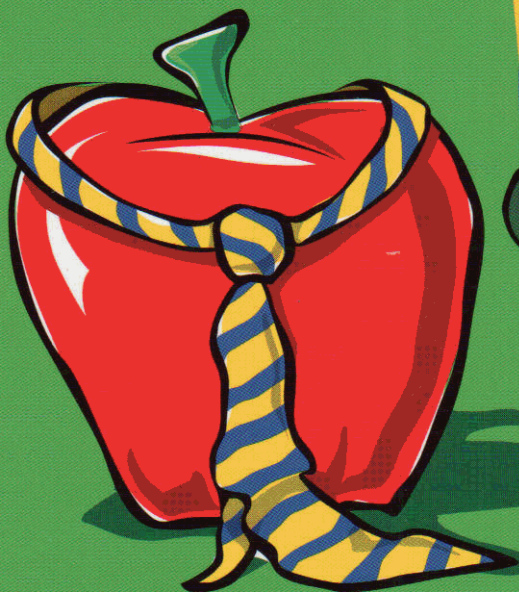
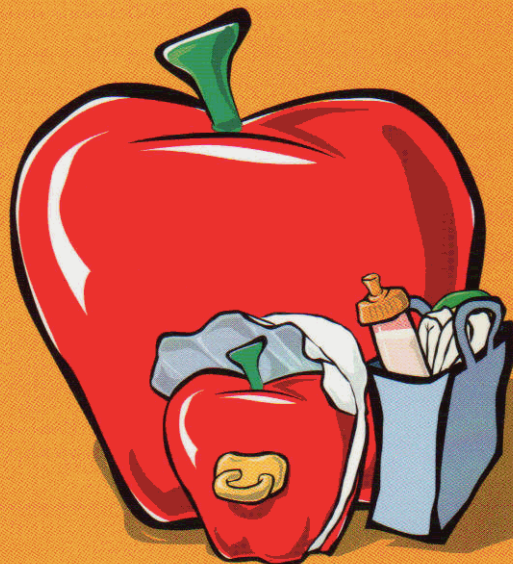


Education For The Individual



**CENTRAL
TEXAS
COLLEGE**

2000-2002

Major Campus Addresses

Central Campus

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

Fort Hood Campus

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

Service Area Campus

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

Continental Campus

Central Texas College
Office of the Dean, Continental Campus
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1222/1228

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

Navy Atlantic Campus

Central Texas College
1301 East Little Creek Road, Suite 5
Norfolk, Virginia 23518
(757) 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 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
(Military) 722-3815 Student Services
(Email) dean@ctc-pac.com

Correspondence and Inquiries

Correspondence and inquiries should be addressed to the appropriate office (for example, Admissions, Records, Student Financial Assistance) as listed in this Catalog, at the location where you currently attend. The Pacific Far East Campus will provide these records and transcript service for students currently enrolled in the Pacific Far East. Students attending Continental, Air Force and Navy campus sites in locations other than Pacific Far East 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
General Catalog
Nineteenth Edition • 2000-2002

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Accredited by

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30032-4097; Telephone (404) 679-4501) to award associate degrees and certificates of completion. The Associate Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission (NCNAC) (61 Broadway, 33rd Floor, New York, New York); telephone 1-800-699-1656, ext 153.

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 Colleges and Employers, 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, National League for Nursing, Texas Association of Community College Chief Student Affairs Administrators, Texas Association of Collegiate Registrars and Admission Officers, Texas Association of Collegiate Veterans Program Officers, Texas Association of Student Financial Aid Administrators, National Association of College Admissions Counseling, Texas Association of College Admissions Counseling, Western Association of Veterans Educational Specialists.



Back Row (Standing) left to right: Mr. Don Armstrong, Mrs. Barbara Weaver, Dr. James Anderson, Dr. Jimmie Don Aycock and Dr. Richard Kirkpatrick.
Front Row (Seated) left to right: Mrs. Mary Ann Kelley, Mr. Charles Baggett and Mrs. Mari Meyer.

Board of Trustees

Mr. Charles Baggett	Copperas Cove, Texas	Chair
Mrs. Mary Ann Kelley	Harker Heights, Texas	Vice Chair
Dr. Jimmie Don Aycock	Killeen, Texas	Treasurer
Mrs. Barbara Weaver	Killeen, Texas	Secretary
Mrs. Mari Meyer	Harker Heights, Texas	
Mr. Don Armstrong	Killeen, Texas	
Dr. Richard Kirkpatrick	Copperas Cove, Texas	

Executive Officers

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B.B.A., Michigan State University
M.B.A., Florida State University
Ph.D., Florida State University

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

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

Jim M. Yeonopolus, Deputy Chancellor for Continental and International Campus Operations
A.A., Temple Junior College
B.S., Southwest Texas State University
M.Ed., University of Arizona

Chancellor's Message

For more than 30 years, Central Texas College has been committed to the mission of providing students from the local area and around the world with quality education. By entering this institution, you have taken an important step in realizing your educational goals. The Board of Trustees, faculty and staff will do our best to ensure that your college experience is fulfilling, rewarding, and inspiring.


CTC's faculty strives to provide quality instruction with individual attention while serving a culturally diverse and mobile student population. Our faculty and staff share a common commitment to the personal development of each student. Most of CTC's instructors hold advanced degrees in their areas of specialization and continually seek further education and professional development. By staying abreast of the latest changes in their fields, they give you a competitive edge in today's rapidly changing workplace.

CTC constantly seeks improvement by building new facilities and upgrading existing structures. Construction of a new \$8.2 million, 54,000 square foot CTC Sports Center building has just been completed. This state-of-the-art facility houses an aerobics area, weight room, basketball court, and an environmentally-controlled natatorium with an eight-lane, 25-meter competition pool. Adjacent to the Sports Center, there are new football, baseball, and volleyball fields and six tennis courts. Another recently completed project, a \$2.6 million library expansion, resulted in adding 18,000 square feet of space which will be used to store library materials as well as house administrative offices, individual and group study areas, and a computer lab. CTC's library holdings include over 120,000 bound volumes as well as 600 periodical subscriptions, microforms, and audio-visual materials.

A 30,000 square foot CTC education center is being constructed on Fort Hood property at an approximate cost of \$2 million. This facility will house student registration and office areas, and computer labs. Approximately one-third of the space in the education center will be utilized by the Fort Hood Library. Plans also call for a \$10 million, 60,000 square foot Science and Technology Center which will include classrooms, a state-of-the-art planetarium, and learning laboratories. This new facility will have the capabilities for the multi-media science programming, monthly science lectures, and laser light shows, and will also house CTC's Distance Learning Program.

CTC is evolving and expanding its role to meet the changing needs of the local, national, and military communities. We are honored by your choice of Central Texas College to pursue your education and the trust you placed in us to achieve your goals. On behalf of the institution, I pledge that we will continue to work hard and do our best to provide you with the highest quality education.

Thank you,


James R. Anderson, Ph.D.
Chancellor



Proposed Schedule for Central Campus 2000-2002

This College Calendar lists only Central Campus activities. If attending Central Texas College at other locations, contact Central Texas College officials serving those locations. The following calendar displays major activity dates of the academic years. Not all activities are displayed here, so read bulletin boards and other announcements publishing dates of other scheduled academic and social activities.

Before each registration period, a detailed Schedule Bulletin is prepared, providing a final calendar of activities, registration procedures and schedules of course offerings. For administrative purposes, the Schedule Bulletin becomes the official calendar for the semester for which it is published.

College Calendar

Fall 2000

New Student Registration	August 14-18
Final Registration	August 21-25
Classes Begin	August 28
Labor Day (college closed)	September 4
Last Day to Apply for Fall Graduation	October 2
Veterans' Day (college closed)	November 10
Thanksgiving (college closed)	November 23-24
Final Exam Week	December 11-15
Christmas (college closed)	Dec. 22 - Jan. 2

Spring 2001

New Student Registration	January 3-5
Registration	January 8-12
Martin Luther King Day (college closed)	January 15
Classes Begin	January 16
Last Day to Apply for Spring Graduation	February 2
Presidents' Day (college closed)	February 19
Spring Break	March 19-23
Final Exam Week	May 7-11
Graduation	May 11

Summer 2001

New Student Registration	May 21-25
Memorial Day (college closed)	May 28
Final Registration	May 29-June 1
Classes Begin (Summer I and 10 Week)	June 4
Last Day to Apply for Summer Graduation	June 8
Independence Day (college closed)	July 4
Final Exams (Summer I)	July 6
Classes begin (Summer II)	July 9
Final Exams (10 Week)	August 8-9
Final Exams (Summer II)	August 9

Fall 2001

New Student Registration	August 13-17
Final Registration	August 20-28
Classes Begin	August 29
Labor Day (college closed)	September 3
Last Day to Apply for Fall Graduation	October 5
Veterans' Day (college closed)	November 11
Thanksgiving (college closed)	November 22-23
Final Exam Week	December 12-18
Christmas (college closed)	Dec. 21 - Jan. 2

Spring 2002

New Student Registration	January 3-4
Registration	January 8-11
Classes Begin	January 14
Martin Luther King Day (college closed)	January 21
Last Day to Apply for Spring Graduation	February 1
Presidents' Day (college closed)	February 18
Spring Break	March 25-29
Final Exam Week	May 6-10
Graduation	May 10

Summer 2002

New Student Registration	May 13-17
Final Registration	May 20-24
Memorial Day (college closed)	May 27
Classes Begin (Summer I and 10 Week)	May 29
Last Day to Apply for Summer Graduation	June 7
Final Exams (Summer I)	July 2
Independence Day (college closed)	July 4
Classes begin (Summer II)	July 8
Final Exams (10 Week)	July 31 -August 1
Final Exams (Summer II)	August 8

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 issue. Central Texas College, under Section 130.04 of the Texas Education Code, opened its doors with an initial enrollment of 2,068 students in the Fall of 1967. The number of students and the 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.

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

Vision

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

Mission and Purpose

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

The purpose of CTC is to provide:

- technical programs up to two years in length leading to associate degrees or certificates;
- vocational programs leading directly to employment in semi-skilled and skilled occupations;
- freshman and sophomore level courses in arts and sciences;
- adult, continuing, and community education programs for occupational or cultural upgrading;
- compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;

- workforce development programs designed to meet civilian and military community needs;
- adult literacy and other basic skills programs for adults;
- library services; and
- a wide variety of public service needs.

Philosophy

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

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

Goals

Goal 1: To Provide Instruction

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

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

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

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

Goal 2: To Conduct Institutional Research

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

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

Objective 2: To evaluate continuously programs, services, processes, and personnel and use the results of such 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 employees educational and training opportunities 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

The Catalog

This Catalog is an official publication of Central Texas College containing policies, regulations, procedures, tuition and fees in effect at the time the Catalog was published. Central Texas College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, amendments required by state law, and tuition or fee changes. The Catalog serves two purposes: first, to provide general policy for all Central Texas College operations and second, to provide specific information, policy, and directives for the Texas Campuses. Rules, regulations, and procedures for the Continental and International Campuses are found in the Central Texas College Continental and International Campuses Catalog or the Pacific Far East Campus Catalog.

Study the contents of this Catalog carefully; you are responsible for observing the regulations contained herein.

Other official publications published by Central Texas College include the Continental and International Campuses Catalog and the Pacific Far East Catalog describing policies, procedures, regulations, and fees for campuses outside the state of Texas; the Student Handbook, which includes the Institution's policies and regulations relating to student conduct and student activities at the Central Campus; and semester Schedule Bulletins.

Program and Course Availability

Programs of study displayed in this Catalog are offered when sufficient interest indicates a level of enrollment required for program continuation. To enter specific programs of study, students should seek confirmation of program availability. Central Texas College further reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances require this action.

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 Veterans' Assistance Act of 1974, the Americans with Disabilities Act of 1990, and Executive Orders 11246, as amended, and 11375.

Central Texas College does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable federal laws and regulations. The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and the ADA relating to students is Mary Levandovsky, Director, Student Support Services; the designated coordinator for employment of faculty and staff is Leo Welsh, Director, Human Resource Management.

Central Texas College has established programs to ensure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Existing administrative procedures of Central Texas College are used to handle student grievances. If you believe a condition or employee of Central Texas College is unfair or discriminatory, you can appeal to the administrator in charge of that area. If you need assistance pursuing a grievance matter, contact the Director of Student Life, Central Texas College, Room 100, Roy J. Smith Student Center, (254) 526-1258. Refer to your student handbook for additional information.

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 the appropriate office where you attend. Students should contact the Director of Student Life at (254) 526-1258, faculty should contact the Deputy Chancellor for Continental and International Campus Operations at (254) 526-1781, and staff should contact the Human Resources Department at (254) 526-1391.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If you have a documented disability please contact either the Disability Support Service Office at (254) 526-1195, in Building 106, Room 107 or contact the Physical Disability Support Service Office in Building 121, Room 114 at (254) 526-1339. TDD (254) 526-1378

Student Right-to-Know and Campus Security Act of 1990

Central Texas College, in compliance with the "Student Right-To-Know and Campus Security Act of 1990," publishes annual crime statistics three times a year in the Central Campus Schedule Bulletin. These statistics are provided for students' and employees' information.

Central Texas College is committed to providing a safe environment and minimizing risk for students to enter campus and pursue their academic studies and personal development. You are expected to share in the responsibility alongside employees to provide a safe campus by reporting unsafe conditions, potential safety/health hazards, and accidents/injuries to your instructors or directly to the Risk Management Office at (254) 526-1347. Central Texas College is considered a public school under Texas law, and is therefore immune to liability for personal injury and/or property damage that students may sustain while on campus. You enter campus (to include parking your vehicle) at your own risk and responsibility.

Fort Hood Campus

The Fort Hood Campus offers five eight-week terms per year. Saturday and noon time "brown bag" courses are also available. All Fort Hood Campus classes are open for active duty personnel and retirees. Family members and others can enroll on a space available basis. Financial aid and veteran students should contact the Office of Student Financial Assistance at Central Campus prior to enrolling at Fort Hood.

The Fort Hood Campus Student Services Office has a full-time staff to provide academic advisement to meet the educational needs of the Fort Hood Community. Servicemembers and others can also register at Fort Hood for courses offered at Central Campus.

Central Texas College Fort Hood Campus recognizes the unique nature of the military lifestyle and has committed itself to facilitating the transfer of credits and awarding credit for appropriate military training and experiences.

Service Area Campus

The CTC Service Area Campus provides college credit and non-credit classes to the citizens of Central Texas in the following counties: Bell, Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba and Williamson. These classes are offered on a semester basis. CTC Community Coordinators are located in Brady, Burnet, Gatesville, Hamilton, Lampasas and San Saba. CTC Community Coordinators can assist you with testing, financial aid, registration and other college related activities. Please contact your CTC Community Coordinator for an appointment.

Distance Learning

Central Texas College offers students who cannot attend regularly scheduled classes on campus the opportunity to earn a degree, acquire new skills, or prepare for career changes. Through distance learning at CTC, students can continue their education regardless of location, work schedule, transfers, or travel. Central Texas College offers college-level distance learning courses in a variety of instructional formats. Distance Learning courses may be telecourses, video conference courses, multimedia courses, or online courses.

Telecourses

A telecourse uses broadcast television or videotapes to enhance the course with images not easily conveyed in a printed format.

Video Conference Courses

In a video conference course, the distant learner has two-way audio and two-way video interaction with the instructor and other students through a video conferencing system.

Multimedia Courses

Multimedia courses use textbooks, CD-ROM, computer software, and/or videotapes along with curricular materials to guide the student in learning.

On-line Courses

On-line courses use the Internet as the primary delivery system for instruction. Course materials (guides, syllabi, reading lists, and lecture notes) are posted on the Internet for students' use. Students enrolling in online courses must supply their own computers with Internet access and email. Some courses require special software, too.

Faculty in distance learning courses meet the academic and professional preparation criteria of regional accreditation, the standards established by the Texas Higher Education Coordinating Board rules and regulations, and licensure and approval requirements of applicable regulatory boards. Both DANTES and the Servicemembers' Opportunity College have approved CTC as a provider of distance learning courses.

Distance learning courses may be used to satisfy resident credit requirements. CTC offers distance learning classes throughout the year on eight- and sixteen-week terms from any of the six campuses. Registration and student services are provided through a local campus office or by a distance learning counselor. CTC offers a full range of support services to distant learners including financial aid, veterans' benefits, career planning, academic advisement, library, bookstore, and special assistance. Texts and course materials may be purchased through the local CTC bookstore or online. All distance learning courses require proctored testing and involve continuous communication with the instructor and other students.

The Distance Learning web page at <http://www.ctcd.cc.tx.us> contains complete information on current course offerings, support services, program requirements, and help for the distant learner.

Continuing Education

Learning is a life-long process that goes beyond the traditional academic route. Central Texas College offers numerous unique non-credit educational options in the form of conferences, institutes, seminars, workshops, special training programs, and informal courses.

Workforce Education and Training

Workforce Education and Training programs are designed to meet the special needs of business and industry. Several curriculum options are available for those students who wish to learn a new skill or enhance their existing talents. Central Texas College also offers programs sanctioned by appropriate state and national associations and state licensure boards. This training keeps interested persons informed regarding new developments in their fields or areas of interest.

Workforce Education offers customized business training programs that are tailored to client's needs in content, schedule and location. This cost effective training increases employee productivity and efficiency and improves customer satisfaction. Some Workforce Education courses may be taken for college credit.

Personal Development

Central Texas College's Short Course Program is long on learning. Non-credit courses are developed and offered in response to specific community requests. Registration is open to interested persons without regard to eligibility for admission to college-credit programs. Non-credit courses cover a variety of subjects and offer alternative opportunities to individuals seeking non-traditional educational experiences.

Programs and Courses

Programs/courses available for contract training and personal development:

- Child Development
- Computer Technology
- Criminal Justice
- Culinary Arts
- Investing/Financial Planning
- Journalism
- Languages
- Literacy/Numeracy
- Medical/Health
- Supervisory/Management Training
- Small Business Training
- Office Skills
- Alternative Health Therapies
- Arts and Crafts
- Dance
- Exam Preparation/Review
- Fitness
- and an ever-changing list of new subjects

Adult Education

English as a Second Language and GED classes are offered in various areas of the Central Texas College Adult Education Co-op to include classes in Hamilton, Gatesville, Copperas Cove, Killeen, and a Saturday ESL class on the Central Campus. Citizenship classes are also offered in Killeen. All of these classes are open entry/open exit and are taught at no cost to the student.

General Information

On-line instruction is also an option offered for some non-credit courses. We hope you find a program of interest on our web pages. Please visit our site: www.ctcd.cc.tx.us

We welcome suggestions from the community for Continuing Education classes. To request a schedule or for additional information, please call (254) 526-1586 or come by the Continuing Education Office located in the Student Services Building 119, Room 216.

2 Plus 2 Degree Plans

2 Plus 2 articulations are agreements between Central Texas College and senior institutions that permit CTC students to “lock in” to a four-year degree at the time they register at CTC. The students are guaranteed that every course they take at CTC will transfer to the senior institution and that the degree requirements will not change once their 2 Plus 2 degree plans are signed. The following is a list of senior institutions and the 2 Plus 2 degree plans they offer:

Tarleton State University (Stephenville, Texas)

Bachelor of Applied Arts and Sciences

Distribution and Marketing or Office Occupations

Bachelor of Arts

Art

Art with Secondary Teacher Certification

English with Secondary Teacher Certification (Option I)

English with Secondary Teacher Certification (Option II)

English with Secondary Teacher Certification (Option IV)

English without Certification

English-Communication Emphasis

History

History with Secondary Certification (Option II)

History with Secondary Certification (Option III)

History with Secondary Certification Social Studies Composite (Option IV)

Music

Political Science

Political Science with Secondary Certification

Spanish without Certification

Spanish with Secondary Teacher Certification (Option II)

Speech Communication

Bachelor of Business Administration

Administrative Systems

Computer Information Systems

Human Resource Management

Interdisciplinary Business

Management

Marketing

Bachelor of Business Administration/Bachelor of Science

Accounting

Finance

Bachelor of Fine Arts

Theater

Bachelor of Music

Instrumentalist Certification

Vocalist Certification

Bachelor of Science

Administrative Systems with Secondary Teacher Certification Option III (Business Composite Certificate)

Administrative Systems with Secondary Teacher Certification Option II (Business Secretarial)

Administrative Systems with Secondary Teacher Certification Option II (Business Administration Certificate)

Agriculture Services and Development-Agricultural Science With Teacher Certification

Agriculture Services and Development-International Agricultural Services

Agriculture Services and Development-Agricultural Extension/Industry Option

Agriculture Services and Development-Ornamental Horticulture with Teacher Certification

Agriculture-Agribusiness

Agriculture-Agricultural Economics

Agriculture-Animal Production Option

Agriculture-Animal Science Option

Agriculture-Animal Industries Option

Agriculture-Farm and Ranch Management

Agriculture-General Agriculture Option
 Agriculture-Horse Production and Management
 Agriculture-Horticulture and Landscape Management Support Area: Business
 Agriculture-Horticulture and Landscape Management Support Area: Golf Course Management
 Agriculture-Horticulture and Landscape Management Support Area: Science
 Agriculture-Mechanized Agriculture Option
 Agriculture-Plant and Soil Science
 Agriculture-Range and Ranch Management
 Chemistry I without Certification
 Chemistry II with Teacher Certification
 Chemistry III-Interdisciplinary
 Chemistry IV-Pre-Medical/Pre-Dental Sciences
 Computer Information Systems
 Criminal Justice I-Law Enforcement Emphasis
 Criminal Justice I-Corrections Emphasis
 Earth Science I without Certification
 Earth Science II with Certification
 Earth Science II, Environmental Science Emphasis
 Economics
 Economics II-International Economics Emphasis
 Economics III with Secondary Teacher Certification
 Exercise and Sport Studies I without Certification
 Exercise and Sport Studies II with Secondary Certification (Option II)
 Exercise and Sport Studies III with All Level Certification (Option II)
 Geology
 General Human Sciences/Extension Support Area
 Human Sciences
 Human Sciences-Child and Family Studies Support Area
 Human Sciences with Fashion Merchandising Option
 Human Sciences with Secondary Teaching Certification
 Human Sciences-Dietetics Option
 Hydrology and Water Resources
 Interdisciplinary Studies
 Interdisciplinary Studies-Early Childhood Emphasis
 Interdisciplinary Studies-Generic Special Education Emphasis
 Interdisciplinary Studies-Middle School Fine Arts Emphasis
 Interdisciplinary Studies-Middle School Language Arts Emphasis
 Interdisciplinary Studies-Middle School Math Emphasis
 Interdisciplinary Studies-Middle School Science Emphasis
 Interdisciplinary Studies-Middle School Social Science Emphasis
 Management
 Math I-Pure or Applied Mathematics Emphasis
 Math I with Secondary Certification
 Physics
 Psychology
 Sociology I- Social Practice Emphasis
 Sociology II-Social Theory Emphasis
 Speech Communication
 Speech Communication with Secondary Teacher Certificate
Bachelor of Social Work

Prairie View A&M University

Bachelor of Applied Science

Nursing

Bachelor of Arts

Accounting
Administrative Information System
Arts with Teacher Certification
Communication
Communication-Journalism
Communication-Radio and Television
Economics
Finance
Management
Marketing

Bachelor of Science

Interdisciplinary Studies
Psychology

The University of Mary Hardin-Baylor

Bachelor of Science Degree with Texas Teacher Certification (Secondary Option II)

Bachelor of Arts Degree with Texas Teacher Certification (Secondary Option II)

Bachelor of Arts Degree with an Interdisciplinary Academic Major with Texas Teacher Certification (Elementary Option II)

Academic Specialization in:

Art
Biology
Early Childhood Education
English
General Special Education
History
Math
Music
Physical Education
Reading
Spanish

2 Plus 2 Inverted Degree Plans

The following are Inverted Degree Plans between Central Texas College and Tarleton State University:

Auto Collision Repair Technician
Auto Body Repairer
Automotive Mechanic/Technician
Automotive Technician
Aviation Maintenance Technology
Building Trades
Communications Electronics Technology
Computer Electronics Technology
Consumer Electronics Technology
Diesel Engine Mechanic and Repairer
Diesel Technician
Drafting and Design
Fire Protection Technology
Graphics and Printing
Graphics and Printing Technology
Heating, Air Conditioning and Refrigeration Mechanic and Repairer
Maintenance Technology
Small Gas Engine Repair
Welding
Welding Technology

Admissions and Registration

General Admission Information

Address requests for application materials or questions concerning admission to the Guidance and Counseling Office, P.O. Box 1800, Killeen, Texas 76540-1800, or e-mail to jallen@ctcd.cc.tx.us.

Central Texas College is a comprehensive community college that maintains an open-door admissions policy to ensure that all persons who may benefit from post-secondary education have the opportunity to enroll. New students will be admitted to Central Texas College providing all admissions requirements are met.

Federal law prohibits institutions from making pre-admission inquiries about disabilities. Any information received regarding disabilities will not adversely affect admissions decisions. If you require special services or accommodations because of a disability, you should notify Disability Support Services, Building 121, Room 114, (254) 526-1339, TDD (254) 526-1378, or Learning Disability Services, Building 106, Room 107, (254) 526-1195. This voluntary self-identification allows Central Texas College to prepare appropriate support services to facilitate your learning. This information will be kept in strict confidence and has no effect on your admission to Central Texas College. Appropriate documentation of the disability will be required.

Admission to Central Texas College does not guarantee admission to specific programs and courses. Departmental approval is required to register for certain courses, as published in the Schedule Bulletin.

General Admission Requirements For All Students

Students who hold diplomas from accredited secondary (high) schools or GED equivalency certificates 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 after providing official test scores from a list of approved tests authorized by the Department of Education. Obtain the list from the Director of Testing.



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

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

Students applying for Financial Aid must have a high school diploma or GED. Non-graduates should contact the Office of Student Financial Assistance for further details.

Non-graduates seeking further information should contact the Office of the Director of Testing, (254) 526-1254.

Admission Procedures

Your Application for Admission and required documents should be submitted before you plan to register. For timely processing, submit all applications 48 hours before registration.

Steps for admission into a college credit program are as follows:

1. Obtain an Application for Admission form from the Guidance and Counseling Office. Complete and return the form to the CTC Records Office. Include Texas residency documentation. Completed military verification forms are required at the time of registration.
2. Arrange for official transcripts from previous schools (high school and college) to be sent to the CTC Records Office.
3. Submit appropriate test scores (TASP, ACT, SAT, TAAS). Students who have not taken the TASP exam are required to take the TASP or an alternative test (ASSET) prior to enrolling in college-level courses, unless they are exempt or temporarily waived. Refer to the section on Placement Examinations for further clarification.

4. Students will be notified of their acceptance for admission upon receipt of the above listed information.
5. Arrange to visit with a counselor before registration.
6. Registration for classes will follow the dates listed in the Schedule Bulletin. Payment of tuition and fees is required at the time of registration, unless otherwise indicated.
7. Falsification of information will result in dismissal from Central Texas College.

Transient Students

Students not seeking a degree or certificate from Central Texas College are not required to provide previous education records unless required for Financial Aid, Veteran Services or TASP status. Students who have completed TASP or approved alternative testing must request official TASP or approved alternative test scores. Records will be required if you later elect to seek a diploma, certificate or evaluation and award of credit.

Transfer Students

Transfer of credit from regionally accredited colleges and universities may be accepted when the grade earned was "C" or higher and the coursework applies to your curriculum. Passing grades lower than "C" may be considered for transfer in accordance with current evaluation procedures and curriculum requirements. Grades other than "A," "B," "C," or "CR" will not be accepted in transfer in major degree requirements.

Because of the rapid changes occurring in vocational/technical fields today, coursework taken in a major field of study or vocational/technical courses directly related to that major field may not be accepted in transfer to satisfy specific Associate in Applied Science Degree or Certificate of Completion program requirements. The appropriate Department Chair or Central Texas College official must approve the acceptance of course credit in transfer when the coursework was completed five years or longer before you entered the Central Texas College program of study. This also applies to returning students when vocational/technical courses that are applicable to your degree or certificate programs were taken at Central Texas College and the course content has changed to the point that retraining is necessary to ensure that you have marketable skills for the degree/certificate pursued.

Records Required

Transcripts and Test Scores

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



Texas Academic Skills Program Test Scores: Official copies of TASP Test or state approved alternative test scores must be on file for all students requiring TASP testing, before Registration begins.

- 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 reflecting date of graduation.
- 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 Development (GED) scores.
- College Transfer Students: Transfer students seeking certificates or degrees from Central Texas College must provide official transcripts for all regionally accredited college study before official degree plans are provided.
- 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.



You are responsible for requesting that all official records be forwarded directly from the issuing institution to the Central Texas College campus serving your location. Transcripts must bear original seal or mark and signature of the registrar to be acceptable. Under the provisions of the Family Education and Privacy Act, CTC will not release copies of transcripts received from other institutions.

Addresses are listed in the front of the Catalog. If transcripts of previous education are issued to Central Texas College in your former name, without a social security number, Central Texas College cannot be responsible for properly identifying the document. Admission requirements have not been met until records required are on file with the appropriate campus records office.

CTC must receive all transcripts before the end of the first semester or second eight-week term of enrollment. Grades will not be released to students who are on Admissions Hold for required transcripts.


Recommended Program for High School Students

High School students planning to attend Central Texas College are encouraged to use the College Preparatory Program or the Tech-Prep Program as preparation for entering transfer, technical and Tech-Prep degree programs. The Texas Board of Education has approved these graduation programs. Copies of these programs are available from your high school counselor.

Placement Examinations

If you:	You must take:
Have not completed three semester hours of college-level credit before Fall 1989 and have not completed the TASP test	All portions of the TASP or ASSET Test
Are a returning student who has not completed the math and/or writing portions of the Placement Test within the last two years and you are TASP exempt	<ul style="list-style-type: none"> - The math portion before enrolling in MATH 1314, 1324 or 1342 - The writing portion before enrolling in ENGL 1301 or 1312
Are entering a Skills Center Open Entry Self-Paced Level I Certificate, Barber or Cosmetology Programs	You are currently waived from the TASP and Placement Tests
Are entering a Skills Center Open Entry Self-Paced Level II Certificate Program	TASP/ASSET Tests unless exempt
Are entering the Barber or Cosmetology Programs, and you do not have a high school diploma or GED	TABE Examination*
Are entering a Skills Center Open Entry Self-Paced Level I or Level II Certificate Program	Skills Center Diagnostic Test, unless you meet exemption criteria*
Are a new International Student (non-immigrant) or a Community Foreign Student (resident alien) and your native language is not English	CELT Examination, if your TOEFL scores are below 500 or you have never taken the test

*Contact Industrial Technology or a Skills Center Counselor in Building 118, Room 14 or 17 for more information.

 If you need special testing accommodations, contact Disability Support Services at (254) 526-1339 or Learning Disability Services at (254) 526-1195 before taking the test(s). Appropriate documentation of the disability is required.

The Texas Academic Skills Program (TASP)

The Texas Academic Skills Program (TASP) is required to ensure that students enrolled in Texas public colleges possess the minimum academic skills and aptitude needed to perform in general college-level coursework. TASP includes a testing component designed to identify and provide diagnostic information about reading, writing, and mathematics skills of each student.

Who Must Take the TASP Test?

According to state law, any full-time or part-time students attending a Texas public college or university who did not earn at least three semester hours of college-level credit before Fall of 1989 must take the official TASP test or an approved alternative test **before you begin coursework** unless you qualify for an exemption (see below). The official TASP test is administered six times yearly and it takes at least four weeks for the scores to be reported. The current fee is \$29. An Alternative (ASSET) test is also available at CTC. Ask your counselor or the testing office about this test. Active duty military can take the ASSET free of charge at the Fort Hood Education Center.

Who is Exempt From Taking the Official TASP Test?

Any student who enrolls in an institutionally approved certificate program that requires no more than 42 semester credit hours is exempt. This is only a temporary exemption and you are subject to TASP if you take any courses other than those approved on the certificate plan.

Any student who earned at least three hours of college-level credit before Fall 1989. Note: This exemption does not apply to education majors. You may also qualify for an exemption based upon entry into military service or successful completion of special testing prior to Fall 1989.

Students with superior TAAS, ACT, or SAT scores may be TASP exempt. Please provide test scores to Guidance and Counseling for interpretation.

If I Have to Take the Official TASP Test, When Must I Take It?

If you are not TASP exempt you must complete TASP testing before you complete registration. For more information, please see a CTC counselor or advisor. **If you have not taken the TASP, you may be eligible to take the ASSET which is a state approved alternative test.** The current cost is \$20.

How Can I Register to Take the Official TASP Test?

The TASP Registration Bulletin which is available from the Guidance and Counseling office or in the Testing office contains all the necessary information including the registration form, testing dates, fees, and registration deadlines. The application must be submitted approximately one month before the testing date.

Students wishing to take the ASSET can pay their \$20 fee at the Business office before the date of testing. You can register for the Alternative Test at the Testing office. A photo identification is needed for admittance to testing. Call 526-1254 for scheduled testing times.

A limited number of vouchers are available for students who qualify for financial aid. These vouchers can be submitted with the TASP registration application in lieu of the \$29 fee. Check with the office of Financial Aid for additional information.

What If I Fail the TASP Test?

Students who fail to pass one or more sections of the official TASP or ASSET Tests must be continuously enrolled in developmental courses until they pass all sections. If you fail to attend developmental classes regularly and are withdrawn because of excessive absences, understand that you will be withdrawn from all classes without refund. **Students who fail sections of the Alternative (ASSET) test must take the TASP for those sections failed.**

I Understand That I May Be Exempt From TASP Based On Testing and Military Service. Is This Correct?

CTC awards credit for testing programs such as CLEP, APP, DANTES, SAT, and ACT. You may want to check your status if these tests were completed and passed before Fall 1989. CTC awards credit for military experiences based upon American Council on Education guidelines. If you were on active duty before July 1989, let your advisor know. Verification of test scores and military duty is required before exemption consideration.

Registration

Registration Periods

Registration periods for regularly scheduled classes are tentatively scheduled in the Central Texas College calendar published in this Catalog. Specific times, dates, and class information are published separately in the Schedule Bulletin, which is distributed before each registration period.

CTC conducts special registrations for classes offered at locations other than the Central Campus and for courses scheduled other than in the semester calendar. Details of special registration are published and distributed separately.

Registration for the Skills Center self-paced certificate programs is continuous. Students may enroll any time, except during Spring Break, Christmas Holidays and other official Central Texas College holidays.

New Student Registration

As a first-time student at Central Texas College, you are expected to participate in the new student registration process. This process includes academic counseling, schedule planning, registration, orientation, a discussion of the TASP program and its requirements, and referral to other specialized services, such as the Office of Student Financial Assistance.

If you are not exempt from the TASP and you are not in a TASP-waived program, you must take the TASP or ASSET Exam before registration. If you are exempt from TASP or in a TASP-waived program, you may be required to take the Central Texas College Placement Exam. Schedule Bulletins containing necessary registration information are available at all registration and academic department offices.

Late Registration

You can register late as published in the Schedule Bulletin. A fee of \$10 is assessed to those registering after classes begin. If you complete registration after courses begin, you are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up any assignments missed. No students are permitted to register after the scheduled late registration date.

Fort Hood Late Registration

Students can register late during the first week of classes, prior to the second class meeting for classes offered twice weekly, prior to the fourth class meeting for daily brown bag classes, and any time prior to the first class meeting for classes offered on the weekend.

All schedule changes must be completed within this same time frame.

Adding or Dropping Classes

To register for additional courses or change course enrollments after registering, you must have approval of a counselor in the Guidance and Counseling Office. If receiving financial aid or VA benefits, you must also have your schedule change approved by that office. You must complete all schedule changes within the time specified by the Central Texas College calendar. A \$5 fee will be assessed for changes made for the convenience of the student.

Official Enrollment

To gain admission to classes, you must complete the published registration procedure each term, including payment of all tuition and fees. No one is officially enrolled until all tuition and fees have been paid in full. Students who withdraw are not entitled to remain in class on an unofficial basis. Only those students who are officially enrolled may attend classes.

Residency Requirements

The State of Texas requires that each student sign an affidavit certifying legal residence at the time of enrollment. Residence for tuition purposes is determined by state law and as such is subject to change by the Texas Legislature.

To be eligible for minimum tuition rates, you must prove to the satisfaction of Central Texas College that you are entitled to pay resident tuition and fees. Once you have met the state residency requirement, you can apply for in-district residency.

It is your responsibility to register under the proper residence classification and any question concerning the right to classification as a Texas or in-district resident must be clarified before you enroll.

Non-resident military personnel and their family members classified as non-residents are entitled to pay resident tuition if assigned to duty in Texas. To be entitled to pay resident tuition, military personnel must submit a statement from their Commanding Officer or Personnel Officer certifying that they are assigned to duty in Texas.

Readmission Requirements

Central Texas College students who have not been enrolled for five years or more at CTC must re-complete the admission process. Students who have not attended within the past 12 months are required to complete a Residency Core Questionnaire and redocument residency. Students who have attended other institutions during their absence from Central Texas College must provide transcripts from all institutions attended during the absence.

Early Admission

Early admission offers the opportunity for high school students to earn college credits while concurrently enrolled in high school or during summer sessions. Early admission is open to selected high school students, subject to the following conditions. The student must:

- Submit an Early Admission Form with the signatures of high school principal or counselor and parent or legal guardian.
- Provide an official high school transcript.
- Adhere to all policies of Central Texas College and the high school to include attendance, TASP laws and regulations, and any testing requirements for regular admission to Central Texas College.

Students who meet the above criteria will be accepted at Central Texas College on individual approval to take one course per semester or two courses each summer session at Central Texas College. Credentials must be re-submitted each semester for early admission.



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

Credits earned before high school graduation may not transfer to some colleges.

Admission to Skills Center Self-Paced Certificate, Barber and Cosmetology Programs

The admission/registration process for these programs differs slightly from those for the regular college credit programs in that registration is completed on a daily basis.

- Self-paced Certificate: If interested in enrolling in a self-paced certificate program, contact a Skills Center Counselor in the Vocational Skills Center Building 118, Room 14 or the Industrial Technology Department, Room 17.
- Barber/Cosmetology: If interested in enrolling in the Barber or Cosmetology programs, contact the Industrial Technology Department in the Vocational Skills Center Building 118, Room 17.

Community Foreign Students

If you are a community foreign student (immigrants/resident aliens/"Green Card" holders), you will follow the regular registration process if you meet the following requirements:

- You have already completed hours in CTC developmental or credit courses.
- You are a new student and have taken the Comprehensive English Language Test (CELT) and your test scores determine that you do not need English-as-a-Second-Language (ESL/DSLA) courses.
- You have a TOEFL score of 500 or more.

All community foreign students must take the CELT because this test determines language proficiency. Students whose CELT scores fall within the parameters of the ESL program must enroll in and finish the ESL program before taking the TASP, ASSET, or CTC Placement Test.

International Students

Ninety days before registration, prospective international students planning to register at a CTC Texas campus must provide all of the items listed below. Each required form must be filled out completely before CTC will admit you as a student. CTC will not give you the I-20 form until admission has been granted.

If holding visa category A-M issued by the U.S. Immigration and Naturalization Service, you will be classified as a non-immigrant alien and must submit the following documentation/items to apply for admission at CTC:

1. CTC Application for Admission.
2. Record of Previous Education. Applicants must submit:
 - a. High School Graduates: Official copy of transcript(s) showing date of graduation from a secondary school. The official transcript must be an original copy translated into English and must show each course completed and grades earned.
 - b. College Transfer/Transient Students: Official copy of transcript(s) for each college or university attended. All foreign transcripts must be certified English translations. Transcripts must also have original mark or seal and signature(s) to be acceptable.
3. CTC International Student Application for Admission. All items on the form must be completed.
4. International Student Statement of Understanding. Read carefully all the statements and conditions, then sign and date the form.
5. Notarized CTC Sponsor's Statement for International Students. Applicants must have a sponsor who is required to certify the availability of financial resources adequate to support student expenses at the school. Funds may come from sponsoring agencies, scholarships, the applicant's family, or any dependable source. Applicants may:
 - Have one or more sponsors who will provide full cash support of at least \$11,000 a year for college tuition and fees and living expenses.
 - Have one or more sponsors who will provide partial cash support of at least \$5,000 a year for college tuition, fees or a sponsor who will provide free room and board in housing near school. (Room and board has a cash value of \$6,000/year.)
 - Self support partially or in full for all college and living expenses while at CTC.



In any case, appropriate affidavit(s) and supporting evidence must be submitted with the application. All items on the form must be completed and the sponsor's signature must be notarized. This form is not acceptable without an official seal.

6. Sponsor Bank Letter/Statement. The applicant's sponsor is required to provide a bank letter or statement showing the availability of funds to cover student expenses to be incurred during the first year at CTC, exclusive of travel expenses. CTC estimates a student's average cost for an academic term of 12 months will be US \$11,000. The required letter or statement must show available funds in U.S. dollars.
7. Two Passport-sized photographs.
8. Required Deposits:
 - a. \$500 Tuition deposit, to accompany CTC application documents. This deposit will be applied to the tuition cost when the student enrolls for the first semester at CTC.
 - b. \$100 Residence Hall deposit, only if applying to stay in the Residence Hall.
9. TOEFL Scores (Optional). Students without TOEFL scores or scores below 500 will be required to take the Comprehensive English Language Test (CELT) for appropriate placement.
10. Proof of Health/Accident Insurance for each academic term, submitted at registration. If you use foreign insurance policies, they must have all information translated into English, including the expiration date. The health/accident insurance policy must cover students while attending CTC and the policy must offer a maximum medical expense benefit limit of no less than \$100,000.



If the visa is denied or you are unable to attend for any other reason, CTC will refund 80% of the tuition deposit (\$400) provided CTC receives the original I-20 form and a written request for refund. The other 20% will not be returned since it covers processing fees. The Residence Hall deposit is non-refundable.

Additional Requirements for International Transfer Students

In addition to the requirements for all applicants, to transfer from another school within the U.S., you must submit the following:

- Certification of Good Standing from previous school. You must complete the front part of this form. The foreign student advisor at the school last attended completes the back of the form before sending it to the CTC International Student Services Department.
- Photocopy of I-20 form issued by previous school. You must provide a photocopy of the I-20 form issued by the school currently or last attended.

Residence Hall Application Process for International Students

- Residence Hall Application. You must complete all items, attach a picture, and sign and date the form.
- Required non-refundable Residence Hall deposit of \$100 mentioned above. Early arrival is required for new international students for pre-testing and registration. Be prepared to pay \$25 per day, excluding meals, to stay in the Residence Hall during the week before classes begin. Room and Board fees do not cover the week before the beginning of classes.

When you submit both items above, you will be placed on the Residence Hall waiting list. This does not guarantee assignment of a room. Check status of application with the Residence Hall Manager.

To apply to Central Texas College, direct inquiries to the Director of International Student Services who will provide forms and instructions for completing the requirements listed above. An International Student Handbook is also available for detailed information.

English as a Second Language (ESL)

Non-native English speakers (international students and community foreign students) are required to take the Comprehensive English Language Test (CELT) before beginning the English-as-a-Second-Language Program (ESL/DSL courses). Only international or community foreign students with TOEFL scores over 500 will be exempt from English language pretesting and the English-as-a-Second Language Program. The CELT testing dates and locations are published in the CTC Schedule Bulletin each semester. The test is free and may only be taken once.

Transfer students who have taken English-as-a-Second-Language (ESL) courses elsewhere and wish to continue ESL at CTC must take the CELT.

The ESL program comprises 14 courses divided into beginning, intermediate and advanced levels. The entire program takes three semesters to complete, provided you pass all subjects the first time. The CELT provides individualized course placement into appropriate levels of grammar, writing, reading, listening and speaking. Sufficient test scores allow you to be exempt from courses already mastered and ensure that you do not take unnecessary courses.

Uniform Application of Standards

The standards of Central Texas College academic and student policies are uniform at all locations served by CTC. The following sections of the Catalog provide information unique to Texas campuses. Central Texas College provides services at nine Texas locations which include:

- Central Campus, located between Killeen and Copperas Cove, Texas;
- Fort Hood Campus, located within the Central Texas College District at Fort Hood, Texas; and
- Service Area Campus, which operates satellite offices strategically located in eleven counties with offices in Brady, Burnet, Gatesville, Hamilton, Killeen, Lampasas, and San Saba.

Departmental Admissions Requirements

Aviation Science

If you are an Aviation Science student, you must pass Federal Aviation Administration (FAA) physical exams appropriate to your level of training before admission to flight training. Present written evidence of FAA medical certification to the Department Chair at the time of pre-registration advisement for admission to this department.

Computer Science Network Systems Administrator Option

Admission Policy

Submit application for the Network Systems Administrator program to the Computer Science Department.

Progression Requirements

To progress in the Network Systems Administrator program

- You must achieve 70 percent or higher in each Computer Science course in the program.
- You must complete the courses in the progression as listed on the degree plan.
- Selection for acceptance to the networking portion of the program will be on a space available basis. There are only 16 seats available in the sophomore networking classes. The selection will be based on the following:
 - All students who have completed all lower level requirements will be considered first.
 - If more than 16 students have completed all the lower level requirements, then the students with the oldest applications will be considered first.
- You will be notified by letter when selected for admission to ITNW 2405, ITNW 2431 or ITNW 1429.
- It is your responsibility to upgrade the application at the end of each semester as degree requirements are completed.

Medical Lab Technician

Admission Policy

You must follow the regular procedures for admission to Central Texas College. In addition, admission to the Medical Laboratory Technician (MLT) Program will be determined by:

- Application to the MLT Program.
- Transcripts of high school graduation or GED completion with a score of 40 or higher.
- Transcripts of previous college credits. It is your responsibility to make sure that CTC has received the transcripts, and copies of the transcripts should be sent to the MLT department.
- Passing scores of 250 on the math, 230 on the reading, and 220 on the writing TASP or the ASSET examination. A copy of the results must be on file in the program office. If you do not successfully complete the reading or writing section of the TASP exam, you must successfully complete developmental courses before entering MLAB 1201 and 1211.
- BIOL 1408 is recommended for any student who has not completed a high school biology course before entering MLAB 1201 and 1211. CHEM 1406 is recommended for any student who has not completed a high school chemistry course. If you have previous college science credits from a regionally accredited school, you are exempt.
- Two completed reference forms must also be on file.
- Status form must be signed and on file stating the understanding of competitive status for clinical admission.
- Personal interview with the program director. Call for an appointment when all of the above requirements have been met.

- CTC will not accept transfer courses for the MLT program unless they have a “C” or above. You must repeat science courses that are over five years old.
- Neither Central Texas College nor hospitals provide medical coverage or workers’ compensation for emergency illness or injury. Medical coverage is the responsibility of the student.
- After you have been accepted for admission, ensure that the following is on record in the MLT office before the first day of class:
 - Copy of current immunizations.
 - Proof of physical exam completed within the last six months signed by an M.D. or a D.O.
- You are admitted to the MLAB 1201 and 1211 courses on a first come basis after other admission criteria have been met. Enrollment in MLAB 1201 and 1211 does not guarantee a position in the clinical portion of the program. When entering the MLAB 1201 and 1211 courses, and subsequent courses, you are in competitive status for admission to the clinical portion of the program.

Progression Requirements

To progress in the MLT Program, you must meet the following requirements:

- Achieve a grade of “C” or better in all courses in the curriculum, including academic and MLT courses.
- Successfully complete prerequisites to the Clinical Practicum I. Prerequisites (with a grade of “C” or better) are:

MLAB 1201 and 1211	MLAB 1415	CHEM 1411	MATH 1314
BIOL 2401	BIOL 2402	CHEM 1412	ITSC 1409
- Selection for acceptance to the clinical portion of the program will be made on a space available basis. The selection process is a function of the MLT advisory-selection committee. The committee uses the following criteria as a basis for their decision regarding admission:
 - Review of transcripts and courses currently in progress, specifically academic courses in biology, chemistry, math, and medical laboratory technology.
 - Personal interview with two members of the MLT selection committee.
 - There are a maximum of ten positions available for clinical experience. The students with the ten highest point values will be admitted to the clinical portion of the program. Two alternate positions will be assigned to the next two applicants.
- You will be notified by letter regarding your status for admission to the clinical practicum.
- Once you have been accepted into the clinical practicum, you must submit proof of liability insurance.

Transfer Students

Transfer Students must:

- Meet general admission requirements of Central Texas College and the MLT Department.
- Have a GPA of 2.5 or better.
- Present syllabi of science and MLT courses already completed.
- Present transcripts from all regionally accredited colleges attended.
- Challenge certain MLT courses depending on the transcripts and syllabi evaluation.
- Understand that placement of students in MLT clinical practicums will depend upon availability and upon the recommendation of the MLT Selection Committee. Clinical admission process will be applicable.

Readmission Policy

Readmission to any MLT course is dependent upon availability of class openings after current class progression, but it is not automatic.

- You must complete the program within four calendar years of enrollment.
- If you do not successfully complete an MLT or science course or you withdraw from the course with a failing average you may apply for readmission only one time.
- For readmission to the clinical portion of the program, you must repeat the clinical admission process.
- After you have been accepted for readmission, the following must be on record in the MLT program office before the first day of class.
 - Proof of physical exam signed by an M.D. or a D.O. within the last six months.
 - Proof of current liability insurance.
 - Copy of current immunizations.

Mental Health Services

Admission Policy

Applicants for the program must follow the regular procedure for admission to Central Texas College. In addition, the following is required of all applicants for admission to the Mental Health Services program:

- Application to the Mental Health Services (MHSV) Department.
- Personal interview with a Mental Health Services program advisor.
- Take the CTC Placement Test/TASP/ASSET. Achieve a Reading score of 200-230 or concurrently take the appropriate developmental reading course. Achieve a Writing score of 180-220; or concurrently take the appropriate developmental writing course.
- Before participating in an external lab in courses in which a field placement experience occurs, you must:
 - Sign and agree to comply with the MHSV Department Ethics statement.
 - Provide proof of CPR/First Aid Course completion.
 - Purchase liability insurance at the time of registration and provide proof of that to the department.
 - Be aware that field placement experiences will require travel at your expense.
 - Be aware that neither Central Texas College nor clinical facilities in which field placement occurs provide medical coverage, workers' compensation or emergency care. Medical coverage is the responsibility of the student.
 - Physical Exam and Immunization requirements:
 - Proof of physical exam completed within the last 6 months signed appropriately.
 - Proof of immunizations (MMR, Measles Booster, DT).
 - TB Skin Test.
 - Hepatitis B series. (This takes six months to complete.)

Progression Requirements

In order for you to progress in the Mental Health Services program, the following is required:

- Achievement of a grade of "C" or better in all courses in the degree or certificate plan, to include academic and vocational/workforce development courses.
- Prerequisites to each course have been successfully completed.
- Current CPR/First Aid course completion.
- Current liability insurance.
- Proof of physical exam, with current immunization status, or diagnostic tests as recommended or required.
- If the student has been inactive in the program for 4 or more years, the following courses must be repeated: DAAC 1319 (MHSV 1301), DAAC 1309 (MHSV 1302), DAAC 1304 (MHSV 1305), DAAC 1341 (MHSV 2302).

Transfer Students

Transfer students must:

- Meet general admission requirements of CTC and the Mental Health Services Department
- Provide transcripts and course descriptions of vocational/workforce development and academic courses from all regionally accredited colleges attended for the course work to be applied toward a certificate or degree.
- Meet the above criteria and those noted in the current Mental Health Services Department Student Handbook if challenge of certain Mental Health Services Department courses is considered.

Associate Degree Nursing

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the following is required of all applicants for admission to the Nursing Program.

- Application to the Nursing Program with copies of transcripts from all prior colleges attended. If you have turned them in to Records and Registration, you must go there and sign a release for the transcript copies to be sent to Nursing.
- Completion of the courses prerequisite to RNSG 1413, Foundations for Nursing Practice, with a C or higher and a GPA of 2.5 or higher as well as being TASP exempt or having passed TASP or ASSET.
 - ITSC 1409
 - ENGL 1301
 - RNSG 1209
 - BIOL 2401

- Take the Nurse Entrance Test (NET) and pass it with a cumulative math score of 65 percent or higher on the math section, with no more than three sections below 70 percent. A NET reading score greater than 42 percent is required on the same NET exam. You must achieve passing scores on the same exam within three attempts.
- An overall 2.5 GPA on a 4.0 scale in transfer courses and work earned at CTC that will be used on the nursing degree plan.
- All transfer courses accepted in the Nursing curriculum must be a "C" or above. Science courses that are over five years old must be repeated.
- A personal interview with the Chair of the Nursing Program. Call for an appointment while you are taking the last of your prerequisite courses and have successfully completed your NET test. You need to ensure that your transcripts are at the nursing department.
- After you have been accepted for admission, the following must be on record in the nursing office before the first day of class:
 - Mandatory immunizations must be submitted before registration for the Fall and Spring Semesters. (MMR, Measles booster, D/T, and Hep B series.) The Hepatitis B series takes six months to complete. Varicella (Chicken Pox) vaccine/titer or documentation of having had the disease.
 - Proof of physical exam, completed within the last three months, signed by an MD or DO, which includes PPD TB skin test, before first day of class. The PPD TB skin test will be required each year thereafter.
 - Proof of CPR course completion - BLS-Health Care Provider or CPR for the Professional Rescuer, before first day of class. Turn in a photocopy of your course card.
 - Current liability insurance.
- Neither the college nor hospitals provide medical coverage or worker's compensation for emergency illness or injury. Medical coverage is your responsibility.
- Requests for admission/readmission for transfer students, challenge students and former CTC Nursing students will be prioritized as follows:
 - First priority: Former CTC students with a passing average in previous nursing courses
 - Second priority: Challenge students ranked by grade on exam
 - Third priority: Transfer students with passing grades in previous nursing courses
 - Fourth priority: Former CTC students or transfer students with a failing average
- All persons entering the ADN program must pass the Nurse Entrance Test that is for an "ADN." Call the Testing Office at (254) 526-1254 for date, place, time, and cost. You must achieve passing scores on the same exam within three attempts. You must specify when taking the test that you are testing for the Associate Degree program, by placing the letters "ADN" on your exam. The Learning Resource Center, Building 118, Room 15, has information.
- The student is strongly advised to register for clinical rotations on a nursing care area/unit other than where employed and/or where a significant other is employed. Clinical placements for student nurses are ultimately at the discretion of the faculty members for each clinical course.

Progression Requirements

In order for you to progress in nursing, the following requirements must be met.

- Achievement of a grade of "C" or better in all courses in the curriculum, including academic and nursing courses.
- Prerequisites to each nursing course have been successfully completed.
- All courses in each semester of the curriculum plan must be completed before progressing to the next semester courses.
- Current CPR course - BLS-Health Care Provider or CPR for the professional rescuer.
- Current liability insurance.
- Proof of Physical Exam or diagnostic tests as recommended or required.
- PPD TB skin test after each year in the program.

Transfer Students

- Meet general admission requirements of CTC and the Nursing Department.
- Present a transcript from all colleges attended. (Syllabi for nursing courses may be requested for review)
- Placement in nursing course will be dependent upon space availability and recommendations of the Admissions and Standards Committee.
- Must complete the nursing program within four years of enrollment in RSNG 1413 or its equivalent.
- Transfer students who have failed in another college or university nursing program are eligible to seek entry into the CTC Department of Nursing if admission criteria are met. These student nurses are admitted with the understanding that readmission following any CTC Nursing Department failure will be denied.

Part-Time Policy

- There is an option for the prospective ADN student to check “full-time” or “part-time” on the CTC Nursing Department ADN Application form.
- Published in the CTC ADN Student Handbook will be “a student nurse must petition, in writing, a change in enrollment in the nursing program from full-time to part-time or part-time to full-time to the ADN Admission and Standards Committee the semester prior to the change.”
- Published in the CTC ADN student handbook and the CTC college catalog will be a part-time ADN track example.
- In the nursing degree plan, you must successfully complete all the courses in a given semester in order to progress to the following semester’s courses.

Nurse-Aide Policy as an Associate Degree Nursing Student

Prospective students who present a valid CNA Texas certificate may receive evaluated credit for Preparation for Basic Nursing Care, RNSG 1119. Bring in a copy of your certification to the Nursing Department for approval.

Readmission Policy

- Readmission to any nursing course is dependent upon availability of class openings after current class progression, but is not automatic.
- You must complete the nursing program within four calendar years of enrollment in Level One.
- If you do not successfully complete any nursing course or withdraw from a nursing course with a failing average, you may apply for re-admission to the Nursing program only one time for a classroom or theory course, and one time for a clinical course. This applies to the following nursing courses: RNSG 1201, 1119, 1115, 1413, 1202, 1341, 1251, 2213, 1363, 1343, 2201, 2362, 2331, 2221 and 2363. Failure of two nursing courses in one semester will result in ineligibility for readmission.
- If you have been readmitted following a nursing course failure and subsequently withdraw from a nursing course because of extenuating circumstances, you may be readmitted if you withdrew in a passing status.
- Consideration for readmission of former students is based on the following:
 - Former faculty team recommendation.
 - Academic grade average and clinical evaluation.
 - Reason(s) for failure, if applicable.
 - Resolution of outside extenuating circumstances, if applicable.
 - Completion of remedial work and/or completion of corresponding Level 1 or Level 2 academic courses (if recommended).
 - The recommendation of the Admission and Standards Committee: an interview of the former student may be required.
- Selection of students for readmission will be made in May and December.
- Any student applying for readmission to the nursing department must request readmission with the Admissions and Standards Committee and submit a written plan for success to be reviewed by the Committee, which may make recommendations related to this plan for success. The committee may request an interview with the applicant.
- After a student has been accepted for readmission, the following must be on record in the nursing office prior to the first day of class.
 - Proof of Physical Exam signed by M.D. or D.O. within the last six months. This exam must include proof of required immunizations and PPD.
 - Proof of CPR course completion - All students - BLS-Health Care Provider or CPR for the professional rescuer.

Challenge Students

The Challenge option is available for the following students:

- Licensed Vocational Nurses (Texas License)
- Transfer students from Diploma programs
- Transfer students from other ADN or BSN programs, when recommended by Director or Admissions and Standards Committee.

Transition to Associate Degree Nursing

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the following is required before admission to the Transition Course.

- Current LVN/LPN license from any state.
- Application to the Nursing program with copies of transcripts from all previous colleges attended, to include your LVN transcript. If you have turned your transcripts in to Records and Registration, you must go there and sign a release for the transcripts to be sent to Nursing.
- Two work references, as an LVN, one of which is from a present supervisor. Appraisal forms are provided with the information packet. All applicants for this course must have been employed one year full-time or two years part-time as a GVN/LVN in the two calendar years before admission to the Transition Course; i.e., 1600 hours in the two years immediately preceding the beginning of the Transition Course. The experience requirement in the Transition Program may be decreased to 0 hours (no work experience required as a licensed vocational or practical nurse) before entry into the bridging program if and only if the following requirements are satisfied:
 - You graduated from a vocational nursing program with which CTC has established an "articulation committee".
 - You earned at least a "B" (or 80 percent) average in all courses in the vocational nursing program.
 - You have a letter from the director or coordinator of the vocational nursing program recommending such waiver.
 - You have completed all general education requirements (not just prerequisite requirements for the transition program) for the ADN program.
- You must be TASP exempt or have passed TASP or ASSET to enter the Transition course effective with the Summer 1999 class.
- Completion of the following prerequisite courses with a grade of "C" or better in each. You must have an overall GPA of 2.5 on a 4.0 scale in all college work, to include transfer courses and work earned at CTC, which will be used on the nursing degree plan.
 - ENGL 1301
 - BIOL 2401
 - BIOL 2402
 - BIOL 2421
 - ITSC 1409
 - PSYC 2301
 - POFT 1329, POFI 2301 or POFI 1345 (hands on) will be accepted, as well as SPCH 1315.
 - Take the ADN Nurse Entrance Test and pass it with a cumulative math score of 65 percent or higher on the Math section, with no more than three sections below 70 percent. You must also attain a score greater than 42 percent on the reading section of the same test. You must achieve passing scores on the same exam within three attempts. PSYC 2314 must be completed before RNSG 2331. Recommended before admission: SPCH 1318 and the Humanities/Fine Arts elective.
- Successful completion of the Nurse Entrance Test (NET). This test includes questions on math, reading, stress, and test-taking. The test is given in the CTC Testing Office. Please call (254) 526-1254 for the date, place, cost, and time. You must achieve passing scores on the same exam within three attempts. You must specify when taking the test that you are testing for the Associate Degree program (Transition), by placing the letters "ADN" on your exam.
- Entry level skills identified from Basic Nursing Care and Adult Health I must be performed satisfactorily during the Transition Course.
- Upon acceptance into the transition course, you must furnish proof of:
 - Mandatory immunizations submitted before registration for the Summer Semester. (MMR, Measles booster, TD and Hep B series.) The Hepatitis B series takes six months to complete. Varicella (Chicken Pox) vaccine or titer or documentation of having had the disease.
 - Proof of physical exam completed within the last three months on a CTC form, signed by an M.D. or D.O., which includes PPD TB skin test, prior to first day of class. Also, proof of the following immunizations: MMR, Measles booster, TD and Hep B series.
 - Proof of CPR completion -BLS-Health Care Provider or CPR for the Professional Rescuer, before the first day of class. Turn in a xerox copy of your CPR card to the nursing department.
 - Student Malpractice Insurance. When you are accepted into the Transition Program and are registering, you will need to pay for your Student Malpractice Insurance. You may also pay for it at the Business Office, Building 119, and return the receipt to the Nursing Department. It currently costs \$14.50. This amount is subject to change.

- If you fail or withdraw from Transition, you may apply for admission to the first semester of the ADN program. Admission into that semester immediately following failure or withdrawal may not be possible. Failure in or dropping of the Transition course will not affect your admission into RNSG 1413.
- A request for readmission into RNSG 2331 must be in writing to the Admissions and Standards committee.
- Any LVN who has failed any nursing course in any RN program may be admitted only once into the Transition Course provided:
 - Admission criteria are met, and
 - Graduation from a State VN Board approved program has followed the nursing school failure.

Vocational Nursing

General policies related to students in the Vocational Nursing Program are consistent with those in effect for all students enrolled at Central Texas College and can be found in the *Central Texas College Student Handbook*, and the *Central Texas College Catalog*.

Policies specific to the Vocational Nursing Program are found on the following pages.

Support Services available to students are discussed in the *Central Texas College Student Handbook* and in the *Schedule Bulletin* printed each semester.

Admission Policy

The following must be completed prior to admission to the Vocational Nursing Program:

- Application for the nursing program.
- High School transcript or GED transcript with an average score of 40 or above prior to Jan. 97 and a standard score of at least 40 on each of the five tests and an average score of 45 (225 total) on all five tests as of Jan. 1, 1997.
- Completion of the Nurse Entrance Test with minimum composite scores of 65% on math and 43% on reading. Based on test scores, developmental course work may be required. Place the letters "VN" on your test. Contact the testing office at 526-1254 for date, time, place and cost of test. Results will be mailed to you in approximately 6 weeks after taking the NET. Retesting is required until both sections are passed on the same test.
- Must participate in an orientation meeting upon successful completion of the Nurse Entrance Test with the Vocational Nursing Coordinator or designee. Your Vocational Nursing application and High School or GED transcript must be in the Nursing Department office to participate in this meeting.
- After a student has been accepted for admission, the following must be on record in the nursing office before registering for class:
 - Mandatory immunizations must be submitted prior to registration for the Fall and Spring Semesters. (MMR, Measles booster, TD, and Hep B series) The Hepatitis B series takes 6 months to complete. Varicella (Chicken Pox) vaccine/titer or documentation of having had the disease.
 - Proof of physical exam, done within the last 3 months, signed by an MD or DO, which includes PPD TB skin test, prior to first day of class. Be sure that proof of required immunizations is documented on the form.
 - Proof of CPR course completion - BLS-Health Care Provider or CPR for the Professional Rescuer, before the first day of class. Turn in a photocopy.
 - Proof of Student Malpractice Insurance.

Readmission Policy

- The student who does not successfully complete a vocational nursing clinical or classroom course may repeat the course once before advancing to the next level. The vocational nursing program must be completed within 2 years.
- The number of students repeating may not exceed the number of open slots in any class.
- Consideration for course repetition:
 - letter written by applicant including:
 - personal reason for failure or non-completion.
 - how extenuating circumstances have been resolved.
 - a written plan for success.
 - the recommendation of the VN Admission and Standards Committee. An interview may be required.
- After an applicant has been accepted for repetition, the student will follow standard nursing department policies found in the Vocational Nursing Student Handbook.
- Professional liability insurance must be paid according to Nursing Department policy.

Progression Requirements

In order to progress in the Vocational Nursing Program, a student must make an average of 70% or higher in each course. Exception to this progression requirement is the clinical course. Pharmacologic conversion exams given in these courses must be passed at 90% within 3 testing opportunities. Failure to achieve 90% on the conversion test will result in a clinical course failure.

Transfer Students

- These students must meet the current entrance requirements of the Central Texas College Vocational Nursing Program.
- Applicants will be judged on an individual basis by the VN Admissions and Standards committee.
- Application for transfer must be submitted 90 days prior to starting in the program.
- Vocational Nursing courses used for transfer for advanced placement must have been completed in the past year. Science courses must have been completed in last 5 years. All other admission policies apply.
- The student must submit:
 - a letter of status from the previous school;
 - a complete description of the nursing courses taken;
 - evidence of maintaining a "C" (2.0 GPA) at previous school;
 - two references from former instructors regarding clinical performance;
 - proof of completion of CPR course: Health Care Provider or CPR for the Professional Rescuer;
 - proof of current Student Malpractice Insurance
 - completed physical examination form and mandatory immunizations.
- Applicants for transfer may be asked to verify academic standing and/or clinical skills by written examination and/or practical demonstration in the learning laboratory.
- All transfer students must successfully complete a minimum of 50% of credit hours offered in the CTC VN program to be issued a certificate of completion.
- Transfer students who have failed in another nursing program are eligible to seek entry into the CTC-VN program. These students are admitted with the understanding that readmission following any CTC VN course failure will be denied.

EMT Program

Admission Policy

All applicants for the program must follow the regular procedures for admission to Central Texas College. TASP requirements apply to those taking credit courses.

- Proof of completion of a CPR course: BLS-Health Care Provider or CPR for Professional Rescuer.
- Proof of mandatory immunizations, which must be submitted before you will be allowed to register. You must show proof of:
 - One dose of rubella vaccine after the first birthday or immunity to rubella (titer).
 - A Tetanus/Diphtheria booster within the last ten years.
 - Hepatitis B series (takes six months to complete)(may waive).
 - PPD testing within 90 days of beginning the program and annually thereafter. Students who have tested positive in the past must have a negative chest x-ray less than one year old.

All students born on or after 1-1-57 must also show proof of:

- two doses of measles vaccine administered on or after their 1st birthday and at least 30 days apart,
- one dose of mumps vaccine administered after the 1st birthday, or
- immunity to measles and mumps.

Progression Requirements

Any student wishing to progress to the Paramedic Program (EMSP 1166/EMSP 1441), should refer to the Paramedic Program requirements.

Paramedic Program

The 1998 DOT Paramedic curriculum (approximately 1200 clock hours) will begin at CTC during the Fall 2000 semester. The Spring 2000 Paramedic program will follow the current DOT curriculum for a total of 736 clock hours.

Admission Policy

All applicants for the program must follow the regular procedures for admission to Central Texas College. TASP requirements apply to those taking credit courses. In addition, the following is required of all applicants for admission to the EMPT program:

- Copies of high school transcript or diploma and transcripts from all previous colleges attended.
- Copy of Texas or National Registry EMT-Basic Certificate or completion of EMSP 1401 or CEEM 0102 course. You must show course completion certificate if EMT-B course was taken from another facility.
- Take and pass the Nurse Entrance Test (NET). Passing score must show a cumulative math score of 65 percent or higher, with no more than three sections below 70 percent, and a reading score greater than 42 percent. You must achieve these passing scores on the same exam within three attempts.
- The Nurse Entrance Test is an exam designed to test a student's basic reading, math, test taking skills, etc. This exam does not test nursing knowledge or skills.
- Non-credit students applying for the Paramedic Program must take the CTC Placement Test.
- An overall 2.5 GPA on a 4.0 scale in all college work, to include transfer courses and work earned at CTC that will be used on the EMPT degree plan.
- All transfer courses accepted in the EMPT curriculum must be a "C" or above. Science courses that are older than five years must be repeated.
- Neither the college nor hospitals provide medical coverage or worker's compensation for emergency illness or injury. Medical coverage is the responsibility of the student.
- After you have been accepted for admission, the following must be on record in the nursing office before registration for the Fall and Spring semesters.
 - Proof of completion of a CPR course: BLS-Health Care Provider or CPR for Professional Rescuer.
 - Proof of mandatory immunizations
 - One dose of rubella vaccine after the first birthday or immunity to rubella (titer) and a Tetanus/Diphtheria booster within the last ten years
 - Hepatitis B series (takes six months to complete)(may waive)
 - PPD testing within 90 days of beginning the program and annually thereafter. Students who have tested positive in the past must have a negative chest x-ray less than one year old.

All students born on or after 1-1-57 must also show proof of:

- two doses of measles vaccine administered on or after their 1st birthday and at least 30 days apart,
- one dose of mumps vaccine administered after the 1st birthday, or
- immunity to measles and mumps.

Progression Requirements

- You must achieve an overall grade of "C" or better in all course work to include major exams, quizzes, and homework.
- You must have completed 100 percent of clinical/field internship hours required for each Phase to progress to the next level (Phase)
- Clinical documentation booklets will be submitted at the end of each Phase as verification of completed clinical/field internship hours.
- You must complete all clinical and field internship hours before taking the comprehensive final exam in Phase V (EMSP 2143/CEEM0107)

If you have NOT completed ALL coursework, to include clinical/field internship hours, before the comprehensive final exam Date in Phase V (EMSP 2143/CEEM 0107), you will NOT be allowed to sit for the test. The clinical/field internship hours will not be accepted on the final exam date. CTC's policies on completion of coursework state that a student has up to 90 days to complete all required coursework. A student enrolled in the EMSP 2143 course (credit) will receive an Incomplete (I) grade, which may be changed during this 90-day period. A student enrolled in the CEEM 0107 course (noncredit) will receive no credit (N) as their course grade. The grade "N" indicates the student must enroll the following semester and complete the required coursework to receive a final grade in the course. All clinical/field internship hours must be screened by the Course Coordinator before the course completion certificate will be issued. In order for this to be done, the forms will be turned in at least one week before the course final exam date.

You must purchase, at full cost, additional malpractice insurance at the beginning of the new calendar year if you have not completed all clinicals by course end date.

Nurse's Aide Program

Admission Policy

The following is required prior to admission to the Nurse's Aide Course:

- High School Transcript or GED Transcript with a score of 40 or above.
- Proof of current immunizations.

All students born on or after 1-1-57 must show proof of:

- Two doses of measles vaccine administered on or after their first birthday and at least 30 days apart or immunity to measles.
- One dose of the mumps vaccine administered on or after their first birthday or immunity to mumps.

All students must show proof of:

- One dose of rubella vaccine after 1st birthday or immunity to rubella.
- Diphtheria/Tetanus immunization within the past ten years.
- Completion of two references (forms provided), (relatives not included)
- Class size is limited to 24 students.

Criteria for Successful Completion of Course

- A "satisfactory" demonstration of clinical skills as well as demonstration of theory comprehension is necessary to pass the course.
- The grade of the course will be based on:
 - Three content exams
 - One performance skills test
 - Clinical evaluation
- Failure of the course will result from any of the following:
 - Failure to maintain a 70 percent average
 - Failure of performance skills test
 - Failure of clinical evaluation
- You may repeat the course only once. A proven medical emergency (precipitating a second withdrawal) may allow for only one exception to policy.

Dismissals

If you demonstrate behavior unsafe for patient care, a clinical performance grade of "Unsatisfactory" may be given regardless of other clinical performance or the theory grade, and you will be dismissed from the course.

Neither the college nor nursing homes provide medical coverage or worker's compensation for emergency illness or injury. Medical coverage is your responsibility.

College Costs

Tuition Schedule for 2000-2002*

Effective Date: Fall Semester 2000

Semester Hours	Resident In-District	Resident Out-of-District	Nonresident and International
1	\$63	\$78	\$250
2	\$63	\$78	\$300
3	\$63	\$78	\$350
4	\$84	\$104	\$400
5	\$105	\$130	\$450
6	\$126	\$156	\$500
7	\$147	\$182	\$550
8	\$168	\$208	\$600
9	\$189	\$234	\$650
10	\$210	\$260	\$700
11	\$231	\$286	\$750
12	\$252	\$312	\$800
13	\$273	\$338	\$850
14	\$294	\$364	\$900
15	\$315	\$390	\$950
16	\$336	\$416	\$1000
17	\$357	\$442	\$1050
18	\$378	\$468	\$1100

Laboratory Fees

(per laboratory course)

Minimum

\$8

Maximum

\$24

* All tuition and fees are subject to change as approved by the Board of Trustees.

Other Fees *

In addition to tuition, the following fees are required or applicable. Normally, fees are not refundable, however, a refund for overpayment of transcript/record fees will be made upon written request from the student.

Technology Fee (per semester credit hour) (does not apply to distance learning)	\$8
Return Check Fee	\$25
Graduation	\$25
Transcript and Records (per copy) (Mail or 24 hour service)	\$3
Transcript and Records (per copy) (Immediate)	\$5
Course Challenge	\$50
GED Testing	\$40
ACT ASSET Test	\$20
FAA Exam One	\$55-\$85
FAA Exam Two	\$80-\$125
Nursing Educational Resource	\$33.50-\$50
Student I.D. or Meal Card Replacement (per card)	\$5
Schedule Change (per drop action)	\$5
Late Registration	\$10
Late Payment (plus 18% annual interest on amounts over 60 days past due)	\$25
Installment Plan (non-refundable)	\$20
Installment Plan Late Payment (18% annual interest until tuition is paid in full, calculated from the date the second installment was due)	\$25
Distance Learning (per course, except video conference) (non-refundable)	\$50
Individualized Instruction	
Career Pilot	\$800-\$4,000
Overflight Fees	\$25-\$160
Music	\$25-\$300
MUAP Level I and II	\$160
MUAP Level III and IV	\$275
Criminal Justice	\$50-\$350
Hospitality Management	\$25-\$200
Physical Education	\$25-\$200
All Industrial Technology Programs	\$12-\$100
Health Related Careers	\$25-\$100

Tuition and Fees - Continuing Education

Tuition Non-credit courses (per contact hour) \$0.50

Fees Vary depending on length of course, cost of instructor, supplies required, number of students and/or other factors

Tuition and fees for off-campus locations are determined by contracts and agreements.

* All tuition and fees are subject to changes as approved by the Board of Trustees.

Tuition and Fee Exemptions and Waivers

The following tuition and fee exemptions and waivers are available to eligible CTCD students:

The following are eligible to receive waivers to allow non-residents to pay resident tuition rates:

- Students whose families transferred to Texas as part of the state's economic development plan
- Non-resident aliens living in the United States under eligible Visa classification
- Non-resident aliens stationed in Texas with NATO forces
- Military personnel stationed in Texas, their spouses and children
- Person employed at least half time as a teacher or professor, their spouse and children
- Students from other nations participating in an exchange program
- Students enrolled concurrently in more than one public institution
- Teaching or Research Assistants, their spouses and children
- Non-resident or foreign students receiving competitive scholarships of at least \$1,000
- Non-residents residing and paying ad valorem taxes in a junior college district
- Persons living outside the school district, but owning property in the district, may pay in-district tuition rates

Tuition Exemptions

Valedictorians of each accredited Texas High School
Senior citizens (65 or older)
Early High School Graduates
Texas National Guard

Covered Charges

Tuition only (two semesters)
Tuition only, six hrs/term
Tuition only, up to \$1,000
Tuition only, subject to limitations

Tuition and Fee Exemptions

(The Hazlewood Act) U.S. military veterans who were Texans when they entered the service
Dependents of Texas veterans who were killed in action or died while in service
Children of disabled firemen and peace officers
Peace officers disabled in the line of duty
Blind or deaf students
Persons employed as fire fighters (Fire science courses only)
Children of POWs/MIAs
Students in Foster Care
Students on AFDC during senior year of high school
Certified Educational Aides

Covered Charges

Tuition and fees (subject to limitations)
Tuition and fees (subject to limitations)
Tuition and fees
Tuition and required fees
Tuition and fees
Tuition and lab fees
Tuition and fees
Tuition and fees
Tuition and fees - one year
Tuition and mandatory fees, except class or lab

- Students enrolled in continuing education courses which receive no formula funding are not eligible for any of the listed exemption and waiver programs, unless eligible under the Hazlewood Act.
- Aircraft flight training students are required to pay costs charged to cover flight time.
- Students are responsible for any additional amounts due CTC resulting from past-enrollment audits and corrections, including all fees and waivers; i.e. registered assessing errors, dropping or adding classes, invalid employment or third-party waivers, etc.

Rent, Room and Board, and Deposits*

- Room and board must be paid in full upon moving into the Residence Hall.
- Room reservation deposits are non-refundable.
- Week of Spring Break is not included in cost of room and board.
- Daily occupancy rate without board is only available when the Cafeteria is closed.

International Student Tuition Deposit with application for admission	\$500
Residence Hall Property Deposit	\$100
College Housing Deposit	\$200

Campus Apartments (There is an additional fee for electricity, billed monthly)

One-Bedroom Apartment, monthly rental	\$410
Two-Bedroom Apartment, monthly rental	\$470

Student Residence Hall Room and Board Plan, per semester

Rent and Five Day Meal Plan, including tax
15 meals, Monday through Friday

Fall and Spring Semesters, 16 weeks	Summer Semester, 11 weeks
Double Occupancy \$1,495	Double Occupancy \$1,059

Daily Occupancy Rate with board (3 day maximum)	\$22
Daily Occupancy Rate without board (3 day maximum)	\$14
Early Occupancy without board (per day)	\$27

When the Board Plan is not in effect (holidays, spring break, etc.), the following rates per student apply:

- Minimum of 10 students (per day) \$14
- Minimum of 20 students (per day) \$12
- Minimum of 30 students (per day) \$9.75

Skills Center Students Only, Room and Board Plan, per month

Five Day Meal Plan, including tax (15 meals per week, Mon-Fri)	\$465
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* Rent, room and board charges are subject to change as approved by the Board of Trustees.

Installment Payment Plan

CTC now accepts installment payments for Fall and Spring classes that are 16 weeks in length.

- One-half of tuition and fees must be paid before the start of the semester. A promissory note must be executed for the balance, with equal payments due before the start of the sixth class week and the eleventh class week.
- All financial aid will be applied to the amount due before the multiple payment plan is offered.
- A fee of \$20 will be assessed each semester for use of the plan.
- A late fee of \$25 will be assessed on any payment not made before the due date.
- A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment before the end of the semester will be denied credit for the work done that semester until full payment is made.
- The installment plan is not available for students registering during late registration.

Refunds

Rent, Room and Board, and Deposits

Rent	Refunded on a pro rata basis after deductions for repair, cleaning, etc.
Room and Board	Non-refundable.
Deposits	Refunded after deduction for repair, cleaning, etc.

Refunds of Tuition and Fees

No tuition refunds will be made except in the case of cancellation or official withdrawal from Central Texas College or from a course. All refunds for tuition will be computed from the date the Application for Withdrawal or Refund is filed with the Records Office (not from the date of last attendance).

- Students who officially withdraw from the Institution shall have their tuition and mandatory fees refunded according to the following schedule:
 - A 100 percent refund is to be made for courses dropped before the first class day.
 - During the fall or spring semester or comparable trimester:
 - during the first fifteen class days, 70 percent
 - during the sixteenth through twentieth class days, 25 percent
 - after the twentieth class day, none; and
 - Six-week summer semester:
 - during the first five class days, 70 percent
 - during the sixth and seventh class days, 25 percent
 - after the seventh class day, none
- For flex entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester)
 - Before the first class day, 100 percent
 - After classes begin, see table below:

Length of Class Term in Weeks	Last Day for 70 Percent Refund	Last Day for 25 Percent Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

- Class day count begins with the first day of instruction (the first calendar day of the term) and includes all weekdays, Monday through Friday, which are not designated official Central Texas College holidays.
- Tuition and fees paid directly to the Institution by Veterans Administration, Title IV (Financial Aid Programs), a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.
- Emergency withdrawal will be considered to be filed as of the date of the emergency. Students must submit written proof of emergency such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the tuition refund schedule listed above.

- Special consideration is available under the following conditions:
 - Any student suffering a catastrophic illness/accident or death in the immediate family, and,
 - Active duty military students who receive PCS or deployment orders after the start of classes which require the service member to depart before the class is completed.

A student must present a copy of deployment orders, medical certification, or death certificate along with the refund request to be eligible for special consideration. Refunds under these conditions will follow the tuition refund schedule listed below:

- If withdrawing before the 20th class day for semester-length courses (before the last day for 25 percent refund for non-semester length courses), 100 percent refund;
- If withdrawing between the 21st day for semester-length courses (or the day after the 25 percent refund period for non-semester length courses) and the mid-point of the course, 50 percent refund;
- After the midpoint of the course, no refund will be given.

Please note that NTC rotations and field exercises are NOT considered deployments under this policy.

Non-Credit Courses

CTC will not refund tuition except in the case of course cancellation or official withdrawal from a course. The refund policy for non-credit courses offered by Central Texas College will be as follows:

- CTC will process all refunds on the basis of the date withdrawal form is filed with the Records Office.
- For courses that meet for more than one class session, refunds of 100 percent of tuition and fees will be processed for students withdrawing prior to the second class meeting.
- For courses that meet for only one class session, refunds of 100 percent will be made only if the application for refund withdrawal is filed with the Records Office before the beginning of the class.
- Emergency withdrawal will be considered to be filed as of the date of 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 schedule above.

Residency Classification for Tuition Purposes

Residency for tuition purposes is determined by State Law for state-supported colleges and is subject to change by the Texas Legislature. You are responsible for providing documentation, as required by the Coordinating Board, to establish proper residency classification. Questions concerning residency should be directed to the Director of Records or Registrar before registering. A student who knowingly falsely registers as a resident student is subject to disciplinary action. You must notify Central Texas College of any change in your residency status.

You may obtain copies of the Rules and Regulations for Determining Residence Status, the Coordinating Board, Texas College and University System, from the Records Office or Registrar. A summary of this publication follows.

Whenever a change occurs in your status affecting your residency classification for tuition purposes at Central Texas College, you must provide residency documentation. Students returning to Central Texas College who have not taken classes for at least 12 months must re-document residency.

Individuals Over 18

If you are 18 years of age or older, move into the state, are gainfully employed within the state for a period of 12 months before enrolling in a public institution of higher education, and demonstrate a clear intent to become a Texas resident, you are entitled to classification as a resident. If you are enrolling in an institution of higher education before residing in the state for 12 months immediately preceding time of enrollment, you will be classified as nonresident for tuition purposes and will remain a nonresident until you have remained out of school for 12 consecutive months. If you are classified as a nonresident, you retain that classification until you provide proof of residence to the Director of Records or the Registrar.

Minors and Dependents

Residency of a minor or dependent is based on:

- The residence of the parent who has custody at the time of enrollment (upon divorce of parents).
- The residence of the parent who has claimed the dependent for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment.
- The residence of the parent with whom the dependent has resided for the 12 months prior to enrollment.

If you reside with a person other than a parent or a natural legal guardian, who may furnish funds for payment of tuition, fees, or living expenses, this in no way affects your residence classification as a minor.

Military Personnel

If you are in military service, you are presumed to maintain the same domicile (which was in effect at the time of entering service) during your entire period of active service. If you are stationed in another state for military purposes, you are presumed not to establish a domicile in that state because your presence is not voluntary but under military orders.

Change of Domicile

It is possible for members of the military service to abandon the domicile of original entry into the service and to select another.

Establishment of a domicile in Texas requires the filing of a "State of Legal Residence Certificate" with the military declaring Texas as the state of legal residence, followed by 12 consecutive months' physical presence in the state. In addition, at least four of the following actions must have been taken by the military member at least twelve consecutive months immediately prior to date of enrollment:

- Purchasing a residence and claiming it as a homestead;
- Registering to vote and voting in Texas elections;
- Registering automobiles in Texas and paying personal property taxes thereon;
- Maintaining a Texas driver's license;
- Maintaining checking accounts, savings accounts, and/or safe deposit boxes in Texas;
- Having wills or other legal documents that indicate residence in Texas;
- Having membership in professional organizations or other Texas organizations;
- Establishing a business in Texas.

To prove Texas has remained your domicile when stationed outside of Texas, you must provide evidence that the state of legal residence has remained Texas on military records. In addition, you must present proof of three of the following actions:

- Owning a residence and claiming it as a homestead;
- Registering to vote and voting in Texas elections;
- Registering automobiles in Texas and paying personal property taxes thereon;
- Obtaining a Texas driver's license;
- Maintaining checking accounts, savings accounts, and/or safe deposit boxes in Texas;
- Having wills or other legal documents that indicate residence in Texas.

Residence Classification of Veterans upon Separation from Military

If you enroll in an institution of higher education following separation from military service, you must be classified as nonresident student unless:

- You were a legal resident of Texas at the time of entry into military service and have not relinquished that residence
- You can prove that during military service you have abandoned the domicile of original entry into service establishing a bona fide legal residence in Texas at a time at least 12 months before enrollment (See change of Domicile, page 37), or
- You have resided in Texas other than as a student for 12 months before enrollment and subsequent to discharge from service.

Citizens of Other Countries

Aliens who are living in the United States under a visa permitting permanent residence have the same privilege of qualifying for Texas resident status for tuition purposes as a citizen of the United States. Aliens who are permanent residents of the United States (community foreign students) can be classified as a resident for tuition purposes, if they meet the requirements for Texas residency. To document, students must bring proof of immigration status to registration or provide it with the Application for Admission.

Aliens who are in the United States with a non-immigrant visa (F-1 student visa; J-1 exchange student; B-1, B-2 tourist visa, etc.) do not qualify for Texas residency status for tuition purposes. Non-immigrants or nonresident aliens will be classified as international students.

Married Students

As a Texas resident, your marriage does not jeopardize your right to pay the resident tuition rate unless you have taken the necessary steps to claim the out-of-state residence of your spouse. A nonresident who marries a resident of Texas must establish his or her own residency by meeting the standard requirements.

Reclassification

If you have been classified as a nonresident student upon your first enrollment in an institution of higher education, you are presumed to be a nonresident for the period during which you continue as a student. If you have been classified as a nonresident student, you shall be considered to retain that status until you make written application for reclassification in the form prescribed by the institution and are officially reclassified in writing as a resident of Texas by the proper administrative officers of the institution. Application for reclassification must be submitted prior to official census date of the relevant term.

Material to determine the establishment of a domicile in Texas are business or personal facts or actions unequivocally indicative of a fixed intention to reside permanently in the state. Such facts may include length of residence and full-time employment before enrolling in the institution, the fact of full-time employment and the nature of such employment while a student, presence in Texas as a part of a household transferred to the state by an employer, purchase of a homestead with substantial down payment, or dependency upon a parent or guardian who has resided in Texas for at least 12 months immediately preceding your enrollment.

Exceptions

- If you have owned property in the state for less than one year, but that property is subject to the ad valorem tax by the Central Texas College District, you may receive a waiver permitting you to pay resident tuition from the date of purchase. Property ownership must be verified.
- Nonresidents who receive an academic competitive scholarship of at least \$1,000 per academic year may pay in-district, resident tuition during the registration period in which the scholarship is in effect.

Oath of Residency and Acceptable Documents

Each public institution is responsible for incorporating a core of residency questions and an oath of residency into its student Application for Admission process. The institution must file and maintain a copy of one or more appropriately dated documents which will certify that the student classified as a resident has legal right to such classification. Documents acceptable for this purpose include, but are not limited to:

- Texas high school transcript for the full senior year immediately preceding the first semester enrolled.
- Texas college or university transcript (in conjunction with other documents from the institution).
- Employer statement of date of employment in Texas.
- Permanent Texas driver's license (at least one year old). The license expiration date minus date of enrollment should not exceed three years.
- Texas voter registration card.
- Lease agreement in Texas which includes student's name and period covered.
- Texas property tax payments for the year preceding enrollment.
- Canceled checks from a Texas bank.
- Utility bills in Texas for the year preceding enrollment.
- (For Aliens) Proof of permanent residence classification which is eligible for the establishment of a domicile in Texas.
- An income tax form or (if current year federal tax form has not been filed) a signed notarized statement regarding the student's independence or regarding the individual(s) who claim the student as dependent.
- A current credit report which documents the student's length of stay and place of residence in Texas.
- Other third party documentation which confirms residency status for the 12-month period preceding enrollment.
- (For a homeless individual) Documentation may consist of written statements from the office of one or more legitimate social service agencies located in Texas, attesting to the provision of services to the individual over the previous 12-month period.

Each document listed above must include student name and date.

In-District Residency

Once your in-state residency is established, your classification as in-district or out-of-district is based upon where you actually reside or on your ownership of property subject to Central Texas College Ad Valorem taxation. The Central Texas College District (CTCD) lies within the same boundaries as the Killeen and Copperas Cove Independent School Districts.

If you are classified as a Texas (in-state) resident and you reside in or own real estate within the boundaries of the CTCD, you are eligible for the in-district tuition rate. If you meet in-state requirements but reside outside the boundaries of the CTCD, you will pay the out-of-district fee.

To establish in-district residency, you must present one or more of the following types of documentation. This documentation must show an in-district address for six months before first enrollment at CTC. A post office box address is not acceptable for verification of in-district residency.

- A current lease agreement in your name within the boundaries of the CTCD.
- A current Texas Voter Registration Card listing your correct address within the boundaries of the CTCD.
- A current automobile registration showing your correct address within the boundaries of the CTCD.
- A copy of a current deed and/or property tax statement showing ownership of property within the boundaries of the CTCD.
- Printed checks showing your correct address within the boundaries of the CTCD.
- Business or official correspondence at your correct address within the boundaries of the CTCD (i.e., utility bills, telephone bills, billing statements from credit card companies, etc.)
- A letter from your employer (on company letterhead) verifying your correct address within the boundaries of the CTCD according to their records.
- A copy of your permanent (laminated) Texas driver's license with current address within the boundaries of the CTCD.

Residency in the Central Texas College Residence Hall or in Married Student Housing does not exempt a student from the out-of-district fee.

Student Financial Assistance

Financial Aid Programs

Central Texas College participates in numerous financial aid programs designed to assist students who demonstrate financial need. If you plan to participate in the various programs for financial aid, you must comply with the rules and regulations of CTC, as well as those of the program itself, to retain eligibility for the programs. Federal regulations require financial aid recipients to make satisfactory progress toward their current certificate/degree objective. Academic transcripts are monitored and financial aid will be denied when a student falls within the probationary status as defined in the current CTC Catalog. Texas Campus deadlines for completion of application for financial aid are:

Fall:	July 1
Spring:	November 1
Summer:	April 1

Applications will be accepted and processed after these dates, but you will experience delays in receiving eligible funds for registration and books. All applications will be processed in order of receipt in the Office of Student Financial Assistance.

Central Texas College participates in electronic filing of financial aid applications. Bring or mail the application with copies of appropriate tax returns to the Office of Student Financial Assistance. Processing time should take six to ten working days depending upon number of applications received. Inquiries concerning student financial aid should be sent to the Office of Student Financial Assistance.

Satisfactory Progress Standards

If you are receiving financial aid, you are required to make adequate progress toward a degree or certificate objective in order to remain eligible to receive financial aid.

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

- The maximum time frame for the completion of a degree program is the equivalent of six 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 twelve or more credit hours) shall be no more than six 16-week semesters of full-time enrollment to complete a degree program.
- Three-quarter time students (enrolled in nine to eleven credit hours) shall have eight 16-week semesters of three-quarter time enrollment to complete a degree program.
- Half-time students (enrolled in six to eight credit hours) shall have twelve 16-week semesters of half-time enrollment to complete a degree program. Satisfactory progress may be met with any combination of full-time or part-time enrollment, including attendance during summer sessions. Students may refer to their degree plan, this Catalog, or see an advisor or counselor for further details regarding their specific academic program.
- Students in Skills Center Self-Paced certificate programs (See page 60).

Selective Service Registration Compliance

An amendment to the Military Selective Service Act (Pub. L. 97-252) requires that, beginning with 1983-84 award year, any student required to register with Selective Service who fails to do so is ineligible for Title IV student financial aid. Among Title IV financial aid applicants, men (citizens and eligible non-citizens except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands) who are at least 18 years old and born after December 31, 1959, and who are not currently on active duty with the armed services must be registered.

The law specifically requires that, in order to receive Title IV aid, all financial aid applicants are required to file a Statement of Registration Compliance.

Grants

Federal PELL Grant

The Federal 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 Federal PELL Grant is to provide a foundation of financial assistance to supplement the cost of postsecondary education. The amount of the Federal PELL award is based on the actual cost of the student's education while attending Central Texas College. Free applications for Federal Student Aid (FAFSA) forms are available in the Office of Student Financial Assistance or at the website: www.fafsa.ed.gov.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant, authorized by the Higher Education Act Amendments of 1972, is available only to those students who demonstrate financial need. Grant awards and renewals are made on the basis of demonstrated financial need and satisfactory academic progress. To be considered for the Federal SEOG, a student must complete the FAFSA. This form is available in the Office of Student Financial Assistance.

Texas Public Educational Grant

The TPEG is a State of Texas grant program available to students who are Texas residents and who demonstrate financial need. The student must be enrolled half-time (six semester hours or more) to be considered for this grant. Application for the TPEG is the FAFSA. This form is available in the Office of Student Financial Assistance.

Federal College Work-Study Program

This program provides part-time employment opportunities for students who are in need of employment in order to complete their educational goals. In arranging a job and determining how many hours per week a student may work, the financial aid officer will consider: (1) financial need, (2) class schedule, and (3) student's health and academic progress. To be considered for the Federal CWSP, a student must complete the FAFSA. This form is available in the Office of Student Financial Assistance.

Loans

Federal Stafford Loans

Undergraduate students may borrow up to \$2,625 during their freshman year (0-30 credit hours on the student's Central Texas College degree plan) and \$3,500 during their sophomore year (31-60 credit hours on the student's Central Texas College degree plan). These loans are obtained by the student from a lending agency outside Central Texas College such as a bank, savings and loan association, or credit union that participates in the Federal Family Student Loan Program. The government will pay the interest charge while the student is enrolled at least half-time. Repayment begins six months after leaving school.

To obtain a Stafford Student Loan, applicants must maintain a minimum 2.0 grade point average each enrollment period. A minimum cumulative 2.0 grade point average is also required. If the grade point average falls below the minimum requirement, participation will be denied until such time as the grade point average has been raised to the minimum standing. Students must complete the FAFSA. Interested students should obtain detailed information and application forms directly from lending institutions or the Office of Student Financial Assistance.

Repayment

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 Financial Assistance when leaving CTC. Each student must have an exit interview regarding rights, responsibilities, and loan payment scheduling. All programs are administered in compliance with section 504 of the Rehabilitation Act of 1993.

Return/Repayment of Title IV Funds

The 1998 Re-authorization of the Higher Education Act requires an institution to have a fair and equitable Title IV Funds return/repayment 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 return/repayment policy is defined as:

1. Students who withdraw from all courses before completing 60% or more of the current term must return/repay a portion of the Title IV Funds (PELL and Supplemental Education Opportunity Grant) disbursed. Federal Loans are repaid in accordance with the terms of the loan. The amount of funds to be returned repaid will be calculated using the following formula:
Total amount Disbursed (PELL Grant and SEOG)
 - Amount of Institutional Cost Returned by School (if any)
 - Amount of aid earned by student
 - Amount of Aid to be returned/repaid by the student X 50%
2. When a student withdraws/drops from courses, the student must ensure a Last Date of Attendance is recorded on the withdrawal/drop request. This Last Date of Attendance is the date used to determine how much Title IV Aid was earned and unearned. Failure to obtain a Last Date of Attendance may result in additional funds to be paid by the student. Before withdrawing/dropping any course, financial aid students are encouraged to visit the Financial Aid Office to speak with a Financial Aid Counselor.
3. If, after withdrawing/dropping from a course, a student desires to re-enroll in the same course during the same semester/term the following will apply:
 - a. The student must obtain written permission from the instructor.
 - b. The student must sign a written declaration stating he/she will complete the course.
 - c. If the student fails to complete the course, the initial withdrawal date will be used to calculate the amount of aid to be returned/repaid.
4. Students will be notified in writing the amount of Title IV Funds that must be returned/repaid. Students must ensure their current address is on file with the records office. Students will have 45 days from the date of the letter to make arrangements for a payment plan with the Department of Education. Under the payment plan, students will have two years to repay Title IV Funds. Failure to make a single payment will result in the loss of eligibility for Title IV Funds and your account will be turned over to the Department of Education for collection. Failure to make payment plan arrangements within 45 days from the date of the letter will result in full payment due.
5. Students may inquire at the Financial Aid Office, Building 119, Room 123 for answers to questions concerning Return/Repayment of Title IV Funds. Students may email psylvia@ctcd.cc.tx.us or asmith@ctcd.cc.tx.us.

Students attending campuses outside of Texas may call 1-800-792-3348, ext 1509, or email: kengrav@ctcd.cc.tx.us or asmith@ctcd.cc.tx.us.

The Central Texas College Scholarship Fund

Central Texas College annually awards several two-year scholastic scholarships to qualified high school students. Information regarding this scholarship program may be obtained from the Office of Student Financial Assistance.

Veteran Benefits

Central Texas College's programs are approved for those who wish to attend and receive benefits under the Veterans Readjustment Benefits Act of 1966, Post-Vietnam Era Veterans Educational Assistance Program, the Veterans Educational Assistance Act of 1984, Chapter 106-Reservists Education Bill, Chapter 30-VA Education Bill of 1986, and family members qualified for VA Educational Benefits, Chapter 35.

If you wish to attend with the aid of veteran benefits, inquire at the Office of Veteran Services before registration to obtain needed information relative to your enrollment and certification of attendance to the Veterans Administration. All new veteran students must furnish the Veteran Services Office a copy of their DD214. Chapter 35 dependent first time students must present a copy of their birth certificate on their initial enrollment.

You must provide an approved, signed certificate/degree plan to the Veteran Services Office before certification of your initial semester. Certificate/degree plans are available through the Guidance and Counseling Office or through departmental advisors. Transfer students should have copies of all previous transcripts for initial counseling sessions. It is your responsibility to inform the Office of Veteran Services of any changes in enrollment status. The monthly rates of payment to veterans are provided for by Public Law 94-502.

You should have military credit evaluated at the close of the first semester or upon successful completion of 12 semester hours and furnish the Veteran Services Office with a copy of the updated degree plan. Also, any transfer credits from previous education need to be evaluated before the close of the first semester and a copy of the updated degree plan furnished to the Veteran Services Offices.

Records of progress are kept by Central Texas College on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and non-veterans alike, at the end of each scheduled school term.



You must advise the Office of Veteran Services each semester/term of courses in which you are enrolled.

Military Education Benefits

Active duty military personnel may wish to attend Central Texas College under the Military Tuition Assistance Program, which pays for 75% to 90% of tuition. Information and applications for Military Tuition Assistance are available through Military Education Centers or CTC Navy Campus offices.

Vocational Rehabilitation (Texas Campuses only)

The Texas Rehabilitation Commission offers assistance for tuition to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Commission. Application for this assistance should be made to the nearest Texas Rehabilitation Commission Office.

Central Texas College Foundation

The Central Texas College Foundation is a not-for-profit corporation organized under Texas law for the purposes of receiving private gifts to benefit the programs and students of Central Texas College.

For donors with specific philanthropic interests, gifts to the Foundation may be designated for scholarships, faculty development, technology, equipment, or facilities supporting Central Texas College's educational mission. The Foundation offers assistance in planning bequests, trusts, and gifts of real estate and personal property which can result in tax savings and/or income for retirement.

The Foundation continually develops scholarships to provide assistance to the students of CTC. The current list of scholarships offered by the Foundation is as follows:

Agriculture

The Agriculture Department Academic Endowed Scholarship

The Agriculture Department Endowed Scholarship

Air Conditioning

Ralph A. Cadwallader Endowed Scholarship

API

CTC American Preparatory Institute Endowed Scholarship

The Fort Hood Officers Wives Club Endowed Scholarship

Aviation Science

David O'Neill Memorial Endowed Scholarship

Business Administration

CTC Foundation Endowed Law, Business, and Office Service Scholarship

Union State Bank Accounting, Business, and Management Endowed Scholarship

Communications

Japanese Women's Association Scholarship

Edward B. Jasuta, Jr. Endowed Scholarship for Radio, Television, and Telecommunications

Frank W. Mayborn Endowed Scholarship in Journalism and Telecommunications

Criminal Justice

The Criminal Justice Scholarship

William Chris Wilson Memorial Endowed Scholarship

Fine Arts

Frankie Baggett Endowed Fine Arts Scholarship

Music Scholarship

Humanities

CTC Foundation Endowed Humanities Scholarship

Library Science

For the purchase of Library Books

Mathematics

Moon-Young Song Endowed Scholarship in Mathematics

Nursing

Phyllis Allen Barron Endowed Nursing Scholarship

Helen Bigham Memorial Endowed Scholarship

Rena Pearce Coston Memorial Endowed Scholarship for Nursing Students

Dennis and Kandace Eakin Endowed Scholarship

Henderson Garrett Scholarship for Nursing Students

Agnes Haug Memorial Endowed Nursing Scholarship

Charles F. Haug Memorial Endowed Nursing Scholarship

Betsy and Kyle Hilliard Endowed Scholarship

Metropolplex Hospital Endowed Scholarship

Dr. W.A. and Mrs. Joyce Roach Endowed Scholarship in Nursing

Marthalene Swartz-Rowland Scholarship for Nursing Students

Jim Woodall/Great American Reserve Scholarship for Nursing Students

The Genevieve K. Shemwell Memorial Endowed Scholarship

Office Administration

The Beth Cheatham Office Admin Scholarship Fund

Science

CTC Foundation Endowed Science Scholarship

Earth Science Scholarship

Technology

Marvin and Dorothy Mickan Endowed Scholarship

Vocational/Technical

CTC Foundation Endowed Media and Technology Scholarship

Weldon and Nancy Whitis Endowed Technology Scholarship

Jane and Sid Wieser Vocational/Technical Endowed Scholarship

Any Department

John Edward (J. E.) Alexander Memorial Endowed Scholarship

The Dr. James R. Anderson, Chancellor, Endowed Scholarship

Betty Smothers Broadhurst Memorial Scholarship

The Christmas Affair's Committee Scholarship

Roy Jason Crawford Endowed Memorial Scholarship

William A. Crawford Endowed Memorial Scholarship

CTC Alumni Association Scholarship

CTC Chancellor's Endowed Scholarship

CTC Faculty Development Endowment

CTC Faculty Senate Endowed Scholarship

CTC Foundation Endowed Scholarship

CTC Staff Development Program

Edelweiss Club Scholarship Fund

Eloyse Perry Freeman Memorial Endowed Scholarship

Albert C. Gauna Memorial Endowed Scholarship

Golden Deeds Recipients Endowed Scholarship

Heart O'Texas Federal Credit Union/Juanita C. Williams Endowed Scholarship

Reba and Murl Hennigan Endowed Scholarship

Killeen Evening Lions Club Scholarship

Korean American Association Endowed Scholarship

Dr. Ray Stanley Laney Memorial Endowed Scholarship

Lovett Ledger Memorial Endowed Scholarship

James R. and Bernice Lindley Endowed Scholarship

Local Heroes Endowed Scholarship

Lott, Vernon and Co., P.C. Endowed Scholarship

Sgt. Audie Murphy Club Scholarship

Michael Davidson Alexander Memorial Scholarship

Major Andrea A. Nielsen, USAF (Ret) Scholarship Fund for Women

Major Andrea A Nielsen, USAF (Ret) Endowed Scholarship for Women

Al Ornstein Memorial Endowed Scholarship

Pacific Far East Campus Scholarship

Phi Theta Kappa Endowed Scholarship for Second Year Students

Retired Sergeant Majors Association Scholarship

Roy and Valta Reynolds Endowed Scholarship

O'Connell Robertson Endowed Scholarship

Eugene Rorie Memorial Endowed Scholarship

Helga Shelton Endowed Scholarship

Gen. and Mrs. Robert Shoemaker Endowed Scholarship

Gen. and Mrs. Robert Shoemaker CTC/KISD Scholarship

Single Mothers Endowed Scholarship

Colley Kane Smith Memorial Endowed Scholarship

Eugene Smith Memorial Endowed Scholarship

Roy J. Smith Memorial Endowed Scholarship

Dr. Stephen and Lydia Vancura Endowed Scholarship

Col. Ret. Thomas "Tiny" Wesson Memorial Endowed Scholarship

Wickersham-Thomason Memorial Endowed Scholarship

Leonard E. Meyer Memorial Scholarship

Student Services

Guidance and Counseling

As a service to students and to the community, Central Texas College maintains a staff of professional counselors and advisors, in addition to faculty advisors in each instructional program.

The Guidance and Counseling Office can assist you in making decisions regarding career planning, your vocational, educational and personal goals. As a part of this program, counselors assist in interpretation of tests, inventories, occupational and educational labor market information, and transfer credits.

Course Planning

Proper planning of courses is important for each student in order to assure that individual objectives may be attained. Guidance in educational planning is available to students and prospective students through the Guidance and Counseling Office and at announced registration periods. If you are undecided as to your major field of study, contact the Guidance and Counseling Office for assistance in course planning before beginning the registration process. Students who have decided on a major field of study should contact the appropriate department chair for assistance in course planning. A listing of department chairs is published in the Schedule Bulletin. You have the final responsibility for a proper and successful educational experience.

Transcripts

Student records are confidential. Convenient forms for ordering transcripts are available from the Records Office and the CTC Home Page at www.ctcd.cc.tx.us. Transcripts may be provided only upon your written request. The first transcript is issued free of charge. Graduates are provided an information transcript free of charge upon graduation. The fee of \$3 for all other transcripts must accompany your written request. There is an additional \$5 cost for less-than-24 hour (rush) service. Requests for transcripts will be honored as soon as possible in the order of receipt. During peak periods, such as graduation, end of semester, and registration, additional time will be needed to process requests. Telephone requests will not be honored. Facsimile (FAX) and e-mail requests will be honored if a credit card name, number, and expiration date are included with the request. CTC will send a facsimile (FAX) transcript if requested. There will be an additional \$5 charge for the first page and \$1 for each additional page. It is the decision of the receiving institution to accept the transcript as official or not. Refund of overpayment of transcript and record fees will be made only upon written application of the student.

The transcript of college work bearing the Central Texas College seal and official signature is an official copy of your permanent record. You should request transcripts directly from other colleges attended, when applicable.

Requests for transcripts must be addressed to the Records Office at the Central Campus address listed in the front of this Catalog. Transcript requests should include full name, social security number, date of birth, and last month, year, and location of attendance, as well as the complete address to which the transcript is to be sent.

The registrar may deny your transcript request if you have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, or failure to comply with admissions requirements.



Records of students attending the Pacific Far East Campus are maintained at the branch office in Korea until that office is informed by the student in writing that the student has moved. Academic records are then transferred to the Records Office at the Central Campus in Killeen, Texas.

Testing Services

Central Texas College provides an extensive testing program for interested students and residents of the area. For further information and testing dates, you are encouraged to contact the Testing Office at the Central Campus address listed in the front of the Catalog.

Entrance Examinations-The ACT (American College Test) is administered by Central Texas College on five national test dates each year. It is recommended that all new students who have not previously taken the ACT or SAT (Scholastic Aptitude Test) take the ACT for guidance purposes.

Texas Academic Skills Program Examination (TASP)-The "Certification Form" of the TASP Examination is uniformly administered state-wide six times each year. Students must submit applications for testing approximately one month before the date of administration. The cost of testing is \$29 which must be mailed with the application. Central Texas College serves as an official Texas Academic Skills Program test site.

TASP Alternative Testing (ASSET)-All non-exempt students must complete the TASP test or one of four approved alternative tests before they can begin coursework at any public institution of higher education in Texas. Central Texas College offers the ASSET test for those students who are unable to take the TASP. The ASSET test is offered year-round and the cost is \$20. Active duty Fort Hood Soldiers can take the test free of charge at the Fort Hood Education Center.

Placement Tests -Certain TASP exempt and TASP waived students entering CTC will be required to take the Placement Test. Placement Tests are offered year-round and students are encouraged to complete testing before the published registration dates.

Diagnostic Tests-Students entering the Vocational Skills Center open-entry self-paced Level I and II certificate programs are required to complete diagnostic testing. Tests are administered at regularly scheduled times in the Learning Resource Center.

Advanced Standing Examinations-CTC administers College Level Examination Program (CLEP) examinations and DANTES, which are nationally prepared tests for students desiring to receive credit for knowledge already obtained. By this means, students may accelerate their college program and may take courses at the next higher level. To obtain credit, the student must pass the exam, apply for credit, and have completed a minimum of six semester hours of coursework at Central Texas College with a grade of "C" or higher. Credit will not be awarded if student has previously been enrolled in the specific course. Students must submit a written request before credit will be awarded.


High School Equivalency Examination -Central Texas College offers the General Education Development (GED) examination for those who have not completed a formal high school education.

Institutional Challenge Examinations-Students may request, through the appropriate department chair, permission to take challenge examinations for certain courses. An application for challenging a course must be completed and returned to the Testing Office with the appropriate non-refundable fee. The student will then coordinate with the Testing Office or department for the time and place to take the examination. Students must not have previously enrolled in the course for college-level credit. Those who do not make grade "A" or "B" will not be permitted to repeat the challenge examination for that course at a later time. To obtain credit, the student must pass the examination with a grade of "A" or "B," have completed a minimum six semester hours with a grade of "C" or higher, and submit a request for evaluation.

Test of English as a Foreign Language (TOEFL) (Institutional)-An unofficial form of the Test of English as a Foreign Language (TOEFL) is administered to all international and community foreign students taking the TOEFL Preparation course (ESL/DSLA Program) who wish to practice the test.

English Language Pretests-Azar's Grammar Pretest and the vocabulary and listening sections of the Comprehensive English Language Test (CELT) are administered once a month to all non-English or limited-English speakers for placement into the English-as-a-Second-Language Program or for screening before administering the CTC Placement Test.

Other Tests-Central Texas College also administers other tests as may be useful to people of the community. For a complete listing of available tests or additional information, students are invited to contact the Testing Office. Proctoring services are also available.

 If special accommodations are needed because of a disability, contact the Testing Office before taking the test.

Evaluation of Previous Education

Non-Traditional Education

Central Texas College recognizes that each student's educational needs, goals, and experiences are unique and that individuals are skilled 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 college credit in all cases where such credit is appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP).

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 and former military personnel, 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 Examinations and Subject Examinations
- Institutional Course Challenge Examinations
- Credit for military schools completed as recommended by the American Council on Education 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 accredited institutions which are members of the National University Extension Association
- Others to include certain types of civilian training, specialized testing and work experience

Evaluation Procedures

Curriculum plans outlining accepted transfer and non-traditional credit, as well as remaining requirements, are available from CTC, Military Education Centers or the Navy Campus advisors upon your written request or submission of evaluation documents.

Evaluation and final certificate/degree plans are provided upon receipt of all official transcripts and documents. Evaluated credit must be validated through successful completion ("C" or "P" grade or higher) of a minimum of six semester hours of traditional credit earned in the Central Texas College system. Students on financial or academic hold will not be eligible for final evaluation of non-traditional educational experiences until the financial or academic hold is cleared.

To apply for evaluation and a final certificate/degree plan, submit an Evaluation Request form to Evaluations, Central Texas College, at the administrative office serving your area. Addresses are listed in the front of this Catalog.

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

Servicemembers Opportunity College (SOC)

Because of its efforts to serve the educational needs of servicemembers and their dependents, Central Texas College has been designated a Servicemembers Opportunity College. As a member of the Servicemembers Opportunity College Associate Degree (SOCAD-2, SOCNAV-2 and SOCMAR-2) program, Central Texas College has committed itself to fully support and comply with SOC Principles and Criteria. Through this commitment Central Texas College ensures that:

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

SOC Criteria

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

- has designed a transfer program which minimizes loss of credit, avoids duplication of credit yet maintains program integrity;
- has established guidelines which follow the general principles of good practice outlined in the Joint Statement on Transfer and Award of Academic Credit;
- accepts transfer credit earned from regionally accredited institutions consistent with servicemembers' and their family members' degree programs;
- requires only 25 percent of Central Texas College coursework to meet residency requirements;
- recognizes as study in residence all credit coursework offered by CTC, regardless of location;
- allows students to satisfy residency requirements with courses taken at CTC at any time during their course of study;
- provides the Individualized Career Evaluation Process (ICEP) to assess learning equivalence and awards credit to qualified students for specialized military training and experience in accordance with the ACE Guide to the Evaluation of Educational Experiences in the Armed Services; and
- provides the Individualized Career Evaluation Process (ICEP), which reflects the principles and guidelines set forth in the statement on Awarding Credit for Extra Institutional Learning, and awards credit for 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 six semester hours of coursework with a 2.0 GPA or six semester hours of "C", "P", or higher at Central Texas College. These should be requested from the administrative office serving the student's location. Addresses are listed in the front of this Catalog.

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

Central Texas College
Attn: Evaluations
P.O. Box 1800
Killeen, TX 76540-1800
800/792-3348, Extension 1374

Students completing certificate/degree requirements utilizing credits from other institutions should contact the above address for advance approval of specific courses. Please allow at least four weeks for approval.

Career Planning and Placement Services

The Career Planning and Placement Services Office provides career planning and employment assistance services for students and alumni. Prospective students and currently enrolled students can receive assistance to determine their career choices and educational planning through self-assessments and career information.

Career Information:

- Computerized Career Guidance Program (DISCOVER)
- Career files
- Video tapes

Employment Assistance:

- Job listings worldwide
- Internet
- Part-time/full-time job referrals
- Texas Workforce Commission-Computer Linkage for Jobs
- Resume referral
- Employer files and directories
- Job fair/job opportunities/seminars

Job Search Training

- Seminars
- Video tapes
- Reference library
- Resume writing assistance
- Interview techniques
- Video taped “mock interviews”

Educational Planning

- Computerized search for colleges/universities
- Printed information on vocational/technical schools
- Two-year colleges

International Student Services

Services include admissions assistance, placement into the English-as-a-Second-Language Program (ESL/DSL courses), registration, orientation, academic and social counseling, preparation for departure, immigration regulations advising and housing assistance. Central Texas College is not responsible for students' immigration status. It is the responsibility of the student to remain in status with the Immigration and Naturalization Service (INS).

Inquiries should be addressed to the Director of International Student Services at the Central Campus address listed in the front of this Catalog.

Learning Resource Center

Individualized, self-paced, open entry/open exit instruction is available year round. Texts, modules, audiovisuals and supplies are dispensed from the Learning Resource Center. Classes are provided in the areas listed below:

- Adult Basic Education (ABE);
- General Education Development (GED);
- mathematics, reading, and English preparation for college; and
- mathematics and reading instruction for nursing students.

Limited English Proficiency Tutoring (LEP/ESOL)

Tutoring is available at no charge for Vocational/Technical ESL/ESOL students with limited English proficiency.

Project PASS (Partners in Academic Success Services)

Project PASS provides academic support for Central Texas College students. Available services include:

- free tutorial assistance for CTC “declared major” students;
- textbook lending library for vocational/technical students;
- free study skills workshops
 - Stress Management
 - Time Management
 - Note Taking and Reading college textbooks
 - Test Taking/Test Anxiety
 - Building Self-Esteem
 - Term Paper Tips
- math, accounting and computer science assistance workshops; and
- study skills video library.

Disability Support Services

The Disability Support Services Program provides individualized assistance to persons who are physically or sensorially impaired. Documentation of the disability is required to receive services. Students are encouraged to explore and successfully pursue a wide range of educational training. Services offered are:

- vocational counseling;
- assistive device loan service (tape recorders, visual aids, calculators) for in-class use;
- direct liaison to state and national assistance agencies;
- notetaker, scribe and reader service;
- sign language interpretation services for the deaf;
- test proctoring;
- career exploration and guidance;
- classroom and testing accommodations;
- accessible parking for the mobility impaired;
- Versapoint Braille Embosser;
- Megadots Braille Translator;
- accessibility via Telecommunication Device for the Deaf (TDD) (254) 526-1378;
- sponsorship of the “We Can Do It Club;”
- priority registration;
- computer with voice at computer science lab; and
- computer with Zoom Text Xtra Level I at LRC lab and computer science lab.

Most campus facilities are reasonably accessible. Where facilities are not accessible, Disability Support Services coordinates modification and/or accommodation with Director of Facilities Management. Accessible parking is provided for those persons who qualify under the provisions of Vernon’s Texas Civil Statutes.

Learning Disability Support Services

Learning Disability Support Services provides assistance to individuals with a documented learning disability. Appropriate documentation of the disability is required in order to access services/classroom accommodations. Learning disabled students are invited to register with the Learning Disability Support Services Counselor before registration to take advantage of the opportunity to expand their educational opportunities. Services include:

- assistance with transition planning for high school juniors and seniors;
- informal assessment or screening;
- referrals for diagnostic testing;
- specialized vocational/academic counseling;
- accommodation assessment;
- study and compensatory skills assistance;
- Language Master, tape recorder, Irlen color filter, and lap top computer loans;
- video tape tutorial loans;
- use of computer assisted reading devices; and
- testing accommodations based on individual diagnostically assessed need.

Transportation Assistance Program

- Free service to on-campus classes
- All CTC students are eligible
- Special accommodations for disabled within designated bus route can be arranged
- Pick-up points throughout the local area
- Wheelchair accessible

Single Parent/Displaced Homemaker Support Services

Single Parent/Homemaker Support Services provides assistance, support and encouragement to persons finding barriers to remaining in school or who are coming to college after a long absence from formal education. Some services are available campus-wide, while others are limited to those persons of limited income who are enrolled in vocational/technical degree programs.

Services offered include:

- individual counseling;
- career and vocational counseling;
- child care funding assistance for qualified students;
- community/social service agency referral;
- workshops;
- textbook loan; and
- newsletter.

Gender Equity Project (Nontraditional Careers Program)

The Central Texas College Gender Equity Project serves students enrolled in vocational/technical non-traditional majors. Some services are available campus-wide, while others are limited to persons who qualify financially for assistance.

Services offered include:

- financial assistance for child care;
- referral services;
- academic advisement;
- GEPLibrary;
- newsletter;
- nontraditional career information; and
- video workshops.

Campus Life

Social and cultural activities play an important part in the life of the college student. The Student Life Activities Office supports and guides student development by providing opportunities for individual and group interaction through student organizations, tournaments, field trips, and other social and seasonal activities.

The Roy J. Smith Student Center is the social and recreational center of the campus. The first floor contains the Campus Bookstore, cafeteria, snack bar, and the offices for Learning Disability Support Services, Project PASS, Single Parent/Displaced Homemaker Support Services, and Student Life Activities.

The Upper Student Center houses the office of the Coordinator of Student Activities, the Student Government Association Office, a meeting room, a game room, a recreational center, a television lounge, and is the principal site for parties and student organization meetings.

Alumni Association

The CTC Alumni Association is open to any individual or group that wants to help the association achieve its mission to develop and maintain the love and loyalty of graduates, former students and community members for CTC. Current objectives include:

- Keeping in touch with former and returning students.
- Fostering a spirit of loyalty and good will toward the College.
- Encouraging student enrollment.
- Developing a corps of alumni who serve as CTC ambassadors.

In addition to assisting current and future CTC students achieve their goals through the Alumni's scholarship program, members also receive the following benefits:

- Free career placement services.
- Access to the CTC Alumni Association Web site. Click on Foundation at www.ctcd.cc.tx.us.
- Notice of College activities and special alumni events.
- Go on record as a CTC booster.
- An Alumni Membership Card.

Student Organizations

There are approximately 20 officially recognized student clubs and organizations at CTC. They offer a variety of activities and interests for students, faculty and staff. Student organizations include political, social, special interest and recreational interests, along with international student clubs, honor societies and religious organizations. Their activities include discussion meetings, guest speakers, movies, picnics and barbecues, fund-raising activities and field trips.

All student organizations and activities must conform to the educational objectives and administrative regulations of Central Texas College as stated in official documents and the Student Organization and Sponsors Handbook. All activities and fund-raisers must be cleared through the Student Life Activities Office at least two weeks before the event. Club sponsors must ensure that all club funds are deposited and disbursed properly through the club's on-campus Agency Fund Account or local bank account.

Student Role in Decision Making

In accordance with its goal of providing quality educational services to all students, Central Texas College recognizes the importance of utilizing student input regarding instructional program and support services to ensure that the needs of the students continue to be met.

Students have many opportunities to actively participate in Central Texas College's decision-making processes through the Student Government Association, CTC Foundation, Strategic Planning Council, and various advisory committees. In addition, student input is requested through surveys, instruments that comprise an integral part of Central Texas College's self-study and strategic planning procedures.



Results from these evaluations are compiled and analyzed to identify specific areas where changes are needed and to plan appropriate topics for professional development workshops.

By providing opportunities for student input in decision-making processes, Central Texas College strives to ensure that its students become leaders in their professions and communities.

KNCT-TV and KNCT-FM

Central Texas College owns and operates a full power UHF television station, KNCT, which is affiliated with the Public Broadcasting Service (PBS). The station broadcasts on channel 46 and is carried on all local cable systems. KNCT FM broadcasts at 91.3 MHz providing easy listening and classical music. The stations also serve as a laboratory facility for students enrolled in the Telecommunications Degree Plan. The stations are located in building 109 on the Central Campus.

Child Development Center

Central Texas College has established a Child Development Center to serve as a laboratory where CTC students can obtain practical experience in child care and early childhood education programs. The Center, located on Clear Creek Road, is licensed to care for 40 children. Members of the community, college students, faculty and staff are welcome to enroll their children in this program.

The Center has a qualified staff which provides a safe, nurturing environment and developmentally appropriate activities for children ages 2 ½ - 5. The center is accredited by the National Academy of Early Childhood Programs and meets the emotional, social, physical and intellectual needs of children.

Food Service

The Central Texas College food service facilities are housed in the Roy J. Smith Student Center. Their aim is to serve well-balanced and nutritional meals at the lowest cost. The food court, snack bar and bakery operation provide full meals or a la carte entrees Monday through Friday. Facilities are open to the public. Commuter meal cards are available for purchase from the Food Service Office.

Students and employees are encouraged to make suggestions or recommend changes regarding the CTC food service through the Food Service Advisory Committee, comprised of students, faculty and staff.

Each residence hall student is required to purchase the five day, 15 meal plan. The board plan begins on the first day of classes and ends on the last day of the semester. The board plan is valid for use only by the purchaser. Each student will be issued a picture I.D. card (\$5 charge for replacement). The meal card must be presented to the cashier before each meal. Students who leave their meal cards in the residence hall will be required to either pay for meals or go back and get their card before being allowed to eat.

Bookstore

The Campus Bookstore, located in the Student Center on the Central Campus, carries new and used textbooks, supplies, trade books and general merchandise for the convenience of students, faculty and staff.

A cash register receipt and a drop/add slip will be needed in order to obtain a refund or exchange.

A full refund will be authorized if the book is in the original sale condition. During the Summer or Fort Hood Semesters, students will have three days from the first day of class to refund or exchange. During the fall and spring semesters, you will have twelve days from the first day of class.

You will receive a 50 percent refund if you write in a new text book. Books with shrink wrap must still be in the original packaging.

No refunds will be given on optional books, study guides, or required texts. Refunds will also not be given on gift, supply, trade or clothing items. **Refunds will be given only for dropped classes or for incorrect purchases.**

Buybacks will be held three times a year. They will be at the end of each main campus fall and spring semester and in August after all summer semesters. Study guides and workbooks will not be bought back.

Intramural Sports

Central Texas College intramural sports offers a wide range of recreational opportunities for men, women, and co-recreational participants. The Intramural Office conducts league play in flag football, volleyball, basketball, and softball. Competition in individual activities such as tennis, golf, bowling, running, badminton, and basketball skills are also provided.

Students from CTC's intramural sports programs also enter competitions with other colleges. The Lone Star Showdown Collegiate Basketball Championship, the Schick Super Hoop 3-on-3, the Texas ASA Collegiate Intramural Softball Championship, and Regional Collegiate Bowling Tournaments are some of the annual competitive events. A complete schedule of activities is available in the Intramural Office in the gymnasium.

Gymnasium

The Central Texas College gymnasium is open during specified times for students' use. Courts are available for basketball, volleyball, badminton, and tennis. A weight room, equipped with free weights, weight machines, bicycles, treadmills, and stair climbers is also available. Physical Education staff members are available to issue equipment and assist students who wish to use the facilities.

CTC Identification cards are required for use of equipment and facilities.

Health Services

Central Texas College does not employ a nurse or physician. However, first aid kits are available in the Office of Student Life Activities (Student Center Building 106, Room 100) or the Campus Police Office (Administrative Computer Center Building 139, Room 202). Further information is available in the Student Handbook.

Housing

Residence Hall

Central Texas College operates a co-ed Residence Hall for 120 full-time students. Supervision is provided by a full-time Lead Resident Assistant who is responsible for daily operations as well as educational and social activities. Each student residing in the Residence Hall is responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and to harmonious social life. The Residence Hall is closed during the intervals between semesters. The Residence Hall remains open for students' convenience during the Thanksgiving holiday and Spring Break.

Requests for information about the Residence Hall or an application for a room should be addressed to the Lead Resident Assistant. Room requests are accepted up to six months in advance of the semester of expected enrollment at CTC. Applications are honored by semester on a first-come first-served basis.

The Residence Hall is accessible to students with disabilities. Students requiring a room that accommodates a disability should notify the Lead Resident Assistant. Documentation of the disability should be made available to the Office of Disability Support Services in Building 106 for verification purposes.

A non-refundable reservation deposit of \$100 is required with each room application. Once you have moved into your room, the reservation deposit becomes a security/damage deposit. Upon written request, the security/damage deposit is refundable when the student vacates the room provided that the room is clean and undamaged, all keys are returned, and there is no outstanding balance on the account.

The cost of living in the Residence Hall includes both room and board. The board plan begins on the first scheduled class day and ends on the last scheduled day of final exams. The board plan does not include the days during either the Thanksgiving holiday or Spring Break. In the event a student leaves the Residence Hall before the end of the semester, room and board charges are not refundable.

Married Student Housing

Student apartments, located on the Central Campus, are available for married couples and single parents with children. One and two-bedroom, unfurnished apartments are available for rent. Tenants are billed for electricity monthly. Local telephone is provided at no charge and cable television is available in each apartment at the tenant's expense. Long distance charges are the responsibility of the tenant.

Those interested in housing may apply through the Coordinator, Student Housing, Apt 9-C located on Residence Drive.

Certain apartments have been made accessible to students with disabilities. Students needing an accessible apartment should notify the Auxiliary Services Office. Documentation of the disability should be made available to the office of Disability Support Services in the Student Center for verification purposes.

Parking

Free parking is available to students who desire to bring their cars to the campus. Each student who drives and parks a car on campus will be required to register the car with Central Texas College. Vehicle registration is conducted throughout registration periods. At other times, vehicles may be registered at the Campus Police office in Building 139 (Administrative Computer Center). Students, faculty, and staff will be required to park in designated parking areas. Parking and traffic regulations are set forth in detail in the Central Campus Student Handbook.

Library

The Oveta Culp Hobby Memorial Library is a joint library serving both Central Texas College and the Tarleton State University - Central Texas. It is housed in a centrally located building overlooking the duck pond. More than 450,000 books, microforms, audio/visual materials, and periodical subscriptions support the college curriculum and provide general reading for students, faculty, staff and patrons from the community at large. Open shelves allow free access to all materials except audio/visual materials and back issues of periodicals. The library offers a variety of electronic resources, including CD-ROM indexes, online databases, and access to the Internet. Via the Internet, an automated system provides off-campus access to the card catalog and selected periodical indexes. Bibliographic instruction services include general library tours, subject-oriented lectures and tours given to classes at faculty request. A computer lab provides word processing and spreadsheet software, along with Internet access. Other services include personal assistance at the reference desk, coin-operated photocopiers and Interlibrary Loan services to borrow materials which are not owned by the library. The library participates in TexShare, a resource-sharing program that allows students, faculty and staff at Texas institutions of higher education to use the collections of participating institutions.

Copying Service

Duplicating services may be purchased at the Library, Student Center, and Nursing and Science Building through coin-operated service.

AROTC Affiliated Programs


The Army Reserve Officer Training Corps (ROTC) is designed to provide courses of military instruction which will permit volunteer, selected, male and female college students to prepare themselves for commissions as second lieutenants in the United States Army Reserve while they pursue academic courses leading to baccalaureate degrees. Specific courses are available to Central Texas College students through concurrent enrollment arrangements at the University of Texas at Austin and may also be transferred to other universities with an advanced ROTC program. These courses may be taken without military obligation. ROTC courses will be treated as hours in residence at Central Texas College and may be used for elective credit in some programs. For further information contact the Guidance and Counseling office at Central Texas College 254/526-1104 or the Military Science Department at the University of Texas at Austin 512/471-5919.

Academic Policies

Academic Load

You are responsible for determining the academic load you may successfully complete during each semester.

- Full-Time: 12 or more semester hours during Fall or Spring semesters; eight or more semester hours during the ten-week Summer session; or four or more semester hours during the first or second Summer session.
- Normal Load: 16 to 18 semester hours per term.
- Maximum Load: Except as stipulated in a program of study, no student will be permitted to enroll in six academic courses or in more than 18 semester hours without the approval of the Campus Dean. The maximum load for a five-week session is eight semester hours and the maximum credit that a student can earn during the entire Summer session is 14 semester hours. Students enrolled in an eight-week term may take a maximum of nine semester hours. Central Texas College reserves the right to limit the course load carried by any student.
- Minimum Load: No minimum load is required. International students must maintain a minimum load of 12 semester hours during Fall and Spring semester in compliance with INS regulations.

 Students attending college with financial aid or veterans benefits assistance may be required to meet academic course load standards other than those noted above. Get details from the Office of Student Financial Assistance or the Veteran Services Office before registering for courses.

Attendance Policy

Tardiness

You are required to be in your classroom on time. Instructors may choose to lower your grade because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action. Details can be found in the Student Handbook, available in the Office of Student Life Activities.

Class Attendance

Because absences for any reason negatively affect the learning process, the individual student, and the class, you are expected to attend all classes in which you are enrolled. Class attendance is your responsibility. Regular and punctual attendance at all scheduled classes is expected, and CTC reserves the right to deal at any time with individual cases of nonattendance.

- The effect of absences on grades is determined by the instructor.
- Excessive absences constitute cause for dropping you from class; in such a case, grades of “FN” or “XN” may be given.
- In extreme cases, the academic dean may suspend the student from Central Texas College.
- When absence from class is necessary for any reason, it is your responsibility to arrange to make up assignments missed during the absence.
- The decision to allow you to make up work following any absence rests solely with the instructor.
- If you desire to be absent from classes for the observance of a religious holy day, submit a request to each instructor by the end of the first week of the semester. Although you will be excused from classes, you will be responsible for make-up of all work or tests missed. A “religious holy day” refers to a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

Absences

- Instructors are required to keep attendance records.
- Each faculty member will inform students of the attendance policy of the course at the initial class meeting.
- You are responsible for understanding the attendance policy for each course in which you enroll and for meeting the attendance requirements.
- Failure to meet the attendance requirements in a course may lower a grade for the semester or may result in failure of the course.

- An administrative withdrawal may be initiated when you fail to meet Central Texas College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.
- Only instructors can authorize an absence. Regardless of the reason for the absence, you are responsible for completing all coursework covered during any absence.

Excessive Absences

Absences from classes for any reason must not exceed CTC standards. Because objectives can vary from department to department and from course to course, the instructor shall inform students of specific course objectives at the initial class meeting. A student who is not meeting course objectives may be withdrawn from the course at the discretion of the instructor.

If you have not attended class by the 12th class day, you will be dropped by the instructor with a grade of "W." You may be administratively withdrawn from any class when your absences exceed a total of four class meetings for a Spring or Fall semester or three class meetings for an eleven-week, eight-week, or six-week semester; and in the opinion of the instructor, you cannot satisfactorily complete the course. The final decision rests solely with the instructor.

Official Withdrawal Policy

It is your responsibility to officially drop a class if circumstances prevent attendance. If you desire to, or must, officially withdraw from a course after the first scheduled class meeting, file an Application for Withdrawal or an Application for Refund at the CTC Records Office or with a Central Texas College representative at the Military Education Center.

- You must sign a withdrawal form.
- Applications for Withdrawal will be accepted at any time before the completion of the 12th week of classes for 16-week courses, the sixth week of classes for eight-week courses, or the fourth week of classes for six-week courses.
- If you are using financial aid, Military Tuition Assistance, VA benefits, or other than personal funds, you may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Assistance or the Veteran Services Office. Military Tuition Assistance students should see the Military Education Center. You must withdraw in person after receiving financial aid, Military Tuition Assistance, or Veterans Assistance approval.
- You may not withdraw from a class for which the instructor has previously issued a grade of "F", "FN", "X" or "XN" for nonattendance.

Texas Academic Skills Program (TASP)

Based upon Texas Higher Education Coordinating Board (THECB) guidelines and Central Texas College policy, TASP non-exempt students required to remediate based upon TASP or TASP alternative score results will be withdrawn from all college-level coursework if they accumulate excessive absences and are administratively withdrawn from their developmental studies course(s).

Self-Paced Certificate Programs

In the self-paced certificate programs, if a student misses more than 25% of the time they have contracted for in a month's time, the student will be dropped for nonattendance and will be required to re-enroll for the class.

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 courses taken at the Texas Campuses. At least 25 percent of the credits required for the associate degree must be earned by 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 CTC are transferable to other institutions in accordance with policies of the receiving institutions. Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of the receiving school for degree requirements and transfer policy.

Resolution of Transfer Dispute

Generally, colleges and universities will accept general academic transfer courses (courses within the Texas Common Course Numbering System, see University Parallel Courses below). In cases where a public institution of higher education does not accept a course or courses for transfer, the following procedure shall be followed to resolve the transfer dispute:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, that institution shall give written notice to the student and the other institution that the transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the Texas Higher Education Coordinating Board (THECB) rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student receives written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the THECB of the denial.

The Commissioner of the THECB or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

Both the Associate in Arts and Associate in Science degrees have been developed to accommodate transfer to senior colleges. All of the required curricular courses are equivalent to courses found in the current edition of the Community College General Academic Course Guide Manual and are approved by the THECB.

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 community 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.

University Parallel Courses

University parallel courses are courses offered to fulfill the requirements for Associate in Arts and Associate in Science Degrees. The courses also support the degree requirements for the Associate in Applied Science degrees. The course credits of specific approved curricula will apply toward baccalaureate degree requirements if the courses are a part of the student's degree requirements at the senior institution. The university parallel course designations determine both course equivalency and degree applicability of transfer credit on a statewide basis. To facilitate transfer of freshman- and sophomore-level university parallel courses, a common numbering system exists.

The Texas Common Course Numbering System (TCCNS) accomplishes two purposes:

- TCCNS assists students in identifying which courses at one college will meet specific course requirements at another college; and
- TCCNS assists college personnel in identifying courses with comparable content so that certain competencies can be expected upon completion of such courses.

The common course numbering system promotes the successful transfer of coursework among colleges and universities in Texas, making the transfer process easier for students.

It is important to know what courses are recognized as common at the school to which you plan to transfer. You should declare a major before attaining sophomore standing at CTC. Each Texas public community college or university will accept transfer of course credit of students transferring from CTC to another accredited Texas public community college or university provided such credits are within the approved transfer curriculum of the student's declared major field at the receiving institution. Use its catalog to gain an understanding of the system at that institution and check with the appropriate campus office if you have questions regarding transfer credit at the receiving institution. A change of major may result in loss of credits earned in a previous program toward a previously planned baccalaureate degree requirement.

Taking a Course Out of Sequence

If you, for scheduling reasons, find it desirable to take an advanced course before completing the prerequisite, you must secure, in writing, approval from the department advisor before registering for the course. Approval does not release you from final responsibility for satisfactorily completing all course requirements.

Grading Policy

Reporting

Grades are assigned by faculty members based on attendance, 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 available by phone on the Monday following the week of finals. Grades will continue to be available for two weeks.
- Transcripts are provided by the Transcript Office and are the official report of completed courses, grades, and credit awarded by CTC. For information on ordering transcripts, see page 43.

Grading System

The grading system at Central Texas College is as follows:

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

Grade Designations

"D"

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

"F"

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

"I"-Incomplete (For non-developmental coursework)

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

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



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 some 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 usual tuition and fees for the course.

“P”-Completed

The grade of “P” is reserved for use with some 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 due to 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 with Central Texas College before they may be considered for withdrawal.

Grade Point Averaging

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

Grades and Financial Aid

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,” or “X.” For additional information, contact the Offices of Student Financial Assistance or Veterans Services Office.

Change of Grades

Students who believe that a computational error occurred in grading should immediately contact the instructor of the course in question. Students must bring this matter to the attention of the instructor involved no later than 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 a course is repeated, only the last grade earned is utilized in computing the grade point average. Other colleges may compute the GPA in a manner different from Central Texas College. Honors designation at graduation considers all grades, including repeated courses. A student who repeats a course should notify the Records Office for recomputation of cumulative grade point average.

Academic Standards

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 in Central Texas College courses 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 causes of unsatisfactory work and receive recommendations for improving grades in subsequent classes.

Testing and Evaluating

The State of Texas mandates various testing programs for students attending public colleges. The Commission on Colleges of the Southern Association of Colleges and Schools, the regional accrediting body for postsecondary degree-granting institutions in Texas and throughout the South, requires that accredited institutions establish adequate procedures for evaluating the effectiveness of their instructional programs and the achievement of their educational goals. In carrying out these responsibilities, Central Texas College may require such testing of its students or conduct other such programs of evaluation as may be required by law or deemed necessary or appropriate at the sole discretion of the faculty and administration. Such tests or programs of evaluation may be initiated, implemented, or administered at any time without prior notice to or the approval of any student who is enrolled or who is planning to enroll in Central Texas College.

Honor Roll

Students whose scholastic achievement is outstanding are notified by letter of the “Dean’s Honor Roll.” The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college-level credit taken concurrently during the regular semester or eight semester hours of college-level credit taken during the Summer semester. 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.

Honor Societies

Epsilon Delta Pi

Students who have completed at least 15 semester hours, which includes at least six semester hours in computer science, and who meet the scholastic requirements may apply for membership in Epsilon Delta Pi, a national honor society in the computer sciences.

Phi Theta Kappa

Students who have completed 30 semester hours of college credit (at least 12 hours at Central Texas College), who are currently enrolled in at least six semester hours, and who meet the scholastic requirements of the Sigma Iota Chapter may be eligible for membership in Phi Theta Kappa, International Honor Society of Community Colleges.

Graduation Grade Requirements

To graduate from CTC, you are required to have an overall grade point average (GPA) of 2.0, to include a minimum 2.0 at Central Texas College. Associate degree nursing students must have no grades lower than a “C” (70) to receive the Applied Science Degree in Nursing and to be recommended by the Nursing Department Chair for eligibility to apply for the State Board Exam. 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

Students who fail to maintain a 2.0 cumulative GPA during their initial seven semester hours will be notified of unsatisfactory progress and required to participate in an academic counseling session prior to re-enrollment.

Probation

Students who fail to maintain a 2.0 cumulative grade point average after the first seven 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 seven 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 they complete the requirements for returning to class. (See “Returning to Class”)

Students in Skills Center Self-Paced Certificate programs will be placed on academic probation after receiving the second consecutive “N,” “XN,” or “F” grade (whether the student is taking one or two courses). The student will be required to see a Skills Center Counselor for academic advisement and completion of the Skills Center Student Agreement form for probation.

For clarification purposes, a Skills Center student who fails a course, enrolls in a different course and passes it, then enrolls in the previously failed class and fails it a second time, does not have consecutive failures.

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 attend classes on Central Campus will be required to take a study skills course. Students who have not passed all three parts of the placement and/or TASP test will also be required to take the study skills class.

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. Central Campus students on suspension who fail to achieve a 2.0 grade point average during their term of suspension will remain on suspension and will be required to take a study skills class.

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

Students in Skills Center Self-Paced Certificate programs will be placed on suspension for a period of 30 calendar days after receiving the third consecutive “N,” “XN,” or “F” grade (whether the student is taking one or two courses). The student may petition the Dean of Central Campus for re-entry after completing the 30 calendar day suspension. If a second suspension occurs, the student must remain suspended for 60 calendar days.

Suspension/probation students who receive financial aid or VA benefits are reported to the Office of Student Financial Assistance or to the Veterans Administration, and must meet financial aid or VA requirements before reinstatement of their financial aid or VA benefits. Students attending self-paced certificate programs under VA educational benefits are limited to one repeat of a course in the certificate. If more than one course must be repeated, VA benefits will not be approved for those courses.

Returning to Class

Students on probation must sign a probation agreement and receive re-entry counseling. Students who have been suspended may be permitted to re-enter Central Texas College on an individual petition basis. Students granted re-entry must complete a re-entry petition agreement, attend three counseling sessions during the term, complete courses (including developmental courses) as directed by the counselor, and provide the Guidance and Counseling Office with written proof on each visit that they are maintaining required academic standards.

Academic Fresh Start

Central Texas College provides its students the “right to an academic fresh start.” Through this option, Central Texas College students are permitted to apply for “forgiveness” of Central Texas College coursework completed ten or more years before the starting date of the semester in which they apply for “Academic Fresh Start.”

For more information, contact the Office of Student Services. Students using VA educational benefits must contact the Veterans Services Office.

Classroom Visitors

Permission to visit a class may be granted by the Campus Dean. 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 to be considered auditing on a full-time basis, nor will permission be granted to allow children in class. Parents must make arrangements for the 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 mailed to the address provided on the Application for Admission. Any address changes must be made in writing to the Records Office. Students are responsible for all communication mailed to the last address on file.

Name Changes

Provide your legal name on your Application for Admission because this is the name that will appear on your official student record. To change a legal name to a new legal name, submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, 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 names. An affidavit must be provided before the name change will be processed. Submit name change documents and affidavits to the Records Office.

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, before the 12th class day of Fall and Spring semesters, and the 4th class day of Summer semester. 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.

Directory Information

- Name
- Local address
- Home address
- Telephone number
- Birth date
- Major field of study
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Classification
- Date of graduation

Access to any other records by persons other than the student will be limited to those persons specified in the statute. Records will be maintained of persons granted such access.

Students may inspect and review their educational records upon request to the appropriate record custodian. For more information, contact the Central Texas College Records Office.

Falsification of Records

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

Hazing and Disruptive Activities

Central Texas College enforces the Texas state laws prohibiting hazing, disruptive activities, or disruption of lawful assemblies on CTC property. Information regarding these prohibited activities appears in the official Student Handbook, available to regularly enrolled students at orientation sessions or in the Office of Student Life Activities.

Scholastic Honesty

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

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

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension and expulsion.

Alcohol and Other Drug Abuse

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

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

Through this program, Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and other drug abuse. Information regarding drug and alcohol abuse at Central Texas College locations outside of Texas will be provided at individual campus sites.

To ensure compliance with applicable institutional, state, and federal guidelines relating to the illegal use of illicit drugs and the abuse of alcohol, Central Texas College annually distributes an information flyer to all employees and students which addresses standards of conduct, counseling options, legal sanctions, disciplinary actions, and health risks.

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

Student Discipline

Students are admitted to Central Texas College for the purpose of educational, social, and personal enhancement. Each student has rights, privileges, duties and responsibilities, as prescribed by State and Federal Constitutions and statutes and policies of the Board of Trustees of the Institution. These rights and responsibilities are outlined in the official Student Handbook.

Students who do not adhere to Central Texas College disciplinary policies outlined in the Student Handbook will be subject to disciplinary action by the Director of Student Life or a disciplinary committee.

If disciplinary action is taken, a student will be afforded due process and the right to appeal. Details can be found in the Student Handbook, available in the Office of Student Life.

Summons

On some occasions it will be necessary for a faculty member, counselor, or administrative official to contact an individual student. Any student receiving a summons must respond promptly as requested. A summons may take the form of a call from class or a notice by mail. Failure to respond to a summons renders the student subject to disciplinary action.

Graduate Guarantee Program

Transfer Credit

Central Texas College guarantees to its Associate in Arts and Associate in Science students who have met the requirements for the degree, beginning May 1992, and thereafter, that course credits will transfer to other public-supported Texas colleges or universities, provided the following conditions are met:

- Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process before the first semester of enrollment at Central Texas College.

- Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
- Transferability refers to courses in a written transfer degree plan in the student's file.
- Only college-level courses with Community College Academic Course Guide Manual-approved numbers are included in this guarantee.

If all the above conditions are met, and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Dean of Student Services at Central Texas College within ten days of notice of the transfer credit denial so the "transfer dispute resolution" process can be initiated.

If credit denial is not resolved, Central Texas College will allow the student to take tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution, within a one-year period from the granting of the degree at Central Texas College. The graduate is responsible for payment of any fees, books, or other course-related expenses associated with the alternate course or courses.

Students are urged to consult the catalog of the institution to which they may transfer for the detailed information concerning coursework transfer. This catalog should be used by students as the basis for course planning. Courses taken in developmental studies will not satisfy degree requirements at the receiving institution.

Guarantee for Job Competency

If a recipient of an Associate in Applied Science degree or Certificate of Completion is judged by his or her employer to be lacking in technical job skills identified as exit competencies for his or her degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skills training by Central Texas College under the conditions of the guarantee policy.

Special conditions which apply to the guarantee include the following:

- The graduate must have earned the Associate in Applied Science degree or Certificate of Completion in May 1992 or later in a technical, vocational, or occupational program identified in this Catalog.
- The graduate must have completed requirements for the Associate in Applied Science degree or Certificate of Completion with the Central Texas College system, with a minimum of 75 percent of credits earned at Central Texas College, and must have completed the degree or certificate within a five-year time span.
- Graduates must be employed full-time in an area directly related to the program concentration as certified by the Director of Career Planning and Placement.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, Dean of Student Services, Director of Career Planning and Placement, and appropriate department chair will develop a written educational plan for retraining.
- Retraining will be limited to 12 credit hours related to the identified skills deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against Central Texas College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the Graduate Guarantee Program may be initiated by the graduate by contacting the Dean of Student Services within 90 days of the graduate's initial employment.

Graduation

Application for Certificate or Degree

Central Texas College awards certificates and degrees each year in May, August and December. Requests for Certificate and Requests for Degree, with appropriate non-refundable fees, must be submitted to the Guidance and Counseling Office by:

	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, course and degree requirements must be completed before a certificate or degree award. Official transcripts or GED scores from previously attended institutions, if applicable, must be on file in the Central Texas College Records Office before the certificate or degree is issued.

Any student who fails to file by the above listed graduation deadlines will be processed in the next degree order time frame. No student will be denied a graduation application. The graduation date on the certificate or degree must conform to the dates listed above.

Students applying for graduation who do not complete remaining degree requirements on or about the graduation date will be declared non-graduates and will forfeit the fee. Students declared non-graduates will be required to reapply for graduation and pay the appropriate graduation fee as published in this Catalog.

Students applying for a Skills Center self-paced program Certificate of Completion must apply through the Skills Center Counseling Office in the Vocational Skills Center Building 118, Room 14.

Replacing a Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained at the Guidance and Counseling Office. An appropriate fee is required to replace a certificate or degree.

Commencement

Central Texas College holds one consolidated graduation exercise annually, at the end of the Spring semester. Degrees and certificates will be awarded three times a year—May, August and December. All students who expect to graduate with a degree or certificate by the end of the Spring semester must be measured for their cap and gown in order to participate in the ceremony.

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 courses taken at Central Texas College as well as courses transferred from other accredited institutions of higher learning are included. Students repeating a course at Central Texas College who earn a grade of “A” or “B” will be considered for honors if all other requirements are met.
- 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 associate degree honors, students must have earned a minimum of 30 semester hours of traditional study with Central Texas College. Grades of “P” will not be considered when determining the minimum 30 semester hour residency requirement.
- Certificates of Completion do not qualify for honors.

egree and Certificate Requirements

Degrees Offered

Central Texas College confers the Associate in Arts, the Associate in Science, the Associate in Applied Science or the Associate in General Studies degrees upon students who have successfully completed all the minimum and specific requirements for graduation. The minimum requirements for each degree follow. To earn a degree, you must also complete the specific degree requirements in the curriculum plan for your major field of study as shown in the programs of study. Except for the Associate in General Studies degree, you may not use the minimum requirements listed to "tailor" your own degree. It is your responsibility to apply for the degree and pay the appropriate fee by the application deadline. Each degree candidate must earn a minimum of 25 percent of the coursework from Central Texas College.

A person may initially be awarded one degree from Central Texas College. If you wish to be awarded a second degree, satisfy all requirements for the second degree, including at least 12 additional semester hours of coursework in residence at Central Texas College which were not required for the first degree and apply to the second degree. This requirement is in addition to those requirements already completed for the award of the first degree. The Associate in General Studies degree may not be awarded more than once to any student.

Developmental Studies

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

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



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

Tech Prep

Central Texas College participates in the Texas Tech Prep state-wide initiative. The Tech Prep degree curriculum awards credit to entering freshmen whose high school has entered into an articulation agreement with CTC and has a TEA approved articulation plan. Central Texas College will award college credit to those students who have successfully graduated from an approved high school tech prep graduation plan and have completed six semester hours in residency with a grade of "C" or higher at the Central Campus.

Central Texas College has developed, with independent school districts, and has received approval by the Texas Higher Education Coordinating Board, to offer the following Associate Degrees in:

Administrative Secretarial
Agriculture Production
Agriculture Science
Automotive Mechanic/Repairer
Automotive Body Repair
Business Management
Computer-Aided Drafting
Computer Science
Criminal Justice
Diesel Engine Mechanic and Repairer

Early Childhood Professions
Graphics and Printing
Hospitality Management
Maintenance Technology
Marketing and Sales Management
Nursing
Office Management
Welding
Word Processing

Certificates of Completion

A Certificate of Completion will be awarded to students who fulfill the curricular requirements of special courses and programs. Minimum residency requirement is 25 percent or 10 semester hours, whichever is greater. Unless the student is in a TASP-waived certificate program, all sections of the TASP test must be passed. GPA requirements are the same as degree programs.

Program Listings

Curriculum plans for various degrees and certificates are listed alphabetically on the following pages. Designations stated after each degree title reference the student's degree plan by major code and provide the Department of Education's Classification of Instructional Program (CIP). For example, Business Administration (Associate in Arts Degree), BUSS (major code), and 520101 (CIP). The reference facilitates student academic advising. Course descriptions for all courses offered are listed in alpha-numeric order by course prefix. Many of the curricula presented on the following pages have been designed for students who wish to transfer to a senior college or university. Central Texas College counselors and advisors are available to assist you in choosing from these suggested programs or in working out special arrangements to meet particular educational plans. It is your responsibility to monitor program offerings and follow the published degree plan requirements. Any deviations from listed courses must be approved in writing by the department. If you plan to transfer to a senior college or university and are taking courses that lead to an Associate in Arts or an Associate in Science degree, refer to the degree requirements on pages 58-59.



Although academic counseling is available, it remains your responsibility to determine the major area of study, the senior college or university to which you wish to transfer, and the required courses and their prerequisites.

Program and Course Availability

Programs of study displayed in this Catalog are offered when sufficient interest indicates a level of enrollment required for program continuation. To enter specific programs of study, seek confirmation of program availability. There is no guarantee that a specific course will be offered at any given time (either day time or evenings). It is your responsibility to complete the required courses when they are offered.

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

Prerequisite Courses

Be familiar with the course descriptions. If the course description indicates a prerequisite, the prerequisite should be met before registering for the advanced course. For example, you are required to successfully complete ENGL 1301-Composition and Rhetoric I before registering for ENGL 1302-Composition and Rhetoric II.

If you cannot schedule prerequisites, obtain prior approval to enroll in these courses from the Department Chair. Failure to obtain approval could result in loss of credit toward your 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, BIOL 1408, General Biology I, 3-3-4, has three hours of lecture per week conducted over 16 weeks and three hours of laboratory per week conducted over 16 weeks with four hours of credit awarded for successful completion. This weekly requirement is adjusted to compensate for terms/sessions/semesters with lengths other than 16 weeks. For instance, 3-0-3 for an eight-week term would require six hours of lecture per week, and 2-4-3 would require four hours of lecture and eight hours of lab per week.

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AA	Associate in Arts Degree
AS	Associate in Science Degree
AAS	Associate in Applied Science Degree
AGS	Associate in General Studies Degree
CC	Certificate of Completion
CC*	Level I Certificate (TASP waived)
CC**	Level II Certificate (TASP required)

Core Curriculum

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

Associate in Science and Associate in Arts Degree Requirements

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

Core Area	Course Options	Semester Credit Hours
Communications (010) Speech (011)	ENGL 1301 and 1302 and 3 hours of Speech: SPCH 1144, 1145, 1315, 1318, 1321, 2144, 2145, 2341.	6 3
Mathematics (020)	MATH 1314, 1316, 1324, 1325, 1342, 1348, 2413, 2414, 2415.	3
Natural Science (030)	BIOL 1408, 1409, 1411, 1413, 1424, 2401, 2402, 2413, 2416, 2421, 2428. CHEM 1406, 1407, 1411, 1412, 2423, 2425. GEOL 1403, 1404, 1405. PHYS 1401, 1402, 1405, 1411, 1412, 1413, 1415, 2425, 2426.	8
Humanities (040) (visual/performing arts)	ARTS 1303, 1304, 1311, 1312, 1313, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2324, 2326, 2327, 2333, 2336, 2337, 2341, 2342, 2346, 2347, 2356, 2357, 2366, 2367, 2376. DANC 2304. DRAM 1310, 1320, 1321, 1351, 2336, 2366. MUSI 1131, 1151, 1181, 1182, 1183, 1184, 1216, 1217, 1301, 1304, 1306, 1308, 1309, 1311, 1312, 2303, 2311, 2312. HUMA 1315.	3
(literature, philosophy, and cultural studies)	ANTH 2301, 2346, 2351. ENGL 2322, 2323, 2327, 2328, 2332, 2333. HUMA 1315. PHIL 1301, 1304, 1316, 1317, 2306, 2307.	3
Social/Behavioral Sciences (080) (legislatively mandated U.S. History and Political Science)	HIST 1301, 1302. GOVT 2301, 2302.	12
(other social/behavioral science)	HIST 2301, 2311, 2312, 2381. GOVT 2304. PSYC 2301, 2306, 2308, 2314, 2315, 2316, 2319. SOCI 1301, 1306, 2301, 2319, 2336. ECON 1303, 2301, 2302. GEOG 1300, 1301, 1302, 1303.	3
Health, Wellness, Kinesiology (090)	PHED 1100-1104, 1106-1108, 1110, 1114-1116, 1118-1120, 1123-1126, 1129-1131, 1133, 1136, 1138, 1140, 1151, 1152, 1158-1160, 2155.	1
Total Core Requirements		42
Computer Technology/Skills (CTS) (Must meet skills required for basic use of computers)	(Successfully completed course or competency challenge exam) COSC 1300.	
Transfer Course Selections Required	Transfer courses may vary depending on the major the student wishes to pursue. Courses must be university parallel, Texas common course numbered (TCCN) courses which will meet the bachelor degree requirements of the university to which the students plans to transfer. See individual curriculum plans for specific courses.	24
Total Semester Credit Hours		66



A course cannot count toward more than one requirement of the degree.



Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there.

The requirements for a CTC Associate in Arts degree are:

Complete Core	42 semester Credit Hours
Health/Wellness/Kinesiology selection (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language selection (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization selection - University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours
Total 66 Semester Credit Hours	

The requirements for a CTC Associate in Science degree are:

Complete Core	42 semester Credit Hours
Health/Wellness/Kinesiology selection (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Mathematics selection (MATH)	3 Semester Credit Hours
Natural Science selection (BIOL, CHEM, PHYS, GEOL)	4 Semester Credit Hours
Specialization selection - University Parallel, Texas Common Course (TCCN)	11 Semester Credit Hours
Total 66 Semester Credit Hours	

Additional Associate in Arts and Associate in Science Degree Requirements

- A minimum of 25 percent of semester credit hours earned within the Central Texas College System
- All required courses in the major as listed in this Catalog;
- Satisfy:
 - A minimum overall grade point average of 2.0 ("C" average);
 - A minimum "C" on each course in the major;
 - A minimum of 2.0 "C" with Central Texas College;
- A passing grade on all sections of the "Certificate Form" of the TASP test*;
- Meeting all other Central Texas College and departmental requirements.

Associate in General Studies Degree

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

- Communications to include either:
 - ENGL 1301 and three semester hours of oral communications, or
 - ENGL 1312;
- Three semester hours of humanities or fine arts;
- Three semester hours of mathematics, MATH 1314 or higher;
- HIST 1301 and 1302;
- GOVT 2301 and 2302;
- Three semester hours of computer instruction;
- Two semester hours of physical education from activity courses;
- If the major is music, journalism, or commercial art, all required courses in the major as listed in this Catalog must be completed;
- A minimum of 25 percent of semester hour credits earned within the Central Texas College System;
- A minimum overall grade point average of 2.0 ("C" average), to include a minimum 2.0 "C" average on all courses taken with Central Texas College;
- Meeting all other Central Texas College and departmental requirements;
- 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 Department Chair; and
- A passing grade on all sections of the "Certificate Form" of the TASP test or state approved alternative test.*

* This does not apply to any student who has earned three or more semester credit hours of college credit before the Fall Semester of 1989.

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 either:
 - ENGL 1301 and three semester hours of oral communications, or
 - ENGL 1312;
- Three semester hours of humanities or fine arts (see page below);
- Three semester hours of mathematics, MATH 1314 or higher, except for the Associate Degree Nursing program;
- Three semester hours of social or behavioral science (see page below);
- Three semester hours of computer instruction (see page below);
- A minimum of 50 percent of semester credit 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 this Catalog;
- Satisfy:
 - A minimum overall grade point average 2.0 ("C" average);
 - A minimum "C" on each course in the major;
 - A minimum of 2.0 "C" with Central Texas College;
- A passing grade on all sections of the "Certificate Form" of the TASP test or state approved alternative test*; and
- 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 seven years after courses are completed.

- * This does not apply to any student who has earned three or more semester credit hours of college credit before the Fall Semester of 1989.

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.

Agriculture Science (AGRI) 020101

Associate in Science Degree

66 Total Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Mathematics selection (MATH)	3 Semester Credit Hours
Natural Scienceselection (BIOL, CHEM, PHYS, GEOL)	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN)	11 Semester Credit Hours
AGRI 1231 The Agriculture Industry, AGRI 1307 Agronomy, AGRI 1309 Computers in Agriculture.	
AGRI 1419 Animal Husbandry, AGRI 2313 Entomology, AGRI 2317 Introduction to Agriculture Economics.	

Art (ART) 500402

Associate in Arts Degree

66 Total Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours
ARTS 1303/04 Art History I&II, ARTS 1311 Design: 2-D, ARTS 1312 Design: 3-D, ARTS 1316/17 Drawing I&II,	
ARTS 2323/24 Figure Drawing I & II, ARTS 2311 Design: Computer-Aided Art, ARTS 2313/14 Computer Illustration and	
Advertising Art I & II, ARTS 2316/17 Oil Painting I & II, ARTS 2326/27 Sculpture I & II, ARTS 2333 Print Making,	
ARTS 2336/37 Fiberarts I & II, ARTS 2341/42 Jewelry and Art Metals I & II, ARTS 2346/47 Ceramics I & II,	
ARTS 2356/57 Photography I & II, ARTS 2366 Watercolor Painting, ARTS 2367 Acrylic Painting,	
ARTS 2376 Problems in Contemporary Arts.	

Biology (BIOL) 260101

Associate in Science Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Mathematics selection (MATH)	3 Semester Credit Hours
Natural Science selection (BIOL, CHEM, PHYS, GEOL)	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN)	11 Semester Credit Hours
BIOL 1408 General Biology I, BIOL 1409 General Biology II, BIOL 1411 General Botany, BIOL 1424 Plant Taxonomy,	
BIOL 2428 Vertebrate Zoology	

Business Administration (BUSS) 520101

Associate in Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	1 Semester Credit Hour
Computer Technology selection	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN)	12 Semester Credit Hours
ACCT 2301 Principles of Accounting, ACCT 2302 Principles of Accounting II, BUSI 1301 Introduction to Business,	
ECON 2301 Macroeconomics, ECON 2302 Microeconomics.	

In cases where lower division degree requirements of the receiving institution 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, Campus Dean, Dean of Student Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

Chemistry (CHEM) 400501

Associate in Science Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Mathematics selection (MATH)	3 Semester Credit Hours
Natural Science selection (BIOL, CHEM, PHYS, GEOL)	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN)	11 Semester Credit Hours
CHEM 1411 General Chemistry I, CHEM 1412 General Chemistry II, CHEM 2423 Organic Chemistry I, CHEM 2425 Organic Chemistry II	

Commercial Art (CART) 500402

Associate in Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours
ARTS 1303/04 Art History I & II, ARTS 1311 Design: 2-D, ARTS 1312 Design: 3-D, ARTS 1316/17 Drawing I & II, ARTS 2323/24 Figure Drawing I & II, AND , ARTS 2313/14 Computer Illustration and Advertising Art I & II.	

Engineering (ENGR) 140101

Associate in Science Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Mathematics selection (MATH 2414 suggested)	3 Semester Credit Hours
Natural Science selection (BIOL, CHEM, PHYS, GEOL)	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN)	11 Semester Credit Hours
ENGR 1304 Engineering Graphics, ENGR 1305 Descriptive Geometry, MATH 2318 Linear Algebra, MATH 2320 Differential Equations.	

Environmental Science (ENVS) 030102

Associate in Science Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Mathematics selection (MATH)	3 Semester Credit Hours
Natural Science selection (BIOL, CHEM, PHYS, GEOL)	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN)	11 Semester Credit Hours
BIOL 1408 General Biology I, BIOL 1409 General Biology II, BIOL 1411 General Botany, BIOL 1413 General Zoology, CHEM 1411/12 General Chemistry I & II, GEOL 1403 Physical Geology, PHYS 1413 Environmental Science.	

In cases where lower division degree requirements of the receiving institution 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, Campus Dean, Dean of Student Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

Geology (GEOL) 400601

Associate in Science Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Mathematics selection (MATH)	3 Semester Credit Hours
Natural Science selection (BIOL, CHEM, PHYS, GEOL)	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN)	11 Semester Credit Hours
GEOL 1403 Physical Geology, GEOL 1404 Historical Geology	

Students deficient in mathematics must take College Algebra. This course should be taken during the summer term prior to the freshman year.

Interdisciplinary Studies (IDST) 309999

Associate in Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours

Journalism/Communications (COMM) 090401

Associate in Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours
COMM 1307 Introduction to Mass Communications, COMM 2311 News Gathering and Writing I, COMM 2315 News Gathering and Writing II, COMM 2389 Academic Coop in Humanities/Fine Arts.	

See also, Radio/Television Broadcasting, Associate in Arts Degree and Certificates of Completion in Radio Broadcasting and Radio and Television Broadcasting.

Kinesiology (Physical Education) (PHED) 131314

Associate in Science Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Mathematics selection (MATH)	3 Semester Credit Hours
Natural Science selection (BIOL, CHEM, PHYS, GEOL)	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN)	11 Semester Credit Hours
PHED 1130 Physical Conditioning, PHED 1138 Rhythmic Aerobics, PHED 1301 Foundations of Physical Health, PHED 1306 Safety and First Aid, PHED 1308 Sports Officiating, PHED (Team Sport), PHED (Individual Sport).	

In cases where lower division degree requirements of the receiving institution 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, Campus Dean, Dean of Student Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

Mathematics (MATH) 270101

Associate in Arts Degree

66 Semester Credit Hours

This curriculum is recommended for students pursuing either an Associate in Arts degree or an Associate in Science degree from Central Texas College. Students should check requirements of the institution to which they intend to transfer, as requirements may vary.

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours
MATH 1348 Analytic Geometry, MATH 2318 Linear Algebra, MATH 2320 Differential Equations, MATH 2413 Calculus I, MATH 2414 Calculus II.	

Mathematics (MATH) 270101

Associate in Science Degree

66 Semester Credit Hours

This curriculum is recommended for students pursuing either an Associate in Arts degree or an Associate in Science degree from Central Texas College. Students should check requirements of the institution to which they intend to transfer, as requirements may vary.

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Mathematics selection (MATH)	3 Semester Credit Hours
Natural Science selection (BIOL, CHEM, PHYS, GEOL)	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN)	11 Semester Credit Hours
MATH 1348 Analytic Geometry, MATH 2318 Linear Algebra, MATH 2320 Differential Equations, MATH 2413 Calculus I, MATH 2414 Calculus II.	

Modern Language (FLAN) 160101

Associate in Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours
LANG 1411 Beginning Foreign Language I, LANG 1412 Beginning Foreign Language II, LANG 2311 Intermediate Foreign Language, LANG 2312 Intermediate Foreign Language.	

Music (MUSI) 500901

Associate in Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours
MUSI 1216 Ear Training/Sight Singing I, MUSI 1131 Ensemble, MUSI 1151 Choir, MUAP 1181 Individualized Instruction I (Voice), MUAP 1182 Individualized Instruction II (Voice), MUAP 2281 Individualized Instruction III (Voice), MUAP 2282, Individualized Instruction IV (Voice), MUSI 1312 Music Theory II. * MUSI 1131 is a residency requirement but does not transfer as credit.	

In cases where lower division degree requirements of the receiving institution 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, Campus Dean, Dean of Student Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

Radio/Television Broadcasting (RTBD) 090701

Associate in Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours
COMM 1307 Introduction to Mass Communications, COMM 2331 Radio Television Announcing, COMM 2303 Audio/ Radio Production, COMM 1336 Television Production (Studio), COMM 1337 Television Production (Field), COMM 2327 Principles of Advertising.	

Also available are two Certificates of Completion; 30 semester credit hours, Radio Broadcasting (RBCC) and 42 semester credit hours, Radio and Television Broadcasting (TRBC).

Social Science (SOCI) 450101

Associate in Arts Degree

66 Semester Credit Hours

Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours
ANTH, ECON, GEOG, GOVT, HIST, PSYC, SOCI.	

In cases where lower division degree requirements of the receiving institution 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, Campus Dean, Dean of Student Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

Agriculture Production Specialization (ASAP) 010104

Associate in Applied Science Degree

First Year

First Semester			Credit
AGRI	1231	The Agriculture Industry	2
AGRI	1419	Introductory Animal Science	4
ENGL	1312	Communications Skills	3
ELCT		Humanities/Fine Arts Selection	3
AGRI	2317	Introduction to Agriculture Economics	3

Second Semester

AGRI	1309	Computers in Agriculture	3
AGRI	2303	Agriculture Mechanics I	3
AGMG	2306	Livestock and Meat Marketing	3
ELCT		Social/Behavioral Science Selection	3
AGAH	1343	Animal Health	3
ELCT		Agriculture Elective	3

Second Year

First Semester

AGAH	2313	Principles of Feeds and Feeding	3
AGAH	1353	Beef Cattle Production	3
AGRI	2301	Agriculture Power Units	3
MATH	1342	Elementary Statistics	3
AGEQ	1311	Equine Science I	3
AGMG	2486	Internship- Agriculture Business and Management	4

Second Semester

AGAH	1347	Animal Reproduction	3
AGRI	2304	Agriculture Mechanics II	3
AGRI	2330	Wildlife Management	3
AGCR	1307	Range Management	3
ELCT		Agriculture Elective	3
Total Hours			67

Equine Management Specialization (ASEM)**010104****Associate in Applied Science Degree****First Year**

First Semester			Credit
AGRI	1231	The Agriculture Industry	2
AGRI	1419	Introductory Animal Science	4
ENGL	1312	Communications Skills	3
AGRI	2317	Introduction to Agriculture Economics	3
AGEQ	1319	Horsemanship I	3

Second Semester

AGRI	1309	Computers in Agriculture	3
AGRI	2303	Agriculture Mechanics I	3
AGAH	1343	Animal Health	3
AGEQ	2339	Horsemanship II	3
AGEQ	1311	Equine Science I	3
AGMG	2306	Livestock and Meat Marketing	3

Second Year

First Semester			Credit
AGAH	2313	Principles of Feeds and Feeding	3
ELCT		Humanities/Fine Arts Selection	3
MATH	1342	Elementary Statistics	3
ELCT		Social/Behavioral Science Selection	3
AGMG	2486	Internship-Agriculture Business and Management	4
ELCT		Agriculture Elective	3

Second Semester

AGEQ	2311	Equine Science II	3
AGAH	1347	Animal Reproduction	3
AGCR	1307	Range Management	3
AGRI	2301	Agriculture Power Units	3
ELCT		Agriculture Elective	3
Total Hours			67

Horticultural Development Specialization (ASHD) 010104

Associate in Applied Science Degree

First Year

First Semester			Credit
AGRI	1231	The Agriculture Industry	2
AGRI	1419	Introductory Animal Science	4
ENGL	1312	Communications Skills	3
AGRI	2317	Introduction to Agriculture Economics	3
BIOL	2413	Biological Entomology	4

Second Semester

AGRI	1309	Computers in Agriculture	3
AGRI	2303	Agriculture Mechanics I	3
AGRI	1307	Agronomy	3
ELCT		Humanities/Fine Arts Selection	3
HALT	1322	Landscape Design	3
AGRI	1415	Horticulture	4

Second Year

First Semester

HALT	1319	Landscape Construction	3
MATH	1342	Elementary Statistics	3
AGRI	1315	Horticulture - Home Gardening	3
BIOL	1411	Botany	4
AGMG	2486	Internship-Agriculture Business and Management	4

Second Semester

BIOL	1424	Plant Taxonomy	4
HALT	2308	Greenhouse Management	3
ELCT		Agriculture Elective	3
ELCT		Social/Behavioral Science Selection	3
AGCR	1319	Soil Science	3
Total Hours			68

Agriculture

Agriculture Technology (ATEC) 010104

Certificate of Completion

First Year

First Semester			Credit
AGRI	1231	The Agriculture Industry	2
AGRI	1419	Introductory Animal Science	4
AGEQ	1311	Equine Science I	3
AGMG	2306	Livestock and Meat Marketing	3
AGRI	1307	Agronomy	3
ELCT		Agriculture Elective	3

Second Semester

AGAH	2313	Principles of Feeds and Feeding	3
AGAH	1353	Beef Cattle Production	3
AGRI	2330	Wildlife Management	3
AGCR	1307	Range Management	3
AGRI	1309	Computers in Agriculture	3
AGMG	2486	Internship-Agriculture Business and Management	4
ELCT		Agriculture Elective	3
Total Hours			40

Arts and Sciences (ARTC) 240199

Certificate of Completion

First Semester			Credit
HIST	1301	History of the U.S. to 1877	3
SPCH		Speech Selection	3
GOVT	2301	State and Federal Government I	3
ELCT*		MATH, ENGL, SCIE or LANG	6-8
PHED		Physical Education	1
Second Semester			
ELCT		Elective Selections	14-15
ELCT		Humanities/Fine Arts Selection	3
ELCT		Computer Technology/Skills Selection	4
PHED		Physical Education	1
Total Hours			38-41

- See courses under BIOL, CHEM, GEOL, or PHYS for SCIE elective selections. See course selection under FREN, GERM, JAPN, or SPAN for LANG elective selections.

Auto Collision

Auto Collision Repair (ATCR) 470603

Associate in Applied Science Degree

First Year

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1471	Advanced Auto Body Welding	4
ABDR	1431	Basic Refinishing	4
PHED		Physical Education	1

Second Semester

ABDR	2449	Advanced Refinishing I	4
ABDR	1449	Automotive Plastic and Sheet Molding Compound	4
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1442	Structural Analysis and Damage Repair II	4
MATH		MATH 1324, 1342, 1314 or higher	3

Second Year

First Semester			
ABDR	2435	Structural Analysis and Damage Repair IV	4
ABDR	2437	Structural Analysis and Damage Repair V	4
ELCT		Humanities/Fine Arts Selection	3
ENGL	1312	Communications Skills	3
GOVT	2301	State and Federal Government I	3
or			
GOVT	2302	State and Federal Government II	

Second Semester

ABDR	2402	Auto Body Mechanical and Electrical Service	4
AUMT	1416	Suspension and Steering	4
ELCT		Computer Technology/Skills Selection	4
SPCH	1321	Business and Professional Speaking	3
AUMT	1410	Automotive Brake Systems	4
or			
ABDR	2488	Internship - Auto/Automotive Body Repairer	
Total Hours			72

Auto Collision Repair Technician (ATRT) 470603

Certificate of Completion

This is a self-paced, open-entry program.

First Year

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1471	Advanced Auto Body Welding	4
Second Semester			
ABDR	1431	Basic Refinishing	4
ABDR	2449	Advanced Refinishing I	4
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1449	Automotive Plastic and Sheet Molding Compound Repair	4

Second Year

First Semester			
ABDR	1442	Structural Analysis and Damage Repair II	4
ABDR	2435	Structural Analysis and Damage Repair IV	4
ABDR	2437	Structural Analysis and Damage Repair V	4
ABDR	2402	Auto Body Mechanical and Electrical Service	4
Second Semester			
AUMT	1416	Suspension and Steering	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4
or			
ABDR	2488	Internship - Auto/Automotive Body Repairer	
Total Hours			56

Mechanical and Electrical (ATME) 470603

Certificate of Completion

This is a self-paced, open-entry program.

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	2402	Auto Body Mechanical and Electrical Service	4
ABDR	1472	Auto Body Glass Hardware and Trim	4
AUMT	1416	Suspension and Steering	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4
or			
ABDR	2488	Internship - Auto/Automotive Body Repairer	
Total Hours			24

Auto Collision

Painting and Refinishing (ATPR) 470603

Certificate of Completion

This is a self-paced, open-entry program.

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1431	Basic Refinishing	4
ABDR	2449	Advanced Refinishing I	4
Second Semester			
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1471	Advanced Auto Body Welding	4
ABDR	1449	Automotive Plastic and Sheet Molding Compound Repair	4
or			
ABDR	2488	Internship - Auto/Automotive Body Repairer	28
Total Hours			

Structural/Non-Structural Analysis and Damage Repair (ASAD) 470603

Certificate of Completion

This is a self-paced, open-entry program.

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1471	Advanced Auto Body Welding	4
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1442	Structural Analysis and Damage Repair II	4
Second Semester			
ABDR	2435	Structural Analysis and Damage Repair IV	4
ABDR	2437	Structural Analysis and Damage Repair V	4
ABDR	1449	Automotive Plastic and Sheet Molding Compound Repair	4
ABDR	2402	Auto Body Mechanical and Electrical Service	4
or			
ABDR	2488	Internship - Auto/Automotive Body Repairer	36
Total Hours			

Automotive Mechanic/Technician (ATMT) 470604

Associate in Applied Science Degree

First Year

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

Second Semester

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

Second Year

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

Second Semester

AUMT	2425	Automatic Transmissions and Transaxles	4
AUMT	2434	Engine Performance Analysis II	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Elective	3
AUMT	1419	Automotive Engine Repair	4
or			
AUMT	2488	Internship--Auto/Automotive Mechanic Technician	
Total Hours			72

Automotive Mechanic

Automotive Technician (ATTE) 470604

Certificate of Completion

This is a self-paced, open-entry program.

First Year

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

Second Semester

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

Second Year

First Semester			Credit
AUMT	1416	Suspension and Steering	4
AUMT	2413	Manual Drive Trains and Axles	4
AUMT	2425	Automatic Transmissions and Transaxles	4
WLDG	2413	Welding Using Multiple Processes	4

Second Semester

AUMT	2434	Engine Performance Analysis II	4
AUMT	1419	Automotive Engine Repair	4

or

AUMT	2488	Internship—Auto/Automotive Mechanic Technician	
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Total Hours			55
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Automotive System Specialist (ATSS) 470604

Certificate of Completion

This is a self-paced, open-entry program.

			Credit
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4
AUMT	1416	Suspension and Steering	4
AUMT	2413	Manual Drive Trains and Axles	4
AUMT	2425	Automatic Transmissions and Transaxles	4
WLDG	2413	Welding Using Multiple Processes	4
or			
AUMT	2488	Internship—Auto/Automotive Mechanic/Technician	
Total Hours			39

Automotive Tune-Up Specialist Certificate (ATTU) 470604

Certificate of Completion

This is a self-paced, open-entry program.

			Credit
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	1471	Automotive Fuel Systems	4
AUMT	1472	Automotive Computer Systems	4
AUMT	2434	Engine Performance Analysis II	4
AUMT	1419	Automotive Engine Repair	4
or			
AUMT	2488	Internship–Auto/Automotive Mechanic/Technician	
Total Hours			31

Aviation Science(ASCI) 490102

Associate in Applied Science Degree

First Year

First Semester			Credit
AIRP	1315	Private Flight	3
AIRP	1417	Private Pilot Ground School	4
AIRP	1305	Aircraft Science	3
ENGL	1301	Composition and Rhetoric I	3
MATH	1314	College Algebra	3

Second Semester

AIRP	1255	Intermediate Flight	2
AIRP	1341	Advanced Air Navigation	3
AIRP	1307	Aviation Meteorology	3
SPCH	1315	Public Speaking	3
ENGL	1302	Composition and Rhetoric II	3
ELCT		Approved Elective	3

Third Semester

AIRP	2250	Instrument Flight	2
AIRP	1451	Instrument Ground School	4
ELCT		Science Selection (with Lab)	4
PHED		Physical Education	1

Second Year

First Semester			Credit
AIRP	2239	Commercial Flight	2
AIRP	2337	Commercial Ground School	3
AIRP	1343	Aerodynamics	3
ELCT		Computer Technology/Skills Selection	4
ELCT		Fine Arts Selection	3

Second Semester

AIRP	2355	Propulsion	3
GOVT	2301	State and Federal Government I	3
AVIM	2331	Airline Management	3
ELCT		Humanities Selection (Literature)	3
PHED		Physical Education	1
Total Hours			72

Aviation Science (AVCC) 490102

Certificate of Completion

First Year

First Semester			Credit
AIRP	1315	Private Flight	3
AIRP	1417	Private Pilot Ground School	4
AIRP	1305	Aircraft Science	3

Second Semester

AIRP	1255	Intermediate Flight	2
AIRP	1341	Advanced Air Navigation	3
AIRP	1307	Aviation Meteorology	3
AIRP	1343	Aerodynamics	3

Third Semester

AIRP	2250	Instrument Flight	2
AIRP	1451	Instrument Ground School	4
AIRP	2355	Propulsion	3

Fourth Semester

AIRP	2239	Commercial Flight	2
AIRP	2337	Commercial Ground School	3
AVIM	2331	Airline Management	3
Total Hours			38

Business Programmer Analyst (CSPA) 110201

Associate in Applied Science Degree

First Year

First Semester			Credit
ITSE	1402	Introduction to Computer Programming	4
ITSC	1409	Integrated Software Applications I	4
ENGL	1301	Composition and Rhetoric I	3
MATH		Math 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

Second Semester

ITSE	1418	Introduction to COBOL Programming	4
COSC	2425	Computer Organization and Machine Language	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1411	AS/400 Operating System I	4

Second Year

First Semester			
ITSC	1402	Computer Control Language	4
ITSE	1422	Introduction to C Programming	4
ITSE	1414	Introduction to RPG Programming	4
ELCT		ITSC/ITSE/ITSW/ITNW Technical Elective	4
ELCT		Social/Behavioral Science Selection	3

Second Semester

ITSE	2451	Advanced COBOL Programming	4
ITSE	2431	Advanced C++ Programming	4
ITSE	1450	System Analysis and Design	4
SPCH	1315	Public Speaking	3
ELCT		Humanities/ Fine Arts Selection	3
Total Hours			68

Information Technology (CSIT) 110201

Associate in Applied Science Degree

First Year

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

Second Semester

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

Second Year

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

Second Semester

ITSC	1492	Special Topics In Management Information Systems & Business and Data Processing General	4
ITNW	1433	Microsoft Networking Essentials	4
MATH		Math 1324, 1342, 1314 or higher	3
ELCT		Social/Behavioral Science Selection	3
SPCH	1315	Public Speaking	3
Total Hours			68

Computer Science

Network Systems Administrator (CSNS) 110201

Associate in Applied Science Degree

First Year

First Semester			Credit
ITSC	1409	Integrated Software Applications I	4
ITSE	1435	Introduction to BASIC Programming	4
ENGL	1301	Composition and Rhetoric I	3
MATH		Math 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

Second Semester

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

Second Year

First Semester			Credit
ITSC	2439	Personal Computer Help Desk	4
ITNW	2405	Network Administration for Novell Netware	4
ENGL	2311	Technical Writing	3
ITNW	1433	Microsoft Networking Essentials	4
ELCT		Humanities/Fine Arts Selection	3

Second Semester

ITSE	1450	System Analysis and Design	4
ITSE	1491	Special Topics in Computer Programming	4
ELCT		ITSC/ITSE/ITSW/ITNW Technical Elective	4
SPCH	1315	Public Speaking	3
Total Hours			67

Network Specialist (NSCC) 110201

Certificate of Completion

First Year

First Semester			Credit
ITSC	1409	Integrated Software Applications I	4
ITSE	1435	Introduction to BASIC Programming	4
ITSC	1405	Introduction to PC Operating Systems	4
ELCT		ITSC/ITSE/ITSW/ITNW Technical Elective	4

Second Semester

COSC	2425	Computer Organization and Machine Language	4
ITSC	2439	Personal Computer Help Desk	4
ITNW	1429	Novell Networking Essentials	4
ITNW	1433	Microsoft Networking Essentials	4
Total Hours			32

Computer Operator (COOP) 110301**Certificate of Completion****First Year**

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

Data Control Specialist (DCSP) 110301**Certificate of Completion****First Year**

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

Information Center Specialist (ICSP) 110301**Certificate of Completion****First Year**

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

Cosmetic Services

Barber (BRBE) 120402

Certificate of Completion

First Year

First Semester			Credit
BARB	1407	Introduction to Hair Design	4
BARB	1404	Introduction to Barber Styling	4
BARB	1402	Barber Styling I	4
Second Semester			
BARB	1542	Barber Styling II	5
BARB	2502	Barber Styling III	5
BARB	2531	Advanced Barber Styling I	5
Third Semester			
BARB	2541	Advanced Barber Styling II	5
BARB	2532	Barber Law and Shop Management I	5
BARB	2544	Barber Law and Shop Management II	5
Total Hours			42

Barber Instructor (BBIN)

Certificate of Completion

First Year

First Semester			Credit
BARB	1419	Orientation to Instructing	4
BARB	1415	Basic Barber Instructor	4
BARB	1545	Barber Instructor I	5
Second Semester			
BARB	2505	Barber Instructor II	5
BARB	2530	Barber Instructor III	5
BARB	2545	Barber Instructor IV	5
Total Hours			28

Cosmetology (COSM) 120403

Certificate of Completion

First Year

First Semester			Credit
CSME	1501	Orientation to Cosmetology	5
CSME	1551	Artistry of Hair/Theory and Practice	5
CSME	1443	Manicuring and Related Theory	4

Second Semester

CSME	1453	Chemical Reformation and Related Theory	4
CSME	1547	Principles of Skin Care/Facials and Related Theory	5
CSME	1505	Fundamentals of Cosmetology	5

Third Semester

CSME	2501	Principles of Hair Coloring and Related Theory	5
CSME	2539	Advanced Hair Design	5
CSME	2441	Preparation for Texas Cosmetology Commission Exam	4
Total Hours			42

Criminal Justice

Criminal Justice (CRIJ) 430104

Associate in Applied Science Degree

First Year

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

Second Semester

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

Second Year

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

Second Semester

CJSA 2331	Child Abuse, Prevention and Investigation	3
CJLE 1211	Basic Firearms	2
ELCT	Criminal Justice Elective	3
SPCH 1321	Business and Professional Speaking	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology/Skills Selection	3
Total Hours		67

Criminal Justice - Corrections Specialty (CRJC)

Associate in Applied Science Degree

430104**First Year**

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

Second Semester

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

Second Year**First Semester**

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

Second Semester

CJLE 1358	Rights of Prisoners	3
CJLE 1211	Basic Firearms	2
ELCT	Criminal Justice Elective	3
SPCH 1321	Business and Professional Speaking	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology/Skills Selection	3
Total Hours		67

Criminal Justice

Criminal Justice Studies Specialization 430104 Certificate of Completion

First Year

First Semester (Core Courses)			Credit
CJSA 1312/CRIJ 1307	Crime in America		3
CJSA 1313/CRIJ 1306	Court Systems and Practices		3
CJSA 1348	Ethics in Criminal Justice		3
CJSA 1322/CRIJ 1301	Introduction to Criminal Justice		3
CJSA 1359/CRIJ 2328	Police Systems and Practices		3
Core Courses Total			15

Second Semester (Criminal Justice Studies Specialization) (CJSS)

Criminal Justice Studies Specialization (6000)		
CJSA 1342/CRIJ 2314	Criminal Investigation	3
CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
CJSA 1317/CRIJ 1313	Juvenile Justice System	3
CJSA 2300/CRIJ 2323	Legal Aspects of Law Enforcement	3
ELCT	Criminal Justice Elective	3
Specialization Courses Total		15
Certificate Total		30

Second Semester (Criminal Justice Corrections Specialization)(CJCS)

CJCR	2325	Legal Aspects of Corrections	3
CJCR	1304	Probation and Parole	3
CJCR 1307/CRIJ	2313	Correctional Systems and Practices	3
CJCR 2324/CRIJ	2301	Community Resources in Corrections	3
ELCT		Criminal Justice Elective	3
Specialization Courses Total			15
Certificate Total			30

Criminal Justice - Reserve Police Academy (CCLE) 430104 Certificate of Completion

First Semester			Credit
CJSA 1322	Introduction to Criminal Justice		3
CJLE 1333	Traffic Law and Investigation		3
CJSA 1359	Police Systems and Practices		3
CJSA 1351	Use of Force		3
CJLE 1211	Basic Firearms		2
CJSA 1393	Special Topics in Criminal Justice		3
Second Semester			
CJSA 2300	Legal Aspects of Law Enforcement		3
CJSA 1313	Court Systems and Practices		3
CJSA 1312	Crime in America		3
CJSA 2331	Child Abuse, Prevention and Investigation		3
Third Semester			
CJSA 1342	Criminal Investigation		3
CJSA 1327	Fundamentals of Criminal Law		3
CJSA 1317	Juvenile Justice System		3
Total Hours			38

Basic Peace Officer Training (CBPO) 430107

Non-Credit Certificate of Completion

First Semester			Clock Hours
CJLE	1006	Basic Peace Officer I	157
Second Semester			
CJLE	1012	Basic Peace Officer II	148
Third Semester			
CJLE	1018	Basic Peace Officer III	155
Fourth Semester			
CJLE	1024	Basic Peace Officer IV	172
Total Clock Hours			632

Basic Reserve Peace Officer Training (CRPO) 430107

Non-Credit Certificate of Completion

First Semester			Clock Hours
CJLE	1005	Basic Reserve Peace Officer (1st of 2 courses)	124
CJLE	1008	Basic Reserve Peace Officer (2nd of 2 courses)	124
Second Semester			
CJLE	2023	Intermediate Reserve Officer (1st of 2 courses)	106
CJLE	2024	Intermediate Reserve Officer (2nd of 2 courses)	106
Third Semester			
CJLE	2043	Advanced Reserve Officer (1st of 2 courses)	82
CJLE	2044	Advanced Reserve Officer (2nd of 2 courses)	82
Total Clock Hours			624

Basic Corrections Certification (CECR) 430102

Non-Credit Certificate of Completion

			Clock Hours
CJCR	1011	Basic Certification for Correctional Officers (1st of 2 courses)	160
CJCR	1012	Basic Certification for Correctional Officers (2nd of 2 courses, if needed)	
Total Clock Hours			160

Diesel

Diesel Engine Mechanic and Repairer (DEMR) 470605

Associate in Applied Science Degree

First Year

First Semester

DEMR	1401	Shop Safety and Procedures	4
DEMR	1406	Diesel Engines I	4
AUMT	1445	Automotive Heating and Air Conditioning	4
ENGL	1312	Communications Skills	3
ELCT		Computer Technology/Skills Selection	3

Second Semester

DEMR	1421	Power Train I	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1417	Basic Brake Systems	4
MATH		MATH 1324, 1342, 1314 or higher	3
SPCH	1321	Business and Professional Speaking	3

Second Year

First Semester

DEMR	1416	Basic Hydraulics	4
DEMR	1471	Basic Diesel Tune-Up and Troubleshooting	4
DEMR	1411	Diesel Engine Testing and Repair II	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Elective	3

Second Semester

DEMR	1447	Power Train II	4
DEMR	1330	Steering and Suspension I	3
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
GOVT	2301	State and Federal Government I	3
or			
GOVT	2302	State and Federal Government II	
DEMR	1449	Diesel Engines II	4
or			
DEMR	2488	Internship–Diesel Engine Mechanic and Repairer	

Total Hours 72

Diesel Technician (DETE) 470605**Certificate of Completion**

This is a self-paced, open-entry program.

			Credit
DEMR	1401	Shop Safety and Procedures	4
DEMR	1406	Diesel Engines I	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1471	Basic Diesel Engine Tune-Up and Troubleshooting	4
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
DEMR	1411	Diesel Engine Testing and Repair II	4
DEMR	1416	Basic Hydraulics	4
DEMR	1421	Power Train I	4
DEMR	1447	Power Train II	4
DEMR	1417	Basic Brake Systems	4
DEMR	1330	Steering and Suspension I	3
AUMT	1445	Automotive Heating and Air Conditioning	4
DEMR	1449	Diesel Engines II	4
WLDG	2413	Welding Using Multiple Processes	4
or			
DEMR	2488	Internship–Diesel Engine Mechanic and Repairer	
Total Hours			55

Diesel Engine Specialist (DEES) 470605**Certificate of Completion**

This is a self-paced, open-entry program.

			Credit
DEMR	1401	Shop Safety and Procedures	4
DEMR	1406	Diesel Engines I	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1471	Basic Diesel Engine Tune-Up and Troubleshooting	4
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
DEMR	1411	Diesel Engine Testing and Repair II	4
DEMR	1449	Diesel Engines II	4
WLDG	2413	Welding Using Multiple Processes	4
or			
DEMR	2488	Internship–Diesel Engine Mechanic and Repairer	
Total Hours			32

Diesel

Diesel System Specialist Certificate (DESS) 470605

Certificate of Completion

This is a self-paced, open-entry program.

			Credit
DEMR	1401	Shop Safety and Procedures	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1416	Basic Hydraulics	4
DEMR	1421	Power Train I	4
DEMR	1447	Power Train II	4
DEMR	1417	Basic Brake Systems	4
DEMR	1330	Steering and Suspension I	3
AUMT	1445	Automotive Heating and Air Conditioning	4
WLDG	2413	Welding Using Multiple Processes	4
or			
DEMR	2488	Internship–Diesel Engine Mechanic and Repairer	
Total Hours			35

Computer-Aided Drafting and Design (DFTG) 480101

Associate in Applied Science Degree

First Year

First Semester			Credit
ENGR*	1304	Engineering Graphics	3
DFTG	2412	Technical Illustration	4
DFTG	2410	Structural Drafting	4
MATH	1314	College Algebra	3

Second Semester

ENGR*	1305	Descriptive Geometry	3
DFTG	2402	Machine Drafting	4
DFTG	1409	Basic Computer-Aided Drafting	4
ENGL	1312	Communications Skills	3
ELCT**		General Academic Elective	3

Second Year

First Semester

DFTG	1417	Architectural Drafting-Residential	4
DFTG	1458	Electrical/Electronics Drafting	4
DFTG	2440	Solid Modeling/Design	4
ELCT***		Approved Elective	3
ELCT		Humanities/Fine Arts Selection	3

Second Semester

DFTG	1444	Pipe Drafting	4
DFTG	1448	Topographical Drafting	4
DFTG	1471	Industrial Practice	4
ELCT		Social/Behavioral Science Selection	3
Total Hours			64

*Selected locations may substitute DFTG 1405 for ENGR 1304 and DFTG 1456 for ENGR 1305.

** Natural Science/Mathematics, Humanities/Fine Arts or Social/Behavioral Science Selection.

*** Approved Electives: DFTG 1315; ARTS 1316; ITSC 1409 or other elective approved by the Department Chair.

Computer-Aided Drafting and Design (DDCC) 480101

Certificate of Completion

			Credit
ENGR	1304	Engineering Graphics	3
ENGR	1305	Descriptive Geometry	3
DFTG	1409	Basic Computer-Aided Drafting	4
DFTG	2402	Machine Drafting	4
DFTG	2410	Structural Drafting	4
DFTG	2412	Technical Illustration	4
TECM	1303	Technical Math	3
Total Hours			25

Early Childhood Professions

Early Childhood Professions (CDEC) 200201

Associate in Applied Science Degree

First Year

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

Second Semester

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

Second Year

First Semester

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

Second Semester

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

Child Development Associate (CCDA) 200201

Certificate of Completion

		Credit
CDEC/TECA 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

* CDEC 1371 and 1340 may substitute

Early Childhood Professions (ECTC) 200201

Certificate of Completion

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

Administrator's Credentials (CDAD) 200201

Certificate of Completion

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

Special Child Option (CDSC) 200201

Certificate of Completion

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

Electronics

Communications Electronics Technology (CMET) 150303

Associate in Applied Science Degree

First Year

First Semester			Credit
CETT	1421	Electronics Fabrications	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
CPMT	1403	Introduction to Computer Technology	4

Second Semester

CPMT	2437	Microcomputer Interfacing	4
MATH	1314	College Algebra	3
CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ENGL	1312	Communications Skills	3

Second Year

First Semester

CETT	2445	Color Television Repair	4
EECT	1474	Basic Communications Circuits	4
CETT	1449	Digital Systems	4
ELCT		Social/Behavioral Sciences Selection	3
ELCT		Approved Technical Elective	4

Second Semester

EECT	2439	Communications Circuits	4
ELMT	2437	Electronic Troubleshooting, Service and Repair	4
ELCT		Humanities/Fine Arts Selection	3
EECT	1476	Digital Communications	4
ELCT		Academic Elective from Humanities/Fine Arts, Social/Behavioral Science, Natural Science, Mathematics	3

Total Hours			71
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Computer Electronics (CELT) 150402

Associate in Applied Science Degree

First Year

First Semester			Credit
CETT	1421	Electronics Fabrication	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
CPMT	1403	Introduction to Computer Technology	4

Second Semester

CPMT	2437	Microcomputer Interfacing	4
MATH	1314	College Algebra	3
CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ENGL	1312	Communications Skills	3

Second Year

First Semester

CETT	2445	Color Television Repair	4
CPMT	1445	Computer System Maintenance	4
CPMT	1449	Computer Networking Technology	4
CETT	1449	Digital Systems	4
ELCT		Social/Behavioral Science Selection	3

Second Semester

CPMT	2445	Computer System Troubleshooting	4
ELMT	2437	Electronic Troubleshooting, Service and Repair	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Approved Technical Elective	4
ELCT		Academic Elective from Humanities/Fine Arts, Social/Behavioral Science, Natural Science/Mathematics	3
Total Hours			71

Computer Electronics Technology (COEC) 150402

Certificate of Completion

First Semester

			Credit
CETT	1421	Electronics Fabrication	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
CPMT	2437	Microcomputer Interfacing	4

Second Semester

CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ELCT		Approved Elective	3
ENGL	1312	Communications Skills	3
Total Hours			30

Network Professional Specialization (CENP) 150402

Associate in Applied Science Degree

First Year

First Semester			Credit
CETT	1421	Electronics Fabrication	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
CPMT	1403	Introduction to Computer Technology	4

Second Semester

ITCC	1302	Local Area Networks Design and Protocols: Cisco I	3
ITCC	1306	Basic Router Configuration: Cisco II	3
CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ENGL	1312	Communications Skill	3

Third Semester

ITCC	1342	Local Area Management (LAN): Cisco III	3
ITCC	1346	Wide Area Management (WAN): Cisco IV	3

Second Year

First Semester

CPMT	1445	Computer System Maintenance	4
ITCC	2332	Advanced Routing Configuration: Cisco V	3
ITCC	2336	Building Remote Access Networks: Cisco VI	3
MATH	1314	College Algebra	3
ELCT		Social/Behavioral Science Selection	3

Second Semester

CPMT	2445	Computer System Troubleshooting	4
ITCC	2340	Configuring LAN Switches: Cisco VII	3
ITCC	2344	Internetwork Troubleshooting: Cisco VIII	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Approved Elective	3
Total Hours			71

* Upon successful completion of the first year the student is eligible to sit for the Cisco Certified Network Administrators exam.

Network Professional Specialization (CNPS) 150402

Certificate of Completion

First Semester			Credit
CETT	1421	Electronics Fabrication	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
CPMT	1403	Introduction to Computer Technology	4
Second Semester			
ITCC	1302	Local Area Networks Design and Protocols: Cisco I	3
ITCC	1306	Basic Router Configuration: Cisco II	3
CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ENGL	1312	Communications Skills	3
Third Semester			
ITCC	1342	Local Area Management (LAN): Cisco III	3
ITCC	1346	Wide Area Management (WAN): Cisco IV	3
Total Hours			39

Emergency Medical Technology

Emergency Medical Technology (EMPT) 510904

Associate in Applied Science

First Year

First Semester			Credit
EMSP	1401	Emergency Medical Technician - Basic	4
EMSP	1160	Clinical - EMT	1
BIOL	2401	Human Anatomy	4
PSYC	2314	Life Span Development	3
PHED		Physical Education	1

Second Semester

EMSP	1441	EMT-Intermediate	4
EMSP	1355	Trauma Management	3
EMSP	1166	Practicum - EMT	1
BIOL	2402	Human Physiology	4
ELCT		Elective	3

Third Semester

EMSP	2444	Cardiology	4
ENGL	1301	Composition and Rhetoric I	3
PSYC	2301	Introduction to Psychology	3

Second Year

First Semester			
EMSP	2434	Medical Emergencies	4
SPCH		SPCH 1315 or 1318	3
PHED		Physical Education	1
ELCT		Humanities/Fine Arts Selection	3
EMSP	1167	Practicum - EMT	1

Second Semester

EMSP	2330	Special Populations	3
BIOL	2421	Microbiology	4
ITSC	1409	Integrated Software Applications I	4

Third Semester

EMSP	2143	Assessment Based Management	1
EMSP	1268	Practicum - EMT	2
EMSP	2338	EMS Operation	3

Total Hours			67
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EMT - Paramedic (EMPC) 510904**Certificate of Completion**

Students are required to complete both the college local placement exam and the NET aptitude test with acceptable scores.

			Credit
EMSP	1401	Emergency Medical Technician-Basic	4
EMSP	1160	Clinical - EMT	1
EMSP	1441	Emergency Medical Technician-Intermediate	4
EMSP	1355	Trauma Management	3
EMSP	1166	Practicum - EMT	1
EMSP	2444	Cardiology	4
EMSP	2434	Medical Emergencies	4
EMSP	1167	Practicum - EMT	1
EMSP	2330	Special Populations	3
EMSP	2143	Assessment Based Management	1
EMSP	1268	Practicum - EMT	2
Total Hours			28

Upon successful completion of EMSP 1401 and EMSP 1160, students are eligible to sit for the EMT-Basic exam.

Upon successful completion of EMSP 1401, EMSP 1441, EMSP 1355, EMSP 1160, and EMSP 1166, students are eligible to sit for the EMT-Intermediate exam.

Upon successful completion of the certificate, students are eligible to sit for the EMT-Paramedic exam.

Fire Protection

Fire Protection (FIRC) 420301

Central Texas College offers the workforce education courses listed below in Fire Protection Technology. The implementation of an Associate in Applied Science degree is dependent upon local need and industry demand.

			Credit
FIRT	1301	Fundamentals of Fire Protection	3
FIRT	1309	Fire Administration I	3
FIRT	1331	Firefighting Strategies and Tactics I	3
FIRT	1338	Fire Protection Systems	3
Total Hours			12

Upon successful completion of 12 semster credit hours the student may meet the initial employment requirements of a municipal fire department.

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
ENGL	1301	Composition and Rhetoric I	
or			
ENGL	1312	Communications Skills	3
HIST	1301	History of the U.S. to 1877	3
PHED		Physical Education	1
ELCT		Electives	9

Second Semester

SPCH*		Speech Selection	
or			
ELCT*		Elective	3
HIST	1302	History of the U.S. from 1877	3
MATH		Math 1324, 1342, 1314 or higher	3
ELCT		Electives	4
ELCT		Computer Technology/Skills selection	3

Second Year

First Semester

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

Second Semester

GOVT	2302	State and Federal Government II	3
ELCT		Humanities/Fine Arts Selection	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.

Graphics and Printing

Graphics and Printing (GRPH) 480201

Associate in Applied Science Degree

First Year

First Semester			Credit
GRPH	1405	Introduction to Graphic Arts and Printing	4
GRPH	1471	Basic Camera	4
GRPH	1309	Press Operations I	3
ENGL	1301	Composition and Rhetoric I	3
POFT	1329	Keyboarding and Document Formatting	3

Second Semester

GRPH	1419	Bindery and Finishing Operations	4
GRPH	1322	Electronic Publishing I	3
GRPH	1474	Preventive Maintenance	4
MATH		MATH 1324, 1342, 1314 or higher	3
BMGT	1303	Principles of Management	3

Second Year

First Semester			
GRPH	2336	Prepress Techniques	3
SPCH	1321	Business and Professional Speaking	3
ITSC	1409	Integrated Software Applications I	4
HRPO	1311	Human Relations	3
GOVT	2301	State and Federal Government I	3
OR			
GOVT	2302	State and Federal Government II	
ELCT		Elective	1

Second Semester

GRPH	2338	Press Operations II	3
BMGT	1301	Supervision	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Management Elective	3
PHED		Physical Education	1
ELCT		Management/Business Elective	3-4
or			
GRPH	2488	Internship - Graphics and Printing Equipment Operator	
Total Hours			67-68

Graphics and Printing Technology (GRGT) 480201

Certificate of Completion

This is a self-paced, open-entry program.

			Credit
GRPH	1405	Introduction to Graphic Arts and Printing	4
GRPH	1471	Basic Camera	4
GRPH	2336	Prepress Techniques	3
GRPH	1322	Electronic Publishing I	3
GRPH	1354	Electronic Publishing II	3
GRPH	2341	Electronic Publishing III	3
GRPH	1309	Press Operations I	3
GRPH	2338	Press Operations II	3
GRPH	1374	Press Operations III	3
GRPH	1474	Preventive Maintenance	4
GRPH	1419	Bindery and Finishing Operations	4
GRPH	1472	Graphics and Printing Applications	4
or			
GRPH	2488	Internship - Graphics and Printing Operator	
Total Hours			41

Graphics and Printing (GPCC) 480201

Certificate of Completion

(Texas Department of Criminal Justice Only)

			Credit
GRPH	1405	Introduction to Graphic Arts and Printing	4
GRPH	1322	Electronic Publishing I	3
GRPH	1471	Basic Camera	4
GRPH	2336	Prepress Techniques	3
GRPH	1309	Press Operations I	3
GRPH	1474	Preventive Maintenance	4
GRPH	2338	Press Operations II	3
GRPH	1419	Bindery and Finishing Operations	4
Total Hours			28

Heating and Air Conditioning

Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART) 470201

Associate in Applied Science Degree

First Year

First Semester			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Electricity Principles	4
HART	1445	Gas and Electric Heating	4
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

Second Semester

HART	1403	A/C Control Principles	4
HART	1441	Residential Air Conditioning	4
ELCT		Computer Technology/Skills Selection	4
ENGL	1312	Communications Skills	3
GOVT	2301	State and Federal Government I	3
or			
GOVT	2302	State and Federal Government II	

Second Year

First Semester			
HART	1449	Heat Pumps	4
HART	2431	Advanced Electricity	4
HART	2445	Air Conditioning System Design	4
HART	1442	Commercial Refrigeration	4
ELCT		Humanities/Fine Arts Selection	3

Second Semester

HART	2436	Troubleshooting	4
HART	2471	Advanced Heat Pumps	4
SPCH	1321	Business and Professional Speaking	3
HART	2441	Commercial Air Conditioning	4
or			
HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	
Total Hours			68

Heating, Air Conditioning and Refrigeration (HARC) 470201

Certificate of Completion

First Year

First Semester			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Electricity Principles	4
HART	1445	Gas and Electric Heating	4
Second Semester			
HART	1403	A/C Control Principles	4
HART	1441	Residential Air Conditioning	4
HART	2431	Advanced Electricity	4

Second Year

First Semester			
HART	1449	Heat Pumps	4
HART	2445	Air Conditioning System Design	4
HART	1442	Commercial Refrigeration	4
Second Semester			
HART	2436	Troubleshooting	4
HART	2471	Advanced Heat Pumps	4
HART	2441	Commercial Air Conditioning	4
or			
HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	
Total Hours			48

Residential Heating, Air Conditioning and Refrigeration (RHAR) 470201

Certificate of Completion

First Semester			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Electricity Principles	4
HART	1445	Gas and Electric Heating	4
HART	1441	Residential Air Conditioning	4
HART	1403	A/C Control Principles	4
Second Semester			
HART	2445	Air Conditioning System Design	4
HART	1449	Heat Pumps	4
HART	2431	Advanced Electricity	4
HART	2436	Troubleshooting	4
HART	2471	Advanced Heat Pumps	4
or			
HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	
Total Hours			40

Heating and Air Conditioning

Commercial Heating, Air Conditioning and Refrigeration (CHAR) 470201 Certificate of Completion

First Semester			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Electricity Principles	4
HART	1445	Gas and Electric Heating	4
HART	1441	Residential Air Conditioning	4
HART	1403	A/C Control Principles	4
Second Semester			
HART	2445	Air Conditioning System Design	4
HART	2441	Commercial A/C	4
HART	2431	Advanced Electricity	4
HART	1442	Commercial Refrigeration	4
HART	2436	Troubleshooting	4
or			
HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	
Total Hours			40

Heating, Air Conditioning and Refrigeration (HACR) 470201 Certificate of Completion

(Texas Department of Criminal Justice Only)

			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Electricity Principles	4
HART	1445	Gas and Electric Heating	4
HART	1403	A/C Control Principles	4
HART	1441	Residential Air Conditioning	4
HART	1449	Heat Pumps	4
HART	2431	Advanced Electricity	4
HART	2436	Troubleshooting	4
Total Hours			32

Restaurant and Culinary Management (HMRI) 520902

Associate in Applied Science Degree

First Year

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

Second Semester

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

Second Year

First Semester

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

Second Semester

RSTO	1325	Purchasing for Hospitality Operations	3
MATH	1342	Elementary Statistics	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELCT		Academic Elective	3
HAMG	2388	Internship - Hospitality Administration and Management	3
Total Hours			71

Hospitality Management

Hotel Management Specialization (HMLT) 520902

Associate in Applied Science Degree

First Year

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

Second Semester

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

Second Year

First Semester

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

Second Semester

ELCT		Technical Elective	3
HAMG	2332	Hospitality Financial Management	3
HAMG	2388	Internship - Hospitality Administration and Management	3
ENGL	1301	Composition and Rhetoric I	3
ELCT		Technical Elective	3
ELCT		Technical Elective	3
Total Hours			72

Culinary Arts (CULA) 520902**Certificate of Completion****First Year**

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
RSTO	1313	Hospitality Supervision	3
RSTO	1307	Introduction to Hospitality Industry	3
CULA	1301	Basic Food Preparation	3
HAMG	1319	Computers in Hospitality	3

Second Semester

HAMG	1340	Hospitality Legal Issues	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1221	Menu Management	2
ELCT		Selective Technical Elective	2
ELCT		Selective Technical Elective	2

Third Semester

RSTO	1317	Nutrition for the Food Service Professional	3
HAMG	2371	Hospitality Management Cases	3
RSTO	1325	Purchasing for Hospitality Operations	3
ELCT		Selective Technical Elective	2
ELCT		Selective Technical Elective	2
Total Hours			40

Restaurant Skills (HMRS) 520902**Certificate of Completion**

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

Hospitality Management

Pro Management (CACC) 520902

Certificate of Completion

First Year

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

Second Semester

RSTO	1317	Nutrition for the Food Service Professional	3
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1325	Purchasing for Hospitality Operations	3
Total Hours			24

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

Property Management Advanced (HMPM) 520902

Certificate of Completion

First Year

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

Second Semester

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

Third Semester

HAMG	2332	Hospitality Financial Management	3
HAMG	2371	Hospitality Management Cases	3
RSTO	1204	Dining Room Service	2
ELCT		Selected Technical Elective	2
Total Hours			40

Institutional Food Service Operations (IFSO) 520902

Certificate of Completion

First Year

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
RSTO	1317	Nutrition for the Food Service Professional	3
RSTO	2204	Management of Production and Service	2
CULA	1301	Basic Food Preparation	3

Second Semester

RSTO	1307	Introduction to Hospitality Industry	3
ELCT		Selected Technical Elective	2
ELCT		Selected Technical Elective	2
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	1319	Computers in Hospitality	3
RSTO	1221	Menu Management	2

Third Semester

RSTO	1325	Purchasing for Hospitality Operations	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1313	Hospitality Supervision	3
RSTO	1204	Dining Room Service	2
ELCT		Selected Technical Elective	2
Total Hours			39

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

Travel and Ticketing (TRVM) 520902

Certificate of Completion

First Year

First Semester			Credit
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1307	Introduction to Hospitality Industry	3
TRVM	1300	Introduction to Travel and Tourism	3
GEOG	1303	World Regional Geography	3

Second Semester

RSTO	1313	Hospitality Supervision	3
TRVM	1349	Travel Operations I	3
TRVM	2305	Travel Industry Management	3
Total Hours			21

Baking and Pastry (BKPS) 520902

Certificate of Completion

First Year

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

Second Semester

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

Third Semester

HAMG	2388	Internship - Hospitality Administration & Management	3
PSTR	2331	Advanced Pastry	3
CULA	2341	Advanced Culinary Competition	3
ELCT		Selected Technical Elective	2
RSTO	1317	Nutrition for the Food Service Professional	3
Total Hours			41

Dietary Manager (HMDM) 520902

Certificate of Completion

First Year

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

Second Semester

RSTO	1313	Hospitality Supervision	3
DITA	1301	Dietary Manager II	3
DITA	2366	Practicum	3
Total Hours			21

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

Legal Assistant (PLLA) 220103

Associate in Applied Science Degree

First Year

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

Second Semester

LGLA	1353	Wills, Trusts, and Probate Administration	3
LGLA	1345	Civil Litigation	3
LGLA	1351	Contracts	3
LGLA	1355	Family Law	3
ITSW	1401	Introduction to Word Processing	4
SPCH	1321	Business and Professional Speaking	3

Second Year

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

Second Semester

GOVT	2302	State and Federal Government II	3
LGLA	1401	Legal Research and Writing	4
LGLA		Elective	3
LGLA		Elective	3
LGLA	2433	Advanced Legal Document Preparation	4
or			
LGLA	2488	Internship - Paralegal/Legal Assistant	
Total Hours			72

Maintenance Technology

Maintenance Technology (MTNT) 460401

Associate in Applied Science Degree

First Year

First Semester			Credit
CRPT	1429	Introduction to Carpentry	4
HART	1407	Refrigeration Principles	4
CRPT	1423	Floor Systems	4
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

Second Semester

HART	1401	Electricity Principles	4
ELPT	1429	Residential Wiring	4
ENGL	1312	Communications Skills	3
CRPT	1411	Conventional Roof Systems	4
ELEC		Humanities/Fine Arts Selection	3

Second Year

First Semester

CRPT	1415	Conventional Wall Systems	4
PFPB	2409	Residential Construction Plumbing I	4
HART	1445	Gas and Electric Heating	4
ELEC		Computer Technology/Skills Selection	4
GOVT	2301	State and Federal Government I	3
OR			
GOVT	2302	State and Federal Government II	

Second Semester

CBFM	1334	Interior & Exterior Painting and Refinishing	3
PFPB	2445	Residential Construction Plumbing II	4
MBST	1507	Masonry I	5
SPCH	1321	Business and Professional Speaking	3
DFTG	1315	Architectural Blueprint Reading	3
or			
CBFM	2487	Internship—Building/Property Maintenance and Manager	4
Total Hours			71-72

Carpentry Trades (CPTC) 460401

Certificate of Completion

This is a self-paced, open-entry program.

First Year

First Semester			Credit
CRPT	1429	Introduction to Carpentry	4
CRPT	1423	Floor Systems	4
CRPT	1415	Conventional Wall Systems	4
CRPT	1411	Conventional Roof Systems	4

Second Semester

CBFM	1334	Interior and Exterior Painting & Refinishing	3
WDWK	1413	Cabinet Making	4
WDWK	2451	Cabinet Making II	4
CNBT	1446	Construction Estimating I	4

or

CBFM	2487	Internship—Building/Property Maintenance Manager	
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Total Hours			31
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Construction Trades (CTC1) 460401

Certificate of Completion

This is a self-paced, open-entry program.

First Year

First Semester			Credit
CRPT	1429	Introduction to Carpentry	4
MBST	1507	Masonry I	5
ELPT	1411	Basic Electrical Theory	4
ELPT	1429	Residential Wiring	4

Second Semester

PFPB	2409	Residential Construction Plumbing I	4
PFPB	2445	Residential Construction Plumbing II	4
CNBT	1446	Construction Estimating I	4

or

CBFM	2487	Internship—Building/Property Maintenance and Manager	
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Total Hours			29
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Maintenance Technology

Building Trades (BLDT) 460401

Certificate of Completion

This is a self-paced, open-entry program.

First Year

First Semester			Credit
CRPT	1429	Introduction to Carpentry	4
CRPT	1423	Floor Systems	4
CRPT	1415	Conventional Wall Systems	4
CRPT	1411	Conventional Roof Systems	4

Second Semester

CBFM	1334	Interior and Exterior Painting and Refinishing	3
WDWK	1413	Cabinet Making	4
WDWK	2451	Cabinet Making II	4
MBST	1507	Masonry I	5
ELPT	1411	Basic Electrical Theory	4

Third Semester

ELPT	1429	Residential Wiring	4
PFPB	2409	Residential Construction Plumbing I	4
PFPB	2445	Residential Construction Plumbing II	4
CNBT	1446	Construction Estimating I	4

or

CBFM	2487	Internship–Building/Property Maintenance and Manager	52
Total Hours			

Residential Construction (CMRC) 460401

Certificate of Completion

(Brady Campus Only)

First Year

First Semester			Credit
CRPT	1423	Floor Systems	4
CRPT	1415	Conventional Wall Systems	4
CRPT	1411	Conventional Roof Systems	4
CBFM	1334	Interior and Exterior Painting & Refinishing	3

Second Semester

WDWK	2451	Cabinet Making II	4
MBST	1507	Masonry I	5
ELPT	1429	Residential Wiring	4
PFPB	2409	Residential Construction Plumbing I	4
Total Hours			32

Business Management (BMGT) 520201**Associate in Applied Science Degree****First Year**

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition and Rhetoric I	3
ELCT		ITSC 1409 or POFI 1345	3-4
BUSI	1301	Introduction to Business	3
SPCH		SPCH 1315 or 1321	3
PHED		Physical Education	1

Second Semester

BMGT	1325	Office Management	3
BMGT	1303	Principles of Management	3
MRKG	1311	Principles of Marketing	3
ELCT		BUSI/BMGT/MRKG/RELE/ITSC/ITSE	3-4
ELCT		BUSI/BMGT/MRKG/RELE	3
PHED		Physical Education	1

Second Year**First Semester**

MATH		MATH 1324 or 1342	3
ACCT	2301	Principles of Accounting I	3
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	3
ECON		ECON 2301 or 2302	3

Second Semester

BUSG	2309	Small Business Management	3
ACCT	2302	Principles of Accounting II	3
ELCT		Humanities/Fine Arts Selection	3
BMGT	1301	Supervision	3
ELCT		Elective	3
ELCT		BMGT 2371, BMGT 2489, or RELE 2489	3-4
Total Hours			68-72

Management and Marketing

Business Management (BSMG) 520201

Certificate of Completion

First Year

First Semester		Credit
BUSI	1301 Introduction to Business	3
BMGT	1303 Principles of Management	3
HRPO	1311 Human Relations	3
ELCT	ITSC 1409 or POFI 1345	3-4
MRKG	1311 Principles of Marketing	3

Second Semester

HRPO	2301 Human Resource Management	3
BMGT	1301 Supervision	3
BUSG	2305 Business Law/Contracts	3
ELCT	BUSI/BMGT/BUSG/MRKG/RELE	3
ELCT	BMGT 2370, BMGT 2488, RELE 2488	3-4
Total Hours		30-32

Entrepreneurship (BMEC)

Certificate of Completion

First Year

First Semester		Credit
BUSG	2309 Small Business Management	3
POFT	1325 Business Math and Machine Applications	3
ELCT	ITSC 1409 or POFI 1345	3-4
MRKG	1311 Principles of Marketing	3
ACCT	2301 Principles of Accounting I	3

Second Semester

HRPO	2301 Human Resource Management	3
BUSG	2305 Business Law/Contracts	3
ELCT	BUSI/BMGT/BUSG/RELE	3
BUSG	1370 Small Business Accounting	3
BUSG	1371 Entrepreneurship and Business Plan Development	3
Total Hours		30-31

Marketing and Sales Management (MGSM) 521401

Associate in Applied Science Degree

First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition and Rhetoric I	3
BUSI	1301	Introduction to Business	3
ELCT		ITSC 1409 or POFI 1345	3-4
SPCH		SPCH 1315 or 1321	3
PHED		Physical Education	1

Second Semester

MATH		MATH 1324 or 1342	3
MRKG	1311	Principles of Marketing	3
BMGT	1325	Office Management	3
BMGT	1302	Principles of Retailing	3
ELCT		BUSI/BMGT/MRKG/RELE/ITSC/ITSE	3-4
PHED		Physical Education	1

Second Year

First Semester			Credit
ELCT		BMGT 2370, 2488, or RELE 2488	3-4
ECON		ECON 2301 or 2302	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		BMGT/BUSI/BUSG/MRKG/RELE/HRPO	3
ELCT		BMGT/BUSI/BUSG/MRKG/RELE	3
ACCT	2301	Principles of Accounting I	3

Second Semester

ACCT	2302	Principles of Accounting II	3
BUSG	2305	Business Law/Contracts	3
BMGT	1333	Principles of Selling	3
ELCT		Approved Elective	3
ELCT		BMGT/BUSI/BUSG/MRKG/RELE	3
ELCT		BMGT 2371, BMGT 2489, or RELE 2489	3-4
Total Hours			68-72

Marketing and Sales Management(MKSM) 521401

Certificate of Completion

First Year

First Semester			Credit
HRPO	1311	Human Relations	3
BUSI	1301	Introduction to Business	3
ELCT		ITSC 1409 or POFI 1345	3-4
ELCT		BMGT/BUSI/BUSG/MRKG/RELE/HRPO	3

Second Semester

MRKG	1311	Principles of Marketing	3
BMGT	1333	Principles of Selling	3
ELCT		BUSI/BMGT/BUSG/MRKG/RELE	3
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
Total Hours			24-26

Real Estate Sales Agent (REAA) 521501
Basic Certificate of Completion

First Year

First Semester			Credit
RELE	1301	Principles of Real Estate	3
RELE	2301	Law of Agency	3
RELE	1311	Real Estate Contracts	3
Second Semester			
ELCT		RELE (except 2488/2489) or approved selection	3
RELE	2488	Internship - Real Estate	4
Total Hours			16

Medical Laboratory Technician (MELT) 511004

Associate in Applied Science Degree

First Year

First Semester			Credit
MLAB	1201	Introduction to Clinical Laboratory Science	2
MLAB	1211	Urinalysis and Body Fluids	2
BIOL	2401	Human Anatomy	4
CHEM	1411	General Chemistry I	4
MATH	1314	College Algebra	3

Second Semester

MLAB	1415	Hematology	4
BIOL	2402	Human Physiology	4
CHEM	1412	General Chemistry II	4
ITSC	1409	Integrated Software Applications I	4

Third Semester

MLAB	2561	Clinical Practice I	5
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Second Year

First Semester

MLAB	2460	Clinical II	4
MLAB	2434	Clinical Microbiology	4
MLAB	2431	Immunohematology	4
ENGL	1312	Communications Skills	3
ELCT		Humanities/Fine Arts Selection	3

Second Semester

MLAB	1331	Parasitology/Mycology	3
MLAB	2401	Clinical Chemistry	4
MLAB	2461	Clinical III	4
ELCT		Elective	3
Total Hours			68

Chemical Dependency Specialization (MHDD) 511501

Associate in Applied Science Degree

First Year

First Semester			Credit
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
PSYT	1329	Interviewing and Communication Skills	3
DAAC	1304	Pharmacology of Addiction	3
DAAC	1207	Addicted Family Intervention	2
CHLT	1209	Community Ethics	2
DAAC	1311	Counseling Theories	3

Second Semester

PSYT	1321	Crisis Intervention	3
DAAC	1309	Assessment Skills of Alcohol and Other Drug Addictions	3
DAAC	1166	Practicum	1
DAAC	1314	Dynamics of Group Counseling	3
PSYT	1309	Health Psychology	3
PHED		Physical Education	1

Second Year

First Semester			
ITSC	1409	Integrated Software Applications I	4
ENGL	1301	Composition and Rhetoric I	3
PSYC	2301	Introduction to Psychology	3

Second Semester

DAAC	1341	Counseling Alcohol and Other Drug Addictions	3
DAAC	1167	Practicum	1
SPCH		SPCH 1315 or 1321	3
ELCT		Elective	3
PSYT	2331	Abnormal Psychology	3
PSYT	2303	Social Psychology	3

Third Semester

DAAC	2367	Practicum	3
MATH		MATH 1324, 1342, 1314 or Higher	3
ELCT		Department Approved Elective	3
ELCT		Humanities/Fine Arts Selection	3
Total Hours			68

At Risk Youth Specialization (MHRY) 511501

Associate in Applied Science Degree

First Year

First Semester			Credit
CMSW	1309	Problems of Children and Adolescents	3
PSYT	1329	Interviewing and Communication Skills	3
DAAC	1304	Pharmacology of Addiction	3
CMSW	1219	Adolescent Life Cycle	2
CHLT	1209	Community Ethics	2
PSYT	1309	Health Psychology	3

Second Semester

PSYT	1321	Crisis Intervention	3
CMSW	1313	Assessment and Service Delivery	3
CMSW	1166	Practicum	1
PSYT	2301	Psychology of Group Dynamics	3
PSYC	2301	Introduction to Psychology	3
PHED		Physical Education	1

Second Year

First Semester

CJSA	1317	Juvenile Justice System	3
ENGL	1301	Composition and Rhetoric I	3
ELCT		Elective	3

Second Semester

PSYT	1345	Principles of Behavior Management and Modification	3
CMSW	1167	Practicum	1
SPCH		SPCH 1315 or 1321	3
PSYT	2339	Counseling Theories	3
PSYT	2331	Abnormal Psychology	3
PSYT	2303	Social Psychology	3

Third Semester

ITSC	1409	Integrated Software Applications I	4
CMSW	2266	Practicum	2
MATH		MATH 1324, 1342, 1314 or Higher	3
ELCT		Humanities/Fine Arts Selection	3
Total Hours			67

Chemical Dependency Specialization

Advanced Certificate (MHAD) 511501

Certificate of Completion

First Year

First Semester			Credit
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
PSYT	1329	Interviewing and Communication Skills	3
DAAC	1304	Pharmacology of Addiction	3
DAAC	1311	Counseling Theories	3
CHLT	1209	Community Ethics	2

Second Semester

PSYT	1321	Crisis Intervention	3
DAAC	1309	Assessment Skill of Alcohol and Other Drug Addictions	3
DAAC	1166	Practicum	1
DAAC	1314	Dynamics of Group Counseling	3
DAAC	1207	Addicted Family Intervention	2

Second Year

First Semester			Credit
DAAC	1341	Counseling Alcohol and Other Drug Addictions	3
DAAC	1167	Practicum	1
PSYT	2331	Abnormal Psychology	3
PSYT	2303	Social Psychology	3
PSYT	1309	Health Psychology	3

Second Semester

DAAC	2367	Practicum	3
Total Hours			42

At Risk Youth Specialization Advanced Certificate (MHYC) 511501

Certificate of Completion

First Year

First Semester			Credit
CMSW	1309	Problems of Children and Adolescents	3
PSYT	1329	Interviewing and Communication Skills	3
DAAC	1304	Pharmacology of Addiction	3
CMSW	1219	Adolescent Life Cycle	2
PSYT	1309	Health Psychology	3

Second Semester

PSYT	1321	Crisis Intervention	3
CHLT	1209	Community Ethics	2
CMSW	1313	Assessment and Service Delivery	3
CMSW	1166	Practicum	1
PSYT	2301	Psychology of Group Dynamics	3

Third Semester

PSYT	1345	Principles of Behavior Management and Modification	3
PSYT	2331	Abnormal Psychology	3
CMSW	1167	Practicum	1
PSYT	2303	Social Psychology	3
PSYT	2339	Counseling Theories	3

Fourth Semester

CMSW	2266	Practicum	2
Total Hours			41

Chemical Dependency Specialization

Basic Certificate (MHBD) 511501

Certificate of Completion

First Year

First Semester			Credit
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
PSYT	1329	Interviewing and Communication Skills	3
DAAC	1304	Pharmacology of Addiction	3
DAAC	1311	Counseling Theories	3

Second Semester

DAAC	1309	Assessment Skills of Alcohol and Other Drug Addictions	3
DAAC	1207	Addicted Family Intervention	2
DAAC	1314	Dynamics of Group Counseling	3
CHLT	1209	Community Ethics	2
DAAC	1166	Practicum	1
Total Hours			23

Nursing

Nursing Associate Degree (NURI) 511601

Associate in Applied Science Degree

First Year

First Semester			Credit
RNSG	1209	Introduction to Nursing	2
BIOL	2401	Human Anatomy	4
ELCT		ITSC 1409 or POFT 1329, POFI 1345, POFI 2301	3-4
ENGL	1301	Composition and Rhetoric I	3

Second Semester

RNSG	1413	Foundations for Nursing Practice	4
RNSG	1119	Preparation for Basic Nursing Care	1
RNSG	1115	Health Assessment	1
RNSG	1201	Pharmacology	2
RNSG	1262	Clinical - Nursing I	2
BIOL	2402	Human Physiology	4

Third Semester

RNSG	1341	Principles of Adult Health	3
RNSG	1251	Care of the Childbearing Family	2
RNSG	2213	Mental Health Nursing	2
RNSG	1363	Clinical-Nursing II	3
PSYC	2301	Introduction to Psychology	3

Second Year

First Semester			Credit
BIOL	2421	Microbiology	4

Second Semester

RNSG	1343	Concepts of Adult Health	3
RNSG	2201	Care of Children and Families	2
RNSG	2362	Clinical-Nursing III	3
SPCH		SPCH 1318 or 1315	3
PSYC	2314	Lifespan Development	3

Third Semester

RNSG	2331	Advanced Concepts of Adult Health	3
RNSG	2221	Management of Client Care	2
RNSG	2363	Clinical-Nursing IV	3
ELCT		Humanities/Fine Arts Selection	3
PHED		Physical Education	1
Total Hours			69-70

Nursing Option for LVN (NADB) 511601

Associate in Applied Science Degree

First Year

First Semester			Credit
BIOL	2401	Human Anatomy	4
BIOL	2402	Human Physiology	4
ENGL	1301	Composition and Rhetoric I	3
ELCT		ITSC 1409, POFT 1329, POFI 2301 or POFI 1345	3-4
PSYC	2301	Introduction to Psychology	3

Second Semester

RNSG*	1327	Transition from Vocational to Professional Nursing	3
RNSG*	1162	Clinical -LVN Transition (RNSG 1413, 1119, 1115, 1201, 1262, 1341, 1251, 1363)	1 18
RNSG	2213	Mental Health Nursing	2
BIOL	2421	Microbiology	4

Second Year

First Semester			
RNSG	1343	Concepts of Adult Health	3
RNSG	2201	Care of Children and Families	2
RNSG	2362	Clinical-Nursing III	3
SPCH		SPCH 1318 or 1315	3
PSYC	2314	Lifespan Development	3

Second Semester

RNSG	2331	Advanced Concepts of Adult Health	3
RNSG	2221	Management of Client Care	2
RNSG	2363	Clinical - Nursing IV	3
ELCT		Humanities/Fine Arts Selection	3
PHED		Physical Education	1
Total Hours			71-72

* RNSG 1327, 1162 are transition courses, available to Licensed Vocational Nurses. Upon successful completion of the 4th semester, Licensed Vocational Nurses will receive credit for RNSG 1413, 1119, 1115, 1201, 1262, 1341, 1251, 1363.

Vocational Nursing (VNFL) 511601

Certificate of Completion

First Year

First Semester			Credit
VNSG	1304	Foundations of Nursing	3
VNSG	1405	Health Science	4
VNSG	1323	Basic Nursing Skills	3
VNSG	1227	Essentials of Medication Administration	2
VNSG	1222	Vocational Nursing Concepts	2
VNSG	1136	Mental Health	1
VNSG	2331	Advanced Nursing Skills	3
VNSG	1126	Gerontology	1
VNSG	1116	Nutrition	1
VNSG	1160	Clinical-Practical Nurse I	1

Second Semester

VNSG	1400	Nursing in Health and Illness I	4
VNSG	1238	Mental Illness	2
VNSG	1219	Professional Development	2
VNSG	1409	Nursing in Health and Illness II	4
VNSG	1231	Pharmacology	2
VNSG	1560	Clinical-Practical Nurse II	5

Third Semester

VNSG	1330	Maternal/Neonatal Nursing	3
VNSG	1307	Pediatric Nursing	3
VNSG	1410	Nursing in Health and Illness III	4
VNSG	1360	Clinical-Practical Nurse III	3
Total Hours			53

Administrative Secretarial (ASEC) 520401

Associate in Applied Science Degree

First Year

First Semester			Credit
POFT	1329	Keyboarding and Document Formatting	3
POFT	1319	Records and Information Management I	3
POFT	1325	Business Math and Machine Applications	3
ENGL		English Selection	3
POFI	1301	Computer Applications I	3

Second Semester

POFI	2301	Word Processing	3
POFT	1309	Administrative Office Procedures I	3
ELCT		POFI/POFT Selection	3
POFT	2312	Business Communications II	3
POFT	2321	Machine Transcription	3
PHED		Physical Education	1

Third Semester

POFI	1345	Integrated Software Applications II	3
MATH		MATH 1324, 1342, 1314 or higher	3
ACNT*	1325	Principles of Accounting I	3
POFI	2331	Desktop Publishing for the Office	3
ELCT		POFI/POFT Selection	3

Fourth Semester

POFT	2333	Advanced Document Formatting and Skillbuilding	3
ACNT*	1326	Principles of Accounting II	3
POFT	1349	Administrative Office Procedures II	3
SPCH		SPCH 1315 or 1321	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Social/Behavioral Science Selection	3
Total Hours			64

* ACNT 1325, 1326 or ACCT 2301, 2302

Office Occupations

Administrative Secretarial (ASAC) 520401

Certificate of Completion

First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
ELCT		POFI/POFT Selection	3

Second Semester

ENGL		English Selection	3
POFT	2312	Business Communications II	3
POFI	2301	Word Processing	3
POFT	2321	Machine Transcription	3
POFT	1309	Administrative Office Procedures I	3

Third Semester

ACNT*	1325	Principles of Accounting I	3
POFT	2386	Internship - Administrative Assistant/Secretarial Science, General	3
POFI	1345	Integrated Software Applications II	3
POFI	2331	Desktop Publishing for the Office	3

Fourth Semester

POFT	2333	Advanced Document Formatting and Skillbuilding	3
ACNT*	1326	Principles of Accounting II	3
POFT	1349	Administrative Office Procedures II	3
POFT	2387	Internship - Administrative Assistant/Secretarial Science, General	3
Total Hours			54

* ACNT 1325, 1326 or ACCT 2301, 2302

General Office Assistant (ASCC) 520401

Certificate of Completion

(Offered at Texas Department of Criminal Justice Only)

First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1309	Administrative Office Procedures I	3
POFT	1325	Business Math and Machine Applications	3

Second Semester

POFT	1319	Records and Information Management I	3
POFT	2312	Business Communications II	3
ACNT*	1325	Principles of Accounting I	3
POFI	2301	Word Processing	3

Third Semester

ACNT*	1326	Principles of Accounting II	3
POFI	1345	Integrated Software Applications II	3
POFT	2321	Machine Transcription	3
Total Hours			33

* ACNT 1325, 1326 or ACCT 2301, 2302

General Secretarial (ASGS) 520401

Certificate of Completion

First Year

First Semester			Credit
POFT	1329	Keyboarding and Document Formatting	3
POFT	1319	Records and Information Management I	3
POFT	1325	Business Math and Machine Applications	3
ENGL		English Selection	3
POFI	1301	Computer Applications I	3
ELCT		POFI/POFT Elective	3

Second Semester

POFI	2301	Word Processing	3
POFT	1309	Administrative Office Procedures I	3
POFI	1345	Integrated Software Applications II	3
POFT	2312	Business Communications II	3
POFT	2321	Machine Transcription	3
PHED		Physical Education	1
Total Hours			34

Office Occupations

Health Information Management (HLMC) 510707

Certificate of Completion

This is a self-paced, open-entry program.

First Year

First Semester			Credit
POFT	1329	Keyboarding and Document Formatting	3
POFM	1317	Medical Administrative Procedures	3
POFT	1302	Business Communications I	3
Second Semester			
POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Communications II	3
POFM	1313	Medical Terminology I	3
Third Semester			
POFI	2301	Word Processing	3
POFT	1319	Records and Information Management I	3
POFM	2323	Medical Terminology II	3
POFM	1331	Medical Transcription I	3
Fourth Semester			
POFM	1304	Introduction to Health Records	3
POFM	1353	Medical Coding	3
POFM	2386	Internship - Medical Administrative Assistant/Secretary	3
Total Hours			39

Medical Office Specialist (HMOS) 520404

Certificate of Completion

This is a self-paced, open-entry program.

First Year

First Semester			Credit
POFT	1329	Keyboarding and Document Formatting	3
POFM	1317	Medical Administrative Procedures	3
POFT	1302	Business Communications I	3
Second Semester			
POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Communications II	3
POFM	1313	Medical Terminology I	3

Second Year

First Semester			
POFI	2301	Word Processing	3
POFT	1319	Records and Information Management I	3
POFT	1325	Business Math and Machine Applications	3
POFI	1345	Integrated Software Applications II	3
Second Semester			
POFM	1302	Computers in Health Care	3
POFM	1327	Medical Insurance	3
POFI	2386	Internship - Information Processing/Data Entry Technician	3
Total Hours			39

Medical Secretary/Transcriptionist (HIST) 520404

Certificate of Completion

This is a self-paced, open-entry program.

First Year

First Semester			Credit
POFT	1329	Keyboarding and Document Formatting	3
POFM	1317	Medical Administrative Procedures	3
POFT	1302	Business Communications I	3
Second Semester			
POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Communications II	3
POFM	1313	Medical Terminology I	3

Second Year

First Semester			
POFI	2301	Word Processing	3
POFT	1319	Records and Information Management I	3
POFM	2323	Medical Terminology II	3
POFM	1331	Medical Transcription I	3
Second Semester			
POFT	2333	Advanced Document Formatting and Skillbuilding	3
POFM	2313	Medical Transcription II	3
POFM	2387	Internship - Medical Administrative Assistant/Secretary	3
Total Hours			39

Office Occupations

Office Management (OFFM) 520204

Associate in Applied Science Degree

First Year

First Semester			Credit
POFT	1329	Keyboarding and Document Formatting	3
BMGT	1325	Office Management	3
BMGT	1303	Principles of Management	3
ENGL	1301	Composition and Rhetoric I	3
POFI	1301	Computer Applications I	3
Second Semester			
POFI	2301	Word Processing	3
ELCT		POFT 2321 or POFI 2331	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Communications II	3
POFI	1345	Integrated Software Applications II	3
PHED		Physical Education	1

Second Year

First Semester			
ACNT*	1325	Principles of Accounting I	3
POFT	1325	Business Math and Machine Applications	3
SPCH	1321	Business and Professional Speaking	3
ELCT		Social/Behavioral Science Selection	3
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1
Second Semester			
ACNT*	1326	Principles of Accounting II	3
POFT	1349	Administrative Office Procedures II	3
HRPO	2301	Human Resource Management	3
POFT	2333	Advanced Document Formatting and Skillbuilding	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		POFI/POFT Selection	3
Total Hours			65

* ACNT 1325, 1326 or ACCT 2301, 2302

Office Management (AOFM) 520204

Certificate of Completion

First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
BMGT	1303	Principles of Management	3

Second Semester

ENGL		ENGL 1301, 1302 or 1312	3
POFT	2312	Business Communications II	3
POFI	2301	Word Processing	3
ELCT		POFT 2321 or POFI 2331	3
BMGT	1325	Office Management	3
POFT	1309	Administrative Office Procedures I	3

Second Year

First Semester

POFI	1345	Integrated Software Applications II	3
ACNT*	1325	Principles of Accounting I	3
POFT	2386	Internship - Administrative Assistant/Secretarial Science, General	3
BUSG	2305	Business Law/Contracts	3

Second Semester

POFT	2333	Advanced Document Formatting and Skillbuilding	3
ACNT*	1326	Principles of Accounting II	3
POFT	1349	Administrative Office Procedures II	3
ELCT		POFI/POFT Selection	3
Total Hours			57

* ACNT 1325, 1326 or ACCT 2301, 2302

Office Occupations

Office Management (OFMC) 520204

Certificate of Completion

First Year

First Semester			Credit
POFT	1329	Keyboarding and Document Formatting	3
BMGT	1325	Office Management	3
BMGT	1303	Principles of Management	3
ENGL	1301	Composition and Rhetoric I	3
POFI	1301	Computer Applications I	3

Second Semester

POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Communications II	3
POFI	1345	Integrated Software Applications II	3
PHED		Physical Education	1
Total Hours			31

Office Information Management (OISC) 520401

Certificate of Completion

First Year

First Semester			Credit
POFT	1329	Keyboarding and Document Formatting	3
POFT	1309	Administrative Office Procedures I	3
POFT	1302	Business Communications I	3

Second Semester

POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Communications II	3
POFI	2301	Word Processing	3

Second Year

First Semester			Credit
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
ACNT	1325	Principles of Accounting I	3

Second Semester

POFI	1345	Integrated Software Applications II	3
POFT	2333	Advanced Document Formatting and Skillbuilding	3
ACNT	1311	Introduction to Computerized Accounting	3
POFT	2388	Internship - General Office/Clerical and Typing Services	3
Total Hours			39

Word Processing Specialist (WPO) 520401**Associate in Applied Science Degree****First Year**

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

Second Semester

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

Second Year**First Semester**

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

Second Semester

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

Total Hours			65
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* ACNT 1325, 1326 or ACCT 2301, 2302

Word Processing Operator (WPOC) 520401

Certificate of Completion

First Year

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

* ACNT 1325 or ACCT 2301

Word Processing Specialist (WPAC) 520401

Certificate of Completion

First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
Second Semester			
ENGL		English Selection	3
POFT	2312	Business Communications II	3
POFI	2301	Word Processing	3
POFT	2321	Machine Transcription	3
POFT	1309	Administrative Office Procedures I	3

Second Year

First Semester			
POFI	2331	Desktop Publishing for the Office	3
ACNT*	1325	Principles of Accounting I	3
POFT	2388	Internship - General Office/Clerical and Typing Services	3
POFI	1345	Integrated Software Applications II	3
Second Semester			
ACNT*	1326	Principles of Accounting II	3
POFT	1349	Administrative Office Procedures II	3
POFT	2333	Advanced Document Formatting and Skillbuilding	3
POFT	2389	Internship - General Office/Clerical and Typing Services	3
Total Hours			51

* ACNT 1325, 1326 or ACCT 2301, 2302

Radio Broadcasting (RBCC) 090701

Certificate of Completion

First Year

First Semester			Credit
COMM	1307	Introduction to Mass Communications	3
COMM	2303	Audio/Radio Production	3
COMM	2331	Radio/Television Announcing	3
COMM	2311	News Gathering and Writing I	3
SPCH		SPCH 1315, 1321, 2341	3

Second Semester

COMM	2339	Writing for Radio, Television and Film	3
COMM	2324	Practicum in Electronic Media (Audio)	3
COMM	2327	Principles of Advertising	3
COMM	2332	Radio/Television News	3
COMM	2389	Academic Cooperative in Humanities/Fine Arts	3
Total Hours			30

Television/Radio Broadcasting (TRBC) 090701

Certificate of Completion

First Semester			Credit
COMM	1307	Introduction to Mass Communications	3
COMM	2303	Audio/Radio Production	3
COMM	1336	Television Production (Studio)	3
COMM	2331	Radio/Television Announcing	3
COMM	2311	News Gathering and Writing I	3

Second Semester

COMM	2339	Writing for Radio, Television, and Film	3
COMM	2324	Practicum in Electronic Media (Audio)	3
or			
COMM	2326	Practicum in Electronic Media (Special Projects)	
COMM	1337	Television Production	3
COMM	2327	Principles of Advertising	3
COMM	2315	News Gathering and Writing II	3

Third Semester

COMM	2325	Practicum in Electronic Media (Video)	3
COMM	2332	Radio/Television News	3
ELEC		ARTS 2356, 1311, 2313	3
COMM	2389	Academic Cooperative in Humanities/Fine Arts	3
Total Hours			42

See also Associate in Arts Degrees in Journalism/Mass Communications and Radio and Television Broadcasting.

Welding

Welding (WLDG) 480508

Associate in Applied Science Degree

First Year

First Semester		Credit
WLDG 1423	Welding Safety Tools and Equipment	4
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
MATH	MATH 1324, 1342, 1314 or higher	3
ELCT	Elective	3

Second Semester

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

Second Year

First Semester		Credit
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 1435	Introduction to Pipe Welding	4
WLDG 1434	Introduction to Gas Tungsten Arc (TIG) Welding	4
ELCT	Computer Science/Microcomputer Technology Selection	3
GOVT 2301	State and Federal Government I	3
or		
GOVT 2302	State and Federal Government II	

Second Semester

WLDG 2453	Advanced Pipe Welding	4
SPCH 1321	Business and Professional Speaking	3
WLDG 1430	Introduction to Gas Metal Arc (MIG) Welding	4
ELCT	Humanities/Fine Arts Selection	3
WLDG 2435	Advanced Layout and Fabrication	4
or		
WLDG 2488	Internship-Welder/Welding Technologist	
Total Hours		70

Welding Technology (WLWT) 480508

Certificate of Completion

This is a self-paced, open-entry program.

			Credit
WLDG	1423	Welding, Safety, Tools and Equipment	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (Mig) Welding	4
WLDG	2447	Advanced Gas Metal Arc (Mig) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (Tig) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc (Tig) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship - Welder/Welding Technologist	
Total Hours			56

Fitter (WLFC) 480508

Certificate of Completion

This is a self-paced, open-entry program.

			Credit
WLDG	1423	Welding Safety, Tools and Equipment	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (Mig) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (Tig) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship - Welder/Welding Technologist	
Total Hours			40

Welding

Welder (WLWC) 480508

Certificate of Completion

This is a self-paced, open-entry program.

			Credit
WLDG	1423	Welding Safety, Tools and Equipment	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (Mig) Welding	4
WLDG	2447	Advanced Gas Metal Arc (Mig) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (Tig) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc (Tig) Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship - Welder/Welding Technologist	
Total Hours			40

Tacker (WLTC) 480508

Certificate of Completion

This is a self-paced, open-entry program.

			Credit
WLDG	1423	Welding Safety, Tools and Equipment	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
WLDG	1425	Introduction to Oxy-Fuel Welding & Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (Mig) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (Tig) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship - Welder/Welding Technologist	
Total Hours			36

ABDR Auto Body Repair

ABDR 1419 Basic Metal Repair

(ATBR 1407, TIAB 1400) 2-7-4

Basic current metal working techniques, shop safety, proper tool usage, product application, and skill development utilizing various body features including metal principles.

ABDR 1431 Basic Refinishing

(ATBR 1410, TIAB 1404) 2-6-4

An introduction to terms, trade practices, hand tools, power tools, current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Painting of trim and replacement parts included. Emphasis on surface preparation. Introduction to masking techniques. Prerequisite or Co-requisite: ABDR 1419 or consent of Department Chair.

ABDR 1441 Structural Analysis and Damage Repair I

(ATBR 1403, TIAB 1405) 2-7-4

Skill development in the roughing and shaping procedures on automotive sheet metal necessary to make satisfactory minor body repairs. Emphasis on the alignment of component parts such as doors, hoods, front-end assemblies, and deck lids. Prerequisites or Co-requisites: ABDR 1419 and 1471 or consent of Department Chair.

ABDR 1442 Structural Analysis and Damage Repair II

(ATBR 1408) 3-3-4

Continuation of general repair and replacement procedures for damaged structural parts and collision damage. Prerequisites: ABDR 1419, 1441, and 1471 or consent of the Department Chair.

ABDR 1449 Automotive Plastic and Sheet Molding

Compound Repair (TIAB 2406) 2-6-4

A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and state of the art plastic welding. Prerequisite or Co-requisite: ABDR 1419 or consent of Department Chair.

ABDR 1471 Advanced Auto Body Welding

(ATBR 1409, TIAB 1403) 2-7-4

This course is designed to provide the student with instruction in the use of those gas and electrical welding and cutting processes required in Auto Collision Repair. Basic gas welding and cutting, GMAW (MIG), resistance spot welding, and plasma arc cutting will be covered. Emphasis will be placed on safety; equipment selection and set up; the design, preparation, and fitting of weld joints; and the application of correct welding procedures to specific repair requirements. Prerequisite or Co-requisite: ABDR 1419 or consent of Department Chair.

ABDR 1472 Auto Body Glass, Hardware and Trim

(ATBR 1411, TIAB 1401) 2-7-4

This course is designed to provide the student with instruction in the removal, replacement, and service of both stationary and moveable automotive glass as well as related interior and exterior hardware such as manual and power lock mechanisms and regulators. The removal and replacement/repair of exterior and interior trim is also covered. Prerequisite or Co-requisite: ABDR 1419 or consent of Department Chair.

ABDR 2402 Auto Body Mechanical and Electrical Service (TIAB 2408) 2-7-4

Instruction in the repair, replacement, and/or service of those mechanical or electrical systems that are subject to damage from a collision. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. Prerequisite or Co-requisite: ABDR 1419 or consent of Department Chair.

ABDR 2435 Structural Analysis and Damage Repair IV

(ATBR 2400) 2-6-4

Extension of Structural Analysis and Damage Repair II providing skill development in the auto body application of theories to the repair and replacement of complete body panels. Prerequisites: ABDR 1419, 1442 and 1471 or consent of the Department Chair.

ABDR 2437 Structural Analysis and Damage Repair V

(ATBR 2406, TIAB 2407) 2-7-4

Skill development in the operation of equipment and the procedures involved in making satisfactory repairs of supporting structures on both conventional and unitized constructed vehicles. Special emphasis on conducting a thorough damage analysis as well as demonstrating proper holding, blocking, and pulling. Prerequisites: ABDR 1419, 1471, and 2435 or consent of Department Chair.

ABDR 2449 Advanced Refinishing I

(ATBR 2404, TIAB 2407) 2-7-4

Skill development in multi-stage refinishing including base coat/clear coat techniques. Further development in identification of problems and solutions in color matching and partial panel refinishing. Prerequisite: ABDR 1419 and 1431 or consent of the Department Chair.

ABDR 2488 Internship- Auto/Automotive Body Repairer

(ATBR 2409) 1-18-4

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

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, and liabilities.

ACCT 2302 Principles of Accounting II

3-0-3

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

ACNT Accounting

ACNT 1311 Introduction to Computerized Accounting (TIOA 1320, WOPO 2304) 2-4-3

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Prerequisites: ACNT 1325 or Departmental consent.

ACNT 1325 Principles of Accounting I (TIOA 1317, OADM 2304, ACTE 1301) 2-4-3

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

ACNT 1326 Principles of Accounting II (OADM 2305, ACTE 1302) 2-4-3

A study of the fundamentals of managerial accounting. Emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making, and analysis of financial reports. Prerequisites: ACNT 1325 or Departmental consent.

ACNT 1331 Federal Income Tax: Individual (MGMT 1309) 3-0-3

Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual.

AGAH Agriculture

See also AGCR, AGEQ, AGMG and HALT

AGAH 1343 Animal Health (FRMG 1304) 2-4-3

An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals.

AGAH 1347 Animal Reproduction (FRMG 2308) 2-4-3

Study of organs, functions, endocrinology, and common management practices related to reproduction. Other topics will include artificial insemination and pregnancy determination.

AGAH 1353 Beef Cattle Production (FRMG 2307) 2-4-3

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing. Suggested Prerequisite: AGRI 1491.

AGAH 2313 Principles of Feeds and Feeding (FRMG 2303) 2-4-3

An overview of the anatomy and physiology of the digestive systems of various livestock animals. Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens.

AGCR Agriculture

See also AGAH, AGEQ, AGMG and HALT

AGCR 1307 Range Management (FRMG 1302) 2-4-3

Study of the practical problems of managing native pastures and range lands. Topics include range land ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing.

AGCR 1319 Soil Science (FRMG 1303) 2-4-3

Introduction to the physical, chemical, and biological properties of soils. Topics include the relationship between crops and soils, conservation of soil and water resources, and the economic use of fertilizer.

AGEQ Agriculture

See also AGAH, AGCR, AGMG and HALT

AGEQ 1301 Equine Behavior and Training I (FRMG 2305) 2-4-3

Instruction in basic equine behavior and training methods. Topics include anatomy and physiology, behavior, safety, health care management, and training methods. Prerequisites: AGEQ 1319 and AGEQ 2339.

AGEQ 1311 Equine Science I (FRMG 2304) 2-4-3

An introduction to the horse industry. Topics include breeds and breeding, selection, and management practices.

AGEQ 1319 Horsemanship I (FRMG 1306) 2-4-3

Instruction in basic horsemanship skills including handling, saddling, bridling, mounting, riding, grooming, safety, and basic health care.

AGEQ 2311 Equine Science II 3-0-3

Study of advanced concepts in horse production. Emphasis on management practices utilized in the horse industry.

AGEQ 2339 Horsemanship II (FRMG 1307) 2-4-3

Instruction in advanced horsemanship skills including cues, lead changes, head-set, side-pass, and pivots. Prerequisite: AGEQ 1319

AGMG Agriculture

See also AGAH, AGCR, AGEQ and HALT

AGMG 2306 Livestock and Meat Marketing (FRMG 2306) 2-4-3

Exploration of the relationship of livestock production to marketing. Topics include trends, consumption, processing, distribution, governmental regulation, transportation, and animal health.

AGMG 2486 Internship - Agricultural Business and Management, General (FRMG 2403) 1-18-4

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

AGRI Agriculture

AGRI 1231 The Agriculture Industry (AGRI 1131) 2-0-2

An overview of world agriculture, nature of the industry, resource conservation, and the American system, including production, distribution, and marketing.

AGRI 1307 Agronomy 2-4-3

Classification and distribution of farm crops, their use, production, and identification will be studied with emphasis placed on those crops important in Texas. New crop improvement, value of rotation, and use/need of fertilizer will be determined by soil testing. Meadow and pasture management will be practiced on the College farm. Weeds, plant diseases, and insect enemies will be discussed.

AGRI 1309 Computers in Agriculture 2-2-3

This course covers the use of computers in agricultural applications. It includes an introduction to programming languages, word processing, electronic spreadsheets, and agriculture software.

AGRI 1315 Horticulture—Home Gardening 2-2-3

This course provides the students with the fundamental skills necessary for planting and maintaining gardens and lawns. Specific topics covered include soils, fertilizers, growing vegetables, landscaping, lawns, watering, compost, container gardening, shrubs, trees, pests, propagation, and more.

AGRI 1415 Horticulture 3-3-4

Growth and structure of fruit, vegetable, and ornamental plants. Environmental effects on plant production and principles/methods of propagation.

AGRI 1419 Introductory Animal Science (Animal Husbandry) 3-3-4

An introductory survey course. Farm animals as a source of food, clothing, and labor. The place of livestock in farming and ranching. The value of heredity and breeding for improvement, importance of judging, pedigrees, and proper nutrition, and the proper handling and management of livestock.

AGRI 2301 Agriculture Power Units 2-2-3

Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems.

AGRI 2303 Agriculture Mechanics I 2-2-3

Basic farm skills in tool conditioning, sketching, carpentry, concrete, farm surveying, small engine repair, plumbing, and general farmstead maintenance.

AGRI 2304 Agriculture Mechanics II 2-2-3

A second course in farm shop skills for the agriculture student. Construction, repair and maintenance of farm machinery. Covers metalwork including arc welding, oxyacetylene welding, cutting, and soldering.

AGRI 2317 Introduction to Agriculture Economics 3-0-3

Fundamental economic principles including assembly, food production and processing, distribution, and agribusiness industries and their application to the problems of the agriculture industry.

AGRI 2330 Wildlife Management 3-0-3

This course covers the principles and practices used in the production improvement of wildlife resources and the aesthetic, ecological, and recreational uses of public and private lands.

AIRP Aviation Science

See also AVIM

AIRP 1255 Intermediate Flight (ASCI 1204) 1-3-2

Provides students with flight hours and skills necessary to fulfill solo cross-country hours required for the Federal Aviation Administration Commercial Pilot, single engine land, airplane rating.

AIRP 1305 Aircraft Science (ASCI 1301) 3-0-3

An introduction to the study of basic sciences in the aeronautical field as they may be applied to theoretical and practical application in aircraft construction and design.

AIRP 1307 Aviation Meteorology (ASCI 1306) 3-0-3

In-depth coverage of meteorological phenomena affecting aircraft flight. Topics include basic concepts of aviation meteorology in the study of temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog. Also includes analysis and use of weather data for flight planning.

AIRP 1315 Private Flight (ASCI 1201) 2-3-3

Flight training to prepare the student for the completion of the Federal Aviation Administration private pilot certification process, including dual and solo flight in the areas of maneuvers and cross-country navigation.

AIRP 1341 Advanced Air Navigation (ASCI 1305) 3-0-3

Skill development in advanced airplane systems and performance including radio navigation and cross-country flight planning. Includes an introduction to instrument flight operations and navigation. This course may be used as part of a program leading to Federal Aviation Administration certification.

AIRP 1343 Aerodynamics (ASCI 2301) 3-0-3

Study of the general principles of the physical laws of flight. Topics include physical terms and the four forces of flight: lift, weight, thrust, and drag; aircraft design; stability control; and high-speed flight characteristics.

AIRP 1417 Private Pilot Ground School (ASCI 1403) 3-3-4

Basic ground school for the Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for private pilot certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations.

AIRP 1451 Instrument Ground School (ASCI 2407) 3-3-4

A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of aerial navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration certification.

AIRP 2235 Airline Transport Pilot Flight (ASCI 2209) 1-2-2

Provides the flight training and ground instruction required to meet the Federal Aviation Administration regulations for the Airline Transport Pilot Certificate. Emphasis on achieving the competency to pass the oral and practical exams as prescribed in the Federal Aviation Administrations Practical Test Standards.

AIRP 2239 Commercial Flight (ASCI 2205) 1-3-2
Flight instruction necessary to qualify for the Federal Aviation Administration Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student for mastery of all commercial pilot maneuvers.

AIRP 2243 Flight Instructor - Multiengine Airplane (ASCI 2213) 1-2-2
Instruction in flight training to prepare the student for the Federal Aviation Administration Flight Instructor - Multiengine Airplane Rating. Includes combined ground and flight instruction and analysis of flight maneuvers.

AIRP 2250 Instrument Flight (ASCI 2204) 1-3-2
Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument procedures.

AIRP 2251 Multiengine Flight (ASCI 2206) 2-2-2
Preparation for the multiengine class rating which will be added to a current pilot certificate. Includes explanation and demonstration of all required Federal Aviation Administration normal and emergency operations and procedures.

AIRP 2336 Certified Flight Instructor - Airplane (ASCI 2208) 2-3-3
Flight instruction necessary to qualify for the Federal Aviation Administration Certified Flight Instructor - Airplane Certificate. Topics include ground and flight instruction.

AIRP 2337 Commercial Ground School (ASCI 2300) 3-0-3
A study of advanced aviation topics that can be used for Federal Aviation Administration certification at the commercial pilot level. Includes preparation for the Commercial Airplane written test.

AIRP 2341 Commercial Pilot Transition Flight (ASCI 2210) 2-3-3
Instruction in the transition from Commercial Rotorcraft Certificated pilots to Commercial Airplane Single-Engine Land pilots. Includes flight and ground instruction.

AIRP 2342 Flight Instructor - Instrument Airplane (ASCI 2212) 2-2-3
Skill development for flight instructors necessary to qualify for the Federal Aviation Administration Certified Flight Instructor Instrument Rating, Airplane Single-Engine Land.

AIRP 2355 Propulsion Systems (ASCI 2318) 3-0-3
In-depth coverage of aircraft engine theory and principles of operation of various types of aircraft engines including reciprocating, turboprop, turbojet, and turbo fan. Topics include propellers, superchargers, engine accessories, controls, and instrumentation.

ANTH Anthropology

ANTH 2301 Physical Anthropology 3-0-3
Principles of physical anthropology, human evolution, race, heredity, the organic basis of culture, and cultural history through the Paleolithic stage.

ANTH 2346 General Anthropology 3-0-3
Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology, archeology, linguistics, and ethnology.

ANTH 2351 Cultural Anthropology 3-0-3
Study of human behavior (nations and societies) the world over, comparing and describing their cultural patterns. An introduction to the various theories and anthropologists is reviewed as well as the relationship of Cultural Anthropology to the other social sciences (Psychology, Sociology, History, etc.).

ARTS Arts

ARTS 1303 Art History I 3-0-3
This course is survey of the major and minor arts from prehistoric times to the 14th century.

ARTS 1304 Art History II 3-0-3
This course is a survey of the major and minor arts from the 14th century to the 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. Focus will be on the use of Fractal Design: Painter. Prerequisite: Computer literacy 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 emphasis on the Corel Draw program. Student must be computer literate.

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. Focus will be on the use of Adobe Photoshop. 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 and 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. Prerequisite: ARTS 1312.

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. Prerequisite: ARTS 2336.

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. Instructor approval required.

AUMT Automotive Service and Repair

AUMT 1405 Introduction to Automotive Technology (AUTO 1400, TIAM 1400) 3-3-4

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AUMT 2434 Engine Performance Analysis II (AUTO 2406, TIAM 2515) 2-7-4

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. Prerequisites: AUMT 1407, 1471, 1472, 2305, and 2437 or consent of Department Chair.

AUMT 2437 Automotive Electronics (AUTO 1402) 3-3-4

Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Prerequisites: AUMT 1405 and 1407 or consent of Department Chair.

AUMT 2488 Internship - Auto/Automotive Mechanic/Technician (AUTO 2409) 1-18-4

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

AVIM Aviation Science

See also AIRP

AVIM 2331 Airline Management (ASCI 2303) 3-0-3

An examination of the organization, operation, and management of airlines. Topics include financing, aircraft selection, route feasibility studies, load factors, and marketing.

BARB Barber/Barber Instructor**BARB 1402 Barber Styling I 2-8-4**

Continued development in hair cutting techniques for men and boys and introductions to the basics of hair cutting and styling for women. Prerequisites or Co-requisites: BARB 1407 and BARB 1404 or consent of Department Chair.

BARB 1404 Introduction to Barber Styling (BARB 1702) 2-8-4

Basic development of techniques for cutting male hair. Introduction to the related skills of shampooing and rinsing, scalp and hair treatments, and of cutting beards, mustaches, and curly hair. Prerequisite or Co-requisite: BARB 1407 or consent of Department Chair.

BARB 1407 Introduction to Hair Design (BARB 1701) 2-8-4

Introduction to the field of barber styling with emphasis on the fundamentals of hair cutting, and related barber skills. Topics include barber implements, shaving, bacteriology, sanitization and sterilization, the anatomy and physiology of hair and body tissues, hair and scalp disorders and professional ethics.

BARB 1415 Basic Barber Instructor (BARB 2705) 2-8-4

A study of rules and regulations of barbering and of the educational institution. Topics include preparation of lesson plans, class lectures, and lab presentations and examinations. Prerequisite or Co-requisite: BARB 1419 or consent of Department Chair.

BARB 1419 Orientation to Instructing (BARB 2704) 2-8-4

Introduction to the barber instructor profession. Topics include the teaching methods and techniques used by barber instructors; materials and equipment; and various contracts, applications, and forms used by the Texas State Board of Barber Examiners. Prerequisite: Possession of a valid Barber operators License or consent of Department Chair.

BARB 1542 Barber Styling II (BARB 1703) 3-8-5

Continuation of Barber Styling I with emphasis on hands-on application of skills. Prerequisite BARB 1402 or consent of Department Chair.

BARB 1545 Barber Instructor I 3-8-5

Observation of class lectures, demonstrations, and practical exercises. Prerequisites or Co-requisites: BARB 1419 and BARB 1415 or consent of Department Chair.

BARB 2502 Barber Styling III (BARB 1704) 3-8-5

Continued skill development in hair cutting and styling. Emphasis on more technical aspects of cleansing, coloring, curling, dressing, shaping, straightening, waving, and clipping. Topics include hairpieces and manicuring. Prerequisite or Co-requisite: BARB 1542 or consent of Department Chair.

BARB 2505 Barber Instructor II (BARB 2706) 3-8-5

Continuation of Barber Instructor I. Skill development in planning classes and preparation of lesson plans, including opportunities for practice training. Prerequisite or Co-requisite: BARB 1545 or consent of Department Chair.

BARB 2530 Barber Instructor III (BARB 2707) 3-8-5

Skill development in preparation and implementation of lesson plans to conduct theory and practical classes. Topics include preparation and administration of examinations. Prerequisite or Co-requisite: BARB 2505 or consent of Department Chair.

BARB 2531 Advanced Barber Styling I 3-8-5

Refinement of barbering skills in all areas of hairstyling, including training in the use of electrical current and chemistry as applied to cosmetics. Prerequisites or Co-requisites: BARB 1542 and BARB 2502 or consent of Department Chair.

BARB 2532 Barber Law and Shop Management I (BARB 2702) 3-8-5

A course in Texas barber law and barber shop management principles to facilitate application of barbering skills with placement of the student in a barber shop management role. Prerequisite or Co-requisite: BARB 2541 or consent of Department Chair.

BARB 2541 Advanced Barber Styling II (BARB 2701) 3-8-5

Continuation of Advanced Barber Styling I. Further refinement of barbering skills in all areas of hairstyling including the related skills of massage, bleaching and dyeing, manicuring, and fitting hairpieces. Prerequisite or Co-requisite: BARB 2531 or consent of Department Chair.

BARB 2544 Barber Law and Shop Management II 3-8-5

Continuation of Barber Law and Shop Management I. Includes training in management and preparation for the State Board Examination for a barber license. Prerequisites or Co-requisites: BARB 2532 and BARB 2541 or consent of Department Chair.

BARB 2545 Barber Instructor IV 3-8-5

Continuation of Barber Instructor III providing application of all teaching skills. Preparation for the State Board Instructor's Exam. Prerequisites or Co-requisites: BARB 2505 and BARB 2530 or consent of Department Chair.

BIOL Biology

BIOL 1408 General Biology I 3-3-4

Fundamental principles of living organisms at the cellular level. Includes cell structure and function, photosynthesis/cellular respiration, mitosis/meiosis, DNA, Mendelian and modern genetics, bacterial structure and gene control, population genetics.

BIOL 1409 General Biology II 3-3-4

Aspects of systematics, survey of plant kingdom (structure/functioning/life cycles), survey of the animal kingdom, structure and functioning of animal systems, aspects of ecology.

BIOL 1411 General Botany 3-3-4

The study of structure and function of plant cells, tissues, and organs. An evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed-producing organisms. Plant reproductive and functional interactions with their environment and with humans. Selected laboratory exercises

will complement the lecture topics. Completion of BIOL 1408 is recommended.

BIOL 1413 General Zoology 3-3-4

A survey of important invertebrate and vertebrate groups of the animal kingdom emphasizing relevant biological concepts. Includes laboratory experiments and dissections; lifestyles, structures, and classification of protozoa, sponges, jellyfish, worms, molluscs, arthropods, echinoderms, and vertebrates. Completion of BIOL 1408 is recommended.

BIOL 1424 Plant Taxonomy 3-3-4

An introduction to the identification, classification, and evolutionary relationships of vascular plants with emphasis on flowering plants. The importance of herbaria, collection techniques, and construction and use of taxonomic keys will be included in both the lecture and laboratory. Prerequisite: BIOL 1411.

BIOL 2401 Human Anatomy 3-3-4

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

BIOL 2402 Human Physiology 3-3-4

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

BIOL 2413 Biological Entomology (AGRI 2313) 3-3-4

Study of insects, including life cycle, morphology, physiology, ecology, taxonomy, population dynamics, genetics, and ecosystem relations. Includes instruction in the biological and chemical control of insects.

BIOL 2416 Human Genetics 3-3-4

The study of the physical basis of inheritance and the laws of heredity and variations. Genetic problems are emphasized. Human genetic dysfunctions and modern research in genetic control are discussed. Prerequisite: BIOL 1408 or consent of the Department Chair.

BIOL 2421 Microbiology 3-3-4

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

BIOL 2428 Vertebrate Zoology 3-3-4

Structure, development, physiology, and natural history of the vertebrate animals. Emphasis will be placed on North American forms. Field trips are required at minimal student expense. Labs include dissections. Prerequisites: BIOL 1408, 1409, 1413 or consent of the Department Chair.

BIOM Computer Electronics Technology

See also CETT, CPMT, EECT, ELMT, INTC and ITCC

BIOM 1205 Soldering Skills and Shop Safety (CMET 2200) 1-3-2

Preparation for selection of soldering equipment and application of safety practices at work. Laboratory development of proficiency in soldering and desoldering electronic components.

BMGT Business Administration & Management

See also BUSG, HRPO and MRKG

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BMGT 2488 Internship - Business Administration and Management, General (MGMT 1401) 1-18-4

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

BMGT 2489 Internship - Business Administration and Management, General (MGMT 1402) 1-18-4

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisites: BMGT 2488 and Consent of the Department Chair.

BUSG Business Administration & Management

See also BMGT, HRPO and MRKG

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

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

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

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

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

This course involves the development and presentation of a plan to create or expand a business. It provides the student with an opportunity to develop and demonstrate a mastery of the essential competencies required for business opportunity analysis, the development of a marketing plan, and the development of a business financial plan. Students will prepare a business plan for a business that they want to develop or expand.

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

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

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

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

BUSI Business Administration and Management

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.

CBFM Maintenance Technology

See also CNBT, CRPT, ELPT, MBST, PFPB and WDWK

CBFM 1334 Interior and Exterior Painting and Refinishing(TIBT 1407, MTNT 2404) 2-4-3

Introduction to interior and exterior painting and refinishing for commercial and residential applications. Prerequisite or corequisite: CRPT 1429 or consent of the Department Chair.

CBFM 2487 Internship-Building/Property Maintenance and Manager (MTNT 2419) 1-18-4

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

CDEC Early Childhood Professions

All CDEC courses require a lab except CDEC 1195.

CDEC 1195 Special Topics in Child Care 1-0-1

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

CDEC 1303 Family and the Community 2-2-3

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

CDEC 1311 Introduction To Early Childhood Education 2-2-3

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

CDEC 1313 Curriculum Resources for Early Childhood Programs 2-2-3

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children.

CDEC 1318 Nutrition, Health, and Safety 2-2-3

A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles apply to a variety of settings.

CDEC 1319 Child Guidance 2-2-3

An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting.

CDEC 1321 The Infant and Toddler (CDEC 2321) 2-2-3

A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques.

CDEC 1335 Early Childhood Development: 3-5 Years (CDEC 1374) 2-2-3

This course covers the principles of normal growth and development from three to five years. Emphasis is on physical, emotional, and social development.

CDEC 1340 Instructional Techniques for Children with Special Needs (CDEC 1372) 2-2-3

Exploration of development and implementation of curriculum for children with special needs.

CDEC 1354 Child Growth and Development 2-2-3

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development.

CDEC 1356 Emergent Literacy for Early Childhood 2-2-3

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

CDEC 1357 Math and Science for Early Childhood 2-2-3

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play.

CDEC 1358 Creative Arts for Early Childhood 2-2-3

An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

CDEC 1359 Children with Special Needs 2-2-3

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues.

**CDEC 1371 Physical Development and Disorder
in Children 2-2-3**

This course is designed for the paraprofessional working in integrated early childhood settings. Roles and responsibility of the paraprofessional, including IEP and ISFP lesson plan teaching strategies, and hands-on training in physical management and care skills of the child with special needs are emphasized. Instruction in basic sign language, and an overview of current learning technologies to assist the child with disabilities, is included. Emphasis is placed on methods and materials for promoting activities of daily living.

**CDEC 1391 Special Topics in Family Day
Care Homes 2-2-3**

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

**CDEC 1393 Special Topics in Family Living and
Parenthood 2-2-3**

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

**CDEC 2326 Administration of Programs for
Children I 2-2-3**

A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

**CDEC 2328 Administration of Programs for
Children II 2-2-3**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs.

CDEC 2341 The School Age Child 2-2-3

A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

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

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

CETT Computer Electronics Technology

See also BIOM, CPMT, EECT, ELMT, INTC and ITCC

CETT 1403 DC Circuits (ELTE 1401) 3-3-4

A study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

CETT 1405 AC Circuits (ELTE 1402) 3-3-4

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Prerequisite: CETT 1403

CETT 1421 Electronics Fabrication (CMET 1400) 3-3-4

A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

CETT 1425 Digital Fundamentals (CMET 1401) 3-3-4

An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits.

CETT 1429 Solid State Devices (ELTE 1403) 3-3-4

A study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, bi techniques, and thermal considerations of solid state devices. Prerequisite or Co-requisite: CETT 1405.

CETT 1449 Digital Systems (ELTE 2406) 3-3-4

A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital to-analog circuits, and large-scale integrated circuits. Prerequisites CETT 1425 and CETT 1429.

**CETT 1491 Special Topics in Computer Engineering
Technology/Technician (ELTE 2408) 3-3-4**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisites: CETT 1429 and CETT 1449.

CETT 1509 DC-AC Circuits (ELTE 1405) 4-3-5

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

**CETT 2248/2249 Research and Project Design
(ELTE 2103, ELTE 2303) 2-0-2**

Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Prerequisite: CETT 1491

CETT 2445 Color Television Repair (CMET 1409) 3-3-4

An advanced study of television theory and basic repair including television receiver tuning system, remote control, I-F amplifiers, automatic gain control and video amplifiers, television power supplies, and deflection circuits. Prerequisite CETT 1425 and CETT 1429

**CETT 2489 Internship-Computer Engineering
Technology/Technician (ELTE 2411) 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite or Co-requisite CETT 2447 and consent of the Department Chair.

CHEM Chemistry

CHEM 1406 Introduction to General Chemistry 3-3-4

This course is designed primarily to satisfy the requirements of nursing students seeking a B.S. Degree or background for physiology. The course covers the fundamentals of general and descriptive chemistry with applications from medicine, modern living, agriculture, etc. It is also suitable for non-science majors who need a laboratory science credit. It also serves as background for those who have no chemical background.

CHEM 1407 Physiological Chemistry 3-3-4

A study of organic and physiological chemistry for nursing students interested in the processes of life. Basic principles, nomenclature, principal reactions and methods of synthesis, and the major classes of physiologically important compounds are studied. Prerequisite: CHEM 1406.

CHEM 1411 General Chemistry I 3-4-4

The first of two courses for science-related majors, this course covers the basics of atomic and molecular structure, bonding, states of matter, solutions, and some descriptive chemistry. Emphasis is placed on solutions of chemical problems. Prerequisite: MATH 1314 or consent of the Department Chair.

CHEM 1412 General Chemistry II 3-4-4

The second of two courses for science-related majors, this course covers equilibrium processes, acid-base concepts, elementary thermodynamics and kinetics, electrochemistry, nuclear chemistry, and descriptive chemistry of some families of elements. Prerequisite: CHEM 1411.

CHEM 2423, 2425 Organic Chemistry I and II 3-4-4

A mechanistic approach is used to provide a thorough foundation in organic chemistry. The student is introduced to planning a synthesis in lecture. The laboratory introduces students to basic techniques, synthesis of compounds and instrumental analysis. Designed for science majors and minors. Prerequisites for CHEM 2423: CHEM 1411 and 1412 or the consent of the Department Chair. Prerequisite for CHEM 2425: CHEM 2423.

CHLT Mental Health Services

See also CMSW, DAAC and PSYT

CHLT 1209 Community Ethics (MHSV1311) 1-2-2

Discussion of the role of ethics as it pertains to health care and community settings including ethical decision-making teamwork and the impact of illness on individual and social settings.

CJCR Criminal Justice

See also CJLE, CJSA and SLPS

CJCR 1011 Basic Certification for Correctional Officers (1st of 2 courses) (CEPO 0108)

160 clock hours

Preparation for certification required for employment with the Corrections Division of the Texas Department of Criminal Justice. Must include the objectives developed by the Corrections Division.

CJCR 1012 Basic Certification for Correctional Officers (2nd of 2 courses, if needed) (CEPO 0108)

160 clock hours

Preparation for certification required for employment with the Corrections Division of the Texas Department of Criminal Justice. Must include the objectives developed by the Corrections Division.

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

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

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

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

CJCR 1391 Special Topics in Corrections 3-0-3

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

CJCR 1400 Basic Jail Course (CRIJ 2307) 4-1-4

Provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals, medical services, visitation, inmates rights and privileges, detention areas, key, knife and tool control, disturbances, riots, fire procedures, and release procedures. Taught in accordance with the current TCLEOSE instructor guides provided by the Commission for course #1005.

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

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

CJCR 2325 Legal Aspects of Corrections 3-0-3

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

CJCR 2466 Practicum (or Field Experience) Corrections/Correctional Administration 1-18-4

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Prerequisite: Consent of the Department Chair.

CJLE Criminal Justice

See also CJCR, CJSA and SLPS

CJLE 1005 Basic Reserve Peace Officer (1st of 2 courses) (CEPO 0120)

124 clock hours

A study of the United States Constitution and Bill of Rights, the Texas Constitution and Bill of Rights, Texas Penal Code, use of force, strategies of defense, the mechanics of arrest, firearms, traffic law, Texas Code of Criminal Procedure, emergency medical assistance, professionalism and ethics, juvenile issues and the Texas Family Code. Must comply with current TCLEOSE instructor guides provided by the Commission for course #1002.

CJLE 1006 Basic Peace Officer I (CEPO 0107)

157 clock hours

Introduction to fitness and wellness, history of policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course taken in conjunction with Basic Peace Officer II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 1008 Basic Reserve Peace Officer (2nd of 2 courses) (CEPO 0120)

124 clock hours

A study of the United States Constitution and Bill of Rights, the Texas Constitution and Bill of Rights, Texas Penal Code, use of force, strategies of defense, the mechanics of arrest, firearms, traffic law, Texas Code of Criminal Procedure, emergency medical assistance, professionalism and ethics, juvenile issues and the Texas Family Code. Must comply with current TCLEOSE instructor guides provided by the Commission for course #1002.

CJLE 1012 Basic Peace Officer II (CEPO 0107)

148 clock hours

Basic preparation for a new peace officer. Covers field note taking, report writing, "use of force" law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1018 Basic Peace Officer III (CEPO 0115)

155 clock hours

Basic preparation for a new peace officer. Covers laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course taken in conjunction with Basic Peace Officer I, II, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

CJLE 1024 Basic Peace Officer IV (CEPO 0116)

172 clock hours

Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This course taken in conjunction with Basic Peace Officer I, II, and III will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 2023 Intermediate Reserve Officer (1st of 2 courses) (CEPO 0121)

106 clock hours

Topics include arrest, search and seizure, patrol, interpersonal communications/report writing, field note taking, and recognizing and interacting with persons with mental illness and mental retardation. Also includes Texas Alcoholic Beverage Code, traffic, emergency communications, family violence and related assaultive offenses, civil process and liability.

CJLE 2024 Intermediate Reserve Officer (2nd of 2 courses) (CEPO 0121)

106 clock hours

Topics include arrest, search and seizure, patrol, interpersonal communications/report writing, field note taking, and recognizing and interacting with persons with mental illness and mental retardation. Also includes Texas Alcoholic Beverage Code, traffic, emergency communications, family violence and related assaultive offenses, civil process and liability.

CJLE 2043 Advanced Reserve Officer (1st of 2 courses) (CEPO 0122)

82 clock hours

Topics include drugs, multiculturalism and human relations, victims of crime, crowd management, hazardous materials awareness, fitness and wellness, criminal investigation, professional police driving, history of policing, the criminal justice system, stress management for peace officers, problem-solving and critical thinking, and professional policing approaches. Must conform to current TCLEOSE instructor guides provided by the Commission for course #1004.

CJLE 2044 Advanced Reserve Officer (2nd of 2 courses) (CEPO 0122)

82 clock hours

Topics include drugs, multiculturalism and human relations, victims of crime, crowd management, hazardous materials awareness, fitness and wellness, criminal investigation, professional police driving, history of policing, the criminal justice system, stress management for peace officers, problem-solving and critical thinking, and professional policing approaches. Must conform to current TCLEOSE instructor guides provided by the Commission for course #1004.

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

Instruction in firearm safety, cleaning and care techniques, proper shooting principles, and proficiency with a handgun and shotgun. Prerequisite: Consent of the Department Chair.

**CJLE 1333 Traffic Law and Investigation
(CRIJ 1305)**

3-0-3

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

CJLE 1345 Intermediate Crime Scene Investigation 3-0-3

Topics include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions. Prerequisites: CRIJ 2314/CJSA 1342

CJLE 1358 Rights of Prisoners

3-0-3

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

**CJLE 2345 Vice & Narcotics Investigation
(LAW 2313)**

3-0-3

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

**CJLE 2420 Texas Peace Officer Procedures
(CRIJ 2434)**

3-4-4

Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the college department administrator.

CJLE 2421 Texas Peace Officer Law (CRIJ 2433) 3-4-4

Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the college department administrator.

**CJLE 2486 Internship—Law Enforcement/
Police Science**

1-18-4

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

CJLE 2522 Texas Peace Officer Skills (CRIJ 2435) 3-6-5

Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the college department administrator.

CJSA Criminal Justice
See also CJCR, CJLE and SLPS

**CJSA 1302 Private Security Officer Training
(CRIJ/LAW 1312)**

3-0-3

A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification. Prerequisite: Consent of Department Chair.

CJSA 1308 Criminalistics I

3-0-3

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. Prerequisites: CRIJ 2314/CJSA 1342 and CJLE 1345.

CJSA 1312 Crime in America (CRIJ/LAW 1307) 3-0-3

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

**CJSA 1313 Court Systems and Practices
(CRIJ/LAW 1304)**

3-0-3

Examination of the role of the judiciary in the criminal justice system. Topics include the structure of the American court system, prosecution, right to counsel, pretrial release, grand jury process, adjudication process, types and rules of evidence, and sentencing concepts.

**CJSA 1317 Juvenile Justice System
(CRIJ/LAW 2304)**

3-0-3

A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CJSA 1318 Court Management

3-0-3

Exploration of operational issues in the administration of American courts. Topics include responsibilities of court personnel, records management, and organizational management topics.

**CJSA 1322 Introduction to Criminal Justice
(CRIJ/LAW 1301)**

3-0-3

An overview of the criminal justice system. Topics include the history and philosophy of criminal justice, the definition of crime, and its nature and impact.

**CJSA 1327 Fundamentals of Criminal Law
(CRIJ/LAW 1308)**

3-0-3

A study of the nature of criminal law. Topics include philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties, and individual criminal responsibilities.

**CJSA 1342 Criminal Investigation
(CRIJ/LAW 1302)**

3-0-3

Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation.

CJSA 1348 Ethics in Criminal Justice 3-0-3

A study of ethical thoughts and issues facing the criminal justice professional. Topics include constitutional ethics, codes of conduct, and standards of conduct.

CJSA 1351 Use of Force (CRIJ/LAWE 1201) 3-0-3

A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement. Prerequisite: Consent of Department Chair.

CJSA 1359 Police Systems and Practices (CRIJ/LAWE 1309) 3-0-3

Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

CJSA 1393 Special Topics in Criminal Justice Studies (CRIJ/LAWE 2303) 3-0-3

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

CJSA 2300 Legal Aspects of Law Enforcement (CRIJ/LAWE 1303) 3-0-3

Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.

CJSA 2302 Police Management, Supervision, and Related Topics 3-0-3

Techniques and theories regarding dealing with people, their performance and problems. Topics include basic supervision, leadership, time management, first-line supervision, and management by objectives.

CJSA 2331 Child Abuse, Prevention and Investigation 3-0-3

Topics include forms of child abuse and neglect, the traits of typical abusers, and investigative strategies. Prerequisites: CRIJ 2314/CJSA 1342 or CRIJ 1313/CJSA 1317.

CJSA 2334 Contemporary Issues in Criminal Justice 3-0-3

A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. Prerequisite: Consent of Department Chair.

CJSA 2488 Internship-Criminal Justice Studies (CRIJ 2409) 1-18-4

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

CMSW Mental Health Services

See also CHLT, DAAC and PSYT

CMSW 1166 Practicum (or Field Experience)- Clinical and Medical Social Work 1-9-1

Practical general training and experiences in the workplace through exposure to the dynamics of service delivery for at-risk youth. An individualized student plan will document attendance at a variety of guided external activities. Students will be required to journal and process their experiences. Chosen activities will be based upon the students general, academic course of study, and their specialization option of working with at-risk youth. The following workplace issues will be discussed: infectious diseases, legal/ethical, management of inter/intra personal crises, diversity, interviewing, resume writing, and workplace etiquette. The guided external experiences may be paid or unpaid. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, and medical insurance will be provided by the student. Prerequisite: Departmental Approval, PSYT 1329 (MHSV 1304)

CMSW 1167 Practicum (or Field Experience)- Clinical and Medical Social Work 1-9-1

Practical general training and experiences in the workplace through assignment to a specific field placement site for at-risk youth. The individualized student plan developed in CMSW 1166 will be used to facilitate placement and will support the students' activities, training and experience, participation, and competency evaluation. Chosen activities will be based upon the students general, academic course of study, and their specialization option of working with at-risk youth. Students will be required to journal and process their experiences. The following workplace issues will be reinforced: infectious diseases, legal/ethical, management of inter/intra personal crises, diversity, interviewing, resume writing, and workplace etiquette. The guided external experiences may be paid or unpaid. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, and medical insurance will be provided by the student. Prerequisite: Departmental Approval, CMSW 1309 (MHSV 1309), PSYT 1329 (MHSV 1304), DAAC 1304 (MHSV 1305), CMSW 1219 (MHSV 1308), CHLT1209 (MHSV 1311), PSYT 1321, CMSW 1313 (MHSV 1310), CMSW 1166, PSYT 2301 (MHSV 2303)

CMSW 1219 Adolescent Life Cycles (MHSV 1308) 2-1-2

The study of the developmental phases from adolescence through young adulthood. Identification of the tasks and goals to be achieved during these stages. Topics include physical and psychological changes as well as the areas of interpersonal relationships and the individual's ability to relate to the social environment.

CMSW 1309 Problems of Children and Adolescents (MHSV 1309) 2-4-3

Examination of the particular problems of youth and their implications for the delivery of social services. Emphasis on social service institutions of a preventative and rehabilitative nature.

CMSW 1313 Assessment and Service Delivery (MHSV 1310) 2-4-3

A study of interviewing and assessment instruments and approaches for working with multicultural population. Emphasis in service delivery systems. Prerequisite: CMSW 1309 (MHSV 1309).

CMSW 2266 Practicum (or Field Experience) - Clinical and Medical Social Work (MHSV 2402) 1-17-2

This course provides for a supervised field placement experience, at an advanced level, in an agency serving the at-risk youth population. An individualized student plan will facilitate placement and will support the students' activities, training and experience, participation, and competency evaluation. The chosen site and activities will be based upon the students' general, academic course of study, and their specialization option of working with at-risk youth. Students will be required to process their experiences. The following workplace issues will be reinforced: infectious diseases, legal/ethical, management of inter/intra personal crises, diversity, interviewing, resume writing, and workplace etiquette. The guided external experiences may be paid or unpaid. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, and medical insurance will be provided by the student. Prerequisite: Departmental Approval, CMSW 1309 (MHSV1309), PSYT 1329 (MHSV 1304), DAAC 1304 (MHSV 1305), CMSW 1219 (MHSV 1308) CHLT1209 (MHSV 1311), PSYT 1321, CMSW 1313 (MHSV 1310), CMSW 1166, PSYT 2301 (MHSV 2303), PSYT 1345 (MHSV 2308), CMSW 1167, PSYT 2339 (MHSV 1303), PSYT 2331 (MHSV 2307)

CNBT Maintenance Technology

See also CBFM, CRPT, ELPT, MBST, PFPB and WDWK

CNBT 1446 Construction Estimating I 3-3-4

Fundamentals of estimating materials and labor costs in construction. Prerequisite: All other courses in the program except CBFM 2487 or consent of the Department Chair.

COMM Communications

COMM 1307 Introduction to Mass Communications (TELE 1301) 3-0-3

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

COMM 1336 Television Production (Studio) (TELE 1403) 3-3-3

Practical experience in the operation of television studio and control room equipment, including both pre- and post-production activities.

COMM 1337 Television Production (Field) (TELE 1406) 3-3-3

Practical experience in the operation of television field equipment and editing systems, including both pre- and post-production activities.

COMM 2303 Audio/Radio Production (TELE 1402) 2-2-3

Concepts and techniques of sound production, including the coordinating and directing processes. Hands-on experience with equipment, sound sources, and direction of talent.

COMM 2305 Editing, Layout and Design, and Headline Writing 2-2-3

Enables students to develop an understanding of the newsroom organization and the entire news/editorial process. Students perform copy editing for errors of fact, interpretation, and grammar. Emphasis is on developing a regard for accuracy and fairness in the editing and design process. Prerequisite: COMM 2311.

COMM 2311 News Gathering and Writing I 3-2-3

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner.

COMM 2315 News Gathering and Writing II 3-2-3

Continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques. Prerequisite: COMM 2311 or consent of the Department Chair.

COMM 2324 Practicum in Electronic Media (Audio) (TELE 1407) 2-3-3

Lecture and laboratory instruction and participation in audio production. Prerequisite: COMM 2303 or consent of the Department Chair.

COMM 2325 Practicum in Electronic Media (Video) (TELE 1408) 2-3-3

Lecture and laboratory instruction and participation in video production. Prerequisite: COMM 1336 or consent of the Department Chair.

COMM 2326 Practicum in Electronic Media (Special Projects) (TELE 2409) 2-3-3

Lecture and laboratory instruction and participation in special project production. Prerequisite: COMM 1337 or COMM 1336 or consent of the Department Chair.

COMM 2327 Principles of Advertising (TELE 2311) 3-0-3

Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media. Emphasis will be placed on advertising as it applies to the mass media.

COMM 2331 Radio/Television Announcing (TELE 1405) 3-0-3

Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics will be included.

COMM 2332 Radio/Television News (TELE 2407) 3-3-3

Preparation and analysis of news styles for the electronic media.

COMM 2339 Writing for Radio, Television, and Film (TELE 1305) 3-0-3

Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

COMM 2389 Academic Cooperative in Humanities/ Fine Arts (TELE 2408) 1-6-3

An instructional program designed to integrate on-campus study with practical hands-on work experience in the communications field. Prerequisite: COMM 2303 or COMM 1336 or the consent of the Department Chair.

COSC Computer Science

COSC 1300 Introduction to Computing 3-1-3

Effect of computers on society, the history and use of computers, computer applications in various segments of society, programming concepts, and hardware and software terminology. This course may not be applied towards a computer science major or minor.

COSC 2425 Computer Organization and Machine Language (COSC 1406) 3-3-4

Syntax and semantics of a typical assembly language; macros and macroprocessors; design, construction, and execution of assembly language programs; data representation; and addressing techniques. Prerequisite: ITSE 1435 or ITSW 1413 or ITSE 1402.

CPMT Computer Electronics Technology

See also BIOM, CETT, EECT, ELMT, INTC and ITCC

CPMT 1403 Introduction to Computer Technology (CMET 1402) 3-3-4

A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

CPMT 1445 Computer System Maintenance (CMET 2402) 3-3-4

Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. Prerequisite CETT 1425 and CETT 1429

CPMT 1449 Computer Networking Technology (CMET 1405) 3-3-4

A beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. A study of local/wide area networking concepts and networking installations and operations. Prerequisite: CETT 1421, CETT 1425, CETT 1403, and CPMT 1403.

CPMT 2437 Microcomputer Interfacing (CMET 1403) 3-3-4

An interfacing course exploring the concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices. Prerequisite: CETT 1425

CPMT 2445 Computer System Troubleshooting (CMET 2404) 3-3-4

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. Prerequisite: CPMT 1445

CRIJ Criminal Justice

CRIJ 1301 Introduction to Criminal Justice (CRIJ/LAWE 1301) 3-0-3

An overview of the criminal justice system. Topics include the history and philosophy of criminal justice, the definition of crime, and its nature and impact.

CRIJ 1306 The Courts and Criminal Procedure (CRIJ/LAWE 1304) 3-0-3

Examination of the role of the judiciary in the criminal justice system. Topics include the structure of the American court system, prosecution, right to counsel, pretrial release, grand jury process, adjudication process, types and rules of evidence, and sentencing concepts.

CRIJ 1307 Crime in America (CRIJ/LAWE 1307) 3-0-3

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

CRIJ 1310 Fundamentals of Criminal Law (CRIJ/LAWE 1308) 3-0-3

A study of the nature of criminal law. Topics include philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties, and individual criminal responsibilities.

CRIJ 1313 Juvenile Justice System (CRIJ/LAWE 2304) 3-0-3

A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2301 Community Resources in Corrections (CRIJ 1314) 3-0-3

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

CRIJ 2313 Correctional Systems and Practices (CRIJ/LAWE 1306) 3-0-3

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

CRIJ 2314 Criminal Investigation (CRIJ/LAWE 1302) 3-0 3

Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation.

CRIJ 2323 Legal Aspects of Law Enforcement (CRIJ/LAWE 1303) 3-0-3

Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.

CRIJ 2328 Police Systems and Practices (CRIJ/LAWE 1309) 3-0-3

Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

CRPT Maintenance Technology

See also CBFM, CNBT, ELPT, MBST, PFPB and WDWK

CRPT 1411 Conventional Roof Systems (CNBT 1416, MTNT 2405) 3-3-4

Study of the principles of design and construction of a conventional roof system incorporating gable, hip, and intersections. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Prerequisite or Co-requisite: CRPT 1429 or consent of the Department Chair.

CRPT 1415 Conventional Wall Systems
(TIBT 1403, MTNT 2402) 3-3-4
Instruction in conventional wall systems with emphasis on wood frame construction. Topics include identification of components; construction of a wall system; safe work practices; and the selection, use, and maintenance of tools and equipment. Prerequisite or Co-requisite: CRPT 1429 or consent of the Department Chair.

CRPT 1423 Floor Systems
(TIBT 1402, MTNT 1401) 3-3-4
An introduction to common floor systems. Topics include component identification, construction of a floor system, safe work practices; and the selection, use, and maintenance of tools and equipment. Prerequisite or Co-requisite: CRPT 1429 or consent of the Department Chair.

CRPT 1429 Introduction to Carpentry
(TIBT 1400, INDU 1400) 3-3-4
An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

CSME Cosmetology

CSME 1443 Manicuring and Related Theory 2-8-4
Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Prerequisites or Co-requisites: CSME 1501 and CSME 1551 or consent of Department Chair.

CSME 1453 Chemical Reformation and Related Theory
(COSM 1703) 2-8-4
Presentation of the theory and practice of chemical reformation. Topics include terminology, application, and workplace competencies related to chemical reformation. Prerequisite or Co-requisite: CSME 1443 or consent of Department Chair.

CSME 1501 Orientation to Cosmetology
(COSM 1701) 3-8-5
An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1505 Fundamentals of Cosmetology 3-8-5
A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, comb out, and salon management. Prerequisites or Co-requisites: CSME 1453 and CSME 1547 or consent of Department Chair.

CSME 1547 Principles of Skin Care/Facials and Related Theory (COSM 1704) 3-8-5
In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Prerequisite or Co-requisite: CSME 1453 or consent of Department Chair.

CSME 1551 Artistry of Hair, Theory and Practice
(COSM 1702) 3-8-5
Instructions in the artistry of hair design. Topics include theory, techniques, and application of hair design. Prerequisite or Co-requisite: CSME 1501 or consent of Department Chair.

CSME 2441 Preparation for Texas Cosmetology Commission Examination (COSM 2706) 2-8-4
Preparation for Texas Cosmetology Commission Operator Examination. Prerequisites or Co-requisites: CSME 2501 and CSME 2539 or consent of Department Chair.

CSME 2501 The Principles of Hair Coloring and Related Theory (COSM 2705) 3-8-5
Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. Prerequisite or Co-requisite: CSME 1505 or consent of Department Chair.

CSME 2539 Advanced Hair Design 3-8-5
Advanced concepts in the theory and practice of hair design. Prerequisite or Co-requisite: CSME 2501 or consent of Department Chair.

CULA Hospitality Management

See also DITA, HAMG, PSTR, RSTO and TRVM

CULA 1208 Garde Manager (HMCA 2262) 1-4-2
A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods.

CULA 1240 American Cuisine 1-4-2
A study of the development of regional cuisines in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems.

CULA 1301 Basic Food Preparation (HMCA 1331) 1-8-3
A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

CULA 2232 Buffet Theory and Production 1-3-2
Advanced concepts in the construction of inedible display items. Emphasis on buffet production, presentation, and service.

CULA 2236 Charcuterie 1-4-2
Advanced concepts in the construction of sausages, pates, and related forced meat preparations.

CULA 2301 Intermediate Food Preparation (HMCA 1333) 1-8-3
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Suggested Prerequisite: CULA 1301.

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

DAAC Mental Health Services

See also CHLT, CMSW and PSYT

DAAC 1166 Practicum (or Field Experience)- Alcohol/ Drug Abuse Counseling 1-9-1

Practical general training and experience in the workplace through exposure to the dynamics of service delivery for the chemically dependent population. An individualized student plan will document attendance at a variety of guided external activities. Students will be required to journal and process their experiences. Chosen activities will be based upon the students general, academic course of study, and their specialization option of working with the chemically dependent population. The following workplace issues will be discussed: infectious diseases, legal/ethical, management of inter/intra personal crises, diversity, interviewing, resume writing, and workplace etiquette. The guided external experiences may be paid or unpaid. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, and medical insurance will be provided by the student. Prerequisite: Departmental Approval, DAAC 1319 (MHSV 1301).

DAAC 1167 Practicum (or Field Experience) - Alcohol/ Drug Abuse Counseling 1-9-1

Practical general training and experiences in the workplace through assignment to a specific field placement site working with a chemically dependent population. The individualized student plan developed in CMSW 1166 will be used to facilitate placement and will support the students' activities, training and experience, participation, and competency evaluation. Chosen activities will be based upon the students' general, academic course of study, and their specialization option of working with the chemically dependent population. Students will be required to journal and process their experiences. The following workplace issues will be reinforced: infectious diseases, legal/ethical, management of inter/intra personal crises, diversity, interviewing, resume writing, and workplace etiquette. The guided external experiences may be paid or unpaid. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, and medical insurance will be provided by the student. Prerequisite: Departmental Approval, DAAC 1319 (MHSV 1301), PSYT 1329 (MHSV 1304), DAAC 1304 (MHSV 1305), DAAC 1207 (MHSV 2301), CHLT 1209 (MHSV 1311), DAAC 1311 (MHSV 1303), PSYT 1321, DAAC 1309 (MHSV 1302), DAAC 1166, DAAC 1314 (MHSV 2303)

DAAC 1207 Addicted Family Intervention 1-3-2

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

DAAC 1304 Pharmacology of Addiction (MHSV 1305) 2-4-3

Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.

DAAC 1309 Assessment Skill of Alcohol and Other Drug Addictions (MHSV 1302) 2-4-3

Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. Prerequisite: DAAC 1319 (MHSV 1301)

DAAC 1311 Counseling Theories (MHSV 1303) 3-0-3

An introduction to major theories of various treatment modalities including Reality therapy, Psycho-dynamic therapy, grief therapy, Rational-Emotive Therapy, cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment. For Chemical Dependency Specialization.

DAAC 1314 Dynamics of Group Counseling (MHSV 2303) 2-4-3

An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed. Prerequisites: Departmental Approval, DAAC 1319 (MHSV 1311), PSYT 1329 (MHSV 1304), DAAC 1304 (MHSV 1305), DAAC 1207 (MHSV 2301), CHLT 1209 (MHSV 1311).

DAAC 1319 Introduction to Alcohol and other Drug Addictions (MHSV 1301) 2-4-3

Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented.

DAAC 1341 Counseling Alcohol and other Drug Addictions (MHSV 2302) 1-8-3

This course will focus on special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be introduced. Confidentiality and ethical issues will be reviewed and practiced. Prerequisite: Departmental Approval, DAAC 1319 (MHSV 1301), PSYT 1329 (MHSV 1304), DAAC 1304 (MHSV 1305), DAAC 1207 (MHSV 2301), CHLT 1209 (MHSV 1311), DAAC 1311 (MHSV 1303), PSYT 1321, DAAC 1309 (MHSV 1302), DAAC 1166, DAAC 1314 (MHSV 2303).

DAAC 2367 Practicum (or Field Experience) - Alcohol/ Drug Abuse Counseling (MHSV 2401) 1-21-3

This course provides for a supervised field placement experience, at an advanced level, in an agency serving a chemically dependent population. An individualized student plan will facilitate placement and will support the students' activities, training and experience, participation, and competency evaluation. The chosen site and activities will be based upon the students' general, academic course of study, and their specialization option of working with a chemically dependent population. Students will be required to process their experiences. The following workplace issues will be reinforced: competencies of the drug and alcohol abuse counselor, infectious diseases, legal/ethical, management of inter/intra personal crises, diversity, interviewing, resume writing, and workplace etiquette. The guided external experiences may be paid or unpaid. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, and medical insurance will be provided by the student. Prerequisites: Departmental Approval, DAAC 1319 (MHSV 1301), PSYT 1329 (MHSV 1304), DAAC 1304 (MHSV 1305), DAAC 1207 (MHSV 2301), CHLT 1209 (MHSV 1311), DAAC 1311 (MHSV 1303), PSYT 1321, DAAC 1309 (MHSV 1302), DAAC 1166, DAAC 1314 (MHSV 2303), DAAC 1341 (MHSV 2302), DAAC 1167, PSYT 2331 (MHSV 2307).

DANC Dance

DANC 2304 Dance Appreciation 3-0-3

This course provides a survey of primitive, classical, and contemporary dance and its relationship with cultural developments and other art forms.

DEMR Diesel

DEMR 1330 Steering and Suspension I (TIDM 2412, AUTO 2405) 2-4-3

A study of design, function, maintenance, and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components. Prerequisite or Co-requisite: DEMR 1401 or consent of Department Chair.

DEMR 1401 Shop Safety and Procedures (INDU 1400, TIDM 1401) 3-3-4

A study of shop safety, rules, basic shop tools, and test equipment.

DEMR 1405 Basic Electrical Systems (DIEM 1406, TIDM 1405) 2-7-4

An introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries, and regulators. Prerequisites or Co-requisites: DEMR 1401 and 1406 or consent of Department Chair.

DEMR 1406 Diesel Engine I (DIEM 1301, DIEM 1405, TIDM 1302, TIDM 1404) 3-3-4

An introduction to the basic principles of diesel engines and systems. Prerequisite or Co-requisite: DEMR 1401 or consent of Department Chair.

DEMR 1411 Diesel Engine Testing and Repair II (DIEM 2407, TIDM 2307) 2-7-4

Coverage of testing and repairing diesel engines including related systems and specialized tools. Prerequisites: DEMR 1401 and 1406 or consent of Department Chair.

DEMR 1416 Basic Hydraulics (DIEM 2400, TIDM 2408) 2-7-4

Fundamentals of hydraulics including components and related systems. Prerequisite or Co-requisite: DEMR 1401 or consent of Department Chair.

DEMR 1417 Basic Brake Systems (TIDM 2411, AUTO 1407) 2-6-4

An introduction to the basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting. Prerequisite or Co-requisite: DEMR 1401 or consent of Department Chair.

DEMR 1421 Power Train I (DIEM 1404, TIDM 2409) 2-6-4

Introduction to fundamentals, repair, and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair. Prerequisite or Co-requisite: DEMR 1401 or consent of Department Chair.

DEMR 1447 Power Train II (DIEM 2404, TIDM 2410) 3-3-4

Continuation of fundamentals and theory of power train systems. Emphasis on disassembly, inspection, and repair of power train components. Prerequisites: DEMR 1401, 1416 and 1421, or consent of Department Chair.

DEMR 1449 Diesel Engine II (DIEM 2403, TIDM 2413) 2-7-4

An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. Prerequisites: DEMR 1401, 1406, 1471 and 2434 or consent of Department Chair.

DEMR 1471 Basic Diesel Engine Tune-Up and Troubleshooting (DIEM 2406, TIDM 1406) 2-7-4

This course covers basic theories, concepts, and skills for tune-up and troubleshooting procedures for diesel engines equipped with mechanical or hydraulic actuated fuel systems. Emphasis is placed on diagnostics and repair. Prerequisites: DEMR 1401 and 1406 or consent of Department Chair.

DEMR 2434 Advanced Diesel Tune-Up and Troubleshooting (DIEM 2405, TIDM 2407) 3-3-4

Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach. Prerequisites: DEMR 1401, 1405, 1406, and 1471 or consent of Department Chair.

DEMR 2488 Internship-Diesel Engine Mechanic and Repairer (DIEM 2409) 1-18-4

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

DFTG Computer Aided Drafting and Design

DFTG 1315 Architectural Blueprint Reading (DFTG 1391) 2-2-3

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

DFTG 1405 Technical Drafting 3-3-4

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.

DFTG 1409 Basic Computer-Aided Drafting 3-3-4

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Prerequisites: Second-semester Freshman standing in the Drafting Program and consent of the Department Chair.

DFTG 1417 Architectural Drafting - Residential 3-3-4

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for a residential structure with emphasis on light frame construction methods. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

DFTG 1444 Pipe Drafting 3-3-4

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

DFTG 1448 Topographical 3-3-4

A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. All drawing assignments will be computer generated. Prerequisite: Second semester Sophomore standing in the Drafting Program.

DFTG 1456 Descriptive Geometry 3-3-4

Examination of the graphical solution to problems involving points, lines, and planes in space. Prerequisite: ENGR 1304 or DFTG 1405.

DFTG 1458 Electrical/Electronics Drafting 3-3-4

A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

DFTG 1471 Industrial Practice 3-3-4

This course is designed to give specialized practice to the student in his major field of interest. All work done in this class will typify actual industrial projects. The student will also complete an employment resume, cover letter, and portfolio. All projects will be completed with the use of Computer-Aided Drafting (AutoCAD). Prerequisites: Second semester Sophomore standing in the Drafting Program.

DFTG 2402 Machine Drawing 3-3-4

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Prerequisites: ENGR 1304 or DFTG 1405, ENGR 1305 or DFTG 1456, or concurrent enrollment.

DFTG 2410 Structural Drafting 3-3-4

Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards. Prerequisite: ENGR 1304 or DFTG 1405, or concurrent enrollment.

DFTG 2412 Technical Illustration 3-3-4

Topics include pictorial drawing including isometrics, oblique, perspectives, charts, and graphs. shading, transfer lettering, and use of different media including pencil and ink. Prerequisite: ENGR 1304, DFTG 1405, or concurrent enrollment.

DFTG 2440 Solid Modeling Design (DFTG 1452) 3-3-4

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Prerequisite: DFTG 1409 and consent of the Department Chair.

DITA Hospitality Management

See also CULA, HAMG, PSTR, RSTO and TRVM

DITA 1300 Dietary Manager I (HMCA 2358) 3-0-3

Preparation for supervisory roles in food service departments. Emphasis on normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy nutritional assessment and care, food production management and purchasing, and regulatory agencies.

DITA 1301 Dietary Manager II (HMCA 2359) 3-0-3

Continuation of Dietary Manager I. Emphasis on food service sanitation and safety, administrative and personnel management. Major topics include regulatory agencies, computer applications, production management, budgeting and cost control, personnel management, quality assurance, leadership skills, human relations, and communications.

DITA 2366 Practicum (or Field Experience) Dietician Assistant (HMCA 2355, HMCA 2555) 1-20-3

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary.

DRAM Drama**DRAM 1310 Introduction to Theater 3-3-3**

This course surveys all phases of theater including history, dramatic works, stage techniques, and their relation to fine arts. No prerequisite.

DRAM 1320 Theater Practicum 2-4-3

This course will be used as a laboratory for the exploration, development and synthesis of all the elements of theater. This course supplements other theater courses that concentrate on theories, information, and techniques by providing for the integration and implementation of those ideas and skills. Practical acting and production are provided through the preparation and public performance of one or more plays. Requires instructor approval.

DRAM 1321 Theater Practicum II 2-4-3

This course is a continuation of the laboratory for exploring all the elements of theater. Practical acting and production work are provided through involvement with public performance of one or more plays. Prerequisite: DRAM 1320.

DRAM 1351 Acting I 3-3-3

The development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, script analysis, and mechanics of acting. No prerequisite.

DRAM 1352 Acting II 3-3-3

This course is designed to complement Acting I and to provide a continuum for community college students. Basic skills and techniques will be augmented by additional physical and vocal techniques. No prerequisite.

DRAM 2336 Voice for the Theater 3-0-3

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

DRAM 2366 Motion Picture Art 3-3-3

This course focuses on the development of motion picture; analyzing visual, aural, dramatic and narrative aspects of films. A survey of historical growth and the sociological effect of film as an art is included.

DS— Developmental Studies

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

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

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

DSED 0300 College Study Skills 3-0-3

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

DSED 0302 College Study Skills for Foreign Students (ESL) 3-0-3

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

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

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

DSLA 0314 Writing I (ESL) 3-2-3

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

DSLA 0315 Grammar I (ESL) 3-1-3

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

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" (won't you) and "would ja" (would you).

DSLA 0317 Speaking I (ESL) 3-1-3

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

DSLA 0318 English for Foreign Students I (ESL) 3-2-3

This course offers an integrated approach to speaking, listening, reading, and writing. Though primarily conversational in nature, grammatical concepts, reading, and writing are covered. This course may be substituted for Listening I and Speaking I.

DSLA 0320 Reading and Vocabulary II (ESL) 3-2-3

This course, for intermediate non-native speakers, provides instruction in vocabulary, reading comprehension, structural analysis, and organizational patterns.

DSLA 0321 Writing II (ESL) 3-2-3

This course is a continuation of Grammar I and Writing I. Students continue their study of grammar while learning to write narrative, comparison/contrast, and persuasive paragraphs.

DSLA 0322 Academic Listening and Speaking II (ESL) 3-2-3

In this course, designed for intermediate non-native speakers, students develop beginning note-taking and speaking skills to prepare them for academic environments.

DSLA 0330 Reading and Vocabulary III (ESL) 3-2-3

This course, a continuation of DSLA 0320, provides further study in vocabulary, comprehension skills, and organizational patterns as they apply to reading and writing. Prerequisite: DSLA 0320.

DSLA 0332 Academic Listening and Speaking III (ESL) 3-2-3

In this course for advanced non-native speakers, students improve note taking, and oral reporting skills to prepare for college-level courses.

DSMA 0101 Basic Developmental Mathematics 1-1.5-1

This course helps students prepare to pursue college-level academic work. It uses varied instructional techniques to identify deficiencies and provide a review of fundamental operations in mathematics. (Fort Polk, LA only.)

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. (Texas Service Area Campus only.)

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 basic stated problems. A laboratory is required. Prerequisite: DSMA 0300 or appropriate test scores.

DSMA 0302 Fundamentals of Mathematics I 3-0-3

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

DSMA 0303 Developmental Mathematics IV 5-1-3

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

DSMA 0304 Fundamentals of Mathematics II 3-0-3

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

DSMA 0306 Intermediate Algebra I 3-0-3

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

DSMA 0307 Intermediate Algebra II 3-0-3

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

DSMA 0308 Pre-College Math 3-0-3

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

DSMA 0312 Fundamentals of Mathematics I 3-1-3

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

DSMA 0314 Fundamentals of Mathematics II 3-1-3

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

DSMA 0316 Intermediate Algebra I 3-1-3

Topics include a review of factoring, rational expressions, 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 0300 Developmental Reading I 2-2-3

Designed for students who have difficulty reading college texts; specifically those who scored below 50 percent on the Pre-TASP reading section. Emphasizes word attack skills, vocabulary development, comprehension, and fluency.

DSRE 0301 Developmental Reading II 2-2-3

Designed to aid students in developing and reinforcing the skills needed for reading college-level materials; specifically those who scored between 50-69 percent on the Pre-TASP reading section or passed DSRE 0300. Emphasizes vocabulary development, literal and critical comprehension skills, and fluency.

DSRE 0302 Fundamentals of Reading I 3-0-3

Designed for students who have difficulty reading college texts; specifically those who scored below 50 percent on the Pre-TASP reading section. Emphasizes word attack skills, vocabulary development, comprehension, and fluency. Includes all 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 skills needed for reading college-level materials; specifically those who scored between 50-69 percent on the Pre-TASP reading section or passed DSRE 0300. Emphasis will be on vocabulary development, literal and critical comprehension skills, and fluency. Includes all of the objectives of DSRE 0301 without the additional laboratory reinforcement.

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. (Texas Service Area Campus only.)

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. (Fort Polk, LA only.)

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. (Fort Polk, LA only.)

DSWR 0301 Developmental Writing I 3-1-3

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

DSWR 0302 Developmental Writing II 3-1-3

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

DSWR 0303 Fundamentals of Writing I 3-0-3

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

DSWR 0304 Fundamentals of Writing II 3-0-3

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

ECON Economics

ECON 1303 Consumer Economics 3-0-3

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

ECON 2301 Macroeconomics 3-0-3

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

ECON 2302 Microeconomics 3-0-3

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

EECT Communications Electronics

See also BIOM, CETT, CPMT, ELMT, INTC and ITCC

EECT 1474 Basic Communications Circuits (ELTE 1404) 3-3-4

An introduction to communications circuits used in both the two-way and broadcast medium of transmission and reception with heavy emphasis on reception. Prerequisite: CETT 1429

EECT 1476 Digital Communications (CMET 2408) 3-3-4

A broad coverage of digital communications including telephone data communications and voice synthesis. Prerequisite: CETT 1425 and CETT 1429

EECT 1491 Special Topics in Electrical, Electronic & Communications Engineering (ELTE 2405) 3-3-4

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: CETT 1429 and CETT 1449

EECT 2439 Communications Circuits (ELTE 2407) 3-3-4

A study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers. Prerequisite: EECT 1474

ELMT Communications Electronics

See also BIOM, CETT, CPMT, EECT, INTC and ITCC

ELMT 2437 Electronic Troubleshooting, Service, and Repair 3-3-4

In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course.

ELPT Maintenance Technology

See also CBFM, CNBT, CRPT, MBST, PFPB and WDWK

ELPT 1411 Basic Electrical Theory 3-3-4

An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current. Prerequisite or Co-requisite: CRPT 1429 or consent of the Department Chair.

ELPT 1429 Residential Wiring (TIBT 1408 and MTNT 1402) 3-3-4

Instruction in wiring methods used for single-family, two-family, and multi-family dwellings. Prerequisite: ELPT 1411 or consent of the Department Chair.

EMSP Emergency Medical Technology

EMSP 1160 Clinical-Emergency Medical Technology/Technician (EMPT 1502) 0-3-1

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Upon successful completion of this course and EMSP 1401, students are eligible to take the exam to be certified as an EMT-Basic. This course is only offered with EMSP 1401.

EMSP 1166 Practicum/Field Experience-Emergency Medical Technology/Technician (EMPT 1403) 0-8-1

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Upon successful completion of this course, EMSP 1441 and EMSP 1355, students are eligible to take the exam to be certified as an EMT-I. This course is only offered with EMSP 1441 and EMSP 1355.

EMSP 1167 Practicum/Field Experience-Emergency Medical Technology/Technician (EMPT 1505) 0-8-1

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. This course is designed to meet Practicum requirements for EMSP 2444 and EMSP 2434. Prerequisite: Current CPR certification. Co-requisites: EMSP 2444 and 2434. See also admission requirements.

EMSP 1268 Practicum/Field Experience-Emergency Medical Technology/Technician (EMPT 1507) 0-14-2

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Upon successful completion of this course and EMSP 2143, students are eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisite: Current CPR certification. Co-requisite: EMSP 2143. See also admission requirements.

EMSP 1355 Trauma Management (EMPT 1403) 2-2-3

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Upon successful completion of this course, EMSP 1441 and EMSP 1166, students are eligible to take the exam to be certified as an EMT-Intermediate. Prerequisites: Current CPR certification, EMSP 1401 and EMSP 1160. See also admission requirements.

EMSP 1401 Emergency Medical Technician - Basic (EMPT 1502) 2-6-4

Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Upon successful completion of this course and EMSP 1160, students are eligible to take the exam to be certified as an EMT-Basic by the Texas Department of Health and/or National Registry of EMT. Prerequisite: Current CPR certification. See also admission requirements.

EMSP 1441 Emergency Medical Technician - Intermediate (EMPT 1403) 3-4-4

Introduction to the advanced life support program. Emphasis on the Department of Transportation Emergency Medical Technician (EMT) - Intermediate guidelines in all aspects of pre-hospital emergency care. Upon successful completion of this course, EMSP 1166 and EMSP 1355, students are eligible to take the exam to be certified as an EMT-Intermediate by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 1401 and EMSP 1160. See also admissions requirements.

EMSP 2143 Assessment Based Management (EMPT 1507) 0-2-1

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. Upon successful completion of this course and EMSP 1268, students are eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification and EMSP 2330. Co-requisite: EMSP 1268. See also admission requirements.

EMSP 2330 Special Populations (EMPT 1506) 3-0-3

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. Upon successful completion of this course, EMSP 2444, EMSP 2434, EMSP 1167, EMSP 2143 and EMSP 1268, students are eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification and EMSP 1167. See also admission requirements.

EMSP 2338 EMS Operations 3-0-3

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. Prerequisites: Current CPR certification and EMSP 2330. Co-requisite: EMSP 1268. See also admission requirements.

EMSP 2434 Medical Emergencies (EMPT 1505) 3-2-4

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. All aspects of the utilization of medications in treating medical emergency situations will be discussed. Upon successful completion of this course, EMSP 2444, EMSP 1167, EMSP 2330, EMSP 2143 and EMSP 1268, students will be eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 1401 and EMSP 1160. See also admissions requirements.

EMSP 2444 Cardiology (EMPT 1504) 3-2-4

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. All aspects of the utilization of medications in treating medical emergency situations will be discussed. Upon successful completion of this course, EMSP 2434, EMSP 1167, EMSP 2330, EMSP 2143 and EMSP 1268, students will be eligible to take the exam to be certified as an EMT-P by the Texas Department of Health and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 1401 and EMSP 1160. See also admissions requirements.

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.

ENGL 2307 Creative Writing 3-0-3

This course provides practical experience in the techniques of imaginative writing. It is designed to engage students in practical criticism and contemporary trends while emphasizing the development of creative skills. Students will receive guidance and instruction in the skills and craft necessary to construct successful fiction (short stories) and poetry. Prerequisites are ENGL 1301 and ENGL 1302, or equivalent.

ENGL 2311 Technical Writing 3-0-3

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

ENGL 2322 British Literature I 3-0-3
A survey of English literature from works such as Beowulf to the major writers of the 18th Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on individual selections themselves as outstanding selections of the English literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302 or equivalent.

ENGL 2323 British Literature II 3-0-3
A survey of English literature from the early romantic writers to the early Twentieth Century writers. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302 or equivalent.

ENGL 2327 American Literature I 3-0-3
A survey of American literature from selected Pre-Colonial and Colonial literature to selected major writers of the American Renaissance period. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of our American literary heritage. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302 or equivalent.

ENGL 2328 American Literature II 3-0-3
A survey of American literature beginning with Walt Whitman and ending with selected major writers from the present. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis is on the individual selections themselves as outstanding expressions for our American literary heritage. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302 or equivalent.

ENGL 2332 World Masterpieces I 3-0-3
A survey of the major works of selected world writers from Homer through the Renaissance Period. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis is on the individual selections themselves as outstanding expressions of world masterpieces. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent.

ENGL 2333 World Masterpieces II 3-0-3
A survey course of the major selected world writers from the Renaissance to the Twentieth Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis is on the individual selections themselves as outstanding examples of world masterpieces. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent.

ENGR Engineering

ENGR 1101 Introduction to Engineering 1-0-1
Introduction to all engineering fields and the opportunities within the scope of professional work.

ENGR 1304 Engineering Graphics 2-4-3
Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projections drawing, geometry of graphical construction. Required for beginning engineering students.

ENGR 1305 Descriptive Geometry 2-4-3
Involves point, line, and plane relationships; auxiliary views; intersections; and flat-pattern development. Emphasis is placed on practical solutions to realistic engineering problems relating to aerospace, mining, and geology. Prerequisite: ENGR 1304.

FIRT Fire Protection Technology

FIRT 1255 Methods of Teaching 2-0-2
Preparation of public safety personnel to effectively teach technical skills, techniques, and information. Not offered in Texas.

FIRT 1301 Fundamentals of Fire Protection (FPRT 1301) 3-0-3
Study of the philosophy, history and fundamentals of public and private fire protection. Topics include statistics of fire and property loss, agencies involved in public and private protection, legislative development, departmental organization, training, and staffing.

FIRT 1303 Fire and Arson Investigation I (FPRT 2306) 3-0-3
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination. Not offered in Texas.

FIRT 1305 Public Education Programs (FPRT 2309) 3-0-3
Preparation of firefighters and fire officers to develop public fire safety awareness. Emphasis on implementation of fire and public safety programs in an effort to reduce the loss of life. Not offered in Texas.

FIRT 1307 Fire Prevention Codes and Inspections (FPRT 1302) 3-0-3
Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures. Not offered in Texas.

FIRT 1309 Fire Administration I (FPRT 1304) 3-0-3
Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRT 1311 Fire Service Hydraulics (FPRT 2314) 3-0-3
Study of water distribution systems and fire stream development as related to fire protection and suppression. Not offered in Texas.

FIRT 1315 Hazardous Materials I (FPRT 2303) 3-0-3
Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation. Not offered in Texas.

FIRT 1319 Firefighter Health and Safety 3-0-3
Study of firefighter occupational safety and health in emergency and non-emergency situations. Not offered in Texas.

FIRT 1327 Building Construction in Fire Service 3-0-3

Exploration of building construction and design related to fire spread and suppression in various structures. Examination of potential hazards resulting from construction practices and materials. Not offered in Texas.

FIRT 1329 Building Codes and Construction (FPRT 2305) 3-0-3

Examination of building codes and requirements, construction types, and building materials. Topics include walls, floorings, foundations, and various roof types and the associated dangers of each. Not offered in Texas.

FIRT 1331 Firefighting Strategies and Tactics I (FPRT 2404) 3-0-3

Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.

FIRT 1333 Fire Chemistry I (FPRT 1307) 3-0-3

Introduction to the chemical nature and properties of inorganic compounds as related to the fire service. Topics include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes. Not offered in Texas.

FIRT 1334 Fire Chemistry II (FPRT 1308) 3-0-3

Introduction to the chemistry of carbon compounds as related to the fire service with primary emphasis on the hydrocarbons. Topics include alcohols, phenols, halogen compounds, and ethers with application to various industrial processes. Not offered in Texas.

FIRT 1336 Fire Insurance Fundamentals 3-0-3

Examination of the relationship between fire defenses, fire losses, and insurance rates. In-depth study of the insurance grading system. Not offered in Texas.

FIRT 1338 Fire Protection Systems (FPRT 1303) 3-0-3

Study of fire detection, alarm, and extinguishing systems.

FIRT 1345 Hazardous Materials II (FPRT 2308) 3-0-3

In-depth study of mitigation practices and techniques to effectively control hazardous material spills and leaks. Not offered in Texas.

FIRT 1347 Industrial Fire Protection (FPRT 2301) 3-0-3

Study of industrial emergency response teams and specific concerns related to business and industrial facilities. Not offered in Texas.

FIRT 1349 Fire Administration II (FPRT 1305) 3-0-3

In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. Not offered in Texas.

FIRT 1353 Legal Aspects of Fire Protection (FPRT 2304) 3-0-3

Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties. Not offered in Texas.

FIRT 2331 Firefighting Strategies and Tactics II 3-0-3

Continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command in large scale command problems and other specialized fire problems. Not offered in Texas.

FIRT 2333 Fire and Arson Investigations II 3-0-3

Continuation of Fire and Arson Investigation I. Topics include reports, courtroom demeanor, and expert witnesses. Not offered in Texas.

FIRT 2345 Hazardous Materials III 3-0-3

Continuation of Hazardous Materials II. Topics include radioactive materials and radiation; poisons and toxicology; cryogenics; oxidizers; corrosives; flammable solids; hazards of Class A fuels, plastics, and organic and inorganic peroxides and water reactivity; and polymerization and polymerizing substances. Not offered in Texas.

FREN French**FREN 1411 Beginning French I 4-2-4**

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

FREN 1412 Beginning French II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: FREN 1411.

FREN 2311 Intermediate French I 3-0-3

This course includes grammar review, composition, and reading of French masterpieces, with conversation based on material read. Prerequisite: FREN 1411 and 1412 or two years of French in an accredited high school.

FREN 2312 Intermediate French II 3-0-3

This course continues reading of French masterpieces; drill on syntax as needed for reading, composition, and conversation. Prerequisite: FREN 2311.

GEOG Geography**GEOG 1300 Introduction to Geography 3-0-3**

This is an introductory-level course that combines physical and cultural geography using a spatial regional approach. The course examines the physical environment of the earth and explains maps, covers man's adaptation to environmental extremes, and explores man's use of his environment ranging from adaptation within a tribal culture to the highly modernized urban world.

GEOG 1301 Elements of Physical Geography 3-0-3

A course which examines the physical characteristics of the Earth's environment using maps as a primary tool for expressing location and interrelationships. Principle discussion topics are the atmosphere and oceans, weather, climate, environments of earth materials and vegetation, earth processes, land forms and their development.

GEOG 1302 Cultural Geography 3-0-3

A survey of human geography and the ways mankind adapts and reacts to his spatial environment. Culture is defined and its various aspects are described and compared. Important topics to be discussed are population, health, livelihoods, communities, urbanization, organizational interaction including economics and politics, present and future global problems.

GEOG 1303 World Regional Geography 3-0-3

The study of major developing and developed regions of the world stressing their similarities and differences and their physical and cultural spatial interrelationships. An additional emphasis is the diversity of ideas and practices to be found in those regions.

GEOL Geology

GEOL 1403 Physical Geology 3-3-4

An introductory course about the materials and processes of the Earth. Topics included are: minerals, rocks, plate tectonics, weathering, running water, ground water, glaciers, deserts, and others. The study of local rocks and minerals and the opportunity for field observation and collection are provided.

GEOL 1404 Historical Geology 3-3-4

The course involves a study of the record of life forms that have developed throughout geological time. It also covers the development of the Earth from its cosmic beginning to current land forms. Principles of stratigraphy, paleontology, geologic time, plate tectonics, and hypotheses of the Earth's origin are studied in the course. Field work, including the study of local fossil fauna, is an integral part of the course.

GEOL 1405 Environmental Geology 3-2-4

An interdisciplinary course which includes an overview of Earth materials and processes, which then goes on to focus upon specific geologic problems and possible solutions. A major emphasis of this course is that of the relationship of geology with other academic and practical matters and studies.

GERM German

GERM 1411 Beginning German I 4-2-4

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

GERM 1412 Beginning German II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: GERM 1411.

GERM 2311 Intermediate German I 3-0-3

This course includes grammar review, composition and practice in conversation, with readings in contemporary German writings. Includes short stories and some longer works, providing a conversational basis. Prerequisite: GERM 1411 and 1412, or two years of German in an accredited high school.

GERM 2312 Intermediate German II 3-0-3

This course continues reading in contemporary German writings; drill on syntax as needed for reading, composition, and conversation. Prerequisite: GERM 2311.

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, interest groups, and political parties.

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 public policy including defense and foreign relations.

GOVT 2304 Introduction to Political Science 3-0-3

This course is designed to introduce the student to the general area of political science and to provide knowledge and understanding of political fundamentals, public law, political dynamics, public policy, theory and organization of the modern state, and international relations.

GRPH Graphics and Printing Technology

GRPH 1309 Press Operations I (TIPT 1403, GRPH 1409) 2-4-3

An introduction to offset printing including knowledge and skills to operate a small offset press to print single color jobs. Emphasis on parts of the press and operation procedures, printing terminology, paper types and ink types and their uses, make ready and cleanup. Prerequisite or Co-requisite: GRPH 1405 or Consent of Department Chair.

GRPH 1322 Electronic Publishing I (TIPT 1402, GRPH 1422) 2-4-3

An introduction to computer layout and design using major components of electronic publishing including text, graphics, and page layout and design using a computer. Introduction to the basic concepts and terminology associated with typography and page layout. Prerequisite: GRPH 2336 or consent of the Department Chair.

GRPH 1354 Electronic Publishing II (TIPT 1410) 2-4-3

Emphasis on design principles for the creation of advertising and publishing materials such as letterheads, business cards, ads, fliers, brochures, and manuals. Mastery of design principles regarding typography, effective use of color, special graphic effects, informational graphics and output considerations. Emphasis on techniques for planning and documenting projects and on efficient project design techniques. Prerequisite: GRPH 1322 or consent of the Department Chair.

GRPH 1374 Press Operations III (TIPT 1406) 2-4-3

Covers the press transport system, preparation of water and ink system and end of press run activities to include clean up of AB Dick 360 press. Prerequisite: GRPH 2338 or consent of Department Chair.

GRPH 1405 Introduction to Graphic Arts and Printing (OPRT 1401, TIPT 1401) 3-3-4

An introduction to various phases of the graphic arts industry, including the history of printing, techniques involved in the production and distribution of printed materials, the kinds of printing industries and printing terminology. An introduction to printing equipment and relationship of each piece of equipment to the total plant operation and shop safety, including job planning and career data.

GRPH 1419 Bindery and Finishing Operations (OPRT 1404, TIPT 1408) 3-3-4

An overview of bindery and finishing equipment and techniques. Emphasis on parts and operation. Demonstration of sorting, folding, cutting, labeling, wrapping, packaging, and binding methods. Prerequisites or Co-requisites: GRPH 1405 and GRPH 1474 or consent of the Department Chair.

GRPH 1471 Basic Camera (OPRT 1402) 3-3-4

Basic camera operations and darkroom procedures including percentage size calculations, simple line shots, and film processing by the tray method. Basic techniques in the precise layout of simple line negative, halftones, and combinations. Selection of proper plates for specific jobs and the exposing and developing of plates. Prerequisite or Co-requisite: GRPH 1405 or consent of the Department Chair.

GRPH 1472 Graphics and Printing Applications
(TIPT 1409) 3-3-4

Allows the student to put all the skills learned in previous courses to practice by performing the function of a print shop employee. Includes paper selection and cutting, darkroom functions, platemaking, ink selection, press operations, bindery operation, storing flats and plates and equipment maintenance and repair. Prerequisite: All other courses in the program except GRPH 2488 or consent of the Department Chair.

GRPH 1474 Preventive Maintenance
(OPRT 1408, TIPT 1407) 3-3-4

This course covers preventive maintenance of the offset printing press. It also includes bindery operations such as paper characteristics and identification, proper paper jogging and padding procedures, figuring paper cuts, and paper cutter operations. A thorough study of the adjustments, preventive maintenance and simple repair on darkroom, composing room, press room, and bindery equipment. Prerequisites: GRPH 1405 and GRPH 2338 or GRPH 1405 and GRPH 1374 or consent of the Department Chair.

GRPH 2336 Prepress Techniques
(TIPT 1404, GRPH 2436) 2-4-3

Hands-on experience in both electronic file imaging and traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. Prerequisite: GRPH 1471 or consent of Department Chair.

GRPH 2338 Press Operations II
(TIPT 1405, GRPH 2438) 2-4-3

Maintenance and operation of larger offset presses, and production of process-color jobs with hairline registration. Focus on interpretation of color bars for the printing process. Prerequisite: GRPH 1309 or consent of Department Chair.

GRPH 2341 Electronic Publishing III 2-4-3

Hands-On experience in both electronic file imaging and traditional graphic camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. Prerequisites: GRPH 1322 and GRPH 1354 or consent of the Department Chair.

GRPH 2488 Internship—Graphics & Printing Equipment Operator (OPRT 2409) 1-18-4

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

HALT Agriculture
See also AGCR, AGEQ, AGMG and AGAH

HALT 1319 Landscape Construction 2-3-3

Exploration of landscape construction materials and the methods used for installation. Topics on soil preparation, including wood, concrete, and masonry construction; and landscape lighting, including pools, spas, and general construction details.

HALT 1322 Landscape Design 2-3-3

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation. Prerequisite: AGRI 1415.

HALT 2308 Greenhouse Management 2-3-3

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management.

HAMG Hospitality Management
See also CULA, DITA, PSTR, RSTO and TRVM

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

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

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

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

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

An introduction to computers and their relationship as an information system to the hospitality industry. This course addresses essential aspects of computer systems, such as hardware and generic applications; focuses on computer-based property management systems for both front and back office functions; and on computer-based restaurant management.

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

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

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

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

HAMG 2307 Hospitality Marketing and Sales
(HMCA 2308) 3-0-3

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

HAMG 2332 Hospitality Financial Management
(HMCA 2306) 3-0-3

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

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

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

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

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

HAMG 2388 Internship - Hospitality Administration and Management (HMCA 2303, 2309, 2311) 1-16-3

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

HART Heating, Air Conditioning and Refrigeration

HART 1401 Electricity Principles (AIRC 1401) 3-3-4

Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation.

HART 1403 A/C Control Principles (AIRC 1406) 3-3-4

A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohm's law as applied to A/C controls and circuits. Prerequisite: HART 1401 or consent of Department Chair.

HART 1407 Refrigeration Principles (AIRC 1400) 3-3-4

An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components.

HART 1441 Residential Air Conditioning (AIRC 1407) 3-3-4

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisite or Co-requisite: HART 1407 or consent of Department Chair.

HART 1442 Commercial Refrigeration (AIRC 2402) 3-3-4

Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines. Prerequisites or Co-requisites: HART 1401 and HART 1407 or consent of Department Chair.

HART 1445 Gas and Electric Heating (AIRC 1403) 3-3-4

A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces. Prerequisite or Co-requisite: HART 1401 or consent of Department Chair.

HART 1449 Heat Pumps (AIRC 2405) 3-3-4

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Prerequisites: HART 1407 and HART 1441 or consent of Department Chair.

HART 2431 Advanced Electricity (AIRC 2400) 3-3-4

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution and introduction to solid state devices. Prerequisites: HART 1401 and HART 1403 or consent of Department Chair.

HART 2436 Troubleshooting (AIRC 2404) 3-3-4

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: HART 1401, 1403, 1407 and 1441 or consent of Department Chair.

HART 2441 Commercial Air Conditioning (AIRC 2403) 3-3-4

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisites: HART 1401 and 1407 or consent of Department Chair.

HART 2445 Air Conditioning System Design (AIRC 2401) 3-3-4

A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Prerequisite: HART 1407 or consent of Department Chair.

HART 2471 Advanced Heat Pumps (AIRC 2407) 3-3-4

An introduction to geothermal heat pumps, polyethylene butt and socket fusion, geothermal applications, ground heat exchangers (vertical, horizontal and slinky loops), flow controls, system design, troubleshooting, repair and system service. Prerequisites: HART 1449 and 2431 or consent of Department Chair.

HART 2488 Internship- Heating, A/C and Refrigeration Mechanic and Repairer (AIRC 2409) 1-18-4

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

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.

HIST 2301 Texas History 3-0-3
A survey of Texas from the Spanish exploration to the present.

HIST 2311 Survey of Western Civilization I 3-0-3
An introductory survey course from the rise of Near Eastern civilization to the conclusion of the French Revolution. Special emphasis is placed on the period 1500-1815. Topics covered include Ancient Times, the Middle Ages, the Renaissance, Reformation, establishment of West-European leadership, Transformation of Eastern Europe, the Enlightenment, Scientific Revolution, and the French Revolution.

HIST 2312 Survey of Western Civilization II 3-0-3
An introductory survey course from 1815 to the present with particular emphasis upon the 20th century. Topics covered include the international impact of the French Revolution, Reaction vs. Progress, the Industrial Revolution, the Revolution of 1848, the Rise of Large Nation-States, European Imperialism, European Civilization 1870-1914, World War I and the Russian Revolution, Totalitarianism and World War II, and the Contemporary World.

HIST 2381 African-American History 3-0-3
The purpose of this course is to familiarize students with the general study of African-American history from the early days of West Africa to American slavery and freedom and ending with the modern civil-rights movement of the 1950's and 1960's.

HRPO Business Administration and Management **See also BMGT, BUSG and MRKG**

HRPO 1311 Human Relations (MGMT 1306) 3-0-3
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301 Human Resource Management (MGMT 2302) 3-0-3
Behavioral and legal approaches to the management of human resources in organizations.

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.

INTC Computer Electronics Technology **See also BIOM, CETT, CPMT, EECT, ELMT and ITCC**

INTC 1307 Electronic Test Equipment (ELTE 2402) 2-4-3
A study of the theory and application of analog and digital meters, oscilloscopes, frequency generation, frequency measurements, and special measuring instruments. Emphasis on accuracy and limitations of instruments and calibration techniques.

ITCC Computer Electronics Technology **Network Professional**

ITCC 1302 Local Area Networks Design and Protocols: Cisco I 2-4-3

Skill development in the design and installation of local area networks to ensure optional throughput. Topics include cabling, cable closets, management devices, selection, and installation of network devices, protocols, and sub-netting. Prerequisite: CETT 1403, CETT 1421, CETT 1425, and CPMT 1403.

ITCC 1306 Basic Router Configuration: Cisco II 2-4-3
An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features. Prerequisite or Co-requisite ITCC 1302.

ITCC 1342 Local Area Management (LAN): Cisco III 2-4-3
Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LAN's. This course includes configuring of routers for IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems. Prerequisite: CETT 1405, CETT 1429 and ITCC 1306.

ITCC 1346 Wide Area Management (WAN): Cisco IV 2-4-3
An introduction to wide area networking (WAN) services and management. Prerequisite or Co-requisite: ITCC 1342.

ITCC 2332 Advanced Routing Configuration: Cisco V 2-4-3
A study of advanced network development issues and methods used to configure Cisco routers for effective LAN and WAN traffic management. Topics include designing scalable inter-networks managing traffic and access for IP and IPX/SPX, configuring OSPF in single and multiple areas, and configuring and using interior and border gate-way routing protocols. Prerequisites: CPMT 1445 and ITCC 2336 and CCNA Certification.

ITCC 2336 Building Remote Access Networks: Cisco VI 2-4-3
Designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols. Prerequisite or Co-requisite: ITCC 2332.

ITCC 2340 Configuring LAN Switches: Cisco VII 2-4-3
An introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANS, switch architecture (hardware and software), switch configuration, management and troubleshooting. Prerequisite or Co-requisite: ITCC 2336 and CPMT 2445.

ITCC 2344 Internetwork Troubleshooting: Cisco VIII 2-4-3
A study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting tools, diagnosing and correcting problems with TCP/IT, Novell and AppleTalk networks, and with Frame Relay and ISDN network connections. Prerequisite or Co-requisite: ITCC 2340.

ITNW Computer Science

See also ITSC, ITSE and ITSW

ITNW 1429 Novell Networking Essentials (COSC 2493) 3-3-4

Study of networking technologies. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Prerequisite: ITSC 1405.

ITNW 1433 Microsoft Networking Essentials (MISC 2454) 3-3-4

Instruction in networking essential concepts including the OSI reference model, network protocols, transmission media, and networking hardware and software. Prerequisite: ITSC 1405.

ITNW 1437 Introduction to the Internet 3-3-4

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. Prerequisite: ITSC 1409.

ITNW 2405 Network Administration for Novell NetWare (COSC 2491) 3-3-4

Preparation to effectively manage a Novell NetWare network. Topics include network components, user accounts and groups, network file systems, file system security, and network printing. Prerequisite: ITSC 1405.

ITNW 2431 Novell Service and Support (COSC 2492) 3-3-4

Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software. Prerequisite: ITNW 2405.

ITSC Computer Science

See also ITNW, ITSE and ITSW

ITSC 1301 Introduction to Computers (COSC 1300) 3-1-3

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and applications in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area.

ITSC 1402 Computer Control Language (COSC 2403) 3-3-4

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

ITSC 1405 Introduction to PC Operating Systems (MISC 1461) 3-3-4

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1409 Integrated Software Applications I (MISC 1450) 3-3-4

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

ITSC 1411 AS/400 Operating System I (COSC 1408) 3-3-4

A study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics include introductory system management concepts and file management. Prerequisite: 8 semester hours in Computer Science courses.

ITSC 1492 Special Topics in Management Information Systems and Business Data Processing, General (MISC 2455) 1-6-4

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: 8 semester hours of Computer Science courses and consent of the Department Chair.

ITSC 2288 Internship - Management Information Systems and Business Data Processing, General 1-5-2

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

ITSC 2439 Personal Computer Help Desk (COSC 2490) 3-3-4

Diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business.

ITSE Computer Science

See also ITNW, ITSC and ITSW

ITSE 1191 Special Topics in Computer Programming (COSC 1100) 0-3-1

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

ITSE 1402 Introduction to Computer Programming (COSC 1403) 3-3-4

Introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

ITSE 1414 Introduction to RPG Programming
(COSC 1407) 3-3-4

Introduction to computer programming using RPG. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: ITSE 1402 and ITSC 1411.

ITSE 1418 Introduction to COBOL Programming
(COSC 1404) 3-3-4

Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisite: ITSE 1402.

ITSE 1422 Introduction to C Programming
(MISC 2456) 3-3-4

Introduction to programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: ITSC 1409, COSC 2425 and one other programming language.

ITSE 1431 Introduction to Visual BASIC Programming
(MISC 2453) 3-3-4

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: Successful completion of one other programming language course.

ITSE 1435 Introduction to BASIC Programming
(MISC 1451) 3-3-4

Introduction to computer programming using BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

ITSE 1450 System Analysis and Design
(COSC 2410) 3-3-4

Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Prerequisites: ITSE 1402 or ITSE 1418 or ITSE 1435 or ITSE 1422.

ITSE 1491 Special Topics in Computer Programming
(COSC 2409) 3-3-4

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisites: 8 semester hours of Computer Science course work and consent of Department Chair.

ITSE 2413 Web Authoring 3-3-4

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Prerequisites: ITSC 1409 or ITSW 1401.

ITSE 2431 Advanced C++ Programming
(MISC 2458) 3-3-4

Further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. Prerequisite: ITSE 1422.

ITSE 2451 Advanced COBOL Programming
(COSC 2401) 3-3-4

Further applications of programming techniques using COBOL, including file access methods, data structures and modular programming, program testing and documentation. Prerequisites: ITSE 1418 and ITSC 1402.

ITSE 2486 Internship - Computer Programming
(COSC 2494) 1-18-4

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

ITSW Computer Science
See also ITNW, ITSC and ITSE

ITSW 1401 Introduction to Word Processing
(MISC 1420) 3-3-4

An overview of the production of documents, tables, and graphics.

ITSW 1404 Introduction to Spreadsheets
(MISC 1430) 3-3-4

Instruction in the concepts, procedures, and importance of electronic spreadsheets.

ITSW 1407 Introduction to Database
(MISC 1440) 3-3-4

Introduction to database theory and the practical applications of a database. Prerequisites: ITSW 1401 or ITSW 1404 or ITSC 1409.

ITSW 1413 Introduction to Data Entry
(COSC 1401) 3-3-4

Training in data input. Includes source documents, conversion of source data into computer input media, input record layout design, and input coding.

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

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

JAPN Japanese

JAPN 1311 Elementary Japanese I 3-0-3

Introduction to Japanese with emphasis on conversation, grammar, and the written forms. There will also be readings of simple texts dealing with Japanese life and culture.

JAPN 1312 Elementary Japanese II 3-0-3

Continuation of Japanese conversation, grammar and the written forms. Emphasis is on reading texts dealing with Japanese life and culture. Prerequisite: JAPN 1311.

JAPN 1370 Introduction to Japanese 3-0-3

This course provides students with conversational and academic skills in basic "survival" Japanese by presenting the language in a practical, contextual setting. Grammar is reinforced by example with emphasis on understanding the structure and mastery of the structure in conversation.

JAPN 1411 Beginning Japanese I 4-2-4

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

JAPN 1412 Beginning Japanese II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: JAPN 1411.

JAPN 2311 Intermediate Japanese 3-0-3

Review and application of skills in listening, comprehension, and speaking; introduction to advanced grammar patterns; and acquisition of additional Japanese characters.

LGLA Paralegal/Legal Assistant**LGLA 1321 Military Law I (LEGA 1309) 3-0-3**

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

LGLA 1343 Bankruptcy (LEGA 1308) 3-0-3

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

LGLA 1345 Civil Litigation (LEGA 1307) 3-0-3

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation. Prerequisites: LGLA 1407 and LGLA 1417.

LGLA 1351 Contracts (LEGA 2302) 3-0-3

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

LGLA 1353 Wills, Trust and Probate Administration (LEGA 2405) 3-0-3

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. Prerequisites: LGLA 1407 and LGLA 1417.

LGLA 1355 Family Law (LEGA 1304) 3-0-3

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

LGLA 1357 Juvenile Law (LEGA 2307) 3-0-3

This course presents fundamental concepts of juvenile law with emphasis on the paralegal's role. Topics include differences between the criminal and juvenile justice systems, detention, adjudication and certification procedures, and related issues within the public education system. Prerequisites: LGLA 1407 and LGLA 1417.

LGLA 1391 Special Topics in Paralegal/Legal Assistance (LEGA 2101) (LEGA 2308) 3-0-3

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

LGLA 1401 Legal Research and Writing 3-3-4

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

LGLA 1407 Introduction to Law and the Legal Profession (LEGA 1401) 4-0-4

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

LGLA 1417 Law Office Technology 3-3-4

This course introduces computer technology and its applications within the law office. Topics include the use of computer technology in the delivery of legal services with particular emphasis on the paralegal's role.

LGLA 2303 Tort and Personal Injury Law (LEGA 2301) 3-0-3

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

LGLA 2307 Law Office Management (LEGA 1302) 3-0-3

This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology.

LGLA 2309 Real Property (LEGA 1305) 3-0-3

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

LGLA 2311 Business Organizations (LEGA 2303) 3-0-3

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations, and other emerging business entities. Prerequisites: LGLA 1407 and LGLA 1417 and LGLA 1351.

LGLA 2313 Criminal Law and Procedure (LEGA 1306) 3-0-3

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions.

LGLA 2321 Military Law II (LEGA 1403) 3-0-3

This course presents an in-depth look at the operation and management of military law. Topics include detailed coverage of criminal law, claims, military administrative law, legal assistance, and civil law as it applies to the military. Prerequisite: LGLA 1321.

LGLA 2433 Advanced Legal Document Preparation (LEGA 2401) 3-3-4

Preparation of legal documents based on hypothetical fact situations drawn from various areas including real estate, family law, contracts, litigation, and business organizations. Prerequisites: LGLA 1407 and LGLA 1417 and Sophomore standing.

LGLA 2488 Internship- Paralegal/Legal Assistant (LEGA 2404) 1-18-4

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisites: LGLA 1407 and LGLA 1417, and Sophomore standing, and department consent.

MATH Mathematics

MATH 1314 College Algebra 3-0-3

A study of relations and functions, polynomial functions and equations of degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, the binomial theorem, and mathematical induction. This course meets the college core requirement and is recommended for students planning to transfer to bachelor's degree programs. Prerequisites: DSMA 0303 or equivalent with a grade of "C" or better or acceptable evaluation scores. (See TASP Matrix)

MATH 1316 Trigonometry 3-0-3

Topics include trigonometric functions, radian and degree measure, circular functions, solving right and oblique triangle problems, deriving and verifying trigonometric identities, inverse trigonometric functions, and solving conditional equations. Prerequisites: DSMA 0303 or equivalent with a grade of "C" or higher or acceptable evaluation scores. (See TASP Matrix)

MATH 1324 Finite Mathematics 3-0-3

Topics include systems of linear equations, linear programming, and the simplex method, set theory, counting techniques, combinatorics, probability, statistics, and functions. Prerequisites: DSMA 0303 or equivalent with a grade of "C" or higher or acceptable evaluation scores. (See TASP Matrix)

MATH 1325 Business Calculus 3-0-3

Topics from elementary, differential and integral calculus that apply to business and economics. Prerequisites: MATH 1314 or MATH 1324 with a grade of "C" or higher.

MATH 1342 Elementary Statistics 3-0-3

Topics include the collecting, organizing, and displaying of data; measures of central tendency, measures of variation, histograms, probability; probability distributions, binomial distributions, normal distributions, linear regression and their applications. Prerequisites: DSMA 0303 or equivalent with a grade of "C" or higher or acceptable evaluation scores. (See TASP Matrix)

MATH 1348 Analytic Geometry 3-0-3

An algebraic treatment of straight lines and the conic sections. Transformations of coordinates, curve sketching, polar coordinates. Prerequisite: MATH 1314 and MATH 1316 with a grade of "C" or higher OR High School Pre-Calculus with a grade of "B" or higher.

MATH 2318 Linear Algebra 3-0-3

An introductory course in linear algebra covering vector spaces, linear transformations, matrices, systems of linear equations. Prerequisite: MATH 2414 with a grade of "C" or higher.

MATH 2320 Differential Equations 3-0-3

First and second order differential equations and their applications. Laplace Transforms, Fourier Series, and their applications. Prerequisite: MATH 2414 with a grade of "C" or higher.

MATH 2413 Calculus I 3-1-4

A first course in differential calculus with emphasis on the limit definitions of derivatives and integrals, applications of derivatives. Derivatives and integrals of the trigonometric functions and their inverses, the hyperbolic functions, exponential, logarithmic, and inverse functions. Prerequisites: MATH 1314 and MATH 1316 with a grade of "C" or higher OR Pre-Calculus with a grade of "B" or higher. Co-requisite: MATH 1348 with a grade of "C" or higher may be taken prior to or concurrently with MATH 2413. MATH 2413 is normally taught during the Fall Semester.

MATH 2414 Calculus II 3-1-4

A second course in differential and integral calculus. Topics include applications of integration, techniques of integration, infinite series, conics, parametric equations, polar coordinates, vectors, and the geometry of spaces. Prerequisites: MATH 1348 and MATH 2413 with a grade of "C" or higher. MATH 2414 is normally taught during the Spring Semester.

MATH 2415 Calculus III 3-1-4

A third course in differential and integral calculus. Topics include vector-valued functions, functions of several variables, multiple integrations, and vector analysis. Prerequisites: MATH 2414 with a grade of "C" or higher. MATH 2415 is normally taught during the Summer Semester.

MBST Maintenance Technology

See also CBFM, CNBT, CRPT, ELPT, PFPB and WDWK

MBST 1507 Masonry I (TIBT 1401, MTNT 1411) 2-7-5

Introduction to masonry including safety, tools and equipment, masonry materials, theory, terminology, federal and state guidelines, building plans, mortar mixing and spreading, and the fundamentals of laying bricks and block. Prerequisite or Co-requisite: CRPT 1429 or consent of the Department Chair.

MLAB Medical Lab Technician

MLAB 1201 Introduction to Clinical Laboratory Science (MELT 1601) 1-1-2

An introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation and certification. Attention will be focused on basic didactic and practical techniques in the following laboratory areas: microscopy, phlebotomy, immunology, and clinical microbiology.

MLAB 1211 Urinalysis and Body Fluids (MELT 1601) 1-4-2

An introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney, and physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids. Attention will be focused on basic didactic and practical techniques in urinalysis.

MLAB 1331 Parasitology/Mycology (MELT 2404) 2-4-3

A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures. Included in this course is a study of the taxonomy, morphology and pathogenesis of viruses and the practical application of laboratory procedures as they relate to given disease procedures.

MLAB 1415 Hematology (MELT 1402) 3-3-4

Introduction to the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases.

MLAB 2401 Clinical Chemistry (MELT 2405) 3-3-4

An introduction to the principles and procedures of various tests performed in Clinical Chemistry. Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology, and chemical analysis of body fluids.

MLAB 2431 Immunohematology (MELT 2403) 3-3-4

A study of blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, crossmatching, elution, and absorption techniques. Included in this course is a study of the theory and application of basic immunology including the principles of serological procedures.

MLAB 2434 Clinical Microbiology (MELT 2402) 3-3-4

Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures.

MLAB 2460 Clinical II-Medical Laboratory Technician (MELT 2401) 1-18-4

A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Course may be repeated if topics and learning outcomes vary. Weekly site visits are conducted by the college faculty.

MLAB 2461 Clinical III-Medical Laboratory Technician (MELT 2406) 1-18-4

A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Course may be repeated if topics and learning outcomes vary. Weekly site visits are conducted by the college faculty.

MLAB 2561 Clinical I - Medical Laboratory Technician (MELT 2502) 1-24-5

A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Course may be repeated if topics and learning outcomes vary. Weekly site visits are conducted by the college faculty.

MRKG Business Administration and Management

See also BMGT, BUSG and HRPO

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

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

MSMG Military Science Management (ROTC)

MSMG 1000 Leadership Laboratory 0-1-0

Practical application of adventure training skills, first aid, general military skills, drill, and ceremonies. One and one-half laboratory hours a week for one semester. Required of all military science students. Prerequisite: Concurrent enrollment in another military science course.

MSMG 1201 Basic Military Science I-A 2-0-2

Organization and functions of the military and ROTC; customs and courtesies of the service; adventure training; introduction to rappelling and mountaineering techniques; first aid. One two-hour lecture/practice session a week for one semester. Co-requisite: MSMG 1000, Leadership Lab.

MSMG 1203 Basic Military Science I-B 2-0-2

Leadership roles of junior officers and noncommissioned officers; marksmanship techniques, familiarization with the weapons used in infantry units. One two-hour lecture/practice session a week for one semester. Co-requisite: MSMG 1000, Leadership Lab.

MSMG 1210 Basic Military Science II-A 2-0-2

Organization, equipment, and missions of Army combat units; individual and small-unit tactics; leadership in a dynamic environment. Two lecture/practice hours a week for one semester; and a weekend field training exercise. Co-requisite: MSMG 1000, Leadership Lab.

MSMG 1212 Basic Military Science II-B 2-0-2

Leadership skills in adverse conditions. Map reading and small unit patrolling missions. Two lecture/practice hours a week for one semester, and a weekend field training exercise. Co-requisite: MSMG 1000, Leadership Lab.

MUAP Music Applied

INDIVIDUALIZED INSTRUCTION IS OFFERED IN THE FOLLOWING AREAS - Voice, Piano, Winds, Strings, Brass, Percussion. Literature from all style periods and technical skills will be emphasized. One hour lesson per week for Levels I and II. Two hour lessons per week for Levels III and IV. Two hours practice per day is required. Instructor approval. Special fees apply.

MUAP 1137 Brass I 0-1-1**MUAP 1138 Brass II 0-1-1****MUAP 2237 Brass III 0-2-2****MUAP 2238 Brass IV 0-2-2****MUAP 1169 Piano I 0-1-1****MUAP 1170 Piano II 0-1-1****MUAP 2269 Piano III 0-2-2****MUAP 2270 Piano IV 0-2-2**

MUAP	1157	Percussion I	0-1-1
MUAP	1158	Percussion II	0-1-1
MUAP	2257	Percussion III	0-2-2
MUAP	2258	Percussion IV	0-2-2
MUAP	1101	Strings I	0-1-1
MUAP	1102	Strings II	0-1-1
MUAP	2201	Strings III	0-2-2
MUAP	2202	Strings IV	0-2-2
MUAP	1181	Voice I	0-1-1
MUAP	1182	Voice II	0-1-1
MUAP	2281	Voice III	0-2-2
MUAP	2282	Voice IV	0-2-2
MUAP	1117	Woodwinds I	0-1-1
MUAP	1118	Woodwinds II	0-1-1
MUAP	2217	Woodwinds III	0-2-2
MUAP	2218	Woodwinds IV	0-2-2

MUSI Music

MUSI 1131 Instrumental Ensemble (Band/Orchestra) 1-1-1

This course is open to all students who play an instrument. The ensemble will perform a variety of styles of music and will play on and off campus. Music majors are required to take one ensemble each semester.

MUSI 1151 Vocal Ensemble 1-1-1

This course is open to all students. The ensemble will perform a variety of styles of music and will perform on and off campus. Music majors are required to take one ensemble each semester.

MUSI 1181 Class Piano I 1-1-1

Introduction to the keyboard. Beginning and elementary level teaching literature and technical skills will be emphasized. Course is geared towards students who have little or no previous musical experience. Five hours weekly practice is required. Open to all students.

MUSI 1182 Class Piano II 1-1-1

Elementary level piano study. Elementary and early intermediate teaching literature of all style periods and technical skills will be emphasized. Some memory work is required. Prerequisite: MUSI 1181 or previous musical experience and instructor approval.

MUSI 1183 Class Voice I 1-1-1

This course is concerned with the most basic principles of singing; correct breathing, posture and the proper use of the vocal anatomy i.e., (palate, larynx, and tongue). Basic vocal literature will be introduced. Prerequisite: MUSI 1301 or instructor approval.

MUSI 1184 Class Voice II 1-1-1

This course is a continuation of Class Voice I. More advanced literature will be studied. Prerequisite: MUSI 1183.

MUSI 1216 Ear Training and Sight Singing I 1-2-2

This course is designed to help the student develop the aural skills pertinent to proficiency in music theory. It includes the study and proper identification of melodic patterns, intervals and triads, and exercises in melodic dictation. Prerequisite: MUSI 1301.

MUSI 1217 Ear Training and Sight Singing II 1-2-2

A continuation of Ear Training and Sight Singing I. Sight singing, intervals, triads, and seventh chords, asymmetric and mixed meters. Exercises in melodic and harmonic dictation. Prerequisite: MUSI 1216.

MUSI 1301 Music Fundamentals 2-1-3

An introduction to music including note reading, rhythm, intervals, triads, scales, and key signatures.

MUSI 1304 Foundations of Music 2-1-3

A study of the basic fundamentals of music with an introduction to melodic, rhythmic, and harmonic instruments. Emphasis on participation in singing and reading music. For music majors, students in the field of education and the general college student.

MUSI 1306 Music Appreciation 3-0-3

This course is designed for the music major as well as for the general college student. It emphasizes intelligent, directed listening to music with attention focused on the materials, the forms and the periods and styles of music. Course work will also cover the relation of music to other areas of cultural development.

MUSI 1308 Music Literature I 3-0-3

An in-depth study of the music, literature and history from the 15th through the 17th centuries. Emphasis will be placed on principle forms and composers of the literature of those historical periods. Prerequisite: MUSI 1306.

MUSI 1309 Music Literature II 3-0-3

A continuation of Music Literature I with an in-depth study of music, literature and history in the periods of the late 18th through 20th centuries. Prerequisite: MUSI 1308.

MUSI 1311 Music Theory I 2-1-3

A continuation of Music Fundamentals. Harmonic progressions, seventh chords, cadences, pentatonic, and modal scales. Prerequisite: MUSI 1301 or placement exam by the instructor.

MUSI 1312 Music Theory II 2-1-3

A continuation of Music Theory I with an introduction to four-part writing and analysis of music. Prerequisite: MUSI 1311 or placement exam by the instructor.

MUSI 2303 Piano Pedagogy 2-1-3

Open to music majors only. The study of piano teaching methods from the beginning through the intermediate levels including the development of technique, memory, style, and musicianship and the planning of a balanced repertoire, review and evaluation of piano literature. Laboratory includes supervised practice teaching. Prerequisite: Department Chair approval.

MUSI 2311 Music Theory III/Elementary Harmony 2-1-3

A study of the harmonic materials of the 18th and 19th centuries through analysis and written exercises. Dominant and secondary seventh chords, secondary dominants, the diminished seventh chord, the Neapolitan sixth, the augmented sixth chords, nonharmonic tones, harmonic tones, harmonic dictation for the keyboard. Prerequisite: MUSI 1311.

MUSI 2312 Music Theory IV/Intermediate Harmony 2-1-3

The study of harmony as an organizing element of the large-scale musical structure. Diatonic, chromatic and inharmonic modulations; the modulating sequence. Melody harmonization, analysis of larger works, harmonic dictation. Modulation to related and distant keys on the keyboard. Prerequisite: MUSI 2311.

PFPB Maintenance Technology

See also CBFM, CNBT, CRPT, ELPT, MBST and WDWK

PFPB 2409 Residential Construction Plumbing I (TIBT 1409, MTNT 2403) 3-3-4

Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home. Prerequisite or Co-requisite: CRPT 1429 or consent of the Department Chair.

PFPB 2445 Residential Construction Plumbing II (TIBT 1410, MTNT 2410) 3-3-4

In-depth instruction in the setting of residential bathroom and kitchen plumbing fixtures. Prerequisite: PFPB 2409 or consent of the Department Chair.

PHED Physical Education

PHED 1100 Football and Basketball 0-3-1

PHED 1101 Softball 0-3-1

PHED 1102 Beginning Badminton 0-3-1

PHED 1103 Beginning Bowling 0-3-1

PHED 1104 Soccer 0-3-1

PHED 1106 Beginning Swimming 0-3-1

PHED 1107 Beginning Tennis 0-3-1

PHED 1108 Beginning Golf 0-3-1

PHED 1110 Karate I 0-3-1

PHED 1114 Volleyball 0-3-1

PHED 1115 Basketball 0-3-1

PHED 1116 Fitness Walking 0-3-1

PHED 1118 Jogging 0-3-1

PHED 1119 Racquetball 0-3-1

PHED 1120 Body Building 0-3-1

PHED 1123 Advanced Bowling 0-3-1

PHED 1124 Advanced Swimming 0-3-1

PHED 1125 Intermediate Tennis 0-3-1

PHED 1126 Advanced Golf 0-3-1

PHED 1129 Advanced Badminton 0-3-1

PHED 1131 Aerobics 0-3-1

PHED 1133 Weight Training 0-3-1

PHED 1136 Lifetime Fitness 0-3-1

PHED 1140 Karate II 0-3-1

PHED 1130 Physical Conditioning 0-3-1

A course which introduces the student to the health-related components of physical fitness. Emphasis is on developing a personal fitness program based on sound physiological principles.

PHED 1138 Rhythmic Aerobics 0-3-1

This course is designed to improve cardiovascular conditioning through the use of musical movement. Both low-impact aerobic dance and step-aerobics will be used to improve cardiorespiratory functioning.

PHED 1151 Scuba Diving 0-3-1

PADI open-water, level-one certification may be earned.

PHED 1152 Scuba Diving II 0-3-1

Advanced open-water certification may be earned.

PHED 1158 Aquatic Fitness 0-3-1

This course is designed to promote fitness through the use of water-related activities compatible with a pool environment. Emphasis is on water resistance exercises, lap swimming, and a variety of aquatic games. The class is open to both swimmers and non-swimmers.

PHED 1159 Water Aerobics 0-3-1

This course is designed to promote cardio-respiratory conditioning through active participation in a wide variety of activities such as water walking, jogging, and rhythmic aerobics, and water resistance exercise. The course is open to both swimmers and non-swimmers.

PHED 1160 Beginning Casting and Angling 0-3-1

This course will include the fundamentals of bait casting, spinning, and spin casting. This course covers basic knowledge and understanding of angling techniques and concepts.

PHED 1301 Foundations of Physical Education 3-0-3

A course which introduces the student to the fields of health, physical education, and recreation. Emphasis on the scope and organization of professional activities, opportunities and qualifications of the professional physical educator.

PHED 1304 Foundations of Health 3-0-3

A fundamental course in principles and problems of healthy living. Emphasis on current information and research as it applies to individuals' daily lives.

PHED 1306 Safety and First Aid 3-0-3

Health, knowledge and practice with regard to individual and group welfare; personal hygiene; community health problems; communicable disease control; and health organizations. Instruction in American National Red Cross first aid methods for emergency treatments of injuries and sudden illness. American Red Cross certification in Community CPR and Standard First-Aid Responding to Emergencies may be earned.

PHED 1308 Sports Officiating 3-0-3

Theory and practice in techniques of officiating.

PHED 1336 Principles of Recreational Leadership 3-0-3

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

PHED 2155 Water Safety 0-3-1

Participation and instruction in advanced aquatic activities. Prerequisite: Demonstrated swimming skills.

PHIL Philosophy

PHIL 1301 Introduction to Philosophy 3-0-3

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

PHIL 1304 World Religions 3-0-3

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

PHIL 1316 History of Religions I 3-0-3

In an historical survey of major religions this course focuses on the history and literature of Ancient Judaism during the Old Testament period emphasizing its development of social, political, and religious institutions and ideas.

PHIL 1317 History of Religions II 3-0-3

In an historical survey of major religions this course focuses on the history and literature of Early Christianity during the New Testament period emphasizing its origin, development, and expansion of religious institutions and ideas.

PHIL 2303 Logic 3-0-3

Nature and methods of correct reasoning, deductive proof, inductive proof, fallacies, and arguments.

PHIL 2306 Introduction to Ethics 3-0-3

Study of basic principles of the normal life, with critical examination of traditional and current theories of the nature of goodness, happiness, duty, and freedom.

PHIL 2307 Introduction to Social and Political Philosophy 3-0-3

Critical examination of the major philosophical theories concerning the organization of societies and the role and scope of government.

PHYS Physical Science

PHYS 1305 Survey of Physics 3-0-3

A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of classical and modern physics which are the foundation of everyday phenomena.

PHYS 1401 College Physics I 3-3-4

Fundamentals of classical mechanics, heat, and sound are discussed. This course is primarily for students who plan to major in medicine, dentistry, veterinary medicine, pharmacy, and for all other students needing a two semester course in physics. The course includes three hours of lecture and three hours of laboratory per week. Prerequisite: MATH 1314 or concurrent enrollment.

PHYS 1402 College Physics II 3-3-4

A continuation of College Physics I, fundamentals of classical electricity, magnetism, light, wave-motion, atomic and nuclear physics are covered. Prerequisite: PHYS 1401 or consent of the Department Chair.

PHYS 1405 Survey of Physics 3-3-4

A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of classical and modern physics which are the foundation of everyday phenomena.

PHYS 1411 Survey of Astronomy 3-2-4

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.

PHYS 1412 Descriptive Astronomy 3-2-4

A non-mathematical approach to the analysis of star light, stellar characteristics, stellar evolution, the sun, galactic characteristics, and cosmology are included. Planetarium and observatory are used in class.

PHYS 1413 Environmental Science 3-3-4

This is a one-semester lab course designed for the non-science major. Emphasis is placed on a global approach to principles and problems in our environment. Topics include energy resources, air and water pollutants, environmental causes of cancer, pesticides and other toxic chemicals, solid and hazardous wastes, noise limits, crowding, land use and abuse, economic considerations and some governmental regulatory agencies. Lab includes methods of measurement, analysis and interpretation of environmental data.

PHYS 1415 Physical Science 3-3-4

This course is an introduction to the methods and philosophy of sciences and is designed for non-science majors surveying topics from physics, chemistry, geology, astronomy, and meteorology. Methods of instruction include practical laboratory experiments, computer applications, and guided discussions. This course is designed to provide development of skills needed for success in other science classes and for improving science literacy.

PHYS 2425 Modern Physics I 3-3-4

Mechanics and heat for Science majors/minors and Engineering majors. Vector Algebra and Calculus are used. The course includes three hours of lecture and three hours of laboratory per week. Prerequisite: MATH 2413 or concurrent enrollment.

PHYS 2426 Modern Physics II 3-3-4

Electricity, magnetism, wave-motion and light, an introduction to modern physics for Science majors and minors, and Engineering majors. Vector Algebra and Calculus are used. The course includes three hours of lecture and three hours of laboratory per week. Prerequisite: PHYS 2425 or equivalent.

POFI Office Administration

See also POFM and POFT

POFI 1301 Computer Applications I (WOP0 1101) 2-4-3

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

POFI 1345 Integrated Software Applications II (TIOA 1315, TIOA 1324, WOP0 1305, WOP0 2303) 2-4-3

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

POFI 1349 Spreadsheets 2-4-3

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

POFI 1481 Cooperative Education - Information Processing/Data Entry Technician 1-21-4

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

POFI 2301 Word Processing (TIOA 1307, TIOA 1322, WOPO 1304) 2-4-3

Instruction in the various aspects of a word processing software package. Emphasis on the use of text editing features to produce business documents. Maintenance of acceptable speed and accuracy required. Prerequisites: POFT 1329 or Departmental consent. Additional prerequisite for self-paced courses: POFT 2301.

POFI 2331 Desktop Publishing for the Office 2-4-3

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. Keyboarding knowledge required. For Office Administration majors.

POFI 2386 Internship - Information Processing/Data Entry Technician (TIHI 1312, WOPO 2308) 2-7-3

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

POFI 2387 Internship - Information Processing/Data Entry Technician (WOPO 2309) 2-7-3

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

POFI 2431 Desktop Publishing for the Office (MISC 1460) 3-3-4

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. Prerequisites: ITSC 1409 or ITSW 1401. For Computer Science majors.

POFI 2481 Cooperative Education - Information Processing/Data Entry Technician 1-21-4

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

POFM Office Administration
See also POFI and POFT

POFM 1302 Computers in Health Care (TIHI 1310) 2-4-3

Introduction to a computerized method for the management and operation of health care information systems for various types of medical facilities. Keyboarding knowledge required.

POFM 1304 Introduction to Health Records (TIHI 1306) 2-4-3

Introduction to the systems and processes for collecting, maintaining, and disseminating health related information. Instruction in the delivery and organizational structure including content of health records, documentation requirements, registries, indices, licensing, and regulatory agencies. Prerequisites: POFM 1313, POFM 1317.

POFM 1313 Medical Terminology I (TIOA 1310) 2-4-3

Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms.

POFM 1317 Medical Administrative Procedures (TIHI 1301) 2-4-3

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM 1327 Medical Insurance (TIHI 1311) 2-4-3

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. Prerequisites: POFM 1313 or Departmental consent.

POFM 1331 Medical Transcription I (TIHI 1303) 2-4-3

Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. Prerequisites: POFM 1313, POFT 2301 or Departmental consent.

POFM 1353 Medical Coding (TIHI 1307) 2-4-3

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisites: POFM 1313, POFM 2323 or Departmental consent.

POFM 2313 Medical Transcription II (TIHI 1304) 2-4-3

Skill development in the production of medical reports including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Emphasis on speed and accuracy. Prerequisites: POFM 1331 or Departmental consent.

POFM 2323 Medical Terminology II (TIHI 1302, TIHI 1313) 2-4-3

A continuation of Medical Terminology I including structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots and combining forms. Emphasis on various medical specialty fields. Prerequisite: POFM 1313.

POFM 2386 Internship - Medical Administrative Assistant/Secretary (TIHI 1308) 2-7-3

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

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

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

POFT Office Administration
See also POFI and POFM

POFT 1302 Business Communications I (TIOA 1314) 2-4-3

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding knowledge required.

POFT 1309 Administrative Office Procedures I (TIOA 1302, OADM 1306) 2-4-3

Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. Keyboarding knowledge required or current enrollment in a keyboarding course required.

POFT 1319 Records and Information Management I (TIOA 1316, OADM 1305) 2-4-3

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. Keyboarding knowledge required.

POFT 1325 Business Math and Machine Applications (TIOA 1306, OADM 1309) 2-4-3

Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard.

POFT 1329 Keyboarding and Document Formatting (TIOA 1301, WOPO 1303) 2-4-3

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 1349 Administrative Office Procedures II (TIOA 1321, OADM 2307, OADM 2371) 2-4-3

Advanced office application with special emphasis on decision making, goal setting, management theories, and critical thinking. Departmental approval required.

POFT 1481 Cooperative Education - Administrative Assistant/Secretarial Science, General (OADM 1401) 1-21-4

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

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

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

POFT 2301 Document Formatting and Skillbuilding (TIOA 1303) 2-4-3

A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Maintenance of acceptable speed and accuracy required. Prerequisites: POFT 1329 or Departmental consent.

POFT 2312 Business Communications II (TIOA 1305, OADM 1308) 2-4-3

Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. Prerequisites: POFT 1329 or Departmental consent. Additional prerequisite for self-paced courses: POFT 1302.

POFT 2321 Machine Transcription (WOPO 1307) 2-4-3

Skill development in mailable business document production using computers and dictation equipment. Skill refinement in grammar and punctuation with emphasis on proofreading and formatting. Prerequisites: POFT 1329, POFI 2301, or Departmental consent.

POFT 2333 Advanced Document Formatting & Skillbuilding (TIOA 1313, WOPO 2302) 2-4-3

Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. Prerequisites: POFI 2301 or Departmental consent. Additional prerequisites for self-paced courses: POFT 2301.

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

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

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

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

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

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

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

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

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

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

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

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

**PSTR Hospitality Management
See also CULA, DITA, HAMG, RSTO and TRVM**

PSTR 1201 Fundamentals of Baking (HMCA 2356) 1-4-2
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours.

PSTR 2331 Advanced Pastry (HMCA 2362) 2-6-3
A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques.

PSYC Psychology

PSYC 2301 Introduction to Psychology 3-0-3

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

PSYC 2308 Child Growth and Development 3-0-3

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

PSYC 2314 Life Span Development 3-0-3

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

PSYC 2315 Personality Adjustment 3-0-3

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

PSYC 2316 Psychology of Personality 3-0-3

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

**PSYT Mental Health Services
See also CHLT, CMSW and DAAC**

PSYT 1309 Health Psychology 2-4-3

Exploration of behavioral medicine and the interdependence of mind, body, and spirit. Topics include stress and its effect on body systems, mind/body interactions, and techniques for improving and maintaining health.

PSYT 1321 Crisis Intervention 2-4-3

A study of the principles and theories of assisting the individual in a crisis situation. Topics include coping skills to increase potential reinstatement of equilibrium to an individual's lifestyle and suicide prevention.

**PSYT 1329 Interviewing and Communication Skills
(MHSV 1304) 2-4-3**

Development of interviewing and communication skills in professional relationships.

**PSYT 1345 Principles of Behavior Management and
Modification (MHSV 2308) 2-4-3**

The study of behavior management and cognitive theories and techniques with emphasis on their applications. Prerequisites: Departmental Approval, CMSW 1309 (MHSV 1309), PSYT 1329 (MHSV 1304), DAAC 1304 (MHSV 1305), CMSW 1219 (MHSV 1308), CHLT 1209 (MHSV 1311), PSYT 1321, CMSW 1313 (MHSV 1310), PSYT 2301 (MHSV 2303).

**PSYT 2301 Psychology of Group Dynamics
(MHSV 2303) 2-4-3**

An introduction to the patterns and dynamics of group interactions. Topics include a psychosocial approach to group behavior, structure, types, stages, roles, leadership, and facilitation. Prerequisites: Departmental Approval, CMSW 1309 (MHSV 1309), PSYT 1329 (MHSV 1304), DAAC 1304 (MHSV 1305), CMSW 1219 (MHSV 1308), CHLT 1209 (MHSV 1311).

PSYT 2303 Social Psychology (MHSV 2301) 2-4-3

A study of collective behaviors including cultural norms, attitudes, group affiliations, and group processes. Suggested prerequisite: PSYC 2301.

PSYT 2331 Abnormal Psychology (MHSV 2307) 2-4-3

The study of the theories and processes involved in the diagnosis and treatment of mental disorders. Suggested prerequisite: PSYC 2301.

PSYT 2339 Counseling Theories (MHSV 1303) 2-4-3

An examination of major theories of various treatment modalities. Topics include reality therapy, psychodynamics, grief therapy, person-centered therapy, rational emotive therapy, and cognitive behavioral approaches. Prerequisites: Departmental Approval, CMSW 1309 (MHSV 1309), PSYT 1329 (MHSV 1304), DAAC 1304 (MHSV 1305), CMSW 1219 (MHSV 1308), CHLT 1209 (MHSV 1311), PSYT 1321, CMSW 1313 (MHSV 1310), PSYT 2301 (MHSV 2303). For the At-Risk Youth Specialization.

RELE Real Estate

RELE 1301 Principles of Real Estate (REAE 1301) 3-0-3

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

RELE 1303 Real Estate Appraisal (REAE 2302) 3-0-3

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

RELE 1311 Law of Contracts (REAE 2300) 3-0-3

A review of real estate contracts required by Section 6A (3) of the Real Estate Licensing Act with emphasis on general contract law requirements. Also covers the purpose, history and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms. Includes the 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. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.

RELE 1315 Property Management (REAE 2303) 3-0-3

A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.

RELE 1325 Real Estate Mathematics (REAE 1300) 3-0-3

Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money depreciation, amortization, proration, and estimation of closing statement.

RELE 2301 Law of Agency (REAE 1304) 3-0-3

A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate Agency Law.

RELE 2488 Internship- Real Estate (REAE 2401) 1-18-4

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: RELE 1301, 1311, 2301, and consent of the Department Chair.

RELE 2489 Internship- Real Estate (REAE 2402) 1-18-4

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: RELE 2488.

RNSG Nursing

RNSG 1115 Health Assessment (NURI 1114) 0-3-1

Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. The concepts of communication, caring, and critical thinking will be included throughout the course. See also Admissions Requirements.

RNSG 1119 Preparation for Basic Nursing Care (NURI 1113) 0-3-1

Development of basic nursing skills for care of diverse clients across the lifespan. Topics include knowledge, skills, and professional values within a legal/ethical framework. The concepts of communication, caring, and critical thinking will be included throughout the course. See also Admissions Requirements.

RNSG 1162, 1262, 1363, 2362, 2363 Clinical - Nursing (R. N. Training)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. The concepts of communication, caring, and critical thinking will be included throughout the course. Prerequisites: (RNSG 1162 is 1327) (RNSG 1262 is 1119, 1115) (RNSG 1363 is 1262) (RNSG 2362 is 1363 or 1162) (RNSG 2363 is 2362, 2213.) Co-requisite: RNSG 2331, 2221, PHED, HUMA.

RNSG 1201 Pharmacology (NURI 1212) 2-0-2

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. The concepts of communication, caring, and critical thinking will be included throughout the course. See also Admissions Requirements.

RNSG 1209 Introduction to Nursing (NURI 1201) 2-0-2

Overview of nursing and the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills and professional values with a legal/ethical framework. The use of medical terminology and study and test-taking skills for technical courses are included. The concepts of communication, caring, and critical thinking will be included throughout the course. See also Admissions Requirements.

RNSG 1251 Care of the Childbearing Family (NURI 1222) 2-1-2

Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. The concepts of communication, caring, and critical thinking will be included throughout the course. Prerequisites: BIOL 2402, RNSG 1115, 1119, 1262, 1413, 1201.

RNSG 1327 Transition from Vocational to Professional Nursing (NURI 2421) 2-3-3

Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. The concepts of communication, caring, and critical thinking will be included throughout the course. Prerequisites: ENGL 1301, ITSC 1409, PSYC 2301, BIOL 2401, 2402. Co-requisite: RNSG 2213.

RNSG 1341 Principles of Adult Health (NURI 1321) 3-1-3

Study of the general principles of caring for selected adult clients and families with common health needs in a structured setting. Emphasis on knowledge judgment, skills, and professional values within a legal/ethical framework. The concepts of communication, caring, and critical thinking will be included throughout the course. Prerequisites: BIOL 2402, RNSG 1115, 1119, 1201, 1413, 1262. Co-requisite: PSYC 2301.

RNSG 1343 Concepts of Adult Health (NURI 2331) 3-1-3

Integration of previous knowledge and skills into the continued development of the associate degree nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings. Incorporates judgments, skills, and professional values within a legal/ethical framework. The concepts of communication, caring, and critical thinking will be included throughout the course. Prerequisites: RNSG 1341, 1251, 2213, 1363. Co-requisite: PSYC 2314.

RNSG 1413 Foundations for Nursing Practice (NURI 1415) 3-3-4

Introduction to the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. The concepts of communication, caring, and critical thinking will be included throughout the course. Prerequisites: RNSG 1209, BIOL 2401, ITSC 1409, ENGL 1301. Co-requisite: BIOL 2402.

RNSG 2201 Care of Children and Families (NURI 2232) 1-3-2

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. The concepts of communication, caring, and critical thinking will be included throughout the course. Prerequisites: RNSG 1341, 1251, 2213, 1363 or 1327 and 1162.

RNSG 2213 Mental Health Nursing (NURI 1223) 1-3-2

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The concepts of communication, caring, and critical thinking will be included throughout the course. Prerequisites: BIOL 2402, RNSG 1115, 1119, 1201, 1413, 1262 or 1327 and 1162.

RNSG 2221 Management of Client Care (NURI 2242) 2-1-2

Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. The concepts of communication, caring, and critical thinking will be included throughout the course. Prerequisites: RNSG 2362, 1343, 2201, 2213. Co-requisite: RNSG 2331, 2363, PHED, HUMA.

RNSG 2331 Advanced Concepts of Adult Health (NURI 2341) 3-1-3

Application of advanced concepts and skills for the development of the associate degree nurse's roles in complex nursing situations with adult clients/families in structured settings. Emphasis is given to judgment, and professional values within a legal/ethical framework. The concepts of communication, caring, and critical thinking will be included throughout the course. Prerequisites: RNSG 1343, 2201 and 2362, SPCH 1318 or 1315, BIOL 2421. Co-requisite: RNSG 2221, 2363, PHED, HUMA.

RSTO Hospitality Management

See also CULA, DITA, HAMG, PSTR and TRVM

RSTO 1204 Dining Room Service (HMCA 1234) 1-3-2

Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel.

RSTO 1218 Wine 2-0-2

A study of the growing regions, production, processing, and distribution of domestic and international wines. Topics include types of wine grapes, varieties of wine, proper storage procedures, and the techniques of proper wine service.

RSTO 1221 Menu Management (HMCA 1207) 2-0-2

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

RSTO 1307 Introduction to the Hospitality Industry (HMCA 1309) 3-0-3

An introduction to lodging and food service operations. Topics include growth, development and organization of the lodging industry; growth, development, organization, structure, and management of food service operations; human resources, marketing, security, engineering, and maintenance of hospitality operations; and opportunities within the travel and tourism industry.

RSTO 1313 Hospitality Supervision (HMCA 1306) 3-0-3

Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development.

RSTO 1317 Nutrition for the Food Service Professional (HMCA 2304) 3-0-3

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

RSTO 1325 Purchasing for the Hospitality Operations (HMCA 1303) 3-0-3

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

RSTO 2204 Management of Food Production and Service (HMCA 2451) 1-3-2

A study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning, and customer food preferences. Includes laboratory experiences in quantity food preparation and service.

RSTO 2207 Catering (HMCA 2352) 1-3-2

Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

SLPS Criminal Justice

See also CJCR, CJLE and CJSA

SLPS 2488 Internship—Security and Loss Prevention Services 1-18-4

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

SMER Small Gas Engine

SMER prefix courses are not offered on the Texas Campus.

SMER 1372 Shop Organization and Management (SGER 2311) 3-0-3

This course is designed to provide the student with an understanding of small engine repair business management. Areas of study include customer relations, warranty provisions, service, salesmanship, organization and shop lay-out, and the financial and operational aspects of managing a small engine repair business. Prerequisite: Sophomore standing or consent of Department Chair.

SMER 1404 Outboard Service Principles (SGER 2408) 3-3-4

Principles of operation of two- and four- stroke outboard motors and their associated systems. Emphasis on troubleshooting and analysis of faulty systems and their individual components. Prerequisites: SMER 1471 and SMER 1428 or consent of Department Chair.

SMER 1428 Small Engine Service Principles (SGER 1407) 3-3-4

Principles of operation of two- and four- stroke small engines and their associated systems. Emphasis on troubleshooting and the analysis of faulty systems and their components. Prerequisite or Co-requisite: SMER 1471 or consent of Department Chair.

SMER 1431 Small Engine Tune Up (SGER 2402) 3-3-4

Tune up procedures for two- and four- stroke small engines including analysis, valve train, ignition fuel, starter, cutter, and safety compliance systems. Emphasis on the use of appropriate equipment and procedures. Prerequisites: SMER 1471 and SMER 1428 or consent of Department Chair.

SMER 1434 Small Engine Two-Stroke Overhaul (SGER 2410) 3-3-4

Overhaul procedures for two-stroke small engines as used in lawn and garden applications. Emphasis on proper shop procedures for disassembly, inspection, servicing, and assembly of two-stroke small engines and their applicable drive systems. Prerequisites: SMER 1431, SMER 1471 and WLDG 1425 or consent of Department Chair.

SMER 1437 Small Engine Four-Stroke Overhaul (SGER 2412) 3-3-4

Overhaul procedures for four-stroke small engines, transmissions, and transaxles. Emphasis on shop procedures for disassembly, assembly, component inspection, component measurement, component servicing, transmission troubleshooting, transmission inspection, and transaxle inspection. Prerequisites: SMER 1428 and SMER 1434 or consent of Department Chair.

SMER 1471 Small Gas Engine Fundamentals (SGER 1401) 3-3-4

A study of the fundamental principles and operation of the two- and four-stroke air-cooled engine. Testing and maintenance procedures are performed on the ignition, compression, fuel, starting and lubrication systems of 2-HP and 8-HP engines. Prerequisite or Co-requisite: DEMR 1401 or consent of the Department Chair.

SMER 1473 Large Air-Cooled Engines (SGER 2413) 3-3-4

This course is designed to provide the student with an understanding of the theory and operating principles of large air-cooled engines used in lawn mowers, RV, and generator applications. Single- and twin-cylinder engines will be included. Emphasis will be placed on inspection, testing, diagnosing, and repair/overhaul procedures. Prerequisites: SMER 1428 and SMER 1471 or consent of the Department Chair.

SOCI Sociology**SOCI 1301 Introduction to Sociology 3-0-3**

The study of human society, human behavior and personality as a product of group life, community organization, social change and current social problems.

SOCI 1306 Contemporary Social Problems 3-0-3

A study of identification and analysis of contemporary social problems and development of criteria for evaluating these issues for social betterment.

SOCI 2301 Marriage and The Family 3-0-3

A study of problems in courtship, marriage, and family living as they relate to the social structure of American society.

SOCI 2319 Race and Ethnicity 3-0-3

The historical, economic, social, and cultural development of minority groups. May include Afro-American, Mexican American, Asian American, and Native American issues.

SOCI 2336 Criminology 3-0-3

Cases and manifestations of delinquency, case studies of criminals and their social milieu; the offender and agencies of his adjustment; analysis and evaluation of penal methods.

SPAN Spanish

SPAN 1411 Beginning Spanish I 4-2-4

The study of Spanish grammar and development of vocabulary. Stresses conversation in Spanish.

SPAN 1412 Beginning Spanish II 4-2-4

A continuation of Beginning Spanish I, with continued emphasis on conversation. Prerequisite: SPAN 1411.

SPAN 2311 Intermediate Spanish I 3-0-3

Continued emphasis on conversation, correct pronunciation, and correct writing. Reading from various Spanish-American authors. Prerequisites: SPAN 1411 and 1412, or two years of Spanish at an accredited high school.

SPAN 2312 Intermediate Spanish II 3-0-3

Continues the readings from Spanish-American authors. Emphasizes grammar, composition, and conversation. Prerequisite: SPAN 2311 or equivalent.

SPCH Speech

SPCH 1144 Forensic Activities I 1-0-1

Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.

SPCH 1145 Forensic Activities II 1-0-1

Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.

SPCH 1315 Public Speaking 3-0-3

Research, composition, organization, and delivery of speeches for various purposes and occasions in a variety of communication situations.

SPCH 1318 Interpersonal Communications 3-0-3

Theory, examples, and participation in exercises to improve effective one-to-one and small group communication.

SPCH 1321 Business and Professional Speaking 3-0-3

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

SPCH 2144 Forensic Activities III 1-0-1

Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.

SPCH 2145 Forensic Activities IV 1-0-1

Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.

SPCH 2341 Oral Performance of Literature 3-0-3

Study and practice in the principles of oral reading of literature. Stresses analyzing good literature and recreating the logical and emotional content for an audience. Also includes group oral interpretation.

TECA Early Childhood Professions

TECA 1303 Family and the Community 2-2-3

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

TECA 1311 Introduction To Early Childhood Education 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.

TECA 1318 Nutrition, Health, and Safety 2-2-3

A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings.

TECA 1354 Child Growth & Development 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.

TECM Technical Math

TECM 1303 Technical Mathematics 3-0-3

A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance. Prerequisite: DSMA 0303 or consent of the department chair.

TRVM Hospitality Management

See also CULA, DITA, HAMG, PSTR and RSTO

TRVM 1300 Introduction to Travel and Tourism 3-0-3

An overview of the travel industry. Emphasis on travel careers and the impact on society.

TRVM 1349 Travel Operations 3-0-3

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

TRVM 2301 Introduction to Convention/Meeting Management (HMCA 1305) 3-0-3

Overview of the meetings and convention industry and the various aspects and skills involved in planning and managing meetings and conventions. Emphasis on types of meetings, meeting markets, industry suppliers, budget and program planning, site selection and contract negotiations, registration and housing, food and beverage requirements, function and meeting room setup, and audiovisual requirements.

TRVM 2305 Travel Industry Management (HMCA 2307) 3-0-3

The preparation for mid-management positions in the travel and tourism industry. Topics include business organization, Airline Reporting Corporation requirements and regulations, bookkeeping requirements, equipment decisions and airline computer system affiliation, as well as staff development and employee relations, experiential team building applications, and the interviewing process.

VNSG Nursing - LVN**VNSG 1116 Nutrition (NLVN 1116) 1-0-1**

Introduction to nutrients and their role in proper growth and development and the maintenance of health. Prerequisites: VNSG 1222, 1323, 1227, 1136.

VNSG 1126 Gerontology (NLVN 1126) 1-0-1

Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the elderly. Prerequisites: VNSG 1323, 1222, 1227, 1136.

VNSG 1136 Mental Health (NLVN 1219) 1-0-1

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

VNSG 1160 Clinical - Practical Nurse (NLVN 1160) 0-6-1

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisites: VNSG 1323, 1222, 1227, 1136.

VNSG 1219 Professional Development (NLVN 1219) 2-0-2

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Prerequisites: VNSG 1323, 1304, 1405, 1227, 1222, 1136, 2331, 1126, 1116, 1160.

VNSG 1222 Vocational Nursing Concepts (NLVN 1222) 2-0-2

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

VNSG 1227 Essentials of Medication Administration (NLVN 1227) 2-1-2

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

VNSG 1231 Pharmacology (NLVN 1231) 2-0-2

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Prerequisites: VNSG 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1160.

VNSG 1238 Mental Illness (NLVN 1238) 2-0-2

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Prerequisites: VNSG 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1160.

VNSG 1304 Foundations of Nursing (NLVN 1304) 2-1-3

Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

VNSG 1307 Pediatric Nursing (NLVN 1307) 2-2-3

Study of the care of the pediatric client and family during health and disease. Emphasis on growth and developmental needs. Prerequisites: VNSG 1400, 1238, 1219, 1409, 1231, 1560.

VNSG 1323 Basic Nursing Skills (NLVN 1323) 1-6-3

Mastery of entry-level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions.

VNSG 1330 Maternal-Neonatal Nursing (NLVN 1330) 3-0-3

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Prerequisites: VNSG 1400, 1238, 1219, 1409, 1231, 1560.

VNSG 1360 Clinical - Practical Nurse III (NLVN 1360) 0-17-3

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite: VNSG 1160.

VNSG 1400 Nursing in Health and Illness I (NLVN 1400) 4-1-4

Introduction to general principles of growth and development, primary health care needs of the client across the lifespan, and therapeutic nursing interventions. Prerequisites: VNSG 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1160.

VNSG 1405 Health Science (NLVN 1405) 3-2-4

An introduction to the general principles of anatomy and physiology, nutrition, and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions.

VNSG 1409 Nursing in Health and Illness II (NLVN 1409) 3-2-4

Introduction to common health problems requiring medical and surgical interventions. Prerequisite: VNSG 1400.

VNSG 1410 Nursing in Health and Illness III (NLVN 1410) 3-2-4

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Prerequisite: VNSG 1409.

VNSG 1560 Clinical - Practical Nurse II (NLVN 1560) 0-25-5

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite: VNSG 1160.

VNSG 2331 Advanced Nursing Skills (NLVN 2331) 1-6-3

Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisites: VNSG 1323, 1222, 1227, 1136.

WDWK Maintenance Technology

See also CBFM, CNBT, CRPT, ELPT, MBST and PFPB

WDWK 1413 Cabinet Making (TIBT 1405) 2-5-4

Includes the design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools. Finishing techniques include proper sanding, sealing, staining, and finishing techniques. Prerequisite: CRPT 1429 or consent of the Department Chair.

WDWK 2451 Cabinet Making II (TIBT 1406, MTNT 2408) 3-3-4

Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate laying, and customer and co-worker relations. Prerequisite: WDWK 1413 or consent of the Department Chair.

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

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

WLDG 1423 Welding Safety, Tools, and Equipment (TIWL 1300, WLDG 2403) 3-3-4

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

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

An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, set up and maintenance of oxy-fuel welding, and cutting equipment and supplies. Prerequisite or Co-requisite: WLDG 1423 or consent of the Department Chair.

WLDG 1428 Intro. to Shielded Metal Arc Welding (SMAW) (WELD 1402, TIWL 1303) 3-3-4

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Prerequisites or Co-requisites: WLDG 1425 and WLDG 1423, or consent of the Department Chair.

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

A study of the principles of gas metal arc welding, set up and use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. Prerequisites: WLDG 1428 and WLDG 1423, or consent of the Department Chair.

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

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

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

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

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

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

WLDG 2406 Intermediate Pipe Welding 3-3-4

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WLDG 2488 Internship - Welder/Welding Technologist
(WELD 2409) 1-18-4

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

Personnel

Calvin Ainley, Director, NCOLEAD, Fort Hood Campus
William C. Alexander, Dean, Continental Campus
Jose Aponte, Coordinator, Disability Support Services
Dennis Baker, Manager, Bookstore
James D. Barton, Internal Auditor
B. W. Beebe, Director, Business Services
Stan Benoit, Assistant Director, Financial Aid
Betty Bowling, Project Director, Single Parent/
 Homemaker Support Services
Chester Campbell, Executive Chef
Wauneta Cannon, Supervisor, Accounts Payable
Anastasia Cardozo, Director, Community Relations and
 Marketing
Laurelyn Carlisle, Dean, Instructional Services
Diana Castillo, Coordinator, Distance Learning
Suzzette Chapman, Director, Distance Education and
 Education Technology
Teresa Chavez, Coordinator, College Development
Mary Civello, Director, Employment Services
Valerie Coddington, Director, Continuing Education
G. Robert Criswell, Dean, Student Services
Caroline Dakin, Training Coordinator, Human Resources
Colvin L. Davis, Dean, PFEC
Sharon Davis, Director, Instructional Development,
 Distance Learning
Douglas Enterkin, Director, Student Services, Gatesville
Susanna Eppes, Coordinator, Learning Disability Services
George Erskine, Director, Testing Services
Lisa Fretwell, Lead Resident Assistant
Brigitte Flynt, Coordinator, Records and Registration,
 Central Campus
Tesia Ganos, Student Services Coordinator, Community
 Education
Christie Garner, Director, FAST Program, Fort Hood
 Campus
Marta Grant, Director, Gender Equity Project
Leatrice Hale, Coordinator, AA/EEO
Debbie Hansen, Coordinator, Evaluations
Lois Hanson, Director, College Programs, Fort Hood
 Campus
Juanita Henry, Counselor/Advisor
Daniel Karppe, Director, Student Life
Gary Kindred, Associate Dean, Continental Campus
Doretha King, Director, Adult Education, Service Area
 Campus
Lillian Kroeger, System Registrar
Tracy Lehmkuhler, Supervisor, Accounts Payable
Mary C. Levandovsky, Director, Student Support Services
Robert W. Liberty, Assistant Comptroller
Marie Light, Recruiter/Advisor

Jim Lindley, General Counsel
Loria Lofton, Vocational Advisor
Guadalupe Lopez, Director, MOS Programs, Ft. Hood Campus
Peg Lyons, Dean, Library Services
Clara Maher, Director, Payroll Services
Judy Marshall, Director, Child Development Center
JoAnn Maxon, Manager, Reprographics
David McClure, Associate Dean, Guidance and Counseling
Martin O. Menn, Director, Data Processing
Mark Meverden, Coordinator, Transfer Evaluations
Don Mikles, Dean, Central Campus
Ted Muentner, Director, Student Services, Fort Hood Campus
Traudi Nicholson, Site Representative, Fort Hood Campus
James C. Nixon, Dean, Fort Hood and Service Area
 Campuses
Jim O'Brien, Director, Facilities Management
Terri K. O'Connor, Manager, Computer Operations
David Orwig, Chief, Campus Police
Fred J. Ostertag, Dean, Europe Campus
Ruth Perez, Coordinator, U.S. Embassy & Air Force
 Programs
William K. Perkison, Director, College Development
Mark Plasterer, Director, Audio-Visuals
Mark A. Pollett, Director, Community Education, Service
 Area Campus
Sherry L. Pollett, Bursar
Marky Price, Director, Recruitment and Retention
Donna Ramos, Coordinator, Military Support Services
Elaine Riley, Director, Career Planning and Placement
Crickett Rogers, Coordinator, Workforce Development
Max Rudolph, General Manager, KNCT
Bernice Seawood, Coordinator, Married Student Housing
Annette Skinner, Director, Project PASS
Gary Slanga, Program Manager, Army Learning Center
Annabelle L. Smith, Director, Offices of Student Financial
 Assistance/Veteran Services
Lisa Steele, Director, TDCJ/Gatesville Programs
Julie E. Thomas, Coordinator, Institutional Research
Carole Tyler, Director, Substance Abuse Resource Center
Maria C. Arevalo-Vargas, Director, International Student
 Services
Michael Ulinski, Coordinator, Mathematics Resource
Debra Walker, Coordinator, Risk Management
Johnelle Welsh, Dean, American Preparatory Institute
Leo Welsh, Director, Human Resources Management,
 AA/EEO Officer
Bill Wheeler, Director, Pension Plan
Ted Woehl, Comptroller
Jim M. Yeonopolus, Deputy Chancellor for C&I Campus
 Operations/Dean, Navy Campus
Lillian I. Young, Director, Institutional Effectiveness
Linda Young, Recruiter/Advanced Degree Works
 Coordinator

Faculty



Figures in parentheses indicate date of first appointment on the Central Texas College staff and date of appointment to present position, respectively.

Wynona W. Alexander, Department Chair (1969, 1974)

Fine Arts

B.A., East Texas State University

M.A., East Texas State University

Ph.D., North Texas State University

Exzelia O. Alfred (1985)

Nursing - *Associate Degree Nursing*

Diploma, Harlem Hospital School of Nursing

B.S.N., Hunter College

M.A., Teachers College, Columbia University

M.Ed., Teachers College, Columbia University

Zhan D. Aljoe (1997)

Agriculture

B.S., Texas A&M University

M.Ag., Texas A&M University

Norman D. Ahlheim (1999)

Electronics

A.A.S., Community College of the Air Force

B.S., Embry-Riddle Aeronautical University

M.A., Baylor University

Tom Allen (1993)

Social and Behavioral Sciences - *Philosophy*

B.S., North Texas State University

M.Th., Harding University

Janice R. Anderson (1980, 1993)

Developmental Studies - *English-as-a-Second-Language/Intensive English*

B.S., University of Georgia

M.Ed., East Stroudsburg University

Additional graduate study, University of Georgia

Gordon D. Bacon, Department Chair (1985)

Early Childhood Professions

B.A., Montana State University

M.A., University of Montana

Gayle J. Blum (1980)

Nursing - *Associate Degree Nursing*

Diploma: Hillcrest School of Nursing

B.S.N., University of Mary Hardin-Baylor

M.S., Texas Woman's University

Ruby Brown (1988)

Nursing - *Associate Degree Nursing*

A.S.N., Galveston College

B.S.N., University of South Carolina

M.Ed., Southern University A&M College

M.S., Texas Woman's University

Richard Brownlee (1996)

Hospitality/Business Administration

A.A.S., Austin Peay State University (TN)

A.A.S., University of Maryland

B.S., University of Maryland

Certified Food Executive

Richard M. Carney (1990)

Physical Education

B.S., Southwest Texas State University

M.A., Southwest Texas State University

Jonathan E. Cella (1999)

Criminal Justice

A.A.S., Central Texas College

B.S., University of Central Texas

M.C.J., University of Central Texas

Bobby F. Chaney, Department Coordinator (1987, 1999)

Office Administration

B.A., Oglethorpe University

M.S., Ed., University of Southern California

Kimberly A. Chapin (1999)

Physical Education

B.S., Troy State University

M.B.A., Troy State University

Additional graduate study, University of Texas and University of Mary Hardin-Baylor

Elizabeth L. Cheatham (1974)

Office Administration

B.A., Louisiana Tech University

M.B.A., Louisiana Tech University

Donna Chumney (1990)

Science - *Chemistry*

B.S., Tarleton State University

M.S.T., Tarleton State University

Jerrie Kellar Cleaver (1983, 1992)

Office Administration

B.A., Baylor University

M.S., University of Central Texas

William Cole (1998)

Hospitality/Business Administration
A.A.S., King's College
B.A., King's College
Certified Food Executive

David L. Coleman (1995)

Computer Science
A.A.S., Central Texas College
B.S., University of Central Texas
M.S., University of Central Texas

Catherine A. Cooper (1998)

Nursing - *Associate Degree Nursing*
B.S.N., Columbia Union College
M.S.N., Texas A&M Corpus Christi
M.S.W., Our Lady of the Lake

B. J. Cummings (1982)

Industrial Technology - *Auto Body*
A.A.S., Central Texas College

Susan Davis (1991)

Nursing - *Associate Degree Nursing*
B.S.N., Texas Woman's University
M.S., Texas Woman's University

Yolanda F. Davis (1996)

Developmental Studies - *Math*
B.A., Kentucky State University
M.S., University of Mississippi

Patricia Donahue (1991)

Nursing - *Associate Degree Nursing*
Diploma: Los Angeles County Medical Center
B.S.N., University of Mary Hardin-Baylor
M.S., Texas Woman's University
Additional graduate study, University of Texas at Austin

Donald Donaldson, Department Chair (1985)

Industrial Technology - *Air Conditioning/Automotive/Auto Body/Building Trades/Maintenance Technology/Barber/Cosmetology/ Diesel/Graphics and Printing/Small Gas Engine Repair/Welding/Professional Truck Driving*
A.A.S., Central Texas College

Pamela Drever (1995)

Nursing - *Associate Degree Nursing*
B.S.N., University of Mary Hardin-Baylor
M.S., University of Central Texas
Additional graduate study, University of Texas at Austin

Lovie Dunn (1994, 1995)

Office Administration
A.A.S., Central Texas College
B.S., University of Central Texas

Stanford P. Dyer (1992)

Social and Behavioral Sciences - *History/Government*
B.A., Louisiana Tech
M.A., Louisiana Tech
Ph.D., Texas A&M University
Additional graduate study, Sam Houston State University

Douglas P. Edwards (1999)

Computer Science
A.A.S., Austin Peay State University
A.A.S., Central Texas College
B.S., University of Central Texas
M.S., University of Central Texas

Paul G. Engelkirk (1992)

Science - *Microbiology*
B.A., New York University
M.S., Michigan State University
Ph.D., Michigan State University

Alison Esparza (1990)

Nursing - *Vocational Nursing*
Diploma: St. Joseph's College of Nursing
A.S., Solano Community College
B.S., Sonoma State University
M.H.A., Colorado University

Jason Faubion (1997)

Agriculture
B.S., Texas A&M University
M.S.T., Tarleton State University

Michael R. Flynn (1993)

Industrial Technology - *Automotive*
A.A.S. Central Texas College

Dennis L. Ford (1993)

Computer Science
A.A.S., Central Texas College
B.S., University of Central Texas
M.S., University of Central Texas

Harriet Foster (1983)

Nursing - *Vocational Nursing*
B.S.N., University of Mary Hardin-Baylor

John R. Frith, Department Chair (1984, 1994)

Business Administration and Paralegal/Legal Assistant/
Hospitality Management/Culinary Arts/Management/
Marketing/Real Estate
B.B.A. University of Georgia
M.B.A. Auburn University
M.S. Troy State University
D.B.A., Nova Southeastern University

Robert A. Garner

Communications - *Speech, English*
A.A., McLennan Community College
B.A., Baylor University
M.A., Baylor University
M.A., Tarleton State University

James D. Gebhardt, Department Chair (1978, 1981)

Aviation Science
A.A.S., Central Texas College
B.A.S., University of Mary Hardin-Baylor
M.S., University of Central Texas

Curtis Gibson, Department Chair (1981, 1987)

Aviation Science
A.A.S., Central Texas College
B.S., University of Central Texas
M.S., University of Central Texas

Jane M. Gibson (1979)

Communications - *Foreign Language*
B.A., Abilene Christian University
M.A.T., Southwest Texas State University

Martha T. Gibson (1997)

Computer Science
A.A.S., Central Texas College
B.S., University of Central Texas

Sherry Gorton (1999)

Electronics
A.A.S., Central Texas College

Robert W. Grazinski, Department Chair (1984, 1995)

Computer Science
A.A., University State of New York
A.A.S., Central Texas College
B.A., University of Central Texas
M.S., University of Central Texas

Dawn Green (1994)

Mental Health Services
B.A., Saint Leo College
M.A., Hampton University

Celinda Hallbauer (1998)

Fine Arts - *Music*
B.M., University of Texas
M.M., Baylor University

Luci M. Hansen (1997)

Science - *Medical Laboratory Technician Program/
Phlebotomy Technician Program*
A.A.S., Central Texas College
G.B.T., University of Mary Hardin-Baylor

John L. Henderson (1970)

Communications - *English*
B.A., West Texas A&M University
M.A., West Texas A&M University
Ph.D., University of Texas at Austin

Jerry L. Herrick, Department Chair (1979, 1989, 1999)

Social and Behavioral Sciences - *Psychology*
B.A., Jacksonville State University
M.A., University of Georgia
C.A.G.S., Boston University
Ed. D., Boston University

Patrick K. Hidy (1976)

Science - *Physiology*
A.A.S., Phillips County Community College
B.S., East Texas State University
M.S., East Texas State University
Ed.D., Texas A&M University

Joseph Hogan, Department Chair (1984, 1996)

Criminal Justice
A.A.S., Central Texas College
B.G.S., Chaminade University of Honolulu
M.C.J., University of Central Texas

Christine N. Holden (1990)

Physical Education/Intramural Sports
B.S., Southwest Texas State University
M.Ed., Tarleton State University

Anna R. Holston, Department Chair (1988, 1998)

Communications - *English*
B.A., Paine College
M.A., Pepperdine University
M.A., Baylor University
Additional graduate study, Baylor University and New Mexico State University

David F. Hubbell (1991, 1996)

Communications - *English*
A.A., Temple Junior College
B.A., Stephen F. Austin State University
M.A., Stephen F. Austin State University

Linda K. Hurst (1995)

Developmental Studies - *Mathematics*
B.S., Angelo State University
M.S., Baylor University
Additional graduate study, University of Texas at Austin

Michael Hutyra, Assistant Chief Flight Instructor (1998)

Aviation Science
B.A., University of Central Texas

Kay D. Insogna (1989)

Mathematics

B.S., Stephen F. Austin State University

M.S., Stephen F. Austin State University

Nancy Isett (1985)Fine Arts - *Art*

B.A., University of Texas at Austin

B.F.A., University of Texas at Austin

M.F.A., University of Texas at Austin

Ray S. Ivans (1993)Business Management - *Business/Real Estate*

B.S., University of New Mexico

M.B.A., Tarleton State University

Jaquelyn Jones (1995)Science - *General Biology/General Zoology*

B.S.E., University of Mary Hardin-Baylor

M.S.T., Tarleton University

Jeanette Jost (1978, 1992)

Mental Health Services/Nursing

Diploma: Scott and White Memorial Hospital School of Nursing

B.S.N., University of Mary Hardin-Baylor

M.S., University of Central Texas

M.S.N., University of Texas at Austin

Kenneth W. Kephart (1996, 1999)Industrial Technology - *Diesel*

A.A.S., Central Texas College

Jack L. Kinn (1980)

Computer Science

B.G.S., University of Nebraska at Omaha

M.S.B.A., Boston University

Peter W. Knightes (1982)Science - *Geology/Geography*

B.S., SUNY Oneonta

M.Ed., Texas A&M University

Additional graduate study, Texas A&M University

Additional graduate study, University of Texas at Austin

Billie J. Laney (1970)Social and Behavioral Sciences - *Psychology/Sociology*

B.A., Southern Methodist University

M.A., East Texas State University

Ph.D., East Texas State University

Additional graduate study, University of Central Texas

David Lazarus (1997)

Hospitality

A.A.S., Central Texas College

Robert R. LeffelSocial Studies - *Economics*

Mathematics

B.S., North Texas State University

M.Ed., North Texas State University

Ed.D., Texas A&M University

Rutha Leffel (1998)Social Studies - *Psychology*

B.S., North Texas State University

M.S., North Texas State University

Ed.D., Texas A&M University

Barbara Littlefield (1988)Nursing - *Vocational Nursing*

Diploma: St. Joseph's Hospital, Phoenix, Arizona

Additional graduate study, Regents, N.Y.

Cynthia D. Long (1995)

Office Administration

B.B.A., Tarleton State University

M.B.A., Tarleton State University

M.L.S., Sam Houston State University

Gloria L. Lyons (1974)Nursing - *Associate Degree Nursing*

B.S.N., Winston Salem State University

M.S.N., Sam Houston State University

Jacqueline N. Mackey (1992)Nursing - *Associate Degree Nursing*

A.A.S., Central Texas College

B.S.N., University of Mary Hardin-Baylor

M.S., University of Central Texas

Herbert J. Maglietta, Department Chair (1974)

Associate Dean, Vocational/Technical Programs (1995)

Drafting & Design

B.S., Southwest Texas State University

M.Ed., Southwest Texas State University

Kaye Marfell (1992)Nursing - *Vocational Nursing*

B.S.N., South Dakota State University

M.A., Webster University

Judy Marshall, Director (1986)

Early Childhood Professions

B.S., Howard Payne University

Amy McAnally (1999)

Office Administration

A.A.S., Cooke County College

B.S., University of North Texas

Lisa M. McQueen (1987, 1993)
Communications - *Foreign Language/Anthropology*
B.A., Juniata College
M.A., West Virginia University
Additional graduate study, University of Texas at Arlington

Rhonda S. Mize (1999)
Communications - *English*
B.A., Western Maryland College
M.A., West Virginia University
Ed., Cert., Methodist College

John W. Moffitt, Department Chair (1967, 1989)
Developmental Studies - *Mathematics*
B.A., Southwest Texas State University
M.A., Southwest Texas State University
Graduate Study, University of Texas at Austin
Additional graduate study, Nova University

Suzanne D. Morales (1993, 1994)
Developmental Studies - *Writing*
B.A., Southwest Texas State University
B.A., California State University, Sacramento
Guest studentship, Paedagogische Hochschule, Flensburg
M.Ed., Southwest Texas State University
Additional graduate study, Texas A&M University

Edwin Mott II (1996)
Computer Science
B.A., The Citadel
M.A., Webster University
Additional graduate study, Nova University,
Southeastern University

Marilynn Neumann (1982)
Nursing - *Associate Degree Nursing*
B.S.N., University of Michigan
B.S., Southwest Texas State University
M.S., University of Michigan
M.A., University of Michigan
Graduate certificate in Paralegal Studies,
Southwest Texas State University

Robin Oaks (1992)
Computer Science
A.A.S., Temple College

Robert Ortiz (1999)
Hospitality
A.A.S., Central Texas College
A.A.S., Central Texas College

Keith A. Oswald (1990)
Industrial Technology
Building Trades/Maintenance Technology
A.A.S., Central Texas College

Ernest Patterson (1999)
Fine Arts/Communications
B.A., Brigham Young University
M.A., Washington State University

John Pendleton (1999)
Industrial Technology - *Air Conditioning*
A.A.S., Central Texas College
A.A., Cuyamaca College

Jane Perschbach, (1999)
Computer Science
B.A., Rutgers University
M.S., University of Central Texas
Additional graduate study - Pennsylvania State University

Donna Poteet, Director, Phlebotomy Program/Medical
Laboratory Technician Program (1988)
Science - *Medical Laboratory Technician*
B.S., University of Texas Medical Branch at Galveston
M.A., University of Houston/CLC

Syed G. Rabbani (1991)
Science - *Physics/Astronomy*
B.SC., University of Dacca
M.SC., University of Dacca
M.S., Marquette University
Ph.D., University of Arkansas

Willard J. Raiffeisen (1997)
Developmental Studies - *Mathematics*
B.A., Texas Tech University
M.A., Baylor University

Patricia Reid (1980-89, 1991)
Nursing - *Associate Degree Nursing*
Diploma: Jameson Memorial Hospital School of Nursing,
Pennsylvania
B.S.N., University of Mary Hardin-Baylor
M.S., In Health Professions, Southwest Texas State University
Additional graduate study, Texas Women's University

Melissa M. Richardson (1999)
Communications - *English*
B.A., Vassar College
M.F.A., Southwest Texas State University

Rhonda Riffin (1993, 1995)
Science - *Biology*
B.S.E., Henderson State University
M.S.E., Henderson State University

Shirley L. Robertson, Department Chair (1981, 1998)
Nursing - *Associate Degree Nursing*
B.S., Texas Christian University
M.S.N., University of Texas
Ph.D., University of Texas at Austin

Gus D. Rummel, Department Chair (1970)
Electronics Technology
B.S., University of Houston
M.S., University of Central Texas

Steven W. Salvato (1995)
Science - *Chemistry*
B.S., Angelo State University
M.S., University of Tennessee

Aida J. Sapp (1991)
Nursing - *Associate Degree Nursing*
B.S.N., University of Mary Hardin-Baylor
M.S.N., University of Texas at Austin
Ph.D., University of Texas at Austin

Joan Saxman (1991)
Nursing - *Associate Degree Nursing*
B.S.S., University of Texas at San Antonio
M.S.N., University of Texas at Austin
Additional graduate study, University of Texas at Austin

Federico R. Schweizer (1998)
Communications - *Foreign Language*
B.M., Mississippi State University
M.A., University of Arkansas
Additional graduate study, University of Texas at Austin

Mourad M. Sebti (1987, 1990)
Social and Behavioral Sciences - *Economics*
B.S., University of Aix-Marseilles, France
M.S., University of Aix-Marseilles, France
Post-Master's Degree, University of Caen, France
M.B.A., West Virginia University
Ph.D., University of Texas at Arlington

Duane Sexton (1994)
Industrial Technology - *Air Conditioning*
A.A.S., Texas State Technical Institute

Gene Silverblatt, Paralegal Coordinator (1982, 1994)
Business Administration and Paralegal/Legal Assistant
B.A., Dickinson College
J.D., University of Dayton
Post Doctorate Studies graduate TJAGSA, VA Military Law

Shane K. Simon (1981)
Communications - *Speech*
B.S., Southwest Texas State University
M.A., Southwest Texas State University
Additional graduate study, University of Mary Hardin-Baylor, Baylor University

Mary L. Simpson (1980, 1993)
Communications - *English*
B.A., William Carey College
M.Ed., Tarleton State University
Additional graduate study, University of Mary Hardin-Baylor

James R. Sisson (1998)
Social and Behavioral Science - *History/Government*
B.A., University of Kentucky
M.A., St. Mary's University
Additional graduate study, Baylor University

Phyllis P. Sisson (1982, 1990)
Developmental Studies - *Reading/Study Skills*
B.A., University of Kentucky
M.Ed., Bowie State University
Ed.D., Baylor University

Lynn Skaggs (1994)
Social and Behavioral Sciences
Psychology/Sociology
B.S., University of North Texas
M.S., Texas Christian University
Ph.D., Texas Christian University

Juanita L. Smith (2000)
Office Administration
B.A., University of Mary Hardin-Baylor
Graduate Studies at Tarleton University, Central Texas Center

Marie Smith (1993)
Business Administration - *Accounting*
B.A., University of Texas
M.S., University of North Texas
Certified Public Accountant

Noel T. Smith, Department Chair (1971, 1994)
Telecommunications
B.A., Baylor University
M.Div., Southwestern Baptist Theological Seminary
Ph.D., Texas A&M University

Nancy L. Snedeker (1997)
Nursing - *Associate Degree Nursing*
A.A.S., State University of New York
B.S.N., C.W. Post College
M.S.N., State University of New York

Debra Southerland (1996)
Nursing - *EMT/Paramedic*
A.A.S., Central Texas College
Certified EMT/Paramedic

Doris Louise Sutton (1984)
Mathematics
B.S., West Texas State University
M.S., West Texas State University

Pamela C. Swalve (2000)
Nursing - *Associate Degree Nursing*
B.S.N., University of North Dakota

David S. Swanson (1999)
Industrial Technology - *Graphics & Printing*
B.S., Arizona State University

Ella Teague, Department Chair (1968, 1990)
Physical Education
B.S., Sul Ross State University
M.Ed., Sul Ross State University
L.P.C., State of Texas
Additional graduate study, Texas Tech University and
Tarleton State University

Patricia R. Teasley (2000)
Nursing - *Associate Degree Nursing*
B.S.N., College of St. Scholastica
M.S.N., San Jose State University

Sandra Thomason (1992)
Nursing - *Vocational Nursing*
B.S.N., Incarnate Word College
M.S.N., Texas A&M University

Dora Thrash (1974)
Nursing - *Associate Degree Nursing*
B.S.N., Prairie View A&M
M.S., Texas Woman's University

Sandra Tuel (1997)
Nursing - *Associate Degree Nursing*
B.S.N., University of Texas at San Antonio
M.S.N., University of Texas at San Antonio

Gary D. Turner (1991, 1992)
Developmental Studies - *Writing*
B.A., Auburn University
M.A., College of William and Mary

Edward L. Wagner (1993, 1994)
Developmental Studies - *Mathematics*
B.S., Southern University
M.A., Webster University
B.S. and M.S., Louisiana Tech University
Ph.D., Trinity Theological Seminary

Albert C. Waite (1990)
Social and Behavioral Sciences - *History/Government*
B.A., University of Maryland
M.A., Niagara University
Additional graduate study, University of Texas at Austin

Timothy Walker (1984)
Industrial Technology - *Welding*
B.S., Tarleton State University

Henry R. Wessels (1974, 1980)
Aviation Science
Diploma: Spartan School of Aeronautics
A.A.S., Central Texas College
B.A.S., University of Mary Hardin-Baylor

Cindy Wesso (1999)
Nursing - *Vocational Nursing*
B.S.N., Penn State
M.A., Webster University

Cynthia A. Whites (1996)
Business Administration - *Accounting*
A.G.S., Central Texas College
B.A.A., University of Texas at Austin
M.P.A., University of Texas at Austin

Richard E. Whitesell, Chief Flight Instructor (1995)
Aviation Science
A.A.S., Central Texas College
B.A., University of Central Texas

Delores Williams (1990-92, 1995)
Nursing - *Associate Degree Nursing*
B.S.N., University of Mary Hardin-Baylor
M.S., Texas Woman's University

Martha Williams (1989)
Nursing - *Vocational Nursing*
Diploma, University of Virginia Hospital School of Nursing
A.A.S., Eastfield College
Additional graduate study, Graceland College

Norman R. Williams, Department Chair (1968, 1971)
Associate Dean for Academic Programs (1993)
Science & Agriculture
B.S., Texas Tech University
M.S., Texas Tech University
Additional graduate study, Texas A&M, University of Kansas

Kenneth J. Word, Department Chair (1977, 1999)
Mathematics
A.S., Central Texas College
B.S., Southwest Texas State University
M.A., Southwest Texas State University
Ph.D., University of Texas at Austin

Donnie D. Yeilding (1974, 1989)

Communications - *English*

B.A., Stephen F. Austin State University

M.Ed., Stephen F. Austin State University

Ph.D., University of North Texas

Thomas D. Yeilding, (1976)

Social and Behavioral Sciences - *History*

B.A., Hardin-Simmons University

M.A., Hardin-Simmons University

Ph.D., University of North Texas

James M. Young (1975)

Industrial Technology - *Graphics and Printing*

A.A.S., Central Texas College

Emeriti Faculty and Staff Members

Lois Anderson, Dean Emeritus of Continental Campus
(1983-1999)

J. Parker Bogue, Professor Emeritus of History (1973-1995)

Sheridan D. Cavitt, Dean Emeritus of Admissions and
Counseling (1967-1992)

Adel Galanfy, Professor Emeritus of Music (1968-1992)

Tim Hall, Professor Emeritus of Mathematics (1969-1999)

Trull Hyde, Professor Emeritus of History (1968-1989)

Catherine Mason, Professor Emeritus of Early Childhood
Professions (1973-1995)

Gary Ragsdale, Professor Emeritus of Office Administration
(1971-1999)

Paula Ray, Professor Emeritus of Biology (1976-1999)

Theodore Robinson, Professor Emeritus of Computer Science
(1971-1992)

Noel Schnitz, Dean Emeritus of Library Science (1969-1999)

Ralph Searle, Professor Emeritus of Aviation Science (1967-
1987)

Elwood H. Shemwell, Deputy Chancellor Emeritus of Campus
Operations (1974-1999)

Antonio V. Suarez-Barrio, Professor Emeritus of Criminal
Justice (1973-1996)

H. Allen Tolbert, Professor Emeritus of Business
Administration (1971-1999)

Beverly Wickersham, Professor Emeritus of English and
Developmental Reading (1975-1999)

Dennis Williams, Professor Emeritus of English (1969-1999)

Raifford Williams, Professor Emeritus of Agriculture
(1968-1997)

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- GRPH Graphics and Printing 185-186
- HALT Agriculture 186
- HAMG Hospitality Management 186-187
- HART Heating, Air Conditioning and Refrig 187
- HIST History 187-188
- HRPO Business Administration and Management 188
- HUMA Humanities 188
- INTC Computer Electronics Technology 188
- ITCC Computer Electronics Technology 188
- ITNW Computer Science 189
- ITSC Computer Science 189
- ITSE Computer Science 189-190
- ITSW Computer Science 190
- JAPN Japanese 190-191
- LGLA Paralegal/Legal Assistance 191-192
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- MBST Maintenance Technology 192
- MLAB Medical Lab Technician 192-193
- MRKG Business Administration and Management 193
- MUAP Music Applied 193-194
- MUSI Music 194
- PFPB Maintenance Technology 195
- PHED Physical Education 195
- PHIL Philosophy 195-196
- PHYS Physical Science 196
- POFI Office Administration 196-197
- POFM Office Administration 197-198
- POFT Office Administration 198-199
- PSTR Hospitality Management 199
- PSYC Psychology 199
- PSYT Mental Health Services 199-200
- RELE Real Estate 200
- RNSG Nursing 200-201
- RSTO Hospitality Management 201-202
- SLPS Criminal Justice 202
- SMER Small Gas Engine 202
- SOCI Sociology 202-203
- SPAN Spanish 203
- SPCH Speech 203
- TECA Early Childhood Professions 203
- TECM Technical Math 203
- TRVM Hospitality Management 203-204
- VNSG Nursing - LVN 204-205
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Central Texas College Around the World

as of July 2000

Central Campus

Killeen

Fort Hood and Service Area Campus

Brady
Burnet
Fort Hood
Gatesville
Hamilton
Lampasas
Mason
San Saba

Continental Campus

Alaska

Eielson AFB
Fort Greely
Fort Richardson
Fort Wainwright

California

Camp Pendleton

District of Columbia

Bolling AFB

Hawaii

Schofield Barracks

Kansas

Fort Riley

Kentucky

Fort Knox

Louisiana

Fort Polk

Missouri

Fort Leonard Wood

New Mexico

Holloman AFB

North Carolina

Fort Bragg

Pope AFB

Virginia

Fort Lee

Navy Campus

California

San Diego

District of Columbia

Florida

Jacksonville

Mayport

Georgia

Kings Bay

Hawaii

Pearl Harbor

Maryland

Patuxent

New Jersey

Earle

South Carolina

Charleston

Texas

Corpus Christi

Virginia

Norfolk

Washington

Bangor

Bremerton

Whidbey Island

Japan

Sase Bo

Yokosuka

Italy

Naples

Puerto Rico

Fort Buchanan

Roosevelt Roads

Sabana Seca

Ships at Sea Worldwide

Pacific Far East Campus

Indian Ocean

Diego Garcia, BIOT

Japan

Atsugi NAS

Camp Zama

Iwakuni Meas

Misawa Air Base

Sasebo NB

Yokosuka NB

Yokota Air Base

Johnston Island

Korea

Camp Carroll

Camp Casey

Camp Gary Owen

Camp Greaves

Camp Henry

Camp Hovey

Camp Howze

Camp Humphreys

Camp Long

Camp Page

Camp Red Cloud

Camp Stanley

Kunsan Air Base

Osan Air Base

Pusan

Suwon Air Base

Yongsan

Okinawa

Camp Courtney

Camp Foster

Camp Hansen

Camp Kinser

Camp Schwab

Futenma

Kadena Air Base

Torii Station

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