifices; the characteristics of water flow through conduits; the pressure, volume and frictional characteristics of mobile and stationary fire pumps; the trajectory and patterns of fire streams; and the relationship between fixed and mobile fire suppression equipment.

FPRT 2404 Firefighting Tactics and Strategy 4-0-4

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

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

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

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

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

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

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

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

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

(HMCA) Hospitality Management**HMCA 1202 Sanitation and Safety 2-0-2**

This course includes a study of personal cleanliness; sanitary practices in food preparation; cause, investigation, and control of illness caused by food contamination; food storage and refrigeration; sanitation of dishes, equipment, and kitchens; cleansing materials, garbage and refuse disposal; safety precautions and accident prevention. Upon completion of this course, the student will have sufficient knowledge to pass the Educational Institute of National Restaurant Association (NRA) certification examination. Student must pass certification exam to receive a passing grade.

HMCA 1207 Menu Planning 2-0-2

Basic factors of planning menus including variety and nutrition, techniques of preparing attractive menus while maintaining budgetary control, and types of menus for various public and private institutions.

HMCA 1303 Food Purchasing 3-0-3

Applied theory of food and beverage purchasing; factors affecting selections, standards, quality, and prices; techniques of receiving, storing, and issuing supplies, foods, and materials; applied theory of cost control, pricing and portions. An optional NRA certification exam is offered.

HMCA 1304 Hospitality Industry Law 3-0-3

A study of the nature and scope of business law with emphasis on the hospitality industry. Licensing, civil rights, owner responsibility for safety and property loss of guests, rights of the owner, and history of contemporary hospitality law will be discussed.

HMCA 1305 Convention and Groups 3-0-3

Organization and planning for meetings and conventions including budget, and site selection, menu and program planning and marketing the event.

HMCA 1308 Front Office Procedures 3-0-3

This course includes lodging organization and services, front office salesmanship, cashiering, night auditing, accounting for guest charges, procedures and forms for accounting controls. Completion of computer simulations is required.

HMCA 1309 Introduction to Hospitality Industry and Quality Customer Service 3-0-3

Introduction to HMCA is a survey course designed to provide general information about the career fields within the hospitality industry. The course also offers a program in Quality Customer Service. An optional NRA certification exam is offered.

HMCA 1331 Fundamentals of Food Theory-Part A 1-8-3

Lab fee, uniforms, and professional tools are required. Basic menu items such as soup and sauces are prepared. Other areas of concentration are beverage service, table service, plate and table presentation, accountability of food stores. Prerequisite: HMCA 1202 or concurrent enrollment.

HMCA 1332 Fundamentals of Food Theory-Part B 1-8-3

Lab fee, uniforms, and professional tools are required. Basic menu items such as soup and sauces are prepared. Other areas of concentration are beverage service, table service, plate and table presentation, and accountability of food stores. Prerequisite: HMCA 1202 or concurrent enrollment.

HMCA 1333 Culinary Principles-Part A 1-8-3

Lab fee, uniforms and professional tools are required. Elements of the course include: quantity food preparation, assorted cuisine and baking. Prerequisite: HMCA 1601.

HMCA 1334 Culinary Principles-Part B 1-8-3

Lab fee, uniforms and professional tools are required. Elements of the course include: quantity food preparation, assorted cuisine and baking. Prerequisite: HMCA 1601.

HMCA 1601 Fundamentals of Food Theory 1-19-6

Lab fee, uniforms, and professional tools are required. Basic menu items such as soup and sauces are prepared. Other areas of concentration are beverage service, table service, plate and table presentation, and accountability of food stores. Prerequisite: HMCA 1202 or concurrent enrollment.

HMCA 1606 Culinary Principles 1-19-6

Lab fee, uniforms and professional tools are required. Elements of the course include: quantity food preparation, assorted cuisines and baking. Prerequisite: HMCA 1601.

HMCA 2164 Capstone Option HMCA 1-0-1

A capstone course requiring an individual project and comprehensive exam.

HMCA 2262 Sugar Art 1-3-2

Lab fee, uniforms, and professional tools are required. A course in practical instruction skill development in sugar work, Marzipan, chocolate, holiday confections and advanced cake decoration.

HMCA 2301 Management Practice HMCA 1-15-3

Lab fee and uniform are required. This course is designed as a real-time management lab where students will be expected to form a management team and operate an operational area for a semester. Team work and organizational skills are necessary. Scheduled for an average of 20 hours per week, the student assumes a leadership role with an emphasis on supervisory techniques. Hours include mornings, nights, some weekends and holidays. Department approval is required.

HMCA 2302 Hospitality Industry Computer System 2-4-3

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

HMCA 2303 Restaurant/Institutional Management Practicum (Field Experience) 1-20-3

Lab fee. Scheduled for an average 20 of hours per week in an industry internship for the semester. Hours include weekends, mornings, nights, and holidays. Department approval is required.

HMCA 2304 Nutrition for HMCA Professionals 3-0-3

A study of dietary needs; the role of proteins, fats, carbohydrates, minerals, and vitamins; factors to be considered in proper selection and preparation of foods for maximum nutritional value. An optional NRA certification exam is offered.

HMCA 2305 Facility Design, Layout and Security 3-0-3

Fundamentals of equipment layout for optimum production and operational efficiency. This course will include procedures to design and decorate remodeling projects.

HMCA 2306 Hospitality Accounting I 3-0-3

Provides the background in hospitality accounting including business transactions, use of accounting records, journalizing, posting, and analysis of financial statements.

HMCA 2307 Tourism Management 3-0-3

The course includes information on travel accommodations, products, procedures, available transportation industries, ticketing, and tour packages.

HMCA 2308 Hospitality Industry Sales Promotion 3-0-3

A course designed to develop an understanding of what must be done to mesh production and consumption in the United States. The business activities that direct the flow of goods and services from the producer to the ultimate consumer are analyzed. Coordination of personal selling, advertising, produce design, market research, and customer relations/services are the individual ingredients of sales promotion, and each is examined in detail. Advertising is studied as the force that creates prospects, converts these prospects into customers, and keeps customers returning and buying. An optional NRA certification exam is offered.

HMCA 2309 Lodging and Tourism Practicum (Field Experience) 1-20-3

Lab fee. Scheduled for an average 20 hours per week in an industry internship for the semester. Hours include weekends, mornings, nights and holidays. Department approval required.

HMCA 2310 Property Management 3-0-3

A study of housekeeping and guest sensitive areas of property management is conducted. Property maintenance is considered as it applies to guest impression to the overall operation.

HMCA 2311 Culinary Arts Practicum (Field Experience) 1-20-3

Lab fee. Scheduled for an average 20 hours per week in an industry internship for the semester. Hours include weekends mornings, nights, and holidays. Department approval required.

HMCA 2335 Culinary Arts-Part A 1-8-3

Lab fee, uniforms, and professional tools are required. The course will concentrate on: buffets, exhibition work, Garde Manage and baking.

HMCA 2336 Culinary Arts-Part B 1-8-3

Lab fee, uniforms, and professional tools are required. The course will concentrate on: buffets, exhibition work, Garde Manage and baking.

HMCA 2350 Hospitality Advertising 3-0-3

Sales promotion, interior decor, types and uniformity of service, food and beverage display, menu and room styling.

HMCA 2351 Cafeteria Management 3-0-3

This course points out the specific differences between an industrial cafeteria and a conventional restaurant and explains how to cope with the unusual problems of industrial and institutional feeding. Prerequisite: HMCA 1601.

HMCA 2352 Catering 2-3-3

Lab fee, uniforms, and professional tools are required. Presentation of food and beverages from menus typically used in catering operations.

HMCA 2353 Advanced Buffet Catering 2-3-3

Lab fee, uniforms, and professional tools are required. Presentation of food and beverages from menus typically used in complex catering operations.

HMCA 2354 Recreational Services 2-4-3

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

HMCA 2355 Diet Manager Practicum (Field Experience) 1-10-3

Lab fee, uniforms, and professional tools are required. Field experience in diet therapy under the supervision of a registered dietician.

HMCA 2356 Advanced Baking 1-6-3

Lab fee, uniforms, and professional tools are required. A course designed to add to commercial baking skills of the student.

HMCA 2357 Hospitality Accounting II 2-3-3

A course that covering financial statements and accounting practices of partnership and corporate entries. Computer simulation laboratory will utilize industry based software. Prerequisite: HMCA 2306.

HMCA 2358 Dietary Food Service Operations 3-0-3

Looks at food service operations through dietary and clinical needs of the patients.

HMCA 2359 Diet Therapy 3-0-3

A practical "how-to" course tailored to the unique needs of current and future dietary managers.

HMCA 2360 Cake and Pastry Decorating 1-6-3

Lab fee, uniforms, and professional tools are required. A course of practical instruction and skill development in birthday, wedding, and special-occasion cakes as well as pastry decoration.

HMCA 2361 Catering - Baking 1-6-3

Lab fee, uniforms, and professional tools are required. A practical study in manufacturing pastry and baking products on a commercial basis.

HMCA 2363 Capstone Option HMCA 3-0-3

A capstone course requiring an individual project and comprehensive exam.

HMCA 2365 Current Topics HMCA 3-0-3

A course on current industry topics.

HMCA 2612 Advanced Culinary Arts 1-19-6

Lab fee, uniforms, and professional tools are required. The course will concentrate on buffets, exhibition work, Garde Manage and baking. Prerequisite: HMCA 1606.

(HUMA) Humanities

HUMA 1315 Introduction to Fine Arts 3-0-3

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

Journalism

See (COMM) Communications

Kinesiology

See (PHED) Physical Education

(LAW) Law Enforcement

LAW 1201 Defensive Tactics 1-2-2

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

LAW 1301 Introduction to Criminal Justice 3-0-3

History and philosophy of criminal justice and ethical considerations. Crime defined, its nature and impact. Introduction and career orientation to the multifaceted agencies involved in the administration of criminal justice: law enforcement, courts, prosecution and defense, probation and parole, and corrections.

LAW 1302 Criminal Investigation I 3-0-3

Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation.

LAW 1303 Legal Aspects of Law Enforcement 3-0-3

Police authority, responsibilities, constitutional constraints, law of arrest, search and seizure, police liability, and examples of case law that currently affect police decisions will be reviewed.

LAW 1304 The Courts and Criminal Procedures 3-0-3

The judiciary in the criminal justice system, structure of the American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence and sentencing.

LAW 1306 Correctional Systems and Practices 3-0-3

Corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatment and rehabilitation, current and future issues.

LAW 1307 Crime in America 3-0-3

American crime problems in historical perspective, social and public policy factors affecting crime; impact and crime trends, social characteristics of specific crimes, and crime prevention.

LAW 1308 Fundamentals of Criminal Law 3-0-3

A study of the nature of criminal law, philosophical and historical development; major definition and concepts; classifications, elements, and penalties of crime using Texas statutes as illustrations, and criminal responsibility.

LAW 1309 Police Systems and Practices 3-0-3

Analyses of the police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues facing police agencies.

LAW 1310 Criminal Investigation II 3-0-3

Modern methods and skills required for criminal investigation including discovery methods, developing and lifting latent fingerprints, criminal scene sketches, the use of plaster and silicone rubber for reproducing evidence at the crime scene, use of modern investigation aids, and techniques of interviews and interrogations. Prerequisite: LAW 1302.

LAW 1312 Commissioned Security Officer Course 2.5-0.5-3

This course is designed to have the student meet the requirements specifically identified in the state of Texas Commissioned Security Officer Training Manual and the provisions of the Private Investigators and Private Security Agencies Act, Article 4413 (29bb) V.A.C.S. as amended.

LAW 1315 Street Survival 3-0-3

This course stresses the preparation, planning and appropriate reactions to hazardous situations for on-duty police officers. Students will gain awareness of the conditions which lead to personal injury and death. Instruction will be given to improve the student's tactical procedures and safeguards while performing police work.

LAW 2101 Emergency Medical Aid 1-1-1

This course focuses on the first aid fundamentals that will be helpful to patrol officers in the event of a first aid emergency situation. Procedures recommended by the American Red Cross will be used as guidelines for this course.

LAW 2201 Firearms 1-2-2

This course is designed to introduce the student to the skills and techniques of firearms used in the protection of the public and criminal justice personnel. Students will fire various weapons under precision and police combat conditions. The importance of safe weapons handling and the danger of not adopting a mature attitude towards firearms will be stressed at all times. The intelligent, legal, and moral use of police firearms will be emphasized at all stages of teaching and firing.

LAW 2301 Probation and Parole 3-0-3

Development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. Role of probation and parole officers and their function within the entire criminal justice system are examined.

LAW 2303 Criminal Justice Seminar 3-0-3

A problems course dealing with current criminal justice trends, issues, and literature. Prerequisite: Consent of the Department Chair. This course may be repeated for credit when course topics deal with different problems and issues.

LAW 2304 Juvenile Procedures 3-0-3

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; case disposition; juvenile statutes; and court procedures.

LAW 2306 Traffic Planning and Administration 3-0-3

This course consists of the application of traffic problems from the administrative point of view including traffic engineering, education, and enforcement at the supervisory level.

LAW 2308 Patrol Administration 3-0-3

Discussion of the administration of surveys, special problems arising while the officer is on patrol, improvement in patrol methods, observation of persons and things, preventive techniques, methods of handling complaints, and the development of contacts.

LAWE 2310 Correctional Control and Administration

3-0-3

The course prepares the student to perform supervisory functions related to control of prisoners and contraband, segregation and accountability of prisoners, procedures required at correctional facilities, emergency measures, prisoner privileges, and the records and reports of the detention center.

LAWE 2312 Homicide Investigation

3-0-3

This course emphasizes the investigative process and teamwork required in analyzing the homicide crime scene. It addresses the roles of the various forensic disciplines in relation to the investigator as well as the functions of the crime laboratory. Additionally, students will learn how to analyze wounds and injuries in drawing conclusions about the cause of death.

LAWE 2313 Illegal and Controlled Substances

3-0-3

This course presents an in-depth approach to the medical and legal aspects of illegal and controlled substances. Students will learn how to identify dangerous drugs by their distinct characteristics and explain their effects on the human body. Most importantly, students will learn the theories and principles of drug law enforcement which will prepare them to bring a drug case successfully to prosecution.

LAWE 2314 Organized Crime

3-0-3

This course provides the student with information on the growth and development of organized crime and its affect on the majority of crimes committed in the U.S. today. Students will also learn about the different facets of organized crime and will analyze how federal and state authorities are fighting it.

LAWE 2315 Interviewing and Interrogation Techniques

3-0-3

This course provides the student with an understanding of the communication process and the techniques for improving listening skills. This knowledge has a direct application for the police officer who must conduct interviews/interrogations on the job.

LAWE 2319 Anti-Terrorism

3-0-3

This course explores the origins, philosophies, and current trends in worldwide terrorism and hostage-taking incidents. Role playing exercises allow students to utilize all the course material in "hands-on" hostage negotiation situations.

LAWE 2350 First Responder

3-0-3

This course covers health knowledge regarding individual and group welfare. It is concerned with the principles and practices of first aid treatment of the sick and injured by the non-medically-trained individual. Emphasis is given to the preventive aspects as well as care following an injury or illness.

(LEGA) Paralegal/Legal Assistant

LEGA 1302 Legal Office Ethics and Management

3-0-3

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

LEGA 1304 Principles of Family Law

3-0-3

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

LEGA 1305 Law of Real Property and Real Estate Transactions

3-0-3

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

LEGA 1306 Criminal Law

3-0-3

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

LEGA 1307 Civil Litigation

3-0-3

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

LEGA 1308 Consumer Protection & Bankruptcy

3-0-3

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

LEGA 1309 Military Law I

3-0-3

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

LEGA 1401 Introduction to Paralegalism

4-0-4

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

LEGA 1403 Military Law II 4-0-4

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

LEGA 2101 Special Topics in Legal Assistance 1-0-1

A problems course dealing with recent developments and topics of current interest in the Legal Assistance field. The course may be repeated when topics vary.

LEGA 2301 Tort and Personal Injury 3-0-3

A study of the fundamental principles of evidence and of the law of torts and insurance, including special research assignments related to the subject matter; consideration of the techniques of investigation involved in the lawyer's handling of tort and insurance claims and workmen's compensation; a study of the various forms of pleadings involved in commencing such claims in court actions. This course will also cover how to use cameras, tape recorders, video equipment and other investigative equipment to document cases and gather evidence. Prerequisite: LEGA 1401. Corequisite: LEGA 2406.

LEGA 2302 Contract Law and the Uniform Commercial Code 3-0-3

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

LEGA 2303 Business Organizations 3-0-3

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

LEGA 2307 Juvenile Law 3-0-3

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

LEGA 2308 Legal Assistant Seminar 3-0-3

A problems course dealing with recent developments and current issues in the law and the Legal Assistance field. Topics of interest may cover: Law of the Workplace, Constitutional Law, and Environmental Law. The course may be repeated when topics vary.

LEGA 2401 Techniques of Legal Practice 3-3-4

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

LEGA 2404 Legal Assistant Internship 1-18-4

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

LEGA 2405 Wills, Trust and Probate 3-3-4

This course presents the basics of wills, trust and probate with which a Legal Assistant will have to deal. The forms and principles of law for wills and trusts are covered. The organization and jurisdiction of the State Probate Court are studied. The administration of estates under State Probate Law is analyzed and estate and inheritance taxes are reviewed. Prerequisites: LEGA 1307 and 1401.

LEGA 2406 Techniques of Legal Research 3-3-4

This course focuses on the importance of legal research as part of a legal assistant's responsibilities. It explores principles of legal research, kinds of law books, components of a law book, citations, reading and finding constitutional law, regulations, cases, law and statutory law. Students will learn how to use the various legal research tools such as indices, digests, Shepards, and treatises. An in-depth research and writing assignment provides a hands-on application of the studies. Prerequisite: LEGA 1401. Corequisite: LEGA 1307.

(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 Statistics 3-0-3

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

(MGMT) Management**MGMT 1111 Leadership Development I (MGMK 1101) 1-1-1**

The purpose of this course is to develop an awareness of respect for education in marketing and distribution which will contribute to occupational competence, and to promote understanding and appreciation for the responsibility of citizenship in our competitive free enterprise system. It is intended for students who are preparing themselves for careers in middle management, sales, advertising, finance, retailing, wholesaling, insurance, real estate, fashion merchandising, food service management, hotel/motel management, and other marketing-oriented occupations. Students will be expected to participate in a student vocational leadership organization, Junior Collegiate Distributive Education Clubs of America (DECA). Consent of the Department Chair is required for admission.

MGMT 1112 Leadership Development II (MGMK 1102) 1-1-1

This course is a continuation of MGMT 1111. Prerequisite: MGMT 1111 and consent of the Department Chair.

MGMT 1113 Leadership Development III (MGMK 1103) 1-1-1

This course is a continuation of MGMT 1112. Prerequisite: MGMT 1112 and consent of the Department Chair.

MGMT 1158 Training Manager's Workshop 1.5-0-1

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

MGMT 1171 Personnel Counseling Seminar 1-0-1

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

MGMT 1204 Setting Objectives and Goals 2-1-2

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

MGMT 1205 Analysis of Training Requirements 2-1-2

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

MGMT 1206 Professional Resource Management 2-0-2

This course is designed to provide managers with the capability to assist subordinates in the screening, selection, evaluation, and application of employee training programs.

MGMT 1301 Organization and Management 3-0-3

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

MGMT 1302 Safety (OSHA) 3-0-3

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

MGMT 1303 Fundamentals of Industrial Management 3-0-3

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

MGMT 1304 Work Organization 3-0-3

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

MGMT 1305 Introduction to Management 3-0-3

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

MGMT 1306 Human Relations 3-0-3

This fundamental management course examines topics such as morale, motivation, communications, leadership, and change as they relate to managerial decision making.

MGMT 1307 Insurance 3-0-3

Introduction to theory and practice of insurance, including life, fire, automobile, and personal and business risk.

MGMT 1308 Small Business Management (MGMK 1308) 3-0-3

Methods and applications of financial management in a small business. Primary emphasis on internal controls and sales accountability. Secondary emphasis on budgeting, forecasting, effective sales/labor ratios, licensing requirements.

MGMT 1309 Income Tax 3-0-3

Income tax legislation; present income tax laws and regulations; treasury decisions, court decisions and departmental rulings; income tax problems and returns.

MGMT 1311 Retail Management (MGMK 1311) 3-0-3

This course is for persons intending to develop careers in retailing or marketing as well as for those seeking an introduction to the field of retailing. It contains an overview of retailing--from the development and growth of retailing to an analysis of the consumer. The impact of innovation and competition on retail institutions is studied, as well as the influence of fashion, computers, and consumerism in the industry. Other subjects include types of ownership, types of merchandise sold, the human and physical sides of store management, merchandising, selling, advertising, sales promotion, profit and pricing techniques.

MGMT 1381 Management of Performance-Oriented Training 3-0-3

A course designed to provide a performance-oriented approach of managing training in which the manager learns to establish performance-oriented objectives, tests, and follow-up evaluations.

MGMT 1382 Briefing Techniques, Aids and Devices 3-0-3

A course designed to provide the manager with the capability of employing proper briefing methods and to develop the skills required to produce briefing aids including charts, graphs, posters, slides, filmstrips, transparencies, opaques, and other media.

MGMT 1383 Evaluation of Instruction and Training 3-0-3

A course designed to provide the manager with the rationale, methods, and procedures for evaluation the effectiveness and efficiency of instruction training. Emphasis will be directed toward evaluating performance-oriented training and developing the suggestions for improvement which can be provided to management.

MGMT 1384 Setting Objectives and Goals 3-0-3

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

MGMT 1385 Analysis of Training Requirements 3-0-3

Designed to provide managers with techniques for determining organizational and personnel training requirements. Defining needs and ensuring compatibility with available resources will be stressed.

MGMT 1386 Professional Resource Management 3-0-3

A course designed to provide managers with the capability to assist subordinates in the screening, selection, evaluation, and application of employee training programs.

MGMT 1387 Professional Development of the Manager 3-0-3

A course designed to equip leaders with skills necessary to provide assistance to subordinates in problem solving. Emphasis will be placed on effective, active and passive performance by leaders to correct mistakes or reinforce good performance causing more motivated individuals.

MGMT 1388 The Training System Management 3-0-3

A course designed to provide managers with methods required to plan, organize, staff, influence, and control training. The main purpose will be develop a plan and employ limited resources to accomplish systems objectives.

MGMT 1389 Managerial Theories 3-0-3

A course designed to provide examination of managerial theories to include management functions, decision-making skills, problem-solving techniques, and performance standard oriented approaches to management.

MGMT 1401 Management and Marketing Internship I (MGMK 1401) 1-18-4

This course consists of on-the-job management training that utilizes the principles, skills and knowledge gained in the theoretical setting of the classroom. The student is employed at an approved work site under the supervision of a College coordinator. Prerequisite: Consent of the Department Chair.

MGMT 1402 Management and Marketing Internship II (MGMK 1402) 1-18-4

This is a continuation of Management and Marketing Internship I. Prerequisite: MGMT 1401 and consent of the Department Chair.

MGMT 2101 Stress Management 1-0-1

This course identifies the factors causing stress, shows how to interpret the signs of stress and explains the basic fundamentals involved in the management of personal and organizational stress. The instruction covers the most common causes of stress in the work place and prescriptive measures that can be taken by the manager to obtain high performance and low stress levels within the organizational setting.

MGMT 2102 Management Seminar 1-0-1

A course that deals with trends, issues, advancements and literature in the management field.

MGMT 2103 Time Management 1-0-1

This course enables the student to understand the role time plays in one's personal and professional life and to perceive time as the one element that cannot be created in greater quantities. Instruction includes a study of the constraints that time places over individual lives and the techniques that managers and workers can employ to accommodate their goals.

MGMT 2104 Income Tax 1-0-1

This seminar is designed as a practical, hands-on approach to the basic fundamentals of income tax preparation for the individual to complete the Form 1040, 1040A, or the 1040EZ. Information for all aspects of this preparation will be provided in a general manner and will not delve into specific minutia of income tax law. The instructor will be able to answer most of the tax questions asked by the students. However, it must be realized that the instructor is not a tax attorney or an accountant. For specific legal advice concerning a complex tax questions, the student will be encouraged to seek professional assistance.

MGMT 2105 Briefing Techniques, Aids and Devices 1-0-1

A course designed to provide students with a review of instructional techniques, selection of contents of instruction, preparation of lesson plans and instructional devices or aids to provide a good learning environment.

MGMT 2150 Trainer's Workshop (TW) 1.5-0-1**MGMT 2151 Platoon Trainer's Workshop 1.5-0-1****MGMT 2152 Training Supervisor's Workshop 1.5-0-1****MGMT 2161 Unit and Organizational Supply 2.5-0-1**

To provide the students with the skills and knowledge to accomplish the duties required of unit and organizational supply personnel.

MGMT 2162 Personal Finance Management 1.3-0-1

Develops an understanding of the personal business activities and actions that affect personal and family accounts, budgets, budgetary controls, bank accounts, charge accounts, borrowing, buying, and investing.

MGMT 2164 Army Personnel 1-0-1

This course is designed to provide the student with the knowledge of fundamental personnel management concepts used in industry, the Army, and U.S. Civil Service.

MGMT 2172 Introduction to Management Theory 1-0-1

This course will help to increase the student's ability to relate to and manage personnel. Instruction is provided in management theories, functions and roles. Leadership abilities, motivation methods, and time management will be emphasized.

MGMT 2173 Leadership Communication In Management 1-0-1

This course will provide communications skills and counseling and stress management techniques to enhance the student's ability to manage personnel effectively.

MGMT 2174 Supervisory Management 1-0-1

This course is designed to update the student's supervisory education and to prepare him/her for more complex problems whether they are economic, technical, professional, scientific or educational.

MGMT 2255 Platoon Trainer's Workshop 2-0-2**MGMT 2256 Training Supervisor's Workshop 2-0-2**

Provides training management for the medium-sized organization (battalion) including long- and short-range plans, LRC, and ARTEP standards.

MGMT 2257 Trainer's Workshop (TW) 2.3-0-2**MGMT 2258 Training Manager's Workshop 2-0-2**

Provides training management information for battalion-sized units including long- and short-range goals, training assets, money and allocations, and ARTEP standards.

MGMT 2259 Platoon Trainer's Workshop 2.3-0-2

Provides management of training instruction at the platoon level including long- and short-range planning and ARTEP-integrated training for small groups.

MGMT 2261 Leadership and Communications Seminar 2-0-2

Upon completion of this course, the student will be better able to communicate with and supervise personnel. The student will have an increased interpersonal awareness, interact better in group situations, organize work and manage time better, and be able to reduce stress.

MGMT 2300 Credit and Collections 3-1-3

This course covers the elements of mercantile and consumer credit organization of a credit department, sources of credit information, collection tolls and procedures.

MGMT 2301 Marketing Principles 3-0-3

This is an introductory course to the practices and principles of contemporary marketing. Instruction includes marketing planning and information; buyer behavior and market segmentation; product/service, pricing, distribution, and promotional strategies; and marketing in special settings. Instructional methods include lectures, discussions, and case study analysis.

MGMT 2302 Human Resource Management 3-0-3

The dynamic role of management as it relates to people, with emphasis on the management aspects important to the line executive or supervisor. Human resource functions and procedures are viewed in the light of management objectives while human resource management is treated as an active and dynamic process which is motivated by basic human drives.

MGMT 2303 Law and Legal Assistance 3-0-3

Nature and scope of the law, court systems, law of contracts, principal and agent as relates to the military. Explanation of bailments, carriers, mortgages, securities, negotiable instruments, banks and banking, wills and estates. The procedures of obtaining and acquiring legal assistance for both military and civilian cases in or out of the continental limits of the United States of America are addressed. Emphasis is placed on the knowledge required by the supervisor to counsel subordinates in the areas of law and legal assistance.

MGMT 2304 Labor-Management Relations 3-0-3

Labor relations aspects of personnel management are emphasized; selection and placement, discipline and morale, promotions, lay-offs, job evaluation, incentive systems, profit sharing, and the influence of collective bargaining and legislation on personnel policies. Methods used by organized labor and employers in industrial conflicts.

MGMT 2305 Business Law I 3-0-3

This course deals with the nature and scope of the law, court systems, law of contracts, principal and agent, and business organizations including partnerships and corporations. Texas community property laws are also covered.

MGMT 2306 Business Law II 3-0-3

Additional studies in law of business, dealing with bailments, carriers, mortgages, suretyship, negotiable instruments, banks and banking, wills and estates, sales, bankruptcy. There is no prerequisite for this course.

MGMT 2307 Life Insurance 3-0-3

Principles of life insurance, business and personal use in insurance; classification and analysis of policies, reserve and policy values; organization and administration of life insurance companies.

MGMT 2309 Supervision 3-0-3

A course designed to provide an understanding of planning work leadership, decision making, work problem solving, human behavior, and personnel relations.

MGMT 2310 Personnel Counseling 3-0-3

This course is designed to improve the listening and decision-making skills of managers and supervisors to help employees achieve greater productivity and satisfaction in their jobs and quality of work life (QWL).

MGMT 2312 Fundamentals of Systems Management 3-0-3

Introduction to the "systems" concept of management and integration of this concept with the more traditional "principles" approach. This course combines theory and application of systems management and focuses on systems as they exist in many fields such as education, law enforcement, military, industry, and a variety of nonprofit organizations.

MGMT 2314 Ethics in Management 3-0-3

A study of the field of business management as it relates to major ethical theories. The course provides actual case studies in which ethical principles are used in solving today's business problems.

MGMT 2315 Public Relations 3-0-3

A course designed to prepare students for jobs in the business world covering various principles and processes of contemporary public relations as well as effective means of influencing the public. The course traces the origins of public relations and discusses current and future trends. It looks at public relations standards, a code of ethics, and public relations as a profession.

MGMT 2316 Management Applications I (MGMK 2316) 1-5-3

This course is a management laboratory that emphasizes necessary management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision making case studies, computer-assisted models, or other instructional techniques. Prerequisite: Consent of the Department Chair.

MGMT 2317 Management Applications II (MGMK 2317) 1-5-3

The second in a two-part management laboratory sequence that emphasizes management decision-making skills for various business career fields. Instruction is individually tailored to meet the specific career needs of the student. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision making case studies, computer-assisted models, or other instructional techniques. Prerequisites: MGMT 2316 and consent of the Department Chair.

MGMT 2318 Total Quality Management 3-0-3

This course is designed to provide an understanding of the total quality management methods and procedures necessary to produce quality products and services. Students will learn how to establish management controls that result in minimum deviation from desired standards, calculate the true costs of producing an inferior product, analyze symptoms of organizations that lack commitment to total quality management, and define the role of each level of management and of each employer.

MGMT 2319 Small Business Accounting 3-0-3

A course designed to introduce small business owners to basic accounting/financial information necessary to the successful operation of a business. Topics covered include, but are not limited to, cost behavior, cost-volume-profit relationships, budgeting, relevant costs, pricing decisions, payroll accounting and taxes. Prerequisite: ACCT 2301.

MGMT 2320 Business Operations 3-0-3

This course is an introduction and practical approach to small business operations and management. Subjects include the analysis of one's personal skills, experience, and expectations in starting a business; technical and managerial skills necessary to run a business profitably; marketplace statistics; gathering and analyzing data; purchasing and inventory; record keeping; and product marketing. Other subjects include tax considerations for small business; revenue sources; and measures of profitability. Members of the Students in Free Enterprise (SIFE) organization that participate during the entire training program can be awarded credit for this course with the approval of the SIFE Faculty Advisor.

MGMT 2321 Entrepreneurship and Business Plan Development 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. Prerequisite: MGMT 1308 or Consent of the Department Chair.

MGMT 2322 Salesmanship 3-0-3

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

MGMT 2351 Advanced Leadership 3-0-3

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

MGMT 2354 Management Problems 3-0-3

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

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

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

MGMT 2381 Job Performance and Motivation 3-0-3

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

MGMT 2382 Individual Orientation Techniques 3-0-3

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

MGMT 2383 Group Orientation Techniques 3-0-3

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

MGMT 2384 Assessing of Training Standards, Goals and Objectives 3-0-3

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

MGMT 2385 Management Training Theory 3-0-3

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

MGMT 2386 Management Learning Strategies 3-0-3

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

MGMT 2401 Management and Marketing Internship III (MGMK 2401) 1-18-4

This course is a continuation of Management and Marketing Internship II. Prerequisite MGMT 1402 and consent of the Department Chair.

MGMT 2402 Management and Marketing Internship IV (MGMK 2402) 1-18-4

This course is a continuation of Management and Marketing Internship III. Prerequisite: MGMT 2401 and consent of the Department Chair.

(MISC) Microcomputer Technology**MISC 1100 Special Topics 0-3-1**

Recent developments and topics of current interest taught in a laboratory format. May be repeated when topics vary.

MISC 1131 Introduction to UNIX 1-0-1

An introduction to the fundamentals of UNIX. Topics include an overview of system structure, file systems, shells, shell scripts, communications, system administration, and a comparison of UNIX and MS-DOS capabilities. Provides practical lab exercises by topic.

MISC 1141 MS-DOS Fundamentals 1-1-1

A coverage of commonly used DOS commands and procedures. Introduces basic DOS concepts, disk preparation, storing and retrieving of information on disk, and file manipulation.

MISC 1306 Introduction to BASIC 2-2-3

Offers an introduction to programming in BASIC for the student interested in using a computer at home, in a small business or as a tool in a subject area such as math or science. Applications will illustrate personal computing techniques. Introduction to programming for non-computer majors.

MISC 1400 Microcomputer Fundamentals 3-3-4

Provides the student with fundamental skills needed in designing computer programs. Focus will be on problem analysis and developing algorithms for the step-by-step solution to problems. Students will learn to use a microcomputer under the MS-DOS operating system in a hands-on environment. A microcomputer language will be used for programming and debugging.

MISC 1403 Introduction to Computer Science and Programming 3-3-4

Introductory programming for Microcomputer Technology majors. Problem solving, algorithm development, pseudocode, and flowcharting. In-depth coverage of a high-level language through programming assignments.

MISC 1404 COBOL Programming 3-3-4

Provides the student with skills and fundamentals in solving business data processing problems using COBOL. The student becomes effective in COBOL, programming techniques involving sequential files, single- and double-dimension table handling, and control breaks.

MISC 1405 Computer Concepts and Analysis 3-3-4

Provides the essential foundation for computer science majors in computer concepts, terminology, and business computer systems. Students will be introduced to word processor and spreadsheet software.

MISC 1406 Computer Organization and Architecture 3-3-4

A study of hardware and software characteristics of digital computers. Designed to give the student an understanding of how the fundamental principles by which computers work affect and govern programming techniques. Topics include data representation, machine instruction types, fetch and execution cycles, interrupt schemes, metaprograms, I/O handling, and assembler concepts. Prerequisites: COSC 1403 or MISC 1451 or COSC 1401.

MISC 1420 Word Processing for Microcomputers 3-3-4

An entry-level course designed to teach the use of a current state-of-the-art word processor in a hands-on environment to include installation of word processor software.

MISC 1430 Spreadsheets for Microcomputers 3-3-4

An entry-level course designed to teach the use of a current state-of-the-art spreadsheet in a hands-on environment to include installation of spreadsheet software.

MISC 1440 Data Base for Microcomputers 3-3-4

An introduction to state-of-the-art Database Management Systems for the Microcomputer. Major topics include database design, table creation, query and view construction, form building and report generation. Theory topics are reinforced with hands-on exercises. Prerequisites: MISC 1420, MISC 1430, or MISC 1450.

MISC 1450 Microcomputers for Business 3-3-4

An introduction to the use of the microcomputer as a business tool. Designed specifically for the business oriented, this course will provide familiarity with the microcomputer and its use in the business sector. A hands-on introduction to the use of a word processor, spreadsheet, and database is provided. Types of hardware and software available for business will be studied.

MISC 1451 Introduction to Microcomputer Programming 3-3-4

Introductory programming course for Microcomputer Technology Major. Problem solving, algorithm development, pseudocode and flowcharting. An in-depth look at a high-level language through programming assignments.

MISC 1454 PASCAL Programming 3-3-4

A thorough coverage of structured programming. Emphasis on top-down programming and modular organization. Major topics to be covered include constants, variables, expressions, input and output, self-contained procedures, making decision (REPEAT-UNTIL, WHILE-DO and FOR loops), data types, arrays, character strings, records and set pointers, and disk files. Prerequisite: MISC 1451 or COSC 1403.

MISC 1460 Desk Top Publishing 3-3-4

Designed to provide the student with a working knowledge of desk top publishing. Taught in a hands-on environment. Prerequisite: MISC 1420 or MISC 1450.

MISC 1461 Operating Systems 3-3-4

A study of microcomputer operating systems. Topics include commands, system configuration, batch files, directory and hard disk management. Prerequisite: 8 semester hours of computer courses.

MISC 2110 Topics in Computer Science Laboratory 0-3-1

A laboratory course. May be offered as a stand-alone laboratory course or in conjunction with MISC 2310 when a laboratory is required to develop the topic.

MISC 2301 Information Center Management 3-0-3

Defines the infrastructure of information centers and describes their role and responsibilities in terms of assisting professionals with varying degrees of computer knowledge in using computer technology in the performance of their job function. Prerequisite: MISC 1450.

MISC 2302 Hardware/Software Selection and Acquisition 3-0-3

Selection and acquisition of hardware and software. Topics include capacity sizing of key hardware components, compatibility considerations, lease/purchase alternatives, in-house versus packaged software, documentation and training provided, vendor responsibilities and support, future up-grade capability to support growth, procurement proposals and contracting. Prerequisite: 12 semester hours of MISC courses or equivalent experience.

MISC 2310 Topics in Computer Science 3-0-3

A study of recent developments and topics of current interest in computer science.

MISC 2401 Advanced COBOL 3-3-4

Offers the student of COBOL programming an in-depth study of the theory, programming techniques, and programming efficiencies that will be required of the commercial COBOL programmer. Thorough coverage is given to file design and the special features of ANSI COBOL language. Emphasis is placed on multi-dimensional table handling, searching and sorting techniques, and indexed file manipulation. Structured design and programming will be stressed. Prerequisite: MISC 1404.

MISC 2402 Systems in the MIS Environment 3-3-4

This course examines advanced systems including data base, distributed processing, teleprocessing, local area networks, management information systems and decision support systems. Emphasis will be placed on data base management systems through the development of a data base project. Prerequisite: 12 semester hours of computer courses.

MISC 2453 Visual BASIC Programming 3-3-4

An introduction to the Visual BASIC Programming Language. Major topics include forms and controls, selection, loops, data access and menus. Theory topics are reinforced with hands-on programming exercises. Prerequisite: Minimum of one other programming language.

MISC 2454 Basic Communications, Networking and Internet 3-3-4

A Study of data communications and networking of microcomputer systems. Topics include communications hardware and software, using the Internet as a resource tool, and Local Area Networks. Prerequisite: MISC 1461.

MISC 2455 Microcomputer Field Projects 1-9-4

This course consists of practical applications in the field of microcomputers. It is designed to fit the career objectives of the student. Prerequisite: Consent of the Department Chair.

MISC 2456 C Language Programming I 3-3-4

The use of C in application programming. Major topics include fundamental flow-control constructions, statement grouping, decision making, looping with termination test at top (WHILE, FOR) or bottom (DO), and case selection (SWITCH). Detailed use of functions with internal, external, and global variables. Address arithmetic and call by reference will also be covered. Prerequisite: COSC 1406 and one other programming language.

MISC 2457 Programming with ADA* 3-3-4

An introduction of the basic syntax and semantics of ADA programming language. The design and use of the language will be the general theme of the course while programming exercises will be used to illustrate specific implementations of the language structure. Emphasis will be on importance of style and linguistic considerations. Prerequisite: MISC 1454.

* ADA is a registered trademark of the United States Department of Defense.

MISC 2458 C Language Programming II 3-3-4

An introduction to Object-Oriented Programming (OOP) using the C++ Language. Major topics include data structures, classes, inheritance, encapsulation and polymorphism. Theory topics are reinforced with hands-on programming exercises. Prerequisite: MISC 2456.

MISC 2460 Multimedia Applications 3-3-4

An introduction to the fundamentals of multimedia. Provides the student with an understanding of how computer graphics, computer-generated sounds, and digitized sources can be combined into effective multimedia presentations. Student will be required to design, produce, and present a multimedia presentation. Prerequisites: MISC 1450 and MISC 1460.

(OADM) Office Administration**OADM 1131 Beginning Typing I 1.5-1.5-1**

A beginning course in touch typing. The course will emphasize mastery of machine parts and the keyboard.

OADM 1133 Intermediate Typing I 1.5-1.5-1

A continuation of Beginning Typing II and Beginning Keyboarding/Data Entry. Students will increase typing accuracy and speed. Prerequisite: WOPO 1303 or OADM 1232 or ability to type 25 WPM for five minutes with no more than five errors.

OADM 1232 Beginning Typing II 1.5-1.5-2

A continuation of Beginning Typing I. Special emphasis will be placed on speed development. The course will include an introduction to letter writing, tabulating, and preparing manuscripts. Prerequisite: OADM 1131.

OADM 1234 Intermediate Typing II 1.5-1.5-2

A continuation of Intermediate Typing I. Students will compose and type business letters, tabulations, and manuscripts of a more demanding nature. Prerequisite: OADM 1133.

OADM 1301 Beginning Shorthand 2-4-3

An introduction of shorthand. Students will receive initial training in shorthand emphasizing reading, writing, theory principles, brief forms and related activities.

OADM 1302 Intermediate Shorthand 2-4-3

Students will continue shorthand training and reinforcement of theory. Prerequisite: OADM 1301 or equivalent.

OADM 1305 Information and Records Management 2-4-3

This course introduces the basic principles and procedures concerning the management of document-based information systems required in the operation of an organization's business. Topics include document-based records classification, storage, maintenance, and disposition methods and systems; electronic database creation, storage, and retrieval technology; and the principles for the selection of records equipment and supplies. Prerequisite: WOP 1303 or equivalent.

OADM 1306 Office Procedures and Applications 3-0-3

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

OADM 1308 Business Correspondence 3-0-3

A course designed to teach effective business writing and to give practice in composing all types of business correspondence, including e-mail. Students will also complete research using the Internet.

OADM 1309 Business Mathematics and Calculating Machines 2-4-3

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

OADM 1401 Administrative Secretarial Cooperative Training I 1-21-4

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

OADM 2301 Advanced Shorthand 3-3-3

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

OADM 2302 Advanced Typewriting 3-3-3

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

OADM 2304 Office Accounting I 2-4-3

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

OADM 2305 Office Accounting II 2-4-3

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

OADM 2307 Automated Office Management 3-0-3

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

OADM 2308 Office Occupations Internship 1-5-3

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

OADM 2309 Office Administration Internship 1-5-3

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

OADM 2350 Machine Shorthand 3-3-3

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

OADM 2401 Administrative Secretarial Cooperative Training II 1-21-4

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

Paralegal/Legal Assistant

See (LEGA)

(PHED) Physical Education

PHED 1100 Football and Basketball 0-3-1

PHED 1101 Volleyball and Softball 0-3-1

PHED 1102 Beginning Badminton 0-3-1

PHED 1103 Beginning Bowling 0-3-1

PHED 1104 Soccer

PHED 1105 Folk and Square Dancing

PHED 1106 Beginning Swimming

PHED 1107 Beginning Tennis

PHED 1108 Beginning Golf

PHED 1109 Basketball and Soccer

PHED 1110 Karate I

PHED 1113 Country Western Dance

PHED 1114 Volleyball

PHED 1115 Basketball

PHED 1117 Hunting

PHED 1118 Jogging/Walking

PHED 1119 Racquetball

PHED 1120 Body Building

PHED 1123 Advanced Bowling

PHED 1124 Advanced Swimming

PHED 1125 Intermediate Tennis

PHED 1126 Advanced Golf

PHED 1127 Tumbling

PHED 1129 Advanced Badminton

PHED 1130 Physical Conditioning

PHED 1131 Aerobics

PHED 1132 Varsity Athletics

PHED 1133 Weight Training

PHED 1134 Cycling

PHED 1135 Archery

PHED 1136 Figure Control

PHED 1138 Rhythmic Aerobics

PHED 1140 Karate II

PHED 1151 Scuba Diving
PADI open-water, level-one certification may be earned.

PHED 1152 Scuba Diving II
Advanced open-water certification may be earned.

0-3-1 **PHED 1301 Foundations of Physical Education 3-0-3**
A course which introduces the student to the fields of health, physical education, and recreation. Emphasis on the scope and organization of professional activities, opportunities and qualifications of the professional physical educator.

0-3-1 **PHED 1304 Foundations of Health 3-0-3**
A fundamental course in principles and problems of healthy living. Emphasis on current information and research as it applies to individuals' daily lives.

0-3-1 **PHED 1306 Safety and First Aid 3-0-3**
Health, knowledge and practice with regard to individual and group welfare; personal hygiene; community health problems; communicable disease control; and health organizations. Instruction in American National Red Cross first aid methods for emergency treatments of injuries and sudden illness. American Red Cross certification in Community CPR and Standard First-Aid Responding to Emergencies may be earned.

0-3-1 **PHED 1308 Sports Officiating 3-0-3**
Theory and practice in techniques of officiating. Prerequisite: Officiating experience.

0-3-1 **PHED 1336 Principles of Recreational Leadership 3-0-3**
A study of the development of skills and leadership ability in various program areas of recreation including boys clubs, city recreation and armed forces. It describes recreational leadership methods for selection and discusses the principles and problems of recreational supervision.

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

(PHYS) Physical Sciences

0-3-1 **PHYS 1311 Survey of Astronomy 3-0-3**
A non-mathematical approach to the solar system. Beginnings of astronomy, motions of celestial bodies, members of the solar system, atoms and light are studies. Planetarium and observatory are used in class.

(PSYC) Psychology

0-3-1 **PSYC 2301 Introduction to Psychology 3-0-3**
Basic principles of human experience and behavior involving biological, environmental and sociological studies. An overview course including an introduction to the major studies of psychology.

(REAE) Real Estate

0-3-1 **REAE 1300 Real Estate Mathematics 3-0-3**
This course includes, but is not limited to, basic arithmetic skills and review of mathematical logic, percentage, interest, time-value of money, depreciation, amortization, proration, and estimation of closing statements. In addition, there is an introduction to real estate investments and the basic mathematical skills needed by the successful real estate agent.

0-3-1 **REAE 1301 Real Estate Principles 3-0-3**
The course includes: licensing requirements for a real estate broker and salesperson, ethics of practice, title to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes a minimum of three classroom hours of instruction on federal, state and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.

REAE 1302 Real Estate Marketing 3-0-3

This course includes a study of real estate professionalism and ethics, characteristics of successful salesmen, time management, psychology of marketing, listing procedures, advertising, negotiating and closing, financing, and the Deceptive Trade Practices-Consumer Protection Act, as amended, and the Business & Commerce Code.

REAE 1303 Introduction to Residential Construction 3-0-3

This course is a beginner's orientation to the concepts and terminology of residential construction including one-to-four-family residential units. Topics include site analysis; foundation work; framing, interior and exterior walls; plumbing and electrical work; energy efficiency; roofing; paint and trim work; the role of architects, builders, and real estate brokers in the new home construction business; and other related topics. The course is also apropos for the general consumer public seeking an orientation to new home construction.

REAE 1304 Real Estate Law: Agency 3-0-3

The course includes the principle-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of agency.

REAE 2300 Contract Law 3-0-3

Topics covered include: elements of a contract, offer and acceptance, the statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements. Instruction also includes the TREC promulgated contract forms, with emphasis on those forms most commonly used.

REAE 2301 Real Estate Brokerage 3-0-3

This is an examination of the law of agency; planning and organization; operational policies and procedures; recruiting, selection, and training of personnel; records and control; real estate firm analysis; expansion criteria; the causes of the success and failure of real estate firms; planning for operations; the management of sales activities; maximizing profits through control; meeting competition; and the search for professionalism. Prerequisite: REAE 1301 or consent of the Department Chair.

REAE 2302 Residential Real Estate Appraisal 3-0-3

This course is an explanation of the purposes and functions of appraisal; the social and economic determinants of value; appraisal case studies; cost; market data; income approaches to appraisal; final correlations; and reporting. The course also consists of discussions and case studies involving the nature of neighborhood analysis; land or site analysis and valuation; residential styles and utility; mortgage equity and discounted cash flow; and codes of ethics associated with the appraisal industry. Prerequisites: REAE 1301 or consent of the Department Chair.

REAE 2303 Real Estate Property Management 3-0-3

This is an explanation of the role of the property manager, landlord policies, operational guidelines; leases; lease negotiations; tenant relations; maintenance; reports; habitability laws; the federal, state, and local Fair Housing Laws; an overview of the real estate market; the rising role of government in real estate; cyclic aspects of real estate; the marketing process in property management; the administrative processes necessary for success; and the operation and management of a property management firm. Prerequisite: REAE 1301 or consent of the Department Chair.

REAE 2304 Real Estate Finance 3-0-3

This course is an overview of monetary systems, primary and secondary money markets, sources of mortgage loans, federal government procedures, closing costs, alternative financial instruments, loan application process and procedures, equal credit opportunity, and the Community Reinvestment Act. This course also includes the history and background of real estate financing; money and interest rates; notes and mortgages; sources of mortgage money; property appraisal; analyzing borrowers; residential loan analysis; loan analysis of income properties; loan analysis of industrial, rural, and development properties; and settlement procedures. Prerequisite: REAE 1301 or consent of the Department Chair.

REAE 2305 Real Estate Law 3-0-3

This course consists of legal concepts of real estate, land description real property rights, estates in land, contracts, encumbrances, foreclosures, recording procedures, evidence of title, an explanation as to how ownership is held, fixture and easements, conveyances, acknowledgments, constructive notice, mortgages, closings, landlord and tenant relationships, regulation of real estate, and real estate taxation.

REAE 2306 Real Estate Seminar 3-0-3

This course is a special subjects course that may vary in content with each offering. It is designed to provide a classroom setting to meet the changing needs in real estate education and training. Subjects may range from math, finance, law, contracts, construction, appraisal, property management, taxation, investments, interior decoration, site analysis, blueprint reading, microcomputer applications, and various other subjects.

REAE 2307 Income Property Appraisal 3-0-3

This is an explanation of the purposes and functions of appraisal, the social and economic determinants of value, appraisal case studies, cost, market data, income approaches to appraisal, final correlations, and reporting. The course also consists of discussions and case studies pertaining to building material and equipment, building costs and estimates, accrued depreciation, gross income estimates, analysis of expenses, rates in capitalization, straight and annuity capitalization, and reconciliation of value indications. Prerequisites: REAE 1301, REAE 2302 or consent of the Department Chair.

REAE 2308 Real Estate Investments 3-0-3

This course includes an analysis of real estate investment, characteristics, techniques of investment analysis, time-value of money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation, and applications to property tax. In addition, a study of consumer investment alternatives to real estate and the customer/client counseling concerns for real estate investments will be covered. Prerequisites: REAE 1300, REAE 1301, and REAE 2304; or approval of the Department Chair.

REAE 2309 Advanced Real Estate Finance 3-0-3

This is an advanced course in real estate finance designed for the licensed real estate salesman or broker, entry-level mortgage loan processor, general contractor, or real estate investor. Subjects include monetary systems, primary and secondary markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity acts, and the Community Reinvestment Act. In addition, students will receive an extensive amount of "hands-on" training in qualification underwriting guidelines, closing costs, yield analysis, graduated payment mortgages, adjustable rate mortgages, and other variable rate programs. Prerequisites: REAE 2304 and REAE 1300, or equivalent.

REAE 2310 Real Estate Law: Contracts II 3-0-3

Contents include legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of titles. In addition, there is thorough coverage of the Broker-Lawyer Committee State of Principles and detailed instruction in the actual completion of all promulgated contract forms, with an emphasis on those forms most commonly used. This course is designed to give the real estate student an advanced class on using earnest money contracts in accordance with generally accepted principles of form and salesmanship.

REAE 2401 Real Estate Internship I 1-18-4

On-the-job training in the real estate profession that utilizes the principles, skills, and knowledge gained in the theoretical setting of the classroom. The student works at an approved work site under the supervision of a College coordinator. Prerequisite: Consent of the Department Chair.

REAE 2402 Real Estate Internship II 1-18-4

This course is a continuation of Real Estate Internship I. Prerequisite: REAE 2401 and consent of the Department Chair.

(SOCL) Sociology

SOCL 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.

SOCL 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 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.

(TMTH) Technical Mathematics

TMTH 1301 Technical Mathematics 3-0-3

This course includes a study of algebra, trigonometric functions, graphs of trigonometric functions, solution of triangles, and plane and solid geometry. Prerequisite: DSMA 0303 or consent of the Department Chair.

(WOPO) Word Processing

WOPO 1101 MS-DOS: An Introduction 1-0.5-1

A 24-hour basic introduction to the structure and operation of IBM and IBM compatible microcomputer systems. For professional, managerial, administrative, and clerical personnel who will use but are not familiar with IBM and IBM compatible microcomputer systems. Instruction consists of short lecture/demonstrations and hands-on practice with actual equipment. Topics include IBM microcomputer system components and operating/controlling the system with MS-DOS.

WOPO 1102 WordPerfect: An Introduction 1-0.5-1

A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on experience with minimum lecture. This course includes demonstration, discussion/question/answer sessions. Topics covered include the basic WordPerfect program; document formatting, text entry, spell check, thesaurus, outlining, footnoting, merging letters, document saving, retrieving and editing; WordPerfect directory/files management; printer/font selection and control; and printing documents.

WOPO 1103 Microsoft Word: An Introduction 1-0.5-1

A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on experience with lecture, this course includes demonstration, discussion/question/answer sessions. Topics covered include an overview of word processing; structure of the Microsoft Word program; document formatting, text entry, retrieving, editing and printing document files; directory/files management; merging and printer/font selection and control.

WOPO 1104 LOTUS 1-2-3: An Introduction 1-0.5-1

A 24-hour course introducing participants to the worksheet and graphics capabilities of LOTUS 1-2-3 applications software. For professional, managerial, administrative, or financial analyst personnel with prior microcomputer experience who need budgetary, financial, or other computer

database supported information portrayal/analysis capabilities. Instruction consists of short lecture/demonstrations and hands-on practice. Includes discussion/question/answer sessions using practice exercises and examples. Topics include LOTUS operating menus, worksheet design, creation, mathematical functions, protecting, storage, retrieval, moving, copying, editing, data manipulation, graphics development, LOTUS macros, on-line helps, tutorials and references.

WOPO 1106 Enable: An Introduction 1-1-1

A 30-hour course for professional, managerial, administrative, and financial analyst personnel having no prior microcomputer experience. A hands-on, minimum lecture approach using actual equipment. Includes discussion/question/answer sessions based upon instructor-furnished practice exercises and examples. Topics include microcomputer system components, operation, and care; integrated software, the ENABLE applications modules; spreadsheet concepts, database management and word processing; graphics; and telecommunications operations.

WOPO 1107 Spreadsheet Applications 1-0.5-1

A 24-hour course introducing participants to the worksheet and graphics capabilities of spreadsheet applications software. For professional, managerial, administrative, or financial analyst personnel with prior microcomputer experience who need budgetary, financial, or other computer database supported information portrayal/analysis capabilities. Instruction consists of short lecture/demonstrations and hands-on practice. Includes discussion/question/answer sessions using practice exercises and examples. Topics include spreadsheet operating menus, worksheet design, creation, mathematical functions, protecting, storage, retrieval, moving, copying editing, data manipulation, graphics development, spreadsheet macros, on-line help features, tutorials and references.

WOPO 1108 Word Processing Applications 1-0.5-1

A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on experience with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics include: overview of word processing structure of word processing program; defining files; document formatting, text entry, retrieving, and editing and printing documents files; directory/files management; merging and printer/font selection and control.

WOPO 1109 Data Base Applications 1-0.5-1

A 24-hour course introducing participants to the capabilities of a database structure. Hands-on with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics include how to create, edit, browse, sort, search, and delete entries within a database structure. In addition, participants will learn how to modify an existing structure, create a report, and how to change or replace fields using search criteria.

WOPO 1117 An Introduction to Word for WindowsXXX

This course is occupationally related to the military, in general, for the student who has basic typing skills with Windows, and is in need of gaining skill and practice using the word processing software—Word for Windows, as related to his/her job.

WOPO 1118 Introduction to Windows 95 Operating Environment/System XXX

A 24-hour course introducing the participants to the Windows 95 operating system. Designed to introduce, through hands-on experience, the Windows 95 Desktop, files system, and method of installing and using software applications.

WOPO 1119 Introduction to Microsoft Access XXX

This course introduces the student to the Microsoft Access applications program. The student will be able to identify database components, design data tables, design relational databases, as well as identify components of the Access window.

WOPO 1120 Microsoft Applications XXX

Study of the basic fundamentals of Microsoft's programs for Windows to include Word, Excel, PowerPoint, Schedule+, and E-mail. Topics covered include: creating/editing documents; setting tabs and margins, printing and viewing documents using special print enhancements; using "block" commands; rearranging sections of a document; using the "merge" function; starting, creating, manipulating, storing, copying, printing, and ending within the PowerPoint program.

WOPO 1127 Introduction to Windows XXX

Provides the student with an understanding of the Windows Graphical User Interface (GUI) as an alternative to executing PC commands using the MS-DOS command line or MS-DOS graphical interface (MS-DOS shell).

WOPO 1128 Advanced Windows XXX

Provides the student with the advanced capabilities of Windows 3.0/3.1 needed to effectively operate a PC in the Windows Graphical User Interface (GUI) mode. An in-depth continuation of the study of introductory Windows (WOPO 1127) and its most advanced capabilities.

WOPO 1129 An Introduction to Microsoft Excel for Windows XXX

This course will give students who have a basic understanding of Windows practice using the spreadsheet software—MS Excel for Windows.

WOPO 1130 An Introduction to PowerPoint XXX

This course introduces the Microsoft PowerPoint applications program to students and provides them with a working knowledge of PowerPoint's powerful graphics and slide preparation capabilities. This course is occupationally related and will prepare students to use PowerPoint in both educational and professional business related careers in office management, office administration, engineering, mathematics and psychology.

WOPO 1142 Advanced Microsoft for Windows XXX

An in-depth course covering the advanced use of Microsoft Windows menus and enhances the student's knowledge of applications available in word processing programs.

WOPO 1303 Beginning Keyboarding/Data Entry 2-4-3

A beginning course in the fundamentals and techniques of keyboarding and data entry on personal computers. Special emphasis on speed development, including an introduction to letter writing, tabulating, and preparing manuscripts.

WOPO 1304 Intermediate Information Processing Applications 2-4-3

A continuation of WOPO 1303. Additional skills in terms of accuracy and speed will be evidenced by students in utilizing personal computers. Composition and typing of business letters, tabulations and manuscripts of more demanding content will be instructed. Prerequisite: WOPO 1303 or consent of the Department Chair.

WOPO 1305 Application Software 2-4-3

A course for professional, managerial, administrative, and financial analyst personnel having no prior microcomputer experience. A hands-on lecture/lab approach using actual equipment. Includes discussion/ question/answer sessions based upon instructor-furnished practice exercises and examples. Topics include microcomputer system components, operating/controlling the

system with MS-DOS; spreadsheet operating menus, worksheet design and creation, mathematical functions, graphics development, spreadsheet macros, and data manipulation; overview of the word processing program's structure, defining files, document formatting, text entry, retrieving, editing and printing document files, merging, printer control, and font selection.

WOPO 1307 Word Processing/Transcription 2-4-3

This course is designed to train students in the theory of word processing. It introduces the student to word processing facilities and equipment. It also provides hands-on experience with word processing equipment to include processing, editing, storing information, printing devices, formatting, type style, and paragraphing. Transcribing machines are utilized in conjunction with information creation. Suggested typing skills of 35 WPM. No timed writings are required.

WOPO 1401 Word Processing Cooperative Training I 1-21-4

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

WOPO 2302 Advanced Information Processing Applications 2-4-3

This course includes advanced work in such specialized production as desk top publishing and computer graphics. Personal computers and applicable software are used extensively in preparing students to be highly productive office employees. Prerequisites: WOPO 1304 or equivalent.

WOPO 2303 Office Automation 2-4-3

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

WOPO 2304 Automated Accounting 2-4-3

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

WOPO 2306 Information Systems and Applications 2-4-3

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

WOPO 2308 Information System Internship I 2-4-3

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

WOPO 2309 Information System Internship II 2-4-3

Students will be provided a combination of occupationally related class work instruction and on-the-job training in cooperation with offices within the Office Administration Department. Students will demonstrate advanced competencies with work experiences in the following areas: information processing, letter composing, telephone procedures, filing work, scheduling,

financial calculating, duplication, transcribing from dictation equipment, etc.
Departmental approval required.

WOPO 2310 Word Processing Center Management 3-0-3

This course covers the factors that influence work efficiency and human behavior in the information processing center environment. This course includes a consideration of systems limitations and capabilities, work flow, system security, scheduling, managerial theories, system evaluation, human relations, and supervision. Prerequisite: Sophomore standing or the consent of the Department Chair.

WOPO 2401 Word Processing Cooperative Training II 1-21-4

This course is a continuation of Word Processing Cooperative Training I.
Prerequisite: WOPO 1401.

Faculty

Song Su An (1995)

Computer Science/Microcomputer Technology
A.A., Youngnam Technical College
B.S., Kyongpuk Industrial University
M.S., Kyongpuk Industrial University

Ralph T. Beaudin (1998)

Microcomputer Technology
B.S./A.A., University of Maryland

Kristin P. Behuniak (1995)

Early Childhood Professions
B.A., College of St. Rose
M.S., College of St. Rose

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Early Childhood Professions
B.A., Texas Southern University
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Jeong Ja Chang (1990)

Management
B.A., EWHA Women's University
M.B.A., University of Pittsburgh

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Law Enforcement
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B.S., University of Louisville

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Fine Arts
B.S., University of Washington
M.ARCH., Pratt Institute

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B.A., St. John's University
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Sociology
A.A., San Bernadino Vally College
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Emergency Medical Technology/
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B.S., Franklin Pierce College
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Management/Aviation Maintenance Technology
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M.A., Northeastern Illinois University

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B.A., Osmania University
M.A., University of Hyderabad/
Queensland University of Technology

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Fine Arts
B.S., Texas College of Arts and Industries
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Emergency Medical Technology/Management
A.S., Cooke County Jr. College
B.S., Southwest Texas State University
M.E., Troy State University
PH.D., Columbia State University

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Management
B.S., Regents College

Robert T. Fuentes (1985)

Management
A.A.S., El Paso Community College
B.A./A.A., University of New York
M.S.W., Our Lady of the Lake University

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Office Administration/Management
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FAST
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Microcomputer Technology
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M.ED., Bloomsburg University
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M.S., Carnegie-Mellon University

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Hospitality Management/Culinary Arts
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Phillip W. Gray (1992)
Business/Management
B.A., Pennsylvania Military College
M.P.A., University of Missouri

Hwi Shin Hong (1987)
Management/Mathematics
B.A., EWHA University
M.S., Massachusetts College of Pharmacy
PH.D., Massachusetts College of Pharmacy

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M.S., National University

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Mathematics
B.A., Wesleyan College

Neal S. Kepler (1987)
Management/Microcomputer Technology
A.A., Pensacola Junior College
B.A., University of West Florida
M.E., University of San Diego

Byong S. Kim (1989)
Management
B.A., Florida Presbyterian College
TH.M., Princeton University
PH.D., Emory University

Youngdahl J. Kim (1994)
History
B.A., City University of New York
M.A., Hunter College
M.A., Rutgers University

Russell W. Krogh (1991)
Law Enforcement/Management
A.G.S., Central Texas College

Kenneth E. Kuehn (1991)
Microcomputer Technology
A.A.S., Community College of the Air Force
B.S., University of Maryland

O'Chongae N. Lee (1994)
Art/Humanities
A.S., Phoenix College
B.S., Arizona State University

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Coordinator, Region A/Humanities
A.A., Palomar College
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Microcomputer Technology/Law Enforcement
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A.A., Central Texas College

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Microcomputer Technology
A.A., Shaw College at Detroit
B.S., Sacramento Theology Seminary

Michael R. Lynch (1996)
Management/Automotive Technology
B.S., University of Maryland

Dana E. Marcos (1996)
Humanities
B.A., Hawaii Loa College

Darwin Maxon (1993)
Management
B.A., University of Maryland

Andrea K. McElhenney (1996)
Developmental Studies/Mathematics
B.S., University of Mississippi

James E. Misch (1992)
Law Enforcement/Management
B.A., St. Mary's College

Donald R. Mize (1993)
Government/History
A.A., Ventura Junior College
B.A., California Lutheran University

John C. Moye (1996)
Management/Word Processing
A.A., Community College of Air Force
B.A., St. Leo College
M.H.R., University of Oklahoma

Mi A Mun (1992)
Microcomputer Technology
B.S., University of Florida

Kenneth J. Musat (1992)
Management/Computer Science
A.A.S., Northern Virginia Community College
B.A., Wittenberg University

Derrick W. Myree (1998)
Mathematics/Psychology/Aviation Maintenance
A.S., Louisiana Tech University
A.S., University of Maryland
B.S., Embry-Riddle Aeronautical University
B.S., University of Maryland
M.ED., University of Maryland

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Coordinator, MOSIT
B.B.A., Corpus Christi State University

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Microcomputer Technology/Word Processing
B.S., Old Dominion University
M.B.A., Chaminade University

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Psychology
B.S., Central Missouri State College
M.S., University of Missouri-St. Louis

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History/Government
B.S., Central Missouri State College
M.A., Central Missouri State College

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Government
B.A., St. Cloud State University
M.S., Michigan State University

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A.S., Vincennes University
B.A., Indiana University
M.F.S., George Washington University

Glenda L. Quarnstrom (1996)
Government
B.A., Barnard College
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PH.D., Ohio State University

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Business/Management/Government
B.A., University of Maryland
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History
B.A., Purdue University

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Business
B.S., Purdue University

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English/Speech
B.A., Stanford University
M.A., University of Iowa

James H. Selbe (1997)
Management
B.S., National Louis University

Steven A. Shaheen (1998)
Fire Protection
A.S., B.S., T.A Edison State College

Bernard J. Sheehan (1986)
Management
B.A., University of Maryland

Mark B. Straughan (1988)
Management
A.A., Los Angeles Metro College
A.A., Central Texas College
B.S., University of Maryland

Leslie J. Sunseri (1997)
Biology/Microcomputer Technology
B.S., Metropolitan State College

Michael W. Swanson (1991)
Microcomputer Technology/Word Processing
A.A.S., Central Texas College

Thomas M. Tabbert (1995)
Management
B.S., University of Maryland

Dara Talibah (1997)
English/Speech
B.S., Tennessee State University
M.A., Tennessee State University

Richard Thomas (1991)
Management/Business
B.A., Chapman College
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Sociology/Management/Arts/Business/API
B.A., The College of Emporia

Peter E. Vieira (1997)
Computer Technology
A.A., Los Angeles Metropolitan College

David J. Wallis (1993)
Computer Technology/Management/Government
B.A., Concordia Teachers College
M.A., Boston University

Leon Wilson (1996)
Law Enforcement
B.S., National University

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