

# CENTRAL TEXAS COLLEGE

## **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 30033-4097; Telephone number 404-679-4501) to award associate degrees and certificates of completion.

## **Approved by**

Texas Higher Education Coordinating Board; Texas Education Agency

## **Listed in**

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

## **Member of**

Air Conditioning and Refrigeration Institute (ARI), Air Conditioning Contractors of America (ACCA), American Association of College Admissions Counselors, American Association of Collegiate Registrars and Admissions Officers, American Association, Inc. For Para Legal Education, American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), Association of Fundraising Professionals, Association of Colleges and Universities Broadcast Education Association, Automotive Engine Rebuilders Association (AERA), Automotive Transmission Rebuilders Association (ATRA), Broadcast Education Association, Community College Business Officers (CCBO), International Council on Hotel, Restaurant, and Institutional Education, Council for Resource Development, Flexo Graphic Technical Association (FTA), Graphic Arts Technical Foundation (GATF), Graphic Communications Council (GCC), Inter-Industry Conference on Auto Collision Repair (ICAR), International Association of Electrical Inspections, International Mobile Air Conditioning Association (IMACA), Mathematical Association of America, National Association of College Admissions Counseling, National Association of College and University Business Officers (NACUBO), National Association of Colleges and Employers, National Association of Industrial Technology, National Association of Student Financial Aid Administrators, National Association of Veterans Program Administrators, National Council for Marketing and Public Relations, National Intercollegiate Flyers' Association, National Intramural Recreational Sports Association, National League for Nursing, National Legal Assistant, Inc., National Organization for Associate Degree Nursing, North American Council of Automotive Teachers, Printing and Imaging Association of Texas (PIA), Servicemembers Opportunity College, Southern Association of College and University Business Officers (SACUBO), Southern Association of Collegiate Registrars and Admissions Officers (SACRAO), Texas Association for Health, Physical Education, Recreation and Dance, Texas Association of Broadcast Educators, Texas Association of College Technical Educators (TACTE), Texas Association of College Admissions Counseling, Texas Association of Collegiate Registrars and Admissions Officers (TACRAO), Texas Association of Collegiate Veterans Program Officers, Texas Association of Community College Business Officers (TACCBO), Texas Association of Community College Foundations, Texas Association of Continuing Education (TACE), Texas Association of Schools of Art, Texas Association of Student Financial Aid Administrators, Texas Community College Instructional Administrators (TCCIA), Texas Community College Teachers Association, Texas Public Community/Junior College Association, Texas Restaurant Association, Texas Society of Certified Public Accountants, United States Golf Association, United States Tennis Association, United States Water Fitness Association, Western Association of Veterans Educational Specialists.

## Board of Trustees

<b>Mr. Charles Baggett</b>	Copperas Cove, TX	Chair
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Back row (standing) left to right: Mr. Don Armstrong, Dr. Jimmie Don Aycock, Dr. James R. Anderson, Dr. Richard Kirkpatrick,\* and Mr. Jimmy Towers. Front row (seated) left to right: Mrs. Barbara Weaver, Mr. Charles Baggett, and Mrs. Mari Meyer.

\*Effective May 21, 2002, Dr. Richard Kirkpatrick resigned his board member position due to health reasons. Mr. Elwood Shemwell of Copperas Cove was appointed and sworn in as an interim board member on June 27, 2002. The individual to serve the remainder of Dr. Kirkpatrick's six-year term will be selected in the CTC Board of Trustees' elections in May 2003.

## Executive Officers



**James R. Anderson**, Chancellor  
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 College  
B.S., Southwest Texas State University  
M.Ed., University of Arizona

## Chancellor's Message



For more than 35 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 help give you a competitive edge in today's rapidly changing workplace.

Other examples of our institution's commitment to growth and serving students include the array of recently opened state-of-the-art facilities such as the Natatorium & Physical Education Center, Fort Hood Campus building, and expanded Oveta Culp Hobby Library.

Central Texas College goes to great lengths to accommodate the needs of its students. When an increasing demand for online programs became apparent, CTC faculty and staff rose to the challenge. Two years ago, only a handful of CTC courses were offered online. Today, the college offers over 100 Internet courses, and six associate degrees and three certificates of completion entirely online. Extensive online programs allow students who otherwise would be unable to enroll, to take courses at CTC.

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

# History

In 1965, the citizens of Central Texas joined together to authorize the building of a community college that would serve the western section of Bell County; Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, Mills, and San Saba counties; portions of McCulloch and Williamson counties; as well as Fort Hood and the state 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 have 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 1969, and was reaffirmed most recently in December 1994.

CTC initiated onsite programs on Fort Hood in 1970 and 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 U.S. 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 as with the initiation of instructional programs and services for the Texas Department of Corrections in Gatesville in 1976.

In 1970, CTC began to offer broadcast telecourses to the citizens of Central Texas. College credit classes were first delivered by video conference in the Service Area in 1994 and from the Central Campus in 1996, enabling area high schools and other colleges in the geographic region to receive CTC courses. At the same time, Central Campus faculty began to enrich traditionally taught courses with professionally produced multimedia materials and with materials selected from the Internet. CTC taught its first online course in 1998. In 1998, CTC was invited to list its online courses in the inventory of the Electronic Campus of the Southern Regional Educational Consortium. CTC's membership in the Sloan Consortium was approved in 1999. CTC began to offer instruction in 1999 through the Virtual College of Texas. In 2000, the PricewaterhouseCoopers firm invited CTC to become an educational partner in the new Army University Access Online project for the soldiers in the United States Army, eArmyU. Entire associate degrees were available online for the first time in the spring of 2001.

Today, CTC consist 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 programs, Associate of Applied Science degree programs, or Associate of General Studies. In addition, students choosing to earn a certificate may enroll in any of the more than 40 certificate programs. Campuses may offer the full range of degree programs and services or only those identified through local needs assessments. CTC also provides a wide range of education and training opportunities for those students who do not select a degree or certificate option. Committed to serving all students, CTC provides comprehensive programs and services for special populations: disability support services, single parent/homemaker support services, and nontraditional career support services as well as tutoring and transportation assistance. To meet the occupational training needs, Central Texas College offers a variety of professional development and job-related skills programs such as basic literacy, leadership skills, foreign language skills, and occupational skills programs.

## Proposed Schedule for Central Campus 2002-2004

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 for 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 a schedule of course offerings. For administrative purposes, the Schedule Bulletin becomes the official calendar for the semester for which it is published.

### College Calendar

#### Fall 2002

New Student Registration	August 12-16
Final Registration	August 19-23
Classes Begin	August 26
Labor Day (college closed)	September 2
Last Day to Apply for Fall Graduation	October 4
Veterans' Day (college closed)	November 11
Thanksgiving (college closed)	November 28-29
Final Exam Week	December 9-13
Christmas (college closed)	Dec. 23 - Jan. 5

#### Spring 2003

New Student Registration	January 6-10
Registration	January 13-17
Martin Luther King Day (college closed)	January 20
Classes Begin	January 21
Last Day to Apply for Spring Graduation	February 7
Presidents' Day (college closed)	February 17
Spring Break	March 17-21
Final Exam Week	May 12-16
Graduation	May 16

#### Summer 2003

Memorial Day (college closed)	May 26
New Student Registration	May 27-30
Final Registration	June 2-6
Classes Begin (Summer I and 10 Week)	June 9
Last Day to Apply for Summer Graduation	June 13
Independence Day (college closed)	July 4
Final Exams (Summer I)	July 11
Classes Begin (Summer II)	July 14
Final Exams (10 Week)	August 13-15
Final Exams (Summer II)	August 14

#### Fall 2003

New Student Registration	August 11-15
Final Registration	August 18-22
Classes Begin	August 25
Labor Day (college closed)	September 1
Last Day to Apply for Fall Graduation	October 3
Veterans' Day (college closed)	November 11

Thanksgiving (college closed)  
Final Exam Week  
Christmas (college closed)

November 27-28  
December 8-12  
Dec. 22 - Jan. 4

### **Spring 2004**

New Student Registration  
Registration  
Martin Luther King Day (college closed)  
Classes Begin  
Last Day to Apply for Spring Graduation  
Presidents' Day (college closed)  
Spring Break  
Final Exam Week  
Graduation

January 5-9  
January 12-16  
January 19  
January 20  
February 6  
February 16  
March 15-19  
May 10-14  
May 14

### **Summer 2004**

New Student Registration  
Memorial Day (college closed)  
Final Registration  
Classes Begin (Summer I and 10 Week)  
Last Day to Apply for Summer Graduation  
Independence Day (college closed)  
Final Exams (Summer I)  
Classes Begin (Summer II)  
Final Exams (10 Week)  
Final Exams (Summer II)

May 24-28  
May 31  
June 1-4  
June 7  
June 11  
July 2  
July 9  
July 12  
August 11-13  
August 12

# **Our Mission and Purpose**

## **Institutional Mission Statement**

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

## **Institutional Purpose**

Central Texas College is a two-year, open admissions institution which provides educational opportunities to students locally, nationally, and internationally. The purpose of CTC, as set forth in Section 130 of the Texas Education Code, is to provide:

- technical programs up to two years in length leading to associate degrees and/or certificates.
- vocational programs leading directly to employment in semi-skilled and skilled operations.
- freshman and sophomore level courses in arts and sciences.
- continuing adult 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.
- a wide variety of public service needs.

## **Strategic Planning**

Central Texas College has established a standing Research Committee that has the responsibilities to revise a strategic plan and periodically review the institution's mission and purpose statements. The committee has developed a vision statement and has established broad goals that center on instruction, research, public service, and institutional support and ancillary operations. Specific objectives that are measurable have been developed for all institutional goals. The committee has been assigned the responsibility to annually assess the institution's progress on meeting the goals and objectives. Results of the assessment are used to develop strategies to be implemented by the departments and units. During the annual budget process, resources are identified and committed in order to implement the strategies. Copies of the current Strategic Planning document are available in the Office of Institutional Effectiveness and in the Oveta Culp Hobby Memorial Library on the Central Campus.



# **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, gender, or veterans status 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 Annette Skinner, 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 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 Services Office at (254) 526-1195, in Building 106, Room 107 or contact the Physical Disability Support Services 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 noncredit 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 Education**

Central Texas College offers a wide range of learning opportunities for distant learners. Faculty teaching distance learning classes must 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 Colleges have approved CTC as a provider of distance learning courses. CTC is an educational provider of distance learning through the Virtual College of Texas, the Southern Regional Electronic Campus, and the Sloan Consortium.

## **Student Services**

Distant learners have access to the same support services as campus-based students. These services may be obtained by email or by phone or through any of the CTC campus locations. Services provided to distant learners include but are not limited to, financial aid, veterans' benefits, career planning, career advisement, library, bookstore, and special assistance. The Distance Learning web site contains web-based tools as well as points of contact for all student services.

## **Academic Policies**

In addition to the standard academic policies of the College as outlined in the applicable sections of this Catalog, CTC has established academic policies specific to online learning. These policies cover courseware use, plagiarism and academic honesty, course participation, rights and privacy, and others. All academic policies are presented at the College and Distance Learning web sites.

## **Degrees and Certificates**

Students may choose to complete entire degrees and certificates or individual courses online. CTC continuously adds to the degrees, certificates, and courses available through distance learning. All distance learning courses

- may be used to satisfy resident credit requirements.
- contain the same content, outcomes, and requirements as campus-based courses.
- use the same texts and materials as campus-based courses.
- require proctored examinations.
- involve continuous communication with faculty and collaboration with other students in the class.

For a complete listing of programs, certificates, and courses offered through distance learning at CTC, go to the CTC Distance Learning web site.

## **Continuing Education**

Continuing Education provides opportunities for people to pursue lifelong learning. Personal enrichment and professional development noncredit courses are developed in response to individual requests and trends in community interests. Instructors come from all walks of life bringing rich and varied experiences to the classroom. Noncredit courses are an excellent alternative to credit courses for individuals seeking nontraditional educational experiences.

## **Workforce Education and Training**

Continuing Education also offers workforce education and training programs. 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. Such programs keep interested persons informed regarding new developments in their fields or areas of interest.

Workforce Education offers customized business training programs that are tailored in content, schedule, and location to meet a client's needs. This cost-effective training increases employee productivity and

efficiency and improves customer satisfaction. Some Workforce Education courses may be taken for college credit.

### **General Information**

Online instruction is also an option offered for some noncredit courses. We hope you find a program of interest on our web pages. Please visit our web site: [www.ctcd.edu](http://www.ctcd.edu) under Continuing Education.

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 208.

### **2 Plus 2 Articulation Agreements**

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. 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 - Central Texas**

##### **Bachelor of Applied Arts and Sciences**

Business Occupations

##### **Bachelor of Arts**

History

History/Business Administration

History/Computer Information Systems

History - Option I Secondary Certification

History - Option IV Secondary Certification

Political Science

##### **Bachelor of Business Administration**

Accounting

Computer Information Systems

Interdisciplinary Business

Human Resource Management

Management

Marketing

##### **Bachelor of Science**

Aviation Science - Aviation Management Support Area

Aviation Science - Professional Pilot Support Area

Business Administration

Computer Information Systems with Certification

Computer Information Systems - Systems Development Support Area

Computer Information Systems - Software Engineering & Database Design Support Area

Computer Information Systems - Management & Networking Support Area

Criminal Justice - Corrections Support Area

Criminal Justice - Law Enforcement Support Area

Interdisciplinary Studies - Early Childhood, 4th Grade Generalist

Interdisciplinary Studies - 4th to 8th Grade Certification, Middle School Mathematics

Interdisciplinary Studies - Middle School Language Arts/Social Studies

Mathematics - Option I Secondary Certification

Political Science

Political Science Composite - Option IV

Psychology

##### **Bachelor of Social Work**

## **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  
Building Trades  
Communications Electronics Technology  
Computer Electronics Technology  
Consumer Electronics Technology  
Diesel Engine Mechanic and Repairer  
Diesel Technician  
Drafting and Design  
Graphics and Printing  
Graphics and Printing Technology  
Heating, Air Conditioning and Refrigeration Mechanic and Repairer  
Maintenance Technology  
Welding  
Welding Technology

### **Articulation Agreements, Distance Learning Programs**

Central Texas College holds articulation agreements with several education institutions that offer online bachelor degree programs. These agreements allow the eligible CTC student a seamless transition into an online bachelor's degree program.

Baker College  
Bellvue University

Capella University  
Franklin University  
Kaplan College  
Northcentral University  
Saint Joseph's College of Maine  
United States Open University

Additional information may be found at the CTC web site or obtained through an academic advisor.



# **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 email [Guid\\_Cou@ctcd.cc.tx.us](mailto:Guid_Cou@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 postsecondary education have the opportunity to enroll. New students will be admitted to Central Texas College providing all admission requirements are met. Admission to Central Texas College does not guarantee admissions to specific programs and courses. Specialized programs have their own admissions procedures, whereby a student's admission status is determined by the department. Certain programs may have restrictions on enrollments because of limited space or special equipment needs. Departmental approval is required to register for certain courses as published in the college catalog and schedule bulletins.

Federal law prohibits institutions from making preadmission 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.

## **General Admission Requirements For All Students in Credit Programs**

A student who has graduated from an accredited high school or has a GED certificate will be admitted to Central Texas College. However, an assessment of a student's basic skills will be required for admission to a college-level program or for specific course enrollments.

Adults, veterans, and military personnel 18 years or older who have not completed a high school program may be admitted on an "Individual Approval" basis if the individual can demonstrate the ability to benefit from instruction. Applicants wishing to be admitted under individual approval must complete a "Request for Waiver" form available through the Student Services office of the appropriate CTC campus. The applicant must show evidence of successful experiences which reasonably predict his or her ability to make satisfactory progress at the college. The Dean of Student Services will review the request with the appropriate department chair/faculty or the Campus Dean, and then make a recommendation to the Systems Registrar for final approval.

Early admission offers the opportunity for high school students to earn college credits while concurrently enrolled in high school or during the summer. Early admission is open to high school students who are classified as juniors or seniors and are in good academic standing. Permission to enroll in CTC must be granted by the student's parent or legal guardian, and endorsed by the high school principal, counselor, or designated representative. Concurrently enrolled high school students must adhere to the requirements of CTC and their high school to include attendance and the Texas Academic Skills Program (TASP) requirements. Generally, high school students may take only one course per semester or two courses during the summer. In no case, will the student be allowed to take more than six courses in a year. Credentials must be resubmitted each semester for early admission.

Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled in the early admissions program. Credits earned before high school graduation may not transfer to some colleges.

Students applying for Financial Aid must have a high school diploma or GED. Non-high school graduates should contact the Office of Student Financial Assistance at (254) 526-1508 for further details.

## **Admission Procedures, College Credit Programs**

Admissions, testing, and academic advisement are provided year round. You are encouraged to complete the admissions process prior to registration periods.

### **New CTC Students, First-Time Students**

All new college students seeking a degree or certificate from CTC are required to:

1. Complete a CTC Application for Admission form.
2. To affirm your residency status for tuition purposes, complete the Core Residency Questionnaire, sign the oath of residency, and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form at least once a year and a valid military I.D. card. Refer to the Residency section of this Catalog for additional information.
3. Submit an official high school transcript or General Educational Development (GED) scores demonstrating high school graduation or equivalency.
4. Take the Texas Academic Skills Program (TASP) Test or the alternative ASSET test unless TASP exempt or waived. Submit appropriate test scores. To determine if you are TASP exempt or waived, review the Testing and Placement section of the Catalog for additional information, and discuss with an academic advisor. Results of these tests are used for placement purposes. See placement requirements for enrolling in English and mathematics courses.
5. Meet with an academic advisor.
6. Arrange to attend the new student orientation session.

All first-time new students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) to determine if they may be eligible for student financial assistance.

### **Transfer Students**

Students who have previously attended another college or university prior to applying for admission to CTC are required to:

1. Complete a CTC Application for Admission form.
2. Complete the Core Residency Questionnaire, sign the oath of residency, and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form at least once a year and a valid military I.D. card. Refer to the Residency section of this Catalog for additional information.
3. Submit an official high school transcript or General Educational Development (GED) scores demonstrating high school graduation or equivalency.
4. Submit official transcripts from each accredited college or university previously attended.
5. If transferring from a private or out-of-state educational institution, you are subject to TASP requirements unless TASP exempt or waived. Take the Texas Academic Skills Program (TASP) Test or the alternative ASSET test and submit scores. To determine if you are TASP exempt or waived review the Testing and Placement section of the Catalog and discuss with an academic advisor. Test results are for placement purposes. See placement requirements for enrolling in English and mathematics courses.
6. If you transferred from another Texas public institution, you should have been tested and/or exempt under current TASP guidelines. See the Testing and Placement section of the Catalog.
7. Meet with an academic advisor.
8. Arrange to attend the new student orientation session.

Students on academic probation or suspension at the transfer institution will be admitted on probation to Central Texas College and must earn a grade point average of 2.0 during their first semester in attendance at CTC. Students in this category who do not achieve a grade point average of 2.0 will be suspended for one long semester.

### **Former CTC Students, Readmissions**

If it has been at least one year since you have been a student at CTC, follow the steps below.

1. Update your major and address where applicable. If it's been at least two years since you last attended CTC, complete a new CTC Application for Admission form.
2. Complete a new Core Residency Questionnaire form, sign the oath of residency, and submit substantiating document as may be needed. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form at least once a year and a valid military I.D. card.
3. If you have attended other colleges or universities since last enrolled with CTC, request official transcripts sent to CTC.
4. Check with an academic advisor if you are unsure about your TASP or ASSET requirements.
5. Visit with an academic advisor as may be needed.

### **CTC Students Who Previously Attended CTC Outside of Texas**

If you attended CTC at one of its locations outside Texas, you are now subject to certain in-state requirements. You are required to:

1. Complete a CTC Application for Admission.
2. Complete the Core Residency Questionnaire, sign the Oath of Residency, and submit substantiating documentation. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form at least once a year and a valid military I.D. card.
3. Take the Texas Academic Skills Program (TASP) Test or the alternative ASSET test unless TASP exempt or waived. Submit appropriate test scores. To determine if you are TASP exempt or waived review the Testing and Placement section of the Catalog for additional information and discuss with an academic advisor.
4. Verify that your high school transcript, GED scores, and/or official transcripts from accredited colleges or universities previously attended are on file. If not, request official transcripts from each school be sent to CTC.
5. Visit with an academic advisor.
6. Make arrangements to attend the new student orientation.

### **Transient Students**

If your intent is to attend CTC to earn credits to transfer into a degree program at another college or university, you do not need to submit education records from previously attended colleges or universities unless required for Veterans Services, Financial Aid, TASP, or to document earned requirements. Records will be required if you later elect to seek a certificate, degree, or award of credit. You are required to:

1. Complete a CTC Application for Admission.
2. Complete the Core Residency Questionnaire, sign the Oath of Residency, and submit substantiating documentation. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form at least once a year and a valid military I.D. card.
3. Ensure you meet TASP requirements unless TASP exempt or waived.
4. See a CTC academic advisor for additional information as may be needed.

### **Distance Learners**

Students enrolling in distance learning programs must meet general institutional admission requirements. Students who physically reside in Texas and take CTC courses via distance learning delivery systems such as the Internet must meet all TASP requirements unless otherwise exempt. In addition, students should possess the computer and technical skills as well as learning skills needed to succeed in online learning. Information on these skills and assessments to determine your readiness are available at the CTC Distance Learning web site.

Students taking online classes must provide their own computers, or have access to computers, have Internet access, and email accounts. Students are not allowed to enroll in more than two online courses during any single eight-week term unless approved by the Dean of Student Services or the Campus Dean.

Distant Learners may register in person at any of the CTC locations, online through the Student Online Access to Records (SOAR), or by phone. In addition, students may request registration assistance from the CTC Online Help Desk. CTC offers continuous enrollment for online classes with term lengths of 16 and eight weeks. Classes generally start once each month.

Information on all registration methods and a schedule of all terms and classes is presented at the CTC Distance Learning web site.

### **Early Admission, High School Students**

Early admissions is available to selected high school students who are in good academic standing and classified as juniors or seniors. To apply for early admission:

1. Complete an Early Admissions Application signed by the high school principal or counselor and parent or legal guardian.
2. Complete CTC's Application for Admission.
3. Complete a Core Residency Questionnaire form, sign the oath of residency, and submit substantiating documents as may be needed. If you are a dependent of a nonresident active duty member of the U.S. Armed Forces, refer to the Residency section of this Catalog for additional information.
4. Provide an official high school transcript.
5. Take the TASP or a state-approved alternative exam unless otherwise exempt prior to enrolling in college-level courses. Students will only be allowed to enroll in college-level courses related to the sections of the TASP they passed.
6. If wishing to enroll in a TASP-waived certificate program, pass all sections of the TAAS or otherwise meet graduation requirements.
7. Accepted high school students are usually allowed to take only one course per semester or two courses during the summer. In no case, will the student be allowed to take more than six courses in a year. Credentials must be resubmitted each semester for early admission.

Official transcripts and TASP or state-approved alternative test scores must be sent directly to CTC from the issuing education institution. You may be conditionally admitted pending receipt of official high school and college or university transcripts. Falsification of information will result in disciplinary action and may result in dismissal from Central Texas College.

## **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**

Community Foreign Students (immigrant/resident alien/"Green Card" holder), follow the regular registration process. Community foreign students without scores from the Test of English as a Foreign Language (TOEFL) must take the Comprehensive English Language Test (CELT) to determine English language proficiency. Students whose CELT scores fall within the parameters of the English as a Second

Language (ESL) program must enroll in, and complete the ESL program before taking the TASP, ASSET, or CTC Placement Test. A TOEFL score of 520 is needed to bypass the CELT and ESL program requirements.

## **International Students**

Prospective international students are those applying for an F-1 or M-1 Student Visa, which requires that CTC issue the Form I-20. The International Student Services Office (ISSO) issues the Form I-20 when unconditional admission has been granted to the student. Because of changing Immigration and Naturalization Service (INS) regulations, prospective students holding visa category A-M with the exception of 'F' and 'M' will be admitted on a case-by-case basis. Please contact the ISSO for specific information.

To apply for international student admission (F-1/M-1) to Central Texas College, Killeen, Texas, applicant must submit the documents listed below at least 90 days prior to registration of the intended entry semester. All documents must be originals except leases or deeds. Fax copies will not be accepted.

1. Complete and sign a CTC Application for Admission.
2. Complete and sign a CTC International Student Application for Admission.
3. Submit records of previous education. All foreign transcripts must be official and include an English translation completed through one of the foreign educational credential evaluation services. The National Association of Credential Evaluations Services provides a list of evaluation services.
  - Official high school transcript. Transcript must show date of graduation and courses with grades. Or, official GED test scores verifying high school completion.
  - Official copies of transcripts from U.S. regionally accredited colleges or universities previously attended, if applicable.
4. Complete and sign a CTC International Student Statement of Understanding.
5. Submit a notarized CTC Sponsor's Statement for International Students, which indicates at least \$15,000 a year is available for college tuition, fees, and living expenses.
6. Submit two passport-sized photos.
7. Submit \$500 tuition deposit. If applicant does not attend, 80 percent is refundable.
8. Take Test of English as a Foreign Language (TOEFL). A score of 520 on the paper test or 190 on the computerized test is required for admission into the college credit program. Students native to countries whose official language is English, and whose education has been in English, are not required to take the TOEFL. If the applicant is applying for the English as a Second Language (ESL) program, TOEFL scores are not required for admission, but students must take the Comprehensive English Language Test (CELT) for placement purposes.
9. Prior to registration, submit proof of Health/Accident Insurance for each semester. Foreign policies must be translated in English, with all information to include the expiration date translated. The insurance policy must cover the student while attending CTC and provide a maximum medical expense benefit of at least \$100,000.

International students who are not TASP exempt or TASP waived must take the TASP or ASSET tests.

## **International Transfer Students**

In addition to the requirements for all international applicants, prospective international transfer students must provide the following documents:

- Complete, original Certification of Good Standing from Previous School. Student must complete the front part of this form. The Foreign Student Advisor at the school last attended completes the back portion of the form before sending it to the ISSO. Student must be in good academic standing, and in-status with INS in order to be admitted to CTC.
- Photocopy of Form I-20 issued by previous school attended.

## **Residence Hall Application Process for International Students**

- Residence Hall Application. You must complete all items, attach a passport-size photo, and sign and date the form.
- \$100 nonrefundable Residence Hall deposit. Early arrival is required for new international students for pretesting and registration. Be prepared to pay \$27 per day, excluding meals, to stay in the Residence Hall before classes begin. Room and Board fees do not cover the week before classes.

When both items have been submitted, you will be placed on the Residence Hall waiting list. Submitting an application does not guarantee assignment of a room. You may check the status of your application with the Residence Hall Manager.

If the visa is denied, or you are unable to attend for any other reason, CTC will refund 80 percent of the original tuition deposit (\$400), provided CTC receives the original Form I-20 with a written request for refund. The remaining 20 percent is not returned, as it covers processing fees. The Residence Hall deposit is nonrefundable.

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. The CTC International Student Handbook, as well as the CTC web site ([www.ctcd.edu](http://www.ctcd.edu)), provide 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/DSLA courses). Only international or community foreign students with TOEFL scores over 520 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.

## **Important Information about Bacterial Meningitis**

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

### **What are the Symptoms?**

- |                                  |                   |
|----------------------------------|-------------------|
| • High fever                     | • Severe headache |
| • Rash or purple patches on skin | • Vomiting        |
| • Light sensitivity              | • Stiff neck      |
| • Confusion and sleepiness       | • Nausea          |
| • Lethargy                       | • Seizures        |

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

**The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.**

### **How is Bacterial Meningitis Diagnosed?**

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- **Early diagnosis and treatment can greatly improve the likelihood of recovery.**

### **How is the Disease Transmitted?**

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

### **How Do You Increase Your Risk of Getting Bacterial Meningitis?**

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

### **What are the Possible Consequences of the Disease?**

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

### **Can This Disease be Treated?**

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  - Those living in close quarters.
  - College students 25 years or younger.
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7 - 10 days to become effective, with protection lasting from 3 to 5 years.
- The cost of the vaccine varies, so check with your health care provider.
- Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.

### **How Can I Find Out More Information?**

- Contact your own health care provider.
- Contact the Bell County Health Office at (254) 526-8371.
- Contact web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo); [www.acha.org](http://www.acha.org)

### **Transfer Credits**

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 over five years 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**

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. CTC must receive all transcripts before the end of the first regular semester or second eight-week term of enrollment.

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. Addresses are listed in the front of the Catalog. 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 from other institutions.

If transcripts of previous education are issued to Central Texas College in your former name and without a social security number, CTC cannot be responsible for properly identifying the document.

### **Test Scores**

Texas Academic Skills Program test scores or state-approved alternative test scores must be on file for all students who are not TASP exempt or enrolled in a TASP certificate-waived program before registration begins.

### **Recommended Program for High School Students**

High School students planning to attend Central Texas College are encouraged to use the Recommended High School 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"> <li>- The math portion before enrolling in MATH 1314, 1324 and 1342</li> <li>- The writing portion before enrolling in ENGL 1301 and 1312</li> </ul>
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 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 student attending a Texas public college or university must meet the TASP requirements unless the student is TASP exempt or TASP waived.

### Who is Exempt From Taking the Official TASP Tests?

The Texas Education Code 51.306 permits exemptions and exceptions from TASP requirements. This section identifies and briefly describes some of the exemptions from TASP. Students should see an academic advisor to determine their specific TASP status and requirements. There may be an occasion when a student is erroneously declared exempt. When such an error has been made, CTC will determine the circumstances and take appropriate action. Although a student may be exempt from TASP requirements, a student must still meet departmental requirements before enrolling in English, mathematics, and science courses.

1. ACT. Composite score of 23 with a minimum of 19 on both the English and mathematics tests. Tests must be taken in one sitting. Student must enroll within 5 years of taking the tests. Documentation required: Official ACT score reports or ACT scores reported on an official high school transcript. CTC will not accept hand carried score reports.
2. SAT. Combined verbal and mathematics scores of 1070 with a minimum of 500 on both the verbal and the mathematics tests. Same requirements and documentation as ACT.
3. TAAS. Minimum scaled score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the math test, and 89 on the reading test. Student must enroll within 3 years from the date the exit-

- level TAAS is taken. Tests must be taken in one sitting or in the case of make-up tests due to illness/emergency the aggregate results are counted as a single “sitting” of the test.
4. Active Duty Military. Effective May 24, 2001, active duty, full-time military personnel serving in the U.S. Armed Forces stationed in Texas are waived from TASP. Excludes National Guard members or other less-than-full-time military. If the student serving on active duty later separates from the military, the student must comply with TASP requirements prior to re-enrolling.
  5. Baccalaureate Degree. If a student has graduated with a bachelor’s degree from an accredited institution of higher education.
  6. Enrollment on a Temporary Basis. A student who is regularly enrolled at a private or out-of state institution, and enrolls with CTC the semester immediately following the last semester enrolled at the private or out-of-state institution. Valid for one consecutive semester only. Official transcript is preferred; however, grade reports or paid receipts are acceptable. Students who are concurrently enrolled at both institutions may be exempt for more than one semester. Evidence of enrollment must be provided. Prior to enrolling under this exemption, student must sign a form available from an academic advisor.
  7. Grandfathering. A student with at least three college-level semester credit hours or the equivalent from an accredited institution earned prior to the fall of 1989. Military training or schooling completed prior to the fall of 1989, for which CTC grants evaluated credit may qualify a student for the TASP exemption. Student must submit appropriate documentation and credit must be awarded prior to actual enrollment.
  8. High School Graduates with a 3.5 or higher on a 4.0 scale who completed the recommended or distinguished achievement program from a Texas public high school or the equivalent at an accredited private high school or at an out-of-state high school. Exemption is valid only if the student enrolls prior to the second anniversary of the date of high school graduation.
  9. Students 55 Years of Age or Older. A student who is 55 years of age or older on the first class day of the term or semester. Applies only to students who wish to take college courses for enrichment purposes and do not intend to seek a degree or Level-Two certificate. Student must sign a form available through an academic advisor prior to enrolling.
  10. Students who earned a course grade of “B” or higher in a transfer course given a common course number corresponding to those in SCP 5.135(d)[3] at an accredited private or out-of-state institution. Exemption applies only to the skill area of the course for which a “B” was earned.

Special provisions apply for deaf students, students with dyslexia and other related disorders, and blind students. For more information, individuals should contact the Office of Learning Disability Services and/or the Disability Support Services Office.

### **Level-One Certificate Programs**

If you enroll in a CTC approved certificate program that requires no more than 42 semester credit hours, you do not need to meet TASP requirements. However, this is only a temporary waiver, and you are subject to TASP if you take courses other than those approved on the certificate plan.

### **Out-of-State CTC Students**

Students enrolled with CTC at locations outside the state of Texas or at overseas locations are not required to take the TASP tests. However, this is true only as long as the students remain outside the state. If students move to Texas and continue their studies with CTC, they are immediately liable for TASP requirements unless otherwise exempt.

### **High School Students**

Early admissions high school students who are not TASP exempt must take the TASP tests unless enrolled in a certificate-waived program. High school students who wish to enroll in a concurrent enrollment program must also take the TASP prior to enrolling unless they are TASP exempt. A high school student who fails to meet the minimum passing TASP standard, may not enroll in college-level work related to the portions of the test that were not passed.

Concurrently enrolled high school students may enter a Level-One certificate-waived program if they have passed all sections of the exit-level TAAS tests or have met graduation requirements.

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

If you are not TASP exempt, you must take the TASP test before you complete registration. If you have not taken the TASP, you may be eligible to take the ASSET, a state-approved alternative test. The ASSET test may only be taken one time.

**How Can I Register to Take the Official TASP Test?**

The TASP Registration Bulletin which is available from the Guidance and Counseling Office or 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 the required 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 required fee. Check with the Office of Student Financial Assistance 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 may be withdrawn from all classes without refund. Students who fail sections of the Alternative (ASSET) test must take the TASP for those sections failed.

TASP rules and regulations are subject to change.

## **Registration**

**Registration Periods**

Students may register by telephone, on the Web, or during scheduled walk-in registration periods.

- New students may register electronically once admissions, academic advisement, and testing requirements have been completed.
- Continuing students who have attended CTC in Texas or through distance learning during the last 12 months should register electronically.
- Short-term stop-out students who return to CTC after being out of school for 12 months or less, must confirm that they have not changed their state of residence since their last enrollment prior to registering electronically.
- Former students who have not enrolled with CTC during the last 12 months must reaffirm residency status and update admissions prior to registering electronically.
- Active duty military or their family members must submit a new military verification form and present their military I.D. card (valid) if it has been 12 months since the documents were last provided. For example, if you submitted the military verification form for the fall of 2002, you must revalidate your active duty military status before enrolling in the Fall 2003 Semester.

To ensure an effective and timely registration process, you should submit your CTC Application for Admission and supporting documents to the Admissions Office at least 72 working hours before enrollment. You must take all portions of the TASP or ASSET unless exempt or enrolled in a certificate-waived program prior to registration. If you are not required to take the TASP tests, you may be required to take placement tests to enroll in specific courses or programs.

Except when the administrative offices are closed you may see an academic advisor at any time during the year. ASSET testing is routinely given at the CTC Testing Office. You are encouraged to complete admissions, academic advisement, and testing in advance of scheduled registration periods.

**Admissions and Registration Periods, Walk-In**

CTC continues to offer scheduled walk-in registration periods for students. Tentative registration dates are listed in the college calendar published in this Catalog. Specific dates, times, and locations are published in the schedule bulletins, which are distributed before each registration period and are available on the CTC web site.

**Registration for Special Courses and Skills Center Programs**

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. Currently, telephone and web registration are not available for the self-paced programs.

**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 or other diagnostic tests.

**Late Registration**

You can register late as published in the Schedule Bulletin. A fee is assessed to those registering late. 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**

During the official add/drop period, you may add a class prior to the second scheduled class meeting. You may not add a distance learning course without special permission. Classes missed will be counted as absences, and you will be required to make up any assignments.

If you are a financial aid student you should visit the Office of Student Financial Assistance prior to making a schedule change. It is your responsibility to meet with a financial aid advisor prior to dropping a course. VA students must have schedule changes approved by the CTC VA representative.

**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.

**Uniform Application of Standards**

The standards of Central Texas College's academic and student policies are uniform at all locations served by CTC. 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.
- Service Area Campus, which operates satellite offices strategically located in eleven counties with offices in Brady, Burnet, Gatesville, Hamilton, Killeen, Lampasas, and San Saba.

## **Distance Learning Programs and Courses**

Distance learning programs and courses adhere to the rules and regulations of the Texas Higher Education Coordinating Board, the Texas Education Agency, and the SACS Principles as stated in the Distance Education: Definition and Principles: A Policy by the Commission on Colleges, Southern Association. The distance learning programs are guided by the Principles developed by the Western Interstate Commission on Higher Education (WICHE) and the Principles of Good Practice developed by the American Council on Education.

## **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 preregistration advisement for admission to this department.

### **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 as follows.

- Application to the MLT Program.
- Transcripts of high school graduation or GED verifying a state-equivalent diploma.
- Transcripts of previous college credits. It is your responsibility to ensure that CTC Admissions has received the official transcripts. Copies of the transcripts should be sent to the MLT Department.
- Passing scores of 250 on the mathematics, 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 science credits from a regionally accredited college or university, you are exempt.
- Two completed reference forms.
- 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 Clinical 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, mathematics, 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 Clinical I.
- Once you have been accepted to Clinical I, 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 on a 4.0 scale.
- Present syllabi of science and MLT courses already completed from prior colleges and universities attended.
- 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 clinicals 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**

The Mental Health Services programs include a core curriculum of courses that provide a foundation for the Mental Health Services Associate in Applied Science degree with specialization options in Chemistry

Dependency Counseling, At-Risk Youth, or Social Work. The Chemical Dependency and At-Risk Youth specialization options may be in the form of certificates or Associate in Applied Science (A.A.S.) degrees.

Not all colleges and universities accept workforce development courses in transfer. Students must coordinate with the Mental Health Services Department and the college or university to which they want to transfer prior to enrollment.

Central Texas College and Tarleton State University work together to facilitate the transfer process for the Social Work Program. Students may transfer when they successfully complete the degree plan and meet all other requirements of Tarleton State University. Students who go on to successfully complete a Bachelor of Social Work Degree and are otherwise qualified, have the opportunity to prepare for licensure as a social worker through the Texas State Board of Social Work Examiners.

Students who successfully complete the Advanced Certificate of Completion or Associate in Applied Science Degree with a Chemical Dependency specialization and are otherwise qualified, have the opportunity to prepare for licensure as a Licensed Chemical Dependency Counselor through the Texas Commission on Alcohol and Drug Abuse (TCADA). Students who complete the minimum educational requirements as outlined by the TCADA will be evaluated on an individual basis before being eligible to enroll in the course DAAC 2367 Practicum, which provides the TCADA required 300 hour practicum.

Students in any of the specializations are advised that certain felonies or misdemeanors may prevent the student from accomplishing practicum hours or of being able to receive gainful employment.

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:

- Complete the Mental Health Services (MHSV) Department Application.
- Make an appointment for an interview with a Mental Health Services program advisor.
- Take the TASP or ASSET unless exempt or in a certificate-waived program. Achieve reading and mathematics scores of 230, and a writing score of 220 with at least a 5 on the essay or concurrently enroll in appropriate developmental courses. Satisfy specific departmental requirements before enrolling in English or mathematics.
- Before participating in any practicum experiences, the student 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 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.
  - Meet physical exam and immunization requirements which include:
    - a. Proof of a physical exam completed within the last six months, signed appropriately.
    - b. Proof of immunization/protection against (MMR, Measles Booster, DT, Varicella).
    - c. TB Skin Test annually.
    - d. Hepatitis B series that takes six months to complete.

## **Progression Requirements**

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

- Achieve a grade of "C" or better in all courses in the degree or certificate plan, to include academic and vocational or workforce development courses.
- Meet admission and course prerequisite requirements.
- If the student has been inactive in the program for five or more years, or took the equivalent of certain courses longer than five years ago, the need for those to be repeated will be evaluated on an individual basis. The following courses must be repeated: Introduction to Alcohol and Other

Drug (AOD) Addictions, Assessment Skill of AOD, Pharmacology of Addiction, and Counseling AOD Addictions.

- In addition to the above requirements, within 30 days of the first day of class in the course DAAC 2367 Alcohol/Drug Abuse Counseling Practicum, the student must document eligibility by doing the following.
  - submit the actual results of a Criminal Background Check, at the student's own expense, to the CTC Mental Health Services Department Chair.
  - Submit the results of a Drug Screen, at the student's expense, to the CTC Mental Health Services Department Chair.
  - Sign a Release of Information for the Criminal Background Check and Drug Screen results, if negative, to be released to the facility to which the student is applying to complete the required practicum hours.
  - Sign a Student Agreement for the 300 Hour Practicum in DAAC 2367.

## **Transfer Students**

Transfer students must:

- Meet general admission requirements of CTC and the Mental Health Services Department.
- Provide transcript and course descriptions of vocational or workforce development and academic courses from all regionally accredited colleges attended for the coursework to be applied toward a certificate or degree.
- Meet the above criteria and those noted in the current Mental Health Services Department Student Handbook. Consideration is given to challenging by exam specified Mental Health Services departmental courses.

## **Nursing Department**

All programs in the Nursing Department have a clinical component during which students spend time in health care institutions giving direct care to patients. It is the expectation of health care facilities that students' practice will not be impaired by drugs or alcohol. In addition, because of the fragility and vulnerability of patients, institutions may not allow students with past criminal convictions to practice in their facility. For these reasons, a random drug testing and criminal background check policy are being developed and will be implemented for all programs in the Nursing Department at some point during the period covered by this catalog.

## **Associate Degree Nursing (ADN)**

### **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 the transcripts into Records and Registration, you must sign a release for the transcript copies to be sent to Nursing.
- Completion of the course prerequisites to RNSG 1413 Foundations for Nursing Practice with a "C" or higher and a GPA of 2.5 or higher, being TASP exempt or having passed TASP or ASSET, and meeting specific departmental requirements before enrolling in English or mathematics.
  - 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 of 43 percent or higher 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 coursework earned at CTC that are 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 Department. Call for an appointment while you are taking the last of your prerequisite courses and have successfully completed your NET test. 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 you may register for the 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 provide documentation of having the disease.
  - Proof of physical exam, completed within the last three months, signed by an M.D. or D.O., 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 or readmission by 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.
- You are strongly advised to register for clinical rotations on a nursing care area or unit other than where employed 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.
- Pass random drug screen and criminal background check.

## **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 RNSG 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 RNSG 1119 Preparation for Basic Nursing Care. 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 readmission to the Nursing Program only two times 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, 1262, 1341, 1251, 2213, 1363, 1343, 2201, 2362, 2331, 2221, and 2363. Failure of three nursing theory 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 point 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 with 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. The committee may make recommendations related to this plan for success. The committee may also 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 the 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 into Records and Registration, you must sign a release for the transcripts to be sent to Nursing.
- Two work references as a 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 waived before entry into the transition program provided the following requirements are satisfied:
  - You graduated from a vocational nursing program.
  - 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 prerequisite requirements for the Transition 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 point scale) in all college work on the nursing degree plan.
  - ENGL 1301
  - BIOL 2401
  - BIOL 2402
  - BIOL 2421
  - ITSC 1409
  - PSYC 2301
  - POFT 1329, POFI 2301, or ITSC 1409 (hands on) will be accepted, as well as SPCH 1315.
  - 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. Minimum passing scores for the NET are: a cumulative score of 65 percent or higher on the math section, with no more than three sections below 70 percent and a score of 43 percent or higher on the reading section of the same test. Passing scores must be achieved on the same exam within three attempts.
- 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.
- 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. Insurance 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.

## **EMT-P to AD 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 EMT-P to ADN Course.

- Current EMT-P certification or license from any state or the National Registry of EMTs.
- Application to the Nursing Program with copies of transcripts from all previous colleges attended, to include your EMT-P transcript. If you have turned your transcripts in to Records and Registration, sign a release for the transcripts to be sent to Nursing.
- Two work references as an EMT-P, 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 an EMT-P in the two calendar years before admission to the Transition Course; i.e., 2080 hours in the two years immediately preceding the beginning of the Option Course.
- You must be TASP exempt or have passed TASP to enter the Option Course.
- 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 point scale) in all college work, both transfer courses and coursework earned at CTC, that will be used on the nursing degree plan.
  - ENGL 1301
  - BIOL 2401
  - BIOL 2402
  - BIOL 2421
  - PSYC 2301
  - RNSG 1201
  - ITSC 1409 or POFT 1329, or POFI 2301 (hands on) will be accepted.
- Co-requisite coursework requires PSYC 2308 Life Span Growth and Development to be completed before RNSG 2201 (recommended before admission). SPCH 1318 or SPCH 1315 and an approved Humanities or 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. Minimum passing scores for the NET are: a cumulative score of 65 percent or higher on the math section, with no more than three sections below 70 percent, and a score of 43 percent or higher on the reading section of the same test at the same time. You must specify when taking the test that you are testing for the Associate Degree program (option), by placing the letters "ADN" on your exam. All ADN students must meet the Associate

- Degree Nursing criteria for the Nurse Entrance Test (NET). All students must furnish official copies of the NET. There is no time expiration date on this test.
- Upon acceptance into the EMT-P to ADN option course, prior to registration you must furnish to the Nursing Department 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.
    - Proof of CPR completion -BLS-Health Care Provider or CPR for the Professional Rescuer, before the first day of class. Turn in a photocopy of your CPR card to the Nursing Department.
    - Proof of Student Malpractice Insurance. When you are accepted into the EMT-P to ADN Option Course 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. Insurance currently costs \$14.50, which is subject to change.
  - If you fail or withdraw from EMT-P to ADN Option Course, 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 EMT-P to ADN Option Course will not affect your admission into RNSG 1413.

## **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. Support Services available to students are discussed in the Central Texas College Student Handbook and in the semester schedule bulletins.

## **Admission Policy**

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the following must be completed before admission to the Vocational Nursing Program.

- Application for the nursing program.
- Submission of high school transcript verifying graduation or GED transcript that indicates student has earned a state-equivalent high school diploma.
- Take the Nurse Entrance Test (NET) and pass it with a cumulative math score of 65 percent or higher on the math selection, with no more than three sections below 70 percent. A NET reading score of 43 percent or higher is required on the same NET exam. You must achieve passing scores on the same exam within three attempts. Based on test scores, developmental coursework 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 are mailed approximately six weeks after taking the NET.
- Upon successful completion of the NET, participate in an orientation meeting with the Vocational Nursing Coordinator or designee. The Vocational Nursing application and high school or GED transcript must be in the Nursing Department before the orientation 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 six months to complete. Varicella (Chicken Pox) vaccine/titer or documentation of having had the disease.
  - Proof of physical exam, done within the last three months, signed by an M.D. or D.O., 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 two 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 percent 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 percent within three testing opportunities. Failure to achieve 90 percent 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 five 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 percent of credit hours through 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.

### **Emergency Medical Technologies (EMT) Programs**

Students admitted into the EMT Programs are required to have access to a computer with Internet capabilities for virtual classroom activities, data entry, and or retrieval.

### **EMT Program Admission Policy**

All applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the following is required of all applicants applying for admission into the EMT program.

- Proof of high school graduation or GED high school equivalent certificate.
- Copies of transcripts from prior colleges or universities attended.
- Proof of completion of a CPR course—BLS-Health Care Provider or CPR for Professional Rescuer, American Health and Safety Institute, or National Safety Council.
- 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 that takes six months to complete (may be waived).
  - 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 January 1, 1957, must also show proof of:
  - Two doses of measles vaccine administered on or after their first birthday and at least 30 days apart.
  - One dose of mumps vaccine administered after the first birthday.
  - Or immunity to measles and mumps.

## **Progression Requirements**

Any student wishing to progress to the Paramedic Program should refer to the Paramedic Program requirements.

## **Paramedic Program**

### **Admission Policy**

All 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 EMPT Program.

- Proof of high school graduation or GED high school equivalent certificate.
- Transcripts from all previous colleges or universities attended.
- Copy of Texas or National Registry EMT-Basic Certificate.
- Take and pass the Nurse Entrance Test (NET). Passing score must show a cumulative mathematics score of 65 percent or higher, with no more than three sections below 70 percent, and a minimum reading score of 43 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, mathematics, test-taking skills, etc. This exam does not test nursing knowledge or skills.
- An overall 2.5 GPA on a 4.0 scale in all college work, to include transfer courses and coursework 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 Department before registration for the fall and spring semesters.
  - Proof of completion of a CPR course—BLS-Health Care Provider, CPR for Professional Rescuer, American Health and Safety Institute, or National Safety Council.
  - 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 which takes six months to complete (may be waived).
  - 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 January 1, 1957, must also show proof of:

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

## **Progression Requirements**

All prerequisites and co-requisite coursework must be completed to progress to the next semester.

## **RN to EMT-P Program**

### **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 RN to EMT-P Program.

- Current RN license from any state.
- Application to the RN to EMT-P Program with copies of transcripts from all prior colleges and universities attended, to include your RN transcript. If you've turned your transcripts into Records and Registration, you must go there and sign a release for the transcripts to be sent to the Nursing Department.
- Two work references as an RN, one of which is from a present supervisor. Appraisal forms are available in the Nursing Department. All applicants for this course must have been employed one year full-time or two years' part-time as an RN in the two calendar years prior to admission to the RN to EMT-P Program; i.e., 2080 hours in the two years immediately preceding the beginning of the Option Course.
- A student must be TASP exempt or have passed TASP to enter the RN to EMT-P Program.
- Must have an overall GPA of 2.5 on a 4.0 scale in all college work, both transfer courses and coursework earned at CTC, that will be used on the EMPT degree plan.
- Upon acceptance into the RN to EMT-P Program, you must provide the following records in the Nursing Department before obtaining a registration form.
  - Mandatory immunizations- 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 signed by a M.D. or D.O., which includes PPD TB skin test.
  - Proof of CPR course completion—BLS-Health Care Provider, CPR for Professional Rescuer, American Heart Association, or National Safety Council. (Turn in a photocopy.)
- Students admitted into the RN to EMT-P Program will require access to a computer with Internet capabilities for data entry and retrieval.

## **Nurse's Aide Program**

### **Admission Policy**

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

- High School or GED transcript verifying proof of high school graduation or equivalent diploma.
- Proof of current immunizations.
 

All students born on or after January 1, 1957, 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 first birthday or immunity to rubella.
  - Diphtheria/Tetanus immunization within the past ten years.
- Completion of two references-relatives not included (forms provided).
- 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 2002-2004\*

Effective Date: Fall Semester 2003

Semester Hours	Resident In-District	Resident Out-of-District	Nonresident and International
1	\$90	\$105	\$500
2	\$90	\$105	\$575
3	\$90	\$105	\$650
4	\$120	\$140	\$725
5	\$150	\$175	\$800
6	\$180	\$210	\$875
7	\$210	\$245	\$950
8	\$240	\$280	\$1025
9	\$270	\$315	\$1100
10	\$300	\$350	\$1175
11	\$330	\$385	\$1250
12	\$360	\$420	\$1325
13	\$390	\$455	\$1400
14	\$420	\$490	\$1475
15	\$450	\$525	\$1550
16	\$480	\$560	\$1625
17	\$510	\$595	\$1700
18	\$540	\$630	\$1775

### Laboratory Fees

(per laboratory course)

Minimum \$8

Maximum \$24

### Other Fees \*

In addition to tuition, the following fees are required or applicable. Normally, fees are nonrefundable. However, a refund for overpayment of transcript/record fees will be made upon written request from the student.

General Fee (per semester credit hour) (does not apply to online classes)	\$8
Return Check Fee	\$25
Graduation and Diploma Replacement	\$25
Transcript and Records by mail (per copy)	\$3
Transcript and Records, walk-in less than 24 hours service (per copy)	\$5
Course Challenge	\$50
GED Testing	\$60
ACT ASSET Test	\$20
FAA Knowledge Test	\$55-\$125

Instructional Materials (as required by contract, per credit hour)(nonrefundable)	\$30-\$40
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 percent annual interest on amounts over 60 days past due)	\$25
Installment Plan (nonrefundable)	\$20
Installment Plan Late Payment (18 percent 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) (nonrefundable)	\$50
Individualized Instruction	
Aviation Science	\$1,000 - \$4,500
Overflight Fees	\$25 - \$165
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	\$25 - \$160
Health Related Careers	\$25 - \$100

### **Tuition and Fees - Continuing Education**

Tuition	Noncredit courses (per contact hour)	\$0.50
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Fees     Vary depending on length of course, instructor costs, 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 change 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 nonresidents are eligible to receive waivers to allow nonresidents to pay resident tuition rates; certain conditions apply:

- U.S. military personnel assigned to duty in Texas, to include their spouse and dependent children.
- Spouse and dependents of nonresident members of the U.S. military who died while in service, who move to Texas within 60 days of the date of death.
- Students whose families transferred to Texas as part of the state's Economic Development and Diversification Program.
- Teachers or Professors employed at least half time on a salaried basis by public higher education institutions, to include their spouse and children.
- Research and Teaching Assistants employed at least half time in a position related to their degree program by public higher education institutions, to include their spouses and children.
- U.S. citizens, U.S. permanent residents, and foreign students receiving competitive scholarships of at least \$1000.
- Homeless individuals who do not have a permanent residence in Texas and have resided in Texas 12 months immediately preceding enrollment.
- Beneficiaries of the Texas Tomorrow Fund, for tuition and fees covered by the prepaid contract.
- Foreign individuals stationed in Texas as part of NATO, their spouses and children.

The above waivers are subject to change by the State of Texas. Additional waivers may be available.

### **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 hours per term  
Tuition only, up to \$1,000  
Tuition only, subject to limitations

### **Tuition and Fee Exemptions**

U.S. military veterans who were Texans when they entered the service (The Hazlewood Act)

Dependents of Texas veterans who were killed in action or died while in service

Children of deceased or disabled firefighters and police officers

Peace officers disabled in the line of duty  
Blind or deaf students  
Persons employed as firefighters (fire science courses only)  
Children of POWs/MIAs  
Students in Foster Care  
Students on AFDC during senior year of high school  
Certified Educational Aides

Children/Spouse of certain Public Servants killed in the line of duty on or after 9/1/2001

### **Covered Charges**

Tuition and fees (subject to limitations)

Tuition and fees (subject to limitations)

Tuition and fees (subject to limitations)

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

Tuition and fees, room & board, books (up to 200 hours or award of bachelor's degree)

- 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 post-enrollment audits and corrections, including all fees and waivers; e.g., registered assessing errors, dropping or adding classes, invalid employment, or third-party waivers.

### **Rent, Room and Board, and Deposits\***

- Room and board must be paid in full upon moving into the Residence Hall.
- Room reservation deposits are nonrefundable.
- 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

<b>Student Residence Hall Room and Board Plan, per semester</b>	
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 (three day maximum)	\$22
Daily Occupancy Rate without board (three 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, Monday through Friday)	\$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 nonrefundable 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.
- Finance charges of 18 percent annually will be assessed on any account balance remaining after the final payment 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.
- In the event of default on the installment plan, CTC has the right to employ a collection agency and/or any other legal means to collect this debt. All applicable collection costs, attorney fees, interest, and/or penalties will be paid by the student.
- The installment plan is not available to a student who registers during late registration.

## Refunds

### Rent, Room and Board, and Deposits

<b>Rent</b>	Refunded on a pro rata basis after deductions for repairs, cleaning, etc.
<b>Room and Board</b>	Nonrefundable.
<b>Deposits</b>	Refunded after deduction for repairs, 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. 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). Special conditions apply to financial aid students.

- 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.
  - 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 the 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 or accident or death in the immediate family.
  - 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, death certificate, or published obituary 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 midpoint 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.

### **Noncredit Courses**

CTC will not refund tuition except in the case of course cancellation or official withdrawal from a course. The refund policy for noncredit 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 Determination Information**

The Central Texas College Admissions Office is responsible for determining residency status of students for tuition purposes. The Office is directed by the Texas Education Code, the Rules and Regulations for Determining Residency Status of the Texas Higher Education Coordinating Board and College Regulations. Under state statutes and regulations a prospective student is classified as a resident, nonresident, or foreign student. Although state requirements for establishing residency are complex and prospective students should refer to their particular circumstance, most individuals and families coming to Texas must meet the following residency requirements before they can be considered residents for tuition purposes. The following requirements are for the student if he or she is independent or for the parent, if the student is a dependent:

- Residence in Texas for at least 12 months preceding enrollment;
- Establishment of a domicile in Texas (12 months' physical presence in the state with the intent to make it your permanent home); and
- Gainful employment in the state for 12 months.

Under certain exceptions specified in the rules, an individual classified as a nonresident or a foreign student may qualify for resident tuition rates and fees while continuing to be classified as a nonresident or foreign student. Complete information on residency, reclassification, tuition exceptions, and waivers is available in the Admissions Office and from the System Registrar.

### **Resident**

A resident is an individual who is either a U.S. citizen, national or Permanent Resident Alien, or an alien who has been permitted by Congress to adopt the U.S. as his or her domicile while in the United States and has otherwise met the state requirements for establishing residency for tuition purposes.

### **Nonresident**

A nonresident is a U.S. citizen, national or permanent resident of the U.S., or an alien who has been permitted by Congress to adopt the U.S. as his or her domicile while in the country but has not met the State's requirement for establishing residency for tuition purposes.

## **Foreign Student**

A foreign student is an alien who is not a permanent resident of the U.S. or has not been permitted by Congress to adopt the U.S. as his or her domicile.

## **General Rules and Regulations**

### **Minors and Dependents**

A dependent is defined as an individual (a minor or 18 years of age or older) who will be claimed as a dependent for federal income tax purposes by the parent or court-appointed legal guardian the year of enrollment and was claimed in the tax year preceding enrollment. A minor or dependent's residency is determined by the residency of the parent or legal guardian. To acquire Texas residency through a parent or legal guardian, the parent or legal guardian must meet residency requirements for individuals 18 years or older and the dependent or minor must be eligible to domicile in the United States. Residency of eligible minors and dependents is based upon one of the following circumstances:

1. The residence of the parent who has claimed the dependent for federal income tax purposes both at the time of enrollment and the tax year preceding enrollment; or
2. The residence of the parent or court-appointed legal guardian with whom the dependent or minor has physically resided for 12 months prior to enrollment; or
3. The residence of the parent who has joint or single custody of the child, if that individual is not delinquent on payment of child support; or
4. The residence of the person to whom custody was granted at least 12 months prior to the student's enrollment and was not granted for the purposes of obtaining status as a resident student.

### **Independent Individuals 18 Years or Older**

An individual who is 18 years of age or older who is gainfully employed in the state for a period of 12 months prior to enrollment is entitled to classification as a resident as long as he or she continues to maintain a legal residence in Texas. However, if the 12 months residence is not for the purposes of establishing legal residence in the state but to have been for some other purpose, the individual is not entitled to be classified as a resident. Students enrolling in CTC prior to having physically resided in the state for the 12 months prior to enrollment shall be classified as nonresidents for tuition purposes.

### **Distance Learners**

A bona fide Texas Resident located out-of-state or out-of-country who is taking an electronic course delivered from the Central Campus may be classified as a resident for tuition purposes. The student must complete the residency core questionnaire, sign the oath of residency, and provide substantiating documentation that he or she has a right to resident classification. For example, a member of the U.S. Armed Forces who was a Texas resident at the time he or she joined the service and has maintained Texas as his or her domicile, is eligible to be classified as a resident for tuition purposes. Substantiating documentation would be copies of the student's leave and earnings statement verifying Texas residency for tax purposes and the student's DD 214 that shows Texas as the student's home of record.

### **Loss of Residence**

Residents who move out of state should be classified as nonresidents upon leaving the state, unless their move is temporary and residence has not been established elsewhere.

- Persons who were residents of Texas for at least five years prior to moving from the state, and who return to the state to re-establish their home, having been gone less than a year, are still Texas residents.
- Students or parents or court-appointed legal guardians (in the case of dependent students) who are temporarily (generally less than five years) assigned to work outside the state may continue to claim residency in Texas if they provide conclusive evidence of their intent at the time they leave the state, to return. Among other things, a letter from an employer that the move outside the state is temporary and that a definite future date has been determined for return to Texas may qualify as proof of the temporary nature of the time spent out of state.



## **Military Personnel and Commissioned Public Health Service Officers**

Individuals in the U.S. Armed Forces and commissioned Public Health Services Officers are presumed to maintain the same domicile that was in effect at the time of entering the service during their entire period of active service. They are presumed not to establish a domicile in other states in which they are assigned because their presence is not voluntary but under U.S. military or Public Health Service orders.

## **Eligibility for Waiver of Nonresident Tuition**

Nonresident military personnel and commissioned Public Health Service Officers who are assigned to duty in Texas, and their spouses and dependent children, are entitled to pay the resident tuition rate. To qualify the student must submit every 12 months a statement from an appropriately authorized officer in the service, certifying that he or she (or a parent or court-appointed legal guardian) will be assigned to duty in Texas at the time of enrollment and is not a member of the National Guard or Reserves who will be in Texas only to attend training with Texas units.

CTC has available a Military Verification form that can be completed by the student's commanding officer or personnel office. Form is available on the CTC web site, in the schedule bulletins, and at the Admissions Office. Upon initial enrollment with CTC, you should bring the signed form and a valid (not expired) military ID card. Form must be presented at least once every 12 months. If the military I.D. card expires before the 12 months, you must present a renewed I.D. card at the time of enrollment.

## **Change of Domicile**

It is possible for a member of the U.S. Armed Forces whose state of residence is not Texas to change his or her residency to Texas if he or she does the following at least 12 months prior to the member's enrollment.

- Files proper documentation with the military to change his or her permanent resident to Texas, and
- Meets 4 of the 8 conditions listed below for the 12 months prior to enrollment:
  1. Purchases a residence in Texas and claims it as a homestead.
  2. Registers to vote in Texas.
  3. Registers an automobile in Texas.
  4. Maintains a Texas driver's license.
  5. Maintains checking or savings accounts or a safety deposit box in Texas.
  6. Has wills or other legal documents that indicate residence in Texas.
  7. Has membership in professional organizations or other state organizations.
  8. Establishes a business in Texas.

A nonresident member of the U.S. Armed Forces who changes his or her domicile to Texas may present a leave and earnings statement that affirms his or her residency was changed with the military at least 12 months prior to enrollment and evidence that 4 of the 8 conditions above were met.

## **Honorably Discharged, Separated, or Retired Veterans who Move to Texas**

A former member of the U.S. Armed Forces and his or her spouse and dependent children who move to Texas upon leaving the service may qualify to receive an immediate waiver of nonresident tuition for any term that begins prior to the first anniversary of the member's separation from the military. To qualify the veteran must have done the following at least 12 months prior to the relevant family member's enrollment in a Texas public college:

- Filed proper documentation with the military to change the member's permanent residence to Texas.
- Registered to vote in Texas; and
- One of the following:
  - Own real estate in Texas.
  - Registered an automobile in Texas.
  - Filed a will with a county clerk in Texas.

## **Citizens of Other Countries**

Foreign individuals (community foreign students) living in this country under a visa permitting permanent residence, or who are permitted by Congress to adopt the United States as their domicile have the same privilege of qualifying for resident status for tuition purposes as do citizens of the United States if he or she:

1. Is living in this country under a visa permitting permanent residence, or
2. Is permitted by Congress to adopt the United States as his or her domicile, or
3. Has applied to or has a petition pending with the Immigration and Naturalization Service to attain lawful status under federal immigration law, or
4. Has met the Texas Higher Education Coordinating Board requirements for being treated as a permanent resident.

A foreign individual who enters a Texas public college in the fall of 2001 or later is a resident of Texas if he or she:

1. Attended a public or private high school in Texas while residing at least a part of that time with a parent or legal guardian;
2. Graduated from the high school or received the equivalent of a high school degree in Texas;
3. Resided in Texas for at least three (3) consecutive years as of the date he or she graduated from high school or received the equivalent of a high school degree;
4. Registers as an entering student no earlier than fall 2001; and
5. Provides his or her college an affidavit that he or she intends to file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.

A list of eligible visas along with additional information is available at the Coordinating Board's [www.collegefortexans.com](http://www.collegefortexans.com) web site.

## **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.

## **Residency During the Transition from Dependent to Independent Student**

If the Texas resident parents or court-appointed legal guardians of a dependent student who is eligible to domicile in the United States cease claiming the minor as a dependent for federal income tax purposes, but remain in Texas and the minor remains in Texas, the minor is a resident.

If the parents or legal guardians of a dependent student move out of the state and continue to claim the student as a dependent, the student becomes a resident of the state in which the parents or legal guardians reside. Even if the student remains in Texas, he or she will not be eligible to establish residence in Texas on his or her own until:

- the student is 18 years of age or older,
- at least 12 months have passed since the parents last claimed him or her as a dependent for federal income tax purposes,
- and the student has established a domicile in Texas.

Refer to the section "Exceptions, Special Conditions for Minors or Dependents" for special circumstances that will allow a dependent student whose parents have moved out of state to receive a waiver for resident tuition.

## **Exceptions, Special Conditions for Minors or Dependents**

### **Married Minors**

Minors who are married may establish their own claim to residency following the rules applicable to independent individuals 18 years of age or older.

### **Minors or Dependents Enrolled Before the Parents Move Out of State**

If the resident minor or dependent is already enrolled in a public institution of higher education in Texas when the parents move out of state, the minor or dependent is eligible, although now a nonresident to continue paying the resident tuition rate as long as he or she continues to enroll in Texas public institutions in the following fall and spring semesters. Vacation time spent with the parents does not jeopardize the student's eligibility for this waiver. The dependent or minor student must enroll for the next available fall or spring semester immediately following the parents' change of residence to another state.

### **Reclassification**

If you have been classified as a nonresident student, you are presumed to retain that status until you apply for reclassification in the form prescribed by the institution and are officially reclassified as a resident for tuition purposes by the proper administrative officers of the institution. Application for reclassification must be submitted prior to the official census date of the relevant term.

### **Student Intent**

If your residence in Texas is primarily for the purpose of education and not to establish a domicile, you will be classified as a nonresident.

The following persons are NOT considered to have come here for the purpose of education: the spouse or dependent child of an individual transferred here by the U.S. Armed Forces, through the state's plan for economic development and diversification, or as a part of a household moved to the state to accept employment. Therefore, once such individuals have physically resided in Texas for 12 consecutive months, even though they may have been enrolled full-time, they may be considered residents if they have otherwise established a domicile in the state.

### **Short-Term Stop-Out Students**

Students who have previously provided documentation of residency and return to CTC after being out of school for 12 months or less, may continue to be classified as a resident upon confirmation that his or her parents or legal guardian or the student (in the case of an independent student) have not changed their state of residence since the student's last enrollment.

### **Oath of Residency and Acceptable Documents**

Each public institution is responsible for incorporating the core residency questions and an oath of residency into its student admissions process. The burden of proof that a domicile has been established lies with the student. You are responsible for providing documentation as may be required by the Coordinating Board and/or College to affirm your residency for tuition purposes. CTC must file and maintain a copy of one or more appropriately dated documents, which will certify that you have a right to resident classification.

Among the documents that may be used to prove 12 months' presence in Texas are:

1. Texas high school transcript for the full senior year immediately preceding the first semester enrolled.
2. A Texas college or university transcript (in conjunction with other documents from the institution).
3. An Employer's statement of date of employment in Texas.
4. A permanent Texas driver's license (at least one year old). The license expiration date minus date of enrollment should not exceed three years.
5. Texas voter registration card.
6. Lease agreement in Texas which includes student's name and period covered.
7. Texas property tax payments for the year preceding enrollment.
8. Cancelled checks from a Texas bank.
9. Utility bills in Texas for the year preceding enrollment.

10. 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.
11. A current credit report which documents the student's length of stay and place of residence in Texas.
12. Other third party documentation that confirms residency status for the 12-month period preceding enrollment.
13. 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's name and date.

### **Student Responsibilities**

The student is responsible for registering under the proper residence classification and for providing documentation as required by the public institution. If there is any question as to the right of classification, it is the student's obligation, prior to or at the time of enrollment, to raise the question with the administrative officials of the institution for official determination. Students classified as Texas residents must affirm the correctness of their classification by signing an oath of residency as a part of the admissions process. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials at the institution. Failure to notify the institution constitutes a violation of the oath of residency and shall result in disciplinary action by the institution.

#### **Reclassification as a Nonresident or Resident**

Students classified as Texas residents who are found to have been erroneously classified shall be reclassified as nonresidents and shall be required to pay the difference between the resident and nonresident tuition for those semesters in which they were so erroneously classified.

If students have been erroneously classified as nonresident students and subsequently prove to the satisfaction of the Systems Registrar that they should have been classified as resident students, they shall be reclassified as residents of Texas and may be entitled to a refund of the difference between the resident and nonresident fees for the semesters in which they were erroneously classified. Normally, the refunds must be requested and substantiated during the semester in which the tuition and fees were paid.

### **In-District and Out-of-District Students**

Once you are classified as a Texas resident, you are either an in-district or an out-of-district student. You are considered an in-district student if you physically reside within the geographical boundaries of the Central Texas College District (CTCD), excluding student housing or the residence hall. The college district is in the Killeen and Copperas Cove Independent School Districts. Property owners and their dependents living in Texas but outside the CTCD tax district who paid ad valorem taxes to CTC are eligible for in-district tuition. A current property tax statement is required for verification.

An out-of-district student is a Texas resident who does not physically reside within the geographic boundaries of the college's district. If you are an out-of-district student, you pay the out-of-district tuition rate unless eligible to receive a waiver based upon state statutes or college policies.

# **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 to apply 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. Scholarship deadlines differ. Visit the Office of Student Financial Assistance for more information.

## **Steps to Apply for Financial Assistance**

To be considered for financial aid, you must complete the steps below.

1. Complete the Free Application for Federal Student Aid (FAFSA). Application may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or a packet may be picked up at the Office of Student Financial Assistance. CTC will assist students with electronic filing of applications. Bring or mail the completed application with copies of the appropriate tax returns and W2s to the financial aid office. Depending upon the volume of applications received, processing time may take six to ten working days.
2. Have the Federal PELL Grant Student Aid Report sent to CTC by entering the CTC FICE Code 004003 on the FAFSA when you file. If you completed the FAFSA for another college or university, and then decide to attend CTC, you must correct your FAFSA adding Central Texas College's code, and resubmit to the Department of Education.
3. Complete a CTC Application for Admission and declare a CTC certificate or degree program.
4. Provide substantiating documentation for verification as may be required by the CTC Office of Student Financial Assistance and/or Department of Education and complete all other institutional requirements.

Students must apply for financial aid each school year by filing a new FAFSA and submitting required documentation.

## **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.

## **Academic Eligibility Requirements**

You are required to make satisfactory progress toward a degree or certificate objective to remain eligible to receive financial aid. CTC has developed standards to measure a student's academic standing and progress toward a degree or certificate objective. Even if you are eligible for financial aid, you may not receive aid

based upon your academic standing or degree progress. Refer to the Satisfactory Progress Standards and Academic Probation, Suspension, and Dismissal Policies sections of this Catalog for detailed information.

### **Deficit Hours**

Financial Aid recipients are expected to complete 75 percent of enrolled credit hours. If you do not complete 75 percent of all hours attempted, you will be placed on Financial Aid Probation for one semester. This action could result in the loss of Federal Aid for the following semester. Eligibility for financial aid may be reinstated after you have completed the number of credit hours you are deficit or through an appeal within the Financial Aid system.

### **Drops and Withdrawals**

Students who receive Title IV financial aid and drop, withdraw, or are administratively withdrawn from courses during the financial aid year may be required to repay financial aid received and may be placed on financial aid probation or suspension. Repayment is based upon the student's last date of attendance. Detailed information is provided in the Return/Repayment of Title IV Funds section of this Catalog.

### **Satisfactory Progress Standards, Financial Aid Students**

If you are receiving financial aid, you are required to make adequate progress toward a degree or certificate objective in order to remain eligible for continued enrollment and/or to receive financial aid. Refer to the section "Satisfactory Progress Standards" in the Academic Policies section of this Catalog for specific requirements.

## **Grants**

To be considered for the federal PELL Grant, Supplemental Educational Opportunity Grant, or the College Work-Study Program, a student must complete the FAFSA.

### **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.

### **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.

### **Federal College Work-Study Program (CWSP)**

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.

### **Texas Grant**

This grant is for the eligible student who graduated from high school, or is scheduled to graduate, under the recommended or distinguished achievement high school curriculum or equivalent. Student must make application for financial aid, filing the FAFSA. The grant is a need-based program, and the award is based on the average cost of tuition and fees at the school the student is attending. Application must be made each school year. Students must be enrolled at least three-quarter time in a degree or certificate program (9 semester hours in a 16-week semester). A minimum grade point average of 2.5 on a 4.0 scale is required to retain the grant. A student may receive the grant up to a maximum of 150 semester hours.

# Loans

## Federal Stafford Loans

Undergraduate students may borrow up to \$2,625 during their freshman year (0 to 30 credit hours on the student's Central Texas College degree plan) and \$3,500 during their sophomore year (31 to 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. For subsidized loans the government will pay the interest charged 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.

## Loan Counseling

Students must undergo loan counseling at Central Texas College. CTC has a loan default management plan in effect. Copies of this plan are available through the Office of Student Financial Assistance - Loan Officer.

## Repayment

Loans must be repaid. Students who are awarded Stafford Loans 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 percent 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 percent
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 or 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 pay CTC in full. If the account is not paid, CTC turns it over to the Department of Education (DOE). The student can make payment plan arrangements with DOE to repay within two years.
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 [mroliver@ctcd.cc.tx.us](mailto:mroliver@ctcd.cc.tx.us).

Federal, State and institutional rules and regulations regarding financial aid are subject to change.

## **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. Applications are available at local and service area high schools in January of each year.

## **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 percent or more 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. Applications for the Foundation scholarships must be filed on or before the last work day in March for the following school year, which starts with the Fall Semester. The current list of scholarships offered by the Foundation is as follows:

### **Agriculture**

The Agriculture Department Academic Endowed Scholarship  
The Killeen Garden Club Endowed Academic Scholarship  
The Agriculture Department Endowed Scholarship

### **Air Conditioning**

The Ralph A. Cadwallader Endowed Scholarship

### **Any Department**

The CTC Staff Scholarship Fund  
The CTC Alumni Association Scholarship  
The CTC Faculty Senate Endowed Scholarship  
The Dr. Ray Stanley Laney & Dr. Billie Johnson Laney  
Endowed Scholarship  
The Eugene Smith Memorial Endowed Scholarship  
The Guinn & Darlene Fergus Memorial Endowment  
The Heart O'Texas Federal Credit Union/Juanita C. Williams  
Endowed Scholarship  
The Roy Jason Crawford Endowed Memorial Scholarship  
The Students in Free Enterprise Endowed Scholarship  
The Students in Free Enterprise and Delta Epsilon Chi Endowed  
Scholarship Fund  
The Wickersham-Thomason Memorial Endowed Scholarship  
The William A. Crawford Endowed Memorial Scholarship  
Pacific Far East Campus Scholarship  
The AAUW Lea Ledger Endowed Scholarship  
The Al Ornstein Memorial Endowed Scholarship  
The Albert C. Gauna Memorial Endowed Scholarship  
The Bob Gilmore Senior Center Endowed Scholarship  
The Chancellor's Endowed Scholarship  
The Christmas Affair's Committee Scholarship

The Col. Ret. Thomas “Tiny” Wesson Memorial Endowed Scholarship  
The Colley Kane Smith Memorial Endowed Scholarship  
The Dr. James R. Anderson, Chancellor, Endowed Scholarship  
The Dr. Stephen and Lydia Vancura Endowed Scholarship  
The E.H. & Lorette Rhode Endowed Scholarship  
The Eloyse Perry Freeman Memorial Endowed Scholarship  
The Eugene Rorie Memorial Endowed Scholarship  
The Gen. & Mrs. Robert Shoemaker CTC/KISD Endowment  
The Golden Deeds Recipients Endowed Scholarship  
The James R. and Bernice Lindley Endowed Scholarship  
The John Edward (J.E.) Alexander Memorial Endowed Scholarship  
The Killeen Evening Lions Club Scholarship  
The Leonard E. Meyer Memorial Scholarship  
The Local Heroes Endowed Scholarship  
The Lovett Ledger Memorial Endowed Scholarship  
The Major Andrea A. Nielsen, USAF (Ret.) Endowed Scholarship for Women  
The Michael Davidson Alexander Memorial Scholarship  
The O’Connell Robertson Endowed Scholarship  
The Reba & Murl Hennigan Endowed Scholarship  
The Retired Sergeant Majors Association Scholarship  
The Roy and Valta Reynolds Endowed Scholarship  
The Roy J. Smith Memorial Endowed Scholarship  
The Sallie Mae Education Trust Endowed Scholarship  
The Sgt. Audie Murphy Club Scholarship  
The Single Mothers Endowed Scholarship  
The Texas Firefighters Foundation Scholarship Fund  
The CTC Faculty Development Endowment

#### **API**

The CTC American Preparatory Institute Endowed Scholarship  
The Fort Hood Officers’ Wives Club Endowed Scholarship

#### **Aviation Science**

The David O’Neill Memorial Endowed Scholarship

#### **Business Administration**

The Lott, Vernon & Co., P.C. Endowed Scholarship  
The CTC Foundation Endowed Law, Business, and Office Service Scholarship  
The Joyce Wright Memorial Endowed Scholarship in Real Estate  
The Lewis C. & Margie E. Shine Family Business Administration Scholarship

#### **Communications**

The Edward B. Jasuta, Jr. Endowed Scholarship for Radio, Television, and Telecommunications  
The Frank W. Mayborn Endowed Scholarship in Journalism and Telecommunications

#### **Criminal Justice**

The Criminal Justice Department Chair’s Scholarship  
The William Chris Wilson Memorial Endowed Scholarship

#### **Early Childhood Professions**

The Catherine Mason and CTAEYC Endowed Scholarship  
The Sherene Brewer and CTAEYC Endowed Scholarship

#### **Fine Arts**

The Bernice & Sis Beck Union State Bank Music Scholarship  
The Frankie Baggett Endowed Fine Arts Scholarship

#### **Hospitality Programs**

The Charles “Tiger” Leopard Memorial Hospitality Endowed Scholarship

#### **Humanities**

The CTC Foundation Endowed Humanities Scholarship

#### **Industrial Technology**

The CTC Faculty Senate Competency Based Skill Center Endowed Scholarship

The Hord-Johnson Endowed Scholarship in Air Conditioning/Refrigeration, Drafting/Design, and Industrial Technology

**Legal Assistant**

The Selma Helfgott and Gladys Vinlove Paralegal, Legal Assistant Scholarship Fund

**Library Science**

The Library Book Fund

**Mathematics**

The Moon-Young Song Endowed Scholarship in Mathematics

**Medical Laboratory Technician**

The Medical Technicians Scholarship

**Nursing**

The Jim Woodall Scholarship Fund for Nursing Students

The Marthalene Swartz-Rowland Scholarship for Nursing Students

The Rena Pearce Coston Memorial Endowed Scholarship for Nursing Students

The Agnes Haug Memorial Endowed Nursing Scholarship

The Betsy and Kyle Hilliard Endowed Scholarship

The Charles F. Haug Memorial Endowed Nursing Scholarship

The Dennis and Kandace Eakin Endowed Scholarship

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

The Genevieve K. Shemwell Memorial Endowed Scholarship

The Helen Bigham Memorial Endowed Scholarship

The Henderson Garrett Scholarship for Nursing Students

The Metroplex Hospital Endowed Scholarship

The Phyllis Allen Barron Endowed Nursing Scholarship

**Office Administration**

The Beth Cheatham Office Administration Scholarship Fund

**Science**

The CTC Foundation Endowed Science Scholarship

**Technology**

The Marvin and Dorothy Mickan Endowed Scholarship

**Vocational/Technical**

The Jane and Sid Wieser Vocational/Technical Endowed Scholarship

The Weldon and Nancy Whitis Endowed Technology Scholarship

The Central Texas Rodders Endowed Scholarship

The CTC Foundation Endowed Media and Technology 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, and your 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. Assistance in planning to transfer to other colleges and universities is also available.

### **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 web site at [www.ctcd.edu](http://www.ctcd.edu). 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 and email requests will not be honored. Facsimile (FAX) requests will be honored if credit card information is included with the request. CTC will send a facsimile (FAX) transcript if requested. Service is only available within the United States to include Alaska and Hawaii. There is 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 for overpayment of transcript and record fees will be made only upon written application of the student. When making payment by credit card, please include: exact name as it appears on the credit card, complete credit card number, expiration date, billing address of card, your current mailing address, email address if available, and a phone number.

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.

### **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 Educational 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 nonrefundable 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 a 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 and Training**

### **Nontraditional 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 nontraditional 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 nontraditional methods with institutional curricular requirements.

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

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

- Defense Activity for Nontraditional Educational Support (DANTES) Subject Standardized Examinations.
- College Level Examination Program (CLEP), both the General and Subject Examinations.
- Excelsior College Examinations (ECE).
- Defense Language Proficiency Tests (DLPT).
- American College Testing Program (ACT).
- Scholastic Assessment Test (SAT).
- College Board Advanced Placement.
- Military Service Schools, Military Occupational Specialties (MOSs), Ratings, and other Military Job Training and Experience as recommended by the American Council on Education (ACE).
- Civilian Education and Training as recommended in The National Guide to Education Credit for Training Programs.
- Correspondence courses and other forms of distance education offered by regionally accredited institutions.
- Automotive Service Excellence Tests.
- American Welding Society Certification Program.
- Others to include certain types of civilian training, specialized training, and work experience.

### **Evaluation Procedures**

Curriculum plans outlining accepted transfer and nontraditional credit as well as remaining requirements are available from CTC upon your written request or submission of evaluation documents.

Evaluation and final certificate and 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 credit hours earned in the Central Texas College system. Students on financial or academic hold are not eligible for final evaluation of nontraditional educational experiences until the financial or academic hold is cleared. Students pursuing a technical/vocational program may be required to repeat major field of study courses if the degree program is not completed within five years.

To apply for evaluation and a final certificate and degree plan, submit an Evaluation Request form to Evaluations, Central Texas College, or at the administrative office serving your area. Addresses are listed in 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 Colleges (SOC)**

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

- 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.
- Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulations, recognition of nontraditional 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 the degree programs of the servicemembers and their family members.
- Requires only 25 percent of CTC coursework applied to the degree for residency requirements.
- Recognizes as study in residence all credit coursework offered by CTC, regardless of location or delivery method.
- 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.
- Provides the Individualized Career Evaluation Process (ICEP), which reflects the principles and guidelines set forth in the statement on Awarding Credit for Extra Institutional Learning, and awards credit for nontraditional learning assessment programs.

## **SOCAD-2/SOCNAV-2/SOCMAR-2/SOCCOAST-2 Degree Completion Agreement**

All students can continue their Central Texas College certificate/degree programs regardless of location, through the “credit bank” provisions of the Servicemembers Opportunity Colleges. A student may study at any 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/SOCCOAST-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. Agreements 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 1298  
email: stusvcs@ctcd.cc.tx.us

Students completing certificate/degree requirements utilizing credits from other institutions should contact the above address for advanced approval of specific courses. Please allow at least three 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)
- Bridges (online)
- Career files
- Video tapes

### **Employment Assistance:**

- Job listings worldwide
- Internet
- CTC Career Center (online)
- 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:

- Vocational/technical schools
- Two-year colleges/universities
- Four-year colleges/universities
- Graduate programs

## **International Student Services**

Services include admissions assistance, placement into the English-as-a-Second-Language Program (ESL/DSLA courses), registration, orientation, academic and social counseling, preparation for departure, immigration regulations advising, and housing assistance. Central Texas College is not responsible for a student's 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 Educational Development (GED).
- mathematics, reading, and English preparation for college.
- 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.
- free online tutoring services
- 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.
- 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.
- computer with Zoom Text Xtra Level I at LRC lab and computer science lab.
- CCTVs at Learning Resource Center.
- KRM machine at CTC Library.

Most campus facilities are reasonably accessible. Where facilities are not accessible, Disability Support Services coordinates modification and/or accommodation with the 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.
- 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.
- newsletter.

## **Gender Equity Project (Nontraditional Careers Program)**

The Central Texas College Gender Equity Project serves students enrolled in vocational/technical nontraditional 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.
- GEP Library.
- newsletter.
- nontraditional career information.
- 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 Student Government Association Office, a meeting room, a game room, a recreational center, a television lounge, and is the main 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.
- Notice of College activities and special alumni events.
- Go on record as a CTC booster.
- An Alumni Membership Card.

To learn more about the Alumni Association, visit the CTC web site.

## **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, 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.

## **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 (Channel 4). 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 Program. The stations are located in Building 109 on the Central Campus.

## **Child Development Center**

The Central Texas College Child Development Center serves as a laboratory where CTC students can obtain practical experience in child care and early childhood educational programs. The Center, located on Clear Creek Road, is licensed for children ages 2 ½ - 5 years of age. A developmentally appropriate curriculum meets the emotional, social, and intellectual needs of children. College students, faculty, staff, and members of the community are equally welcome to enroll their children in this program.

## **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 have three days from the first day of class to refund or exchange. During the fall and spring semesters, you will have 12 days from the first day of class.

You will receive a 50 percent refund if you write in a new textbook. Books with shrinkwrap 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 Central Campus fall and spring semesters 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 Natatorium and Physical Education Center.

## **Natatorium and Physical Education Center**

The Central Texas College Natatorium and Physical Education Center 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). Each Building Coordinator also has a first aid kit. 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 the convenience of students 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 for verification purposes.

A nonrefundable 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 nonrefundable.

### **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**

Student parking is available in all parking lots on campus except where marked "Reserved," "Maintenance," "No Parking," "Visitors," "Handicapped," "Fire Zone," "Official Use Only," or where temporarily designated for a special individual or activity. Reserved parking spaces are limited to full-time faculty and staff members, which requires a yearly fee. Each student who drives and parks on campus will be required to register the vehicle with the Campus Police department and obtain a parking permit. Parking is free; however, violating any parking regulations, state or college, can result in a monetary fine. Students may register their vehicles during regular class registration times or at any time by going to the Campus Police department located in the Administrative Computer Center, Building 139, Room 202 during regular college hours. Additional information on parking is available online, in the CTC Student Handbook, semester schedule bulletins, or by calling the Campus Police at 526-1200.

### **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 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**

Coin-operated copier machines are available at the Library, Student Center, and Nursing and Science Building.

**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 with Tarleton State University, 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 credits 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 Tarleton State University.

# **Academic Policies**

## **Academic Load**

You are responsible for determining the academic load you may successfully complete during each semester. A normal load is 16 to 18 semester hours per semester. Central Texas College reserves the right to limit the course load carried by any student. Full-time attendance is:

- 12 or more semester hours during the fall or spring semester.
- 8 or more semester hours during the ten-week summer session.
- 4 or more semester hours during the first or second summer session.

Students attending college with financial aid or veterans benefits assistance may be required to meet academic course load standards other than those noted above. For students enrolled in clock hour programs (Skills Center), a minimum of 12 clock hours per week is required to receive any financial aid or VA benefits. Obtain details from the Office of Student Financial Assistance or the Veteran Services Office before registering for courses.

## **Maximum/Minimum Load**

Except as stipulated in the program of study, no student will be permitted to enroll in six academic courses or more than 18 semester hours without the approval of the Campus Dean. The maximum load for a five-week summer session is eight semester hours. The maximum credit a student can earn during the entire summer session is 14 semester hours. No minimum load is required except for international students.

International students must maintain a minimum load of 12 semester hours during each regular semester (fall and spring semesters) in compliance with Immigration and Naturalization Service (INS) regulations.

## **Satisfactory Progress Standards**

All students enrolled at Central Texas College are required to make adequate progress toward degree or certificate objectives for continued enrollment and/or to remain eligible to receive financial aid. The maximum time frame for 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 following Satisfactory Progress standards are applicable to all students.

- The time frame for students enrolled full-time (12 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 9 to 11 credit hours) shall have eight 16-week semesters of three-quarter time enrollment to complete a degree program.
- Half-time students (enrolled in 6 to 8 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 academic advisor or counselor for further details regarding their specific academic program.

Students in Skills Center Open-Entry Self-Paced certificate programs should refer to the Probation and Suspension Policies section of this Catalog.

## **Excessive Undergraduate Credits Toward a Degree**

In accordance with Texas Education Code §54.068, effective with the fall semester 1999 students who have attempted 45 or more credit hours beyond the amount required for their degree at Texas public colleges or universities may be charged additional tuition, up to the level of out-of-state tuition. This includes all credit hours in which a student was registered as of the official census day for the semester (i.e. repeated courses, failed courses, and courses from which the student withdrew after census day).



It does not include credit hours for which the student paid out-of-state tuition, developmental courses, technical courses, workforce education courses funded by contact hours, any hours removed from admission consideration under Academic Fresh Start, hours accumulated toward a previous baccalaureate degree, awarded or evaluated credit for which no tuition was charged, or credits earned at a private or out-of-state institution. Students who entered higher education for the first time prior to fall 1999 while classified for tuition purposes as a Texas resident are exempt.

## **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.

### **Religious Holy Days**

If you desire to be absent from classes for the observance of a religious holy day, you must submit a written request to each instructor prior to the absence, but no later than the fifteenth day after the first day of the semester, of the religious holy day(s) that will be missed. Although you will be excused from classes, you will be responsible for make-up of all work or tests missed on the religious holy day on which the absence occurred. The instructor may respond appropriately if you fail to satisfactorily complete the assignment or examination. A “religious holy day” means a holy day observed by a religion whose places of worship are 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 excused absence. Regardless of the reason for the absence, you are responsible for completing all coursework covered during any absence.

### **Excessive Absences/Unsatisfactory Progress**

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

If you have not attended class by the 12th class day of a 16-week semester class, 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.

In an online course, the last date of attendance is the last activity by the student in the course. If the instructor cannot determine the last date of student's activity, then the last date of attendance is the first day of the course.

### **Failure to Maintain Satisfactory Progress**

Readmissions or enrollment may be denied at any time a student fails to maintain satisfactory progress following an academic review by the Campus Dean and the Dean of Student Services. If by concurrent action of the Campus and Student Services Deans, a student is determined to be ineligible for continued enrollment or re-enrollment at Central Texas College, the student will be notified in writing of the action taken. A student denied enrollment may appeal the decision of the Campus Dean and the Dean of Student Services. The appeal must be submitted in writing within seven (7) working days of notification. The appeal must be submitted to the office of the Deputy Chancellor, Educational Program and Support Services. The decision of the Deputy Chancellor will be final.

### **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 on or after the first scheduled class meeting, file an Application for Withdrawal and, if during the refund period, an Application for Refund with the CTC Records/Business Offices or with the CTC representative at your location.

- 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 before withdrawing. Military Tuition Assistance students should visit their Military Education Center. You must withdraw in person after receiving financial aid, Military Tuition Assistance, or Veterans Assistance approval.
- If you are a distance learner, contact your local CTC representative. If you do not have a CTC representative in your area, contact the Registration and Records Office at the Central Campus.
- eArmyU students should contact their Student Services representative through the portal before withdrawing.
- You may not withdraw from a class for which the instructor has previously issued a grade of "F," "FN," "X," or "XN" for nonattendance.

During the official add/drop period, which is through the 12th class day for a 16-week course, a student may use a schedule change request form to drop a course.

### **Texas Academic Skills Program (TASP)**

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

Upon successful completion of the required developmental education program(s) as required by CTC, students must retake the appropriate sections of the TASP Test. Students who fail the retake of the TASP Test will then be permitted to enroll in a course approved by the Coordinating Board in an effort to earn a grade of “B” or better. CTC will permit a student to enroll in such a course during the same semester/term in which the student intends to retake the TASP Test. If the student fails to take the TASP Test, the student will not be allowed to re-enroll until the TASP Test has been retaken. The “B” or better grade will not be applied for TASP purposes until the TASP Test has been retaken.

### **Self-Paced Certificate Programs**

In the self-paced certificate programs, if a student misses more than 25 percent of the time they have contracted for in a month’s time, the student will be dropped with a grade of “FN” or “XN” for nonattendance and will be required to re-enroll for the class.

### **Student Classification**

<b>Freshman</b>	30 semester hours or less of college-level credit recorded on your permanent record.
<b>Sophomore</b>	31 semester hours or more of college-level credit recorded on your permanent record.

### **Resident Credit**

At least 25 percent of the semester credit hours required for the degree or certificate program must be taken with Central Texas College to establish residency. 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. Both classroom and distance learning courses offered at all Central Texas College campuses meet the same academic standards and carry the same resident credit. Residency credits may be earned at any time during your degree program.

### **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 for Lower-Division Academic Courses**

Generally, lower-division academic courses are transferable among Texas public colleges and universities, providing that the course(s) are within the approved transfer curriculum of the declared major field. Texas public institutions are required to notify students if approved coursework earned at another institution will not be accepted in transfer. CTC follows the guidelines established by the Texas Higher Education Coordinating Board for resolution of transfer disputes as prescribed by Texas Education Code Section 1.078 (Chapter 5, Subchapter S, Rule 5.393).

If an academic course is not accepted in transfer by another Texas public college or university, a student can request that CTC submit a Transfer Dispute Form to the receiving institution. Forms are available through the Office of the Dean of Student Services. The student must complete the form within 14 days from the date that he or she was notified by the receiving institution that the course(s) would not transfer. If CTC cannot determine the appropriate reason for the course not transferring, the form will be forwarded to the receiving institution. If the transfer dispute is not resolved to the satisfaction of the student or CTC within 45 days after the date the student received the notice of denial, the dispute may be sent to the Commissioner of Higher Education for resolution and/or investigation.

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 Lower-Division Academic Course Guide Manual.

## 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.

## 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 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

### Grade Reports

Grades are assigned by faculty members based on attendance, class and laboratory performance, test scores, and other departmental academic requirements. Final grades for regular credit courses and distance learning are available by:

- Telephone (254) 526-1651 on the Friday following the week of finals.
- SOAR, accessed through the CTC web site.

Skills Center and Barber/Cosmetology students can view their grades on SOAR or obtain by phone once grades are posted.

### Grading System

The grading system at Central Texas College is as follows:

Grades		Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
I	Incomplete	0
FN	Nonattendance	0
IP	Incomplete, in progress (except developmental)	Not Computed
N	No Credit	Not Computed
P	Completed	Not Computed
W	Withdrawal	Not Computed
XN	Nonattendance, Incomplete for developmental	Not Computed

### Grade Designations

#### “D”

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

#### “IP” Incomplete, Course in Progress (for non-developmental courses)

An “IP” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned for

extenuating circumstances beyond a student's control such as personal illness, death in the immediate family, military orders, or in the case of distance learning courses, technology failures and mail delays. Notice of absences with supporting documentation may be required by the instructor. Students should notify instructors in advance of absences whenever possible. The instructor makes the final decision concerning the granting of the incomplete grade. The instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 120 days after the scheduled end of the class. It is the student's responsibility to arrange with the instructor for the assignment of work necessary to complete the course and to change the "IP" within the time specified. An "IP" grade cannot be replaced by the grade of "W." If a student elects to repeat the course, the student must register, pay full tuition and fees, and repeat the entire course. The "IP" grade will appear on the student's transcript as an "I" and is not calculated in the grade point average. The IP grade became effective in the fall of 2001.

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

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

#### **"N"-No Credit**

The grade of "N" is reserved for use with some developmental and designated nontraditional, 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 nontraditional, 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 nontraditional, 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," "X," and "IP" are not included in these calculations. Grades from developmental study 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," "IP," "W," "N," or "X." For additional information, contact the Offices of Student Financial Assistance or Veterans Services.

#### **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 120 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. 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, an International Honor Society of Community Colleges. Students enrolled in developmental study courses are ineligible.

**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, Applied Science, and certificate programs require a "C" for each course in the major. Graduation GPA includes all Central Texas College grades and grades in transfer courses, applied toward the degree or certificate. Students at Central Texas College must achieve a 2.0 cumulative GPA to maintain satisfactory progress toward graduation.

## **Academic Probation, Suspension, and Dismissal**

Academic standards of progress are monitored by the College to identify students who are having academic difficulty. To increase the likelihood that a student will succeed at CTC, the Guidance and Counseling advisors will limit a student's enrollment and course selection. Students are responsible for knowing their academic status at all times.

1. Students who fail to maintain a 2.0 cumulative grade point average (GPA) during their initial seven semester hours will be notified of their Unsatisfactory Academic Progress status, and provided a list of student support services available to them.
2. Students who fail to (a) maintain a 2.0 cumulative GPA after the first seven semester hours or (b) fail to achieve a 2.0 GPA during any term after the first seven semester status and have less than a 2.0 cumulative GPA will be placed on Academic Probation during the next term in which they register. Students will be notified of their status and referred to Guidance and Counseling for academic advisement and assistance. Once students raise their cumulative GPA to 2.0, their status will be changed to Academic Good Standing. Students who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Suspension. The mandatory suspension period is one sixteen-week semester or two eight-week terms.

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 students are taking one or two courses). Students will be required to see a Skills Center Counselor for academic advisement and completion of the probation agreement. Students who receive the third consecutive "N," "XN," or "F" (whether the student is taking one or two courses) will be placed on Academic Suspension for a period of 90 calendar days.

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.

3. Suspended students who return after one long semester or two eight-week terms, or who have successfully appeal the suspension through a college appeals process, will be readmitted on academic probationary status. Students will be required to regularly report to a Guidance and Counseling advisor for assessment and advisement during the term for which readmitted. Students readmitted after academic suspension who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Dismissal for two long semesters.

Skills Center students enrolled in self-paced certificate programs who have completed the 90 calendar day suspension or who have successfully appealed the suspension through a college appeals process will be readmitted on academic probation. Students will be placed on academic probation and required to regularly meet with a Skills Center Counselor for performance assessment during the enrollment period. Students who receive an "F," "N," or "XN" during their term of readmission will be placed on Academic Dismissal for 120 calendar days.

Students on Academic Dismissal may petition for readmission only after they have been out for two long semesters or, in the case of Skills Center students 120 days. Students readmitted must meet with a College Counselor on a regular basis and participate in assessment and student support services. Students must also comply with registration restrictions established as a condition of readmission.

4. Students readmitted after Academic Dismissal who fail to maintain a cumulative GPA of 2.0 or receive a “F,” “N,” or “XN,” will again be placed on Academic Dismissal for two long semesters or in the case of Skills Center students, 120 calendar days. The same procedures for re-entry apply to repeated periods of Academic Dismissal.

Suspension/probation students who receive financial aid or VA benefits are reported to the Offices of Student Financial Assistance and Veteran’s Services, and must comply with VA and student financial aid requirements for satisfactory progress 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 program. If more than one course must be repeated, VA benefits will not be approved for those courses.

### **Obligations to the College**

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

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

### **Academic Fresh Start**

Texas residents who apply for admission (or readmission) to and enroll as undergraduate students in Texas public colleges or universities of higher education may be able to take advantage of a law which permits the student to begin a new course of study with a clear academic record. The “Academic Fresh Start” legislation, passed by the 73rd Texas Legislature, permits Texas residents who have credits for college courses taken ten or more years prior to the requested enrollment date to have those credits ignored for enrollment purposes.

A continuing CTC or former student applying for readmission to CTC who is a Texas resident may elect to enroll in CTC in accordance with the Academic Fresh Start statute. When the applicant notifies the CTC Admissions Office in writing (form is available), the college will not consider any academic course credits earned by the applicant ten or more years prior to the starting date of the semester in which the applicant seeks to enroll. Written request must be received by the end of the regular registration period for the semester in which the student is applying for admission.

This is an all or nothing option. The student cannot pick and choose which courses will be ignored and which courses will be counted. If the student chooses to exercise the “Academic Fresh Start” option, he or she will not receive any credit for courses taken at any college or university ten or more years prior to enrollment. This means:

- courses taken previously cannot be used to fulfill the student’s new prerequisite requirements,
- courses taken previously cannot be counted towards the student’s new degree, and
- courses taken previously will not be counted in the student’s new grade point average calculations.



These courses and grades will remain permanently on the student's official CTC academic transcript. However, a notation will be made on the student's academic transcript indicating that portion of the record that is to be involved in computing requirements for graduation.

Academic Fresh Start clears only the student's academic record. Prior credits earned will still be counted when determining a student's eligibility for financial aid.

Students with three or more semester credit hours or the equivalent awarded prior to fall semester of 1989, are exempt from the Texas Academic Skills Program regardless of any election pursuant to the Academic Fresh Start statute.

## **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 CTC 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 CTC Records Office.

### **Records Access**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), 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**

- Student's name
- Local address
- Home address
- Electronic mail address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees, awards, and honors received
- Most recent previous educational agency or institution attended

Classification (freshman or sophomore)  
Participation in officially recognized activities and sports

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:

- |                   |   |
|-------------------|---|
| <b>Plagiarism</b> | The taking of passages from the writing of others without giving proper credit to the sources.  |
| <b>Collusion</b>  | 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. |
| <b>Cheating</b>   | 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 CTC Student Handbook.

Students who do not adhere to Central Texas College disciplinary policies outlined in the student handbook will be subject to disciplinary action.

If disciplinary action is taken, a student will be afforded due process and the right to appeal. Details can be found in the CTC 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.

## **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 nonrefundable fees, must be submitted to the Guidance and Counseling Office by:

	<b>Deadline</b>
Fall Semester for December Graduation	October 1
Spring Semester for May Graduation	February 1
Summer Semester for August Graduation	June 10

All Central Texas College entrance, course, and degree requirements must be completed before a certificate or degree is awarded. Official high school transcripts or GED scores and official transcripts from previously attended accredited institutions 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 nongraduates and will forfeit the fee. Students declared nongraduates 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 Office of the Dean of Student Services. 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. Prospective graduates who attend CTC at any of its worldwide locations or complete degree requirements through distance learning may also participate in the consolidated graduation ceremony. Students should contact the Office of the Dean of Student Services by March 15.

## **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.

### **Catalog and Completion of Degree/Certificate Program**

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

### **Excessive Developmental Study Hours**

A public community college district or technical college may not receive funding for developmental coursework taken by a student in excess of 27 semester credit hours or the equivalent. A student may generally not be allowed to enroll in developmental courses in excess of 27 semester credit hours. Developmental hours funded by the state during the summer of 1996 and thereafter shall be counted toward the student’s total number of developmental hours at a given institution. English as a Second Language (ESL) hours may be used for developmental education purposes when a student is placed in such courses as a result of failing the reading or writing portion of the TASP test or approved alternative test. When used for such purposes, ESL hours shall be counted toward the 27 hour cap.

# Degree 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 in the degree or certificate of completion 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 applied toward 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, cannot be used to meet the 25 percent residency toward the degree, and cannot be counted in the grade point average at Central Texas College.

## Tech Prep

Central Texas College participates in the Texas Tech-Prep statewide 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	Diesel Engine Mechanic and Repairer
Agriculture Production	Early Childhood Professions
Agriculture Science	Graphics and Printing
Automotive Mechanic/Repairer	Hospitality Management
Automotive Body Repair	Maintenance Technology
Business Management	Marketing and Sales Management
Computer-Aided Drafting	Nursing
Computer Science	Office Technology
Criminal Justice	Welding

## 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.

## **Core Curriculum and Field of Study Curriculum**

The *Core Curriculum* is the set of courses in liberal arts, humanities, sciences, and political, social, and cultural history that undergraduates of a public higher education institution in Texas are required to complete before receiving a bachelor's degree (Title 19, Chapter 5, Subchapter S, Rule 5.400). Students seeking a CTC Associate in Arts or Associate in Science degree are required to complete a 42-hour core curriculum. Students who successfully complete the core curriculum, may transfer the block of courses to another Texas public institution of higher education and substitute the block for the receiving institution's core curriculum. Students who do not complete the 42-hour core curriculum, may still transfer those courses successfully completed to another public college or university in Texas. They will generally be required to complete the remainder of the courses in the receiving institution's core curriculum.

When students successfully complete the 42-hour core curriculum at CTC, their transcripts will reflect "*Core Curriculum Completed.*" For a list of the courses in the core curriculum, refer to the Programs of Study section of this Catalog.

The *Field of Study Curriculum* is a set of courses that will satisfy the lower-division academic requirements for a bachelor's degree in a specific academic area at a general academic teaching institution. The course credits of specific approved curricula will apply toward bachelor degree requirements, if the courses are a part of the student's degree requirements at the senior institution.

To facilitate transfer of freshman- and sophomore-level core and field of study courses, a Texas Common Core Numbering System (TCCNS) exists. These lower-division courses have a TCCNS number and are listed in the *Lower-Division Academic Course Guide Manual*, an official publication of the Texas Higher Education Coordinating Board, Community and Technical Colleges Division.

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 TCCNS courses, provided such credits are within the approved transfer curriculum of the student's declared major field of study at the receiving institution. A change of major may result in loss of credits earned in a previous program.

## **Program Listings**

Curriculum plans for various degrees and certificates are 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 for the AS or AA degrees listed in this catalog.

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 semester or 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 I before registering for ENGL 1302 Composition 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 the: (a) hours per week the class meets for lectures, (b) number of laboratory hours required per week and (c) 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 1406, 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.



## Programs of Study

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CC*	Mechanical and Electrical (self-paced, open-entry program)	98
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AAS	Office Management	164
CC**	Office Management	165
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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 1315, 1318, 1321.	6 3
Mathematics (020)	MATH 1314, 1316, 1324, 1325, 1342, 2412, 2413, 2414, 2415.	3
Natural Science (030)	BIOL 1406, 1407, 1411, 1413, 1424, 2401, 2402, 2413, 2421, 2428. CHEM 1406, 1407, 1411, 1412, 2423, 2425. GEOL 1403, 1404, 1405. PHYS 1401, 1402, 1405, 1411, 1412, 1415, 2425, 2426. ENVR 1401.	8
Humanities (visual/performing arts)(050)	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 2303 DRAM 1310, 1320, 1321, 1351, 1352, 2336, 2366, 2367. MUSI 1162, 1165, 1181, 1182, 1183, 1184, 1192, 1193, 1216, 1217, 1301, 1304, 1306, 1307, 1311, 1312, 2311, 2312.	3
(literature, philosophy, and cultural studies) (040)	ANTH 2301, 2302, 2346, 2351. ENGL 2322, 2323, 2327, 2328, 2332, 2333. SPCH 2341. HUMA 1315. PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307.	3
Social/Behavioral Sciences  U.S. History (060) Political Science (070)	  HIST 1301, 1302. GOVT 2301, 2302.	  12
(other social/behavioral science) (080)	HIST 2301, 2311, 2312, 2381. GOVT 2304. PSYC 2301, 2308, 2314, 2315, 2316. 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, 1140-1144, 1151-1153, 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) BCIS 1405, 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 student 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
<b>Total 66 Semester Credit Hours</b>	

### **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
<b>Total 66 Semester Credit Hours</b>	

### **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 unless TASP exempt or eligible for a waiver.
- 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.
- A passing grade on all sections of the "Certificate Form" of the TASP test or state-approved alternative test unless TASP exempt or eligible for a waiver.

## 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.
- Three semester hours of mathematics, MATH 1314 or higher, except for the Associate Degree Nursing program and Early Childhood Professions.
- Three semester hours of social or behavioral science.
- Three semester hours of computer instruction.
- 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 unless TASP exempt or eligible for a waiver.
- Meeting all other Central Texas College and departmental requirements.

Students may be required to repeat major courses in their field of study if graduation is not accomplished within five years after courses are completed.

## 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.

## Associate in Arts and Associate in Science Degrees

### 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	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
AGRI 1231 The Agriculture Industry, AGRI 1307 Agronomy, AGRI 1309 Computers in Agriculture.	
AGRI 1419 Introductory Animal Science, 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	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 1311/12 Design I & II, ARTS 1316/17 Drawing I & II,	

ARTS 2323/24 Life Drawing I & II, ARTS 2311 Design III, ARTS 2313/14 Design Communications I & II,  
 ARTS 2316/17 Painting I & II, ARTS 2326/27 Sculpture I & II, ARTS 2333 Print Making I,  
 ARTS 2336/37 Fiberarts I & II, ARTS 2341/42 Art Metals I & II, ARTS 2346/47 Ceramics I & II,  
 ARTS 2356/57 Photography I & II, ARTS 2366/67 Watercolor I & II.

### **Biology (BIOL) 260101**

#### **Associate in Science Degree**

Complete Core	<b>66 Semester Credit Hours</b> 42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology	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 1406 General Biology I, BIOL 1407 General Biology II, BIOL 1411 General Botany, BIOL 1424 Systematic Botany, BIOL 2428 Vertebrate Zoology	

### **Business Administration (BUSS) 520101**

#### **Associate in Arts Degree**

Complete Core	<b>68 Semester Credit Hours</b> 42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	2 Semester Credit Hours
Computer Technology	4 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 Business Principles, ECON 2301 Principles of Macroeconomics, ECON 2302 Principles of Microeconomics.	

### **Chemistry (CHEM) 400501**

#### **Associate in Science Degree**

Complete Core	<b>66 Semester Credit Hours</b> 42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology	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**

Complete Core	<b>66 Semester Credit Hours</b> 42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology	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 1311/12 Design I & II, ARTS 1316/17 Drawing I & II, ARTS 2323/24 Life Drawing I & II, AND, ARTS 2313/14 Design Communications I & II.	

### **Drama (DRMA) 500501**

#### **Associate in Arts Degree**

Complete Core	<b>66 Semester Credit Hours</b> 42 Semester Credit Hours
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Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology	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
DRAM 1310, Introduction to Theater, DRAM 1320/21 Theater Practicum I & II, DRAM 1351/52 Acting I & II,	
DRAM 2336 Voice for the Theater, DRAM 2366/67 Development of the Motion Picture I & II	

### **Engineering (ENGR) 140101**

<b>Associate in Science Degree</b>	<b>66 Semester Credit Hours</b>
Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology	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
ENGR 1304 Engineering Graphics I, ENGR 1305 Engineering Graphics II, MATH 2318 Linear Algebra,	
MATH 2320 Differential Equations.	

### **Environmental Science (ENVS) 030102**

<b>Associate in Science Degree</b>	<b>66 Semester Credit Hours</b>
Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology	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 1406/1407 General Biology I & II, BIOL 1411 General Botany, BIOL 1413 General Zoology,	
CHEM 1411/12 General Chemistry I & II, ENVR 1403 Environmental Science, GEOL 1403 Physical Geology.	

### **Geology (GEOL) 400601**

<b>Associate in Science Degree</b>	<b>66 Semester Credit Hours</b>
Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology	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**

<b>Associate in Arts Degree</b>	<b>66 Semester Credit Hours</b>
Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses)	3 Semester Credit Hours
Computer Technology	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**

Complete Core

Health/Wellness/ Kinesiology (PHED Activity Courses)

Computer Technology

Foreign Language (FREN, GERM, SPAN, JAPN)

Specialization -University Parallel, Texas Common Course (TCCN)

**66 Semester Credit Hours**

42 Semester Credit Hours

3 Semester Credit Hours

3 Semester Credit Hours

8 Semester Credit Hours

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**

Complete Core

Health/Wellness/ Kinesiology (PHED Activity Courses)

Computer Technology

Mathematics Selection (MATH)

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

Specialization -University Parallel, Texas Common Course (TCCN)

**66 Semester Credit Hours**

42 Semester Credit Hours

3 Semester Credit Hours

3 Semester Credit Hours

3 Semester Credit Hours

4 Semester Credit Hours

11 Semester Credit Hours

PHED 1301 Introduction to Physical Fitness and Sport, PHED (Team Sport), PHED (Individual Sport),  
 PHED 1308 Sports Officiating I, PHED 1130 Physical Conditioning, PHED 1306 First Aid,  
 PHED 1138 Rhythmic Aerobics.

**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

Health/Wellness/ Kinesiology (PHED Activity Courses)

Computer Technology

Modern Languages (FREN, GERM, SPAN, JAPN)

Specialization -University Parallel, Texas Common Course (TCCN)

42 Semester Credit Hours

3 Semester Credit Hours

3 Semester Credit Hours

8 Semester Credit Hours

10 Semester Credit Hours

MATH 2318 Linear Algebra, MATH 2320 Differential Equations, MATH 2412 Precalculus Math,  
 MATH 2413 Calculus I, MATH 2414 Calculus II.

**Mathematics (MATH) 270101****Associate in Science Degree****66 Semester Credit Hours**

Complete Core

Health/Wellness/ Kinesiology (PHED Activity Courses)

Computer Technology

Mathematics Selection (MATH)

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

Specialization - University Parallel, Texas Common Course (TCCN)

42 Semester Credit Hours

3 Semester Credit Hours

3 Semester Credit Hours

3 Semester Credit Hours

4 Semester Credit Hours

11 Semester Credit Hours

MATH 2318 Linear Algebra, MATH 2320 Differential Equations, MATH 2412 Precalculus Math,  
 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	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	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

MUAP I, MUAP II, MUAP III, MUAP IV in area appropriate to student (Voice, Piano, Strings, Brass, Percussion, or Woodwinds), \*MUEN 1131 Instrumental Ensemble, \*MUEN 1151 Vocal Ensemble, MUSI 1181 Class Piano I, MUSI 1182 Class Piano II, MUSI 1183 Class Voice I, MUSI 1184, Class Voice II, xMUSI 1216, Ear Training and Sight Singing I, xxMUSI 1217, Ear Training and Sight Singing II, MUSI 1301 Music Fundamentals, MUSI 1304 Foundations of Music, MUSI 1306 Music Appreciation, MUSI 1307 Music Literature, xMUSI 1311 Music Theory I, xxMUSI 1312 Music Theory II, MUSI 2311 Music Theory III, MUSI 2312 Music Theory IV.

\*MUEN 1131 and MUEN 1151 are residency requirements but do not transfer as credit

xMUSI 1216 and MUSI 1311 should be taken concurrently  
xxMUSI 1217 and MUSI 1312 should be taken concurrently

## **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	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 I, COMM 1337 Television Production II, COMM 2327 Principles of Advertising.

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

## 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	Business Writing	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 Construction 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
AGR	I2301	Agriculture Power Units	3
MATH	1342	Elementary Statistical Methods	3
AGEQ	1311	Equine Science I	3
AGMG	2486	Internship- Agriculture Business & Management	4

#### Second Semester

AGAH	1347	Animal Reproduction	3
AGRI	2304	Agriculture Construction II	3
AGRI	2330	Wildlife Conservation and Management	3
AGCR	1307	Range Management	3
ELCT		Agriculture Elective	3

<b>Total Hours</b>			<b>67</b>
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## Agriculture

# 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	Business Writing	3
AGRI	2317	Introduction to Agriculture Economics	3
AGEQ	1319	Horsemanship I	3

#### Second Semester

AGRI	1309	Computers in Agriculture	3
AGRI	2303	Agriculture Construction 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

AGAH	2313	Principles of Feeds and Feeding	3
ELCT		Humanities/Fine Arts Selection	3
MATH	1342	Elementary Statistical Methods	3
ELCT		Social/Behavioral Science Selection	3
AGMG	2486	Internship-Agriculture Business & 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

<b>Total Hours</b>			<b>67</b>
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# 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	Business Writing	3
AGRI	2317	Introduction to Agriculture Economics	3
BIOL	2413	Biological Entomology	4

## Second Semester

AGRI	1309	Computers in Agriculture	3
AGRI	2303	Agriculture Construction 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 Statistical Methods	3
HALT	1392	Special Topics in Horticulture Science	3
BIOL	1411	General Botany	4
AGMG	2486	Internship-Agriculture Business & Management	4

## Second Semester

BIOL	1424	Systematic Botany	4
HALT	2308	Greenhouse Management	3
ELCT		Agriculture Elective	3
ELCT		Social/Behavioral Science Selection	3
AGCR	1319	Soil Science	3
<b>Total Hours</b>			<b>68</b>

## Agriculture

# Agriculture Technology (ATEC) 010104

## Certificate of Completion

### First Year

#### First Semester

			<b>Credit</b>
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 Conservation and Management	3
AGCR	1307	Range Management	3
AGRI	1309	Computers in Agriculture	3
AGMG	2486	Internship-Agriculture Business & Management	4
ELCT		Agriculture Elective	3
<b>Total Hours</b>			<b>40</b>

## 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	Business Writing	3
GOVT	2301/2302	American Government I/II	3

#### 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	
<b>Total Hours</b>			<b>72</b>



## Auto Collision

### Auto Collision Repair Technician (ATRT) 470603

#### Certificate of Completion

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

#### First Year

##### First Semester

			<b>Credit</b>	<b>*Clock Hours</b>
ABDR	1419	Basic Metal Repair	4	144
ABDR	1472	Auto Body Glass, Hardware & Trim	4	144
ABDR	1471	Advanced Auto Body Welding	4	144

##### Second Semester

ABDR	1431	Basic Refinishing	4	128
ABDR	2449	Advanced Refinishing I	4	144
ABDR	1441	Structural Analysis and Damage Repair I	4	144
ABDR	1449	Automotive Plastic and Sheet Molding Compound Repair	4	128

#### Second Year

##### First Semester

ABDR	1442	Structural Analysis and Damage Repair II	4	96
ABDR	2435	Structural Analysis and Damage Repair IV	4	128
ABDR	2437	Structural Analysis and Damage Repair V	4	144
ABDR	2402	Auto Body Mechanical & Electrical Service	4	144

##### Second Semester

AUMT	1416	Suspension and Steering	4	128
AUMT	1445	Automotive Heating and Air Conditioning	4	128
AUMT	1410	Automotive Brake Systems	4	128

or

ABDR	2488	Internship - Auto/Automotive Body Repairer		304
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<b>Total Hours</b>			<b>56</b>	<b>1872/2048</b>
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\* Central Campus Vocational Skill Center

### Mechanical and Electrical (ATME) 470603

#### Certificate of Completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
ABDR	1419	Basic Metal Repair	4	144
ABDR	2402	Auto Body Mechanical & Electrical Service	4	144
ABDR	1472	Auto Body Glass Hardware and Trim	4	144
AUMT	1416	Suspension and Steering	4	128
AUMT	1445	Automotive Heating and Air Conditioning	4	128
AUMT	1410	Automotive Brake Systems	4	128
or				
ABDR	2488	Internship - Auto/Automotive Body Repairer		304
<b>Total Hours</b>			<b>24</b>	<b>816/976</b>

\* Central Campus Vocational Skill Center

## Painting and Refinishing (ATPR) 470603

### Certificate of Completion

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

First Semester			Credit	*Clock Hours
ABDR	1419	Basic Metal Repair	4	144
ABDR	1472	Auto Body Glass, Hardware & Trim	4	144
ABDR	1471	Advanced Auto Body Welding	4	144
ABDR	1441	Structural Analysis and Damage Repair I	4	144
Second Semester				
ABDR	1431	Basic Refinishing	4	128
ABDR	2449	Advanced Refinishing I	4	144
ABDR	1449	Automotive Plastic and Sheet Molding Compound Repair	4	128
or				
ABDR	2488	Internship - Auto/Automotive Body Repairer		304
<b>Total Hours</b>			<b>28</b>	<b>976/1152</b>

\* Central Campus Vocational Skill Center

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

### Certificate of Completion

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

First Semester			Credit	*Clock Hours
ABDR	1419	Basic Metal Repair	4	144
ABDR	1472	Auto Body Glass, Hardware & Trim	4	144
ABDR	1471	Advanced Auto Body Welding	4	144
ABDR	1441	Structural Analysis and Damage Repair I	4	144
ABDR	1442	Structural Analysis and Damage Repair II	4	96
Second Semester				
ABDR	2435	Structural Analysis and Damage Repair IV	4	128
ABDR	2437	Structural Analysis and Damage Repair V	4	144
ABDR	1449	Automotive Plastic and Sheet Molding Compound Repair	4	128
ABDR	2402	Auto Body Mechanical and Electrical Service	4	144
or				
ABDR	2488	Internship - Auto/Automotive Body Repairer		304
<b>Total Hours</b>			<b>36</b>	<b>1216/1376</b>

\* Central Campus Vocational Skill Center

## Automotive Mechanic

# 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	Business Writing	3

### Second Year

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

### Second Semester

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

# Automotive Technician (ATTE) 470604

## Certificate of Completion

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

### First Year

#### First Semester

			<b>Credit</b>	<b>*Clock Hours</b>
AUMT	1405	Introduction to Automotive Technology	4	96
AUMT	2305	Theory of Automotive Engines	3	64
AUMT	1407	Automotive Electrical Systems	4	144
AUMT	2437	Automotive Electronics	4	96

#### Second Semester

AUMT	1471	Automotive Fuel Systems	4	144
AUMT	1445	Automotive Heating and Air Conditioning	4	128
AUMT	1472	Automotive Computer Systems	4	144
AUMT	1410	Automotive Brake Systems	4	128

### Second Year

#### First Semester

AUMT	1416	Suspension and Steering	4	128
AUMT	2413	Manual Drive Trains and Axles	4	128
AUMT	2425	Automatic Transmissions and Transaxles	4	128
WLDG	2413	Welding Using Multiple Processes	4	128

#### Second Semester

AUMT	2434	Engine Performance Analysis II	4	144
AUMT	1419	Automotive Engine Repair	4	96
OR				
AUMT	2488	Internship–Auto/Automotive Mechanic Technician		304

<b>Total Hours</b>	<b>55</b>	<b>1712/1920</b>
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\* Central Campus Vocational Skill Center

## Automotive Mechanic

### Automotive System Specialist (ATSS) 470604

#### Certificate of Completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
AUMT	1405	Introduction to Automotive Technology	4	96
AUMT	2305	Theory of Automotive Engines	3	64
AUMT	1407	Automotive Electrical Systems	4	144
AUMT	2437	Automotive Electronics	4	96
AUMT	1445	Automotive Heating and Air Conditioning	4	128
AUMT	1410	Automotive Brake Systems	4	128
AUMT	1416	Suspension and Steering	4	128
AUMT	2413	Manual Drive Trains & Axles	4	128
AUMT	2425	Automatic Transmissions & Transaxles	4	128
WLDG	2413	Welding Using Multiple Processes	4	144
OR				
AUMT	2488	Internship–Auto/Automotive Mechanic/Technician		304
<b>Total Hours</b>			<b>39</b>	<b>1184/1344</b>

\* Central Campus Vocational Skill Center

### Automotive Tune-Up Specialist (ATTU) 470604

#### Certificate of Completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
AUMT	1405	Introduction to Automotive Technology	4	96
AUMT	2305	Theory of Automotive Engines	3	64
AUMT	1407	Automotive Electrical Systems	4	144
AUMT	2437	Automotive Electronics	4	96
AUMT	1471	Automotive Fuel Systems	4	144
AUMT	1472	Automotive Computer Systems	4	144
AUMT	2434	Engine Performance Analysis II	4	144
AUMT	1419	Automotive Engine Repair	4	96
OR				
AUMT	2488	Internship–Auto/Automotive Mechanic/Technician		304
<b>Total Hours</b>			<b>31</b>	<b>928/1136</b>

\* Central Campus Vocational Skill Center

## Aviation Science (ASCI) 490102

### Associate of 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 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 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			
AIRP	2239	Commercial Flight	2
AIRP	2337	Commercial Ground School	3
AIRP	1343	Aerodynamics	3
ELCT		Computer Science Technology/Skills Selection	4
ELCT		Fine Arts Selection	3

#### Second Semester

AIRP	2355	Propulsion	3
GOVT	2301	American Government I	3
AIRP	2331	Airline Management	3
ELCT		Humanities Elective (Literature)	3
PHED		Physical Education	1
<b>Total Hours</b>			<b>72</b>

## Aviation Science

### Aviation Science Certificate (AVCC) 490102 Certificate of Completion

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 Management (BMGT) 520201

## Associate in Applied Science Degree

### First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
ITSC	1409	Integrated Software Applications I	4
BUSI	1301	Business Principles	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/RELE/ITSC/IMED	3-4
ELCT		BUSI/BMGT/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
<b>Total Hours</b>			<b>69-72</b>



## Business Management

### Business Management (BSMG) 520201

#### Certificate of Completion

##### First Year

First Semester			Credit
BUSI	1301	Business Principles	3
BMGT	1303	Principles of Management	3
HRPO	1311	Human Relations	3
ITSC	1409	Integrated Software Applications I	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/RELE	3
ELCT		BMGT 2370, BMGT 2488, RELE 2488	3-4
Total Hours			31-32

### Entrepreneurship (BMEC) 520201

#### Certificate of Completion

##### First Year

First Semester			Credit
BUSG	2309	Small Business Management	3
POFT	1325	Business Math and Machine Applications	3
ITSC	1409	Integrated Software Applications	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/IMED	3-4
BUSG	1370	Small Business Accounting	3
BUSG	1371	Entrepreneurship and Business Plan Development	3
Total Hours			31-32

**Business Management**  
**Marketing and Sales Management Specialization**  
**(MGSM) 520201**  
**Associate in Applied Science Degree**

**First Year**

<b>First Semester</b>			<b>Credit</b>
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
BUSI	1301	Business Principles	3
ITSC	1409	Integrated Software Applications I	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/RELE/ITSC/IMED	3-4
PHED		Physical Education	1

**Second Year****First Semester**

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/RELE/HRPO	3
ELCT		BMGT/BUSI/BUSG/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		Elective	3
ELCT		BMGT/BUSI/BUSG/RELE	3
ELCT		BMGT 2371, BMGT 2489, or RELE 2489	3-4
<b>Total Hours</b>			<b>68-72</b>

## Business Management

# Business Management Marketing and Sales Management (MKSM) 520201 Certificate of Completion

### First Year

#### First Semester

			<b>Credit</b>
HRPO	1311	Human Relations	3
BUSI	1301	Business Principles	3
ITSC	1409	Integrated Software Applications I	4
ELCT		BMGT/BUSI/BUSG/RELE/HRPO	3

#### Second Semester

MRKG	1311	Principles of Marketing	3
BMGT	1333	Principles of Selling	3
ELCT		BUSI/BMGT/BUSG/RELE	3
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
<b>Total Hours</b>			<b>24-26</b>

# Business Management

## Real Estate Specialization (RLET) 520201

### Associate in Applied Science Degree

#### First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
BUSI	1301	Business Principles	3
ITSC	1409	Integrated Software Applications I	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
RELE	1406	Real Estate Principles	4
PHED		Physical Education	1

#### Second Year

First Semester			
RELE	2488	Internship-Real Estate	4
ECON		ECON 2301 or 2302	3
ELCT		Humanities/Fine Arts Selection	3
RELE	1311	Real Estate Contracts	3
RELE	2301	Law of Agency	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		Elective	3
RELE	1315	Property Management	3
RELE	2489	Internship-Real Estate	4
<b>Total Hours</b>			<b>72</b>

## **Business Management**

# **Business Management Real Estate Sales Agent (REAA) 520201 Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
RELE*	1406	Principles of Real Estate	4
RELE*	2301	Law of Agency	3
RELE*	1311	Law of Contracts	3
<b>Second Semester</b>			
ELCT*		RELE (except 2488/2489) or approved selection	3
RELE	2488	Internship - Real Estate	4
<b>Total Hours</b>			<b>17</b>

\* Upon successful completion of these courses, the student is eligible to sit for the Texas Real Estate Sales Agent License exam.

## Business Programmer Analyst (CSPA) 110201

### Associate in Applied Science Degree

#### First Year

First Semester			Credit
ITNW	1437	Introduction to the Internet	4
ITSE	1402	Introduction to Computer Programming	4
ITSC	1409	Integrated Software Applications I	4
ENGL	1301	Composition I	3
MATH		Math 1314 or higher	3

#### Second Semester

ITSE	1418	Introduction to COBOL Programming	4
COSC	2425	Computer Organization & Machine Language	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1411	AS/400 Operating System I	4
PHED		Physical Education	1

#### Second Year

First Semester			
ITSC	1402	Computer Control Language	4
ITSE	1422	Introduction to C Programming	4
ITSE	1414	Introduction to RPG Programming	4
IMED	2409	Internet Commerce	4
or			
ITSE	1491	Special Topics in Computer Programming	
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
<b>Total Hours</b>			<b>72</b>

## Computer Science

# Information Technology (CSIT) 110201

## Associate in Applied Science Degree

### First Year

#### First Semester

ITSE	1431	Introduction to Visual Basic	Credit 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

ITSC	1413	Internet/Web Page Design	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
ITNW	1433	Microsoft Networking Essentials	4
IMED	2409	Internet Commerce	4
ENGL	1301	Composition I	3
ELCT		Humanities/Fine Arts Selection	3

#### Second Semester

ITSC	1492	Special Topics in Management Information Systems & Business and Data Processing General	4
ITSE	2413	Web Authoring	4
MATH		MATH 1324, 1342, 1314 or higher	3
ELCT		Social/Behavioral Science Selection	3
SPCH	1315	Public Speaking	3
<b>Total Hours</b>			<b>68</b>

## Network Systems Administrator(CSNS) 110201

### Associate in Applied Science Degree

#### First Year

First Semester			Credit
ITSC	1409	Integrated Software Applications I	4
ITSE	1431	Introduction to Visual Basic	4
ENGL	1301	Composition I	3
MATH		Math 1314 or higher	3
PHED		Physical Education	1

#### Second Semester

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

#### Second Year

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

#### Second Semester

ITSE	1450	System Analysis and Design	4
ITNW	2431	Novell Service and Support	4
or			
ITSE	2413	Web Authoring	
IMED	2409	Internet Commerce	4
SPCH	1315	Public Speaking	3

**Total Hours** **67**



## Computer Science

### Network Specialist (NSCC) 110201

#### Certificate of Completion

##### First Year

First Semester			Credit
ITSC	1409	Integrated Software Applications I	4
ITSE	1431	Introduction to Visual Basic	4
ITNW	1437	Introduction to the Internet	4
ELCT		ITSC/ITSE/ITSW/ITNW Technical Elective	4

##### Second Semester

COSC	2425	Computer Organization & Machine Language	4
ITSC	1413	Internet/Web Page Design	4
ITNW	1429	Novell Networking Essentials	4
ITNW	1433	Microsoft Networking Essentials	4
Total Hours			32

### Computer Operator (COOP) 110301

#### Certificate of Completion

First Semester			Credit
ITSE	1431	Introduction Visual Basic	4
ITNW	1437	Introduction to the Internet	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
ITSW	1407	Introduction to Database	4
IMED	2409	Internet Commerce	4
ITSC	2439	Personal Computer Help Desk	4
Total Hours			32

### Information Center Specialist (ICSP) 110301

#### Certificate of Completion

First Semester			Credit
ITSE	1431	Introduction to Visual Basic	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
ITSC	1413	Internet/Web Page Design	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	2439	Personal Computer Help Desk	4
Total Hours			32

**Barber (BRBE) 120402****Certificate of Completion****First Year**

<b>First Semester</b>			<b>Credit</b>
BARB	1407	Introduction to Hair Design	4
BARB	1404	Introduction to Barber Styling	4
BARB	1402	Barber Styling I	4
<b>Second Semester</b>			
BARB	1542	Barber Styling II	5
BARB	2502	Barber Styling III	5
BARB	2531	Advanced Barber Styling I	5
<b>Third Semester</b>			
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
<b>Total Hours</b>			<b>42</b>

**Barber Instructor (BBIN) 120402****Certificate of Completion****First Year**

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

**Cosmetology (COSM) 120403****Certificate of Completion****First Year**

<b>First Semester</b>			<b>Credit</b>
CSME	1501	Orientation to Cosmetology	5
CSME	1551	Artistry of Hair/Theory and Practice	5
CSME	1443	Manicuring and Related Theory	4
<b>Second Semester</b>			
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
<b>Total Hours</b>			<b>42</b>

## Criminal Justice

# Criminal Justice (CRIJ) 430104

## Associate in Applied Science Degree

### First Year

First Semester		Credit
CJSA1322/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 I	3
PHED 1130	Physical Conditioning	1

### Second Semester

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

### Second Year

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

### Second Semester

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

# Criminal Justice - Corrections Specialization (CRJC)

## 430104

### Associate in Applied Science Degree

#### 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 I		3
PHED 1130	Physical Conditioning		1

#### Second Semester

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

#### Second Year

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

#### Second Semester

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

<b>Total Hours</b>			<b>67</b>
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## **Criminal Justice**

# **Criminal Justice Studies with Specialization 430104**

## **Certificate of Completion**

### **First Year**

<b>First Semester (Core Courses)</b>		<b>Credit</b>
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
<b>Core Courses Total</b>		<b>15</b>

<b>Second Semester (Criminal Justice Studies Specialization) (CJSS)</b>		<b>Credit</b>
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
<b>Specialization Courses Total</b>		<b>15</b>
<b>Certificate Total</b>		<b>30</b>

<b>Second Semester (Criminal Justice Corrections Specialization)(CJCS)</b>		
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
<b>Specialization Courses Total</b>		<b>15</b>
<b>Certificate Total</b>		<b>30</b>

## Criminal Justice - Law Enforcement Technology Specialization (LETS) 430104 Associate in Applied Science Degree

### First Year

First Semester		Credit
CJSA1322/CRIJ 1301	Introduction to Criminal Justice	3
CJSA1312/CRIJ 1307	Crime in America	3
CJSA1317/CRIJ 1313	Juvenile Justice System	3
CJLE 1506	Basic Peace Officer I	5
ENGL 1301	Composition I	3
PHED 1130	Physical Conditioning	1

### Second Semester

CJSA 1348	Ethics in Criminal Justice	3
CJLE 1512	Basic Peace Officer II	5
ENGL	ENGL 1302 or 2311	3
MATH	MATH 1324, 1342, 1314 or higher	3
PHED	Physical Education	1

### Second Year

First Semester		
CJSA1359/CRIJ 2328	Police Systems & Practices	3
CJLE 1518	Basic Peace Officer III	5
ELCT	Criminal Justice Elective	3
SOCI 1301	Introduction to Sociology	3
GOVT 2301/2302	American Government I/II	3

### Second Semester

CJSA 2331	Child Abuse, Prevention & Investigation	3
CJLE 1524	Basic Peace Officer IV	5
SPCH 1321	Business and Professional Speaking	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology/Skills Selection	3
<b>Total Hours</b>		<b>67</b>

## **Criminal Justice**

### **Extended Basic Peace Officer Training (BPOT) 430107 Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
CJLE	1506	Basic Peace Officer I	5
<b>Second Semester</b>			
CJLE	1512	Basic Peace Officer II	5
<b>Third Semester</b>			
CJLE	1518	Basic Peace Officer III	5
<b>Fourth Semester</b>			
CJLE	1524	Basic Peace Officer IV	5
<b>Total Hours</b>			<b>20</b>

### **Basic Peace Officer Training (CBPO) 430107 Non-Credit Certificate of Completion**

<b>First Semester</b>			<b>Hours</b>
CJLE	1006	Basic Peace Officer I	164
<b>Second Semester</b>			
CJLE	1012	Basic Peace Officer II	160
<b>Third Semester</b>			
CJLE	1018	Basic Peace Officer III	164
<b>Fourth Semester</b>			
CJLE	1024	Basic Peace Officer IV	172
<b>Total Clock Hours</b>			<b>660</b>

### **Basic Corrections Certification (CECR) 430102 Non-Credit Certificate of Completion**

CJCR	1011	Basic Certification for Correctional Officers (1st of 2 courses)	160
CJCR	1012	Basic Certification for Correctional Officers (2nd of 2 courses)	40
<b>Total Clock Hours</b>			<b>200</b>



**Diesel**

## **Diesel Engine Mechanic and Repairer (DEMR) 470605**

### **Associate in Applied Science Degree**

<b>First Semester</b>			<b>Credit</b>
DEMR	1401	Shop Safety and Procedures	4
DEMR	1406	Diesel Engines I	4
AUMT	1445	Automotive Heating and Air Conditioning	4
ENGL	1312	Business Writing	3
ELCT		Computer Technology/Skill Selection	3
<b>Second Semester</b>			
DEMR	1421	Power Trains 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
<b>Third Semester</b>			
DEMR	1416	Basic Hydraulics	4
DEMR	1471	Basic Diesel Engine Tune-Up and Troubleshooting	4
DEMR	1411	Diesel Engine Testing and Repair II	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Elective	3
<b>Fourth Semester</b>			
GOVT	2301/2302	American Government I/II	3
DEMR	1447	Power Trains II	4
DEMR	1330	Steering and Suspension I	3
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
DEMR	1449	Diesel Engine II	4
OR			
DEMR	2488	Internship - Diesel Engine Mechanic and Repairer	
<b>Total Hours</b>			<b>72</b>

## **Diesel Technician (DETE) 470605**

### **Certificate of Completion**

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

			<b>Credit</b>	<b>*Clock Hours</b>
DEMR	1401	Shop Safety and Procedures	4	96
DEMR	1406	Diesel Engines I	4	96
DEMR	1405	Basic Electrical Systems	4	144
DEMR	1471	Basic Diesel Engine Tune-Up & Troubleshooting	4	144
DEMR	2434	Advanced Diesel Tune-Up & Troubleshooting	4	128
DEMR	1411	Diesel Engine Testing and Repair II	4	144
DEMR	1416	Basic Hydraulics	4	144
DEMR	1421	Power Trains I	4	128
DEMR	1447	Power Trains II	4	96
DEMR	1417	Basic Brake Systems	4	128
DEMR	1330	Steering and Suspension I	3	96
AUMT	1445	Automotive Heating & Air Conditioning	4	128
DEMR	1449	Diesel Engines II	4	144

WLDG	2413	Welding Using Multiple Processes	4	144
OR				
DEMR	2488	Internship - Diesel Engine Mechanic and Repairer		304
<b>Total Hours</b>			<b>55</b>	<b>1760/1920</b>
* Central Campus Vocational Skill Center				

## Diesel

### Diesel System Specialist (DESS) 470605

#### Certificate of Completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
DEMR	1401	Shop Safety and Procedures	4	96
DEMR	1405	Basic Electrical Systems	4	144
DEMR	1416	Basic Hydraulics	4	144
DEMR	1421	Power Trains I	4	128
DEMR	1447	Power Trains II	4	96
DEMR	1417	Basic Brake Systems	4	128
DEMR	1330	Steering and Suspension I	3	96
AUMT	1445	Automotive Heating and Air Conditioning	4	128
WLDG	2413	Welding Using Multiple Processes	4	144
OR				
DEMR	2488	Internship - Diesel Engine Mechanic and Repairer		304
<b>Total Hours</b>			<b>35</b>	<b>1104/1264</b>

\* Central Campus Vocational Skill Center

### Diesel Engine Specialist (DEES)470605

#### Certificate of Completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
DEMR	1401	Shop Safety and Procedures	4	96
DEMR	1406	Diesel Engines I	4	96
DEMR	1405	Basic Electrical Systems	4	144
DEMR	1471	Basic Diesel Engine Tune-Up and Troubleshooting	4	144
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4	128
DEMR	1411	Diesel Engine Testing and Repair II	4	144
DEMR	1449	Diesel Engines II	4	144
WLDG	2413	Welding Using Multiple Processes	4	144
or				
DEMR	2488	Internship - Diesel Engine Mechanic and Repairer		304
<b>Total Hours</b>			<b>32</b>	<b>1040/1200</b>

\* Central Campus Vocational Skill Center

## Computer-Aided Drafting and Design (DFTG) 480101

### Associate in Applied Science Degree

#### First Year

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

#### Second Semester

ENGR	1305	Engineering Graphics II	3
DFTG	2402	Machine Drafting	4
DFTG	1409	Basic Computer-Aided Drafting	4
ENGL	1312	Business Writing	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	2423	Pipe Drafting	4
DFTG	2421	Topographical Drafting	4
DFTG	2438	Final Project - General Drafting	4
ELCT		Social/Behavioral Science Selection	3
<b>Total Hours</b>			<b>64</b>

## Computer-Aided Drafting and Design (DDCC) 480101

### Certificate of Completion

First Semester			Credit
ENGR	1304	Engineering Graphics I	3
ENGR	1305	Engineering Graphics II	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
<b>Total Hours</b>			<b>25</b>

## Early Childhood Professions

# Early Childhood Professions (CDEC) 200201

## Associate in Applied Science Degree

The courses for this degree may be taken in any sequence. The Early Childhood Profession courses, CDEC, have no required prerequisites.

### First Year

#### First Semester

			Credit
CDEC/TECA 1311	Introduction to Early Childhood Education		3
CDEC 1313	Curriculum Resources for Early Childhood Programs		3
CDEC 1319	Child Guidance		3
ENGL	ENGL 1301 or 1312		3
CDEC* 1359	Children 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	3
ELCT	Computer Technology/Skills Selection	4
SPCH	SPCH 1315, 1321 or 2341	3
MATH	MATH 1324, 1342, 1314 or higher	3
or		
ENVR 1401	Environmental Science	4
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
<b>Total Hours</b>		<b>66-67</b>

\* CDEC 1371 and 1340 may substitute

## Early Childhood Professions (ECTC) 200201

### Certificate of Completion

			<b>Credit</b>
CDEC/TECA	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1319	Child Guidance	3
CDEC	1359	Children 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
<b>Total Hours</b>			<b>33</b>

## Administrator's Credentials (CDAD) 200201

### Certificate of Completion

<b>First Semester</b>			<b>Credit</b>
CDEC/TECA	1311	Introduction to Early Childhood Education	3
or			
CDEC	2341	The School Age Child	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
or			
CDEC	1357	Math and Science for Early Childhood	3
CDEC	1319	Child Guidance	3
CDEC	2326	Administration of Programs for Children I	3
ENGL		ENGL 1301 or 1312	3
<b>Second Semester</b>			
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
<b>Total Hours</b>			<b>30</b>

## Early Childhood Professions

### 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 Programs	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

### Child Development Associate (CDMS) 200201 Marketable Skills Achievement

Upon successful completion, students are eligible to continue to pursue the CDA, National Credentialing program.

CDEC	1317	Child Development Associate Training I	3
CDEC	2322	Child Development Associate Training II	3
CDEC	2324	Child Development Associate Training III	3
Total Hours			9

# Communications Electronics Technology (CMET)

## 150303

### Associate in Applied Science Degree

#### First Year

##### First Semester

CETT	1421	Electronics Fabrications	Credit	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	Business Writing		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		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		3
EECT	1476	Digital Communications		4
ELCT		Academic Elective from Humanities/Fine Arts, Social/Behavioral Science, Natural Science/Mathematics		3

<b>Total Hours</b>				<b>71</b>
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## Electronics

# 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	Business Writing	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

<b>Total Hours</b>			<b>71</b>
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## 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	Business Writing	3
<b>Total Hours</b>			<b>30</b>

## 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	Business Writing	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
<b>Total Hours</b>			<b>71</b>

## Electronics

### 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	Business Writing	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 (EMPT) 510904

### Associate in Applied Science Degree

#### First Year

First Semester			Credit
EMSP	1401	Emergency Medical Technician - Basic	4
EMSP	1160	Clinical-EMT	1
BIOL	2401	Anatomy and Physiology I	4
PSYC	2314	Life Span Growth and 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	Anatomy and Physiology II	4
ELCT		Elective	3

#### Third Semester

EMSP	2444	Cardiology	4
ENGL	1301	Composition I	3
PSYC	2301	General 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 Operations	3

**Total Hours** **67**

## Emergency Medical Technology

### EMT - Paramedic (EMPC) 510904

#### Certificate of Completion

Students are required to complete the NET aptitude test with acceptable scores.

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.

#### First Year 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	2338	EMS Operations	3
EMSP	2143	Assessment Based Management	1
EMSP	1268	Practicum-EMT	2
<b>Total Hours</b>			<b>31</b>

## Fire Protection

### Fire Protection Technology

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.

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
<b>Total Hours</b>			<b>12</b>

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

## General Studies

# General Studies

## Associate in General Studies Degree

This is a suggested curriculum.

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

### First Year

#### First Semester

			Credit
ENGL*	1301	Composition I	3

or

ENGL*	1312	Business Writing	
HIST	1301	United States History I	3
PHED		Physical Education	1
ELCT		Electives	9

#### Second Semester

SPCH*		Speech Selection	3
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or

ELCT**		Elective	
HIST	1302	United States History II	3
MATH		MATH 1324, 1342, 1314 or higher	3
ELCT		Electives	4
ELCT		Computer Technology/Skills Selection	3

### Second Year

#### First Semester

GOVT	2301	American Government I	3
ELCT**		Electives	12
PHED		Physical Education	1

#### Second Semester

GOVT	2302	American Government II	3
ELCT		Humanities/Fine Arts Selection	3
ELCT**		Electives	10

<b>Total Hours</b>			<b>64</b>
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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 (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	2336	Prepress Techniques	3
ENGL	1312	Business Writing	3
ELEC		Humanities/Fine Arts Selection	3

### Second Semester

GRPH	1322	Electronic Publishing I	3
GRPH	1309	Press Operations I	3
HRPO	1311	Human Relations	3
MATH		MATH 1324, 1342, 1314 or higher	3
GOVT	2301/2302	American Government I/II	3
BMGT	1303	Principles of Management	3

### Second Year

First Semester			
GRPH	1354	Electronic Publishing II	3
GRPH	2338	Press Operations II	3
SPCH	1321	Business and Professional Speaking	3
GRPH	1474	Preventive Maintenance	4
ELCT		Computer Science Technology/Skills Selection	4

### Second Semester

GRPH	1419	Bindery and Finishing Operations	4
GRPH	2341	Electronic Publishing III	3
GRPH	1374	Press Operation III	3
BUSG	2309	Small Business Management	3
GRPH	1472	Graphics and Printing Applications	4
or			
GRPH	2488	Internship - Graphics and Printing Equipment Operator	

**Total Hours** **69**

## Graphics and Printing Technology

### Graphics and Printing Technology (GRGT) 480201

#### Certificate of Completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
GRPH	1405	Introduction to Graphic Arts and Printing	4	96
GRPH	1471	Basic Camera	4	96
GRPH	2336	Prepress Techniques	3	96
GRPH	1322	Electronic Publishing I	3	96
GRPH	1354	Electronic Publishing II	3	96
GRPH	2341	Electronic Publishing III	3	96
GRPH	1309	Press Operations I	3	96
GRPH	2338	Press Operations II	3	96
GRPH	1374	Press Operations III	3	96
GRPH	1474	Preventive Maintenance	4	96
GRPH	1419	Bindery and Finishing Operations	4	96
GRPH	1472	Graphics and Printing Applications	4	96
or				
GRPH	2488	Internship - Graphics and Printing Equipment Operator		304
<b>Total Hours</b>			<b>41</b>	<b>1152/1360</b>

\* Central Campus Vocational Skill Center

### Graphics and Printing (GPCC) 480201

#### Certificate of Completion

*(Texas Department of Criminal Justice Only)*

			<b>Credit</b>
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
<b>Total Hours</b>			<b>28</b>



# 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
ELPT	1411	Basic Electrical Theory	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	Business Writing	3
GOVT	2301/2302	American Government I/II	3

### Second Year

First Semester			
HART	2449	Heat Pumps	4
HART	2431	Advanced Electricity	4
HART	2441	Commercial Air Conditioning	4
HART	2442	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	2445	Air Conditioning System Design	4
or			
HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	

**Total Hours** **68**

## Heating and Air Conditioning

# Heating, Air Conditioning and Refrigeration (HARC) 470201

## Certificate of Completion

### First Year

First Semester			Credit
HART	1407	Refrigeration Principles	4
ELPT	1411	Basic Electrical Theory	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	2449	Heat Pumps	4
HART	2441	Commercial Air Conditioning	4
HART	2442	Commercial Refrigeration	4
Second Semester			
HART	2436	Troubleshooting	4
HART	2471	Advanced Heat Pumps	4
HART	2445	Air Conditioning System Design	4
or			
HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	
Total Hours			48

# Commercial Heating, Air Conditioning and Refrigeration(CHAR) 470201

## Certificate of Completion

First Semester			Credit
HART	1407	Refrigeration Principles	4
ELPT	1411	Basic Electrical Theory	4
HART	1445	Gas and Electric Heating	4
HART	1441	Residential Air Conditioning	4
HART	1403	A/C Control Principles	4
Second Semester			
HART	2441	Commercial A/C	4
HART	2431	Advanced Electricity	4
HART	2442	Commercial Refrigeration	4
HART	2436	Troubleshooting	4
HART	2445	Air Conditioning System Design	4
or			
HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	
Total Hours			40

## Residential Heating, Air Conditioning and Refrigeration (RHAR) 470201

### Certificate of Completion

First Semester			Credit
HART	1407	Refrigeration Principles	4
ELPT	1411	Basic Electrical Theory	4
HART	1445	Gas and Electric Heating	4
HART	1441	Residential Air Conditioning	4
HART	1403	A/C Control Principles	4
Second Semester			
HART	2449	Heat Pumps	4
HART	2471	Advanced Heat Pumps	4
HART	2431	Advanced Electricity	4
HART	2436	Troubleshooting	4
HART	2445	Air Conditioning System Design	4
or			
HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	
<b>Total Hours</b>			<b>40</b>

## Heating, Air Conditioning and Refrigeration (HACR) 470201

### Certificate of Completion

*(Texas Department of Criminal Justice Only)*

			Credit
HART	1407	Refrigeration Principles	4
ELPT	1411	Basic Electrical Theory	4
HART	1445	Gas and Electric Heating	4
HART	1403	A/C Control Principles	4
HART	1441	Residential Air Conditioning	4
HART	2449	Heat Pumps	4
HART	2431	Advanced Electricity	4
HART	2436	Troubleshooting	4
<b>Total Hours</b>			<b>32</b>

### Hospitality Management

## Restaurant and Culinary Management (HMRI)520902

### Associate in Applied Science Degree

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	3
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1221	Menu Management	2

PHED		Physical Education	1
<b>Second Semester</b>			
GOVT	2301	American Government I	3
HAMG	1319	Computers in Hospitality	3
SPCH	1315	Public Speaking	3
ELCT		Selected Technical Elective	3
ELCT		Selected Technical Elective	3
HAMG	2301	Principles of Food and Beverage Operations	3
<b>Second Year</b>			
<b>First Semester</b>			
HAMG	2332	Hospitality Financial Management	3
RSTO	1317	Nutrition for the Food Service Professional	3
ENGL	1301	Composition I	3
PSTR	1301	Fundamentals of Baking	3
ELCT		Technical Elective	3
ELCT		Selected Technical Elective	3
<b>Second Semester</b>			
RSTO	1325	Purchasing for Hospitality Operations	3
MATH	1342	Elementary Statistical Methods	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELCT		Technical Elective	3
HAMG	2388	Internship - Hospitality Administration and Management	3
<b>Total Hours</b>			<b>72</b>

## 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	1319	Computers in Hospitality	3
ELCT		Humanities/Fine Arts	3
ELCT		Technical Elective	3

#### Second Semester

GOVT	2301	American Government I	3
SPCH	1315	Public Speaking	3
HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	1313	Front Office Procedures	3
HAMG	2301	Principles of Food and Beverage Operations	3

#### Second Year

First Semester			
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1204	Dining Room Service	2
HAMG	1342	Guest Room Maintenance	3
MATH	1342	Elementary Statistical Methods	3
HAMG	1340	Hospitality Legal Issues	3
ELCT		Technical Elective	3
PHED		Physical Education	1

#### Second Semester

HAMG	2337	Hospitality Facilities Management	3
ENGL	1301	Composition I	3
ELCT		Technical Elective	3
HAMG	2307	Hospitality Marketing and Sales	3
ELCT		Technical Elective	3
HAMG	2388	Internship - Hospitality Administration and Management	3
<b>Total Hours</b>			<b>72</b>

## Hospitality Management

### Culinary Arts (CULA) 520902

#### Certificate of Completion

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
CULA	1409	Garde Manger	4
Third Semester			
RSTO	1317	Nutrition for the Food Service Professional	3
HAMG	2388	Internship - Hospitality Administration and Management	3
RSTO	1325	Purchasing for Hospitality Operations	3
PSTR	1301	Fundamentals of Baking	3
ELCT		Selected Technical Elective	3
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	2388	Internship - Hospitality Administration and Management	3
RSTO	1221	Menu Management	2
CULA	1208	Garde Manger	2
PSTR	1301	Fundamentals of Baking	3
Total Hours			22

## Property Management Advanced (PMAC) 520902

### Certificate of Completion

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
HAMG	2372	Hospitality Industry Training	3
Second Semester			
HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	1324	Hospitality Human Resources	3
HAMG	2301	Principles of Food and Beverage Operations	3
HAMG	2307	Hospitality Marketing and Sales	3
Third Semester			
HAMG	2370	Hospitality Financial Management II	3
HAMG	1342	Guest Room Maintenance	3
HAMG	2388	Internship - Hospitality Administration and Management	3
<b>Total Hours</b>			<b>39</b>

## Pro Management (CACC) 520902

### Certificate of Completion

(Gatesville Campus Only)

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
RSTO	1307	Introduction to the Hospitality Industry	3
Second Semester			
RSTO	1204	Dinning Room Service	2
HAMG	2332	Hospitality Financial Management	3
RSTO	1221	Menu Management	2
HAMG	2307	Hospitality Marketing and Sales	3
<b>Total Hours</b>			<b>22</b>

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

## Hospitality Management

### Travel and Ticketing (TRVM) 520902 Certificate of Completion

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
TRVM	1349	Travel Operations I	3
GEOG	1303	World Regional Geography	3
Second Semester			
RSTO	1313	Hospitality Supervision	3
TRVM	2305	Travel Industry Management	3
TRVM	2366	Practicum or Field Experience	3
Total Hours			24

### Institutional Food Service Operations (IFSO) 520902 Certificate of Completion

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
RSTO	1317	Nutrition for the Food Service Professional	3
RSTO	2405	Management of Production and Service	4
CULA	1301	Basic Food Preparation	3
Second Semester			
RSTO	1307	Introduction to Hospitality Industry	3
ELCT		Selected Technical Elective	3
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	3
Total Hours			41

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



## Rooms Division (HMRD) 520902

### Certificate of Completion

First Semester			Credit
HAMG	1313	Front Office Procedures	3
RSTO	1307	Introduction to the Hospitality Industry	3
HAMG	1342	Guest Room Maintenance	3
HAMG	1340	Hospitality Legal Issues	3
Second Semester			
RSTO	1313	Hospitality Supervision	3
HAMG	1319	Computers in Hospitality	3
HAMG	2332	Hospitality Financial Management	3
HAMG	2388	Internship - Hospitality Administration and Management	3
Total Hours			24

## Food and Beverage Management (HMFB) 520902

### Certificate of Completion

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
HAMG	1319	Computers in Hospitality	3
RSTO	2301	Principles of Food and Beverage Controls	3
RSTO	1301	Beverage Management	3
Second Semester			
RSTO	1204	Dining Room Service	2
RSTO	1313	Hospitality Supervision	3
HAMG	2301	Principles of Food & Beverage Operations	3
HAMG	2388	Internship - Hospitality Administration and Management	3
Total Hours			23

## Hospitality Management

# Food & Beverage Management Specialization (FBMA) 520902

## Associate in Applied Science Degree

### First Year

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
RSTO	1307	Introduction to Hospitality Industry	3
HAMG	1319	Computer in Hospitality	3
ELCT		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
ELCT		Technical Elective	3

### Second Semester

GOVT	2301	American Government I	3
HAMG	1324	Hospitality Human Resource Management	3
SPCH	1315	Public Speaking	3
RSTO	1204	Dining Room Service	2
ELCT		Technical Elective	3
HAMG	2301	Principles of Food and Beverage Operations	3

### Second Year

First Semester			
HAMG	2332	Hospitality Financial Management	3
TRVM	2301	Convention Management and Service	3
ENGL	1301	Composition I	3
RSTO	2301	Principles of Food and Beverage Controls	3
RSTO	1301	Beverage Management	3
HAMG	2337	Hospitality Facilities Management	3

### Second Year

RSTO	1325	Purchasing for Hospitality Operations	3
MATH	1342	Elementary Statistical Methods	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELCT		Technical Elective	3
HAMG	2388	Internship-Hospitality Administration and Management	3

<b>Total Hours</b>			<b>71</b>
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## Legal Assistant (PLLA) 220103

### Associate in Applied Science Degree

The Paralegal/Legal Assistant Program offered at the Central Campus located at 6200 W. Central Texas Expressway, Killeen, Texas is accredited by the American Bar Association, 550 W North Street Indianapolis, IN 46202, (317) 264-8340.

A legal assistant (also known as a paralegal or legal clerk) is a professional who, by training and experience, is qualified to perform legal functions under the direction and supervision of an attorney, court, or military command.

#### 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 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	Introduction to Logic	3
LGLA	2303	Torts and Personal Injury Law	3
ELCT		ACCT2301 or ACNT 1325	3
GOVT	2301	American Government I	3
PHED		Physical Education	1

#### Second Semester

GOVT	2302	American Government II	3
LGLA	1401	Legal Research and Writing	4
LGLA		Legal Elective	3
LGLA		Legal Elective	3
LGLA	2433	Advanced Legal Document Preparation	
OR			
LGLA	2488	Internship - Paralegal/Legal Assistant	
OR			
LGLA	2480	Cooperative Education - Paralegal/Legal Assistant	4
<b>Total Hours</b>			<b>72</b>

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

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

## 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

ELPT	1411	Basic Electrical Theory	4
ELPT	1429	Residential Wiring	4
ENGL	1312	Business Writing	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	2301/2302	American Government I/II	3

### 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
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**Total Hours** **71-72**

## Carpentry Trades (CPTC) 460401

### Certificate of Completion

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

#### First Year

##### First Semester

			Credit	*Clock Hours
CRPT	1429	Introduction to Carpentry	4	96
CRPT	1423	Floor Systems	4	96
CRPT	1415	Conventional Wall Systems	4	96
CRPT	1411	Conventional Roof Systems	4	96

##### Second Semester

CBFM	1334	Interior & Exterior Painting & Refinishing	3	96
WDWK	1413	Cabinet Making	4	112
WDWK	2451	Cabinet Making II	4	96
CNBT	1446	Construction Estimating I	4	96

or

CBFM	2487	Internship–Building/Property Maintenance Manager		304
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<b>Total Hours</b>			<b>31</b>	<b>784/992</b>
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\* Central Campus Vocational Skill Center

## Construction Trades (CTC1) 460401

### Certificate of Completion

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

#### First Year

##### First Semester

			Credit	*Clock Hours
CRPT	1429	Introduction to Carpentry	4	96
MBST	1507	Masonry I	5	144
ELPT	1411	Basic Electrical Theory	4	96
ELPT	1429	Residential Wiring	4	96

##### Second Semester

PFPB	2409	Residential Construction Plumbing I	4	96
PFPB	2445	Residential Construction Plumbing II	4	96
CNBT	1446	Construction Estimating I	4	96

or

CBFM	2487	Internship–Building/Property Maintenance and Manager		304
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<b>Total Hours</b>			<b>29</b>	<b>720/928</b>
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\* Central Campus Vocational Skill Center

## Maintenance Technology

### Building Trades (BLDT) 460401

#### Certificate of Completion

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

#### First Year

##### First Semester

			Credit	*Clock Hours
CRPT	1429	Introduction to Carpentry	4	96
CRPT	1423	Floor Systems	4	96
CRPT	1415	Conventional Wall Systems	4	96
CRPT	1411	Conventional Roof Systems	4	96

##### Second Semester

CBFM	1334	Interior & Exterior Painting and Refinishing	3	96
WDWK	1413	Cabinet Making	4	112
WDWK	2451	Cabinet Making II	4	96
MBST	1507	Masonry I	5	144
ELPT	1411	Basic Electrical Theory	4	96

##### Third Semester

ELPT	1429	Residential Wiring	4	96
PFPB	2409	Residential Construction Plumbing I	4	96
PFPB	2445	Residential Construction Plumbing II	4	96
CNBT	1446	Construction Estimating I	4	96

OR

CBFM	2487	Internship–Building/Property Maintenance and Manager		304
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<b>Total Hours</b>			<b>52</b>	<b>1312/1520</b>
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\* Central Campus Vocational Skill Center

### 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 & 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

<b>Total Hours</b>			<b>32</b>
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## Medical Laboratory Technician (MLAB) 511004

### Associate in Applied Science Degree

The Medical Laboratory Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences programs, 8410 West Bryn Mawr Ave., Su 670, Chicago, Illinois 60631. (773) 714-8880. Upon completion of the program, students are eligible to take a national credentialing examination.

#### First Year

First Semester			Credit
MLAB	1201	Introduction to Clinical Laboratory Science	2
MLAB	1211	Urinalysis and Body Fluids	2
BIOL*	2401	Anatomy and Physiology I	4
CHEM*	1411	General Chemistry I	4
MATH	1314	College Algebra	3
<b>Second Semester</b>			
MLAB	1415	Hematology	4
BIOL*	2402	Anatomy and Physiology II	4
CHEM*	1412	General Chemistry II	4
ITSC	1409	Integrated Software Applications I	4

#### Third Semester

MLAB	2561	Clinical I - MLT	5
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#### Second Year

First Semester			
MLAB	2460	Clinical II-MLT	4
MLAB	2434	Clinical Microbiology	4
MLAB	2431	Immunohematology	4
ENGL	1312	Business Writing	3
ELCT		Humanities/Fine Arts Selection	3
<b>Second Semester</b>			
MLAB	1331	Parasitology/Mycology	3
MLAB	2401	Clinical Chemistry	4
MLAB	2461	Clinical III-MLT	4
ELCT		PSYC 2301 or SOCI 1301	3
<b>Total Hours</b>			<b>68</b>

\* Credit in Science courses must have been received within 5 years prior to enrollment in MLAB 1201/1211.

## Mental Health Services

# At Risk Youth Specialization (MHRY) 511501

## Associate in Applied Science Degree

### First Year

First Semester			Credit
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
CMSW	1309	Problems of Children and Adolescents	3
PSYT	1329	Interviewing and Communication Skills	3
DAAC	1304	Pharmacology of Addiction	3
CMSW	1319	Adolescent Life Cycle	3
CHLT	1309	Community Ethics	3

### Second Semester

PSYT	1321	Crisis Intervention	3
CMSW	1313	Assessment and Service Delivery	3
DAAC	1314	Dynamics of Group Counseling	3
PSYC	2301	General Psychology	3
DAAC	1311	Counseling Theories	3
PHED		Physical Education	1

### Third Semester

ITSC	1409	Integrated Software Applications I	4
ENGL	1301	Composition I	3
ELCT		Department Approved Elective	3

### Fourth Semester

PSYT	1345	Principles of Behavior Management and Modification	3
ELCT		Mental Health Elective	3
SPCH		Speech 1315 or 1321	3
PSYT	2331	Abnormal Psychology	3
ENGL	1302	Composition II	3

### Fifth Semester

CMSW	1167	Practicum - Clinical and Medical Social Work	1
MATH		MATH 1314 or Higher	3
ELCT		Mental Health Elective	3
DAAC	1307	Addicted Family Intervention	3
ELCT		Humanities/Fine Arts Selection	3

<b>Total Hours</b>			<b>72</b>
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# At Risk Youth Specialization Advanced Certificate (MHYC) 511501 Certificate of Completion

## First Year

First Semester			Credit
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
CMSW	1309	Problems of Children and Adolescents	3
PSYT	1329	Interviewing and Communication Skills	3
DAAC	1304	Pharmacology of Addiction	3
CMSW	1319	Adolescent Life Cycle	3

## Second Semester

PSYT	1321	Crisis Intervention	3
CHLT	1309	Community Ethics	3
CMSW	1313	Assessment and Service Delivery	3
DAAC	1314	Dynamics of Group Counseling	3

## Third Semester

PSYT	1345	Principles of Behavior Management and Modification	3
PSYT	2331	Abnormal Psychology	3
CMSW	1167	Practicum - Clinical and Medical Social Work	1
DAAC	1311	Counseling Theories	3
DAAC	1307	Addicted Family Intervention	3
<b>Total Hours</b>			<b>40</b>

## Mental Health Services

# 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	1307	Addicted Family Intervention	3
CHLT	1309	Community Ethics	3
CMSW	1309	Problems of Children and Adolescents	3

#### Second Semester

PSYT	1321	Crisis Intervention	3
DAAC	1309	Assessment Skills of Alcohol and Other Drug Addictions	3
ELCT		Department Elective	3
DAAC	1314	Dynamics of Group Counseling	3
DAAC	1311	Counseling Theories	3
PHED		Physical Education	1

### Second Year

#### First Semester

ITSC	1409	Integrated Software Applications I	4
ENGL	1301	Composition I	3
PSYC	2301	General Psychology	3

#### Second Semester

DAAC	1341	Counseling Alcohol and Other Drug Addictions	3
DAAC	1167	Practicum - Alcohol/Drug Abuse Counseling	1
SPCH		Speech 1315 or 1321	3
ELCT		Mental Health Elective	3
PSYT	2331	Abnormal Psychology	3
ENGL	1302	Composition II	3

#### Third Semester

DAAC	2367	Practicum - Alcohol/Drug Abuse Counseling	3
MATH		MATH 1314 or Higher	3
ELCT		Mental Health Elective	3
ELCT		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>72</b>

## 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
DAAC	1304	Pharmacology of Addiction	3
DAAC	1309	Assessment Skill of Alcohol and Other Drug Addictions	3
DAAC	1307	Addicted Family Intervention	3
Second Semester			
PSYT	2331	Abnormal Psychology	3
DAAC	1314	Dynamics of Group Counseling	3
DAAC	1167	Practicum - Drug/Alcohol Abuse Counseling	1
Total Hours			19

## 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
CMSW	1309	Problems of Children and Adolescents	3

### Second Semester

PSYT	1321	Crisis Intervention	3
DAAC	1309	Assessment Skill of Alcohol and Other Drug Addictions	3
DAAC	1167	Practicum - Alcohol/Drug Abuse Counseling	1
DAAC	1314	Dynamics of Group Counseling	3
DAAC	1307	Addicted Family Intervention	3

### Third Semester

DAAC	1341	Counseling Alcohol and Other Drug Addictions	3
DAAC	1311	Counseling Theories	3
PSYT	2331	Abnormal Psychology	3
CHLT	1309	Community Ethics	3

### Fourth Semester

DAAC	2367	Practicum - Alcohol/Drug Abuse Counseling	3
Total Hours			40

## Mental Health Services

# Social Work Specialization (SWSP) 511501

## Associate in Applied Science

### First Year

#### First Semester

			Credits
ENGL	1301	Composition I	3
HIST	1301	United States History I	3
ITSC	1409	Integrated Software Applications I	4
SOCI	1301	Introduction to Sociology	3
PSYT	1329	Interviewing and Communications Skills	3

#### Second Semester

ENGL	1302	Composition II	3
HIST	1302	United States History II	3
PSYC	2301	General Psychology	3
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
CMSW	1309	Problems of Children and Adolescents	3

### Second Year

#### First Semester (Summer)

PHED		Physical Education	1
GOVT	2301	American Government I	3
SPCH		SPCH 1315 or 1321	3
ELCT		Visual and Performing Arts	3

#### Second Semester

SOCW	2361	Introduction to Social Work	3
GOVT	2302	American Government II	3
PSYT	2331	Abnormal Psychology	3
PSYT	1321	Crisis Intervention	3
DAAC	1304	Pharmacology of Addiction	3

#### Third Semester

SOCW	2362	Social Welfare as a Social Institution	3
CMSW	1167	Practicum - Clinical and Medical Social Work	1
DAAC	1314	Dynamics of Group Counseling	3
PSYT	1309	Health Psychology	3
MATH		MATH 1324, 1342, 1314, or higher	3
ELCT		Humanities: Literature course in English	3

<b>Total Hours</b>			<b>72</b>
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## Nursing Associate Degree (NURI) 511601

### Associate in Applied Science Degree

The Nursing Associate Degree is accredited by the National League for Accrediting Commission, Geraldene Felton, Executive Director, 61 Broadway, New York, NY 10004, Telephone (212) 669-1656.

#### First Year

First Semester			Credit
RNSG	1209	Introduction to Nursing	2
BIOL	2401	Anatomy and Physiology I	4
ELCT		ITSC 1409 or POFT 1329, POFI 2301	3-4
ENGL	1301	Composition 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	Anatomy and Physiology II	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	General Psychology	3

#### Fourth Semester

BIOL	2421	Microbiology	4
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#### Fifth 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	Life Span Growth and Development	3

#### Sixth 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

### Nursing Option for LVN (NADB) 511601

#### Associate in Applied Science Degree

##### First Year

First Semester			Credit
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4
ENGL	1301	Composition I	3
ELCT		ITSC 1409, POFT 1329, POFI 2301	3-4
PSYC	2301	General Psychology	3

##### Second Semester

RNSG*	1327	Transition from Vocational to Professional Nursing	3
RNSG*	1162	Clinical -LVN Transition	1
		(RNSG 1413, 1119, 1115, 1201, 1262, 1341, 1251, 1363)	18
RNSG	2313	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	Life Span Growth and 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 4<sup>th</sup> semester, Licensed Vocational Nurses will receive credit for RNSG 1413, 1119, 1115, 1201, 1262, 1341, 1251, 1363.

## Nursing Option - Paramedic to ADN (PMNO ) 511601

### Associate in Applied Science Degree

#### First Year

##### First Semester

##### Prerequisite Courses

ENGL	1301	Composition I	3
ELCT		ITSC 1409 or POFT 1329, 2301	3-4
PSYC	2301	General Psychology	3
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4
BIOL	2421	Microbiology	4
RNSG	1201	Pharmacology	2

##### Second Semester

RNSG	1417	Concepts of Nursing Practice I	4
RNSG	2360	Clinical Nursing for Articulating Students (RNSG 1413, 1119, 1115, 1341)	3 9
RNSG	1251	Care of the Childbearing Family	2

#### Second Year

##### First Semester (Summer)

RNSG	2213	Mental Health Nursing	2
PSYC	2314	Life Span Growth and Development	3
SPCH		SPCH 1315 or 1318	3

##### Second Semester

RNSG	1343	Concepts of Adult Health	3
RNSG	2201	Care of Children and Families	2
RNSG	2362	Clinical Nursing III	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	3
PHED		Physical Education	1

##### Total Hours

**69-70**

## Nursing

# Vocational Nursing (VNFL)511613

## 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

<b>Total Hours</b>			<b>53</b>
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## Executive Assistant (ASEC) 520401

### Associate in Applied Science Degree

#### First Year

##### First Semester

POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1302	Business Communications I	3
POFT	1309	Administrative Office Procedures I	3
ITSC	1409	Integrated Software Applications I	4
PHED		Physical Education	1

##### Second Semester

POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
MATH		MATH 1314, 1324, 1342 or higher	3
ENGL		English Selection	3
POFT	2386	Internship - Administrative Assistant/Secretary General	3
OR			
POFT	2388	Internship - General Office/Clerical and Typing Service	3

#### Second Year

##### First Semester

POFT	2312	Business Communications II	3
POFT	2321	Machine Transcription	3
POFI	2331	Desktop Publishing for the Office	3
ELCT		Humanities/Fine Arts	3
SPCH		SPCH 1315 or 1321	3
PHED		Physical Education	1

##### Second Semester

POFI	1349	Spreadsheets	3
POFT	1349	Administrative Office Procedures II	3
POFT	2333	Advanced Document Formatting and Skillbuilding	3
ELCT		Social Behavioral Science Selection	3
POFT	2387	Internship - Administrative Assistant/Secretarial Science	3
OR			
POFT	2389	Internship - General Office/Clerical and Typing Service	3

**Total Hours** **66**

## Office Technology

### Administrative Support (ASAC) 520401

#### Certificate of Completion

##### First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1302	Business Communications I	3
POFT	1309	Administrative Office Procedures I	3
ITSC	1409	Integrated Software Applications I	4

##### Second Semester

POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
MATH		MATH 1314, 1324, 1342 or higher	3
ENGL		English Selection	3
POFT	2386	Internship-Administrative Assistant/Secretary General	3
OR			
POFT	2388	Internship-General Office/Clerical and Typing Service	

##### Third Semester

POFT	2312	Business Communications II	3
POFT	2321	Machine Transcription	3
POFI	2331	Desktop Publishing for the Office	3
POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3
Total Hours			49

### 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	1341	Computer Applications II	3
POFT	2321	Machine Transcription	3
Total Hours			33

## Office Assistant (ASGS) 520401

### Certificate of Completion

#### First Year

##### First Semester

			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1302	Business Communications I	3
POFT	1309	Administrative Office Procedures I	3
ITSC	1409	Integrated Software Applications I	4

##### Second Semester

POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
POFI	1349	Spreadsheets	3
ENGL		English Selection	3
POFT	2386	Internship - Administrative Assistant/Secretary General	3
OR			
POFT	2388	Internship - General Office/Clerical and Typing Service	3
<b>Total Hours</b>			<b>34</b>

## Office Technology

# Office Management (OFFM) 520401

## Associate in Applied Science Degree

### First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1302	Business Communications I	3
BMGT	1303	Principles of Management	3
POFT	1309	Administrative Office Procedures I	3
PHED		Physical Education	1

### Second Semester

POFI	2301	Word Processing	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Communications II	3
ITSC	1409	Integrated Software Applications I	4
BMGT	1325	Office Management	3
ENGL	1301	Composition I	3

### Second Year

First Semester			
ACNT*	1325	Principles of Accounting I	3
POFT	1325	Business Math and Machine Applications	3
POFI	1349	Spreadsheets	3
MATH		MATH 1324, 1342, 1314 or higher	3
SPCH		SPCH 1315 or 1321	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
ELCT		Social Behavioral Science Selection	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		POFI/POFT Selection	3
<b>Total Hours</b>			<b>69</b>

\*ACNT 1325, 1326 or ACCT 2301, 2302.

**Office Management (AOFM) 520401****Certificate of Completion****First Year**

<b>First Semester</b>			<b>Credit</b>
POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1302	Business Communications I	3
BMGT	1303	Principles of Management	3
POFT	1309	Administrative Office Procedures	3

**Second Semester**

POFI	2301	Word Processing	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Communications II	3
ITSC	1409	Integrated Software Applications I	4
BMGT	1325	Office Management	3

**Second Year****First Semester**

ACNT*	1325	Principles of Accounting I	3
POFT	1325	Business Math and Machine Applications	3
POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3

**Second Semester**

ACNT*	1326	Principles of Accounting II	3
POFT	1349	Administrative Office Procedures II	3
ELCT		Social Behavioral Science Selection	3
ELCT		POFI/POFT Selection	3

**Total Hours** **55**

\*ACNT 1325, 1326 or ACCT 2301, 2302.

**Office Management (OFMC) 520401****Certificate of Completion****First Year**

<b>First Semester</b>			<b>Credit</b>
POFI	1301	Computer Applications I	3
POFT	1329	Keyboarding and Document Formatting	3
POFT	1302	Business Communications I	3
BMGT	1303	Principles of Management	3
POFT	1309	Administrative Office Procedures I	3

**Second Semester**

POFI	2301	Word Processing	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Communications II	3
POFT	1325	Business Math and Machine Applications	3
BMGT	1325	Office Management	3
ITSC	1409	Integrated Software Applications I	4

**Total Hours** **34**

## Office Technology

### Office Information Management (OISC) 520401

#### Certificate of Completion

This is a self-paced, open-entry program

#### First Year

##### First Semester

			<b>Credit</b>	<b>*Clock Hours</b>
POFT	1329	Keyboarding & Document Formatting	3	96
POFT	1309	Administrative Office Procedures I	3	96
POFT	1302	Business Communications I	3	96

##### Second Semester

POFT	2301	Document Formatting & Skillbuilding	3	96
POFT	2312	Business Communications II	3	96
POFI	2301	Word Processing	3	96

##### Third Semester

POFT	1325	Business Math & Machine Applications	3	96
POFT	1319	Records & Information Management I	3	96
ACNT	1325	Principles of Accounting I	3	96

##### Fourth Semester

POFI	1341	Computer Applications II	3	96
POFT	2333	Advanced Document Formatting & Skillbuilding	3	96
ACNT	1311	Introduction to Computerized Accounting	3	96
POFT	2388	Internship - General Office/Clerical and Typing Services	3	144
<b>Total Hours</b>			<b>39</b>	<b>1296</b>

\* Central Campus Vocational Skill Center

### Software Applications Specialist (SASP) 520401

#### Certificate of Completion

#### FIRST YEAR

##### First Semester

			<b>Credit</b>	<b>*Clock Hours</b>
POFI	1301	Computer Applications I	3	96
POFT	1329	Keyboarding and Document Formatting	3	96
ITSC	1409	Integrated Software Applications I	4	96
POFI	2301	Word Processing	3	96
POFI	1349	Spreadsheets	3	96

##### Total Hours

**16**      **480**

\* Central Campus Vocational Skill Center

## Health Information Management (HLMC) 520404

### Certificate of Completion

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

#### First Year

##### First Semester

			Credit	*Clock Hours
POFT	1329	Keyboarding and Document Formatting	3	96
POFM	1317	Medical Administrative Procedures	3	96
POFT	1302	Business Communications I	3	96

##### Second Semester

POFT	2301	Document Formatting and Skillbuilding	3	96
POFT	2312	Business Communications II	3	96
POFM	1313	Medical Terminology I	3	96

##### Third Semester

POFI	2301	Word Processing	3	96
POFT	1319	Records and Information Management I	3	96
POFM	2323	Medical Terminology II	3	96
POFM	1331	Medical Transcription I	3	96

##### Fourth Semester

POFM	1304	Introduction to Health Records	3	96
POFM	1353	Medical Coding	3	96
POFM	2386	Internship - Medical Administrative Assistant/Secretary	3	144
<b>Total Hours</b>			<b>39</b>	<b>1296</b>

\* Central Campus Vocational Skill Center

## Medical Office Specialist (HMOS) 520404

### Certificate of Completion

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

#### First Year

##### First Semester

			Credit	*Clock Hours
POFT	1329	Keyboarding and Document Formatting	3	96
POFM	1317	Medical Administrative Procedures	3	96
POFT	1302	Business Communications I	3	96

##### Second Semester

POFT	2301	Document Formatting and Skillbuilding	3	96
POFT	2312	Business Communications II	3	96
POFM	1313	Medical Terminology I	3	96

##### Third Semester

POFI	2301	Word Processing	3	96
POFT	1319	Records and Information Management I	3	96
POFT	1325	Business Math and Machine Applications	3	96
POFI	1341	Computer Applications II	3	96

##### Fourth Semester

POFM	1302	Computers in Health Care	3	96
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POFM	1327	Medical Insurance	3	96
POFI	2386	Internship - Information Processing/Data Entry Technician	3	144
<b>Total Hours</b>			<b>39</b>	<b>1296</b>
* Central Campus Vocational Skill Center				

## Medical Secretary/Transcriptionist (HIST) 520404

### Certificate of Completion

This is a self-paced, open-entry program

#### First Year

First Semester			Credit	*Clock Hours
POFT	1329	Keyboarding and Document Formatting	3	96
POFM	1317	Medical Administrative Procedures	3	96
POFT	1302	Business Communications I	3	96

#### Second Semester

POFT	2301	Document Formatting and Skillbuilding	3	96
POFT	2312	Business Communications II	3	96
POFM	1313	Medical Terminology I	3	96

#### Third Semester

POFI	2301	Word Processing	3	96
POFT	1319	Records and Information Management I	3	96
POFM	2323	Medical Terminology II	3	96
POFM	1331	Medical Transcription I	3	96

#### Fourth Semester

POFT	2333	Advanced Document Formatting and Skillbuilding	3	96
POFM	2313	Medical Transcription II	3	96
POFM	2387	Internship - Medical Administrative Assistant/Secretary	3	144
<b>Total Hours</b>			<b>39</b>	<b>1296</b>

\* Central Campus Vocational Skill Center



## 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 Coop in Humanities/Fine Arts	3
<b>Total Hours</b>			<b>30</b>

## 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 I	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 II	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 Coop in Humanities/Fine Arts	3
<b>Total Hours</b>			<b>42</b>

See also Associate in Arts Degrees in Journalism/Mass Communications and Radio and Television Broadcasting.

## Welding Technology

### 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	Business Writing	3
PHED		Physical Education	1

##### Second Year

First Semester			
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
ELCT		Computer Science Technology Skills Selection	3
GOVT	2301/2302	American Government I/II	3

##### Second Semester

WLDG	2453	Advanced Pipe Welding	4
SPCH	1321	Business and Professional Speaking	3
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
ELCT		Humanities/Fine Arts Selection	3
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship- Welder/Welding Technologist	
<b>Total Hours</b>			<b>70</b>

## Welding Technology

### Welding Technology (WLWT) 480508

#### Certificate of Completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
WLDG	1423	Welding, Safety, Tools & Equipment	4	96
WLDG	1413	Introduction to Blueprint Reading for Welders	4	96
WLDG	1425	Introduction to Oxy-Fuel Welding & Cutting	4	96
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	96
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4	96
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4	96
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4	96
WLDG	2447	Advanced Gas Metal Arc (GMAW) Welding	4	96
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4	96
WLDG	2451	Advanced Gas Tungsten Arc (GTAW) Welding	4	96
WLDG	1435	Introduction to Pipe Welding	4	96
WLDG	2406	Intermediate Pipe Welding	4	96
WLDG	2453	Advanced Pipe Welding	4	96
WLDG	2435	Advanced Layout and Fabrication	4	96
or				
WLDG	2488	Internship - Welder/Welding Technologist		304
<b>Total Hours</b>			<b>56</b>	<b>1344/1552</b>
* Central Campus Vocational Skill Center				

### Fitter (WLFC) 480508

#### Certificate of Completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
WLDG	1423	Welding Safety, Tools & Equipment	4	96
WLDG	1413	Introduction to Blueprint Reading for Welders	4	96
WLDG	1425	Introduction to Oxy-Fuel Welding & Cutting	4	96
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	96
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4	96
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4	96
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4	96
WLDG	1435	Introduction to Pipe Welding	4	96
WLDG	2406	Intermediate Pipe Welding	4	96
WLDG	2435	Advanced Layout & Fabrication	4	96
or				
WLDG	2488	Internship - Welder/Welding Technologist		304
<b>Total Hours</b>			<b>40</b>	<b>960/1168</b>
* Central Campus Vocational Skill Center				

## Welding Technology

### Welder (WLWC) 480508

#### Certificate of Completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
WLDG	1423	Welding Safety, Tools & Equipment	4	96
WLDG	1413	Introduction to Blueprint Reading for Welders	4	96
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4	96
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4	96
WLDG	2447	Advanced Gas Metal Arc (GMAW) Welding	4	96
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4	96
WLDG	2451	Advanced Gas Tungsten Arc (GTAW) Welding	4	96
WLDG	2406	Intermediate Pipe Welding	4	96
WLDG	2453	Advanced Pipe Welding	4	96
WLDG	2435	Advanced Layout & Fabrication	4	96
or				
WLDG	2488	Internship - Welder/Welding Technologist		304
<b>Total Hours</b>			<b>40</b>	<b>960/1168</b>

\* Central Campus Vocational Skill Center

### Tacker (WLTC) 480508

#### Certificate of completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
WLDG	1423	Welding Safety, Tools & Equipment	4	96
WLDG	1413	Introduction to Blueprint Reading for Welders	4	96
WLDG	1425	Introduction to Oxy-Fuel Welding & Cutting	4	96
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	96
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4	96
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4	96
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4	96
WLDG	1435	Introduction to Pipe Welding	4	96
WLDG	2435	Advanced Layout & Fabrication	4	96
or				
WLDG	2488	Internship - Welder/Welding Technologist		304
<b>Total Hours</b>			<b>36</b>	<b>864/1072</b>

\* Central Campus Vocational Skill Center

# COURSE DESCRIPTIONS

## **ABDR 1419 Basic Metal Repair**

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**1-18-4**

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisite: Satisfactory completion of all other technical courses in the program or consent of the Department Chair.

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**ACCT 2301 Principles of Accounting I**

**3-0-3**

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

**ACCT 2302 Principles of Accounting II**

**3-0-3**

A continuation of the study of accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements and asset and equity accounting for partnerships and corporations. Also, an introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Prerequisite: ACCT 2301.

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**ACNT 1311 Introduction to Computerized  
Accounting**

**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**

**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**

**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**

**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.

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**AGAH 1343 Animal Health**

**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**

**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**

**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 1419.

**AGAH 2313 Principles of Feeds and Feeding**

**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.

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**AGCR 1307 Range Management****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****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.

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**AGEQ 1301 Equine Behavior and Training I****2-3-3**

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****2-3-3**

An introduction to the horse industry. Topics include breeds and breeding, selection, and management practices.

**AGEQ 1319 Horsemanship I****2-3-3**

Instruction in basic horsemanship skills including handling, saddling, bridling, mounting, riding, grooming, safety, and basic health care.

**AGEQ 2301 Equine Behavior and Training II****2-3-3**

A study of advanced concepts in equine behavioral patterns relevant to specific performance training strategies. Emphasis on training methods for specific performance objectives.

**AGEQ 2311 Equine Science II****2-3-3**

Study of advanced concepts in horse production. Emphasis on management practices utilized in the horse industry.

**AGEQ 2339 Horsemanship II****2-3-3**

Instruction in advanced horsemanship skills including cues, lead changes, head-set, side-pass, and pivots. Prerequisite: AGEQ 1319.

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**AGMG 2306 Livestock and Meat Marketing****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 Agriculture Business & Management, General****1-18-4**

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

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**AGRI 1231 The Agriculture Industry****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 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 Construction 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 Construction 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 Conservation & 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.

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**AIRP 1255 Intermediate Flight 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 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 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 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 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 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 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 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 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 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 Airplane1-2-2**

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 1-3-2**

Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument procedures.

**AIRP 2251 Multiengine Flight 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 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 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 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 Airplane2-2-3**

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 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.

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**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 2302 Introduction to Archeology 3-0-3**

Overview of human origins and biocultural adaptations. Introduces methods and theory in the excavation and interpretation of material remains of past cultures.

**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.).

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**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. Prerequisite: None

**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 I 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. Prerequisite: None

**ARTS 1312 Design II 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. Prerequisite: None

**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 III 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. Focus will be on the use of Fractal Design: Painter. Prerequisite: Computer literacy and ARTS 1311, or Instructor Approval.

**ARTS 2313 Design Communications 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. Prerequisite: None.

**ARTS 2314 Design Communications 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: None

**ARTS 2316 Painting I 2-4-3**

This course studies the techniques and materials used in oil-based painting. Drawing skills are recommended. Prerequisite: None.

**ARTS 2317 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 Life Drawing I 2-4-3**

This is a life drawing course which emphasizes structure and action of the human figure. Prerequisite: None.

**ARTS 2324 Life Drawing II 2-4-3**

This course continues the study of the human figure emphasizing structure and action. Prerequisite: ARTS 2323.

**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 I****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. Prerequisite: None

**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 Art Metals I****2-4-3**

An introduction to jewelry-making and metalworking techniques. Basic fabrication techniques are stressed including bezel settings. Some lost wax casting is included. Prerequisite: None

**ARTS 2342 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. Prerequisite: None

**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. Prerequisite: None

**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 I****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 Watercolor II****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.

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**AUMT 1405 Introduction to Automotive Technology****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****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****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****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****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** **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** **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** **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** **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** **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** **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** **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** **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** **1-18-4**

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisite: Satisfactory completion of all other technical courses in the programs or consent of the Department Chair.

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**AVIM 2331 Airline Management** **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.

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**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 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 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 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 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.

**BARB 1542 Barber Styling II 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 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 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 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 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 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.

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**BCIS 1405 Business Computer Applications 3-3-4**

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet.

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**BIOL 1322 Nutrition and Diet Therapy I 3-0-3**

A study of the essential nutrients, including nutrient functions, food source, deficiency symptoms, and toxicity symptoms; the nutritional requirements throughout life; the effects of nutrition on health and fitness; nutrition fads and controversies; and evaluation of personal eating habits. Prerequisite: One semester of chemistry is recommended.

**BIOL 1406 General Biology I (BIOL 1408) 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 1407 General Biology II (BIOL 1409) 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 1406 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 1406 is recommended.

**BIOL 1424 Systematic Botany 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 Anatomy and Physiology I 3-3-4**

Study of the structure and function of the human body, with emphasis on the structures, including: neuroendocrine, skeletomuscular, digestive, renal, cardiovascular, and reproductive systems. A one-semester course in Biology is a preferred prerequisite.

**BIOL 2402 Anatomy and Physiology II 3-3-4**

Study of the structure and function of the human body, with emphasis on the functions and interactions of, between, and among, the systems identified in Anatomy and Physiology I.

**BIOL 2413 Biological Entomology 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 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 1406, 1407, 1413 or consent of the Department Chair.

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**BMGT 1301 Supervision 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 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 3-0-3**

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

**BMGT 1325 Office Management 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 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 sales people.

**BMGT 2370 Management Applications I 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 a 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 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 a 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 1-18-4**

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

**BMGT 2489 Internship - Business Administration and Management, General 1-18-4**

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisites: BMGT 2488 and Consent of the Department Chair.

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**BUSG 1315 Small Business Operations 3-0-3**

**Central Campus Only.** 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 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 3-0-3**

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 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 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.

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**BUSI 1301 Business Principles 3-0-3**

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

**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.

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**CBFM 1334 Interior and Exterior Painting and Refinishing 2-4-3**

Introduction to interior and exterior painting and refinishing for commercial and residential applications. Prerequisite or co-requisite: CRPT 1429 or consent of the Department Chair.

**CBFM 2487 Internship—Building/Property Maintenance and Manager 1-18-4**

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisite: Satisfactory completion of all other technical courses in the program or consent of the Department Chair.

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*\*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. This course has different topics and may be repeated.

**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, multi-culture instruction, 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 1317 Child Development Associate Training I 2-2-3**

Based on the requirements for the Child Development Associate (CDA) National Credential. Three of the 13 functional areas of study include family, program management and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview.



**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 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 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 2-2-3**

Exploration of development and implementation of curriculum for children with special needs.

**CDEC 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.

**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 & 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 &  
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 2322 Child Development Associate  
Training II 2-2-3**

A continuation of the study of the requirements for the Child Development Associate (CDA) National Credential. The six functional areas of study include safe, health, learning environment, self, social, and guidance.

**CDEC 2324 Child Development Associate  
Training III**

**2-2-3**

A continuation of the study of the requirements for the Child Development Associate (CDA) National Credential. The four functional areas of study are creative, cognitive, physical, and communication.

**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**

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

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**CETT 1403 DC Circuits**

**3-3-4**

A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

**CETT 1405 AC Circuits**

**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**

**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**

**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**

**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**

**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**

**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**

**4-3-5**

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

**CETT 2248/2249 Research and Project Design 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 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 1-18-4**

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

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**CHEM 1406 Introductory Chemistry I 3-3-4**

This course is a survey of the fundamentals of general chemistry with applications from medicine, modern living, agriculture, and the environment. This course is designed for non-science majors who need a lab science credit, for nursing students seeking a B.S. degree or background for physiology, and also for students who have very little or no chemical background. Prerequisite: minimum math TASP score of 220 or completion of DSMA 0301, Developmental Mathematics II.

**CHEM 1407 Introductory Chemistry II 3-3-4**

A survey of the fundamentals of organic and biochemistry for nursing students interested in the processes of life. Basic principles, nomenclature, principals 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 is a study of the fundamental theories and laws of chemistry, chemical nomenclature, metals and non-metals and their compounds, states of matter, solutions, and the quantum theory of structure. Emphasis is placed on problem solving. 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 kinetics, chemical equilibrium, acid-base concepts, electrochemistry, elementary thermodynamics, and introduction to nuclear chemistry. 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.

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**CHLT 1309 Community Ethics 3-0-3**

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.

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**CJCR 1011 Basic Certification for Correctional Officers  
(1st of 2 courses) 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) 40 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 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 3-0-3**

A study of the role of corrections in the criminal justice system. Topics include organization and theory of correctional systems, correctional role, institutional operations, 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 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 3-0-3**

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; 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)-Administration 1-27-4 Corrections/Correctional**

A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. Prerequisite: Consent of the Department Chair.

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**CJLE 1006 Basic Peace Officer I 164 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 1012 Basic Peace Officer II 160 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 Training Academy.

**CJLE 1018 Basic Peace Officer III 164 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 Training Academy.

**CJLE 1024 Basic Peace Officer IV 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 1211 Basic Firearms****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****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 1506 Basic Peace Officer I****3-7-5**

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 1512 Basic Peace Officer II****3-7-5**

Basic preparation for 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 1518 Basic Peace Officer III****3-7-5**

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 1524 Basic Peace Officer IV****3-8-5**

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 2345 Vice & Narcotics Investigation****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****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****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**

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

**CJLE 2522 Texas Peace Officer Skills 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.

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**CJSA 1302 Private Security Officer Training 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 3-0-3**

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

**CJSA 1313 Court Systems and Practices 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, pre-trial release, grand juries, adjudication process, types and rules of evidence, and sentencing.

**CJSA 1317 Juvenile Justice System 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 3-0-3**

The study of the history and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement, court system; prosecution and defense; trial process; corrections.

**CJSA 1327 Fundamentals of Criminal Law 3-0-3**

A study of the nature of criminal law; philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

**CJSA 1342 Criminal Investigation 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 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 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 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 3-0-3**

Exploration of police authority. Topics include responsibilities and constitutional constraints, 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 1-18-4**

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

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**CMSW 1167 Practicum (or Field Experience) - Clinical and Medical Social Work 1-9-1**

An intermediate type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional. Practical general training and experiences in the workplace through assignment to a specific field placement. An individualized student plan is developed to facilitate placement and will support the students' activities, training and experience, participation, and competency evaluation. Chosen activity will be based upon the students general, academic course of study, and their specialization option. Students will be required to journal and process their experience. 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. Prerequisites: Department Approval; CMSW 1309, PSYT 1329, DAAC 1304; CMSW 1319, DAAC 1319, CMSW 1313. Pre or Co-requisite: DAAC 1314.

**CMSW 1309 Problems of Children and Adolescents 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 2-4-3**

A study of interviewing and assessment instruments and approaches for working with multicultural population. Emphasis in service delivery systems. Suggested prerequisite: CMSW 1309.

**CMSW 1319 Adolescent Life Cycles 3-0-3**

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.

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**CNBT 1446 Construction Estimating I 3-3-4**

Fundamentals of estimating materials and labor costs in construction. Prerequisite: All other technical courses in the program except CBFM 2487 or consent of the Department Chair.

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**COMM 1307 Introduction to Mass Communications3-0-3**

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 I 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 II 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 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 and Layout 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)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)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) 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 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 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 3-3-3**

Preparation and analysis of news styles for the electronic media.

**COMM 2339 Writing for Radio, Television, and Film3-0-3**

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 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.

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**COSC 1300 Introduction to Computing 3-1-3**

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and applications in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. Prerequisite: None.

**COSC 2425 Computer Organization and Machine Language 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 1431 or ITSE 1402.

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**CPMT 1403 Introduction to Computer Technology 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 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 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 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 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

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**CRIJ 1301 Introduction to Criminal Justice 3-0-3**

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

**CRIJ 1306 Court Systems and Practices 3-0-3**

The study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

**CRIJ 1307 Crime in America 3-0-3**

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

**CRIJ 1310 Fundamentals of Criminal Law 3-0-3**

The study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

**CRIJ 1313 Juvenile Justice System 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 3-0-3**

An introductory study of the role of the community in corrections, community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

**CRIJ 2313 Correctional Systems and Practices 3-0-3**

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

**CRIJ 2314 Criminal Investigation 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 case, and trial preparation.

**CRIJ 2323 Legal Aspects of Law Enforcement 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 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.

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**CRPT 1411 Conventional Roof Systems 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 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 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 3-3-4**

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

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**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 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 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 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 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 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****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.

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**CULA 1301 Basic Food Preparation****1-8-3**

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

**CULA 1341 American Regional Cuisine****2-4-3**

A study of the development of regional cuisine 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. Prerequisite: CULA 1301.

**CULA 1345 International Cuisine****2-4-3**

The study of classical cooking skills associated with the preparation and service of international and ethnic cuisine. Topics include similarities between food production systems used in the United States and other regions of the world. Prerequisite: CULA 1301.

**CULA 1409 Garde Manger****2-7-4**

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Subject includes history, soup, salads, cured and smoked foods, sausage, terrines, pates, galantines, hors d'oeuvres and appetizers. Prerequisite: CULA 1301.

**CULA 2302 Saucier****2-3-3**

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

**CULA 2332 Buffet Theory and Production****2-4-3**

Advanced concepts in the construction of inedible display items. Emphasis on buffet production, presentation, and service. The student will produce tallow, butter, and ice sculptures, and organize a buffet layout. Prerequisite: CULA 1301.

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**DAAC 1167 Practicum (or Field Experience) - Alcohol/Drug Abuse Counseling****1-9-1**

An intermediate type of health professions work based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional. Practical general training and experience in the workplace through assignment to a specific field placement site working with a chemically dependent population. An individualized student plan will be used to facilitate placement and will support the student's 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 crisis, 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, PSYT 1329, DAAC 1304, DAAC 1309. Pre-requisite or Co-requisite: DAAC 1314.

**DAAC 1304 Pharmacology of Addiction****2-2-3**

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. This course provides for basic mathematic/arithmetic competency as it applies to the study of drugs.

**DAAC 1307 Addicted Family Intervention 2-2-3**

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 1309 Assessment Skill of Alcohol and other Drug Addictions 2-2-3**

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. Co or Prerequisite: DAAC 1319

**DAAC 1311 Counseling Theories 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.

**DAAC 1314 Dynamics of Group Counseling 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, PSYT 1329, DAAC 1304, CMSW 1309, DAAC 1319, OR SOCW 2361.

**DAAC 1319 Introduction to Alcohol and other Drug Addictions 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 2-4-3**

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, PSYT 1329, DAAC 1304, CHLT 1309, DAAC 1309, DAAC 1167, DAAC 1314, PSYT 2331. Pre or Co- requisite DAAC 1311, PSYT 1321

**DAAC 2367 Practicum (or Field Experience) - Alcohol/ Drug Abuse Counseling 1-21-3**

An advanced type of health professions work based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional. 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, PSYT 1329, DAAC 1304, DAAC 1307, CHLT 1309, DAAC 1311, DAAC 1309, DAAC 1314, DAAC 1167, and PSYT 2331. Pre or Co requisites: PSYT 1321, DAAC 1341.

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**DANC 2303 Dance Appreciation I 3-0-3**

This course provides a survey of primitive, classical, and contemporary dance and its relationship with cultural developments and other art forms. Prerequisite: None

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**DEMR 1330 Steering and Suspension I****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****3-3-4**

A study of shop safety, rules, basic shop tools, and test equipment.

**DEMR 1405 Basic Electrical Systems****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****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****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****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****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****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 and DEMR 1416 or consent of Department Chair.

**DEMR 1447 Power Train II****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****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****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****2-6-4**

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****1-18-4**

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

Prerequisite: Satisfactory completion of all other technical courses in the program or consent of Department Chair.

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**DFTG 1315 Architectural Blueprint Reading****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 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 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 2417, 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 2417 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 2421 Topographical Drafting 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 2423 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 2438 Final Project - General Drafting 3-3-4**

A general drafting course in which students participate in a simulated project. The process from conception to conclusion is studied. All work done in this class will typify actual industrial projects. An employment resume, cover letter, and portfolio will be completed as part of the course requirements. All projects will be completed with the use of Computer-Aided Drafting (AutoCAD). Prerequisites: Second semester Sophomore standing in the Drafting program.

**DFTG 2440 Solid Modeling/Design 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.

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**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 I 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. Prerequisite: DRAM 1351, or Instructor Approval.

**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. Prerequisite: None

**DRAM 2366 Development of the Motion Picture I 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. Prerequisite: None

**DRAM 2367 Development of the Motion Picture II 3-3-3**

The focus of this course will vary from time to time, but will be an in-depth look at a specific aspect of motion picture art. This course is a foundation course for all theater majors and serves as a general elective for any student. Prerequisite: None

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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 in this particular course will be 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. A laboratory is required.

**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. A laboratory is required.

**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’ 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. A laboratory is required.

**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, expository, and persuasive paragraphs. A laboratory is required.

**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. A laboratory is required. 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 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. Offered on Central Campus.

**DSMA 0301 Developmental Mathematics II 5-1-3**

Designed for students who need a review of fundamental algebraic operations. Topics include operations on real numbers, polynomials, linear equations, linear inequalities, factoring, graphing, and selected stated problems. A laboratory is required. Prerequisite: DSMA 0300 or appropriate test scores. Offered on Central Campus

**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. Offered on Central Campus.

**DSMA 0308 Pre-College Math 3-1-3**

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. Offered at the Service Area Campus.

**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. Offered at the Fort Hood Campus.

**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. Offered at the Fort Hood Campus.



**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. Offered at the Fort Hood Campus.

**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. Offered at the Fort Hood Campus.

**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. This course emphasizes word attack skills, vocabulary development, comprehension, and fluency. A laboratory is required.

**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. This course emphasizes vocabulary development, literal and critical comprehension skills, and fluency. A laboratory is required.

**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. This course 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 1-0-1**

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 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. This course 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. This course emphasizes essay writing, with attention given to grammar, mechanical, and usage 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.

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**ECON 2301 Principles of Macroeconomics 3-0-3**

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

**ECON 2302 Principles of Microeconomics 3-0-3**

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

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**EECT 1474 Basic Communications Circuits 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 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 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 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.

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**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.

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**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.

**ELPT 1429 Residential Wiring 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.

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**EMSP 1108 Emergency Vehicle Operations 0-2-1**

Instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

**EMSP 1145 Basic Trauma Life Support 1-0-1**

Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements.

**EMSP 1147 Pediatric Advanced Life Support 1-0-1**

A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies.

**EMSP 1160 Clinical-Emergency Medical Technology/  
Technician 0-6-1**

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 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 0-8-1**

An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. 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 0-8-1**

An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. This course is designed to meet Practicum requirements for EMSP 2444 and EMSP 2434. Prerequisites: Current CPR certification. Co-requisites: EMSP 2444 and 2434. See also admission requirements.

**EMSP 1215 Single Lead ECG Interpretation 1-2-2**

An overview of cardiac anatomy, physiology and electrophysiology. Instruction and practice in the interpretation of single lead electrocardiograms, sinus atrial, junctional, ventricular, blocks, and paced arrhythmias are identified and their clinical significance is discussed.

**EMSP 1268 Practicum/Field Experience-Emergency  
Medical Technology/Technician 0-14-2**

An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. 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. Prerequisites: Current CPR certification. Co-requisite: EMSP 2143. See also admission requirements.

**EMSP 1305 Emergency Care Attendant 2-3-3**

Basic first responder course in basic emergency medical care. Emphasis on requirements of national and state accrediting agencies.

**EMSP 1355 Trauma Management 2-3-3**

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, EMSP 1160. See also admission requirements.

**EMSP 1401 Emergency Medical Technician -  
Basic 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 2-6-4**

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 2135 Advanced Cardiac Life Support 1-0-1**

Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties.

**EMSP 2143 Assessment Based Management 0-3-1**

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, EMSP 2330. Co-requisite: EMSP 1268. See also admission requirements.

**EMSP 2147 Pediatric Education for Pre-Hospital Providers 1-0-1**

A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma-related emergencies.

**EMSP 2300 Methods of Teaching Emergency Medical Service 2-2-3**

Instruction in teaching methodology for instructors of emergency medical services.

**EMSP 2330 Special Populations 2-2-3**

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, 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, EMSP 2330. Co-requisite: EMSP 1268. See also admission requirements.

**EMSP 2434 Medical Emergencies 3-3-4**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. 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 3-3-4**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. 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 admission requirements.

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**ENGL 1301 Composition I 3-0-3**

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

**ENGL 1302 Composition II 3-0-3**

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

**ENGL 1312 Business Writing 3-0-3**

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

**ENGL 2307 Creative Writing I 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 with an earned course grade of "C" or above.

**ENGL 2311 Technical and Business 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 with an earned course grade of "C" or above.

**ENGL 2322 British Literature I****3-0-3**

A survey of English literature from works such as Beowulf to the major writers of the 18<sup>th</sup> 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 with an earned course grade of "C" or above.

**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 with an earned course grade of "C" or above.

**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 with an earned course grade of "C" or above.

**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 with an earned course grade of "C" or above.

**ENGL 2332 World Literature 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 with an earned course grade of "C" or above.

**ENGL 2333 World Literature 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 with an earned course grade of "C" or above.

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**ENGR 1304 Engineering Graphics I****2-4-3**

Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projections drawing, geometry of graphical construction and an introduction to computer-aided drafting. Required for beginning engineering students.

**ENGR 1305 Engineering Graphics II****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.

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**ENVR 1401 Environmental Science I****3-3-4**

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

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**FIRT 1301 Fundamentals of Fire Protection 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 1309 Fire Administration I 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 1331 Firefighting Strategies and Tactics I 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 1338 Fire Protection Systems 3-0-3**

Study of fire detection, alarm, and extinguishing systems.

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**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.

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**GEOG 1300 Principles of 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 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.

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**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, continental evolution, (earthquakes seismology), volcanoes, weathering, running water, ground water, mass wasting, and others. The study of regional 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, sedimentary processes, paleontology, geologic time, plate tectonics, and hypotheses of the Earth's origin are studied in the course. The study of local and regional fossil fauna and the opportunity for field observation and collection of rocks and the fossils are provided.

**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.

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**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 with a grade of "C" or better; or two years of high school German from an accredited high school; or a "high passing" score on the German placement test.

**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 with a grade of "C" or better; or two years of high school German from an accredited high school; or a "high passing" score on the German placement test.

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

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

**GOVT 2302 American Government II 3-0-3**

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

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**GRPH 1309 Press Operations I 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 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 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 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 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 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 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 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 technical courses in the program except GRPH 2488 or consent of the Department Chair.

**GRPH 1474 Preventive Maintenance 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 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 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 1-18-4**

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisite: Satisfactory completion of all other technical courses in the program or consent of the Department Chair.

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**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 1392 Special Topics in Horticulture Science 2-2-3**

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

### **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.

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### **HAMG 1305 Principles of Tourism Management 3-0-3**

Introduction to the travel and tourism industry. Topics include marketing, travel, the market, and the shape of travel demand. The student will describe the four divisions of the tourism system; recognize the segment motivations of the tourism market; identify the important sources of travel information; describe the psychographic studies and identify the problems they pose for marketing. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

### **HAMG 1311 Sanitation and Safety 3-0-3**

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

### **HAMG 1313 Front Office Procedures 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. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

### **HAMG 1319 Computers in Hospitality 2-4-3**

An introduction to computers and their relationship as an information system to the hospitality industry. This course addresses essential aspects of computer systems, such as hardware and generic applications; focuses on computer-based property management systems for both front and back office functions; and on computer-based restaurant management.

### **HAMG 1324 Hospitality Human Resource Management 3-0-3**

A study of the principles and procedures of managing people in the hospitality workplace. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

### **HAMG 1340 Hospitality Legal Issues 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. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

### **HAMG 1342 Guest Room Maintenance 3-0-3**

Demonstrates the working relationship in the lodging industry between housekeeping and maintenance. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

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

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

### **HAMG 2307 Hospitality Marketing and Sales 3-0-3**

Identification of the core principles of marketing and their impact on the hospitality industry. Successful completion of the National Restaurant Association certification exam is required. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

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

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

### **HAMG 2337 Hospitality Facilities Management 1-5-3**

Identification of building systems, facilities management, security and safety procedures. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

### **HAMG 2370 Hospitality Financial Management II 3-0-3**

This course serves as a bridge between basic accounting and managerial accounting courses. Covers such areas as specialized accounting for hotel revenue and expenses; periodic inventory accounting for food and beverage areas; hospitality payroll accounting; intangible assets; accounting for inventory, property and equipment; financial information systems; hotel departmental financial statements; the income statement, balance sheets and statement of cash flow; the analysis of financial statements; and interim and annual reports. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

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

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

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

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

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### **HART 1403 A/C Control Principles 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: ELPT 1411 or consent of Department Chair.

### **HART 1407 Refrigeration Principles 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 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 1445 Gas and Electric Heating 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: ELPT 1411 or consent of Department Chair.

### **HART 2431 Advanced Electricity 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: ELPT 1411 and HART 1403 or consent of Department Chair.

### **HART 2436 Troubleshooting 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: ELPT 1411, HART 1403, 1407, 1441, and 1442 or consent of Department Chair.

### **HART 2441 Commercial Air Conditioning 3-3-4**

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisites: ELPT 1411 and HART 1407 or consent of Department Chair.

### **HART 2442 Commercial Refrigeration 3-3-4**

Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines. Prerequisites: ELPT 1411 and HART 1407 or consent of Department Chair.

**HART 2445 Air Conditioning System Design 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 2449 Heat Pumps 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 1403 and HART 1441 or consent of Department Chair.

**HART 2471 Advanced Heat Pumps 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 2449 and 2431 or consent of Department Chair.

**HART 2488 Internship- Heating, A/C and Refrigeration Mechanic and Repairer 1-18-4**

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisite: Satisfactory completion of all other technical courses in the program or consent of Department Chair.

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**HIST 1301 United States History I 3-0-3**

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

**HIST 1302 United States History II 3-0-3**

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

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

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

**HIST 2311 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 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.

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**HRPO 1311 Human Relations 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 3-0-3**

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

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**HUMA 1315 Fine Arts Appreciation****3-0-3**

This is an introductory course designed to give the student a fundamental understanding of the creation and appreciation of diverse modes of expression through the visual arts, within the context of Fine and Applied Arts. Prerequisite: None

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

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

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**INTC 1307 Electronic Test Equipment****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.

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**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. Prerequisite: CPMT 1445, and ITCC 1346, 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 vi 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.

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**ITNW 1429 Novell Networking Essentials**

**3-3-4**

Study of networking technologies. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Prerequisite: ITSC 1409.

**ITNW 1433 Microsoft Networking Essentials**

**3-3-4**

Instruction in networking essential concepts including the OSI reference model, network protocols, transmission media, and networking hardware and software. Prerequisite: (ITSC 1409 and ITSE 1431) OR (ITSC 1409 and COSC 1300).

**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: None.

**ITNW 2405 Network Administration for Novell  
NetWare**

**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**

**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.

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**ITSC 1301 Introduction to Computers**

**3-1-3**

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and applications in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. Prerequisite: None

**ITSC 1402 Computer Control Language**

**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: COSC 2425.

**ITSC 1405 Introduction to PC Operating Systems**

**3-3-4**

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Prerequisite: eight hours of computer science courses.

**ITSC 1409 Integrated Software Applications I**

**3-3-4**

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Prerequisite: None.

**ITSC 1411 AS/400 Operating System I**

**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 1413 Internet/Web Page Development**

**1-6-4**

The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize, and publish web pages and sites. Prerequisite: ITSC 1409

**ITSC 1492 Special Topics in Management Information Systems and Business Data Processing,  
General**

**1-6-4**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite; 8 semester hours of Computer Science courses and consent of the Department Chair.

**ITSC 2439 Personal Computer Help Desk 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. Prerequisite: 12 hours of computer science courses.

**ITSC 2488 Internship - Management Information Systems and Business Data Processing, General 1-18-4**

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisites: 24 hours in Computer Science courses.

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**ITSE 1191 Special Topics in Computer Programming 0-3-1**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisites: none.

**ITSE 1402 Introduction to Computer Programming 3-3-4**

Introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: none.

**ITSE 1414 Introduction to RPG Programming 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 3-3-4**

Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: ITSE 1402.

**ITSE 1422 Introduction to C Programming 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: Proficiency in MS Windows, and one programming language course.

**ITSE 1431 Introduction to Visual BASIC Programming 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. Prerequisite: None.

**ITSE 1450 System Analysis and Design 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: Must have 16 semester credit hours of computer science courses.

**ITSE 1491 Special Topics in Computer Programming 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 and ITSC 1413) OR (ITSW 1401 and ITSC 1413).

**ITSE 2431 Advanced C++ Programming 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 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 1-18-4**

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisites: 24 hours in Computer Science courses.

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**ITSW 1401 Introduction to Word Processing 3-3-4**

An overview of the production of documents, tables, and graphics. Prerequisites: none.

**ITSW 1404 Introduction to Spreadsheets 3-3-4**

Instruction in the concepts, procedures, and importance of electronic spreadsheets. Prerequisites: none.

**ITSW 1407 Introduction to Database 3-3-4**

Introduction to database theory and the practical applications of a database. Prerequisites: ITSW 1401 OR ITSW 1404 OR ITSC 1409.

**ITSW 2486 Internship - Data Processing Technology/  
Technician 1-18-4**

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisites: 24 hours in Computer Science courses.

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**JAPN 1311 Beginning 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 Beginning 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 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.

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**LGLA 1321 Military Law I 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****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****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 1349 Constitutional Law****3-0-3**

This course provides an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government.

**LGLA 1351 Contracts****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. Prerequisite: LGLA 1407.

**LGLA 1353 Wills, Trust and Probate  
Administration****3-0-3**

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

Co-requisite: LGLA 1345.

**LGLA 1355 Family Law****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****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 1355.

**LGLA 1370 Elder Law****3-0-3**

Students will be introduced to topics in the law affecting older persons. Such topics as financial and estate planning, health care, personal planning and protection, and consumer protection will be covered in the course.

**LGLA 1391 Special Topics in Paralegal/Legal  
Assistance****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 (lab included). Prerequisite: LGLA 1345.

**LGLA 1407 Introduction to Law and the Legal  
Profession****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. Co-requisite: ITSE 1401.

**LGLA 2303 Tort and Personal Injury Law****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****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. Prerequisite: LGLA 1407.

**LGLA 2309 Real Property****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 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. Prerequisite: LGLA 1351.

**LGLA 2313 Criminal Law and Procedure 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. Prerequisite: 1407.

**LGLA 2321 Military Law II 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 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 (lab included). This is a capstone course for advanced students and requires department consent.

**LGLA 2480 Cooperative Education - Paralegal/Legal Assistant 1-21-4**

An advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. This is a paid experience. This is a capstone course for advanced students and requires departmental consent.

**LGLA 2488 Internship- Paralegal/Legal Assistant 1-18-4**

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

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**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.

**MATH 1316 Plane 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.

**MATH 1324 Mathematics for Business and Social Sciences I (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 or MATH 1314.

**MATH 1325 Mathematics for Business and Social Sciences I (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 Statistical Methods 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.

**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 2412 Precalculus Math\* 4-0-4**

Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Prerequisite: MATH 1314 with a grade of "C" or better. (A previous study of trigonometry is helpful but not required.)

**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 2412 with a grade of "C" or higher. 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 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.

\*High school students that are TASP-compliant and have completed high school precalculus or calculus may receive department approval.

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**MBST 1507 Masonry I 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.

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**MLAB 1201 Introduction to Clinical Laboratory Science 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. Co-requisite: MLAB 1211.

**MLAB 1211 Urinalysis and Body Fluids 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. Co-requisite: MLAB 1201.

**MLAB 1331 Parasitology/Mycology 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. Prerequisite: MLAB 1201, 1211.

**MLAB 1415 Hematology 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. Prerequisite: MLAB 1201, 1211.

**MLAB 2401 Clinical Chemistry 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. Prerequisite: MLAB 1201, 1211, 1415, BIOL, 2401, 2402, CHEM 1411, 1412, MATH 1314.

**MLAB 2431 Immunohematology 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. Prerequisite: MLAB 1201, 1211, 1415, BIOL 2401, 2402.

**MLAB 2434 Clinical Microbiology 3-3-4**

Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Prerequisite: MLAB 1201, 1211, 1415

**MLAB 2460 Clinical II 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. Prerequisite: MLAB 2561.

**MLAB 2461 Clinical III 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. Prerequisite: MLAB 2561, 2460.

**MLAB 2561 Clinical I - Medical Laboratory Technician 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. Prerequisite: MLAB 1201, 1211, 1415, BIOL 2401, 2402, CHEM 1411, 1412, MATH 1314, ITSC 1409

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**MRKG 1311 Principles of Marketing 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.

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**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.

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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. One hour practice per day is required. Instructor approval. Special fees apply.

<b>MUAP 1137 Brass I</b>	<b>0-1-1</b>
<b>MUAP 1138 Brass II</b>	<b>0-1-1</b>
<b>MUAP 2237 Brass III</b>	<b>0-2-2</b>
<b>MUAP 2238 Brass IV</b>	<b>0-2-2</b>

<b>MUAP 1169 Piano I</b>	<b>0-1-1</b>
<b>MUAP 1170 Piano II</b>	<b>0-1-1</b>
<b>MUAP 2269 Piano III</b>	<b>0-2-2</b>
<b>MUAP 2270 Piano IV</b>	<b>0-2-2</b>

<b>MUAP 1157 Percussion I</b>	<b>0-1-1</b>
<b>MUAP 1158 Percussion II</b>	<b>0-1-1</b>
<b>MUAP 2257 Percussion III</b>	<b>0-2-2</b>
<b>MUAP 2258 Percussion IV</b>	<b>0-2-2</b>

<b>MUAP 1101 Strings I</b>	<b>0-1-1</b>
<b>MUAP 1102 Strings II</b>	<b>0-1-1</b>
<b>MUAP 2201 Strings III</b>	<b>0-2-2</b>
<b>MUAP 2202 Strings IV</b>	<b>0-2-2</b>

<b>MUAP 1181 Voice I</b>	<b>0-1-1</b>
<b>MUAP 1182 Voice II</b>	<b>0-1-1</b>
<b>MUAP 2281 Voice III</b>	<b>0-2-2</b>
<b>MUAP 2282 Voice IV</b>	<b>0-2-2</b>

<b>MUAP 1117 Woodwinds I</b>	<b>0-1-1</b>
<b>MUAP 1118 Woodwinds II</b>	<b>0-1-1</b>
<b>MUAP 2217 Woodwinds III</b>	<b>0-2-2</b>
<b>MUAP 2218 Woodwinds IV</b>	<b>0-2-2</b>

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**MUEN 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.

**MUEN 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.

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**MUSI 1162 Vocal Diction I****1-1-1**

The study of phonetic sounds of the English, French, German, or Italian languages, to promote the ability to sing in those languages.

**MUSI 1165 Vocal Diction II****1-1-1**

A continuation of MUSI 1162, Vocal Diction I.

**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. Open to All Students.

**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, or Instructor Approval.

**MUSI 1192 Class Guitar I****1-1-1**

This course is an introduction to the guitar. Beginning level literature and technical skills will be emphasized. Course is geared towards students who have little or no musical experience. Practice outside class is required. Open to all students.

**MUSI 1193 Class Guitar II****1-1-1**

This course is a continuation of Class Guitar I. Elementary level literature and technical skills will be studied. Practice outside class is required. Prerequisite: MUSI 1192 or instructor approval.

**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. This course should be taken concurrently with MUSI 1311.

**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. This course should be taken concurrently with MUSI 1312

**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 students in the field of education and the general college student.

**MUSI 1306 Music Appreciation****3-0-3**

This course is designed 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. Prerequisite: None

**MUSI 1307 Music Literature****3-0-3**

An in-depth study of the music, literature and history from the 15th through the 20th centuries. Emphasis will be placed on principle forms and composers of the literature of those historical periods. This course is designed for music majors.

**MUSI 1311 Music Theory I****2-1-3**

A continuation of Music Fundamentals. Harmonic progressions, seventh chords, cadences, pentatonic, and modal scales with an introduction to 4-part writing. Prerequisite: MUSI 1301 or placement exam by the instructor. This course should be taken concurrently with MUSI 1216.

**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. This course should be taken concurrently with MUSI 1217.

**MUSI 2311 Music Theory III****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 1312.

**MUSI 2312 Music Theory IV 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.

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**PFPB 2409 Residential Construction Plumbing I 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 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.

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<b>PHED 1100 Football and Basketball</b>	<b>0-3-1</b>
<b>PHED 1101 Softball</b>	<b>0-3-1</b>
<b>PHED 1102 Beginning Badminton</b>	<b>0-3-1</b>
<b>PHED 1103 Beginning Bowling</b>	<b>0-3-1</b>
<b>PHED 1104 Soccer</b>	<b>0-3-1</b>
<b>PHED 1106 Beginning Swimming</b>	<b>0-3-1</b>
<b>PHED 1107 Beginning Tennis</b>	<b>0-3-1</b>
<b>PHED 1108 Beginning Golf</b>	<b>0-3-1</b>
<b>PHED 1110 Karate I</b>	<b>0-3-1</b>
<b>PHED 1114 Volleyball</b>	<b>0-3-1</b>
<b>PHED 1115 Basketball</b>	<b>0-3-1</b>
<b>PHED 1116 Fitness Walking</b>	<b>0-3-1</b>
<b>PHED 1118 Jogging</b>	<b>0-3-1</b>
<b>PHED 1119 Racquetball</b>	<b>0-3-1</b>
<b>PHED 1120 Body Building</b>	<b>0-3-1</b>
<b>PHED 1123 Advanced Bowling</b>	<b>0-3-1</b>
<b>PHED 1124 Advanced Swimming</b>	<b>0-3-1</b>
<b>PHED 1125 Intermediate Tennis</b>	<b>0-3-1</b>
<b>PHED 1126 Advanced Golf</b>	<b>0-3-1</b>
<b>PHED 1129 Advanced Badminton</b>	<b>0-3-1</b>
<b>PHED 1131 Aerobics</b>	<b>0-3-1</b>
<b>PHED 1133 Weight Training</b>	<b>0-3-1</b>
<b>PHED 1136 Lifetime Fitness</b>	<b>0-3-1</b>
<b>PHED 1140 Karate II</b>	<b>0-3-1</b>
<b>PHED 1141 Intermediate Swimming</b>	<b>0-3-1</b>
<b>PHED 1142 Beginning Ballet</b>	<b>0-3-1</b>
<b>PHED 1143 Jazz Dance</b>	<b>0-3-1</b>
<b>PHED 1144 Yoga I</b>	<b>0-3-1</b>
<b>PHED 1153 Lifeguard Training</b>	<b>0-3-1</b>

**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 cardiorespiratory 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 Introduction Physical Fitness and Sport 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 Personal/Community Health I 3-0-3**

A fundamental course in principles and problems of healthy living. Emphasis on current information and research as it applies to individuals' daily lives.

**PHED 1306 First Aid 3-0-3**

Health, knowledge and practice with regard to individual and group welfare; personal hygiene; community health problems; communicable disease control; and health organizations. Instruction in American National Red Cross first aid methods for emergency treatments of injuries and sudden illness. American Red Cross certification in Community CPR and Standard First-Aid Responding to Emergencies may be earned.

**PHED 1308 Sports Officiating I 3-0-3**

Theory and practice in techniques of officiating.

**PHED 2155 Water Safety 0-3-1**

Participation and instruction in advanced aquatic activities. Prerequisite: Demonstrated swimming skills.

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**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 Introduction to 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 Introduction to 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.

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**PHYS 1311 Survey of Astronomy****3-0-3**

A non-mathematical approach to the solar system. Beginnings of astronomy, motions of celestial bodies, members of the solar system, atoms and light are studied. Only offered as a telecourse.

**PHYS 1401 College Physics I****3-3-4**

This is the first part of a one-year algebra-based physics course. This course includes the fundamentals of classical Mechanics, Thermal Physics, and Wave Motion. The student will be introduced to the basic principles of linear and rotational Kinematics and Dynamics, Newton's laws of motion, work and Energy, Impulse and Momentum, Elasticity, Simple Harmonic Motion, Fluids, Temperature and Heat, The Transfer of Heat, The Ideal Gas Laws and Kinetic Theory, Thermodynamics, Waves and Sound, Linear Superposition and Interference Phenomena. This is a required course for students who plan to major in Medicine, Dentistry, Veterinary Science, Pharmacy, and all other Biological or Health science disciplines. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the fall and summer semesters. Prerequisite: MATH 1314 or concurrent enrollment.

**PHYS 1402 College Physics II****3-3-4**

This is the second part of a one-year algebra-based physics course. This course includes the basic principles of Electricity and Magnetism, Light and Optics, and modern advances in physics, namely, relativity, Atomic and Nuclear Physics. The topics covered in this course are as follows: Electrostatics (Electric forces, Electric fields and Electric Potentials); Electric Circuits, (DC and AC); Magnetic Forces and Magnetic Field; Electromagnetic Induction and Electromagnetic Waves; Light (Geometrical and Wave Optics); special Relativity; The Nature of the Atoms; Nuclear Physics and Radioactivity. This is a required course for students who plan to major in any Health science disciplines. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the spring semester only. Prerequisite: PHYS 1401 or consent of the Department Chair.

**PHYS 1405 Elementary Physics I****3-3-4**

A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of classical and modern physics which are the foundation of everyday phenomena.

**PHYS 1411 Introductory Astronomy I****3-2-4**

This course is an introduction to Astronomy. The approach is very qualitative, but simple mathematics skills are required. The course is designed to explain the origin of the Solar System including the Sun and its nine planets, and smaller bodies - satellites (moon) orbiting the planets, asteroids, and comets. The students are also exposed to the basic idea of the function of a telescope. Planetarium and Observatory are used extensively. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concepts). The class meets twice a week, three hours per day. Prerequisite: None.

**PHYS 1412 Introductory Astronomy II****3-2-4**

This course is designed to give an overview of the visible universe. The objective throughout this course is to explain how astronomers know the many curious things they have learned about our universe. It brings the universe alive, in a sense, by showing the drama of the birth, evolution, and death of stars. What is the universe? Did the universe have a beginning? Will the universe last forever? These cosmological questions are answered in a qualitative way. The chances of life elsewhere in the universe, and how we might know about it are discussed. Planetarium and Observatory are used extensively. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concept). The class meets twice a week, three hours per day. Prerequisite: None.

**PHYS 1415 Physical Science I****3-3-4**

This is an introductory course on Physical Science for the first year non-science majors; strongly recommended for students in teacher training program. It is designed to provide skills needed for success in other science classes and for improving science literacy. The course emphasizes the basic concepts in Physics, Chemistry, Earth Science, and Astronomy. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concept). The class meets twice a week, three hours per day. Prerequisite: None.

**PHYS 2425 University Physics I****3-3-4**

This is the first part of a one-year calculus-based physics course. It includes the materials from kinematics to special relativity. This course presents the fundamental principles of classical Mechanics, Heat and Thermodynamics, and Waves and Oscillations. It presumes



that the student is now taking or has already taken calculus, but a modest knowledge of algebra, geometry and trigonometry is required. Whatever calculus is required will be included as the need arises. The student will be introduced to the basic principles of Vector algebra, Kinematics and Dynamics of Motion, Newton's laws, Work and Energy, Impulse and Momentum, Elasticity, Simple Harmonic Motion, Fluids, Temperature and Heat, The Transfer of Heat, The Ideal Gas Laws and Kinetic Theory, Thermodynamics, Waves and Oscillation, Linear Superposition and Interference Phenomena, Sound Waves, Special Theory of Relativity. This is a required course for students who plan to major in Engineering, Computer Science and in any subjects of Physical Science. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the fall semester only. Prerequisite: MATH 2413 or concurrent enrollment.

### **PHYS 2426 University Physics II 3-3-4**

This is the second part of a one-year calculus-based physics course and it includes the materials from Electrostatics to Atomic and Nuclear Physics. It presumes that the student is now taking or has already taken calculus, but a modest knowledge of algebra, geometry, and trigonometry is required. Whatever calculus is required will be included as the need arises. The student will be introduced to the basic principles of Electricity, Magnetism, Electromagnetic Waves, Properties of Light, Optical Devices, and the Nature of Atoms, Molecules, and Nucleus. This is a required course for students who plan to major in Engineering, Computer Science, and in any subjects of Physical Science. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course includes three hours of lecture and three hours of laboratory per week, usually offered in the spring semester only. Prerequisite: PHYS 2425 or consent of the Department Chair.

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### **POFI 1301 Computer Applications I 2-4-3**

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

### **POFI 1341 Computer Applications II 2-4-3**

A study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures.

### **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**

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

### **POFI 2301 Word Processing 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.

### **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.

### **POFI 2386 Internship - Information Processing/Data Entry Technician 2-7-3**

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

### **POFI 2387 Internship - Information Processing/Data Entry Technician 2-7-3**

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

### **POFI 2481 Cooperative Education Information Processing/Data Entry Technician 1-21-4**

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

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**POFM 1302 Computers in Health Care 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 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 1317.

**POFM 1313 Medical Terminology I 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 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 2-4-3**

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

**POFM 1331 Medical Transcription I 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 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 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 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 2-7-3**

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

**POFM 2387 Internship - Medical Administrative Assistant/Secretary 2-7-3**

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

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**POFT 1302 Business Communications I 2-4-3**

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

**POFT 1309 Administrative Office Procedures I 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 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.

**POFT 1325 Business Math and Machine**

**Applications**

**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 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 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**

**1-21-4**

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

**POFT 1482 Cooperative Education - General Office/**

**Clerical and Typing Services**

**1-21-4**

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

**POFT 2301 Document Formatting and Skillbuilding 2-4-3**

A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Maintenance of acceptable speed and accuracy required. Prerequisite: POFT 1329 or Departmental consent.

**POFT 2312 Business Communications II**

**2-4-3**

Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications.

**POFT 2321 Machine Transcription**

**2-4-3**

Skill development in mailable business document production using computers and dictation equipment. Skill refinement in grammar and punctuation with emphasis on proofreading and formatting. Prerequisites: POFT 1329, POFT 2301, or Departmental consent.

**POFT 2333 Advanced Document Formatting &**

**Skillbuilding**

**2-4-3**

Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. Prerequisites: POFT 2301 or Departmental consent.

**POFT 2386 Internship - Administrative Assistant/**

**Secretarial Science, General**

**2-7-3**

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

**POFT 2387 Internship - Administrative Assistant/**

**Secretarial Science, General**

**2-7-3**

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

**POFT 2388 Internship - General Office/Clerical and  
Typing Services 2-7-3**

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

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

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

**POFT 2481 Cooperative Education - Administrative  
Assistant/Secretarial Science, General 1-21-4**

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

**POFT 2482 Cooperative Education - General Office/  
Clerical and Typing Services 1-21-4**

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

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**PSTR 1301 Fundamentals of Baking 2-4-3**

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

**PSTR 2331 Advanced Pastry 2-4-3**

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques. Prerequisite: PSTR 1301.

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**PSYC 2301 General Psychology 3-0-3**

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

**PSYC 2308 Child Psychology 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 Growth and 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 Psychology of 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.

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<b>PSYT 1309 Health Psychology</b>	<b>2-2-3</b>
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.	
<b>PSYT 1321 Crisis Intervention</b>	<b>2-2-3</b>
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.	
<b>PSYT 1329 Interviewing and Communication Skills</b>	<b>2-4-3</b>
Development of interviewing and communication skills in professional relationships.	
<b>PSYT 1345 Principles of Behavior Management and Modification</b>	<b>2-2-3</b>
The study of behavior management and cognitive theories and techniques with emphasis on their applications. Suggested Prerequisite: PSYC 2301.	
<b>PSYT 2331 Abnormal Psychology</b>	<b>2-4-3</b>
The study of the theories and processes involved in the diagnosis and treatment of mental disorders. Suggested prerequisite: PSYC 2301	

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<b>RELE 1303 Real Estate Appraisal</b>	<b>3-0-3</b>
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.	
<b>RELE 1311 Real Estate Contracts</b>	<b>3-0-3</b>
A review of real estate contracts required by Section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history, and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms. 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.	
<b>RELE 1315 Property Management</b>	<b>3-0-3</b>
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.	
<b>RELE 1325 Real Estate Mathematics</b>	<b>3-0-3</b>
Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement.	
<b>RELE 1406 Real Estate Principles ( RELE 1301)</b>	<b>4-0-4</b>
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.	
<b>RELE 2301 Law of Agency</b>	<b>3-0-3</b>
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.	
<b>RELE 2488 Internship- Real Estate</b>	<b>1-18-4</b>
A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to	

theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisites: RELE 1311, 1406, 2301, and consent of the Department Chair.

**RELE 2489 Internship- Real Estate 1-18-4**

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Prerequisite: RELE 2488 and consent of the Department Chair.

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**RNSG 1115 Health Assessment 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. Prerequisites: Admission to Central Texas College and the Nursing Department.

**RNSG 1119 Preparation for Basic Nursing Care 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. Prerequisites: Admission to Central Texas College and the Nursing Department.

**RNSG 1162 Clinical-Nursing Transition (RN Training)**

An intermediate type of health profession work-based instruction that helps licensed vocational/practical nurses synthesize new knowledge, apply previous knowledge or gain experience in managing the workflow as they transition from vocational/practical nursing to professional nursing. The concepts of communication, caring, and critical thinking are used throughout the course. Practical experience is related to theory presented in RNSG 1327. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. This course includes clinical rotations in adult acute health care settings. Clinical education is an unpaid learning experience. Prerequisite: RNSG 1327.

**RNSG 1201 Pharmacology 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. Prerequisites: Admission to Central Texas College.

**RNSG 1209 Introduction to Nursing 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.

**RNSG 1251 Care of the Childbearing Family 1-3-2**

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 1262 Clinical-Nursing I (RN Training)**

A basic type of health profession work-based instruction that helps students synthesize new knowledge, apply previous knowledge or gain experience in managing the workflow. The concepts of communications, caring, and critical thinking are used throughout the course. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. This course includes clinical rotations in adult long term and acute health care settings. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401, Computer Science requirement, ENGL 1301, RNSG 1209, RNSG 1115, AND RNSG 1119. Co-requisites: RNSG 1413, BIOL 2402, RNSG 1201.

**RNSG 1327 Transition from Vocational to Professional Nursing 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-requisites: RNSG 2213.

**RNSG 1341 Principles of Adult Health 2-3-3**

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 2-3-3**

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-requisites: PSYC 2314.

**RNSG 1363 Clinical -Nursing II (RN Training)**

An intermediate type of health profession work-based instruction that helps students synthesize new knowledge, apply previous knowledge or gain experience in managing the workflow. The concepts of communication, caring, and critical thinking are used throughout the course. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. This course includes clinical rotations in adult acute health care and maternity settings. Clinical education is an unpaid learning experience. Prerequisite: Satisfactory completion of all first level nursing courses. Co-requisites: RNSG 1341, RNSG 1251.

**RNSG 1413 Foundations for Nursing Practice 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 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 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 1-3-2**

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-requisites: RNSG 2331, 2363, PHED, HUMA.

**RNSG 2331 Advanced Concepts of Adult Health 2-3-3**

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, PSYC 2314. Co-requisites: RNSG 2221, 2363, PHED, HUMA.

**RNSG 2362 Clinical - Nursing III (RN Training)**

An intermediate type of health profession work-based instruction that helps students synthesize new knowledge, apply previous knowledge or gain experience in managing the workflow. The concepts of communication, caring, and critical thinking are used throughout the course. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. This course includes clinical rotations in adult acute care, pediatric and mental health care settings. Clinical education is an unpaid learning experience. Prerequisites: RNSG 1251, RNSG 2213, RNSG 1363 or RNSG 1162 and RNSG 1327. Co-requisites: RNSG 1343, RNSG 2201, PSYC 2314.

**RNSG 2363 Clinical-Nursing IV (RN Training)**

An advanced type of health profession work-based instruction that helps students synthesize new knowledge, apply previous knowledge or gain experience in managing the workflow. The concepts of communication, caring, and critical thinking are used throughout the course. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. This course includes clinical rotations in adult acute care settings. Clinical education is an unpaid learning experience. Prerequisites: RNSG 1343, RNSG 2201, RNSG 2362. Co-requisites: RNSG 2331, RNSG 2221, Humanities elective, PHED course.

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**RSTO 1204 Dining Room Service 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 1221 Menu Management 2-0-2**

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

**RSTO 1301 Beverage Management 3-0-3**

A study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics include purchasing, resource control. Legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

**RSTO 1307 Introduction to the Hospitality Industry 3-0-3**

An introduction to lodging and food service operations. Topics include growth, development and organization of the lodging industry; growth, development, organization, structure, and management of food service operations; human resources, marketing, security, engineering, and maintenance of hospitality operations; and opportunities within the travel and tourism industry. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

**RSTO 1313 Hospitality Supervision 3-0-3**

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

**RSTO 1317 Nutrition for the Food Service Professional 3-0-3**

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

**RSTO 1325 Purchasing for the Hospitality Operations 3-0-3**

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

**RSTO 2301 Principles of Food and Beverage Controls 3-0-3**

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

**RSTO 2307 Catering 2-2-3**

Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

**RSTO 2380 Cooperative Education - Food and Beverage/Restaurant Operations Manager 1-16-3**

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

**RSTO 2405 Management of Food Production and Service (HMCA 2451) 2-4-4**

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.

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**SLPS 2488 Internship–Security and Loss Prevention Services 1-18-4**

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

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**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 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 Minority Studies I 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.

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**SOCW 2361 Introduction to Social Work 3**

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

**SOCW 2362 Social Welfare as a Social Institution 3**

Introduction to the study of the modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

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**SPAN 1411 Beginning Spanish I 4-2-4**

The study of basic Spanish Grammar with the development of frequently used vocabulary. This course develops a student's speaking, listening, reading and writing skills so they will be able to express their own ideas and interact with others and for real-life purposes. Some culture points are integrated to introduce students to the everyday lives of Spanish speakers in the twenty-one countries of the Spanish speaking world.

**SPAN 1412 Beginning Spanish II 4-2-4**

The study of basic Spanish Grammar and vocabulary development part II. It is a continuation of the SPAN 1411 curriculum. Prerequisites: SPAN 1411 with a "C" or better or a "passing" score from the CTC Spanish placement exam.

**SPAN 2311 Intermediate Spanish I 3-0-3**

The study of grammar and vocabulary with emphasis on conversation and writing. This course will introduce the student to Spanish culture and history as well as Latin American culture and history. Prerequisites: SPAN 1411 and SPAN 1412 with a "C" or better or two years of Spanish at an accredited high school and a "high passing" score from the CTC Spanish placement test.

**SPAN 2312 Intermediate Spanish II 3-0-3**

The continuation of SPAN 2312. Emphasis in complex grammar, composition and conversation about Spanish American topics. Prerequisite: SPAN 2312 with a "C" or better or with "the highest passing" score from the CTC Spanish placement test.

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**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 as a member of CTC's speech team.

**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 as a member of CTC's speech team.

**SPCH 1315 Public Speaking 3-0-3**

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

**SPCH 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 as a member of CTC's speech team.

**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 as a member of CTC's speech team.

**SPCH 2341 Oral Interpretation 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.

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**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.

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**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.

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**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****2-2-3**

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

**TRVM 2305 Travel Industry Management****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.

**TRVM 2366 Practicum - Travel and Tourism****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. Prerequisites: TRVM 1300 and TRVM 1349.

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**VNSG 1116 Nutrition****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****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****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****0-6-1**

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Prerequisites: VNSG 1323, 1222, 1227, 1136.

**VNSG 1219 Professional Development****2-0-2**

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multidisciplinary 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****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****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****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****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 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 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 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 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 0-17-3**

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Prerequisite: VNSG 1160.

**VNSG 1400 Nursing in Health and Illness I 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 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 3-2-4**

Introduction to common health problems requiring medical and surgical interventions. Prerequisite: VNSG 1400.

**VNSG 1410 Nursing in Health and Illness III 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 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 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.

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**WDWK1413 Cabinet Making 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.

**WDWK2451 Cabinet Making II 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.

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**WLDG 1413 Introduction to Blueprint Reading for****Welders****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 1423 or consent of the Department Chair.

**WLDG 1423 Welding Safety, Tools, and Equipment****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****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 Introduction to Shielded Metal Arc****Welding (SMAW)****4**

An introduction to shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Prerequisite or Co-requisites: WLDG 1423 and WLDG 1425, or consent of the Department Chair.

**WLDG 1430 Introduction to Gas Metal Arc (GMAW)****Welding****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 1423 and WLDG 1428, or consent of the Department Chair.

**WLDG 1434 Introduction to Gas Tungsten Arc****(GTAW) Welding****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. Prerequisites: WLDG 1428 and WLDG 2407 or consent of the Department Chair.

**WLDG 1435 Introduction to Pipe Welding****3-3-4**

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

**WLDG 1457 Intermediate Shielded Metal Arc Welding****(SMAW)****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****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. Prerequisite: Consent of Welding Instructor or Department Chair.

**WLDG 2435 Advanced Layout and Fabrication****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****3-3-4**

A study of all position welding on ferrous and nonferrous metals using oxyacetylene welding process including welding and cutting, brazing, and soldering operations. Prerequisite: WLDG 1423 and WLDG 1425 or consent of the Department Chair.

**WLDG 2443 Advanced Shielded Metal Arc Welding  
(SMAW) 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 1423 and WLDG 1457 or consent of the Department Chair.

**WLDG 2447 Advanced Gas Metal Arc (GMAW)  
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 (GTAW)  
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 3-3-4**

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

**WLDG 2488 Internship - Welder/Welding  
Technologist 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: Satisfactory completion of all other technical courses in the program or consent of the Department Chair.

# Personnel

**William C. Alexander**, Dean, Continental Campus  
**Joseph Anderson**, Foreign Language, Fort Hood Campus  
**Jose Aponte**, Coordinator, Disability Support Services  
**Craig Balch**, Director, Student Life & Student Activities  
**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/Displaced Homemaker Support Services  
**Kerstin Brooks**, Director, Project PASS  
**Chester Campbell**, Executive Chef  
**Wauneta Cannon**, Supervisor, Accounts Payable  
**Anastasia Cardozo**, Director, Community Relations and Marketing  
**Laurelyn Carlisle**, Dean, Instructional Services  
**Marian Carlson**, Academic/Vocational Counselor, Guidance and Counseling  
**Diana Castillo**, Coordinator, Distance Learning  
**Suzzette Chapman**, Director, Distance Education and Education Technology  
**Elva Chase**, Instructor, Learning Resource Center  
**Teresa Chavez**, Director, Continuing Education  
**Mary Civello**, Director, Employment Services  
**John Crigler**, Webmaster  
**Nancy Cutlip**, Director, International Students & Admissions Support Services  
**Pamela Dancer**, Coordinator, C&I Records  
**Joel Darrow**, API High School Lead Teacher  
**Colvin L. Davis**, Dean, American Preparatory Institute  
**Sharon Davis**, Director, Instructional Development, Distance Learning  
**Darrell Edwards**, Coordinator, Risk Management  
**George Erskine**, Director, Testing Services  
**Robert Figueredo**, Evaluator/Advisor, Systems  
**Tesia Ganos**, Student Services Coordinator, Community Education  
**Eva Garcia**, Site Representative, Fort Hood Campus  
**Christie Garner**, Director, FAST Program, Fort Hood Campus  
**Bob Goodson**, Director, NCOLEAD, Fort Hood Campus  
**Marta Grant**, Director, Gender Equity Project  
**Barbara A. Grice**, Dean, Pacific Far East Campus  
**Laura Ann Forest Griffin**, Systems Registrar  
**Leatrice Hale**, Coordinator, AA/EEO  
**Lorrie Hammer**, Director, Accounting  
**Debbie Hansen**, Coordinator, Evaluations  
**RoseAnn Hayes**, Director, Pension Plan  
**Peg Jennings**, Dean, Library Services  
**Larry A. Jordan**, Student Loan Officer  
**Jeanette Kendrick**, Project Leader, Programming Services  
**Doretha King**, Director, Adult Education, Service Area Campus  
**Renee M. Kreun**, Director, Evaluations  
**Jennise Leafa**, Coordinator, Military Student Support Services  
**Tracy Lehmkuhler**, Manager, Accounts Receivable  
**Mary C. Levandovsky**, Associate Dean, Continental Campus  
**Robert W. Liberty**, Assistant Comptroller  
**Marie Light**, Academic/Vocational Counselor, Guidance and Counseling

**Jim Lindley**, General Counsel  
**Ronald Lindner**, Director, API Educational Program & Support Services  
**Judy Marshall**, Director, Child Development Center  
**JoAnn Maxon**, Manager, Reprographics  
**David McClure**, Associate Dean, Guidance and Counseling  
**Charles McCrindle**, Director, Technical Services  
**Carl McLendon**, Coordinator, Instructional Technology  
**Martin O. Menn**, Director, Data Processing  
**Mark Meverden**, Coordinator, Transfer Evaluations  
**Mary Meverden**, Recruiter/Advisor, Recruitment and Retention  
**Don Mikles**, Dean, Central Campus  
**Ted Muentner**, Director, Student Services, Fort Hood Campus  
**James C. Nixon**, Dean, Fort Hood and Service Area Campus  
**Jim O'Brien**, Director, Facilities Management  
**Terri K. O'Connor**, Manager, Computer Operations  
**Fred J. Ostertag**, Dean, Europe Campus  
**William K. Perkison**, Director, College Development  
**Mark Plasterer**, Director, Multimedia Services  
**Mark A. Pollett**, Associate Dean, Fort Hood and Service Area Campus  
**Sherry L. Pollett**, Bursar  
**Douglas Porter**, Director, MOS Programs, Fort Hood Campus  
**Marky Price**, Director, Recruitment and Retention  
**William Randazzo**, Supervisor, Learning Resource Center  
**Cheryl Richardson**, Coordinator, Files and Records Retention  
**Elaine Riley**, Director, Career Planning and Placement  
**Brad Rogers**, Assistant Director, Testing Services  
**Crickett Rogers**, Coordinator, Workforce Development  
**Max Rudolph**, General Manager, KNCT  
**Bernice Seawood**, Coordinator, Student Housing  
**Ingeborg Schey**, Coordinator, Student Financial Aid  
**Fred Shotwell**, Director, Skills Center Counseling  
**Annette Skinner**, Director, Student Support Services  
**Gary Slanga**, Program Manager, Army Learning Center, Fort Hood Campus  
**Annabelle L. Smith**, Director, Offices of Student Financial Assistance/Veteran Services  
**Lisa Steele**, Director, TDCJ/Gatesville Programs  
**Julie E. Thomas**, Coordinator, Institutional Research  
**Michael Ulinski**, Coordinator, Mathematics Resource  
**Nancy A. Wagler-Serface**, Coordinator, Student Services, Military Programs  
**Dana Watson**, Assistant Director, Library Services  
**Geneva Weedon**, Coordinator, Learning Disability Services  
**Johnelle L. Welsh**, Dean, Student Services  
**Mary Wheeler**, Director, Security Services  
**Ted Woehl**, Comptroller  
**Jim M. Yeonopolus**, Deputy Chancellor for C& I Campus Operations/Dean, Navy Campus  
**Lillian I. Young**, Director, Institutional Effectiveness  
**Linda Young**, Assistant Systems Registrar



# 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., University of North Texas

**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

**Tom Allen** (1993)

Social and Behavioral Sciences - *Philosophy*

B.S., University of North Texas

M.Th., Harding University

Additional graduate study, Abilene Christian College

**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

**Joyce Bateman-Jones** (2001)

Social and Behavioral Science - *Psychology*

B.S., Hardin-Simmons University

M.S., Our Lady of the Lake University

Ed.D., Baylor University

L.D., University of Mary Hardin-Baylor

**Monika Bender** (2002)

Developmental Studies - *Mathematics*

A.S., Central Texas College

B.S., Southwest Texas State University

M.S., Southwest Texas State University

**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

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**Bobby F. Chaney, Department Coordinator (1987, 1999)**

Office Administration

B.A., Oglethorpe University

M.S.Ed., University of Southern California

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Physical Education

B.S., Troy State University

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Additional graduate study, University of Texas and  
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**Elizabeth L. Cheatham (1974)**

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B.A., Louisiana Tech University

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**Donna Chumney (1990)**

Science - *Chemistry*

B.S., Tarleton State University

M.S.T., Tarleton State University

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Office Administration

B.A., Baylor University

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Computer Science

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**B. J. Cummings (1982)**

Industrial Technology - *Auto Body*

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Nursing - *Associate Degree Nursing*

B.S.N., Texas Woman's University

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**Patricia Donahue (1991)**

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Diploma: Los Angeles County Medical Center

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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*

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Social and Behavioral Sciences - *History/Government*

B.A., Louisiana Tech

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Computer Science

A.A.S., Austin Peay State University

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**Paul G. Engelkirk (1992)**

Science - *Microbiology*

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B.A., Texas A&M University

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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

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Communications - *Speech, English*

A.A., McLennan Community College

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**James D. Gebhardt**, Aviation Instructor (1978, 1981)

Aviation Science

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Science - *Medical Laboratory Technician Program/*

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**John L. Henderson** (1970)

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B.A., West Texas A&M University

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**Jerry L. Herrick**, Department Chair (1979, 1989, 1999)

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C.A.G.S., Boston University

Ed. D., Boston University

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Science/Agriculture

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Ed.D., Texas A&M University

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Hospitality Programs

B.A., Texas Tech University

M.A., University of North Texas

**Joseph Hogan**, Department Chair (1984, 1996)

Criminal Justice

A.A.S., Central Texas College

B.G.S., Chaminade University of Honolulu

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B.S., Southwest Texas State University

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Communications - *English*

B.A., Paine College

M.A., Pepperdine University

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Additional graduate study, Baylor University and New Mexico State University

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Nursing - *Associate Degree Nursing*

A.A.S., Central Texas College - EMT

A.A.S., Central Texas College - Nursing

B.S., University of the State of New York Regents College

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Communications - *English*

A.A., Temple Junior College

B.A., Stephen F. Austin State University

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Mathematics

B.S., Angelo State University

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Additional graduate study, University of Texas at Austin

**Michael Hutyra**, Assistant Chief Flight Instructor (1998)

Aviation Science

B.A., University of Central Texas

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Mathematics

B.S., Stephen F. Austin State University

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Fine Arts - *Art*

B.A., University of Texas at Austin

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M.F.A., University of Texas at Austin

**Ray S. Ivans** (1993)

Business Management - *Business/Real Estate*

B.S., University of New Mexico

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**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

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**Daniel G. Karppi** (2000)

Social and Behavioral Science - *History/Government*

B.A., St. John's University

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Additional graduate study, Baylor University

**Kenneth W. Kephart** (1996, 1999)

Industrial Technology - *Diesel*

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**Peter W. Knightes (1982)**

Science - *Geology/Geography*

B.S., SUNY Oneonta

M.Ed., Texas A&M University

Additional graduate study, Texas A&M University  
and University of Texas at Austin

**Kristin LaTour (2002)**

Communication - *English*

B.A., Northland College in Ashland, Wisconsin

M.A., University of Minnesota - Duluth

**David Lazarus (1997)**

Hospitality

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**L. Leslie Ledger (1995, 2002)**

Business Administration - *Management*

B.B.A., Southwest Texas State University

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**Robert R. Leffel**

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**Ramona Lezo (1996, 2002)**

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Social Studies - *Psychology*

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**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

**Jacqueline N. Mackey (1992)**

Nursing - *Associate Degree Nursing*

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Additional graduate study, Texas A&M-Corpus Christi



**Herbert J. Maglietta**

Department Chair, ENGR/Drafting & Design (1974)  
Associate Dean, Vocational/Technical Programs (1995)  
Department Chair, Office Administration (1999)  
B.S., Southwest Texas State University  
M.Ed., Southwest Texas State University

**Deborah Mahar-Garcia (2001)**

Nursing - *Associate Degree Nursing*  
Diploma Course Nursing School  
B.S., SUNY Health Science Center - Austin  
M.S., SUNY Health Science Center

**Judy Marshall, Director (1986)**

Early Childhood Professions  
B.S., Howard Payne University

**Michael Mathews (2001)**

Communications - *English*  
B.A., University of Texas - Austin  
M.F.A., Southwest Texas State 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

**Christina Michura (2001, 2002)**

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B.A., Southwest Texas State University  
M.A., Southwest Texas State University

**Rhonda S. Mize (1999)**

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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

**Maria E. Moix-Bravo (2001)**

Social and Behavioral Science - *Sociology*  
B.S., University of Central Texas  
M.S., University of Central Texas  
Additional graduate study, University of Texas at Austin

**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 Southeastern University

**Robin Oaks (1992)**

Computer Science  
A.A.S., Temple College

**Keith A. Oswalt (1990)**

Industrial Technology  
*Building Trades/Maintenance Technology*  
A.A.S., Central Texas College

**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

**Debra Prescott (2002)**

Developmental Studies - *Mathematics*  
B.S., Southwest Texas State University  
M.S., Southwest Texas State University

**Marvin Price (2000)**

Science - *Biology*  
B.S., Hardin-Simmons University  
M.S., University of Texas - Arlington

**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 Woman's University

**Melissa M. Richardson (1999)**

Communications - *English*  
B.A., Vassar College  
M.F.A., Southwest Texas 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

**Diane Rose (1994, 2002)**

Developmental Studies - *Writing*  
M.A., Marshall University  
B.A., University of South Florida

**Jeannine Roth (2002)**

Nursing - *Associate Degree Nursing*  
B.S.N., Regis University  
M.S.N., Colorado University Health Science Center

**Gus D. Rummel, Department Chair (1970)**

Electronics Technology  
B.S., University of Houston  
M.S., University of Central Texas

**Patricia A. Rylander (2002)**

Nursing - *Associate Degree Nursing*  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., Texas A&M University

**James M. Salter (2002)**

Fine Arts/Communications  
B.A., California State University, Sacramento Education  
Certified  
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**Steven W. Salvato (1995)**

Science - *Chemistry*

B.S., Angelo State University

M.S., University of Tennessee

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Nursing - *Associate Degree Nursing*

B.S.N., University of Mary Hardin-Baylor

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Ph.D., University of Texas at Austin

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Computer Science

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Communications - *Foreign Language*

B.M., Mississippi State University

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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

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Post-Master's Degree, University of Caen, France

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Ph.D., University of Texas at Arlington

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Industrial Technology - *Air Conditioning*

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Business Administration and Paralegal/Legal Assistant

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Post Doctorate Studies graduate TJAGSA, VA Military Law

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Communications - *Speech*

B.S., Southwest Texas State University

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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

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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

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Social and Behavioral Sciences  
*Psychology/Sociology*  
B.S., University of North Texas  
M.S., Texas Christian University  
Ph.D., Texas Christian University

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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

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*Office Administration*  
B.A., University of Mary Hardin-Baylor  
Graduate studies at Tarleton University, Central Texas Center

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Business Administration - *Accounting*  
B.A., University of Texas  
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Certified Public Accountant

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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

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Nursing - *EMT/Paramedic*  
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Science/Biology  
B.S., University of Texas - Austin  
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Mathematics  
B.S., West Texas State University  
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Nursing - *Associate Degree Nursing*  
B.S.N., University of North Dakota

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Industrial Technology - *Graphics & Printing*  
B.S., Arizona State University

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Physical Education  
B.S., Sul Ross State University  
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L.P.C., State of Texas  
Additional graduate study, Texas Tech University and  
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Nursing - *Associate Degree Nursing*  
B.S.N., College of St. Scholastica  
M.S.N., San Jose State University

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Developmental Studies - *Math*  
B.A., Kentucky State University  
M.S., University of Mississippi

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Nursing - *Vocational Nursing*  
B.S.N., Incarnate Word College  
M.S.N., Texas A&M University

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Nursing - *Associate Degree Nursing*  
B.S.N., University of Texas at San Antonio  
M.S.N., University of Texas at San Antonio

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Business Administration - *Management*  
B.S., Northern Illinois University  
M.B.A., Jacksonville State University

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Developmental Studies - *Mathematics*  
B.S., Southern University  
M.A., Webster University  
B.S. and M.S., Louisiana Tech University  
Ph.D., Trinity Theological Seminary

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Social and Behavioral Sciences - *History/Government*  
B.A., University of Maryland  
M.A., Niagara University  
Additional graduate study, University of Texas at Austin

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Industrial Technology - *Welding*  
B.S., Tarleton State University

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Aviation Science  
Diploma: Spartan School of Aeronautics  
A.A.S., Central Texas College  
B.A.S., University of Mary Hardin-Baylor

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Nursing - *Vocational Nursing*  
B.S.N., Penn State  
M.A., Webster University

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Science - *Biology*  
B.S., Ohio State University  
M.S., Ohio State University

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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

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Aviation Science  
A.A.S., Central Texas College  
B.A., University of Central Texas

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Nursing - *Associate Degree Nursing*  
A.A., Temple College  
B.S.N., University of Mary Hardin-Baylor  
M.S., Texas Woman's University

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Nursing - *Vocational Nursing*  
Diploma, University of Virginia Hospital School of Nursing  
A.A.S., Eastfield College  
Additional graduate study, Graceland College

**Mark W. Winans** (2002)  
Electronics  
A.A.S., Victor Valley College  
B.S., Cameron University

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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

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Social and Behavioral Sciences - *History*  
B.A., Hardin-Simmons University  
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Nursing - *Associate Degree Nursing*  
B.S.N., Loretto Heights College  
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## **Emeriti Faculty and Staff Members**

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