

# CENTRAL TEXAS COLLEGE

## Central Texas College District Texas Campuses Catalog Twenty-Fourth Edition • 2007-2008

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#### Accredited by

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

#### Approved by

Texas Higher Education Coordinating Board; Texas Education Agency

#### Listed in

Report of Credit given by American Association of Collegiate Registrars and Admissions Officers  
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Back row (standing) left to right: Dr. James R. Anderson, Mr. William L. Shine, Mr. Jimmy Towers, Mr. Don R. Armstrong, and Mr. Elwood Shemwell.  
Front row (seated) left to right: Mrs. Mari M. Meyer, Mr. Charles B. Baggett, and Mr. Charles Rex Weaver.

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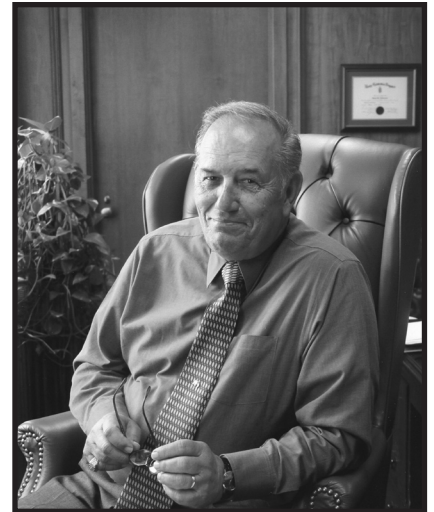
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From left to right (back to front)  
Mr. Bill Alexander, Mr. Jim Yeonopolus,  
Mr. B.W. Beebe, Mr. Robert C. Farrell, and  
Dr. James R. Anderson

# Chancellor's Message

By entering this institution, you have taken an important step in realizing your educational goals. The Board of Trustees, faculty and staff of Central Texas College will do our best to ensure that your college experience is fulfilling, rewarding, and inspiring. Our faculty strives to provide quality instruction with individual attention while serving a culturally diverse and mobile student population. We all share a common commitment to the personal development of each student.



Central Texas College (CTC) continues to adapt to meet the needs of students, as illustrated by the explosive growth in distance learning. A few years ago, only a handful of CTC courses were offered online. Today, the college offers over 200 courses available online, via offline access and on CD-Rom. Students may choose from seventeen associate degrees and thirteen certificates of completion offered entirely online. Much of the growth of distance learning reflects our commitment to service members as they deploy throughout the world. We are also proud to serve deployed service members on-site in locations like Afghanistan, Qatar and Kuwait through our European campus.

At our Central Campus, we constantly seek improvement by building new facilities and upgrading existing structures. In 2006, we completed a new ten-year facility master plan that will guide our growth. The first stage of this plan will include a new water tower to improve our water service on campus, some road improvement and construction to improve traffic flow, and an expansion of our student center.

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 by allowing us to help you 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 possible education.

Thank you,

A handwritten signature in black ink that reads "James R. Anderson". The signature is fluid and cursive, with the first name "James" being more prominent.

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 institutional accreditation status with the Commission on Colleges of the Southern Association of Colleges and Schools since first being awarded accreditation in 1969, and was reaffirmed most recently in June 2005, for a ten-year period.

CTC initiated on-site 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 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 geographical 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. In 2000, the PricewaterhouseCoopers firm invited CTC to become an educational partner in the new Army University Access Online (eArmyU) project for the soldiers in the United States Army. Entire associate degrees were available online for the first time in the spring of 2001. CTC continues expanding its distance education offerings and delivery methods.

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

Students enrolled in CTC may select a degree plan from Associate of Arts degree programs, Associate of Science degree programs, Associate in Applied Science degree programs, or Associate in General Studies. In addition, students choosing to earn a certificate may enroll in any of the more than 40 certificate programs. Campuses 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 2007-2008

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. In addition, distance learning courses have monthly start dates and course lengths of eight to sixteen weeks. Please refer to the online schedule bulletin for details. 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. The Schedule Bulletins are available online and on campus in advance of each registration period.

## College Calendar

### Fall 2007

Advanced Registration	July 30 - August 10
Regular Registration	August 13-17
Final Registration	August 20-24
Classes Begin	August 27
Labor Day (college closed)	September 3
Last Day to Apply for Fall Graduation	October 1
Veterans' Day (college closed)	November 12
Thanksgiving (college closed)	November 22 - 23
Final Exam Week	December 10 - 14
Christmas (college closed)	Dec. 21 - Jan. 2

### Spring 2008

Advanced Registration	December 3-20
Regular Registration	January 3-4
Final Registration	January 7-11
Classes Begin	January 14
Martin Luther King Day (college closed)	January 21
Last Day to Apply for Spring Graduation	February 1
Presidents' Day (college closed)	February 18
Spring Break (Admin. offices open)	March 17-21
Final Exam Week	May 5-9
Graduation	May 9

### Summer 2008

Advanced Registration (Summer I, II and 10-week)	May 12-23
Regular Registration	May 27-30
Memorial Day (college closed)	May 26
Final Registration	June 2-6
Classes Begin (Summer I and 10 Week)	June 9
Last Day to Apply for Summer Graduation	June 10
Independence Day (college closed)	July 4
Final Exams (Summer I)	July 10
Classes Begin (Summer II)	July 14
Final Exams (10 Week)	August 13-14
Final Exams (Summer II)	August 14

# **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 documents are available in the Office of Institutional Effectiveness (IE), on the IE webpage, 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, the Pacific Far East Campus Catalog or the Europe 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, the Pacific Far East Catalog and the Europe Campus 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.

CTC is a participant of the GoArmyEd program, which allows active duty soldiers to request Army Tuition Assistance online and apply for admissions and register for classes through the GoArmyEd portal. With over 150 locations worldwide with classroom offerings, ten degree and five certificate programs online and CD-ROM courses available for soldiers deployed at remote locations, you can choose the option that's right for you. CTC currently offers 100 degree and certificate programs through GoArmyEd and six online associate degree programs and three online certificate programs through eArmyU.

## Equal Opportunity Policy

Central Texas College District is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices, admissions, educational programs, and all other college activities. The college does not discriminate on the basis of race, color, religion, national origin, gender, age, disability or veteran status. Accordingly, it is the policy of the college to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations.

The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act relating to students is Mary Henderson-White, Director of Student Support Services (254) 526-1291; the designated coordinator for employment of faculty and staff is Holly Jordan, Director of Human Resource Management (254) 526-1128.

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 on the basis of race, color, religion, gender, national origin, age, disability, or veteran status of individuals or any other sub groups stereotyping or grouping within the college community is unacceptable. 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) 526-1128.

## 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) 526-1863, in Building 111, Room 205 or contact the Physical Disability Support Services Office in Building 111, Room 209 at (254) 526-1822 or (254) 526-1195. TDD: (254) 526-1378.

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

In compliance with federal law, Central Texas College publishes annual crime statistics three times a year in the Central Campus schedule bulletins and/or on the college website. Originally enacted in 1990, the federal law was amended in 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. 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 and one three-week mini term per year. Most courses are offered in the evenings, but noon "brown bag" and Saturday courses are also available. Fort Hood Campus college classes are open to active duty personnel and their family members, retirees and civilians. The Fort Hood Campus Student Services Office has full-time staff to provide academic advisement to meet the educational needs of the Fort Hood community. Students may register at Fort Hood for courses taught on post as well as most courses offered at the Central Campus. eArmyU and active duty army soldiers using military tuition assistance register through the GoArmyEd portal. Active duty army students using personal funds for payment are encouraged to register through the GoArmyEd portal. For more information, visit the CTC Fort Hood website by clicking the "Campuses" link on the CTC website, and then clicking "Fort Hood and Service Area Campus."

Financial aid students and students using Veterans Administration benefits should contact the Office of Student Financial Assistance at the Central Campus prior to enrolling for courses at Fort Hood. Students attending courses through the Military Tuition Assistance Program should meet with a military education counselor prior to enrollment.

In addition to college programs, the Fort Hood Campus also has contractual agreements to provide the programs and services listed below. Check with the Ft. Hood Campus Student Services office for more information and to determine your eligibility to attend.

NCO Lead Program  
Computer Skills Program  
Basic Skills Education Program  
College Preparatory Program  
Hospitality Programs

Microsoft Certified Systems Administrator  
Academic Learning Centers  
MOS Libraries  
Troop School—Military Skills Enhancement Program  
Testing Services



## **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, Marble Falls and San Saba. CTC Community Coordinators can assist you with testing, financial aid, registration and other college-related activities. Please contact your CTC Community Coordinator for an appointment.

## **Distance Learning Programs and Courses**

Central Texas College offers a wide range of learning opportunities for distant learners from single courses to complete certificates and degrees. The 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 of Colleges and Schools. 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. 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 SLOAN consortium. 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.

### **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. Technical support for online students is available 24 hours a day, seven days a week. A Distant Learner Handbook is located on the CTC distance learning website.

### **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 distance 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 by distance. 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 Leading to Bachelor Degrees**

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 when 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. Examples of programs of study include liberal arts, teacher certification programs, business administration, computer science, criminal justice, nursing and industrial technology programs. CTC has 2 plus 2 degree plans with the senior colleges and universities listed below. Contact a CTC counselor for more information or visit the CTC website.

Tarleton State University – Central Texas  
Tarleton State University – Stephenville, Texas  
The University of Texas at Arlington

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

Central Texas College holds articulation agreements with several educational 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  
Columbia College of Missouri – Extended Studies  
Excelsior College  
Franklin University  
Governors State University  
Kaplan College  
Northcentral University  
Saint Joseph's College of Maine  
Strayer University  
United States Open University  
University of Maryland University College  
Upper Iowa University – Extended University

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

## **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, Marble Falls and San Saba.

# Admissions and Registration

## General Admission Information

Address requests for application materials or questions concerning admission to the Admissions Center, P.O. Box 1800, Killeen, Texas 76540-1800. Application forms and information are also available online at [www.ctcd.edu](http://www.ctcd.edu).

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 either the Learning Disability Support Services Office at (254) 526-1195, in Building 111, Room 205 or contact the Physical Disability Support Services Office in Building 111, Rooms 207 and 209 at (254) 526-1339 or (254) 526-1450. TDD: (254) 526-1378. 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

An individual who has graduated from a high school to include an accredited public or private school; who has successfully completed a nontraditional secondary education program in a nonaccredited private school setting to include a home school; or who has earned a general educational development (GED) certificate will be admitted to Central Texas College. All individuals will be required to follow the regular admissions process.

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 Developmental 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 Success Initiative Program (TSI) requirements. High school students may take two courses per semester. In no case will the student be allowed to take more than six courses in a year. An early admission form signed by the designated school official and parent or legal guardian must be submitted each semester of enrollment. Independent school districts may have additional requirements.

**NOTE** 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. Affirm residency status for tuition purposes by signing the oath of residency and submitting 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 during his or her first semester of enrollment which he or she will be using the waiver 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. Meet the Texas Success Initiative (TSI) requirements by taking one of the required state-approved tests unless TSI exempt or waived. To determine if you are TSI exempt or waived, review the "Testing and Placement" section of the Catalog and visit with an academic advisor. CTC offers the THEA and ACT ASSET. Test results are for placement purposes only. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive 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 during his or her first semester of enrollment which he or she will be using the waiver 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/independent or out-of-state higher education institution, you are subject to TSI requirements unless TSI exempt or waived. To determine if you are TSI exempt or waived, review the "Testing and Placement" section of the Catalog and visit with an academic advisor. CTC offers the THEA and ACT ASSET. Test results are for placement purposes only. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses.
6. If you attended another Texas public higher education institution in the fall 1989 or thereafter, you should have been tested and/or TSI exempted by that institution.
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.

Transfer students applying for financial aid must submit official copies of transcripts from previously colleges and universities attended in order to determine the student's eligibility for federal, state, and institutional financial aid.

## **Former CTC Students, Readmissions**

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

1. Update your major and address where applicable. If it has been at least one year since you last attended CTC, complete a new CTC Application for Admission form.
2. Sign the oath of residency and submit substantiating documents 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 during his or her first semester of enrollment which he or she will be using the waiver and a valid military I.D. card.
3. If you have attended other colleges or universities since last enrolled with CTC, request that official transcripts be sent to CTC.
4. Check with an academic advisor to review your TSI 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. 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 during his or her first semester of enrollment which he or she will be using the waiver and a valid military I.D. card.
3. Take the Texas Higher Education Assessment (THEA) Test or the ACT ASSET test unless TSI exempt or waived. To determine if you are TSI 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 that 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, TSI, 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. 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 during his or her first semester of enrollment which he or she will be using the waiver and a valid military I.D. card.
3. Ensure you meet TSI requirements unless TSI exempt or waived.
4. Consult with the advisor at your college or university to ensure courses taken at CTC will transfer to your degree program.

## **Guidelines for Active Duty Army Tuition Assistance Students**

Active duty soldiers using Army tuition assistance will apply and register through the GoArmyEd portal. Self-pay Army students whose tuition assistance has been suspended due to a grade point average below 2.0 are encouraged to register and pay through the GoArmyEd portal in order to track your academic progress. All students meet the general admission requirements in the CTC college catalog. The guidelines below are to assist students in applying and registering through the portal. Procedures are subject to change, and students are encouraged to visit the GoArmyEd website for the latest information.

1. Obtain your GoArmyEd user login and password. If you have not received an AKO email with your login, go to the GoArmyEd portal at [www.GoArmyEd.com](http://www.GoArmyEd.com) and click on the New Users tab. Complete the information requested. You will receive a login and password at this time. Complete the Soldier Quick Start Training on the portal.
2. Print your annual SOU, have it signed by your commander (for SSG and below), and turn it in to an Army Education Counselor assigned to your geographical Education Center.



3. If CTC is your host college and you have not participated in the eArmyU program and have a SOCAD2 Agreement currently with CTC, take a copy of your student agreement to the Army Education Counselor. Your counselor will upload your student agreement to the portal. Any changes in your program of study must be approved by your Army Education Center counselor. New students will receive a student agreement upon completion of six semester hours with CTC. Refer to the Student Services section of the catalog for more information.
4. Visit with a CTC representative to obtain a catalog, degree plan advisement, and other school-related information.
5. Fill out the GoArmyEd common application form online.
6. If CTC is your host college, request official transcripts from each regionally accredited college or university previously attended be sent directly to CTC. Submit an official high school transcript or GED scores verifying high school graduation equivalency if you have not already successfully completed at least 12 semester hours at another college or university.
7. Transient students (students who have a home institution other than CTC) are not required to submit official transcripts unless using financial aid.
8. Browse through the GoArmyEd Schedule of Classes and register for courses online. Ensure you meet course prerequisites prior to enrolling. If you are not eligible to enroll in a course, you will be notified by CTC.

## **Distant Learners**

Students enrolling in distance learning programs must meet general institutional admission requirements. Distant learners in Texas and out-of-state distant learners who are bona fide Texas residents receiving in-state tuition rates must meet TSI requirements unless TSI exempt or waived. In addition, students should possess the computer and technical skills as well as learning skills needed to succeed in distance learning. Students are encouraged to complete the distant learning orientation at the CTC Distance Learning website at [online.ctcd.edu](http://online.ctcd.edu).

Students enrolled in distance education courses must provide their own computers, or have access to computers, have Internet access (for online courses) and email accounts. Please refer to the Academic Policies section for information on course loads.

Distant Learners may register in person at any of the CTC locations, online through WebAdvisor, 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 8, 10, 12 and 16-weeks. Classes generally start 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 Admissions, 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 the Early Admissions Application signed by the high school principal or counselor and parent or legal guardian. Application must be re-submitted for each semester of enrollment.
2. Complete CTC's Application for Admission.
3. 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. Meet the TSI requirements unless you are exempt or waived.
  - Students in the high school graduating class of 2005 who "met standard" on their 10th grade TAKS may enroll in CTC courses related to the standard met according to institutional policy through their senior year.
  - Students who took the 11th grade exit-level TAKS and earned 2200 on the mathematics and 2200 on the ELA with a writing subscore of 3 are TSI exempt. Students who did not meet the minimum scores on the exit-level TAKS must take the THEA or one of the other approved tests for TSI unless they are otherwise TSI exempt or waived. Enrollment is limited to the section passed and institutional policy.
  - Students who took the TAKS may be required to take the ASSET or THEA test to enroll in English, math, or reading intensive courses.
6. If wishing to enroll in a TSI-waived certificate program, pass all sections of the TAAS/TAKS or otherwise meet graduation requirements.
7. Accepted high school students are limited to two courses per semester (fall, spring, summer). A student may not take more than six courses in a year.

**NOTE** Official transcripts and TSI state-approved test scores must be sent directly to CTC from the issuing educational 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 and Cosmetology Programs

The admission/registration process for these programs differs slightly from those for the regular college credit programs in that registration is ongoing.

- 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. After seeing the counselor, go to the Industrial Technology Department in Building 118, Room 117 or Office Technology Department in Building 101, Room 11.
- Cosmetology: If interested in enrolling in the Cosmetology program, contact the Industrial Technology Department in the Vocational Skills Center Building 118, Room 17; or visit the College of Cosmetology at 203 West Jasper in Killeen or call (254) 554-3309.

## Community Non-Native Speakers

Community Non-Native English Speaking Students (immigrant/resident alien/“Green Card” holder) follow the regular registration process. Community non-native English speaking 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 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 admission has been granted to the student. Because of changing immigration 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 at [ctc.international@ctcd.edu](mailto:ctc.international@ctcd.edu) for specific information.

To apply for international student admission (F-1/M-1) to Central Texas College, Killeen, Texas, the applicants must submit the documents listed below at least 90 days prior to registration of the intended entry semester. All documents must be originals.

Faxed 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 documents 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 diploma. Diploma must show date of graduation 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. 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.
5. Submit two passport-sized photos.
6. Submit \$500 tuition deposit. If the applicant does not attend, 80 percent is refundable.
7. Take the Test of English as a Foreign Language (TOEFL). A score of 520 on the paper-based test, 190 on the computer-based test, or a score of 68 on the Internet-based 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 upon arrival.
8. 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 minimum medical expense benefit of at least \$100,000. Health insurance may also be purchased through the International Student Services office.

International students who are not TSI exempt or TSI waived must take the THEA or ACT ASSET tests as required by the state. More information provided upon arrival.

**NOTE** 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. If the visa is granted, 100% of the tuition deposit will be applied to tuition. The Residence Hall deposit is nonrefundable.

## International Transfer Students

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

- Completed original Certification of Good Standing from Previous School. Student must complete Section I of this form. The Foreign Student Advisor at the school last attended completes Section II of the form before sending it to the CTC Director, ISSO. Student must be in good academic standing and in-status with the U.S. Citizenship and Immigration Services (USCIS) in order to be admitted to CTC.
- Photocopy of Form I-20 issued by previous school attended.

## Residence Hall Application Process for International Students

- Complete Residence Hall Application. Complete all items, attach a passport-size photo and sign and date the form.
- \$100 nonrefundable Residence Hall deposit must be included to reserve a room. Early arrival is required for new international students for pretesting and registration. Be prepared to stay off campus from mid-December to mid-January while the campus is closed for the holidays.

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 at (254) 526-1926.

**NOTE** To apply to Central Texas College, direct inquiries to the Director of International Student Services [ctc.international@ctcd.edu](mailto:ctc.international@ctcd.edu), who will provide forms and instructions for completing the requirements listed above. The CTC web site ([www.ctcd.edu](http://www.ctcd.edu)) provides detailed information.

## English as a Second Language (ESL)

Non-native English speakers (international students and community foreign students) are required to take the Comprehensive English Language Test (CELT) before beginning the English-as-a-Second Language Program (ESL/DSL courses). Only international or community foreign students with TOEFL scores of 520 or higher (paper-based), at least 190 (computer-based), or at least 68 (internet-based) 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 be taken once per year. 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 includes 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/vocabulary and listening/speaking. Sufficient test scores allow you to be exempt from courses already mastered, ensuring that you do not take unnecessary courses.

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 THEA or ACT ASSET.

## **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 of 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.

## **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. Transfer students who plan to use financial aid must have transcripts on file prior to determining financial aid eligibility.

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 Educational Rights and Privacy Act as amended, 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 Higher Education Assessment (THEA) test scores or scores from other state approved TSI tests must be on file prior to registration for all students who are not TSI exempt or waived.

## **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

Student's Status	Testing Requirements*
If you are entering a Skills Center Open-Entry, Self-Paced Level I Certificate program (42 semester hours or less) or the Cosmetology Program,	you are currently waived from taking the ASSET or THEA as long as you do not take courses outside the certificate program. However, you may be required to take a Skills Center Diagnostic Test.**
If you are entering a Level I Certificate program (42 hours or less),	you are currently waived from taking the ASSET or THEA as long as you do not take courses outside the certificate program.
If you are entering a Marketable Skills Achievement program for credit,	you must take the ASSET or THEA unless courses are a part of a Level I Certificate program.
If you are entering a Skills Center Open-Entry Level II program (more than 42 hours),	you must take the ASSET or THEA unless you are TSI exempt or waived. See exemptions below.
If you are entering a Level II Certificate program or an associate degree program,	you must take the ASSET or THEA unless you are TSI exempt or waived. See exemptions below.
If you are a new International student (non-immigrant) or a Community Foreign Student (resident alien) and your native language is not English,	you must take the CELT examination if your TOEFL scores are below 520 on the paper-based, below 190 on the computer-based, or below 68 on the internet-based test or you have never taken the TOEFL.
If you scored 2200 on the ELA with a writing score of at least 3 and a 2200 in math on the exit-level 11th grade TAKS,	<ul style="list-style-type: none"> <li>- you are TSI exempt in math, reading, and writing</li> <li>- you may enroll in any course if you meet the course requirements</li> <li>- you may be required to take the ASSET or THEA to determine your eligibility to enroll in English and math courses.</li> </ul>
If you are in the high school graduating class of 2005 and met "minimum standards" on the math test and the ELA on the 10th grade TAKS,	<ul style="list-style-type: none"> <li>- you may enroll in technical courses that are a part of a Level I Certificate or Level II Certificate program.</li> <li>- you may enroll in reading-intensive courses such as history and government</li> <li>- you must take the ASSET or THEA to determine your eligibility to enroll in English and math courses</li> <li>- you must meet TSI requirements after high school graduation before enrolling in college courses.</li> </ul>
If you are in the high school graduating class of 2006 and forward and scored 2200 on the ELA with a writing score of at least 3 and a 2200 in the math on the 10th grade TAKS,	<ul style="list-style-type: none"> <li>- you may enroll in technical courses that are a part of a Level I Certificate or Level II Certificate program.</li> <li>- you may enroll in reading-intensive courses such as history and government</li> <li>- you may be required to take the ASSET or THEA to determine your eligibility to enroll in English and math courses.</li> <li>- you must meet TSI requirements after high school graduation before enrolling in college courses.</li> </ul>

\* Other placement tests, such as the COMPASS or Accuplacer may be accepted.

\*\*Contact a Skills Center Counselor in Building 118, Room 14 for more information.

**NOTE** 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.

## Texas Success Initiative

The Texas Success Initiative (TSI) replaced TASP effective September 1, 2003. The TSI program uses assessment, advising and remediation to ensure that students have the skills to be successful in freshman academic coursework. TSI requires students to be assessed in reading, writing and math skills prior to enrolling in college unless the student is TSI exempt or TSI waived.

The TSI is applicable to students attending CTC Texas locations and in-state distant learners. Out-of-state distant learners who are bona fide Texas residents and paying in-state tuition rates enrolled in online courses offered from the Central Campus are TSI-liable. All new and former students must meet with an academic advisor prior to enrolling to determine their TSI status and educational plan. Distant learners must contact an online counselor to determine their TSI status and educational plan. CTC's developmental education program and course prerequisites are applicable to all in-state and out-of-state students.



## How Can I Register to Take the Official TSI Test?

The state-approved TSI tests are the THEA, ACT ASSET, ACT ACCUPLACER and the COMPASS. CTC offers the THEA and ASSET. Refer to the semester schedule bulletins or website for dates and times of the ASSET. Information on the THEA is available at the THEA website. The CTC Guidance/Counseling and Testing offices also maintain copies of the THEA Registration Bulletin.

## Who is Exempt from Taking the Official TSI Tests?

The following students are exempt from the TSI requirements per Coordinating Board rules. All exempt students must still meet course and testing prerequisite requirements for CTC course placement purposes. (Coordinating Board rules and regulations are subject to change.)

1. **ACT Scores.** A student who has a composite score of 23 with a minimum of 19 on both the English and the mathematics tests and who first enrolls in a Texas public institution of higher education within five years from the date of testing. For tests taken in April 2004 and forward, a student who earns the 23 composite score is eligible for a partial exemption based on the section passed.
2. **SAT Scores.** A student who has a composite score of 1070 with a minimum of 500 on both the Critical Reading (verbal) and the mathematics tests and who first enrolls in a Texas public institution of higher education within five years from the date of testing. In March 2005, the SAT was revised. The Critical Reading section replaced the verbal section, and a writing section was added. At the time of this publication, the Critical Reading score combined with the student's composite score will be used to determine exemption from state-mandated testing in reading and writing. For tests taken in April 2004 and forward, a student who earns the 1070 composite score is eligible for a partial exemption based on the section passed.
3. **TAKS Scores.** A student who has an 11th Grade Exit-Level minimum scale score of 2200 on the mathematics test and a minimum scale score of 2200 on the English Language Arts (ELA) section with a writing subsection score of at least 3 and who first enrolls in a Texas public institution of higher education within three years from the date of testing. A high school transcript with an asterisk next to the ELA scale score should indicate a student scored at least a 3 on the writing subsection. For tests taken in April 2004 and forward, a student will be TSI exempt related to the section passed. Graduates of the 2005 high school class who attended CTC while in high school based on their 10th grade TAKS scores will be re-assessed to determine college readiness upon initial entry into CTC after high school graduation.
4. **TAAS.** A student who first enrolls in a Texas public institution of higher education within three years from the date of testing and performs at or above the set standard: a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test. Note: After Fall 2004, the exit-level TAKS will replace the TAAS.
5. **Students Transferring From Out-of-State or Private/Independent Colleges and Universities.** A student who transfers from an accredited out-of-state or private/independent institution of higher education and who has satisfactorily completed college-level coursework in designated English, mathematics and reading intensive courses may be exempt. Transfer students must meet with an academic advisor to determine exemption eligibility.
6. **Associate or Bachelor's Degree Graduate.** A student who has graduated with an associate or baccalaureate degree from a Texas institution of higher education as defined in Texas Education Code, Section 61.003(8).
7. **Active Duty Military, Texas National Guard and Reservists.** A student who is serving on active duty as a member of (a) the armed forces of the United States, (b) the Texas National Guard, or (c) as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
8. **Former and Retired Military.** A student who on or after August 1, 1990, was honorably discharged, retired, or released from (a) active duty as a member of the armed forces of the United States or the Texas National Guard; or (b) served as a member of a reserve component of the armed forces of the United States.
9. **Non-Degree/Non-Certificate Seeking.** A student who is not seeking a degree or certificate may be waived upon meeting specific institutional guidelines. Students must meet with an academic advisor to determine waiver eligibility.
10. **Declared College-Ready by another Texas Public Institution of Higher Education.** A student who has previously attended a Texas public institution of higher education and has met the readiness standards of that institution.

## Who is TSI-Waived?

### Level One Waived-Certificate Program.

A student enrolled in a certificate program of one year or less (which requires 42 or fewer semester credit hours) is waived from TSI. If a student takes more than six semester credit hours outside the waived program, he or she immediately becomes TSI liable. Student must still meet departmental course and testing prerequisites. The waiver applies to students who have already graduated from high school. Dual/Concurrent high school students are admitted to CTC based on other TSI criteria established by the state.

## High School Students

High school juniors or seniors may be eligible to earn college credit while they are still in high school by enrolling in dual or concurrent credit courses. Dual credit courses are college courses that also count toward high school requirements. Concurrent courses are college courses taken by a student outside of high school hours. Prior to enrolling in either dual or concurrent courses, students must satisfy the TSI requirements.

High school students may be exempt from TSI if they meet the qualifying standards on the ACT, SAT, or the 11th grade exit-level Texas Assessment of Knowledge and Skills (TAKS). Minimum standards are described in the section of this catalog "Who is Exempt from TSI Testing." If the student does not meet the qualifying standard necessary for an exemption, the student must take one of the TSI-approved tests in the corresponding section to enroll in concurrent courses or dual credit courses for which college readiness is required.

## Dual Enrollments in Workforce Education Credit Courses

A high school student is eligible to enroll in workforce dual credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has achieved the minimum high school passing standard on the Mathematics section and/or the English/Language Arts section on the tenth or eleventh grade TAKS. A student may enroll only in those workforce education dual credit courses for which the student has demonstrated eligibility. Student must still meet institutional requirements, such as course prerequisites. (A dual credit course is a course that fulfills a high school requirement.)

## TSI Minimum Standards

To meet TSI minimum standards, a student must achieve the minimum passing scores on one of the approved TSI tests as listed below. As noted below, the state requires a 6 on the written essay. However, if the student achieves the minimum score on the objective writing test, a score of 5 on the essay will meet TSI standards.

- ASSET: (a) Reading – 41, (b) Elementary Algebra – 38 and (c) Writing Objective – 40 and Written Essay – 6.
- THEA: (a) Reading – 230, (b) Mathematics – 230 and (c) Writing 220 and Written Essay – 6.
- COMPASS: Reading – 81; Algebra - 39; Writing (objective) – 59 and Written Essay – 6.
- ACCUPLACER: Reading Comprehension - 78; Elementary Algebra - 63; Sentence Skills – 80; and Written Essay – 6.

Deviation Standards. If a student's test scores are within the deviation standards set by the Coordinating Board, the student must successfully complete the CTC developmental education plan. Upon successful completion of the CTC developmental education plan, the student will not be required to retest.

- ASSET: (a) Reading – 35, (b) Elementary Algebra – 30 and (c) Writing Objective – 35 and Written Essay – 6.
- THEA: (a) Reading – 201, (b) Mathematics – 206 and (c) Writing 205 and Written Essay – 6.
- COMPASS: Reading – 64; Algebra – 23; Writing (objective) – 44 and Written Essay – 6.
- ACCUPLACER: Reading Comprehension – 61; Elementary Algebra – 42; Sentence Skills – 62; and Written Essay – 6.

## Scores that Do Not Meet Deviation Standard

A student whose scores on a state-approved TSI test do not fall within the deviation set by the Board must successfully complete the CTC developmental education plan and may be required to meet other indicators of readiness as determined by the college.

A student may retake a state-approved assessment instrument at any time, subject to availability, to determine the student's readiness to perform freshman-level academic coursework.

## Special Conditions due to Elimination of Certain TASP Exemptions

TASP exemptions and waivers are not valid for students who entered Central Texas College or another Texas institution of higher education for the first time after September 1, 2003. However, if a student was previously exempt from TASP based on any of the exemptions listed below and re-enters CTC in the Spring 2004 Semester or thereafter, the TASP exemption may be used to meet TSI requirements.

The student must have been enrolled in a Texas public institution of higher education between September 1, 1989 and August 31, 2003 and the TASP exemption must have been posted on the student's transcript.

1. Grandfathering. Any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the Fall Semester 1989; or entered the U.S. armed forces prior to July 1, 1989 and had the equivalent of three semester hours of college credit awarded for his or her military schools and training.
2. Deaf students who have three or more college-level semester credit hours or the equivalent from an accredited institution prior to September 1, 1995.

3. High School graduates with a 3.5 or above grade point average who graduated in the Recommended or Advanced Curriculum from September 1, 2001 to August 31, 2003.
4. Students who completed TASP obligations via provision TEC 51.306(u), dyslexia and other related disorders (effective from September 1, 1995 to August 31, 2003).

Students whose TASP exemption cannot be carried over and re-enroll with CTC in the Spring 2004 Semester or thereafter must take the THEA, ASSET or other state-approved TSI test. Testing is a state requirement and cannot be waived. Texas Success Initiative rules and regulations are subject to change.

## **Registration**

### **Registration Periods**

Students may register on the Web or during scheduled walk-in registration periods. Army TA and eArmyU students register through the GoArmyEd portal. Active duty Army soldiers using personal funds for payment are encouraged to register through the GoArmyEd portal.

- 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 less than 12 months, 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 2003, you must revalidate your active duty military status before enrolling in the Fall 2004 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 THEA or ASSET unless exempt or enrolled in a certificate-waived program prior to registration. If you are not required to take the THEA or ASSET test, you may be required to take placement tests to enroll in specific courses or programs.

Except when the administrative offices are closed or during scheduled registration periods 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. Students are encouraged to register prior to walk-in dates for maximum availability of classes.

### **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 Cosmetology classes begin the first Monday of March, June, September and December. Registration for Cosmetology classes occurs 15-20 days prior to start of classes. Telephone and web registration are not available for the Cosmetology Program.

### **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 TSI 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 TSI and you are not in a TSI-waived program, you must take the THEA or ASSET Exam before registration. If you are exempt from TSI or in a TSI-waived program, you may be required to take a designated 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. Students are not permitted to register after the scheduled late registration date. There is no late registration for online courses.

## **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 at the CTC VA office. Army TA and eArmyU students add and drop courses through the GoArmyEd portal.

## **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.

# **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**

Applicants desiring admission to the MLT program must follow the regular procedures for admission to Central Texas College. Upon admission to CTC, a prospective student must follow the procedures required by the MLT program as follows:

- Application to the MLT program accompanied by the documents listed below. An incomplete application (lacking any of the documents) will not be accepted.
  - Transcript of high school graduation or GED equivalency.
  - Copy of THEA scores or one of the other approved TSI exams. THEA scores or equivalent of at least 250 on the mathematics, 230 on the reading, and 230 on writing. (For a complete list of the approved TSI exams, refer to the Admissions section of the CTC Catalog.) A student who does not successfully complete the reading and/or writing sections of the exam must successfully complete the required developmental courses prior to the pre-admission interview. A student with a math score below 250 may be admitted to the program, but must successfully complete the developmental mathematics courses prior to enrolling in MATH 1414 College Algebra. The mathematics department requires at least 270 or equivalent on the TSI-state approved test or successful completion of DSMA 0303 to enroll in MATH 1414.
  - Two completed reference forms.

- Current immunization record.
- Physical exam form completed within the last six months signed by a M.D. or D.O.
- Student health history.

**Call for an appointment for a pre-admission interview with the program director (254-526-1883) when the application and the required documentation has been submitted to the MLT office.**

Additional requirements are:

- Students with prior college credits: It is the applicants' responsibility to ensure CTC receives official transcripts. For effective counseling, copies of transcripts should be sent to the MLT office prior to the pre-admission interview. All transfer courses accepted in the MLT program must have a grade of C or better. Science courses that are 5 years old or greater must be repeated.
- BIOL 1406 is recommended for any student who did not complete a high school biology course prior to entering MLAB 1201 and 1211. CHEM 1406 is recommended for any student who has not completed a high school chemistry course. Students with previous college credits will be exempt.
- Based on the date of the application and after admission criteria have been met, 20 students are admitted to the MLAB 1201/1211 courses. Enrollment in MLAB 1201/1211 does not guarantee a position in the clinical courses of the program. Upon entering MLAB 1201/1211 and subsequent courses, the student is in competitive status for admission to the clinical courses of the program.
- Student must complete the program within four calendar years of enrollment.

## **Progression Requirements**

In order for a student to progress in the MLT program, the following requirements must be met:

- Achieve a grade of "C" or better in each course listed on the degree plan.
- Successfully complete the prerequisites to Clinical I with a grade of "C" or better. Prerequisites are:  

MLAB 1201 and 1211	MLAB 1415
BIOL 2401	BIOL 2402
CHEM 1411	CHEM 1412
MATH 1414	ITSC 1409
- Selection for acceptance to the clinical courses of the program will be made on a space-available basis. The selection process is a function of the MLT Advisory Committee. The following criteria will serve as the basis for the decision regarding selection.
  - Review of transcripts and courses currently in progress; specifically academic courses in biology, chemistry, mathematics, and medical laboratory technician.
  - Interview with a member of the MLT Advisory Committee (32 points possible).
  - Interview with the MLT program Medical Advisor (32 points possible).
  - There are a maximum of 10 positions available for clinical courses. The students with the 10 highest point values will be admitted to the clinical courses. Two alternate positions will be assigned to the next two applicants.
  - Students will be notified by letter regarding their status for admission to Clinical I.
- Provide receipt verifying the purchase of the medical liability insurance policy through CTC.
- Current CPR certification on file.
- Results of TB Tine (skin) test or chest x-ray within six months of entering Clinical I.
- Results of Criminal Background Check and Urine Drug Screen completed within 90 days and submitted 45 days prior to entering Clinical I.

## **Transfer Students**

Transfer students must:

- Meet general admission requirements of Central Texas College and the MLT program.
- Have a minimum 2.5 GPA or better on a 4.0 scale.
- Present transcripts and syllabi of completed science and MLT courses to the CTC Guidance and Counseling department.
- Submit transcripts and syllabi evaluations completed by the CTC Guidance and Counseling department to the MLT program.
- May be required to challenge MLT courses depending on the transcript and syllabi evaluations. Students will be required to successfully complete MLT exit exams with a minimum of 70 (C).
- Placement of students in MLT clinical courses will depend upon availability and the recommendation of the MLT Selection committee and the MLT program director. Clinical admissions requirements will be applicable.



## **Readmission Policy**

- Student must submit a written request for readmission to the program (refer to page 8 of the MLT Student Handbook).
- Student must be able to complete the program within four calendar years of the initial enrollment.
- Readmission to any MLT course is dependent upon availability of class openings after current class enrollment, but it is not automatic.
- Student who does not successfully complete any MLT or science course or withdraws from a MLT course with a failing average may apply once for readmission to the program.
- For readmission to the clinical courses of the program, the student must be in good academic standing, receive approval from the MLT program director and repeat the clinical admission process.
- Upon readmission to the clinical course, the following documents must be on file in the MLT program prior to the first day of the course.
  - Proof of physical exam signed by a M.D. or D.O. within the last six months.
  - Copy of current immunizations.
  - Receipt for the purchase of medical liability insurance policy through CTC.
  - Current CPR certification on file.
  - Results of current TB Tine (skin) test or chest x-ray.
  - Results of Criminal Background Check and Urine Drug Screen submitted 45 days prior to entering the clinical course(s).

## **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 of Applied Science degree with specialization options in Chemical Dependency, At-Risk Youth, or Social Work. The Chemical Dependency and At-Risk Youth specialization options may be in the form of certificates or Associate of 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-Central Texas work together to facilitate the transfer process for students pursuing the Mental Health Services Associate of Applied Science (AAS) degree, with the Social Work specialization, through an Articulation Agreement. Students must sign the Articulation Agreement and successfully complete CTC's AAS degree with the Social Work Specialization, in order to have their coursework transferred. Students who qualify will then have the opportunity to work toward the Bachelor of Social Work degree and qualification for the licensing examination for Social Work under Texas law.

Students who successfully complete the Advanced Certificate of Completion or Associate of 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 Department of State Health Services Substance Abuse Services. Students who complete the minimum educational requirements as outlined by the DSHS will be evaluated on an individual basis before being eligible to enroll in the course DAAC 2367 Practicum, which provides the DSHS required 300 hour practicum. Effective September 2004, eligibility for licensure includes the requirement of an associate or more advanced degree with a course of study in human behavior/development and service delivery, such as the AAS Chemical Dependency specialization in the Mental Health Services Department.

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 Department Application.
- Make an appointment for an interview with a Mental Health Services program advisor.
- Take the THEA or other TSI-approved state exam 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 Mental Health Services 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.

## **Department of Nursing**

All programs in the Department of Nursing have a clinical component during which students spend time in health care institutions giving direct care to clients. It is the expectation of health care facilities that students' practice will not be impaired by drugs or alcohol. In addition, because of client vulnerability, institutions may not allow students with past convictions to practice in their facility. The Policy and Standard for Drug Screening and Background Checks, as well as the Immunization, CPR requirements, Texas Success Initiative (TSI) and Nurse Entrance Test (NET) are required for all students applying for admission to the Associate Degree Nursing Program, Transition to Associate Degree Nursing Program, EMT-P to ADN Option, Vocational Nursing, Emergency Medical Technician and Paramedic Programs.

Applicants for the nursing programs must follow the regular procedures for admission to Central Texas College, and complete all Department of Nursing standard program admission requirements, which include CPR and the following:

- Following acceptance to the program, but prior to registration a student must provide documentation of the actual results of a Negative Criminal Background Check from CertifiedBackground.com and the actual negative results of a 5-panel drug screen. Liability Insurance is included in registration fees.

Students applying for the ADN program will be considered for admission based upon the performance of the applicant pool for each class to include:

- overall grade point average (G.P.A.) on all CTCD A.D.N. Degree Plan coursework;
- overall G.P.A. on lab science coursework undertaken on the A.D.N. Degree Plan; and
- Nurse Entrance Test (N.E.T.) performance.

### **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**

This policy applies to all students applying for admission to the Associate Degree Nursing Program, Transition to Associate Degree Nursing Program, EMT-P to ADN Option, Vocational Nursing, Emergency Medical Technician, Paramedic Programs and Nurse's Aide Program.

All drug screen tests and background checks must be conducted and verification of negative results received after acceptance but prior to enrollment in the program to which the student is applying. Enrollment is contingent upon declaratory order outcomes should a positive background check occur. The program will honor drug screen and background checks for the duration of the student's enrollment in the college if the participating student has not had a break in enrollment from the CTC Department of Nursing. A break in enrollment is defined as nonattendance of one full 16-week semester or more. Following admission to the program, but prior to registration a student must document eligibility by doing the following:

- Submit documentation of the actual results of a Negative Criminal Background Check from CertifiedBackground.com to the CTC Department of Nursing Chair or designee, at the student's own expense.
- Submit the actual negative results of a 5 or 7 Panel Drug Screen, at the student's expense, to the Department of Nursing Chair.
- Sign a release of information for the Criminal Background Check and Drug Screen results if negative to be released to the facilities to which the student is assigned for clinical experiences during enrollment in the program.
- Sign a statement agreeing to:
  - Inform the Department Chair and/or the facility if criminal activity or substance abuse occurs after the initial Criminal Background Check and Drug Screen is done.
  - A "for cause" Drug Screen.
  - Release of information to clinical facilities.
- Allocation of Cost - Each student must bear the cost of these requirements.
- Neither the college nor hospitals provide medical coverage or workmen's compensation for emergency illness or injury.
- Medical coverage is the responsibility of the student.

After acceptance for admission, the following must be on record in the Department of Nursing Office prior to registration

### **Mandatory Immunizations:**

- Source: Title 25 Health Services, Rule 97.64 and Rule 97.65 of the Texas Administrative Code (April 2004). Required Vaccinations for Students Enrolled in Health-related and Veterinary Courses in Institutions of Higher Education:
  - Students cannot be provisionally enrolled without at least one dose of measles, mumps, and rubella vaccine if direct client contact will occur during the provisional enrollment period.
  - Polio vaccine is not required. Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.
  - One dose of tetanus-diphtheria toxoid (Td) is required within the last ten years.
  - Students who were born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968.
  - Students must show, prior to client contact, acceptable evidence of vaccination of one dose of rubella vaccine.
  - Students born on or after January 1, 1957, must show, prior to client contact, acceptable evidence of vaccination of one dose of mumps vaccine.
  - Students shall receive a complete series of hepatitis B vaccine prior to the start of direct client care or show serologic confirmation of immunity to hepatitis B virus.
  - Students shall receive two doses of varicella vaccine unless the first dose was received prior to 13 years of age.

Rule 97.65 Exceptions to Immunization Requirement (Verification of Immunity/History of Illness):

- Serologic confirmations of immunity to measles, rubella, mumps, hepatitis B, or varicella, are acceptable. Evidence of measles, rubella, mumps, hepatitis B, or varicella illnesses must consist of a laboratory report that indicates either confirmation of immunity or infection.
- A parent or physician validated history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of vaccine. A written statement from a physician, or student's parent or guardian, or school nurses, must support histories of varicella disease.

- CTC Department of Nursing requires proof of physical exam completed within the last three months signed by MD, DO, PA or NP which includes Purified Protein Derivative (PPD) Tuberculin skin test results, before registration. The PPD TB skin test will be required each year thereafter. Documentation of chest x-ray is acceptable for students who require that. Proof of physical examination or diagnostic tests are recommended or required must include physicians return to class/clinical documentation after illness, injury, surgery, pregnancy e.g.

## Associate Degree Nursing (ADN)

### Admission Policy

#### General Information

The Associate Degree Nursing Program (ADN) requires two calendar years. Upon completion students are eligible to receive an Associate of Applied Science Degree and become candidates for the National Council Licensure Examination-RN®. A candidate who successfully passes this exam is licensed to practice as a Registered Nurse (RN). The ADN Program provides a general education together with nursing education at a college level. The student receives classroom instruction and coordinated clinical experience in the nursing care of clients in area health care agencies under the supervision and guidance of the college faculty. Students may enter the ADN Program in the Fall or Spring Semester. The ADN Program is approved by the Board of Nurse Examiners for the State of Texas and is fully accredited by the National League for Nursing Accrediting Commission, Inc.

Applicants for the program must follow the regular procedures for admission to Central Texas College. Neither the college nor hospitals provide medical coverage or worker's compensation for illness or injury or emergency illness or injury. 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 transcripts were sent to Records and Registration, a release must be signed for the transcripts to be sent to the Department of Nursing.
- Completion of the courses prerequisite to RNSG 1413, Foundations for Nursing Practice, with a C or higher and a GPA of 2.5 or higher, and
  - BIOL 1406 (Please be aware that that BIOL 1406 or the applicable CLEP is a prerequisite to BIOL 2421.)
- All students must be TSI complete to be admitted to the Nursing Program. No exemptions from testing will be allowed except those with transfer classes in the required testing areas (college level Reading, Writing, and Math). Those who are TSI complete must have the following ACT ASSET minimum scores or greater within the last 5 years: Reading 41+, Writing 41+ with 6+ on the essay, and Math 41+.
- The Nurse Entrance Test (NET) must be passed within three attempts with passing scores on the same exam. A cumulative math score of 65 percent or higher on the Math section with no more than three sections below 70 percent, and 51 percent or greater on the reading section of the NET. Call Testing Services at (254) 526-1254 for the date, place, cost and time. A pretest, at no cost, may be taken. Contact information: Building 118, Room F15, (254 ) 526-1344.
- An overall 2.5 GPA on a 4.0 scale in transfer courses and course work at CTC that are on the nursing degree plan.
- A GPA of 2.5 in the lab science courses.
- All transfer courses accepted in the Nursing curriculum must be a "C" or above. Science courses that are over 5 years old must be repeated.
- Attendance at a mandatory Small Group Interview Meeting with the Chair of the Department of Nursing/ADN Coordinator or designee during the semester in which you are completing the last of your pre-requisite courses, are TSI complete, and have passed the NET is required. Your CTC Department of Nursing application, NET scores, TSI exam scores and all transcripts must be received prior to the schedule of the mandatory Small Group Interview Meeting.
- Students selected for the A.D.N. Program are ranked and selected based upon the performance of the applicant pool for each class to include:
  - overall grade point average (G.P.A.) on all CTC A.D.N. Degree Plan coursework;
  - overall G.P.A. on lab science coursework undertaken on the A.D.N. Degree Plan; and
  - Nurse Entrance Test (N.E.T) performance.
- After selection for admission, but prior to registration, the following must be on record in the nursing office.
- Mandatory immunizations prior to client contact. See **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations.**
- Proof of physical exam completed within the last three months signed by MD, DO, PA or NP which includes PPD TB skin test results, before registration. The PPD TB skin test will be required each year thereafter. Documentation of chest x-ray is acceptable for students who require that. Provide proof of physical examination or diagnostic tests as recommended or required, to include physicians return to class/clinical documentation after illness, surgery, or pregnancy e.g.
- Proof of current CPR course completion - BLS-Health Care Provider or CPR for the Professional Rescuer, before registration. (Bring the original and a photo copy.)
- Current liability insurance (included in registration fees).

- Negative Criminal History Background Check and Negative 5 or 7 panel Drug screen - All criminal history background check and drug screen tests must be conducted and verification of negative results received after selection, but prior to enrollment in the ADN Program. Negative results for the criminal history background check (completed on-line with directions provided) and drug screen tests will be honored for the duration of the enrollment period in the Program if there has not been a break from enrollment in the Department of Nursing at Central Texas College. A break in enrollment is defined as nonattendance of one full (16 week) semester or more. The prospective student will also sign a statement agreeing to:
  1. inform the Department of Nursing Chair and/or the clinical agency facility if criminal activity or substance abuse occurs after the initial Criminal History Background Check and Drug Screen, or is aware of such activity that was not disclosed on the original background check. Failure to disclose discoverable information, which will be revealed on clinical facility and/or the FBI background check as required by the BNE, may prohibit progression in the program of eligibility for licensure.
  2. a “for cause” drug screen.
  3. provide a Birth Certificate, U.S. Passport, naturalization certificate, permanent alien card or other documents if required by the clinical facility.

Each prospective student must bear the cost of all the above requirements.

### ***Additional Need-to-Know Information***

Students will be required to take nationally normed tests throughout the curriculum. In the last semester of the curriculum, students will be required to take a comprehensive nationally normed exam and to score at or above the Educational Resources Inc (ERI) North American Average Score in order to pass that course. Clinical facilities may require the following: birth certificates, U.S. passport, naturalization certificates, permanent alien card if applicable.

### ***Progression Requirements***

In order to progress in nursing, the following requirements must be met:

- Achieve a grade of “C” or better in all courses in the curriculum including general education and nursing courses.
- Achieve a minimum 75 percent test average in all nursing courses.
- Successfully complete prerequisites to each nursing course.
- Successfully complete co-requisites prior to or concurrently with nursing courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR certification - BLS for Health Care Providers or CPR for the Professional Rescuer.
- Maintain current liability insurance (included in registration fees).
- Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/ clinical documentation after illness, injury, surgery, or pregnancy etc.
- Have an annual PPD Skin test/or chest x-ray as physician ordered if required, and provide results to Department of Nursing.
- Maintain a negative drug screen and criminal background check.
- Successfully complete all standardized assessment and exit tests with acceptable scores.
- Complete the nursing program within four years of first enrollment in RNSG 1413 or its equivalent.
- Perform and behave in the classroom and clinical according to the Standards of Practice as set forth in the Rules and Regulations of the Board of Nurse Examiners for the State of Texas. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

### ***Transfer Students***

- Must meet general admission requirements of CTC and the Department of Nursing.
- Have an overall 2.5 GPA on a 4.0 scale in all college work, both transfer coursework and work earned at CTC that will be used on the nursing degree plan.
- Possess a lab science GPA of 2.5.
- Present a transcript from all colleges attended. (Syllabi for nursing courses may be requested for review.)
- Apply in writing to the CTC A.D.N. Admissions and Standards Committee for admission to the Program.
- Acknowledge that placement in a nursing course will be dependent upon space availability and recommendations of the Admissions and Standards Committee.
- Complete the nursing program within four years of first time enrollment in RNSG 1413 or its equivalent.
- Must be aware that transfer students who have failed in another college or university nursing program may be admitted to the Associate Degree Nursing program provided they are eligible for readmission to the program from which they are transferring. Official letters from the original program are required for validation. These student nurses are admitted with the understanding that readmission following any CTC Nursing Department course failure will be denied.
- Meet the CTC residency requirement that 25 percent of the nursing degree plan coursework must be successfully completed at CTC.



## **Part-Time Policy**

Students desiring to enroll in the A.D.N. program in part-time status must:

- Mark “full-time or part-time” on the CTC Department of Nursing ADN Application form.
- Petition in writing a change in enrollment status to the ADN Admissions and Standards Committee, the semester prior to the change. Changes will be allowed on a space-available basis only.
- Successfully complete all the courses in a given semester on the nursing degree plan, in order to progress to the following semester’s courses.
- Complete the nursing program within four years of first time enrollment in RNSG 1413 or its equivalent.

## **Nurse-Aide Policy as an Associate Degree Nursing Student**

Effective Fall 2005 prospective students who present a valid Certified Nurse Aide (CNA) certificate may receive evaluated credit for RNSG 1105, Nursing Skills I, provided transcripts are submitted showing proof of the course taken through a college or high school program.

## **Readmission Policy for Seeking an Associate Degree in Nursing**

- Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.
- Students must complete the nursing program within four calendar years of enrollment in nursing courses.
- Students must meet the current admission/progression requirements.
- Students must provide current physical, immunization, criminal background and drug screen information. Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, injury, surgery, or pregnancy etc.
- If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student 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 1209, 1301, 1105, 1115, 1413, 1262, 1331, 1251, 2213, 1363, 1347, 2201, 2362, 2341, 2221, 2363, 1417, 2360, 1327, and 1162. Failure of three nursing courses will result in ineligibility for readmission.
- If a student has been readmitted following a nursing course failure and subsequently withdraws from a nursing course because of extenuating circumstances, the student may be readmitted if in a passing status at time of withdrawal.
- Consideration for readmission of former students is based on the following:
  - Former faculty team recommendation.
  - Academic grade average and clinical evaluation.
  - Reason(s) for failure if applicable.
  - Resolution of outside extenuating circumstances if applicable.
  - Completion of remedial work and/or completion of corresponding Level 1 or Level 2 academic courses if recommended.
  - The recommendation of the Admissions 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 program 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 and may request an interview with the applicant. The committee determines eligibility for readmission and notifies the student in writing.
- Should a student fail or withdraw from the LVN Transition, the student 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.

## **Challenge Students**

The Challenge option is available to transfer students from Diploma, other ADN or BSN programs, if the following requirements are met:

- Admission to Central Texas College.
- Completion of all admission requirements to the ADN Program.
- Submit proof of eligibility for readmission to the program from which they transferred.
- Composite/overall and lab science GPA of 2.5.
- Have no prior enrollment at CTC in the course to be challenged.
- Have no grade lower than a C on a comparable course from the program from which they transferred.
- Meet the pre and co-requisites of the course to be challenged and complete the nationally normed testing requirements of the course to be challenged.

- Submit a letter requesting approval to challenge a nursing course to the Department Chair and/or Admissions and Standards Committee.
- Receive the approval of the Department Chair or Admissions and Standards Committee, Semester/Level Coordinator and course Lead Professor of a first, second and/or third semester nursing course to be challenged.
- Contact the Semester/Level Coordinator Lead Professor to be provided with a course syllabus, progression and nationally normed testing requirements, and a list of current required learning materials.
- Challenge the course one time only.
- Provide a minimum of two weeks' notice regarding the challenge exam date. The exam will be taken in the CTC Testing Office; you must bring a picture ID. The examination fee is due to the Testing Office on the date the student tests; fees are subject to change and are nonrefundable. The appropriate nationally normed test fees (ERI) will be paid to the Business Office and are nonrefundable and subject to change. Attain a final score of 80 or higher to receive evaluated credit. The challenge exam is an instructor-made comprehensive exam up to 100 items, and will include dosage calculations. the exam may include a written or technology based requirement.
- Meet the CTC residency requirement of 25 percent of the degree plan.
  - Be aware that a minimum of six semester credit hours with a grade of "C" or higher must be earned in the Central Texas College system along with a request for evaluation before any evaluated credit for the challenge exam is placed on the transcript.
- Upon successful challenge of a course with an examination grade of 80 or more, the transferring student must apply to the Admissions and Standards Committee for admission to the appropriate semester. Admission is contingent upon space availability; admission the semester immediately following the challenge exam is not automatic.
- Complete the A.D.N. Program within four years of first time enrollment in RNSG 1413 or its equivalent.

## Transition to Associate Degree Nursing

### *Admission Policy*

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, applicants must satisfactorily complete all Department of Nursing standard program admission requirements which include CPR certification, Drug Screen, Criminal Background check, NET exam, TSI completion and prerequisite course requirements; See the ADN Admission Policy and **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. All students applying to the Transition Program must also meet the following requirements:

- Current LVN/LPN license from any state.
- Two work references as an LVN, one 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:
  - Graduation from a vocational nursing program.
  - Earned at least a "B" (or 80 percent) average in all courses in the vocational nursing program.
  - A letter from the director or coordinator of the vocational nursing program recommending such waiver.
  - It is recommended that all of the general academic courses be completed before admission.
- Completion of general education prerequisite requirements for the Transition LVN to ADN Option Program. A grade of "C" or better in each course with a GPA of 2.5 is required in the courses on the nursing degree plan in both transfer courses and work earned at CTC.
- Have an overall 2.5 GPA on a 4.0 scale in transfer courses, course work at CTC that is on the nursing degree plan, and have a lab science GPA of 2.5.
- Complete the A.D.N. Program within four years of first time enrollment in RNSG 1413 or its equivalent.

## EMT-P to ADN Option Program

### *Admission Policy*

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, applicant's must complete all Department of Nursing standard program admission requirements which include CPR certification, Drug Screen, Criminal Background check, NET exam, TSI completion and prerequisite course requirements; See the ADN Admission Policy and **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. The following is also required before admission to the EMT-P to ADN Option.

- Current EMT-P certification or license from any state or the National Registry of EMT's.
- Application to the Department of Nursing EMT-Option Program with copies of transcripts from all previous attended, to include EMT-P transcript. If transcripts are turned into the CTC Records Office, a release for the transcripts to be sent to the

Department of Nursing must be signed.

- 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 prior to admission to the Option e.g., 2080 hours in the two years immediately preceding the beginning of the Option.
- Complete the A.D.N. Program within four years of the first time enrollment in RNSG 1413 or its equivalent.
- Completion of general education prerequisite requirements for the EMT-P to ADN Option Program. A grade of C or better in each course with a GPA of 2.5 in the courses on the nursing degree plan both transfer courses and work earned at CTC:
- Have an overall 2.5 GPA on a 4.0 scale in transfer courses, course work at CTC that are on the nursing degree plan, and have a lab science GPA of 2.5.

## **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 student must complete all Department of Nursing standard program admission requirements which include CPR certification, Drug Screen, Criminal Background check, NET exam, and TSI completion; See **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. Neither the college nor hospitals provide medical coverage or worker's compensation for illness or injury or emergency illness or injury. The following must also be completed before admission to the Vocational Nursing Program.

- Application for the nursing program.
- Submission of high school transcripts to the Department of Nursing verifying graduation or GED transcript that indicates student has earned a state equivalent high school diploma.
- Submit copies of official transcripts from previous colleges attended.
- The state had mandated that the student must be TSI exempt or completed TSI requirements through the THEA, ACT ASSET, ACCUPLACER, or COMPASS.
- Complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.
- Must participate in an orientation meeting upon successful completion of the Nurse Entrance Test with the Vocational Nursing Coordinator or designee. The applicant's Vocational Nursing application and High School or GED transcript must be in the Nursing Department office to participate in this meeting.

### ***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. Failure of three nursing courses or a clinical failure for unsafe practice will result in ineligibility for readmission. The vocational nursing program must be completed within two years of first time enrollment in VNSG 1304 or its equivalent.
- The number of students repeating may not exceed the number of open slots in any class.
- Consideration for course repetition:
  - letter written by applicant that includes:
    - Student name.
    - Nursing course name(s) and the course synonym number(s) to which seeking readmission.
    - Reason(s) for lack of success/progress in the course(s).
    - Plan for success if readmitted (be specific please).
    - Semester and year seeking readmission.
    - Student signature and date.
  - 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 Department of Nursing policies found in the Vocational Nursing Student Handbook.
- Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.
- Professional liability insurance must be paid according to Department of Nursing 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. Failure to achieve 90 percent on the conversion test will result in a clinical course failure.

It is mandatory for VN students at all three semesters of the program to participate in a comprehensive assessment and review program. Detailed diagnostic reports at the end of the semester (online exams) provide the student immediate results and opportunity for remediation. Proof of satisfactory remediation on each test must be submitted to the course instructor by the first class day of the next semester so the student may progress in the VN program. Failure to submit proof of remediation will result in an Academic Hold.

- Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.

The Vocational Nursing Program culminates in certification leading towards licensure and is responsible to maintain rules and regulations relating to Vocational Nursing Education, licensure, and practice in the State of Texas issued by the Board of Nurse Examiners (BNE). VN students are responsible for maintaining professional conduct throughout all aspects of this program. The BNE regulations define and outline “Unprofessional Conduct” and can be found in the CTC VN Program Student Handbook. Failure to maintain the professional code of conduct may subject the student to disciplinary action and/or removal from the program.

### ***Transfer Students***

A transfer student is a person who attended another nursing program and transferred course credit for advanced placement in Central Texas College’s VN program.

- 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 from the previous school indicating satisfactory performance.
  - A complete description of the nursing courses taken.
  - Evidence of maintaining a “C” (2.0 GPA) at previous school.
  - Grades for all courses that are transferred in must be a “B” or better.
  - Two satisfactory 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 (27 credit hours).
- Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent
- 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 Basic, Intermediate and Paramedic) Certificate and Associate Degree Programs**

### ***Admission Policy***

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, complete all Department of Nursing standard program admission requirements which include: CPR Certification, Proof of Immunizations, Drug Screen, Criminal Background Check, NET exam and TSI completion; See **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. Neither the college nor hospitals provide medical coverage or worker’s compensation for illness or injury or emergency illness or injury. All students applying to the EMT-Basic Certificate Program must also meet the following additions:

- Proof of High School graduation or GED high school equivalent certificate.
- Copies of transcripts from prior colleges or universities attended.

- Proof of physical exam completed within the last six (6) months signed by an MD, DO, PA or NP.
- PPD TB skin test results completed within the last three (3) months signed by an MD, DO, PA or NP. The PPD TB skin test results will be required annually thereafter.

### ***Progression Requirements***

Any student wishing to progress to the EMT- Intermediate or Paramedic Program should refer to the Paramedic Program requirements.

## **Paramedic Program (includes EMT- Intermediate certificate)**

### ***Admission Policy***

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the applicant must complete all Department of Nursing standard program admission requirements which include: CPR certification, Drug Screen, Criminal Background check, NET exam, and TSI completion; See **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. All students applying to the Paramedic Program must also meet the following additions:

- Proof of high school graduation or GED high school equivalent certificate.
- Copies of transcripts from prior colleges or universities attended.
- An overall 2.5 GPA on a 4.0 scale in all college work, to include transfer courses and CTC coursework that will be used on the EMPT degree plan.
- Proof of physical exam completed within the last six (6) months signed by an MD, DO, PA or NP.
- PPD TB skin test results completed within the last three (3) months signed by an MD, DO, PA or NP. The PPD TB skin test results will be required annually thereafter.
- All transfer courses accepted in the EMT-P curriculum must be a “C” or above. Science courses that are older than five years old must be repeated.
- Copy of Texas, National Registry or any other State EMT- Basic Certificate

## **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 state equivalent diploma.
- Proof of current immunizations; See **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**.
- Completion of two references from individuals other than family members (forms provided).

The Nurse Aide Registry (NAR) must be checked prior to enrolling individuals to ensure that those persons are not listed on the registry as unemployable. An individual who has had a finding of abuse neglect or misappropriation of residents’ property entered on the nurse aide registry, must be prohibited from clinical, taking the competency examination and being issued a new certificate of nurse aide competency.

Pursuant to 42 Code of Federal Regulation (CFR), §483(c)(1)(ii), nurse aides with a finding of abuse, neglect or misappropriation of residents’ property are prohibited from employment in nursing and skilled nursing facilities. In addition, 42 CFR §483.156(c)(4)(D) mandates that all findings of abuse, neglect or misappropriation of residents’ property remain on the registry permanently.

## **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 75 percent average
  - Failure of performance skills test
  - Failure of clinical evaluation
- A course may be repeated 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. Dismissal from the course results.

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

## 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
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- 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?

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

### 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)

# College Costs

## Tuition Schedule for 2007-2008

Effective Date: Fall Semester 2007

Semester Hours	Resident In-District	Resident Out-of-District*	Nonresident & International
1	\$36	\$46	\$200
2	\$72	\$92	\$260
3	\$108	\$138	\$390
4	\$144	\$184	\$520
5	\$180	\$230	\$650
6	\$216	\$276	\$780
7	\$252	\$322	\$910
8	\$288	\$368	\$1040
9	\$324	\$414	\$1170
10	\$360	\$460	\$1300
11	\$396	\$506	\$1430
12	\$432	\$552	\$1560
13	\$468	\$598	\$1690
14	\$504	\$644	\$1820
15	\$540	\$690	\$1950
16	\$576	\$736	\$2080
17	\$612	\$782	\$2210
18	\$648	\$828	\$2340

**NOTE** Students will be charged the nonresident tuition rate for any course, which contains the same content and level as previously enrolled in, if attempted by the student two or more times since Fall 2002.

### Laboratory Fees

(per laboratory course)

Minimum	\$8
Maximum	\$24

### General Fees

Per semester credit hour \$8

(Does not apply to online classes)

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

## Other Fees \*

In addition to tuition, the following fees are required or applicable. Except for Individual Instruction, all fees are nonrefundable.

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)(non-refundable) .....	\$30-\$40
Nursing Insurance, Fees and Testing .....	\$10-\$99
Student I.D., Meal Card Replacement, or Bus Pass Replacement (per card) .....	\$5
Schedule Change (per drop action).....	\$5
Late Registration.....	\$10
Late Payment (plus 18 percent annual interest on amounts remaining after final due date) .....	\$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
Individualized Instruction	
Aviation Science .....	\$1,000 - \$4,500
Overflight Fees (per hour) .....	\$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 - \$250

## Tuition and Fees - Continuing Education

**Tuition**      Noncredit courses (per contact hour) ..... \$0.50

**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 regular monthly salary 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, not to exceed 12 months.
- 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 (available to Texas residents only)\***

Valedictorians of each accredited Texas High School  
Senior citizens (65 or older)  
Early High School Graduates  
Texas National Guard  
Children of Professional Nursing Faculty (CTC only)

## **Covered Charges**

Tuition only (two semesters)  
Tuition only, six hours per term  
Tuition varies  
Tuition only (subject to limitations)  
Tuition only

## **Tuition and Fee Exemptions (available to Texas residents only)\***

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 TANF during senior year of high school  
Certified Educational Aides

## **Covered Charges**

Tuition and fees (subject to limitations)  
Tuition and fees (subject to limitations)  
Tuition and fees (subject to limitations)  
Tuition and required fees  
Tuition and fees  
Tuition and lab fees  
Tuition and fees  
Tuition and fees (subject to limitations)  
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)

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

- \* Students must be considered Texas residents as defined on pages 40-46 to be eligible for exemptions.
- 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.
- Individualized Instruction fees are considered to be "extraordinary costs" associated with those programs, and as such are not eligible for funding under The Hazlewood Act.
- For more information on exemptions and waivers, go to [www.collegefortexans.com](http://www.collegefortexans.com).

**NOTE** Students are responsible for any additional amounts due CTC resulting from post-enrollment audits and corrections, including all fees and waivers; e.g., registration assessing errors, dropping or adding classes, invalid employment, or third-party waivers. CTC will accept tuition assistance (sponsor) agreements in lieu of payments at the time of registration, but students will be responsible for all amounts owed if sponsoring agency does not remit payment in full.

## 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.

Residence Hall Deposit, nonrefundable	\$100
Campus Apartment Deposit	\$200

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

One-Bedroom Apartment, monthly rental	\$450
Two-Bedroom Apartment, monthly rental	\$520

### **Student Residence Hall Room and Board Plan, per semester**

Rent and Five-Day Meal Plan, including tax	
15 meals, Monday through Friday	
Fall and Spring Semesters, 16 weeks, Double Occupancy	\$1,650
Summer Semester, 11 weeks, Double Occupancy	\$1,165
Daily Occupancy Rate with board (three day maximum)	\$30
Daily Occupancy Rate without board (three day maximum)	\$15
Skills Center Students Only, Room and Board Plan, per month	
Five-Day Meal Plan, including tax (15 meals per week, Monday through Friday)	\$465
Current Residents Only, Spring, Summer, Fall Semester Breaks	\$150

- \* 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

## Room and Board and Deposits

**Room and Board**      Nonrefundable.

**Deposits**              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) or processed through the GoArmyEd portal for Army TA students. Special conditions apply to financial aid and VA 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.
- Prior to the census date, Central Texas College will allow hours to be dropped and re-added without penalty to the student if the exchange is an equal one and the exchange occurs simultaneously as a single transaction. When the charges for dropped hours are greater than for the hours added, the refund policy outlined above is to be applied to the net charges being dropped. If the charges for hours being added exceed the charges for hours being dropped, the student must pay the net additional charges.

Charges of hours that are dropped without concurrently added hours will be refunded in accordance with the refund policy above. Charges for hours added at a later time will be applied based on the current approved tuition and fee schedule and will not offset the charges for prior drops.

- 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.

## Determining Residence Status

The Central Texas College Admissions Office is responsible for determining residency status of students for tuition purposes. The office is directed by state statutes and the Texas Higher Education Coordinating Board Rules and Regulations: Determining Residence Status. All rules and regulations are subject to change. 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 must meet the following residency requirements before they can be considered residents for tuition purposes.

- Established a domicile in Texas not later than one year before the census date of the intended term of enrollment and maintained the domicile continuously for the year preceding the census date. This requirement applies to the student if he or she is independent or for the parent if the student is a dependent.
- Graduated from a public or private high school in Texas or received the equivalent of a high school diploma in this state; and maintained a residence continuously in Texas (a) for three years preceding the date of graduation or receipt of diploma equivalent, and (b) the year preceding the census date of the intended term of enrollment.

The domicile of a dependent's parent is presumed to be the domicile of the dependent unless the person establishes eligibility for residency under Item 2 above.

## Resident

A resident is an individual who is a U.S. citizen, a permanent resident of the United States, or eligible nonimmigrant whose visa allows him or her to domicile in the United States, or other non-U.S. citizens who meet the residency requirements outlined in the Rules and Regulations for Determining Residence Status and have otherwise met the state requirements for establishing residency for tuition purposes.

## **Nonresident Tuition**

A person who does not qualify as a Texas resident based on the state's rules and regulations for establishing residency pays nonresident tuition unless such person qualifies for a waiver under Section 21.735 of Subchapter 10: Determination of Resident Status and Waiver Programs for Certain Nonresident Persons.

## **Foreign Students**

A foreign student is an individual from a country other than the United States who does not meet the residency requirements outlined in the Rules and Regulations for Determining Residence Status.

## **Residency Documentation**

New students or returning students who have not attended CTC for at least 12 months are required to complete the Core Residency Questions (CRQ). A person who was enrolled during the prior fall or spring semester in a Texas public institution for any part of the 2006 state fiscal year and who was classified as a resident of the state is considered a Texas resident as of the start of the fall semester, 2006; and is not required to complete the CRQ. However, a person who has not attended a Texas public institution for two or more consecutive regular semesters prior to enrollment at CTC will be required to complete the CRQ. The CRQ is available on the CTC website.

## **Substantiating Documents**

An institution may require a person to provide one or more documents as listed below to support the answers to the Core Residency Questions. These documents do not show the establishment of a domicile. They only support a person's claim to have resided in the state for at least 12 months.

1. Utility bills for the 12 months preceding the census date.
2. A Texas high school transcript for the full senior year preceding the census date.
3. A transcript from a Texas institution showing presence in the state for the 12 months preceding the census date.
4. A Texas driver's license or Texas ID card with an expiration date of not more than four years.
5. Cancelled checks that reflect a Texas residence for the 12 months preceding the census date.
6. A current credit report that documents the length and place of residence of the person or the dependent's parent.
7. Texas voter registration card that has not expired.
8. Pay stubs for the 12 months preceding the census date.
9. Bank statements reflecting a Texas address for the 12 months preceding the census date.
10. Ownership of real property with copies of utility bills for the 12 months preceding the census date.
11. Registration or verification from licenser, showing Texas address for licensee.
12. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least 12 months preceding the census date.
13. Lease or rental of real property, other than campus housing, in the name of the person or the dependent's parent for the 12 months preceding the census date.

## **Documenting a Domicile**

Material to the determination of the establishment of a domicile in Texas are business or personal facts including, but not limited to:

1. The length of residence and employment prior to enrolling in college;
2. The nature of employment while a student;
3. Physical presence in Texas as a part of a household transferred to the state by an employer (other than the U.S. Armed Forces or Public Health Service) or as a part of a household moved to the state to accept employment; and
4. Purchase of a homestead.

# **General Rules and Regulations**

## **Minors and Dependents**

For a dependent or minor to acquire Texas Residency through a parent or court-appointed legal guardian, the parent or legal guardian must meet residency requirements for individuals 18 years of age or older and the dependent or minor must be eligible to domicile in the United States. Residency of an eligible dependent or minor is based on 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 for 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 or legal guardian 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 by court order provided custody was granted at least 12 months prior to the student's enrollment and was not granted for the purpose of obtaining status as a resident student; or
5. If a student was classified as a resident prior to fall semester 2001 based upon the residency of a caretaker or relative, not a court-appointed legal guardian, he or she shall not be reclassified as a nonresident under Coordinating Board Rules, Chapter 21, Subchapter B, Section 21.23(a).

Refer to the section "Exceptions" in this catalog for information on exceptions.

## **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. Students registering at CTC prior to having physically resided in the state for the 12 months prior to enrollment shall be classified as nonresidents for tuition purposes during that term. Accumulations of summer and other vacation periods do not satisfy the employment requirement. Employment while enrolled in college during a 12-month period can be a basis of reclassification as a resident at the end of that period if other evidence indicates the student has established a domicile in Texas. Refer to the section "Exceptions" in this catalog for additional information.

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

### **Parents or Legal Guardians and the Student Remain in Texas**

If the resident parents or court-appointed legal guardians of a dependent student 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.

### **Parents or Legal Guardians Move Out of State and Continue to Claim the Student as a Dependent**

If the resident parents or court-appointed legal guardians of a dependent student move out of 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 he or she remains in Texas, the student will not be eligible to establish residency in Texas on his or her own until (a) the student is 18 years of age or older, (b) at least 12 months have passed since the parents last claimed the student as a dependent for federal income tax purposes and (c) the student has established a domicile in the state of Texas. Refer to "Exceptions" in this catalog for other information.

### **Minor is an Abandoned or Emancipated Child**

If the resident parents or court-appointed legal guardians of a minor move out of the state and the minor remains in Texas, the minor may be classified as a resident only if he or she meets the qualifications for being an abandoned child or emancipated child.

## **Military Personnel**

Members of the U.S. Armed Forces and commissioned Public Health Service 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 duty because their presence is not voluntary but under U.S. military or Public Health Service orders. Refer to "Waivers for Members of the U.S. Armed Forces, Army National Guard, Air National Guard and Commissioned Officers of the Public Health Service, their Spouse and Dependents" for exceptions provided in Chapter 21, Subchapter B, Section 21.26(b)(11).

## **Married Students**

Marriage of a Texas resident to a nonresident does not jeopardize the Texas resident's claim to residency. A nonresident who marries a resident of Texas must establish his or her own residency by meeting the standard requirements of an independent individual 18 years of age or older.

## **Non U.S. Citizens**

An individual who is not a citizen of the United States has the same privilege of qualifying for Texas resident status for tuition purposes as does a citizen of the United States if the individual:

- is living in the U.S. under a visa permitting permanent residence, or
- is permitted by Congress to adopt the U.S. as his or her domicile, or
- has applied to or has a petition pending with the U.S. Citizenship and Immigration Services to attain lawful status under federal immigration law, or
- 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 or university in fall 2001 or later is a resident of Texas if he or she meets all of the following:

- attended a public or private high school while residing at least a part of that time with a parent or legal guardian;
- graduated from the high school or received the equivalent of a high school diploma in Texas;
- resided in Texas at least three consecutive years as of the date he or she graduated from high school or received the equivalent of a high school diploma;
- registers as an entering college student no earlier than fall 2001; and
- provides the college an affidavit that he or she intends to file an application to become a permanent resident of the U.S. at the earliest opportunity the individual is eligible to do so.

### **Federal Employees Other Than Members of the U.S. Armed Forces or Public Health Service**

The state has no special provisions for determining the residency of federal employees other than members of the U.S. Armed Forces or Public Health Service. Each person (including civilian employees of the U.S. Armed Forces) must meet the basic residency requirements for non-military personnel.

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

Students who have previously provided documentation of residency and return to CTC after being out for less than 12 months 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.

### **Persons Temporarily Absent from the State**

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. However:

1. Individuals 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.
2. 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. Conclusive evidence may be 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.

### **Distant Learners**

A bona fide Texas resident located out-of-state or out-of-country who is enrolled in an electronic course delivered from the Central Campus may be classified as a resident for tuition purposes. The student must provide substantiating documentation that he or she has a right to resident classification. For example, a spouse or dependent child of 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 may be eligible to be classified as a resident for tuition purposes. The spouse must have established Texas residency at least 12 months prior to enrollment. For minors and dependents, refer to the Minors and Dependents section of this catalog. The spouse or dependent children of military Texas residents should submit copies of their valid military I.D. card, their sponsor's leave and earning statement (LES), and if applicable the sponsor's DD 214 showing Texas as the home of record. The LES must be 12 months prior to the census date of the semester in which the student enrolls.

### **Reclassification**

A student classified as a nonresident student will retain that status until they apply for reclassification in the form prescribed by the institution and are officially reclassified as residents for tuition purposes by the proper administrative officers of the institution. An application for reclassification must be submitted prior to the official census date of the relevant term. Reclassification will be made in keeping with the General Rules of the Rules and Regulations Determining Residence Status.

### **Student Intent**

If a student's residence in Texas is primarily for the purpose of education and not to establish a domicile, the student shall be classified a nonresident. The following persons are NOT considered to have come to Texas 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. Once 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.



## **Student Responsibilities**

The student is responsible for registering under the proper residence classification and for providing documentation as may be required by the public institution. If the student has any question as to the right to classification as a resident of Texas, it is the student's obligation, prior to the time of enrollment, to raise the question with the administrative officials of the college for official determination.

If the institution later determines that the individual was not entitled to be classified as a resident at the time of his or her registration, the individual shall, not later than 30 days after the date he or she is notified of the determination, pay the institution the amount that the individual should have paid as a nonresident.

## **Institution Responsibilities**

A student classified as a resident of Texas is found to have been erroneously classified, the student shall be reclassified as a nonresident and shall be required to pay the difference between the resident and nonresident tuition for those semesters in which he or she was erroneously classified.

If a student has been erroneously classified as a nonresident, the student shall be reclassified as a resident and may be entitled to a refund of the difference between the resident and nonresident tuition rates for the semesters in which he or she was erroneously classified. Normally, refunds must be requested and substantiated during the semester in which the tuition and fees were paid.

## **Waivers That Allow Nonresidents to Register While Paying the Resident Rate**

### **Members Assigned to Duty in Texas**

Nonresident members of the U.S. Armed Forces, members of Texas units of the Army or Air National Guard; Army, Air Force, Navy, Marine Corps or Coast Guard Reserves; or Commissioned Officers of the Public Health Service who are assigned to duty in Texas are entitled to pay the resident tuition rate for themselves, their spouses and dependent children. To qualify, the student must submit during his or her first semester of enrollment in which he or she will be using the waiver a statement from an appropriately authorized officer in the service, certifying that he or she (or a parent or a court-appointed legal guardian) will be assigned to duty in Texas on the census date of the intended semester 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. Such persons are entitled to pay the resident rate as long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program.

Military family members and active duty soldiers may complete the CTC Military Verification form, which must be signed by the soldier's commanding officer or personnel office designee or provide a copy of the military orders of the active duty member with permanent assignment duty in Texas. The form is available in the schedule bulletins, on the CTC website, at the CTC admissions and records offices located on the Central Campus and the Fort Hood Student Services office. Upon initial enrollment, the student should bring the signed form and a valid military ID card. If the military ID card expires, the student must present a renewed military ID card at the time of re-enrollment.

### **After Assignment to Duty in Texas**

If nonresident members of the U.S. Armed Forces eligible for a nonresident waiver are assigned to duty elsewhere following assignment to duty in Texas, their spouses and dependent children are entitled to pay the resident tuition rate as long as the spouse or child resides continuously in Texas. A person is not required to enroll in a summer semester to remain continuously enrolled.

### **Previous Recipients of Military Waivers**

A nonresident who was a member of the U.S. Armed Forces and or the spouse or dependent child of the former military member who was entitled to pay tuition and fees at the Texas resident rate while attending a public college in Texas during the Spring 2003 Semester and thereafter may continue to pay in-state tuition rates in subsequent semesters while continuously enrolled in same degree or certificate program. A person is not required to be enrolled in the summer semester to remain continuously enrolled in a degree or certificate program.

### **Honorably Discharged Veterans, their Spouse and Dependents**

A former member of the U.S. Armed Forces or Commissioned Officer of the Public Health Service and his or her spouse and/or dependent child are entitled to pay the resident tuition rate for any term beginning prior to the first anniversary of separation from the military or health service if the former member:

1. Had, at least one year preceding the census date of the term or semester, executed a document with the U.S. Armed Forces or Public Health Service that is in effect on the census date of the term or semester that changed his or her permanent residence to Texas and designated Texas as his or her place of legal residence for income tax purposes; and
2. Had registered to vote in Texas for at least 12 months prior to the census date of the term in which he or she plans to enroll, and
3. Provides documentation that the member has, not less than 12 months prior to the census date of the term in which he or she plans to enroll, taken one of the three following actions:
  - Purchased real estate in Texas with no delinquent property taxes,
  - Registered an automobile in Texas, or
  - Executed a currently-valid will that has been deposited with a county clerk in Texas that indicates he or she is a resident of Texas.

## **Out-of-State Military**

A spouse and/or dependent child of nonresident members of the U.S. Armed Forces, or Commissioned Officers of the Public Health Service stationed outside of Texas are entitled to pay resident tuition in Texas if the spouse and/or child moves to this state and files a statement of intent to establish residence in Texas with the public institution of higher education they attend.

## **Survivors**

The spouse and/or dependent child of a member of the U.S. Armed Forces, or of a Commissioned Officer of the Public Health Services who died while in service, shall pay resident tuition if the spouse and/or child moves to Texas within 60 days of the date of death. To qualify, the person shall submit satisfactory evidence to the institution that establishes the date of death of the member and that the spouse and/or dependent child has established a domicile in Texas.

## **Spouse and Dependents who Previously Lived in Texas**

A spouse and/or dependent child of a nonresident member of the U.S. Armed Forces, or Commissioned Officer of the Public Health Service who previously resided in Texas for at least six months may establish residency for tuition purposes if the member or commissioned officer (at least 12 months prior to the census date of the family member's enrollment):

1. Filed proper documentation with the military or Public Health Service to change his or her permanent residence to Texas and designated Texas as his or her place of legal residence for income tax purposes;
2. Registered to vote in Texas; and
3. Shows one of the following three things has been in effect for the full 12 months prior to the first day of the relevant term or semester:
  - ownership of real estate in Texas with no delinquent property taxes;
  - registration of an automobile in Texas; or
  - execution of a currently-valid will that indicates he or she is a resident of Texas that has been deposited with a county clerk in Texas.

## **U.S. Armed Forces Members Who Change their Residency to Texas**

A member of the U.S. Armed Forces whose state of residence is not Texas may change his or her residency to Texas and the member, and/or his or her spouse or child may pay resident tuition if he/she:

1. Has been assigned to duty in Texas at least 12 consecutive months, during which the member files proper documentation with the military to change his/her permanent residence to Texas, and
2. Meets four of the 8 conditions listed below for the 12 months prior to enrollment:
  - a. has purchased a residence in Texas and claims it as a homestead;
  - b. has registered to vote in Texas;
  - c. has registered an automobile in Texas;
  - d. has maintained a Texas driver's license;
  - e. has maintained checking, savings, or a safety deposit box in Texas;
  - f. has had a will or other legal documents on file in Texas that indicates residence in Texas;
  - g. has had membership in professional organizations or other state organizations; and/or
  - h. has established a business in Texas.

## **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 a resident minor or dependent is 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 students' eligibility for this waiver. The dependent or minor students must enroll for the next available fall or spring semester immediately following the parents' change of residence to another state.

**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 a CTC Application for Admission and declare a CTC certificate or degree program.
2. 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 to to CTC website and click on Financial Aid and follow prompts.
3. 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.
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.

## Satisfactory Academic Progress Policy, Financial Aid

All students enrolled at Central Texas College are required to make satisfactory academic progress toward degree or certificate objectives for continued enrollment and/or to remain eligible to receive financial aid. The assessment will be made directly after every semester regardless of the number of semester hours attended or the number of hours attempted during the year.

Grades of A, B, C, D, F, N, and P are considered hours completed. Drops, withdrawals, IP, and XN, and course repeats are counted as hours attempted. All coursework attempted at the college and any transfer work completed is considered when determining satisfactory academic progress regardless of whether the student previously received financial aid.

## Satisfactory Progress Criteria

The office of Financial Aid evaluates student satisfactory progress on the basis of grade point average (GPA), deficit hours and excessive hours.

## **Grade Point Average**

Students applying for financial aid must have a 2.0 cumulative grade point average on all college-level credit hours earned prior to the semester for which aid is requested. In addition, students must maintain a 2.0 cumulative grade point average to remain eligible for aid. Should the student's GPA drop below 2.0 the following actions will be taken.

- The first time the GPA drops below 2.0 the student will be placed on financial aid probation for the following semester enrolled.
- At the end of the probation semester if the student's GPA is 2.0 or above, the student will be removed from probation and all actions will be terminated. If the student's GPA has improved but is still below 2.0, the student will be extended on probation for another semester. If after two semesters the GPA is still below 2.0, the student will be placed on suspension and will not be eligible for financial aid until the student's GPA meets the 2.0 standard.

## **Deficit Hours**

Financial Aid recipients are expected to complete 75 percent of enrolled credit hours. If the student does not complete 75 percent of all hours attempted, the student will be placed on Financial Aid Suspension. The student has the right to appeal this decision by submitting an official appeal form to the Deficit Hours Committee.

## **Excessive Hours for Financial Aid**

Students receiving financial aid are expected to complete their educational course of study in a reasonable time frame. The maximum hour limit for Central Texas College is 150 percent of the required hours for a course of study. For example, if your degree requires 70 credit hours, you will be in violation if you exceed 105 credit hours. Students who violate this policy will be placed on Financial Aid Suspension. The student has the right to appeal this decision by submitting an official appeal form to the Excessive Hours Committee.

**Note:** There is a limit of 30 semester hours of developmental (remedial) coursework for any student. Developmental (remedial) hours attempted beyond the 30-hour limit will not be included in determining enrollment status for financial aid payment purposes.

## **Financial Aid Suspension**

Students placed on financial aid suspension may continue to enroll at the college. However, they must pay their own expenses, to include tuition, fees, room and board, and other college costs.

## **Reinstatement of Eligibility**

Eligibility for financial aid will be reinstated after a student meets the Satisfactory Academic Progress criteria listed above. Financial aid will not be reinstated for violations of Deficit Hours or Excessive Hours until the appeal has been approved by the Deficit Hours or the Excessive Hours Appeal Committee as applicable.

## **Appeal Process**

Students have the right to appeal Excessive Hours or Deficit Hours suspensions. Examples of some reasons for appeal are listed below.

- Medical condition or death in the family was a factor in the student not making satisfactory progress.
- Change of major caused the student to exceed the excessive hours limit.

## **Documentation Required for Appeal**

Documentation to provide support of the appeal should be submitted with the appeal form.

Examples of documentation include verification from a doctor, copy of death certificate, etc. Letters from individuals such as instructors and counselors to support the appeal request if applicable may also be submitted.

## **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.



## Transfer Students

Transfer students entering CTC must be enrolled in a program of study that leads to an associate degree, certificate, or is transferable towards a bachelor's degree. All previous college transcripts must be submitted to the Incoming Transcripts section of Student Services, and evaluated by the appropriate Campus representative such as the Guidance Counselors at the Central Campus. All attempted hours will be counted toward the maximum 90 hour timeframe at CTC. Transcripts from previous colleges attended must be provided to CTC prior to determining financial aid eligibility.

## 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.

PELL Grant funds will be used to pay for tuition, fees, books, and unpaid Residence Hall and Married Student Housing costs. Balance checks for unused PELL funds will not be disbursed to any student who has a balance due to CTC.

### 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 available federal funds, the student's demonstrated financial need, and the student's 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 available to the eligible student who is a Texas resident, graduated from an accredited high school in Texas no earlier than the 1999 school year, completed the recommended or distinguished achievement high school curriculum or equivalent, enrolls in an eligible Texas college or university within 16 months of graduation, is an entering undergraduate, has not already earned a bachelor's degree, applied for financial aid and demonstrates required financial need, and has not been convicted of a felony or a crime involving a controlled substance.\* Student must be enrolled at least three-quarter time in a degree or certificate program (9 semester hours in a 16-week semester). Funding is limited, and grant may not be available. \*See the College for Texans website for more information.

## Loans

### Federal Family Education Loan Program

Undergraduate students may borrow up to \$3,500 during their freshman year (0 but less than 30 semester credit hours on the student's Central Texas College degree plan) and \$4,500 during their sophomore year (30 to 72 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. Contact the CTC Student Loan Officer of Student Financial Assistance for more information. Loans are usually not available for the summer sessions.

## 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 or CTC website Financial Aid page.

## 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 Educational 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, SEOG, and ACG)
  - 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 Business Office, Building 119, for answers to questions concerning Return/Repayment of Title IV Funds. Students may email [michael.oliver@ctcd.edu](mailto:michael.oliver@ctcd.edu).

**NOTE** 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 online at <https://ctcd.scholarships.nelnet.net>.

## 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 Office.

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.

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

## Hazlewood Educational Benefits

Veterans who wish to use the Hazlewood exemption must complete an application. Applications are available in Building 111, Room 214, on the Central Campus, or you may call (254) 526-1559. In addition to the application completion, the veteran must furnish a copy of their DD 214 (discharge document showing entry into service from the state of Texas and a letter from the VA Regional Office, Muskogee, OK, stating that the veteran is no longer eligible for VA educational benefits). Upon receipt of these documents the Texas veteran will be notified if they are qualified for Hazelwood Educational Benefits.

## Military Education Benefits

Active duty military personnel may wish to attend Central Texas College under the Military Tuition Assistance Program, which currently pays 100 percent of tuition and fees with a \$4,500 yearly cap. Information and applications for Military Tuition Assistance are available through Military Education Centers.

## 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 has approximately 100 scholarships, which give 155 awards to competitively selected students every year. One application will place a student in consideration for all of these awards. A student must file an application for selection with the Foundation office when the award cycle is announced. The announcement usually occurs between January and March of each year and will be for awards available in the fall semester. Students, including international students, may apply for any Foundation scholarship for which they are otherwise eligible. There are specific requirements for eligibility that apply to individual scholarships and the student is advised to read the Foundation's Scholarship Guidelines when it is announced each year. In making application for these scholarships, the applicant must have applied to attend CTC, have official transcripts from previous colleges attended on file with CTC, and completed the Free Application for Student Financial Assistance (FASFA) as verified by the CTC Student Financial Assistance office. Foundation Scholarships with the campuses they serve are listed below according to the Academic Department they support.

## Academic Department Supported

### Scholarship Name

### Campus Served

#### Agriculture

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

CTCD & Service Area  
CTCD & Service Area  
CTCD & Service Area

#### Air Conditioning

The Heating and Air Conditioning Scholarship

CTCD & Service Area

#### Any Department

The First Texas Bank Endowed Scholarship  
The AAUW Lea Ledger Endowed Scholarship  
The Annabell R. Aldrich Memorial Endowed Scholarship  
The John Edward (J. E.) Alexander Memorial Endowed Scholarship  
The Michael Davidson Alexander Memorial Scholarship  
The Dr. James R. Anderson, Chancellor, Endowed Scholarship  
The Dr. James R. and Lois Anderson Endowed Scholarship  
The CTC Retiree Association Endowed Scholarship  
The Extraco Banks Endowed Scholarship  
The Betty Smothers Broadhurst Memorial Endowed Scholarship  
The Central Texas College Staff Scholarship Fund  
The Chancellor's Endowed Scholarship  
The Christmas Affair's Committee Scholarship  
The Congressman Chet and Lea Ann Edwards Endowed Scholarship  
The Roy Jason Crawford Endowed Memorial Scholarship  
The William A. Crawford Endowed Memorial Scholarship  
The CTC Alumni & Friends Association Scholarship  
The CTC Faculty Senate Endowed Scholarship  
The Guinn & Darlene Fergus Memorial Endowment  
The Eloyse Perry Freeman Memorial Endowed Scholarship  
The Albert C. Gauna Memorial Endowed Scholarship  
The Gilmore Senior Citizens Center Endowed Scholarship  
The Golden Deeds Recipients Endowed Scholarship  
The Horace Grace African-American Studies and Research Endowed Scholarship  
The Heart O'Texas Federal Credit Union/Juanita C. Williams Endowed Scholarship  
The Reba & Murl Hennigan Endowed Scholarship  
The Killeen Evening Lions Club Scholarship  
The Dr. Ray Stanley Laney & Dr. Billie Johnson Laney Endowed Scholarship  
The Lovett Ledger Memorial Endowed Scholarship  
The James R. and Bernice Lindley Endowed Scholarship  
The Local Heroes Endowed Scholarship  
The J. Manning Family Endowed Scholarship  
The Leonard E. Meyer Memorial Scholarship  
The Tolly and Florence Moore Endowed Scholarship

CTCD & Service Area  
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CTCD & Service Area  
Ft. Leonard Wood, MO.  
CTC District

The Dr. Luis Morton, Jr. Endowed Academic Scholarship	World-Wide
The Sgt. Audie Murphy Club Scholarship	CTCD & Service Area
The Major Andrea A. Nielsen, USAF (Ret) Endowed Scholarship for Women	World-Wide
The O'Connell Robertson Endowed Scholarship	CTCD & Service Area
The Al Ornstein Memorial Endowed Scholarship	CTCD & Service Area
The Pacific Far East Campus Scholarship	Pacific Far East
The Dr. Charles E. Patterson Quasi Endowment Scholarship	CTC District
The Phi Theta Kappa Endowed Scholarship for Second Year Students	CTC District
The Retired Sergeant Majors Association Scholarship	World-Wide
The Roy and Valta Reynolds Endowed Scholarship	CTCD & Service Area
The E. H. & Lorette Rhode Endowed Scholarship	CTCD & Service Area
The Eugene Rorie Memorial Endowed Scholarship	World-Wide
The Sallie Mae Education Trust Endowed Scholarship	World-Wide
The Rudolph and Kathryn Schnitz Memorial Scholarship	CTCD & Service Area
The Helga Shelton Endowed Scholarship	World-Wide
The Gen & Mrs. Robert Shoemaker CTC/KISD Endowment	CTCD & Service Area
The Single Mothers Endowed Scholarship	CTCD & Service Area
The Colley Kane Smith Memorial Endowed Scholarship	CTC District
The Eugene Smith Memorial Endowed Scholarship	CTCD & Service Area
The Roy J. Smith Memorial Endowed Scholarship	CTCD & Service Area
The Students In Free Enterprise Endowed Scholarship	CTCD & Service Area
The Texas Firefighters Foundation Scholarship Fund	World-Wide
The Two J's Computer Company Endowed Scholarship	World-Wide
The University of Central Texas Endowed Scholarship for Central Texas College and Tarleton State University Central Texas	CTCD & Service Area
The Christopher Valdez Memorial Endowed Scholarship	CTC District
The Dr. Stephen and Lydia Vancura Endowed Scholarship	CTCD & Service Area
The Col. Ret. Thomas "Tiny" and Nora Wesson Memorial Endowed Scholarship	CTCD & Service Area
The Wickersham-Thomason Memorial Endowed Scholarship	CTCD & Service Area
<b>API</b>	
The CTC American Preparatory Institute Endowed Scholarship	API
The Ft. Hood Officers Wives Club Endowed Scholarship	API
<b>Aviation Science</b>	
The David O'Neill Memorial Endowed Scholarship	CTCD & Service Area
<b>Business Administration</b>	
The Bernice M. Beck Memorial Banking and Accounting Endowed Scholarship	CTCD & Service Area
The CTC Foundation Endowed Law, Business, & Office Service Scholarship	CTCD & Service Area
The First National Bank Texas Accounting, Business and Management Endowed Scholarship Fund	CTCD & Service
<b>Area</b>	
The Lott, Vernon & Co., P.C. Endowed Scholarship	CTCD & Service Area
The Lewis C. & Margie E. Shine Family Business Administration Scholarship	World-Wide
The Joyce Wright Memorial Endowed Scholarship in Real Estate	CTCD & Service Area
<b>Communications</b>	
The Edward B. Jasuta, Jr. Endowed Scholarship for Radio, Television and Telecommunications	CTCD & Service Area
The Frank W. Mayborn Endowed Scholarship in Journalism & Telecommunications	CTCD & Service Area
<b>Criminal Justice</b>	
The Criminal Justice Department Chair's Scholarship	CTC District
The William Chris Wilson Memorial Endowed Scholarship	CTCD & Service Area
<b>Early Childhood</b>	
The Gordon D. Bacon Endowed Scholarship in Early Childhood Professions	CTCD & Service Area
The Sherene Brewer and CTAEYC Endowed Scholarship	CTCD & Service Area
The Catherine Mason and CTAEYC Endowed Scholarship	CTCD & Service Area
The Diana Hunter and CTAEYC Endowed Scholarship	CTCD



**Fine Arts**

The Frankie Baggett Endowed Fine Arts Scholarship	CTCD & Service Area
The Bernice & Sis Beck Union State Bank Music Endowment	CTCD & Service Area

**Hospitality Programs**

The Charles "Tiger" Leopard Memorial Hospitality Endowed Scholarship	CTCD & Service Area
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**Humanities**

The CTC Foundation Endowed Humanities Scholarship	CTCD & Service Area
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**Industrial Technology**

The CTC Faculty Senate Competency Based Skill Center Endowed Scholarship	CTCD & Service Area
The Hord-Johnson Endowed Scholarship in Air Conditioning/Refrigeration, Drafting/Design and Industrial Technology	CTCD & Service Area

**Legal Assistant**

The Selma Helfgott & Gladys Vinlove Paralegal, Legal Assistant Scholarship Fund	CTCD & Service Area
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**Mathematics**

The Moon-Young Song Endowed Scholarship in Mathematics	World-Wide
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**Nursing**

The Phyllis Allen Barron Endowed Nursing Scholarship	CTCD & Service Area
The Helen Bigham Memorial Endowed Scholarship	CTCD & Service Area
The Rena Pearce Coston Memorial Endowed Scholarship for Nursing Students	CTCD & Service Area
The CTC Student Nurses Association Endowed Scholarship	CTCD & Service Area
The Dennis & Kandace Eakin Endowed Scholarship	World-Wide
The Henderson Garrett Scholarship for Nursing Students	CTCD & Service Area
The Agnes Haug Memorial Endowed Nursing Scholarship	CTCD & Service Area
The Charles F. Haug Memorial Endowed Nursing Scholarship	CTCD & Service Area
The Betsy & Kyle Hilliard Endowed Scholarship	CTCD & Service Area
The Metroplex Hospital Endowed Scholarship	CTCD & Service Area
The Dr. W.A. & Mrs. Joyce Roach Endowed Scholarship in Nursing	CTCD & Service Area
The Tammy Lynn Schamberger, R.N., Memorial Nursing Endowed Scholarship	CTCD & Service Area
The Genevieve K. Shemwell Endowed Scholarship	World-Wide

**Office Administration**

The Beth Cheatham Office Administration Scholarship Fund	CTCD & Service Area
The John and Elizabeth Cheatham Office Technology Endowed Scholarship	CTCD & Service Area

**Science**

The CTC Foundation Endowed Science Scholarship	CTCD & Service Area
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**Technology**

The Marvin and Dorothy Mickan Endowed Scholarship	CTCD & Service Area
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**Vocational/Technical**

The Central Texas Rodders Endowed Scholarship	CTCD & Service Area
The CTC Foundation Endowed Media & Technology Scholarship	CTCD & Service Area
The Weldon and Nancy Whitis Endowed Technology Scholarship	CTCD & Service Area
The Jane & Sid Wieser Vocational/Technical Endowed Scholarship	CTCD & Service Area

# 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 department chair's contact information is published in the Schedule Bulletin. You have the final responsibility for a proper and successful educational experience.

## Transcripts

Convenient forms for ordering transcripts are available from the Transcript Office and the CTC web site at [www.ctcd.edu](http://www.ctcd.edu). Transcripts may be provided upon your written request. Email requests are accepted if the request is to issue a transcript solely to another institution of higher education. Fees are: \$3.00 per copy, which must be sent with your written request; a \$5.00 fee per copy for walk-in, less than 24 hour service; and a \$5.00 fee per copy for facsimile (FAX) transcripts within the United States to include Alaska and Hawaii. Requests to fax transcripts overseas are limited to a military education center or CTC site office. A complimentary free official transcript is provided upon graduation. Facsimile (FAX) requests will be accepted if credit card information is included with the request. It is the decision of the receiving institution to accept the transcript as official or not. When making payment by credit card, include: exact name as it appears on the credit card, complete credit card number, expiration date, billing address of the card, your mailing address, and a phone number and email address if available where you can be reached. Requests for refund of overpayment of transcripts fees are made only upon written application submitted to the CTC Business Office by the student. Transcript requests are honored as soon as possible in the order of receipt. During peak periods such as graduation, end of the semester, registration, and college closings, additional time will be needed to process requests.

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

Requests for transcripts must be addressed to the CTC Transcript Office at the Central Campus address listed in the front of this Catalog. Transcript requests should include full name; social security number and student-assigned identification number; date of birth; and location/year you initially attended CTC and the last location/date of attendance. Include a complete address to which the transcript is to be sent.

You may be denied your transcript 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, failure to comply with admissions requirements, or any other indebtedness to CTC.

## 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 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. The ACT and SAT are not required for admission.

**Texas Higher Education Assessment (THEA)** -The THEA Examination is uniformly administered statewide 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 Higher Education Assessment test site twice yearly.

**TSI (THEA, ASSET, ACT Accuplacer, or COMPASS) Testing** - All students not TSI exempt or TSI waived must complete the THEA test or one of three other approved 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 THEA. 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.

**Diagnostic Tests** - Students entering the Vocational Skills Center open-entry self-paced Level I and II certificate programs may be required to complete diagnostic testing unless they meet with a Skills Center Counselor and are determined to be TSI exempt or waived. Students seeking a Level II certificate program must meet TSI requirements. Diagnostic tests are given on a walk-in basis in the Learning Resource Center located in the Skills Center Building during regular operating hours.

**Automotive Service Excellence (ASE), the Automatic Transmission Rebuilders Association Certification (ATRA), and IMAC Automotive Air Conditioning Examinations** - CTC administers many of these certification examinations for automotive professionals.

**Advanced Standing Examinations** - CTC administers College Level Examination Program (CLEP) examinations and DSSTs, 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 who take the TOEFL Preparation course (ESL/DSLA Program) and who wish to practice the test. Institutional TOEFL scores are unofficial and are usually not accepted by other colleges and universities.

**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.

**Placement Tests** - TSI exempt/waived students may be required to take placement tests to enroll in certain courses. Special conditions apply to students with exemptions based on active duty/prior military status and earned degrees.

**NOTE** 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:

- Chauncey Group International - DSST Program.
- 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.
- Refrigerant Transition and Recovery Certification (EPA Type I, II, III, and Universal)
- 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 following 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.

GoArmyEd or eArmyU students who choose CTC as their home college will automatically be issued a SOCAD2 agreement upon meeting eligibility requirements. Please ensure that you request an official AARTS and official transcripts from previously attended colleges or universities. Transcripts are needed to ensure that you receive a comprehensive evaluation and to prevent you from being placed on automatic hold and blocked from enrolling in further courses through the portal.

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 ExtraInstitutional Learning and awards credit for nationally recognized, 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: [student.services@ctcd.edu](mailto:student.services@ctcd.edu)

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 two weeks for approval.



## Career Center

The Career Center 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 online)
- 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 United States Citizenship and Immigration Services (USCIS).

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. Some texts and audiovisuals are dispensed from the Learning Resource Center. Classes are provided in the areas listed below:

- 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 and through Project PASS.

## **Project PASS (Partners in Academic Success Services)**

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

- Tutorial assistance for CTC “declared major” students.
- Online tutoring services.
- Textbook lending library for vocational/technical students.
- Free study skills workshops:
  - Stress Management
  - Time Management
  - Test Taking/Test Anxiety
  - Building Self-Esteem
  - Term Paper Tips
  - Memory Skills
- Walk-in assistance for most subject areas.
- 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.
- Sign language interpretation services for the deaf.
- Test proctoring.
- Career exploration and guidance.
- Classroom and testing accommodations.
- Accessible parking for the mobility impaired.
- Accessibility via Telecommunication Device for the Deaf (TDD) (254) 526-1378.
- Computer with Zoom Text Xtra Level I.

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.
- Referrals for diagnostic testing.
- Specialized vocational/academic counseling.
- Accommodation assessment.
- Study and compensatory skills assistance.
- Language Master, tape recorder.
- 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.
- Pick-up points throughout the local area.
- Wheelchair accessible.

## **Special Populations Assistance**

Additional assistance and services are available for single parent, nontraditional career students, and community non-native speaking students. Services offered include:

- Individualized counseling
- Referral services
- Childcare
- Tutoring

## **Transfer Counselor**

Students planning on transferring to a four-year college or university can receive assistance about applications, transferring credits, sponsored visits, and transfer scholarships.

# 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 Project PASS 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 and Friends Association

The CTC Alumni and Friends 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 Association'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 and Friends Association, visit the CTC website at [www.ctcd.edu](http://www.ctcd.edu).

## 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.

Those students interested in forming a club should contact the Student Life Office for additional information.

## Student Travel

Student travel is recognized by Central Texas College as an essential activity of the institution's educational and student activities programs. All travel for student groups must be made in accordance with the administrative provisions contained in CTC Board Document No. 367, Travel, Relocation, and Other Reimbursable Expenses.

## 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 Radio/TV Broadcasting 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 3 - 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 receipt is required to initiate a return, refund or exchange and is subject to the following guidelines:

### **Grace Period**

Starts on the first day of the semester or term and ends according to the schedule below:

- 12 days for 12-week and 16-week courses
- 5 days for 8-week, or self-paced courses
- 1 day for mini-term courses

### **Book Condition**

To obtain a full refund, all items must be in their original state and/or packaging. Shrink-wrapped materials must remain sealed. Items must be clean. Items may not contain any markings or highlights. A student will receive a 50 percent refund if he or she writes in a new textbook.



## **Non-Returnable Items**

No returns, refunds or exchanges are given on optional books, study guides, manuals, workbooks, or trade books. Do not purchase books unless you are certain you want them, regardless of their “required” status. No returns, refunds or exchanges will be given on supplies, Skill Center books, spiral-bound books, modules, gifts, software, or clothing.

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 Sports Office conducts league play in flag football, volleyball, basketball and softball. Competition in individual activities such as tennis, running, and basketball skills are also provided.

Students from CTC’s intramural sports programs also enter NIRSA regional competitions such as flag football and basketball with other colleges. A complete schedule of activities is available in the Intramural Sports Office located in the Physical Education Center. Open events in tennis and biannual 5K fun run/walks are available for surrounding communities as well as CTC students, faculty and employees.

## **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, staff and faculty with a current CTC I.D. 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. Telephone service and cable television are available in each apartment at the tenant's expense.

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 Housing 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 Building 137 behind the Student Services Building 119 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.

## **Student ID Cards**

The CTC student ID is used for various campus facilities such as the library, computer labs, and the physical fitness center and natatorium. CTC student ID cards are issued in the Campus Police department in Building 137 directly behind the Student Services Building 119. Students must present a valid state or federally-issued photo ID, such as a driver's license or military ID card and a copy of their paid CTC registration receipt. CTC student ID cards must be renewed each semester with a sticker, available once the student is officially registered. The first student ID card is free. A \$5 fee is charged for each replacement. The replacement fee must be paid at the Business Office in Building 119, and the receipt brought to the student ID card section to receive a replacement card.

ID cards for students enrolled in distance learning courses will not be mailed. Student ID cards are available only through the CTC student ID section located in Building 137.

## **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**

Two coin-operated copier machines are available at the Library, Building 102, and one coin-operated copier machine is available at the Nursing and Science, Building 150.

## **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. Four-year ROTC scholarships are available for the CTC-TSU ROTC program. For further information contact the Guidance and Counseling Office at Central Texas College 254/526-1104 or the Military Science Department at 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 15 to 18 semester hours per long semester. Central Texas College reserves the right to limit the course load carried by any student. Typical course loads are listed below.

- Full Time
  - 12 or more semester credit hours during the 16-week fall or spring semester.
  - 8 or more semester credit hours during the 10-week summer session.
  - 6 semester credit hours per 8-week term.
  - 4 or more semester credit hours per 5 ½-weeks summer semester.
- Three-Quarter Time
  - 9 to 11 semester credit hours during the 16-week fall or spring semester.
  - 5 semester credit hours per 8-week term.
- Half Time
  - 6 to 8 credit hours during the 16-weeks fall or spring semester.
  - 3 to 4 semester credit hours per 8-week term.

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

## Maximum/Minimum Load

Except as stipulated in the program of study, a student will not be permitted to enroll in more than six academic courses or more than 18 semester hours during any combination of terms within a 16-week semester. The maximum load for a 5 1/2 week summer semester is eight semester hours. The maximum credit a student can earn during the entire summer session is 14 semester hours. A student wishing to enroll in more than the maximum load must receive approval from the campus dean or his or her designee.

International students must maintain a minimum load of 12 semester hours during each regular semester (fall and spring semesters) in compliance with U.S. Citizenship and Immigration Services (USCIS) 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. Additional information regarding satisfactory progress standards for financial aid students is located in the Student Financial Assistance section of this catalog.

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 as amended undergraduate students who initially enrolled between the fall 1999 and summer 2006 semesters or terms at an institution of higher education and who have attempted 45 or more credit hours beyond the number of semester credit hours required for the degree while classified a resident for tuition purposes may be charged additional tuition, up to the level of out-of-state tuition. Students who initially enroll for the first time in the fall 2006 semester or subsequent terms or semesters are subject to a 30 semester hour limitation. This includes credit hours in which a student was registered as of the official census date, and is based on the degree plan designated by the student as of the official census date.

The semester credit hours counted toward the limitation include all hours attempted by the student except (1) hours earned by the student before receiving a bachelor's degree that has been previously awarded to the student; (2) hours earned through examination or similar method without registering for a course; (3) hours from remedial or developmental courses if the hours are within the 27-hour limit; (4) workforce education courses offered at two-year colleges for the primary purpose of preparing students for the workforce rather than academic transfer, which includes both technical courses and continuing education courses; (5) hours earned at a private institution or out-of-state institution; and (6) hours not eligible for formula funding.

## **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.
- Although distance learning courses do not require you to report to a classroom at a given time, you are expected to maintain constant progress throughout the course. Failure to do so may result in you being administratively withdrawn by your instructor.

## **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 or the 6th class day of an 8-week class, you may 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 term; and in the opinion of the instructor, you cannot satisfactorily complete the course. Constant communication is essential from the very beginning of a distance learning course. You may be administratively withdrawn if you do not submit the course contract within two weeks from the start of a 16-week online course and within one week of an 8-week online course. The final decision rests solely with the instructor.

In a distance learning 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 a 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 Developmental 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 Developmental 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 and Army TA 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," "FI," "FN," "IP," "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.

## **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>	Less than 30 semester hours of college-level credit recorded on your permanent record.
<b>Sophomore</b>	At least 30 semester hours, but no more than 72 semester hours of college-level credit recorded on your permanent record.
<b>Unclassified</b>	More than 72 hours with no associate of higher degree earned.

## 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. To be eligible for a second degree or certificate, an additional 25 percent residency is required. The additional 25 percent must be in coursework that was not used for the first degree or certificate.

## 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 enroll in courses for transfer to another college or university should consult with their advisor at the receiving school to ensure coursework will be accepted in their program of study. Although CTC advisors can assist with general academic advisement, it is the student's responsibility to ensure courses will meet degree requirements at their college or university.

### 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 Developmental 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 of Arts and Associate of 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 and universities will accept a maximum of 66 hours of academic (not workforce education) lower-division coursework in transfer toward a bachelor's degree. If you accumulate more than 66 semester credit hours, it is unlikely that the additional hours will apply to a bachelor's degree. If your goal is to transfer to a four-year college or university and obtain a bachelor's degree, please contact a CTC Guidance and Counseling advisor. The advisor can assist you in making appropriate decisions.

## 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 chair or 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:

- WebAdvisor, accessed through the CTC web site.

Skills Center and Cosmetology students can view their grades on WebAdvisor or obtain them 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 (except developmental)	0
FN	Nonattendance	0
FI	Failure, nonremoval of incomplete	0
IP	Incomplete, in progress (except developmental)	Not Computed
N	No Credit	Not Computed
P	Completed	Not Computed
W	Withdrawal	Not Computed
XN	Nonattendance, Incomplete for developmental and designated modular courses	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 of Arts, Science, Applied Science degree, or certificate programs.

#### “F”

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

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

An “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 110 days after the scheduled end of the course. 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 became effective in the fall of 2001.

At the end of the 110 calendar days if the student has not completed the remaining coursework as required by the instructor, the “IP” will be converted to an “FI” and appear as an “F” on the student’s official transcript.

Special conditions may apply to students enrolled in courses paid through financial aid, scholarships and VA benefits; military tuition assistance; or other third-party contractual agreements.

#### **“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 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.

#### **“XN”-Non-Attendance**

The grade of “XN” 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 (GPA)**

Your grade point average is calculated by dividing the total grade points by the total attempted semester hours. Grades of “W,” “N,” “P,” “XN,” and “IP” are not included in these calculations. Grades from developmental study courses are not calculated.

### **Grades and Financial Assistance/Tuition Assistance/VA Benefits**

Special conditions may apply to students enrolled in courses paid through the military tuition assistance program; financial aid, scholarships, and VA benefits; or other third-party contractual agreements due to agency requirements. Students should contact the appropriate agency for specific requirements and possible obligations, particularly for grades of “F,” “IP,” “I,” “W,” “N,” or “XN.”

### **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 you repeat a course in which a passing grade has already been earned. When you repeat a course, both grades remain on the transcript but only the last grade earned is used in computing your CTC GPA. Other colleges may compute the GPA in a manner different from Central Texas College. Repeating a course with a C or lower does not clear you to graduate with honors. Honors designation at graduation considers all grades of courses repeated.

### **Third Course Repeat**

The Texas Legislature eliminated funding to higher education for any courses, other than non-degree credit developmental courses, which contain the same content if attempted by a student for a third or more times at their institution since Fall Semester 2002. This applies to credit and continuing education course work. Attempted courses are defined as any courses in which a grade is earned on a transcript, including repeated courses, courses dropped with a grade of “W,” and courses with grades of F, FN, XN, I, or IP. Certain courses are exempt and may include:

- courses that involve different or more advanced content each time taken such as individual music lessons, Workforce Education Course Manual Special Topics courses when topic changes, theater practicum, music performance, ensembles, certain physical education courses, and studio art.
- independent study courses.
- special topics and seminar courses.
- continuing education courses that must be repeated to retain professional certification.
- remedial and developmental courses if within the 27-hour limit.

CTC will charge the nonresident rate for any course attempted more than two times that cannot be submitted for formula funding. Contact the Associate Dean for Guidance and Counseling or the Student Services Dean for certain exemptions.

## **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.

### **Dean’s 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 that start and end within a fall or spring semester and achieve 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.

## **Sigma Kappa Delta**

Sigma Kappa Delta National English Honor Society was established in 1996 to recognize outstanding students for their achievements in English. After having completed twelve or more semester hours of college credit, students who are initiated in the Tau Beta Chapter at CTC, must be ranked in the top thirty percent of their classes in general, and they must have completed all college level English courses with a grade of “B” or better.

## **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 hours 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 Retention Advisor 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, two eight-week terms, or both summer semesters.

Students in Skills Center self-paced certificate programs or in developmental study courses will be placed on Academic Probation after receiving the second consecutive “N,” “XN,” or “F” grade (whether students are taking one or two courses). Skills Center students are required to see a Skills Center Counselor for academic advisement and completion of the probation agreement. Students enrolled in developmental study courses must contact an advisor in the CTC Retention office. Students who receive the third consecutive “N,” “XN,” or “F” will be placed on Academic Suspension for 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 the required suspension period or who have successfully appealed suspension through a college appeals process, will be readmitted on academic probationary status. Students will be required to regularly report to an academic advisor for assessment and advisement during the semester 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 or one long semester (Spring) and the following summer sessions (both). (Students may contact the CTC Retention office for information on the college appeals process.)

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 the required dismissal period. 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 one long semester and both summer sessions, 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**

Section 51.931 of the Texas Education Code, allows a Texas resident who was enrolled in a postsecondary institution 10 or more years ago to seek admission to CTC without consideration of that academic coursework.

To take advantage of this option, you must request it prior to your first enrollment at CTC or upon initial re-entry if you are returning after 10 years. Request must be made in writing to the office of the Dean of Student Developmental Services. Applicants who choose to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment. This means courses taken previously

- Cannot be used to fulfill the student’s new prerequisite requirements,
- Cannot be counted towards the student’s new degree, and
- Will not be counted in the student’s new grade point average calculations.

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 and veterans administration benefits.

## **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. Some classes are available as noncredit, continuing education 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 Admissions Office or email to [admissions@ctcd.edu](mailto:admissions@ctcd.edu) with full name and last four digits of social security number or date of birth. 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. Other documents that may be used include a U.S. Government issued military I.D. card or Social Security Administration card. An affidavit must be provided before the name change will be processed. Submit name change documents and affidavits to the CTC Enrollment Services Office.

## Student Records

The Systems Registrar is the custodian of all student records except those specifically relating to financial aid. "Student Records" as defined by CTC is any information collected, assembled, or maintained by the college, and includes documents, writings, letters, memoranda, computer tapes, and other materials written or otherwise that directly or indirectly contain the identity of the student. Student records are confidential. Any student, regardless of age, has access to his or her records and is entitled to receive copies at a designated duplication rate. Students do not have access to the parent's confidential financial statement. Student records include:

- Applications for admission
- Financial aid
- Veterans' training
- Scores on standardized tests
- Scores on standardized achievement tests
- Specialized testing results
- Transcripts of grades
- Family background information

## Family Educational Rights and Privacy Act of 1974, as Amended (FERPA)

In compliance with the Family Educational Rights and Privacy Act 1974, as amended, 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 the fall and spring semesters, the 6th class day of eight-week terms and the 4th class day of summer semesters. Your request may be accepted after these deadlines, but CTC will not be responsible for the release of Directory Information prior to receiving the request to withhold directory. This statement of nondisclosure will remain on your records unless you cancel your request to withhold directory information. You may request on an item-by-item basis (such as a transcript release for employment purposes) the release of directory or non-directory information.

### 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  
Photographs  
Classification (freshman, sophomore or unclassified)  
Participation in officially recognized activities and sports  
Date of graduation

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

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

## Falsification of Records

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

## Hazing and Disruptive Activities

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

## Scholastic Honesty

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

<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. Information is available in the Student Handbook and at the office of the Director of Substance Abuse Prevention.

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

Central Texas College 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 of 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 of 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 of 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 Career Center Director.
- 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 Developmental Services, Career Center Director 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 Developmental Services within 90 days of the graduate's initial employment.

## Graduation

### Application for Certificate or Degree

Central Texas College awards certificates and degrees in May, August and December of each year. The Application for Degree/Certificate with the appropriate nonrefundable fee must be submitted to the Graduation office by the dates listed below. The graduation fee is for processing of the degree/certificate only. The Application for Graduation is available on the CTC website or may be picked up at the Graduation office.

	<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 CTC admissions and certificate/degree requirements must be completed prior to the award of the certificate or degree. Final CTC course grades, official high school transcripts or GED scores and official transcripts from previously attended colleges or universities must be on file before issuance of the degree or certificate. A student who misses the filing deadline will be processed in the next degree order time frame.

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.

## **Commencement**

CTC holds one annual graduation ceremony each year, at the end of the spring semester. Students order and purchase their caps and gowns directly through the CTC Bookstore. Graduates who received their diploma in the preceding August or December or attended CTC at any of its worldwide locations may also participate in the annual graduation ceremony. Individuals must contact the Office of Student Developmental Services by March 1, to be eligible to participate in the spring ceremony.

## **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 Developmental Services. An appropriate fee is required to replace a certificate or degree.

## **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. Repeating a CTC course in which a “C” or lower grade was earned does not clear a student to graduate with honors.
- In any graduating class, the student(s) with the highest grade point average and who meet(s) 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” or developmental coursework 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 who pursue a second degree or certificate program will be placed in the catalog for the year in which they successfully completed the first major course in their second program of study provided the catalog is no more than five years old, and the student’s program has not been discontinued. If a student decides to complete the program of study in a more recent catalog, the student must meet all requirements listed in that catalog. 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 THEA test or other state approved TSI test. When used for such purposes, ESL hours shall be counted toward the 27 hour cap. CTC reserves the right to charge a higher tuition rate to students who attempt developmental study courses in excess of the 27 semester credit hours or equivalent.



# Degree and Certificate Requirements

## Degrees Offered

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, or the Associate of General Studies degrees to students who have successfully completed the minimum and specific degree requirements for graduation. To earn an associate degree, you must complete the specific degree requirements in the curriculum plan for your major field of study as shown in the programs of study and meet minimum requirements for each degree. Each degree candidate must earn a minimum of 25 percent of the coursework in the degree from Central Texas College; have an overall 2.0 grade point average and a minimum CTC 2.0 grade point average; and meet state, institutional, licensure and other agency rules as applicable. All CTC courses completed at the time the degree is conferred are calculated in the CTC grade point average even if the courses were not used to meet specific degree requirements. You are responsible for applying and paying the appropriate graduation fee by the application deadline. Refer to the *Graduation* section in the catalog for information on filing the degree application.

To be eligible for a second associate's degree, a student must complete an additional 25 percent residency from Central Texas College and meet all other degree requirements above. The additional 25 percent residency must be in coursework that was not used for the first associate's degree or for a certificate of completion.

## 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.

**NOTE** 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.

The following Central Texas College associate degree programs are Texas Higher Education Coordinating Board approved and included in the Texas Tech-Prep statewide initiative:

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/Building Trades
Business Management	Marketing and Sales Management
Computer-Aided Drafting	Nursing
Computer Science	Office Technology
Criminal Justice	Welding

## Certificates of Completion

CTC confers Level I and Level II Certificates of Completion to students who have successfully completed the minimum and specific certificate requirements. To earn a Certificate of Completion, you must earn a minimum of 25 percent of the coursework in the certificate from Central Texas College; have an overall 2.0 grade point average and a minimum CTC 2.0 grade point average; and meet state, licensing, third-party agency and institutional rules as applicable. You are responsible for applying and paying the appropriate graduation fee by the application deadline. Refer to the *Graduation* section in the catalog for information on filing the certificate application.

To be eligible for a second certificate of completion, a student must complete an additional 25 percent residency from Central Texas College and meet all other certificate requirements above. The additional 25 percent residency must be in coursework that was not used in previous certificates or degree awarded.

## 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 of Arts or Associate of 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, Academic Affairs and Research 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 degree plan by major code. For example, Business Administration (Associate of Arts Degree), BUSS (major code). 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 of Arts or an Associate of Science degree, refer to the degree requirements for the AS or AA degrees listed in this catalog.

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

## 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.

## Tuition Rebate Program

The State of Texas offers a tuition rebate as an incentive for students to complete their bachelor's degree with no more than three attempted hours above the minimum required for the baccalaureate degree. Students who graduate with a bachelor's degree from a Texas public baccalaureate-granting general academic university may qualify to receive \$1,000 from the university awarding the degree if they meet the criteria listed below.

- Must have enrolled (taken their first course) in a Texas public institution of higher education in Fall 1997 or later;
- Must be a Texas resident and entitled to pay in-state tuition at all times while pursuing the degree;
- Must have taken all coursework at Texas public institutions of higher education;
- Must have received a bachelor's degree from a Texas public university;
- Must have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree in the catalog under which they graduated. Hours attempted include transfer credits, course credits earned exclusively by examination,\* courses dropped after the official census date, for-credit developmental/remedial courses, optional internship and cooperative education courses, and repeated courses. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, the required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

\* Due to a recent change in the law, the first nine hours of credit earned by examination (credit earned on the basis of AP courses, CLEP or credit granted for high SAT or ACT scores) does not count as hours attempted. Dual credit courses (courses taken in high school for both high school and college credit) count as hours attempted.

CTC has academic advisors to help students plan their program of study while attending CTC to maximize their chances of qualifying for the rebate when they graduate from a university with a bachelor's degree.

# Programs of Study

AA	Associate of Arts Degree
AS	Associate of Science Degree
AAS	Associate of Applied Science Degree
AGS	Associate of General Studies Degree
CC	Certificate of Completion
CC*	Level I Certificate
CC**	Level II Certificate

## Type of

## Degree Program of Study

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AA	Art	89
AS	Biology	89
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AS	Chemistry	90
AA	Commercial Art	90
AA	Drama	90
AS	Engineering	90
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AS	Mathematics	91
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AA	Radio and Television Broadcasting	92
AA	Social Science	92

### Associate of Applied Science Degrees and Certificates

#### Agriculture

AAS	Agriculture Production Specialization	93
AAS	Equine Management Specialization	94
AAS	Horticulture Development Specialization	95
CC*	Agriculture Technology	96

#### Auto Collision

AAS	Auto Collision Repair	97
CC**	Auto Collision Repair Technician (self-paced, open-entry program)	98
CC*	Mechanical and Electrical (self-paced, open-entry program)	98
CC*	Painting and Refinishing (self-paced, open-entry program)	99
CC*	Structural/Non-Structural Analysis and Damage Repair (self-paced, open-entry program)	99

#### Automotive Mechanic

AAS	Automotive Mechanic/Technician	100
CC**	Automotive Technician (self-paced, open-entry program)	101
CC*	Automotive System Specialist (self-paced, open-entry program)	102
CC*	Automotive Tune-Up Specialist Certificate (self-paced, open-entry program)	102

**Aviation Science**

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CC*	Aviation Science	104

**Business Management**

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CC*	Graphics and Printing Technology (self-paced, open-entry program)	128
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## **Health Information Management** (see Office Technology)

## **Heating and Air Conditioning**

AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	129
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CC*	Heating, Air Conditioning and Refrigeration (Texas Department of Criminal Justice only)	131

## **Hospitality Management**

AAS	Restaurant and Culinary Management	132
AAS	Hotel Management Specialization	133
CC*	Culinary Arts	134
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AAS	Food and Beverage Management Specialization	137
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## **Maintenance Technology**

AAS	Maintenance Technology	140
CC**	Building Trades (self-paced, open-entry program)	141
CC*	Carpentry Trades (self-paced, open-entry program)	141
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## **Nursing**

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CC*	Software Applications Specialist	155
AAS	Office Management	156
CC**	Office Management	157
CC*	Office Management	157
CC*	Office Information Management	158
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## 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 of Science and Associate of Arts Degree Requirements

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

Core Area	Course Options	Semester Credit Hours
Communications (010) Speech (011)	<b>ENGL</b> 1301 and 1302 and 3 hours of Speech <b>SPCH</b> 1315, 1318, 1321.	6 3
Mathematics (020)	<b>MATH</b> 1316, 1325, 1414, 2412, 2413, 2414, 2415.	3
Natural Science (030)	<b>BIOL</b> 1406, 1407, 1411, 1413, 2401, 2402, 2413, 2421, 2428. <b>CHEM</b> 1406, 1407, 1411, 1412, 2423, 2425. <b>GEOL</b> 1403, 1404, 1405. <b>PHYS</b> 1401, 1402, 1411, 1412, 1415, 2425, 2426. <b>ENVR</b> 1401. <b>AGRI</b> 1407, 1415, 1419.	8
Humanities (visual/performing arts) (050)	<b>ARTS</b> 1303, 1304, 1311, 1312, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2326, 2341, 2342, 2346, 2347, 2356, 2357, 2366. <b>DRAM</b> 1310, 1320, 1321, 1330, 1351, 1352, 2336, 2366. <b>MUSI</b> 1162, 1181, 1183, 1192, 1216, 1217, 1301, 1304, 1306, 1307, 1311, 1312, 2311, 2312.	3
(literature, philosophy, and cultural studies) (040)	<b>ANTH</b> 2301, 2302, 2346, 2351. <b>ENGL</b> 2322, 2323, 2327, 2328, 2332, 2333. <b>SPCH</b> 2341. <b>HUMA</b> 1315. <b>PHIL</b> 1301, 1304, 1316, 1317, 2303, 2306, 2307.	3
Social/Behavioral Sciences U.S. History (060) Political Science (070)	<b>HIST</b> 1301, 1302. <b>GOVT</b> 2301, 2302.	12
(other social/behavioral science) (080)	<b>HIST</b> 2301, 2311, 2312, 2381. <b>GOVT</b> 2304. <b>PSYC</b> 2301, 2308, 2314, 2315, 2316. <b>SOCI</b> 1301, 1306, 2301, 2319. <b>ECON</b> 2301, 2302. <b>GEOG</b> 1300, 1301, 1302, 1303. <b>AGRI</b> 2317.	3
Health, Wellness, Kinesiology (090)	<b>PHED</b> 1101-1104, 1106-1108, 1110, 1114-1116, 1118, 1120, 1123-1126, 1129-1131, 1133, 1136, 1138, 1140-1149, 1151-1153, 1158-1159, 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. AGRI 1309.	
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

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

**NOTE** 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 of 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 of 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 of Arts and Associate of 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 minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.
- Meeting all other Central Texas College and departmental requirements.

**Associate of 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 of 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 1332, 1342 or higher level.
- 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, commercial art, or television/radio broadcasting, 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 of General Studies Degree requirements when approved by the appropriate Department Chair.
- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.

## **Associate of 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 associate of applied science general education component must constitute a minimum of 15 semester credit hours drawn from and include at least one course from each of the following three required areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics. If a student takes ENGL 1312, the student must complete an additional 3 semester hours from one of the three required areas.

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, as required by specific program.
- Three semester hours of social or behavioral science.
- Three semester hours of computer instruction or successful competency challenge exam.
- 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 minimum score on all sections of the THEA test or other state-approved TSI test unless TSI 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. 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.



# Associate of Arts and Associate of Science Degrees

## Agriculture Science (AGRI) 010000

### Associate of 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 1407 Agronomy, AGRI 1309 Computers in Agriculture. AGRI 1419 Introductory Animal Science, AGRI 2317 Introduction to Agriculture Economics.	

## Art (ARTS) 500702

### Associate of 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 Life Drawing I, ARTS 2311 Design III, ARTS 2313/14 Design Communications I & II, ARTS 2316/17 Painting I & II, ARTS 2326 Sculpture I, ARTS 2341/42 Art Metals I & II, ARTS 2346/47 Ceramics I & II, ARTS 2356/57 Photography I & II, ARTS 2366 Watercolor I.	

## Biology (BIOL) 260101

### Associate of Science 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
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 2428 Vertebrate Zoology	

## Business Administration (BUBA) 520101

### Associate of Arts Degree

**70 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	2 Semester Credit Hour
Computer Technology .....	4 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN) Not required by some schools see note below .....	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	12 Semester Credit Hours
ACCT 2301 Principles of Financial Accounting, ACCT 2302 Principles of Managerial Accounting, BUSI 1301 Business Principles, ECON 2301 Principles of Macroeconomics, ECON 2302 Principles of Microeconomics.	

\* Note: See your CTC counselor or the Business Administration Department Chair for a suggested complete Business Administration Degree Plan designed for students seeking a Bachelor's Degree.

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Developmental Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

## **Chemistry (CHEM) 400501**

### **Associate of Science 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
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 of 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
ARTS 1303/04 Art History I & II, ARTS 1311/12 Design I & II, ARTS 1316/17 Drawing I & II, ARTS 2323 Life Drawing I, ARTS 2313/14 Design Communications I & II and ARTS 2356/57 Photography I & II.	

## **Drama (DRMA) 500501**

### **Associate of 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
DRAM 1310, Introduction to Theater, DRAM 1320/21 Theater Practicum I & II, DRAM 1330 Stagecraft I, DRAM 1351/52 Acting I & II, DRAM 2336 Voice for the Theater, DRAM 2366 Development of the Motion Picture I.	

## **Engineering (ENGR) 140101**

### **Associate of Science Degree**

**74 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Computer Technology .....	4 Semester Credit Hours
Mathematics Selection (MATH 2413 and MATH 2414).....	8 Semester Credit Hours
Engineering (Introductory) (ENGR 1305 or ENGR 2302).....	3 Semester Credit Hours
Engineering Selection (ENGR 2301).....	3 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN).....	14 Semester Credit Hours
MATH 2318 Linear Algebra, MATH 2415 Calculus III, ENGR 1201 Introduction to Engineering, ENGR 1304 Engineering Graphics I, PHYS 1411 Introductory Astronomy I, PHYS 1412 Introductory Astronomy II.	

## **Environmental Science (ENVS) 030104**

### **Associate of Science 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
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 1401 Environmental Science, GEOL 1403 Physical Geology.	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Developmental Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

## **Geology (GEOL) 400601**

### **Associate of Science 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
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, GEOG 1301 Physical Geography	

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) 240101**

### **Associate of 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

## **Journalism/Communications (COMM) 090401**

### **Associate of 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 Communication, COMM 2311 News Gathering and Writing I, COMM 2315 News Gathering and Writing II, COMM 2389 Academic Cooperative.	

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

## **Mathematics (MATH) 270101**

### **Associate of Science Degree**

### **68 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology .....	4 Semester Credit Hours
Mathematics Selection (MATH 2413 and MATH 2414).....	8 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4 Semester Credit Hours
Specialization - University Parallel, Texas Common Course (TCCN).....	7 Semester Credit Hours
MATH 2318 Linear Algebra, MATH 2412 Precalculus Math, MATH 2415 Calculus III.	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Developmental Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

## **Modern Language (FLAN) 160101**

### **Associate of 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 of 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 1183 Class Voice I, *MUSI 1216 Ear Training and Sight Singing I, *MUSI 1217 Ear Training and Sight Singing II, MUSI 1301 Fundamentals of Music I, MUSI 1307 Music Literature, *MUSI 1311 Music Theory I, **MUSI 1312 Music Theory II, MUSI 2311 Music Theory III, MUSI 2312 Music Theory IV.	

\*MUAP (Individualized Instruction) and MUEN (Ensemble) must be taken each semester while attending CTC.

\*\*MUEN 1131 and MUEN 1151 are residency requirements but do not transfer as credit toward the Bachelors of Music degree

\*MUSI 1216 and MUSI 1311 should be taken concurrently

\*\*MUSI 1217 and MUSI 1312 should be taken concurrently

## **Radio/Television Broadcasting (RTBD) 090701**

### **Associate of 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 Introduction to Advertising.	

Two certificates of completion, RTBD Radio Broadcasting and RTBC Radio & Television Broadcasting are available. Additionally, the Associates of General Studies with a Television/Radio Broadcasting concentration is available.

## **Social Science (SOCI) 450101**

### **Associate of 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.	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Developmental Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

## Agriculture Production Specialization (AGPD) 010104

### Associate of 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	1407	Agronomy	4
AGMG	2306	Livestock and Meat Marketing	3
ELCT		Social/Behavioral Science Selection	3
AGAH	1343	Animal Health	3

#### Second Year

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

#### Second Semester

AGAH	1347	Animal Reproduction	3
AGEQ	1301	Equine Behavior and Training I	3
AGRI	2330	Wildlife Conservation and Management	3
AGCR	1307	Range Management	3
ELCT		Agriculture Elective	3
<b>Total Hours</b>			<b>65</b>



## Agriculture

# Equine Management Specialization (AGEQ) 010104

## Associate of 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
AGEQ	1301	Equine Behavior and Training 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 and Management	4

#### Second Semester

AGEQ	2301	Equine Behavior and Training II	3
AGEQ	2311	Equine Science II	3
AGAH	1347	Animal Reproduction	3
AGCR	1307	Range Management	3
AGRI	2330	Wildlife Conservation and Management	3
<b>Total Hours</b>			<b>64</b>

## Horticultural Development Specialization (AGHD) 010104

### Associate of 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
AGRI	1309	Computers in Agriculture	3

#### Second Semester

AGCR	1307	Range Management	3
AGRI	1407	Agronomy	4
ELCT		Humanities/Fine Arts Selection	3
HALT	1322	Landscape Design	3
AGRI	1415	Horticulture	4

#### Second Year

First Semester			
HALT	1470	Horticulture - Home Gardening	4
MATH	1342	Elementary Statistical Methods	3
HALT	1392	Special Topics in Horticulture Science	3
BIOL	1411	General Botany	4
AGMG	2486	Internship-Agriculture Business and Management	4

#### Second Semester

AGRI	2301	Agriculture Power Units	3
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>65</b>

## Agriculture

# Agriculture Technology (AGTE) 010106

### Certificate of Completion

#### First Year

##### First Semester

			Credit
AGRI	1231	The Agriculture Industry	2
AGRI	1419	Introductory Animal Science	4
AGEQ	1311	Equine Science I	3
AGMG	2306	Livestock and Meat Marketing	3
AGRI	1407	Agronomy	4
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 and Management	4
ELCT		Agriculture Elective	3
<b>Total Hours</b>			<b>41</b>

## Auto Collision Repair (ABCR) 470603

### Associate of 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	4
ABDR	1449	Automotive Plastic and Sheet Molded Compound	4
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1442	Structural Analysis and Damage Repair II	4
MATH	1332	Contemporary Mathematics	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 Communication	3
AUMT	1410	Automotive Brake Systems	4
or			
ABDR	2488	Internship-Autobody/Collision and Repair Technology/Technician	

**Total Hours** **72**

## Auto Collision

### Auto Collision Repair Technician (ABRT) 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 and Trim	4	144
ABDR	1471	Advanced Auto Body Welding	4	144

##### Second Semester

ABDR	1431	Basic Refinishing	4	128
ABDR	2449	Advanced Refinishing	4	144
ABDR	1441	Structural Analysis and Damage Repair I	4	144
ABDR	1449	Automotive Plastic and Sheet Molded 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 and 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-Autobody/Collision and Repair Technology/Technician		304
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##### Total Hours

**56 1872/2048**

\* Central Campus Vocational Skills Center

### Mechanical and Electrical (ACME) 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 and 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-Autobody/Collision and Repair Technology/Technician		304
<b>Total Hours</b>			<b>24</b>	<b>816/976</b>

\* Central Campus Vocational Skills Center



## Painting and Refinishing (ACPR) 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 and 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	4	144
ABDR	1449	Automotive Plastic and Sheet Molded Compound Repair	4	128
or				
ABDR	2488	Internship-Autobody/Collision and Repair Technology/Technician		304
<b>Total Hours</b>			<b>28</b>	<b>976/1152</b>

\* Central Campus Vocational Skills Center

## Structural/Non-Structural Analysis and Damage Repair (ABSD) 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 and 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 Molded Compound Repair	4	128
ABDR	2402	Auto Body Mechanical and Electrical Service	4	144
or				
ABDR	2488	Internship-Autobody/Collision and Repair Technology/Technician		304
<b>Total Hours</b>			<b>36</b>	<b>1216/1376</b>

\* Central Campus Vocational Skills Center

## Automotive Mechanic

# Automotive Mechanic/Technician (AUMT) 470604

## Associate of Applied Science Degree

### First Year

#### First Semester

			Credit
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Automotive Engine Theory	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
MATH	1332	Contemporary Mathematics	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	Automotive Drive Train and Axles	4
ENGL	1312	Business Writing	3

### Second Year

#### First Semester

SPCH	1321	Business and Professional Communication	3
AUMT	1416	Automotive Suspension and Steering Systems	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	Automotive Automatic Transmission and Transaxle	4
AUMT	2434	Automotive Engine Performance Analysis II	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Elective	3
AUMT	1419	Automotive Engine Repair	4
OR			
AUMT	2488	Internship-Automobile/Automotive Mechanics Technology/Technician	
<b>Total Hours</b>			<b>72</b>

# Automotive Technician (AUTT) 470604

## Certificate of Completion

This is a 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	Automotive Engine Theory	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	Automotive Suspension and Steering Systems	4	128
AUMT	2413	Automotive Drive Train and Axles	4	128
AUMT	2425	Automotive Automatic Transmission and Transaxle	4	128
WLDG	2413	Intermediate Welding Using Multiple Processes	4	128

#### Second Semester

AUMT	2434	Automotive Engine Performance Analysis II	4	144
AUMT	1419	Automotive Engine Repair	4	96
OR				
AUMT	2488	Internship–Automobile/Automotive Mechanics Technology/Technician		304
<b>Total Hours</b>			<b>55</b>	<b>1712/1920</b>

\* Central Campus Vocational Skills Center

## Automotive Mechanic

### Automotive System Specialist (AUSS) 470604 Certificate of Completion

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

			Credit	*Clock Hours
AUMT	1405	Introduction to Automotive Technology	4	96
AUMT	2305	Automotive Engine Theory	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	Automotive Suspension and Steering Systems	4	128
AUMT	2413	Automotive Drive Train and Axles	4	128
AUMT	2425	Automotive Automatic Transmissions and Transaxles	4	128
WLDG	2413	Intermediate Welding Using Multiple Processes	4	144
OR				
AUMT	2488	Internship–Automobile/Automotive Mechanics Technology/Technician		304
<b>Total Hours</b>			<b>39</b>	<b>1184/1344</b>

\* Central Campus Vocational Skills Center

### Automotive Tune-Up Specialist (AUTS) 470604 Certificate of Completion

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

			Credit	*Clock Hours
AUMT	1405	Introduction to Automotive Technology	4	96
AUMT	2305	Automotive Engine Theory	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	Automotive Engine Performance Analysis II	4	144
AUMT	1419	Automotive Engine Repair	4	96
OR				
AUMT	2488	Internship–Automobile/Automotive Mechanics Technology/Technician		304
<b>Total Hours</b>			<b>31</b>	<b>928/1136</b>

\* Central Campus Vocational Skills Center

## Aviation Science (AVSC) 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	1414	College Algebra	4

#### 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 Technology/Skills Selection	4
ELCT		Fine Arts Selection	3

#### Second Semester

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



## Aviation Science

### Aviation Science Certificate (AVSC) 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 (BUBM) 520201

Associate of 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
OR			
BCIS	1405	Business Computer Applications	
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/MRKG/BUSG	3-4
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
PHED		Physical Education	1

## Second Year

First Semester			
MATH		MATH 1332, 1342 or higher level	3
ACCT	2301	Principles of Financial Accounting	3
ELCT		BUSI/BMGT/RELE/MRKG/BUSG	3
HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	3
OR			
BUSI	2301	Business Law	
ECON		ECON 2301 or 2302	3

## Second Semester

BUSG	2309	Small Business Management	3
ACCT	2302	Principles of Managerial Accounting	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 (BUBM) 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
OR			
BCIS	1405	Business Computer Applications	
MRKG	1311	Principles of Marketing	3

##### Second Semester

HRPO	2301	Human Resource Management	3
BMGT	1301	Supervision	3
BUSG	2305	Business Law/Contracts	3
OR			
BUSI	2301	Business Law	
ELCT		BUSI/BMGT/BUSG/RELE/MRKG	3
ELCT		BMGT 2370, BMGT 2488, RELE 2488	3-4

##### Total Hours

31-32

### Entrepreneurship (BUEN) 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
OR			
BCIS	1405	Business Computer Applications	
MRKG	1311	Principles of Marketing	3
ACCT	2301	Principles of Financial Accounting	3

##### Second Semester

HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	3
OR			
BUSI	2301	Business Law	
ELCT		BUSI/BMGT/BUSG/RELE/IMED/MRKG	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 (BUMSM) 520201

### Associate of 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
OR			
BCIS	1405	Business Computer Applications	
SPCH		SPCH 1315 or 1321	3
PHED		Physical Education	1

#### Second Semester

MATH		MATH 1332, 1342 or higher level	3
MRKG	1311	Principles of Marketing	3
BMGT	1325	Office Management	3
MRKG	1302	Principles of Retailing	3
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
PHED		Physical Education	1

#### Second Year

First Semester			
ELCT		BUSI/BMGT/RELE/ITSC/IMED	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 Financial Accounting	3

#### Second Semester

ACCT	2302	Principles of Managerial Accounting	3
BUSG	2305	Business Law/Contracts	3
OR			
BUSI	2301	Business Law	
MRKG	2333	Principles of Selling	3
OR			
BUSI	1311	Salesmanship	
ELCT		Elective	3
ELCT		BMGT/BUSI/BUSG/RELE	3
ELCT		BMGT 2371, BMGT 2489, or RELE 2489	3-4
<b>Total Hours</b>			<b>69-72</b>

## Business Management

### Business Management

### Marketing and Sales Management (BUMSM) 520201

#### Certificate of Completion

#### First Year

##### First Semester

			Credit
HRPO	1311	Human Relations	3
BUSI	1301	Business Principles	3
ITSC	1409	Integrated Software Applications I	4
OR			
BCIS	1405	Business Computer Applications	
ELCT		BMGT/BUSI/BUSG/RELE/HRPO	3

##### Second Semester

MRKG	1311	Principles of Marketing	3
MRKG	2333	Principles of Selling	3
OR			
BUSI	1311	Salesmanship	
ELCT		BUSI/BMGT/BUSG/RELE/MRKG	3
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
<b>Total Hours</b>			<b>25-26</b>

# Business Management

## Real Estate Specialization (BURS) 520201

### Associate of 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
OR			
BCIS	1405	Business Computer Applications	
SPCH		SPCH 1315 or 1321	3
PHED		Physical Education	1

**Second Semester**

MATH		MATH 1332, 1342 or higher level	3
MRKG	1311	Principles of Marketing	3
BMGT	1325	Office Management	3
MRKG	1302	Principles of Retailing	3
RELE	1406	Real Estate Principles	4
PHED		Physical Education	1

**Second Year**

<b>First Semester</b>			
ELCT		RELE 2488, BMGT 2488, BMGT 2370	3-4
ECON		ECON 2301 or 2302	3
ELCT		Humanities/Fine Arts Selection	3
RELE	1311	Law of Contracts	3
RELE	2301	Law of Agency	3
ACCT	2301	Principles of Financial Accounting	3

**Second Semester**

ACCT	2302	Principles of Managerial Accounting	3
BUSG	2305	Business Law/Contracts	3
OR			
BUSI	2301	Business Law	
MRKG	2333	Principles of Selling	3
OR			
BUSI	1311	Salesmanship	
ELCT		Elective	3
RELE	1315	Property Management	3
RELE	2489	Internship-Real Estate	4
<b>Total Hours</b>			<b>71-72</b>



## Business Management

# Business Management

## Real Estate Sales Agent (BURS) 520201

### Certificate of Completion

First Semester		Credit
RELE*	1406 Principles of Real Estate	4
RELE*	2301 Law of Agency	3
RELE*	1311 Law of Contracts	3
ELCT*	RELE 1315 or RELE 1303	3
Second Semester		
ELCT*	RELE (except 2488/2489) or approved selection	3
RELE	2488 Internship -Real Estate	4
Total Hours		20

\* Upon successful completion of these courses, the student is eligible to sit for the Texas Real Estate Sales Agent License exam.  
This meets the revised Texas Real Estate Commission Education requirements effective January 1, 2006

## Business Programmer Analyst (CSBP) 111002

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
ITNW	1437	Introduction to the Internet	4
ITSE	1431	Introduction to Visual Basic Programming	4
ITSC	1409	Integrated Software Applications I	4
ENGL	1301	Composition I	3
MATH		MATH 1332, 1342 or higher level	3

#### Second Semester

ITSE	2413	Web Authoring	4
COSC	2425	Computer Organization and Machine Language	4
ITSC	1405	Introduction to PC Operating Systems	4
GAME	1403	Introduction to Game Design and Development	4
PHED		Physical Education	1

#### Second Year

First Semester			
ITSY	2400	Operating Systems Security	4
ITSE	1422	Introduction to C Programming	4
ITSC	1415	Project Management Software	4
IMED	2409	Internet Commerce	4
ELCT		Social/Behavioral Science Selection	3

#### Second Semester

ITSE	2417	JAVA Programming	4
ITSE	2431	Advanced C++ Programming	4
ITSE	1450	System Analysis and Design	4
SPCH		SPCH 1315 or SPCH 1321	3
ELCT		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>72</b>

## Computer Science

# Information Technology (CSIT) 111002

## Associate of Applied Science Degree

### First Year

#### 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
PHED		Physical Education	1

#### Second Semester

IMED	1416	Web Page Design I	4
ITSW	1407	Introduction to Database	4
ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1437	Introduction to the Internet	4
ELCT		Social/Behavioral Science Selection	3

### Second Year

#### First Semester

ITSC	2439	Personal Computer Help Desk	4
ITNW	1425	Fundamentals of Networking Technologies	4
IMED	2409	Internet Commerce	4
ENGL	1301	Composition I	3
ELCT		Humanities/Fine Arts Selection	3

#### Second Semester

ITSE	1450	System Analysis and Design	4
ITSY	2400	Operating Systems Security	4
MATH		MATH 1332, 1342 or higher level	3
SPCH		SPCH 1315 or SPCH 1321	3
ITSC	1415	Project Management Software	4
<b>Total Hours</b>			<b>72</b>

## Network Systems Administrator (CSNS) 111002

### Associate of 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 1332, 1342 or higher level	3
PHED		Physical Education	1

#### Second Semester

COSC	2425	Computer Organization and Machine Language	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	4
ITSY	2400	Operating Systems Security	4
ITNW	1425	Fundamentals of Networking Technologies	4
ELCT		Humanities/Fine Arts Selection	3

#### Second Semester

ITSE	1450	System Analysis and Design	4
ITNW	2435	Network Troubleshooting and Support	4
or			
ITSE	2413	Web Authoring	
IMED	2409	Internet Commerce	4
SPCH		SPCH 1315 or SPCH 1321	3
ITSC	1415	Project Management Software	4
<b>Total Hours</b>			<b>68</b>

## Computer Science

### Network Specialist (CSNS) 111002 Certificate of Completion

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 and Machine Language	4
IMED	1416	Web Page Design I	4
ITNW	1425	Fundamentals of Networking Technologies	4
ITSY	2400	Operating Systems Security	4
Total Hours			32

### Information Center Specialist (CSIC) 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
IMED	1416	Web Page Design I	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	2439	Personal Computer Help Desk	4
Total Hours			32

### Microsoft System Administrator (MCSA) 111002 Certificate of Completion

(Offered at Fort Hood Campus Only)

ITNW	2435	Network Troubleshooting and Support (A+ Training)	4
ITNW	1458	Network+	4
ITMT	1400	Implementing and Supporting Microsoft Windows XP Professional	4
ITMT	1350	Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network services	3
ITMT	1355	Planning, Implementing, and Maintaining a Microsoft Server 2003 Network Infrastructure	3
Total Hours			18

## Cosmetology (COSM) 120401

### Certificate of Completion

#### First Year

##### First Semester

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

##### Second Semester

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

##### Third Semester

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



## Diesel

### Diesel Engine Mechanic and Repairer (DEMR) 470605 Associate of Applied Science Degree

First Semester			Credit
DEMR	1401	Shop Safety and Procedures	4
DEMR	1406	Diesel Engine I	4
AUMT	1445	Automotive Heating and Air Conditioning	4
ENGL	1312	Business Writing	3
ELCT		Computer Technology/Skills Selection	3
Second Semester			
DEMR	1421	Power Train I	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1417	Basic Brake Systems	4
MATH	1332	Contemporary Mathematics	3
SPCH	1321	Business and Professional Communication	3
Third Semester			
DEMR	1416	Basic Hydraulics	4
DEMR	1471	Basic Diesel Engine Tune-Up and Troubleshooting	4
DEMR	2412	Diesel Engine Testing and Repair II	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Elective	3
Fourth Semester			
GOVT	2301/2302	American Government I/II	3
DEMR	1447	Power Train 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 Mechanics Technology/Technician	
<b>Total Hours</b>			<b>72</b>

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

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

			Credit	*Clock Hours
DEMR	1401	Shop Safety and Procedures	4	96
DEMR	1406	Diesel Engine 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	2412	Diesel Engine Testing and Repair II	4	144
DEMR	1416	Basic Hydraulics	4	144
DEMR	1421	Power Train I	4	128
DEMR	1447	Power Train 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
DEMR	1449	Diesel Engine II	4	144
WLDG	2413	Intermediate Welding Using Multiple Processes	4	144
OR				
DEMR	2488	Internship-Diesel Mechanics Technology/Technician		304
<b>Total Hours</b>			<b>55</b>	<b>1760/1920</b>

\* Central Campus Vocational Skills Center

## 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 Train I	4	128
DEMR	1447	Power Train 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	Intermediate Welding Using Multiple Processes	4	144
OR				
DEMR	2488	Internship-Diesel Mechanics Technology/Technician		304
<b>Total Hours</b>			<b>35</b>	<b>1104/1264</b>

\* Central Campus Vocational Skills Center

## Diesel Engine Specialist (DESP) 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 Engine 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	2412	Diesel Engine Testing and Repair II	4	144
DEMR	1449	Diesel Engine II	4	144
WLDG	2413	Intermediate Welding Using Multiple Processes	4	144
or				
DEMR	2488	Internship-Diesel Mechanics Technology/Technician		304
<b>Total Hours</b>			<b>32</b>	<b>1040/1200</b>

\* Central Campus Vocational Skills Center

## Drafting and Design

### Computer-Aided Drafting and Design (DFDS) 151301 Associate of Applied Science Degree

#### First Year

First Semester			Credit
ENGR	1304	Engineering Graphics I	3
DFTG	2412	Technical Illustration and Presentation	4
DFTG	1409	Basic Computer-Aided Drafting	4
MATH		MATH 1332, 1342 or 1414	3-4

#### Second Semester

ENGR	1305	Engineering Graphics II	3
DFTG	2402	Machine Drafting	4
DFTG	2440	Solid Modeling/Design	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
ARCE	1452	Structural Drafting	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 -Advanced Drafting	4
ELCT		Social/Behavioral Science Selection	3

**Total Hours** **64-65**

Locations at a distance may substitute DFTG 1405 for ENGR 1304 and DFTG 2417 for ENGR 1305.

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

Approved Electives: ARTS 1316, ITSC 1409 or other Elective approved by the Department Chair

### Computer-Aided Drafting and Design (DFDS) 151301 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	2440	Solid Molding/Design	4
DFTG	2412	Technical Illustration and Presentation	4
MATH	1332	Contemporary Mathematics	3
<b>Total Hours</b>			<b>25</b>

## Early Childhood Professions (CDEC) 190709

### Associate of 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**	1311	Educating Young Children	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**	1354	Child Growth and Development	3
CDEC **	1318	Wellness of the Young Child	3
CDEC **	1303	Families, School and Community	3
CDEC	1356	Emergent Literacy for Early Childhood	3

#### Second Year

##### First Semester

CDEC	1321	The Infant and Toddler	3
CDEC	2326	Administration of Programs for Children I	3
or			
CDEC	2328	Administration of Programs for Children II	
ELCT		Computer Technology/Skills Selection	4
SPCH		SPCH 1315, 1321 or 2341	3
MATH		MATH 1324, 1332, 1342 or higher level	3
or			
ENVR	1401	Environmental Science	4
CDEC	1335	Early Childhood Development: 3-5 Years	3

##### Second Semester

CDEC	2307	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 2340 may substitute

\*\* TECA 1311 may be substituted for CDEC 1311  
 TECA 1318 may be substituted CDEC 1318  
 TECA 1303 may be substituted for CDEC 1303  
 TECA 1354 may be substituted for CDEC 1354

TECA courses are the general academic transfer course equivalent to the CDEC courses.

## Early Childhood Professions

### Early Childhood Professions (CDEC) 190709 Certificate of Completion

			Credit
CDEC *	1311	Educating Young Children	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 *	1354	Child Growth and Development	3
CDEC *	1318	Wellness of the Young Child	3
CDEC *	1303	Families, School and Community	3
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	1321	The Infant and Toddler	3
CDEC	1335	Early Childhood Development: 3-5 Years	3
<b>Total Hours</b>			<b>33</b>

- \* TECA 1311 may be substituted for CDEC 1311  
TECA 1318 may be substituted CDEC 1318  
TECA 1303 may be substituted for CDEC 1303  
TECA 1354 may be substituted for CDEC 1354

TECA courses are the general academic transfer course equivalent to the CDEC courses.

### Administrator's Credentials (CDAC) 190708 Certificate of Completion

First Semester			Credit
CDEC *	1311	Educating Young Children	3
or			
CDEC	2341	The School Age Child	
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
or			
CDEC	2307	Math and Science for Early Childhood	
CDEC	1319	Child Guidance	3
CDEC	2326	Administration of Programs for Children I	3
ENGL		ENGL 1301 or 1312	3
Second Semester			
CDEC*	1354	Child Growth and Development	3
CDEC *	1318	Wellness of the Young Child	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>

- \* TECA 1311 may be substituted for CDEC 1311  
TECA 1318 may be substituted CDEC 1318  
TECA 1354 may be substituted for CDEC 1354

TECA courses are the general academic transfer course equivalent to the CDEC courses.

## Special Child Option (CDSC) 190709

### Certificate of Completion

First Semester			Credit
CDEC *	1311	Educating Young Children	3
CDEC	1359	Children with Special Needs	3
CDEC*	1303	Families, School and 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	2340	Instructional Techniques for Children with Special Needs	3
CDEC *	1354	Child Growth and Development	3
CDEC *	1318	Wellness of the Young Child	3
<b>Total Hours</b>			<b>27</b>

- \*      TECA 1311 may be substituted for CDEC 1311  
           TECA 1318 may be substituted CDEC 1318  
           TECA 1303 may be substituted for CDEC 1303  
           TECA 1354 may be substituted for CDEC 1354

TECA courses are the general academic transfer course equivalent to the CDEC courses.

## Child Development Associate (CDCD) 190709

### 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
<b>Total Hours</b>			<b>9</b>



## Electronics

### Computer Electronics (ELCP) 151202

#### Associate of 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

MATH		MATH 1332, 1342 or higher level	3
CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ENGL	1312	Business Writing	3
ELCT		Social/Behavioral Science Selection	3

#### Second Year

##### First Semester

CPMT	1445	Computer Systems Maintenance	4
CPMT	1449	Computer Networking Technology	4
CETT	1449	Digital Systems	4
CETT	1441	Solid State Circuits	4

##### Second Semester

CPMT	2445	Computer System Troubleshooting	4
ELMT	2435	Certified Electronics Technician Training	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Approved Technical Elective	4
ELCT		Approved Elective	3
<b>Total Hours</b>			<b>67</b>

### Computer Electronics Technology (ELCP) 151202

#### Certificate of Completion

##### First Semester

			Credit
CPMT	1403	Introduction to Computer Technology	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
ENGL	1312	Business Writing	3

##### Second Semester

CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
CPMT	1445	Computer Systems Maintenance	4
ELCT		Approved Elective	3
<b>Total Hours</b>			<b>30</b>

## Network Professional Specialization (ELNP) 151202

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
CPMT	1403	Introduction to Computer Technology	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
ITCC	1302	CCNA1: Networking Basics	3

#### Second Semester

CETT	1421	Electronics Fabrication	4
CETT	1405	AC Circuits	4
ITCC	1306	CCNA2: Router and Routing Basics	3
MATH		MATH 1332, 1342 or higher level	3
ENGL	1312	Business Writing	3

#### Second Year

First Semester			Credit
CPMT	1445	Computer System Maintenance	4
ITCC	1342	CCNA3: Switching Basic and Intermediate Routing	3
CETT	1429	Solid State Devices	4
EECT	2331	Wireless Data Systems	3
ELCT		Social/Behavioral Science Selection	3

#### Second Semester

CPMT	2445	Computer System Troubleshooting	4
ITCC	1346	CCNA4: WAN Technologies	3
CPMT	2350	Industry Certification Preparation	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Approved Elective	3
<b>Total Hours</b>			<b>65</b>

## Network Professional Specialization (ELNP) 151202

### 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	CCNA1: Networking Basics	3
ITCC	1306	CCNA2: Router and Routing Basics	3
CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ENGL	1312	Business Writing	3

#### Third Semester

ITCC	1342	CCNA3: Switching Basic and Intermediate Routing	3
ITCC	1346	CCNA4: WAN Technologies	3
<b>Total Hours</b>			<b>39</b>

## Emergency Medical Technology

# Emergency Medical Technology (EMTE) 510904

### Associate of 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 SPCH 1318 or SPCH 1321	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

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

<b>First Year</b>			<b>Credit</b>
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>

## General Studies

# General Studies (GSTU) 240102

## Associate of 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

ENGL*	1301	Composition I	Credit 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
or			
ELCT**		Elective	
HIST	1302	United States History II	3
MATH		MATH 1332, 1342 or higher level	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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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 receiving school for degree requirements and transfer policy.

\* 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 (GPGP) 100305

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
GRPH	1405	Introduction to Graphic Arts and Printing	4
GRPH	1408	Darkroom Techniques for Plate Development	4
GRPH	2336	Prepress Techniques	3
ENGL	1312	Business Writing	3
ELEC		Humanities/Fine Arts Selection	3

#### Second Semester

ARTC	1313	Digital Publishing I	3
GRPH	1309	Press Operations I	3
HRPO	1311	Human Relations	3
MATH	1332	Contemporary Mathematics	3
GOVT	2301/2302	American Government I/II	3
BMGT	1303	Principles of Management	3

#### Second Year

First Semester			
ARTC	2313	Digital Publishing II	3
GRPH	2338	Press Operations II	3
SPCH	1321	Business and Professional Communication	3
GRPH	1474	Preventive Maintenance	4
ELCT		Computer Technology/Skills Selection	4

#### Second Semester

GRPH	1419	Bindery and Finishing Operations	4
ARTC	2348	Digital 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, General Production	
<b>Total Hours</b>			<b>69</b>



## Graphics and Printing Technology

### Graphics and Printing Technology (GPGT) 100305 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	1408	Darkroom Techniques for Plate Development	4	96
GRPH	2336	Prepress Techniques	3	96
ARTC	1313	Digital Publishing I	3	96
ARTC	2313	Digital Publishing II	3	96
ARTC	2348	Digital 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, General Production		304
<b>Total Hours</b>			<b>41</b>	<b>1152/1360</b>

\* Central Campus Vocational Skills Center

### Graphics and Printing (GPGP) 100305 Certificate of Completion

(Texas Department of Criminal Justice Gatesville, Texas, only)

			<b>Credit</b>
GRPH	1405	Introduction to Graphic Arts and Printing	4
ARTC	1313	Digital Publishing I	3
ARTC	2313	Digital Publishing II	3
GRPH	2336	Prepress Techniques	3
GRPH	1309	Press Operations I	3
ARTC	2348	Digital Publishing III	3
GRPH	1474	Preventive Maintenance	4
GRPH	2338	Press Operations II	3
GRPH	1419	Bindery and Finishing Operations	4
<b>Total Hours</b>			<b>30</b>

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

Associate of Applied Science Degree

## First Year

First Semester			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Basic Electricity for HVAC	4
HART	1445	Gas and Electric Heating	4
MATH	1332	Contemporary Mathematics	3
PHED		Physical Education	1

## Second Semester

HART	1403	Air Conditioning 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 for HVAC	4
HART	2441	Commercial Air Conditioning	4
HART	2442	Commercial Refrigeration	4
ELCT		Humanities/Fine Arts Selection	3

## Second Semester

HART	2436	Air Conditioning Troubleshooting	4
HART	2471	Advanced Heat Pumps	4
SPCH	1321	Business and Professional Communication	3
HART	2445	Residential Air Conditioning System Design	4
or			
HART	2488	Internship-Heating, A/C Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR)	

**Total Hours** **68**

## Heating and Air Conditioning

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

#### First Year

First Semester			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Basic Electricity for HVAC	4
HART	1445	Gas and Electric Heating	4

#### Second Semester

HART	1403	Air Conditioning Control Principles	4
HART	1441	Residential Air Conditioning	4
HART	2431	Advanced Electricity for HVAC	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	Air Conditioning Troubleshooting	4
HART	2471	Advanced Heat Pumps	4
HART	2445	Residential Air Conditioning System Design	4

or

HART	2488	Internship-Heating, A/C Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR)	
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**Total Hours** 48

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

First Semester			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Basic Electricity for HVAC	4
HART	1445	Gas and Electric Heating	4
HART	1441	Residential Air Conditioning	4
HART	1403	Air Conditioning Control Principles	4

#### Second Semester

HART	2441	Commercial Air Conditioning	4
HART	2431	Advanced Electricity for HVAC	4
HART	2442	Commercial Refrigeration	4
HART	2436	Air Conditioning Troubleshooting	4
HART	2445	Residential Air Conditioning System Design	4

or

HART	2488	Internship-Heating, A/C Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR)	
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**Total Hours** 40

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

### Certificate of Completion

First Semester			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Basic Electricity for HVAC	4
HART	1445	Gas and Electric Heating	4
HART	1441	Residential Air Conditioning	4
HART	1403	Air Conditioning Control Principles	4
Second Semester			
HART	2449	Heat Pumps	4
HART	2471	Advanced Heat Pumps	4
HART	2431	Advanced Electricity for HVAC	4
HART	2436	Air Conditioning Troubleshooting	4
HART	2445	Residential Air Conditioning System Design	4
or			
HART	2488	Internship-Heating, A/C Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR)	
<b>Total Hours</b>			<b>40</b>

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

### Certificate of Completion

(Texas Department of Criminal Justice Gatesville, Texas, Only)

			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Basic Electricity for HVAC	4
HART	1445	Gas and Electric Heating	4
HART	1403	Air Conditioning Control Principles	4
HART	1441	Residential Air Conditioning	4
HART	2449	Heat Pumps	4
HART	2431	Advanced Electricity for HVAC	4
HART	2436	Air Conditioning Troubleshooting	4
<b>Total Hours</b>			<b>32</b>

## Hospitality Management

### Restaurant and Culinary Management (HMRCM) 520901 Associate of Applied Science Degree

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Introduction to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
ELCT		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1221	Menu Management	2
PHED		Physical Education	1
Second Semester			
GOVT	2301	American Government I	3
HAMG	1319	Computers in Hospitality	3
SPCH		SPCH 1315 or SPCH 1321	3
ELCT		Selected Technical Elective	3
ELCT		Selected Technical Elective	3
HAMG	2301	Principles of Food and Beverage Operations	3
Second Year			
First Semester			
HAMG	2332	Hospitality Financial Management	3
IFWA	1318	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
Second Semester			
RSTO	1325	Purchasing for Hospitality Operations	3
MATH		MATH 1332 or MATH 1342	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELCT		Academic Elective	3
HAMG	2388	Internship-Hospitality Administration and Management	3
Total Hours			72

# **Hotel Management Specialization (HMHM) 520901** **Associate of Applied Science Degree**

## **First Year**

<b>First Semester</b>			<b>Credit</b>
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Introduction to the Hospitality Industry	3
CHEF*	1301	Basic Food Preparation	3
HAMG	1319	Computers in Hospitality	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Academic Elective	3

## **Second Semester**

GOVT	2301	American Government I	3
SPCH		SPCH 1315 or SPCH 1321	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**

<b>First Semester</b>			
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1204	Dining Room Service	2
HAMG	1342	Guest Room Maintenance	3
MATH		MATH 1332 or MATH 1342	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>

\* HAMG 1324 may substitute.

## Hospitality Management

### Culinary Arts (HMCA) 520905 Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
RSTO	1313	Hospitality Supervision	3
HAMG	1321	Introduction to the Hospitality Industry	3
CHEF	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
CHEF	1410	Garde Manger	4
Third Semester			
IFWA	1318	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) 520905 Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1319	Computers in Hospitality	3
CHEF	1301	Basic Food Preparation	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1221	Menu Management	2
ELCT		Selected Technical Elective	3
PSTR	1301	Fundamentals of Baking	3
ELCT		Selected Technical Elective	3
Total Hours			23



## Property Management Advanced (HMPM) 520904

### Certificate of Completion

First Semester			Credit
HAMG	1313	Front Office Procedures	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	1321	Introduction to the 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>

## Restaurant Operations (HMRO) 520905

### Certificate of Completion

(Texas Department of Criminal Justice Only)

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
CHEF	1301	Basic Food Preparation	3
HAMG	1319	Computers in Hospitality	3
HAMG	2301	Principles of Food and Beverage Operations	3
CHEF	1410	Garde Manger	4
RSTO	1221	Menu Management	2
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	1321	Introduction to the Hospitality Industry	3
RSTO	1204	Dining Room Service	2
<b>Total Hours</b>			<b>29</b>

## Hospitality Management

### Institutional Food Service Operations (HMIF) 520905 Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
IFWA	1318	Nutrition for the Food Service Professional	3
RSTO	2405	Management of Production and Service	4
CHEF	1301	Basic Food Preparation	3
Second Semester			
HAMG	1321	Introduction to the 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
<b>Total Hours</b>			<b>41</b>

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) 520904 Certificate of Completion

First Semester			Credit
HAMG	1313	Front Office Procedures	3
HAMG	1321	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
<b>Total Hours</b>			<b>24</b>

## Food and Beverage Management Specialization (HMFB) 520901

### Associate of Applied Science Degree

**First Year**

<b>First Semester</b>			<b>Credit</b>
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Introduction to the Hospitality Industry	3
HAMG	1319	Computers 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		SPCH 1315 or SPCH 1321	3
RSTO	1204	Dining Room Service	2
ELCT		Technical Elective	3
HAMG	2301	Principles of Food and Beverage Operations	3
PHED		Physical Education	1

**Second Year**

<b>First Semester</b>			
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 Semester**

RSTO	1325	Purchasing for Hospitality Operations	3
MATH		MATH 1332 or MATH 1342	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELCT		Academic Elective	3
HAMG	2388	Internship-Hospitality Administration and Management	3
<b>Total Hours</b>			<b>72</b>

## Hospitality Management

### Food and Beverage Management (HMFOL) Certificate of Completion

**520901**

(Offered at locations outside of Texas under Military Contract Obligation)

#### Lower Division Major Courses:

**Total of 23 credits, select from among the**

**Following courses:**

			<b>Credit</b>
CHEF	1305	Sanitation and Safety	3
HAMG	1319	Computers in Hospitality	3
HAMG	1324	Hospitality Human Resource Management	3
HAMG	2301	Principles of Food & Beverage Operations	3
RSTO	1204	Dining Room Service	2
RSTO	1313	Hospitality Supervision	3
HAMG	1321	Introduction to the Hospitality Industry	3
RSTO	2301	Principles of Food and Beverage Controls	3

#### Hospitality

**Select three of the following courses:**

TRVM	1345	Travel and Tourism Sales and Marketing Techniques	3
HAMG	1313	Front Office Procedures	3
HAMG	1342	Guest Room Maintenance	3
HAMG	2337	Hospitality Facilities Management	3
HAMG	2372	Hospitality Industry Training	3
TRVM	2301	Introduction to Convention and Meeting Management	3
<b>Total Hours</b>			<b>32</b>

## Paralegal/Legal Assistant (LAPL) 220302

### Associate of Applied Science Degree

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

A paralegal (also known as legal assistant) 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	1303	Legal Research	3
LGLA	1307	Introduction to Law and the Legal Profession	3
ENGL	1301	Composition I	3
ELCT		Humanities/Fine Arts Selection*	3
ITSW	1401	Introduction to Word Processing	4

#### Second Semester

LGLA	1317	Law Office Technology	3
LGLA	1345	Civil Litigation	3
LGLA	1351	Contracts	3
LGLA	1355	Family Law	3
SPCH	1321	Business and Professional Communication	3
MATH		MATH 1324 or 1342 or 1332	3

#### Second Year

First Semester			
LGLA	1353	Wills, Trusts, and Probate Administration	3
PHIL	2303	Introduction to Logic	3
LGLA	2303	Torts and Personal Injury Law	3
ELCT		ACCT 2301 or ACNT 1325 or BUSG 1370	3
GOVT	2301	American Government I	3
PHED		Physical Education	1

#### Second Semester

LGLA	2313	Criminal Law and Procedures	3
GOVT	2302	American Government II	3
LGLA	2331	Advanced Legal Research and Writing	3
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>69</b>

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

## Maintenance Technology

# Maintenance Technology (MTNT) 460401

### Associate of 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	1332	Contemporary Mathematics	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 and Exterior Painting and Refinishing	3
HART	1401	Basic Electricity for HVAC	4
MBST	1507	Masonry I	5
SPCH	1321	Business and Professional Communication	3
PFPB	2445	Residential Construction Plumbing II	4
or			
CBFM	2487	Internship-Building/Property Maintenance and Manager	

**Total Hours** **72**

## Building Trades (MTBT) 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 and Exterior Painting and Refinishing	3	96
WDWK	1413	Cabinet Making I	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
<b>Total Hours</b>			<b>52</b>	<b>1312/1520</b>

\* Central Campus Vocational Skills Center

## Carpentry Trades (MTCA) 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 and Exterior Painting and Refinishing	3	96
WDWK	1413	Cabinet Making I	4	112
WDWK	2451	Cabinet Making II	4	96
CNBT	1446	Construction Estimating I	4	96
or				
CBFM	2487	Internship-Building/Property Maintenance and Manager		304
<b>Total Hours</b>			<b>31</b>	<b>784/992</b>

\* Central Campus Vocational Skills Center



## Maintenance Technology

### Construction Trades (MTCO) 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 Skills Center

### Residential Construction (MTRC) 460401 Certificate of Completion

(Brady Campus Only)

#### First Year

##### First Semester

			Credit
CRPT	1423	Floor Systems	4
CRPT	1415	Conventional Wall Systems	4
CRPT	1411	Conventional Roof Systems	4
CBFM	1334	Interior and Exterior Painting and 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 of 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., Suite 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	1414	College Algebra	4

#### Second Semester

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

#### Second Semester

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>69</b>

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

## At Risk Youth Specialization (MHAR) 511503

### Associate of 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 Development	3
CHLT	1309	Community Ethics	3

##### Second Semester

PSYT	2321	Crisis Intervention	3
CMSW	1313	Assessment and Service Delivery	3
DAAC	2354	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 1332 or 1342	3
ELCT		Mental Health Elective	3
DAAC	2307	Addicted Family Intervention	3
ELCT		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>72</b>

## At Risk Youth Specialization Advanced Certificate (MHAR) 511503

### Certificate of Completion

<b>First Semester</b>			<b>Credit</b>
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 Development	3
<b>Second Semester</b>			
PSYT	2321	Crisis Intervention	3
CHLT	1309	Community Ethics	3
CMSW	1313	Assessment and Service Delivery	3
DAAC	2354	Dynamics of Group Counseling	3
<b>Third Semester</b>			
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	2307	Addicted Family Intervention	3
<b>Total Hours</b>			<b>40</b>

## Chemical Dependency Specialization (MHCS) 511503

### Associate of 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	2307	Addicted Family Intervention	3
CHLT	1309	Community Ethics	3
CMSW	1309	Problems of Children and Adolescents	3

#### Second Semester

PSYT	2321	Crisis Intervention	3
DAAC	1309	Assessment Skills of Alcohol and Other Drug Addictions	3
ELCT		Department Elective	3
DAAC	2354	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	2341	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 1332 or 1342	3
ELCT		Mental Health Elective	3
ELCT		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>72</b>

## Chemical Dependency Specialization - Advanced Certificate (MHCA) 511503 Certificate of Completion

<b>First Semester</b>			<b>Credit</b>
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
<b>Second Semester</b>			
PSYT	2321	Crisis Intervention	3
DAAC	1309	Assessment Skill of Alcohol and Other Drug Addictions	3
DAAC	1167	Practicum -Alcohol/Drug Abuse Counseling	1
DAAC	2354	Dynamics of Group Counseling	3
DAAC	2307	Addicted Family Intervention	3
<b>Third Semester</b>			
DAAC	2341	Counseling Alcohol and Other Drug Addictions	3
DAAC	1311	Counseling Theories	3
PSYT	2331	Abnormal Psychology	3
CHLT	1309	Community Ethics	3
<b>Fourth Semester</b>			
DAAC	2367	Practicum-Alcohol/Drug Abuse Counseling	3
<b>Total Hours</b>			<b>40</b>

## Mental Health Services

# Social Work Specialization (MHSW) 511503

## Associate of 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	2321	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	2354	Dynamics of Group Counseling	3
PSYT	1309	Health Psychology	3
MATH		MATH 1332 or 1342	3
ELCT		Humanities: Literature course in English	3

<b>Total Hours</b>			<b>72</b>
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# Nursing Associate Degree (NUA6) 511601

## Associate of Applied Science Degree

The Nursing Associate Degree is accredited by the National League for Accrediting Commission, Barbara Grument, JD, Executive Director, 61 Broadway, 33rd Floor, New York, NY 10006, Telephone (212) 363-5555.

**Applicants accepted for Fall 2006 admission and beyond will follow this degree plan.**

<b>First Semester</b>			<b>Credit</b>
RNSG	1209	Introduction to Nursing	2
BIOL	2401	Anatomy and Physiology I	4
ELCT		BIOL 1406	4
ENGL	1301	Composition I	3
<b>Second Semester</b>			
RNSG	1105	Nursing Skills I	1
RNSG	1115	Health Assessment	1
RNSG	1301	Pharmacology	3
RNSG	1413	Foundations for Nursing Practice	4
RNSG	1262	Clinical -Nursing I	2
BIOL	2402	Anatomy and Physiology II	4
<b>Third Semester</b>			
RNSG	1331	Principles of Clinical Decision Making	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
<b>Fourth Semester</b>			
BIOL	2421	Microbiology	4
(BIOL 2421 is the only Microbiology accepted and is a prerequisite to the fifth semester)			
<b>Fifth Semester</b>			
RNSG	1347	Concepts of Clinical Decision Making	3
RNSG	2201	Care of Children and Families	2
RNSG	2362	Clinical-Nursing III	3
SPCH		SPCH 1315 or SPCH 1318 or SPCH 1321	3
PSYC	2314	Life Span Growth and Development	3
<b>Sixth Semester</b>			
RNSG	2341	Advanced Concepts of Clinical Decision Making	3
RNSG	2221	Management of Client Care	2
RNSG	2363	Clinical-Nursing IV	3
ELCT		Humanities/Fine Arts Selection	3
PHED		Physical Education	1
<b>Total Hours</b>			<b>71</b>

## Nursing

### Nursing Option for LVN (NUL6) 511601 Associate of Applied Science Degree

Applicants accepted for Summer 2006 admission and beyond will follow this degree plan.

#### 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		BIOL 1406	4
PSYC	2301	General Psychology	3
BIOL	2421	Microbiology	4

(BIOL 2421 is the only Microbiology accepted and is a prerequisite to first year second semester)

##### Second Semester

RNSG*	1327	Transition from Vocational to Professional Nursing	3
RNSG*	1162	Clinical -LVN Transition	1
		(RNSG 1413, 1105, 1115, 1301, 1262, 1363, 1209)	16
RNSG	2213	Mental Health Nursing	2
PSYC	2314	Life Span Growth and Development	3

#### Second Year

##### First Semester

RNSG	1347	Concepts of Clinical Decision Making	3
RNSG	2201	Care of Children and Families	2
RNSG	2362	Clinical -Nursing III	3
SPCH		SPCH 1315 or SPCH 1318 or SPCH 1321	3

##### Second Semester

RNSG	2341	Advanced Concepts of Clinical Decision Making	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** **70**

\* RNSG 1327, 1162 are transition courses, available to Licensed Vocational Nurses. Upon successful completion of the 4th semester, Licensed Vocational Nurses will receive credit for RNSG 1413, 1105, 1115, 1301, 1262, 1363, 1209.

## Nursing Option - Paramedic to ADN (NUP6) 511601

### Associate of Applied Science Degree

Applicants accepted for Fall 2006 admission and beyond will follow this degree plan.

#### First Year

First Semester			Credit
<b>Prerequisite Courses</b>			
ENGL	1301	Composition I	3
ELCT		BIOL 1406	4
PSYC	2301	General Psychology	3
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4
BIOL	2421	Microbiology	4
(BIOL 2421 is the only Microbiology accepted and is a prerequisite to first year second semester)			
RNSG	1301	Pharmacology	3

#### Second Semester

RNSG	1417	Concepts of Nursing Practice I for Articulating Students	4
RNSG	2360	Clinical Nursing for Articulating Students	3
		(RNSG 1413, 1105, 1115, 1209)*	8
RNSG	1251	Care of the Childbearing Family	2
RNSG	2213	Mental Health Nursing	2
PSYC	2314	Life Span Growth and Development	3

#### Second Year

First Semester			
RNSG	1347	Concepts of Clinical Decision Making	3
RNSG	2201	Care of Children and Families	2
RNSG	2362	Clinical Nursing III	3
SPCH		SPCH 1315 or SPCH 1318 or SPCH 1321	3

#### Second Semester

RNSG	2341	Advanced Concepts of Clinical Decision Making	3
RNSG	2221	Management of Client Care	2
RNSG	2363	Clinical Nursing IV	3
ELCT		Humanities/Fine Arts Selection	3
PHED		Physical Education	1
<b>Total Hours</b>			<b>70</b>

- \* RNSG 1470 and 2360 are articulation courses, available to Paramedic. Upon successful completion of the last semester, Paramedics will receive credit for RNSG 1413, 1105, 1115, 1209.

## Nursing

### Vocational Nursing (NUVN) 511613 Certificate of Completion

#### First Year

##### First Semester

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	Leadership and 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 (OTEA) 520401

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	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	1414	College Algebra	4
ENGL		English Selection	3
POFT	2312	Business Correspondence and Communication	3

#### Second Year

First Semester			
ACNT*	1325	Principles of Accounting I	3
POFI	2331	Desktop Publishing	3
ELCT		Humanities/Fine Arts Selection	3
SPCH		SPCH 1315 or 1321	3
PHED		Physical Education	1
ELCT		POFI/POFT Internship Selection	3

#### Second Semester

POFI	1349	Spreadsheets	3
POFT	1349	Administrative Office Procedures II	3
POFT	2333	Advanced Keyboarding	3
OR			
POFI	2340	Advanced Word Processing	
ELCT		Social/Behavioral Science Selection	3
ELCT		POFI/POFT Internship Selection	3
<b>Total Hours</b>			<b>67</b>

\*ACNT 1325 or ACCT 2301.

## Office Technology

### Administrative Support (OTAS) 520401 Certificate of Completion

#### First Year

##### First Semester

			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	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	1414	College Algebra	4
ENGL		English Selection	3
POFT	2312	Business Correspondence and Communication	3

##### Third Semester

ACNT*	1325	Principles of Accounting I	3
POFI	2331	Desktop Publishing for the Office	3
POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3
ELCT		POFI/POFT Internship Selection	3

**Total Hours** **50**

\* ACNT 1325 or ACCT 2301.

### General Office Assistant (OTGO) 520401 Certificate of Completion

(Offered at Texas Department of Criminal Justice Gatesville, Texas, Only)

#### First Year

##### First Semester

			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1309	Administrative Office Procedures I	3
POFT	1301	Business English	3

##### Second Semester

POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Correspondence and Communication	3
ACNT	1325	Principles of Accounting I	3

##### Third Semester

POFI	2301	Word Processing	3
ACNT	1326	Principles of Accounting II	3
POFI	1349	Spreadsheets	3

**Total Hours** **33**

## Office Assistant (OTOA) 520401

### Certificate of Completion

#### First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	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
ELCT		POFI/POFT Internship Selection	3
<b>Total Hours</b>			<b>34</b>

## Software Applications Specialist (OTSA) 520407

### Certificate of Completion

#### First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
ITSC	1409	Integrated Software Applications I	4
POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
<b>Total Hours</b>			<b>16</b>



## Office Technology

# Office Management (OTOM) 520401

## Associate of Applied Science Degree

### First Year

#### First Semester

			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	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 Correspondence and Communication	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	1414	College Algebra	4
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 Resources Management	3
ELCT		Social/Behavioral Science Selection	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		POFI/POFT Internship Selection	3

**Total Hours** **70**

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

## Office Management (OTOM) 520401

### Certificate of Completion

#### First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	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 Correspondence and Communication	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 Internship Selection	3
<b>Total Hours</b>			<b>55</b>

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

## Office Management (OTOM) 520401

### Certificate of Completion

#### First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	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 Correspondence and Communication	3
POFT	1325	Business Math and Machine Applications	3
BMGT	1325	Office Management	3
ITSC	1409	Integrated Software Applications I	4
<b>Total Hours</b>			<b>34</b>

## Office Technology

# Office Information Management (OTIM) 520407

### Certificate of Completion

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

			Credit	*Clock Hours
<b>First Semester</b>				
POFT	1329	Beginning Keyboarding	3	96
POFT	1309	Administrative Office Procedures I	3	96
POFT	1301	Business English	3	96
<b>Second Semester</b>				
POFI	1301	Computer Applications I	3	96
POFT	2312	Business Correspondence and Communication	3	96
POFI	2301	Word Processing	3	96
<b>Third Semester</b>				
POFT	1325	Business Math and Machine Applications	3	96
POFT	1319	Records and Information Management I	3	96
ACNT	1325	Principles of Accounting I	3	96
<b>Fourth Semester</b>				
POFI	1349	Spreadsheets	3	96
POFT	2333	Advanced Keyboarding	3	96
ACNT	1311	Introduction to Computerized Accounting	3	96
POFT	2388	Internship - General Office Occupations and Clerical Services	3	144
<b>Total Hours</b>			<b>39</b>	<b>1296</b>

\* Central Campus Vocational Skills Center

## Health Information Management (OTHI) 510716

### Certificate of Completion

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

<b>First Semester</b>			<b>Credit</b>	<b>*Clock Hours</b>
POFT	1329	Beginning Keyboarding	3	96
POFM	1317	Medical Administrative Support	3	96
POFT	1301	Business English	3	96
<b>Second Semester</b>				
POFI	1301	Computer Applications I	3	96
POFT	2312	Business Correspondence and Communication	3	96
HITT	1305	Medical Terminology I	3	96
<b>Third Semester</b>				
POFI	2301	Word Processing	3	96
POFT	1319	Records and Information Management I	3	96
HITT	1303	Medical Terminology II	3	96
MRMT	1307	Medical Transcription I	3	96
<b>Fourth Semester</b>				
HITT	1301	Health Data Content and Structure	3	96
POFM	1300	Medical Coding Basics	3	96
POFM	2386	Internship - Medical Administrative Assistant and Medical Secretary	3	144
<b>Total Hours</b>			<b>39</b>	<b>1296</b>

\* Central Campus Vocational Skills Center

## Medical Office Specialist (OTMO) 510716

### Certificate of Completion

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

<b>First Semester</b>			<b>Credit</b>	<b>*Clock Hours</b>
POFT	1329	Beginning Keyboarding	3	96
POFM	1317	Medical Administrative Support	3	96
POFT	1301	Business English	3	96
<b>Second Semester</b>				
POFI	1301	Computer Applications I	3	96
POFT	2312	Business Correspondence and Communication	3	96
HITT	1305	Medical Terminology I	3	96
<b>Third Semester</b>				
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	1349	Spreadsheets	3	96
<b>Fourth Semester</b>				
POFM	1302	Medical Software Application	3	96
POFM	1327	Medical Insurance	3	96
POFI	2386	Internship - Business/Office Automation/Technology/Data Entry	3	144
<b>Total Hours</b>			<b>39</b>	<b>1296</b>

\* Central Campus Vocational Skills Center

## Office Technology

### Medical Secretary (OTM7) 510716 Certificate of Completion

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

			Credit	*Clock Hours
<b>First Semester</b>				
POFT	1329	Beginning Keyboarding	3	96
POFM	1317	Medical Administrative Support	3	96
POFT	1301	Business English	3	96
<b>Second Semester</b>				
POFI	1301	Computer Applications I	3	96
POFT	2312	Business Correspondence and Communication	3	96
HITT	1305	Medical Terminology I	3	96
<b>Third Semester</b>				
POFI	2301	Word Processing	3	96
POFT	1319	Records and Information Management I	3	96
HITT	1303	Medical Terminology II	3	96
MRMT	1307	Medical Transcription I	3	96
<b>Fourth Semester</b>				
POFT	2333	Advanced Keyboarding	3	96
MRMT	2333	Medical Transcription II	3	96
POFM	2387	Internship - Medical Administrative Assistant and Medical Secretary	3	144
<b>Total Hours</b>			<b>39</b>	<b>1296</b>

\* Central Campus Vocational Skills Center

### Medical Transcription (OTMT) 510716 Certificate of Completion

			Credit	*Clock Hours
<b>First Year</b>				
<b>First Semester</b>				
POFT	1329	Beginning Keyboarding	3	96
POFT	1301	Business English	3	96
POFI	1301	Computer Applications I	3	96
POFM	1317	Medical Administrative Support	3	96
HITT	1305	Medical Terminology I	3	96
<b>Second Semester</b>				
MRMT	1307	Medical Transcription I	3	96
POFT	1207	Proofreading and Editing	2	48
POFI	2301	Word Processing	3	96
MDCA	1409	Anatomy and Physiology for Medical Assistants	4	112
<b>Third Semester</b>				
MRMT	2333	Medical Transcription II	3	96
HITT	1303	Medical Terminology II	3	96
HITT	1249	Pharmacology	2	48
MRMT	1370	Medical Transcription Office Simulation	3	96
MRMT	2166	Practicum – Medical Transcription	1	128
<b>Total Hours</b>			<b>39</b>	<b>1296</b>

\* Online program

## **Criminal Justice (CJCJ) 430104**

### **Associate of Applied Science Degree**

#### **First Year**

##### **First Semester**

		<b>Credit</b>
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 1332, 1342 or higher level	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 Communication	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology/Skills Selection	3
<b>Total Hours</b>		<b>67</b>

\* Appropriate Criminal Justice elective selection may substitute.

## Protective Services

# Criminal Justice -Corrections Specialization (CJCR) 430104

## Associate of 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 1332, 1342 or higher level	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 Communication	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology/Skills Selection	3

**Total Hours** **67**

\* Appropriate Criminal Justice elective selection may substitute.



## **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>

#### **Second Semester (Criminal Justice Studies Specialization) (CJCJ)**

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>

#### **Second Semester (Criminal Justice Corrections Specialization) (CJCR)**

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>

## Protective Services

# Criminal Justice - Law Enforcement Technology Specialization (CJLET) 430104

## Associate of 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 1332, 1342 or higher level	3
PHED	Physical Education	1

### Second Year

#### First Semester

CJSA1359/CRIJ 2328	Police Systems and Practices	3
CJLE 1518	Basic Peace Officer III	5
ELCT	Criminal Justice Elective or CJLE 1329	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 1524	Basic Peace Officer IV	5
SPCH 1321	Business and Professional Communication	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology/Skills Selection	3
<b>Total Hours</b>		<b>67</b>

## Extended Basic Peace Officer Training (CJBP) 430107

### Certificate of Completion

First Semester			Credit
CJLE	1506	Basic Peace Officer I	5
Second Semester			
CJLE	1512	Basic Peace Officer II	5
Third Semester			
CJLE	1518	Basic Peace Officer III	5
Fourth Semester			
CJLE	1524	Basic Peace Officer IV	5
Fifth Semester			
CJLE	1329	Basic Peace Officer V	3
<b>Total Hours</b>			<b>23</b>

## Basic Peace Officer Training (CJBP) 430107

### Non-Credit Certificate of Completion

First Semester			Hours
CJLE	1006	Basic Peace Officer I	146
Second Semester			
CJLE	1012	Basic Peace Officer II	174
Third Semester			
CJLE	1018	Basic Peace Officer III	159
Fourth Semester			
CJLE	1024	Basic Peace Officer IV	148
Fifth Semester			
CJLE	1029	Basic Peace Officer V	113
<b>Total Clock Hours</b>			<b>740</b>

## Fire Protection Technology (BFPC.CC)

Central Texas College offers the workforce education courses listed below in Fire Protection Technology. The implementation of an Associate of 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.

## Radio and Television Broadcasting

### Radio Broadcasting (RTBD) 090701 Certificate of Completion

#### First Year

##### First Semester

		Credit
COMM 1335	Survey of Radio/Television	3
COMM 2303	Audio/Radio Production	3
COMM 2331	Radio/Television Announcing	3
COMM 2332	Radio/Television News	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
ITSC 1409	Integrated Software Applications I	4
COMM 2389	Academic Cooperative in Humanities/Fine Arts	3

**Total Hours** **31**

### Television/Radio/Broadcasting (RTBC) 090701 Certificate of Completion

#### First Semester

		Credit
COMM 1335	Survey of Radio/Television	3
COMM 2303	Audio/Radio Production	3
COMM 2331	Radio/Television Announcing	3
COMM 2332	Radio/Television News	3
COMM 1336	Television Production I	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 1337	Television Production II	3
ARTS 2314	Design Communications II	3

#### Third Semester

COMM 2325	Practicum in Electronic Media (Non-Linear)	3
COMM 1238	Television Production III (Directing)	2
ITSC 1409	Integrated Software Applications I	4
COMM 2389	Academic Cooperative in Humanities/Fine Arts	3

**Total Hours** **42**

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

## Welding (WLDG) 480508

### Associate of 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	1332	Contemporary Mathematics	3
ELCT		Elective	3

#### Second Semester

WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
ENGL	1312	Business Writing	3
PHED		Physical Education	1

#### Second Year

First Semester			
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
ELCT		Computer 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 Communication	3
WLDG	2447	Advanced Gas Metal Arc (GMAW) Welding	4
ELCT		Humanities/Fine Arts Selection	3
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship-Welding Technology/Welder	

**Total Hours** **70**

## Welding Technology

### Welding Technology (WLDG) 480508

#### Certificate of Completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
WLDG	1423	Welding, Safety, Tools and Equipment	4	96
WLDG	1413	Introduction to Blueprint Reading for Welders	4	96
WLDG	1425	Introduction to Oxy-Fuel Welding and 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-Welding Technology/Welder		304
<b>Total Hours</b>			<b>56</b>	<b>1344/1552</b>

\* Central Campus Vocational Skills 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 and Equipment	4	96
WLDG	1413	Introduction to Blueprint Reading for Welders	4	96
WLDG	1425	Introduction to Oxy-Fuel Welding and 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 and Fabrication	4	96
or				
WLDG	2488	Internship-Welding Technology/Welder		304
<b>Total Hours</b>			<b>40</b>	<b>960/1168</b>

\* Central Campus Vocational Skills Center

## Welder (WLDG) 480508

### Certificate of Completion

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

			<b>Credit</b>	<b>*Clock Hours</b>
WLDG	1423	Welding Safety, Tools and 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 and Fabrication	4	96
or				
WLDG	2488	Internship-Welding Technology/Welder		304
<b>Total Hours</b>			<b>40</b>	<b>960/1168</b>

\* Central Campus Vocational Skills 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 and Equipment	4	96
WLDG	1413	Introduction to Blueprint Reading for Welders	4	96
WLDG	1425	Introduction to Oxy-Fuel Welding and 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 and Fabrication	4	96
or				
WLDG	2488	Internship-Welding Technology/Welder		304
<b>Total Hours</b>			<b>36</b>	<b>864/1072</b>

\* Central Campus Vocational Skills Center



## **ABDR Autobody Repair**

**ABDR 1419 Basic Metal Repair 2-7-4**  
In-depth coverage of basic metal principles and working techniques including proper tool usage and product application.

**ABDR 1431 Basic Refinishing 2-6-4**  
An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts. Recommended prerequisite or co-requisite: ABDR 1419.

**ABDR 1441 Structural Analysis and Damage Repair I 2-7-4**  
Expanded training in the roughing and shaping procedures on automotive sheet metal necessary to make satisfactory body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. Recommended prerequisites or co-requisites: ABDR 1419 and 1471.

**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. Recommended prerequisites: ABDR 1419, 1441, and 1471.

**ABDR 1449 Automotive Plastic and Sheet Molded Compound Repair 2-6-4**  
A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and plastic welding. Recommended prerequisite or co-requisite: ABDR 1419.

**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. Recommended prerequisite or co-requisite: ABDR 1419.

**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. Recommended prerequisite or co-requisite: ABDR 1419.

**ABDR 2402 Auto Body Mechanical and Electrical Service 2-7-4**  
A course in the repair, replacement, and/or service of collision damaged mechanical or electrical systems. 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. Recommended prerequisite or co-requisite: ABDR 1419.

**ABDR 2435 Structural Analysis and Damage Repair IV 2-6-4**  
Extension of Structural Analysis and Damage Repair III providing skill development in the auto body application of theories to the repair and replacement of complete body units. Recommended prerequisites: ABDR 1419, 1442 and 1471.

**ABDR 2437 Structural Analysis and Damage Repair V 2-7-4**  
Advanced development in the operation of equipment and the procedures involved in the repair of body structures. Special emphasis on conducting a thorough damage analysis as well as demonstrating proper pulling and anchoring techniques. Recommended prerequisites: ABDR 1419, 1471, and 2435.

**ABDR 2449 Advanced Refinishing 2-7-4**  
Skill development in multi-stage refinishing techniques. Further development in identification of problems and solutions in color matching and partial panel refinishing. Recommended prerequisite: ABDR 1419 and 1431.

**ABDR 2488 Internship- Autobody/Collision and Repair Technology/Technician 0-19-4**  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Recommended prerequisite: Satisfactory completion of all other technical courses in the program.

## **ACCT Accounting**

**ACCT 2301 Principles of Financial Accounting 3-0-3**  
An introduction to accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset, liability, and equity accounting in proprietorships, partnerships, and corporations. Prerequisite: DSMA-0301 or 45 (II) and 40 (III) ASSET math scores; DSRE-0301 or 41 + ASSET reading scores; or DSWR-0301 OR 35+/4 ASSET writing scores.

**ACCT 2302 Principles of Managerial Accounting 3-0-3**  
An introduction to the use of accounting information as an aid to management decision making. Topics include cost behavior, budgeting, responsibility accounting, cost control, and product costing. Prerequisite: ACCT 2301.

## **ACNT Accounting**

**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 equivalent recommended.

**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 budgeting, planning, management decision making, and analysis of financial reports. Prerequisites: ACNT 1325 or equivalent recommended.

**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.

**AGAH Agriculture** see also AGCR, AGEQ, AGMG and HALT

**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.

**AGCR Agriculture** see also AGAH, AGEQ, AGMG and HALT

**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.

**AGEQ Agriculture** see also AGAH, AGCR, AGMG and HALT

**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.

**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 or departmental approval.

**AGMG Agriculture** see also AGAH, AGCR, AGEQ, and HALT

**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** 0-19-4  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Department approval required.

**AGRI Agriculture**

**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 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 1407 Agronomy** 3-3-4  
Classification and distribution of farm crops, their use, production, and identification will be studied with emphasis placed on those crops important to Texas. Studies will also include crop improvement technology, value of rotation, weed/pest/disease management, and use/need of fertilizer, which will be determined by soil testing in the laboratory to the course. Laboratory work will also include practical use of tillage and harvesting equipment by student participation in actual crop production.

**AGRI 1415 Horticulture** 3-3-4  
An introduction to horticulture. Lectures will include basic botany, plant classification, plant structures, plant growth processes, plant production, as well as the environmental effects on the plant. Discussions will also include various landscape and ornamental plants, especially those that are native or well adapted to the local area. Laboratory will include hands on experience in all aspects of plant propagation and an introduction to greenhouse production and management.

**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 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 and Management 2-2-3**

This course covers the principles and practices used in the production improvement of wildlife resources and the aesthetic, ecological, and recreational uses of public and private lands.

**AIRP Aviation Science see also AVIM**

**AIRP 1255 Intermediate Flight 1-3-2**

Provides students with flight hours and skills to fulfill solo cross country requirements for the F.A.A., Commercial Pilot Certificate with airplane single engine land rating. Dual flight instruction provided to introduce basic instrument operations including instrument approaches and holding procedures. Prerequisites: F.A.A. Private Pilot Certificate with Airplane Category Rating; Current Class II F.A.A. Medical Certificate and completion or concurrent enrollment in AIRP 1341.

**AIRP 1305 Aircraft Science 3-0-3**

Introductory course in the development of aviation. Topics include design and development of aircraft and aircraft components, basic flight systems, aircraft flight characteristics and performance and the historical development of the Aviation Industry.

**AIRP 1307 Aviation Meteorology 3-0-3**

In-depth study of meteorological phenomena affecting aircraft operations. Topics include basic concepts of aviation meteorology including temperature, moisture, pressure and stability. Major emphasis is placed on recognition and avoidance of common aviation weather hazards. Course also covers procurement, analysis and use of weather reports and forecasts for flight planning.

**AIRP 1315 Private Flight 2-3-3**

Flight training to prepare the student for the completion of F.A.A. certification requirements for the Private Pilot Certificate with Airplane Single Engine Land Rating. Dual and solo flight hours are included for training in the areas of private pilot flight maneuvers and cross country navigation. Prerequisite: F.A.A. Class II Medical Certificate, F.A.A. Student Pilot Certificate and completion or concurrent enrollment in AIRP 1417.

**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. Prerequisite: AIRP 1417.

**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 FAA 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. Prerequisite: AIRP 1341.

**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. Prerequisite: First Class FAA Medical Certificate, Age 23, 1500 hours of approved flight time and Instrument Rating.

**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. Prerequisite: Minimum of a Private Pilot Certificate with Airplane category and instrument rating; have at least 125 hours of flight time of which no more than 40 were in an approved ground trainer; hold a current Class II FAA Medical Certificate; have completed or be concurrently enrolled in AIRP 2337, Commercial Ground School. Approved ground school must be completed prior to finishing AIRP 2239.

**AIRP 2243 Flight Instructor -Multiengine Airplane 1-2-2**

Instruction in flight training to prepare the student for the Federal Aviation Administration Flight Instructor - Multiengine Airplane Rating. Includes combined ground and flight instruction and analysis of flight maneuvers. Prerequisite: Must hold a current FAA CFI Certificate with Airplane Single Engine Rating and Instrument Airplane.

**AIRP 2250 Instrument Flight 1-3-2**

Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument procedures. Prerequisite: Minimum of a Private Pilot Certificate with an Airplane category; hold a Class II FAA Medical Certificate; a minimum of 95 hours of flight experience of which 25 were solo cross-country since the Private Pilot Certificate was issued; 20 hours of instrument instruction of which no more than 10 were in an approved ground trainer; have completed or will complete AIRP 1451 before the end of this course.

**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. Prerequisite: Commercial Pilot Certificate.

**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. Prerequisite: Must hold Commercial Pilot certification with instrument rating.

**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 knowledge test. Prerequisite: AIRP 1451.

**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 Airplane 2-2-3**

Skill development for flight instructors necessary to qualify for the Federal Aviation Administration Certified Flight Instructor Instrument Rating, Airplane Single-Engine Land. Prerequisite: Certified Flight Instructor Certificate, with Single Engine Rating.

**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.

## ANTH Anthropology

**ANTH 2301 Physical Anthropology 3-0-3**  
Principles of physical anthropology, human evolution, race, heredity, the organic basis of culture, and cultural history through the Paleolithic stage.

**ANTH 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.).

## ARAB Arabic

**ARAB 1311 Beginning Arabic I 3-0-3**  
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**ARAB 1312 Beginning Arabic II 3-0-3**  
Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**ARAB 1411 Beginning Arabic I 3-2-4**  
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**ARAB 1412 Beginning Arabic II 3-2-4**  
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: ARAB 1411 with a grade of "C" or above.

**ARAB 2311 Intermediate Arabic I 3-0-3**  
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: ARAB 1411 and 1412 with a grade of "C" or above.

**ARAB 2312 Intermediate Arabic II 3-0-3**  
This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: ARAB 2311 with a grade of "C" or above.

## ARCE Computer Aided Drafting and Design see also DFTG

**ARCE 1452 Structural Drafting 3-3-4**  
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Prerequisite: ENGR 1304 or DFTG 1405, or concurrent enrollment.

## ARTC Graphics and Printing see also GRPH

**ARTC 1313 Digital Publishing I 2-4-3**  
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

**ARTC 2313 Digital Publishing II 2-4-3**  
Layout procedures from thumbnails and roughs to final comprehensive and printing; emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects. Recommended prerequisite: ARTC 1313

**ARTC 2348 Digital Publishing III 2-4-3**  
A project based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques. Recommended prerequisite: ARTC 2313

## ARTS Arts

**ARTS 1303 Art History I 3-0-3**  
This course is a 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. Prerequisite: None.

**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. Prerequisite: None.

**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 Arts 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 Adobe Photoshop and Illustrator. 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 commercial arts, including contemporary media and techniques. Emphasis is on the use of the Adobe Illustrator program. Student must be computer literate. Prerequisite: None.

**ARTS 2314 Design Communications II 2-4-3**  
This course is an in-depth study of current concerns and practices in commercial arts, including contemporary media and techniques. Emphasis is on the use of the Adobe Photoshop program. Student must be computer literate. Prerequisite: None



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

This course studies the techniques and materials used in oil-based and emulsion 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 2326 Sculpture I 2-4-3**

This course is an introduction to sculpturing techniques including modeling, assemblage, carving, and casting. Prerequisite: ARTS 1312 or instructor consent.

**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, surface treatments, and 3-D construction 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. 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 towards 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. Prerequisite: None.

**AUMT Automotive Service and Repair****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. Recommended prerequisites or co-requisites: AUMT 1405 and 2305.

**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. Recommended prerequisite or co-requisite: AUMT 1405.

**AUMT 1416 Automotive Suspension and Steering Systems 2-6-4**

A study of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Recommended prerequisite or co-requisite: AUMT 1405.

**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. Recommended prerequisites: AUMT 1405, 2305 and 2434.

**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. Recommended prerequisites: AUMT 1405, 1407, 1472 and 2437.

**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. Recommended prerequisites: AUMT 1405, 1407, 1472, 2305 and 2437.

**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. Recommended prerequisites: AUMT 1405, 1407, 2437.

**AUMT 2305 Automotive Engine Theory 2-2-3**

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

**AUMT 2413 Automotive Drive Train and Axles 2-6-4**

A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair of transmissions/transaxles and drive lines. May be taught with manufacturer specific instructions. Recommended prerequisite or co-requisite: AUMT 1405.

**AUMT 2425 Automotive Automatic Transmission and Transaxle 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. May be taught with manufacturer specific instructions. Recommended prerequisite or co-requisite: AUMT 2413.

**AUMT 2434 Automotive Engine Performance Analysis II 2-7-4**

A study of 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. Recommended prerequisites: AUMT 1407, 1471, 1472, 2305, and 2437.

**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. Recommended prerequisites: AUMT 1405 and 1407.

**AUMT 2488 Internship - Automobile/Automotive Mechanics Technology/Technician 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Recommended prerequisite: Satisfactory completion of all other technical courses in the program.

**AVIM Aviation Science see also AIRP**

**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.

**AVNC Aviation Maintenance Technology see also AERM**

**AVNC 2337 Landing Gear, Hydraulic, and Fuel Systems-A 2-3-3**

Advanced concepts of commercial fuel and hydraulic systems, landing gear, pneumatic systems, and safety.

**BCIS Computer Science see also COSC**

**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.

**BIOL Biology**

**BIOL 1308 General Biology I 3-0-3**

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

**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 3-3-4**

Study of the 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, and population genetics. Prerequisite: Test score of 240 on both math and reading sections of the THEA exam or equivalent. No students are exempt from testing. Co-requisite: BIOX 1406.

**BIOL 1407 General Biology II 3-3-4**

Aspects of systematics, survey of plant kingdom (structure/functioning/life cycles), survey of the animal kingdom, structure and functioning of animal systems, and aspects of ecology. Prerequisite: Test score of 240 on both math and reading sections of the THEA exam or equivalent. No students are exempt from testing. Co-requisite: BIOX 1407.

**BIOL 1411 General Botany 3-3-4**

The study of structure and function of plant cells, tissues, and organs with emphasis on angiosperms. An evolutionary survey of the following representative groups: algae, fungi, mosses, ferns, and seed plants (angiosperms and gymnosperms). Lecture and laboratory aspects are integrated. Co-requisite: BIOX 1411. Completion of BIOL 1406 is recommended prior to enrollment in this course.

**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.

Co-requisite: BIOX 1413. Completion of BIOL 1406 is recommended. Completion of a college level science course is recommended.

**BIOL 2401 Anatomy and Physiology I 3-3-4**

Study of the structure and function of the human body. Main systems covered include; skeletal system, muscular system, integumentary system, immune system, digestive system, urinary system, lymphatic system, and reproductive system. Co-requisite: BIOX 2401. Completion of BIOL 1406 is recommended.

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

Study of the structure and function of the human body. Emphasis is on the function of body systems and interactions among body systems with emphasis on cardiovascular, respiratory, nervous, and endocrine systems. Integration of body systems is emphasized. Problem solving and interpretation of biomedical research is also stressed. Prerequisite: BIOL-2401. Co-requisite: BIOX-2402.

**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 collection techniques, and the biological and chemical control of insects. Co-requisite: BIOX 2413.

**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 allied health-related majors. Prerequisite BIOL 1406 with a grade of "C" or above, must have been taken within the last 5 years. Co-requisite: BIOX 2421.

**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. Prerequisite: BIOL 1406, 1407, or 1413. Completion of a college level science course is recommended.

## **BMGT Business Administration and Management** *see also* **BUSG, HRPO and MRKG**

### **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 1303 Principles of Management 3-0-3**

Concepts, terminology, principles, theory, and issues that are in the field 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 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). Note: Should be taken during the last semester of a certificate program or at about the halfway point in a degree plan. 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 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

### **BMGT 2489 Internship - Business Administration and Management, General 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: BMGT 2488 and Consent of the Department Chair.

## **BUSG Business Administration and Management** *see also* **BMGT, HRPO and MRKG**

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

Central Campus Only. A course in the unique aspects of operating a small business. Emphasizes 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 and document a minimum of 50 hours of active participation, 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 starting and operating a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

## **BUSI Business Administration and Management**

### **BUSI 1301 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 accounts, budgets, and budgetary controls, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting, home ownership, wills, and trust plans.

### **BUSI 1311 Salesmanship 3-0-3**

Principles of personal salesmanship including methods and tasks applicable to a wide variety of industries and commercial settings.

### **BUSI 2301 Business Law 3-0-3**

Principles of law which form the legal framework for business activity.

## **CBFM Maintenance Technology** *see also* **CNBT, ELPT, MBST, PFPB, and WDWK**

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

Interior and exterior painting and refinishing for commercial and residential applications. Recommended prerequisite or co-requisite: CRPT 1429.

### **CBFM 2487 Internship-Building/Property Maintenance and Manager 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Recommended prerequisite: Satisfactory completion of all other technical courses in the program.



## **CDEC Early Childhood Professions**

\*All CDEC courses require a lab except CDEC 1195.

### **CDEC 1195 Special Topics in Child Care 1-0-1**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course has different topics and may be repeated.

### **CDEC 1303 Families, School and 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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **CDEC 1311 Educating Young Children 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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **CDEC 1313 Curriculum Resources for Early Childhood Programs 2-2-3**

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **CDEC 1318 Wellness of the Young Child 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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

### **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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

**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. The focus is on setting up a FDCH and activities for children. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

**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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

**CDEC 2307 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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

**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 safety, health, learning environment, self, social, and guidance. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

**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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

**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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

**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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

**CDEC 2340 Instructional Techniques for Children with Special Needs 2-2-3**

Exploration of development and implementation of curriculum for children with special needs. The focus is on how to adapt curriculum activities for children with special needs. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC 2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

**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. All Early Childhood Professions courses have a requirement for 34 hours of lab except CDEC 1195 which has no lab and CDEC-2384 which has 225 hours of lab. Interaction with children is related to program outcomes. Some labs require observations in childcare facilities and schools.

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

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Includes a lecture component.

**CETT Computer Electronics Technology see also CPMT, EECT, ELMT, INTC and ITCC**

**CETT 1403 DC Circuits 3-3-4**

A study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

**CETT 1405 AC Circuits 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 1441 Solid State Circuits 3-3-4**  
A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Prerequisite: CETT 1429.

**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. This course was designed to be repeated multiple times to improve student proficiency. 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, Kirchoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

**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 2449 Research and Project Design 3-3-4**  
Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Prerequisite: CETT 1429 and CETT 1449.

**CETT 2489 Internship-Computer Engineering Technology/Technician 0-19-4**  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

**CHEF Hospitality Management** see also HAMG, IFWA, PSTR, RSTO and TRVM

**CHEF 1301 Basic Food Preparation 1-8-3**  
A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

**CHEF 1305 Sanitation and Safety 3-0-3**  
The fundamentals of sanitation practices, laws, methods, and techniques of food handling for protection, safety, and accident prevention. Upon completion of this course, the student will have sufficient knowledge to pass the Educational Institute of National Restaurant Association (NRA) certification sanitation examination.

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

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

**CHEF 1410 Garde Manger 2-6-4**  
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: CHEF 1301.

**CHEF 2301 Intermediate Food Preparation 1-8-3**  
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Prerequisite: CHEF 1301.

**CHEF 2302 Saucier 2-3-3**  
Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Prerequisite: CHEF 1301.

**CHEF 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: CHEF 1301.

## CHEM Chemistry

**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 THEA score of 230 or completion of DSMA 0301, Developmental Mathematics II. Co-requisite: CHEX 1406.

**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, principle reactions and methods of synthesis, and the major classes of physiologically important compounds are studied. Prerequisite: CHEM 1406, or CHEM 1411. Co-requisite: CHEX 1407.

**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 1414 or consent of the Department Chair. Co-requisite: CHEX 1411.

**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. Co-requisite: CHEX 1412.

**CHEM 2423 Organic Chemistry I 3-4-4**  
The first of two courses designed to provide a foundation in organic chemistry, a study of the chemistry of carbon and its compounds. The course is a study of structural theory, functional groups, nomenclature, stereochemistry, reaction mechanisms, synthesis, and properties of organic compounds. This course is designed for both science majors and minors. Prerequisites: CHEM 1411 and CHEM 1412.

**CHEM 2425 Organic Chemistry II 3-4-4**

As a continuation of CHEM 2423 this course involves a more in-depth study of the topics covered in CHEM 2423 in addition to the study of aliphatic and aromatic compounds and spectroscopic analysis concepts. Designed for both science majors and minors. Prerequisite: CHEM 2423.

**CHIN Chinese****CHIN 1311 Beginning Chinese I 3-0-3**

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**CHIN 1312 Beginning Chinese II 3-0-3**

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**CHIN 1411 Beginning Chinese I 3-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**CHIN 1412 Beginning Chinese II 3-2-4**

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: CHIN 1411 with a grade of "C" or above.

**CHIN 2311 Intermediate Chinese I 3-0-3**

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: CHIN 1411 and 1412 with a grade of "C" or above.

**CHIN 2312 Intermediate Chinese II 3-0-3**

This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: CHIN 2311 with a grade of "C" or above.

**CHLT Mental Health Services See also CMSW, DAAC, GERS and PSYT****CHLT 1309 Community Ethics 3-0-3**

This course will include discussions on the role of ethics as it pertains to health care and community settings. It will include ethical decision-making, teamwork and the impact of illness on the individual and the social setting. Professional ethical and legal conduct in human services will be explored.

**CJCR Criminal Justice See also CJLE, CJSA, HMSY and SLPS****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**

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

**CJCR 1391 Special Topics in Corrections/ Correctional Administration 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. Prerequisites: CRIJ 1301/ CJSA 1322 and CRIJ 2301/CJCR 2324 or CRIJ 2313/CJCR 1307 and 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) Corrections/ Correctional Administration 0-28-4**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Consent of the Department Chair.

**CJLE Criminal Justice see also CJCR, CJSA, HMSY and SLPS****CJLE 1006 Basic Peace Officer I 146 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 174 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 159 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 148 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 1029 Basic Peace Officer V 113 clock hours**  
Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. This course taken in conjunction with Basic Peace Officer I, II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer 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: Department approval required.

**CJLE 1329 Basic Peace Officer V 3-0-3**  
Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. This course taken in conjunction with Basic Peace Officer I, II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

**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 or Police Academy.

**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 a new peace officer. Covers field note taking, report writing, "use of force" law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course, taken in conjunction with Basic Peace Officer I, III, and IV, will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

**CJLE 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 and 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. Prerequisite: CRIJ 2314/CJSA 1342.

**CJLE 2486 Internship-Law Enforcement/Police Science 0-19-4**  
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.

**CJSA Criminal Justice see also CJCR, CSLE, HMSY and SLPS**

**CJSA 1192 Special Topics in Criminal Justice/Law Enforcement Administration 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.

**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.

**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**  
The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, 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; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

**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, case and trial preparation.

**CJSA 1348 Ethics in Criminal Justice 3-0-3**

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

**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: CRIJ 1301/CJSA 1322 and 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**

Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law, and conduct case studies. Prerequisites: CRIJ 2314/CJSA 1342 or CRIJ 1313/CJSA 1317, or Police Academy.

**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 and CRIJ 1301/CJSA 1322 and either CRIJ 1307/CJSA 1312 or CRIJ 2314/CJSA 1342.

**CJSA 2488 Internship-Criminal Justice Safety Studies 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

**CMSW Mental Health Services see also CHLT, DAAC, GERS and PSYT**

**CMSW 1167 Practicum (or Field Experience) - Clinical and Medical Social Work 0-10-1**

This course provides the student with practical general training and experience in the workplace through assignment to a specific field placement site. The guided external experience is conducted under the supervision of professionals from the host agency. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, and medical insurance will be provided by the student. This course is the Capstone Experience for students exiting the program with an Advanced Certificate or Associates in Applied Science (AAS) Degree in Mental Health Services with an At-Risk Youth Specialization, or an AAS with a Social Work Specialization. It provides a final external learning experience that allows the student to apply broad knowledge of the profession. Prerequisites: Departmental Approval, PSYT 1329, CMSW 1309, DAAC 1319, DAAC 2354 Recommended Prerequisites: (CMSW 1313, SOCW 2361 Depending on Specialization)

**CMSW 1309 Problems of Children and Adolescents 2-4-3**

This course will provide an examination of the particular problems of children and youth; and their implications for the delivery of social services. Emphasis is on social service institutions of a preventive and rehabilitative nature.

**CMSW 1313 Assessment and Service Delivery 2-4-3**

This course will provide a study of interviewing and assessment instruments and approaches for working with a multicultural population. There will be an emphasis in service delivery systems and those services which directly and indirectly affect children, adolescents and their caregivers.

**CMSW 1319 Adolescent Development 3-0-3**

The study of the development phases from adolescence through young adulthood will be explored. Identification of the task and goals to be achieved during these stages of development will be discussed. 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.

**CNBT Maintenance Technology see also CBFM, CRPT, ELPT, MBST, PFPB and WDWK**

**CNBT 1446 Construction Estimating I 3-3-4**

Fundamentals of estimating materials and labor costs in construction. Recommended prerequisite: All other technical courses in the program except CBFM 2487.

**COMM Communications/Journalism**

**COMM 1307 Introduction to Mass Communication 3-0-3**

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

**COMM 2305 Editing 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 I with emphasis on advanced reporting techniques. Prerequisite: COMM 2311 or consent of the Department Chair.

## **COMM Radio/Television Broadcasting Communications**

**COMM 1238 Television Production III (Directing/Producing) 2-4-2**  
Study and practical experience with television production control equipment including switchers, audio consoles, special effects and graphics. Prerequisite: COMM 1336 or consent of the Radio/TV Broadcasting Department Chair.

**COMM 1335 Survey of Radio/Television 3-0-3**  
Study of the development, regulation, economics, social impact and industry practices in broadcasting and cable communication. Includes non-broadcast television and radio, new technologies, and other communication systems.

**COMM 1336 Television Production I (Studio) 3-3-3**  
Study and practical experience with television studio production equipment including cameras, lighting, audio, sets and communication with talent.

**COMM 1337 Television Production II (Field) 3-3-3**  
Study and practical experience in the operation of television field production equipment including cameras, lighting, audio, video storage and editing systems.

**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 2324 Practicum in Electronic Media (Audio) 2-4-3**  
Study and practical experience in digital audio production systems and software including multi-track recording techniques, processing and special effects. Prerequisite: COMM 2303 or consent of the Radio/TV Broadcasting Department Chair.

**COMM 2325 Practicum in Electronic Media (Non Linear) 2-4-3**  
Study and practical experience in digital video editing systems and software. Prerequisite: COMM 1336, COMM 1337 or consent of the Radio/TV Broadcasting 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 Radio/TV Broadcasting Department Chair.

**COMM 2327 Introduction to Advertising 3-0-3**  
Fundamentals of advertising including marketing theory and strategy, copy writing, and selection of 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 gathering and presentation styles for the electronic media.

**COMM 2339 Writing for Radio, Television, and Film 3-0-3**  
Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotional announcements, and other materials.

**COMM 2389 Academic Cooperative 1-6-3**  
An instructional program designed to integrate on-campus study with practical hands-on work experience in a specific area of communication. Prerequisite: COMM 2303, COMM 1336 or COMM 1337, COMM 1335 or COMM 1307 and consent of the Radio/TV Broadcasting Department Chair.

## **COSC Computer Science see also BCIS**

**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. Prerequisite: None.

**COSC 2425 Computer Organization and Machine Language 3-3-4**  
A study of hardware and software characteristics of digital computers. Designed to give the student an understanding of how the fundamental principles by which computers work affect and govern programming techniques. Topics include data representation, machine instruction types, fetch and execution cycles, interrupt schemes, metaprograms, I/O handling and assembler concepts. Prerequisite: None.

## **CPMT Computer Electronics Technology see also CETT, EECT, ELMT, INTC and ITCC**

**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 Systems 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**  
Networking fundamentals, terminology, hardware, software, and network architecture. Includes local and wide area networking concepts and networking installations and operations. Prerequisite: CETT 1421, CETT 1425, CETT 1403, and CPMT 1403.

**CPMT 2350 Industry Certification Preparation 2-2-3**  
Overview of the objectives for industry specific certification exam(s). Prerequisite: ITCC 1342. Co-requisite: ITCC 1346.



**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

## **CRIJ Criminal Justice**

**CRIJ 1301 Introduction to Criminal Justice 3-0-3**  
History, 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.

**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**  
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**  
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses 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.

**CRPT Maintenance Technology See also CBFM, CNBT, ELPT, MBST, PFPB and WDWK**

**CRPT 1411 Conventional Roof Systems 3-3-4**  
Principles of design and construction of a conventional roof system incorporating gable, hip, and intersections. Emphasis given to safe work practices and the selection, use, and maintenance of tools and equipment. Recommended prerequisite or co-requisite: CRPT 1429.

**CRPT 1415 Conventional Wall Systems 3-3-4**  
Conventional wall systems with emphasis on wood frame construction. Includes identification of components; construction of wall systems; safe work practices; and the selection, use, and maintenance of tools and equipment. Recommended prerequisite or co-requisite: CRPT 1429.

**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. Recommended prerequisite or co-requisite: CRPT 1429.

**CRPT 1429 Introduction to Carpentry 3-3-4**  
An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

## **CSME Cosmetology**

**CSME 1443 Manicuring and Related Theory 2-8-4**  
Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Recommended prerequisites or co-requisites: CSME 1501 and CSME 1551.

**CSME 1453 Chemical Reformation and Related Theory 2-8-4**  
Presentation of the theory and practice of chemical reformation, including terminology, application, and workplace competencies. Recommended prerequisite or co-requisite: CSME 1443.

**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, and comb out. Recommended prerequisites or co-requisites: CSME 1453 and CSME 1547.

**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. Recommended prerequisite or co-requisite: CSME 1453.

**CSME 1551 Artistry of Hair, Theory and Practice 3-8-5**  
Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Recommended prerequisite or co-requisite: CSME 1501.

**CSME 2441 Preparation for Texas Cosmetology Commission Examination 2-8-4**  
Preparation for Texas Cosmetology Commission Operator Examination. Recommended prerequisites or co-requisites: CSME 2501 and CSME 2539.

**CSME 2501 The Principles of Hair Coloring and Related Theory 3-8-5**  
Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. Recommended prerequisite or co-requisite: CSME 1505.

**CSME 2539 Advanced Hair Design 3-8-5**  
Advanced concepts in the theory and practice of hair design. Recommended prerequisite or co-requisite: CSME 2501.

## **CZEC Czech**

### **CZEC 1311 Beginning Czech I 3-0-3**

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

### **CZEC 1312 Beginning Czech II 3-0-3**

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

### **DAAC Mental Health Services see also CHLT, CMSW, GERS and PSYT**

### **DAAC 1167 Practicum (or Field Experience) - Alcohol/Drug Abuse Counseling 0-10-1**

This course provides the student with practical general training and experience in the workplace through assignment to a specific field placement site. The guided external experience is conducted under the supervision of professionals from the host agency. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, and medical insurance will be provided by the student. This is the first of two required practicum courses for the advanced certificate and AAS in Chemical Dependency Counseling. Prerequisites: Departmental Approval; DAAC 1319, PSYT 1329, CMSW 1309, DAAC 1309, DAAC 2354.

### **DAAC 1304 Pharmacology of Addiction 2-4-3**

This course will study the psychological, physiological, and sociological effects of mood altering substances and behaviors. The course emphasizes pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.

### **DAAC 1309 Assessment Skill of Alcohol and other Drug Addictions 2-2-3**

This course examines procedures and tools used to identify and assess a client's strengths, weaknesses, problems and needs in order to develop treatment strategies. Emphasis is on current tools in the field. Prerequisite: DAAC 1319.

### **DAAC 1311 Counseling Theories 2-2-3**

This course provides an introduction to the major counseling theories and current treatment modalities used in working with individuals, families and groups.

### **DAAC 1319 Introduction to Alcohol and other Drug Addictions 2-4-3**

Causes and consequences of drug abuse and addiction as they relate to the individual, family, community, and society are discussed. Overview of 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 2307 Addicted Family Intervention 2-2-3**

This course will explore the family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. The course will discuss the impact of mood altering substances, behaviors, and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

### **DAAC 2330 Multicultural Counseling 2-4-3**

Characteristics of minorities and diverse populations encountered by counselors will be explored. The primary focus will include issues among those groups which affect the counseling process including communication patterns. Prerequisites: CMSW 1309, DAAC 1304, DAAC 1319, DAAC 2354, PSYT 1329, PSYT 2321, PSYT 2331.

### **DAAC 2341 Counseling Alcohol and other Drug Addictions 2-4-3**

Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client will be explored. Development and utilization of advanced treatment planning and case management skills are surveyed. Prerequisites: Departmental Approval, DAAC 1167, DAAC 1304, DAAC 1309, DAAC 1319, DAAC 2354, CMSW 1309, PSYT 1329, PSYT 2321, PSYT 2331.

### **DAAC 2354 Dynamics of Group Counseling 2-4-3**

This course provides for exploration of group counseling skills and techniques. Stages of group development and working with multicultural groups will be discussed. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1304, DAAC 1319, PSYT 1329, PSYT 2321, PSYT 2331.

### **DAAC 2367 Practicum (or Field Experience) - Alcohol/Drug Abuse Counseling 0-22-3**

This advanced placement helps students gain practical experience in the discipline, enhances skills, and integrates knowledge gained from the classroom. Direct supervision at an advanced level is provided by clinical professionals at the host agency. The guided external experiences may be paid or unpaid. Liability insurance, transportation, physical exam, documentation of required immunizations, CPR/First Aid, background check, drug screen and medical insurance will be provided by the student. This course is the Capstone Experience for the student exiting the program with an Advanced Certificate and the AAS Degree in Chemical Dependency Counseling. It provides a final external learning experience that allows the student to apply broad knowledge of the profession. Prerequisites: Departmental Approval; CMSW 1309, DAAC 1167, DAAC 1304, DAAC 1309, DAAC 1319, DAAC 2307, DAAC 2341, DAAC 2354, PSYT 1329, PSYT 2321, PSYT 2331.

## **DEMR Diesel**

### **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. Recommended prerequisite or co-requisite: DEMR 1401.

### **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**

Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries. Recommended prerequisites or co-requisites: DEMR 1401 and 1406.

### **DEMR 1406 Diesel Engine I 3-3-4**

An introduction to the basic principles of diesel engines and systems. Recommended prerequisite or co-requisite: DEMR 1401.

### **DEMR 1416 Basic Hydraulics 2-7-4**

Fundamentals of hydraulics including components and related systems. Recommended prerequisite or co-requisite: DEMR 1401.

### **DEMR 1417 Basic Brake Systems 2-6-4**

Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting. Recommended prerequisite or co-requisite: DEMR 1401.

### **DEMR 1421 Power Train I 2-6-4**

Fundamentals, repair, and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair. Recommended prerequisite or co-requisite: DEMR 1401 and DEMR 1416.

**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. Recommended prerequisites: DEMR 1401, 1416 and 1421.

**DEMR 1449 Diesel Engine II 2-7-4**

An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. Recommended prerequisites: DEMR 1401, 1406, 1471 and 2434.

**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. Recommended prerequisites: DEMR 1401 and 1406.

**DEMR 2412 Diesel Engine Testing and Repair II 2-7-4**

Coverage of testing and repairing diesel engines including related systems and specialized tools. Recommended prerequisites: DEMR 1401 and 1406.

**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. Recommended prerequisites: DEMR 1401, 1405, 1406, and 1471.

**DEMR 2488 Internship-Diesel Mechanics Technology/Technician 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Recommended prerequisite: Satisfactory completion of all other technical courses in the program.

**DFTG Computer-Aided Drafting and Design see also ARCE****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: ENGR 1304 or DFTG 1405 or concurrent enrollment.

**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 Drafting 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 2412 Technical Illustration and Presentation 3-3-4**

Introduction to pictorial drawings as used in industrial catalogs, assembly sheets, new paper publications and promotional literature. Topics include pictorial drawing including isometrics, oblique, perspectives, charts, and graphs, shading, and use of different media including pencil and ink. Prerequisite: ENGR 1304 or 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 - Advanced 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.

**DRAM Drama****DRAM 1310 Introduction to Theater 3-3-3**

This course surveys all phases of theater including history, dramatic works, stage techniques, and their relation to fine arts. Prerequisite: None.

**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. Prerequisite: instructor approval required.

**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 1330 Stagecraft I 2-4-3**

The study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. Prerequisite: None.

**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. Prerequisite: None.

**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

**DS— Developmental Studies**

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

**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 college and life. Emphasis 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.

**DSMA 0101 Basic Developmental Mathematics 1-1.5-1**

This course helps students prepare to pursue college-level academic work. It uses varied instructional techniques to identify deficiencies and provide a review of fundamental operations in mathematics. (Fort Polk/Fort Hood 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, and Fort Hood.

**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 application problems. A laboratory is required. Prerequisite: DSMA 0300 or appropriate test scores. Offered on Central Campus, and Fort Hood.

**DSMA 0303 Developmental Mathematics IV 5-1-3**

Topics include operations with rational expressions, exponential and logarithmic 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, and Fort Hood.

**DSMA 0304 Fundamentals of Mathematics II 3-0-3**

This course includes operations with fractions, decimals, and sign numbers; order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations. Offered at C&I locations and Service Area Campuses that do not have a lab facility.

**DSMA 0305 Pre-Algebra 4-0-3**

This course is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. Topics include 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 computer, internet connection, and designated course software to facilitate interactive learning must be available.

**DSMA 0306 Introductory Algebra 3-0-3**

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 applications problems. Prerequisite: DSMA 0304 or appropriate test scores. Offered at C&I locations and Service Area Campuses that do not have a lab facility.

**DSMA 0307 Intermediate Algebra 3-0-3**

Topics include operations with rational expressions, exponential and logarithmic equations, systems of linear equations, radical expressions, complex numbers, quadratics, and functions. Prerequisite: DSMA 0306 or appropriate test scores. Offered at C&I locations and Service Area Campuses that do not have a lab facility.

**DSMA 0309 Fundamentals of Algebra 4-0-3**

This course is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. Topics include operations on real numbers, linear equations and inequalities, exponents and polynomials, systems of linear equations, factoring, rational expressions, graphing and an introduction to functions. A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: A course comparable to DSMA 0305 or appropriate test scores.

**DSMA 0310 Intermediate Algebra 4-0-3**

This course is designed for the student who requires a flexible schedule and possesses the commitment and self-discipline to benefit from interactive on-line learning. Topics include a continuation of rational expressions, radicals, rational exponents, quadratic equations and functions, exponential and logarithmic functions and complex numbers. A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: A course comparable to DSMA 0309 or appropriate test scores.

**DSRE 0300 Developmental Reading I 2-2-3**

Developmental Reading I is designed to aid students in establishing and developing fundamental reading skills necessary for college reading and for life. This course was developed specifically for those who scored below 50 percent on the reading section of the college's placement test. Focus is on word attack skills, vocabulary development, basic comprehension skills to include stated and implied main idea and details, and fluency. A computer lab where students practice reading skills is required. Offered on Central Campus, and Fort Hood.

**DSRE 0301 Developmental Reading II 2-2-3**

Developmental Reading II is designed to aid students in developing and reinforcing the skills necessary for reading college-level materials; specifically those who scored between 50-69 percent on the reading section of the college's placement test or passed DSRE 0300. This course emphasizes vocabulary development, literal comprehension skills, critical reading and thinking skills, and fluency. A computer lab where students practice reading skills is required. Offered on Central Campus, and Fort Hood.



**DSRE 0302 Fundamentals of Reading I 3-0-3**

Fundamentals of Reading I is designed to aid students in establishing and developing fundamental reading skills necessary for college reading and for life. This course was developed specifically for those who scored below 50 percent on the reading section of the college's placement test. Focus is on word attack skills, vocabulary development, basic comprehension skills to include stated and implied main idea and details, and fluency. Offered at C&I locations and Service Area Campuses that do not have a lab facility.

**DSRE 0303 Fundamentals of Reading II 3-0-3**

Fundamentals of Reading II is 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 college placement reading section or passed DSRE 0302. This course emphasizes vocabulary development, literal comprehension skills, critical reading and thinking skills, and fluency. Offered at C&I locations and Service Area Campuses that do not have a lab facility.

**DSRE 0311 Developmental Reading II 4-0-3**

Developmental Reading II is designed for the student who requires a flexible schedule and possesses the commitment and self discipline to benefit from interactive on-line learning. This course's purpose is 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 college placement reading section or passed DSRE 0300. This course emphasizes vocabulary development, literal comprehension skills, critical reading and thinking skills, and fluency. A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: A course comparable to DSRE 0300 or appropriate test scores. Offered on Central Campus.

**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 percent on the college placement writing section. This course emphasizes sentence and paragraph writing, with attention given to grammar, mechanical, and usage 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). Offered on Central Campus, and Fort Hood.

**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 college placement 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). Offered on Central Campus, and Fort Hood.

**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. Offered at C&I locations and Service Area Campuses that do not have a lab facility.

**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 emphasizes the organizational skills needed to write a basic essay. Offered at C&I locations and Service Area Campuses that do not have a lab facility.

**DSWR 0305 Developmental Studies Basic Grammar Review 3-0-3**

Basic Grammar Review is an elective developmental studies course designed for native English speakers who want to improve their grammar and writing skills by specifically focusing on grammar, punctuation, and mechanics in the context of the utilization of standard English sentences and paragraphs through practice and revision.

**DSWR 0311 Developmental Writing II 4-0-3**

Developmental Writing II is designed for the student who requires a flexible schedule and possesses the commitment and self discipline to benefit from interactive on-line learning. This course's purpose is to aid students in developing and reinforcing the skills needed for college-level writing; specifically those who scored between 50-69 percent on the college placement 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). A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: A course comparable to DSWR-0301 or appropriate test scores.

**DS— English as a Second Language (ESL)**

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

**DSED 0302 College Study Skills for Foreign Students (ESL) 3-1-3**

This elective for ESL students at levels 2 and 3 prepares students for the Test of English as a Foreign Language (TOEFL iBT), the test required for entry into most college-level institutions. Advanced reading, listening, speaking, writing, test-taking, and research techniques are taught. Prerequisites: Completion of all courses in Level 1 DSLA.

**DSLA 0310 Reading and Vocabulary I (ESL) 3-2-3**

This course is designed for beginning non-native speakers who need to develop basic vocabulary and reading skills such as identifying the main idea, locating details, and using word analysis to sound out new words. 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. The course focuses on the development of correct simple, compound, and complex sentences; basic process paragraphs; and expository paragraphs. A laboratory is required. Prerequisite: DSLA 0315

**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. Prerequisite: DSLA 0310.

**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 and persuasive paragraphs. A laboratory is required. Prerequisite: DSLA 0314.

**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. Prerequisite: DSLA 0316 and DSLA 0317.

**DSLA 0330 Reading and Vocabulary III (ESL) 3-2-3**

This course is a continuation of DSLA 0320, Reading and Vocabulary II, in the Certificate Program for English-as-a-Second Language. It provides advanced vocabulary acquisition and comprehension skills through the study of short stories and informational articles. A laboratory is required. A Comprehensive English Language Test Score (CELT) and DSLA 0320 are prerequisites of the course if offered on Central Campus. This course may also be offered as a stand-alone online course outside of the ESL certificate program in order for non-native speakers to expand vocabulary and improve comprehension skills. In the case of the online course, CELT and DSLA 320 are not prerequisites. Instead, because this course is not for beginners, online students must take a pretest before enrolling in the online course to determine if their language level is appropriate for the textbook and coursework. The pretest is located on the ESL web page at <http://www.ctcd.edu/pg-esl.htm>. Once the student has taken and submitted the test, the ESL department will email permission to enroll online. The online course is not available to F-1 visa students in an ESL program within the U.S. in accordance with INS document 67 FR 76256, revised effective 1/1/03, and CTC International Student Services policy.

**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. Prerequisite: DSLA 0322.

**DSLA 0340 Accent Reduction (ESL) 3-0-3**

This course is designed for non-native speakers of English who, despite knowledge of English, experience difficulty in pronouncing words and phrases correctly. It consists of exercises to shape and articulate correct consonant and vowel sounds in words and phrases using English rhythm, intonation, and pitch patterns. This course will not result in accent-free speech, but it will improve the speaker's clarity and phrasing so that English speakers will more readily understand the non-native speaker. This course differs from DSLA 0316 and DSLA 0317 in that it focuses on pronunciation rather than vocabulary acquisition. Prerequisites: DSLA 0316 Listening I and DSLA 0317 Speaking I. Offered on Central Campus only.

**ECON Economics****ECON 2301 Principles of Macroeconomics 3-0-3**

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

**ECON 2302 Principles of Microeconomics 3-0-3**

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

**EECT Communications Electronics see also CETT, CPMT, ELMT, INTC and ITCC****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 2331 Wireless Data System 2-4-3**

Principles of wireless data systems to include call processing, hand-off, site analysis, antenna radiation patterns, commonly used test/maintenance equipment and access protocol. Prerequisite: ITCC 1306.

**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.

**ELMT Communications Electronics see also CETT, CPMT, EECT, INTC and ITCC****ELMT 1301 Programmable Logic Controllers 2-4-3**

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment. Prerequisite: CETT 1425 and CETT 1429.

**ELMT 2339 Advanced Programmable Logic Controllers 2-4-3**

Advanced applications of programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting ladder logic, and interfacing of equipment. Prerequisite: CETT 1429.

**ELMT 2435 Certified Electronics Technician Training 3-3-4**

Review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency. Prerequisite: CETT 1425, CETT 1429, CETT 2445.

**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 preventive maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course. Recommended prerequisite: CETT 1425, CETT 1429, CETT 2445.

**ELPT Maintenance Technology see also CBFM, CNBT, CRPT, MBST, PFPB and WDWK****ELPT 1411 Basic Electrical Theory 3-3-4**

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

**ELPT 1429 Residential Wiring 3-3-4**

Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. Recommended prerequisite: ELPT 1411.

## **EMSP Emergency Medical Technology**

### **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 1149 Pre-Hospital Trauma Life Support 1-0-1**

The course is designed to provide the practicing pre-hospital provider with specific knowledge related to the pre-hospital assessment and care of the trauma patient. Advances in pre-hospital trauma intervention techniques, along with new combinations and applications of existing skills and knowledge are included. Offered at Europe Campus only.

### **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 0-7-1**

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 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 1270 Emergency Medical Technician - Basic Refresher 1-2-2**

The EMT-Basic refresher course is designed to provide training in skills and equipment necessary to help maintain basic life support. Instruction is given in basic Anatomy and Physiology, patient assessment, and the theory behind the procedures used in giving pre-hospital care to the sick and injured. This course will serve as a First Responder, Emergency Care Attendant and an Emergency Medical Technician-Basic refresher course. Emphasis of this course will be on the requirements of the national and state accrediting agencies.

### **EMSP 1291 Special Topics in Emergency Medical Technology/Technician 2-0-2**

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.

### **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, or national registry certification, or any state certification as an EMT-Basic. See also admission requirements.

### **EMSP 1370 Emergency Medical Technician - Paramedic Refresher 2-4-3**

This course is designed to provide training in skills and equipment necessary to help maintain basic life support. Instruction is given in basic Anatomy and Physiology, patient assessment, and the theory behind the procedures used in giving pre-hospital care to the sick and injured. Emphasis of this course will be on the requirements of the national and state accrediting agencies. Upon successful completion of the course, the student is eligible to take the exam to be certified as an Emergency Medical-Paramedic and/or to renew EMT-paramedic by the Texas Department of Health and/or National Registry EMT.

### **EMSP 1391 Special Topics in Emergency Medical Technology/Technician 2-4-3**

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. This course was designed to be repeated multiple times to improve student proficiency.

### **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, or national registry certification, or any state certification as an EMT-Basic. 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 2160 Clinical – Emergency Medical EMT Paramedic 0-3-1**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**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 1401. 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.

**EMSP 2458 Critical Care Paramedic 3-3-4**

Prepares healthcare personnel to function as members of a critical care transport team.

## **ENGL English**

**ENGL 1301 Composition I 3-0-3**

A study of the principles and techniques of written compositions including sentence structure, paragraph development, and paper organization. Also stresses the development of critical thinking as it applies to the textual analysis of expository prose. Prerequisite: DSWR 0302 or equivalent with a grade of "C" or above or appropriate test score(s).

**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, or equivalent, with a grade of "C" or above.

**ENGL 1312 Business Writing 3-0-3**

Instruction in grammar and diction, writing expository papers, writing effective business correspondence and reports, and oral presentations. Prerequisite: DSWR 0302 or equivalent with a grade of "C" or above or appropriate test score(s).

**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. Prerequisite: ENGL 1301, 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, or equivalent, with an earned course grade of "C" or above.

**ENGL 2322 British Literature I 3-0-3**

A survey of English literature from Beowulf to the major writers of the 18th Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on individual selections themselves as outstanding expressions 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 Twentieth 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 the individual selections themselves as outstanding expressions 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 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 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 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 of our American 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 2332 World Literature I 3-0-3**

A survey of the major works of world writers from ancient epics to Renaissance poetry. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected reading. Prerequisites: ENGL 1301 and ENGL 1302, or equivalent, with an earned course grade of "C" or above.

**ENGL 2333 World Literature II 3-0-3**

A survey of the major works of world writers from the Enlightenment to the Twenty-first Century. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and ENGL 1302, or equivalent, with an earned course grade of "C" or above.

**ENGR Engineering****ENGR 1201 Introduction to Engineering 2-0-2**

Introduction to engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society. Prerequisite: MATH 1314 or equivalent with a grade of "C" or above.

**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.

**ENGR 2301 Engineering Mechanics I – Statics 4-0-3**

Calculus-based study of composition and resolution of forces, equilibrium of force systems, friction, centroids, and moments of inertia. Prerequisite: PHYS 2425. co-requisite: MATH 2414.

**ENGR 2302 Engineering Mechanics II – Dynamics 4-0-3**

Calculus-based study of dynamics of rigid bodies, force-mass-acceleration, work-energy, and impulse-momentum computation. Prerequisite: ENGR 2301 and MATH 2414.

**ENVR Environmental Science****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: the importance of biodiversity, population dynamics; pest control; human population demographics; land use and abuse; weather; air and water pollution; water use and management; and various forms of conventional and sustainable energy resources. This is a lab science course. Students will complete lab activities as part of the coursework. Lab includes methods of measurement, analysis and interpretation of environmental data; and certification for the Texas Watch Program through the Brazos River Authority. Co-requisite: ENVX 1401.

**FIRT Fire Protection****FIRT 1301 Fundamentals of Fire Protection 3-0-3**

Overview to fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection/service, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local governments, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, and basic fire chemistry and physics. Includes introduction to fire protection systems and introduction to fire strategy and tactics.

**FIRT 1303 Fire and Arson Investigation I 3-0-3**

In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

**FIRT 1307 Fire Prevention Codes and Inspections 3-0-3**

Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.

**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 1311 Fire Service Hydraulics 3-0-3**

Principles of the use of water in fire protection. Includes application of hydraulic principles to analyze and solve water supply problems. Not offered in Texas.

**FIRT 1315 Hazardous Materials I 3-0-3**

Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

**FIRT 1319 Firefighter Health and Safety 3-0-3**

Study of firefighter occupational safety and health in emergency and non-emergency situations.

**FIRT 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**

Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.

## FREN French

**FREN 1411 Beginning French I 4-2-4**  
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**FREN 1412 Beginning French II 4-2-4**  
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: FREN 1411 with a grade of "C" or above.

**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, with a grade of "C" or above, 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 with a grade of "C" or above.

**GAME Computer Science** See also IMED, ITNW, ITSC, ITSE, ITSW and ITSU

**GAME 1403 Introduction to Game Design and Development 3-3-4**  
Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Prerequisites: 12 hours of computer science courses.

## GEOG Geography

**GEOG 1300 Principles of Geography 3-0-3**  
This is an introductory-level course that combines physical and cultural geography using a spatial 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.

## GEOL Geology

**GEOL 1403 Physical Geology 3-3-4**  
An introductory course about the materials and processes of the Earth. Topics included are: minerals, rocks, plate tectonics, 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. Co-requisite: GEOX 1403.

**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. Co-requisite: GEOX 1404.

**GEOL 1405 Environmental Geology 3-2-4**  
An interdisciplinary course which includes an overview of Earth materials and processes, which then goes on to focus upon specific geologic problems and possible solutions. A major emphasis of this course is that of the relationship of geology with other academic and practical matters and studies.

## GERM German

**GERM 1411 Beginning German I 4-2-4**  
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**GERM 1412 Beginning German II 4-2-4**  
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: GERM 1411 with a grade of "C" or above, or a "passing" score on the CTC German placement test.

**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 above; or two years of high school German from an accredited high school; or a "high passing" score on the CTC 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 above.

**GERS Mental Health Services** See also CMSW, DAAC, CHLT, and PSYT

**GERS 1343 Psychology of Adult Development and Aging 3-0-3**  
This course is the scientific study of a lifelong process of development with specific focus on the physical, cognitive, and psychosocial aspects of adult development and aging. The course includes a study of common cognitive disorders that affect the elderly with emphasis on mental health and optimum development.

## GOVT Government

### GOVT 2301 American Government I 3-0-3

An introductory, survey course on various United States, Texas, and local government topics. This course includes study of the 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.

## GRPH Graphics and Printing Technology see also ARTC

### GRPH 1309 Press Operations I 2-4-3

Introduction to offset printing. Includes knowledge and skills for operating a small offset press. Emphasizes parts of the press and operation procedures, printing terminology, paper and ink type uses, make ready and cleanup. Recommended prerequisite or co-requisite: GRPH 1405.

### 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. Recommended prerequisite: GRPH 2338.

### GRPH 1405 Introduction to Graphic Arts and Printing 3-3-4

History of printing and techniques involved in the production and distribution of printed materials. Includes methods of printing, printing terminology, and identification of career opportunities in the graphics and printing industry.

### GRPH 1408 Darkroom Techniques for Plate Development 3-3-4

Basic camera operations and darkroom procedures. Includes percentage size calculations, simple line shots, film processing and basic techniques in the precise layout of simple line negative. Emphasizes selection of proper plates for specific jobs and the exposing and developing of plates. Recommended prerequisite or co-requisite: GRPH 1405.

### 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. Recommended prerequisites or co-requisites: GRPH 1405 and GRPH 1474.

### 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. Recommended prerequisite: All other technical courses in the program except GRPH 2488.

### 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. Recommended prerequisites: (GRPH 1405 and GRPH 2338) or (GRPH 1405 and GRPH 1374).

### GRPH 2336 Prepress Techniques 2-4-3

Hands-on experience in both electronic file imaging and/or traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. Recommended prerequisite: GRPH 1408.

### GRPH 2338 Press Operations II 2-4-3

Maintenance and operation of sheet-fed offset press systems. Includes production of process-color jobs with close registration. Recommended prerequisite: GRPH 1309.

### GRPH 2488 Internship - Graphics & Printing Equipment Operator, General Production 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Recommended prerequisite: Satisfactory completion of all other technical courses in the program.

## HALT Agriculture see also AGCR, AGEQ, AGMG and AGAH

### HALT 1319 Landscape Construction 2-3-3

Exploration of landscape construction materials and the methods used for installation. Topics on soil preparation, including wood, concrete, and masonry construction; and landscape lighting, including pools, spas, and general construction details.

### HALT 1322 Landscape Design 2-3-3

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

### HALT 1470 Horticulture – Home Gardening 2-4-4

This course provides the student with the fundamental skills necessary for planting and maintaining vegetable gardens crops, from both a home gardening and a commercial level of production. Specific topics include studies of soils, fertilizer, water requirements, container gardening, hydroponics gardening, pest control, composting, and plant propagation.

### HALT 2308 Greenhouse Management 2-3-3

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management.

## HAMG Hospitality Management see also CHEF, IFWA, PSTR, RSTO and TRVM

### HAMG 1313 Front Office Procedures 3-0-3

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 1321 Introduction to the Hospitality Industry 3-0-3**

An introduction to lodging and food service operations. Topics include growth, development and organization of the lodging industry; growth, development, organization, structure, and management of food service operations; human resources, marketing, security, engineering, and maintenance of hospitality operations; and opportunities within the travel and tourism industry. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

**HAMG 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. 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.

**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. Prerequisite: HAMG 2332.

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

This course provides a thorough look at training by addressing how to assess and analyze 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.

**HAMG 2388 Internship - Hospitality Administration and Management 0-17-3**

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. Prerequisite: Consent of the Program Director.

**HART Heating, Air Conditioning and Refrigeration****HART 1401 Basic Electricity for HVAC 3-3-4**

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

**HART 1403 Air Conditioning Control Principles 3-3-4**

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. Prerequisite: HART 1401.

**HART 1407 Refrigeration Principles 3-3-4**

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

**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. Recommended prerequisite or co-requisite: HART 1407.

**HART 1445 Gas and Electric Heating 3-3-4**

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Prerequisite or co-requisite: HART 1401.

**HART 2431 Advanced Electricity for HVAC 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, motors, motor controls, and application of solid state devices. Recommended prerequisites: HART 1401 and HART 1403.

**HART 2436 Air Conditioning 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: HART 1401, 1403, 1407, 1441, 1445.

**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: HART 1401, HART 1407, HART 1441.

**HART 2442 Commercial Refrigeration 3-3-4**

Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Recommended prerequisites: HART 1401 and HART 1407.

**HART 2445 Residential Air Conditioning System Design 3-3-4**

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. Recommended prerequisite or co-requisite: HART 1407.

**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 1401 and HART 1407.

**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. Recommended prerequisites: HART 2449 and 2431.

**HART 2488 Internship - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/ Technician (HAC, HACR) 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Recommended prerequisite: Satisfactory completion of all other technical courses in the program.

**HIND Hindi****HIND 1411 Beginning Hindi I 3-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**HIND 1412 Beginning Hindi II 3-2-4**

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: HIND 1411 with a grade of "C" or above.

**HIND 2311 Intermediate Hindi I 3-0-3**

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: HIND 1411 and 1412 with a grade of "C" or above.

**HIND 2312 Intermediate Hindi II 3-0-3**

This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: HIND 2311 with a grade of "C" or above.

**HIST History****HIST 1301 United States History I 3-0-3**

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

**HIST 1302 United States History II 3-0-3**

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

**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**

A survey course examining social, political, economic, and technological developments of early civilizations of the Near East through European exploration and conquests of the Far East and the New World. Additional topics include examination of the Greek and Roman civilizations, the European Medieval Period, the rise and spread of Islam, the Middle Ages, and the European Renaissance and Reformation.

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

A survey course examining social, political, economic, and technological developments of Europe from the Seventeenth through Twentieth centuries. Particular topics include the formation of modern nation-states, the Enlightenment, the scientific and industrial revolutions, political upheavals in Europe and the New World, the clash of ideologies, imperialism, nationalism, the world wars, and the Cold War.

**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 1950s and 1960s.

**HITT Office Technology see also MDCA, MRMT, POFI, POFM, and POFT****HITT 1249 Pharmacology 1-3-2**

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Prerequisites: HITT 1305 and HITT 1303 or MDCA 1409

**HITT 1301 Health Data Content and Structure 2-4-3**

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens. Prerequisite: HITT 1305.

**HITT 1303 Medical Terminology II 2-4-3**

A continuation of word origin and structure. Includes prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Prerequisite: HITT 1305

**HITT 1305 Medical Terminology I 2-4-3**

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

**HMSY Criminal Justice see also CJCR, CJLE, CJSJ and SLPS****HMSY 1342 Understanding and Combating Terrorism 3-0-3**

Study of terrorism and reasons why America is a terrorist target. Includes methods of terrorism, domestic and international terrorism, Islam, and Radical Islam, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism. Prerequisite: CRIJ 1301/ CJSJ 1322 or CRIJ 1307/CJSJ 1312 and CRIJ/CJSJ 1342, for fire students FIRT 1301 and FIRT 1303.

**HMSY-1337 Introduction to Homeland Security 3-0-3**  
Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

## **HRPO Business Administration and Management** *see also* BMGT, BUSG and MRKG

**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 Resources Management 3-0-3**  
Behavioral and legal approaches to the management of human resources in organizations.

## **HUMA Humanities**

**HUMA 1315 Fine Arts Appreciation 3-0-3**  
This is an introductory course designed to give the student a fundamental understanding of the creation and appreciation of diverse modes of expression through the visual arts, within the context of Fine and Applied Arts.  
Prerequisite: None

**IFWA Hospitality Management** *see also* CHEF, HAMG, PSTR, RSTO and TRVM

**IFWA 1318 Nutrition for the Food Service Professional 3-0-3**  
An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

**IMED Computer Science** *see also* GAME, ITNW, ITSC, ITSE, ITSW and ITSX

**IMED 1416 Web Page Design I 3-3-4**  
Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. Prerequisite: ITSC 1409

**IMED 2409 Internet Commerce 3-3-4**  
An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing on-line transactions, and generating dynamic content. Prerequisite: ITNW 1437, or ITSC 1409, or BCIS 1405.

## **INDO Indonesian**

**INDO 1411 Beginning Indonesian I 3-2-4**  
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**INDO 1412 Beginning Indonesian II 3-2-4**  
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: INDO 1411 with a grade of "C" or above.

**INDO 2311 Intermediate Indonesian I 3-0-3**  
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: INDO 1411 and 1412 with a grade of "C" or above.

**INDO 2312 Intermediate Indonesian II 3-0-3**  
This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: INDO 2311 with a grade of "C" or above.

## **ITAL Italian**

**ITAL 1311 Beginning Italian I 3-0-3**  
This course is designed to help learners build proficiency in Italian and appreciation for the Italian language. It will also help students to develop an understanding of the Italian culture while providing contexts that reinforce the usefulness of the Italian language while living and traveling in Italy. This course is only available, under contract, to the Navy Pace Campus.

**ITAL 1312 Beginning Italian II 3-0-3**  
This course is a continuation of ITAL 1311, Beginning Italian I. This course will build upon skills developed in Beginning Italian I, with continued emphasis on understanding Italian culture. Prerequisite: ITAL 1311. This course is only available, under contract, to the Navy Pace Campus.

**ITCC Computer Electronics Technology** *see also* CETT, CPMT, EECT, ELMT and INTC

**ITCC 1302 CCNA1: Networking Basics 2-4-3**  
A course introducing the basics of networking including network terminology, local area networks (LAN) and wide area networks (WAN). Topics include network protocols such as TCP/IP, Open System Interconnection (OSI) models, cabling and routers.

**ITCC 1306 CCNA2: Router and Routing Basics 2-4-3**  
An introduction to basic Cisco router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the Cisco IOS and router configuration files, routing protocols, and access control lists. Prerequisite: ITCC 1302.

**ITCC 1342 CCNA3: Switching Basic and Intermediate Routing 2-4-3**  
A course focusing on advanced topics including IP addressing techniques, intermediate routing protocols, CLI configuration of switches, Ethernet switching, VLANs, Spanning Tree Protocol, and VLAN Trunking Protocol. Prerequisite: ITCC 1306.

**ITCC 1346 CCNA4: WAN Technologies 2-4-3**  
This course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management and introduction to optical networking. In addition, the student will prepare for the CCNA exam. Prerequisite: ITCC 1342.

**ITCC 2332 CCNP1: Advanced Routing 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 internetworks, managing traffic, configuring OSPF in single and multiple areas, configuring EIGRP, and configuring and using interior and border gateway routing protocols. Prerequisite: ITCC 1346.

**ITCC 2336 CCNP2: Remote Access 2-4-3**  
Designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via synchronous modem, ISDN, X.25, and frame relay architectures and associated protocols. Prerequisite or co-requisite: ITCC 2332.

**ITCC 2340 CCNP3: Multilayer Switching 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 2332.



**ITCC 2344 CCNP4: Internetwork Troubleshooting2-4-3**

A study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting tools, diagnosing and correcting problems within TCP/IP, Novell and AppleTalk networks, and with Frame Relay and ISDN network connections. Prerequisite or co-requisite: ITCC 2340.

**ITCC 2459 Advanced Voice Over Internet Protocol (VOIP) 3-3-4**

Voice Over Internet Protocol (VOIP) architecture, components, and functionality. Includes VOIP signaling, call control, voice dial plans, configuring voice interfaces, dial peers, and quality of service (QoS) technologies. Prerequisite: ITCC 1346.

**ITMT Microsoft System Administrator (Fort Hood, Europe, PFEC, and Continental)****ITMT 1350 Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services 2-3-3**

Implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This course is intended as preparation for Microsoft Certification testing.

**ITMT 1355 Planning, Implementing, and Maintaining a Microsoft Server 2003 Network Infrastructure 3-1-3**

In-depth coverage of the knowledge and skills necessary to install and configure Microsoft Windows on stand-alone computers and on client computers that are part of a workgroup or domain. Provides the skills and knowledge necessary to install and configure Windows Server to create file, print, and servers. This course is intended as preparation for Microsoft Certification testing.

**ITMT 1400 Implementing and Supporting Microsoft Windows XP Professional 3-3-4**

Addresses the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional in a variety of stand-alone and network operating system environments. In-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows XP Professional. This course is intended as preparation for Microsoft Certification testing.

**ITNW 1458 Network+ 3-2-4**

Prepares individuals for a career as a Network Engineer in the Information Technology support industry. Includes the various responsibilities and tasks required for service engineer to successfully perform in a specific environment. Prepares individual to pass the Computing Technology Industry Association (CompTIA) Network+ certification exam. This course is intended as preparation for Microsoft Certification testing.

**ITNW 2435 Network Troubleshooting and Support (A+ Training) 3-3-4**

Troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software. This course is intended as preparation for Microsoft Certification testing.

**ITNW Computer Science see also GAME, IMED, ITSC, ITSE, ITSW and ITSY****ITNW 1425 Fundamentals of Networking Technologies 3-3-4**

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

**ITNW 1437 Introduction to the Internet 3-3-4**

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. Prerequisite: None.

**ITNW 2405 Network Administration 3-3-4**

Topics include network components, user accounts and groups, network file systems, file system security, and network printing. Prerequisite: ITSC 1405.

**ITNW 2435 Network Troubleshooting and Support 3-3-4**

Troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software. Prerequisite: ITNW 2405 and ITNW 1425. (Computer Science, Network System Administrator)

**ITSC Computer Science see also GAME, IMED, ITNW, ITSE, ITSW and ITSY****ITSC 1301 Introduction to Computers 3-1-3**

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Prerequisite: None

**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 1415 Project Management Software 3-3-4**

Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools. Prerequisites: 12 hours of computer science courses.

**ITSC 1492 Special Topics in Data Processing and Data Processing Technology/Technician 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. This course was designed to be repeated multiple times to improve student proficiency. 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 semester hours of computer science courses.

**ITSC 2486 Internship - Computer and Information Sciences, General 0-19-4**  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: 24 semester hours of computer science courses.

**ITSE Computer Science see also GAME, IMED, ITNW, ITSC, ITSW and ITSY**

**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 1431 and ITSC 1411.

**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. Prerequisite: None.

**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 using the systems development life cycle and other appropriate design tools. Prerequisites: Must have 16 semester hours of computer science courses.

**ITSE 1491 Special Topics in Computer Programming 1-6-4**  
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisites: 8 semester hours of computer science course work and departmental approval.

**ITSE 2413 Web Authoring 3-3-4**  
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Prerequisites: (ITSC 1409 and ITSC 1413) or (ITSC 1409 and ITNW 1437) or ITSC 2439.

**ITSE 2417 JAVA Programming 3-3-4**  
Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Prerequisite: ITSE 1431

**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 object oriented programming. Prerequisite: ITSE 1422.

**ITSE 2486 Internship - Computer Programming/ Programmer, General 0-19-4**  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 24 hours in computer science courses.

**ITSW Computer Science see also GANE, IMED, ITNW, ITSC, ITSE and ITSY**

**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 application 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 and Data Processing Technology/Technician 0-19-4**  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 24 hours in computer science courses.

**ITSY Computer Science see also GAME, IMED, ITNW, ITSC, ITSE and ITSW**

**ITSY 2400 Operating System Security 3-3-4**  
Safeguard computer operating systems by demonstrating server support skills, and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Prerequisite: 15 semester credit hours of computer science courses or ITSC 1405.

## JAPN Japanese

**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 with a grade of "C" or above.

**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 with a grade of "C" or above.

**JAPN 2311 Intermediate Japanese I 3-0-3**  
Review and application of skills in listening, comprehension, and speaking; introduction to advanced grammar patterns; and acquisition of additional Japanese characters. Prerequisite JAPN 1411 and 1412 with a grade of "C" or above.

**JAPN 2312 Intermediate Japanese II 3-0-3**  
This course continues reading in contemporary Japanese writings; drill on syntax as needed for reading, composition, and conversation. Prerequisite: JAPN 2311 with a grade of "C" or above.

## **KORE Korean**

### **KORE 1311 Beginning Korean I 3-0-3**

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

### **KORE 1312 Beginning Korean II 3-0-3**

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

### **KORE 1411 Beginning Korean I 3-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

### **KORE 1412 Beginning Korean II 3-2-4**

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: KORE 1411 with a grade of "C" or above.

### **KORE 2311 Intermediate Korean I 3-0-3**

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: KORE 1411 and 1412 with a grade of "C" or above.

### **KORE 2312 Intermediate Korean II 3-0-3**

This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: KORE 2311 with a grade of "C" or above.

## **LGLA Paralegal/Legal Assistant**

### **LGLA 1300 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 1303 Legal Research 3-0-3**

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

### **LGLA 1304 Military and National Security Legal Issues 3-0-3**

The United States military legal system. Includes an introduction to the Uniform Code of Military Justice, military regulations, and court decisions involved in military law. Emphasizes emerging issues of national security laws including the U.S.A. Patriot Act, terrorism and national security crimes, national security detentions and trials, military tribunals, and clandestine operations.

### **LGLA 1307 Introduction to Law and the Legal Profession 3-0-3**

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

### **LGLA 1317 Law Office Technology 2-2-3**

This course introduces computer technology and its applications within the law office. Topics include the use of computer technology in the delivery of legal services with particular emphasis on the paralegal's role. Lab included. Recommended co-requisite: ITSW 1401.

### **LGLA 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 1307 (LGLA 1317 is also recommended for students taking this course through online delivery).

### **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 1307 (LGLA 1317 is also recommended for students taking this course through online delivery).

### **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. Recommended 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 1307 and LGLA 1355.

### **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 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. Recommended prerequisite: LGLA 1307.

### **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. Recommended 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: LGLA 1307.

**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.

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

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

**LGLA 2433 Advanced Legal Document Preparation 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 0-22-4**

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 0-19-4**

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.

**MATH Mathematics****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 above 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: A score on the CTC approved assessments that is equivalent to a 250 on the THEA, or DSMA 0303 or MATH 1342 or equivalent with a grade of "C" or above. This course is not above the level of College Algebra and does not satisfy the CTC Core Curriculum mathematics (020) requirements for AA or AS degrees.

**MATH 1325 Mathematics for Business and Social Sciences II (Business Calculus) 3-0-3**

Topics include elementary, differential and integral calculus that apply to business and economics. Prerequisites: MATH 1414 or MATH 1324 with a grade of "C" or above.

**MATH 1332 Contemporary Mathematics I 3-0-3**

Topics include sets, logic, number theory, geometric concepts, consumer finance, and an introduction to probability and statistics. Prerequisite: Minimum passing score on the CTC approved assessments or DSMA 0301 or equivalent with a grade of "C" or above. This course is for non-mathematics, non-science, and non-business students seeking mathematics credit for an AAS degree only. This course is not above the level of College Algebra and does not satisfy the CTC Core Curriculum mathematics (020) requirements for AA or AS degrees.

**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: A score on the CTC approved assessments that is equivalent to a 240 on the THEA, or DSMA 0301 or equivalent with a grade of "C" or above. This course is not above the level of College Algebra and does not satisfy the CTC Core Curriculum mathematics (020) requirements for AA or AS degrees.

**MATH 1414 College Algebra 4-0-4**

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. Graded exercises, guided practice, and graded quizzes will be completed in a non-lecture, lab environment requiring a minimum of one contact hour per week of activity. Prerequisites: DSMA 0303 or equivalent with a grade of "C" or better 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 above.

**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 above.

**MATH 2412 Precalculus Math 4-0-4**

Topics include applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Prerequisite: MATH 1414 with a grade of "C" or above. (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 2412 with a grade of "C" or above.

**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 2412 and MATH 2413 with a grade of "C" or above.

**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 above.



**MBST Maintenance Technology** see also CBFM, CBPT, ELPT, PFPB and WDWK

**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. Emphasis on the fundamentals of laying bricks and block. Recommended prerequisite or co-requisite: CRPT 1429.

**MDCA Office Technology** see also HITT, MRMT, POFI, POFM and POFT

**MDCA 1409 Anatomy and Physiology for Medical Asstistants** 3-4-4

Emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with overview of common pathophysiology.

**MLAB Medical Lab Technician**

**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: MLAX 1201, MLAB 1211, MLAX 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. Body fluids are taught in MLAB 1415 and MLAB 2401. Co-requisite: MLAB 1201, MLAX 1201, MLAX 1211.

**MLAB 1331 Parasitology/Mycology** 2-4-3

An introductory course in clinical parasitology, mycology, and virology. A study of the taxonomy, morphology, and pathogenesis of human parasites, fungi, and viruses and the practical application of laboratory procedures as they relate to given disease processes. 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 1414.

**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 - Medical Laboratory Technician** 0-19-4

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 - Medical Laboratory Technician** 0-19-4

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** 0-25-5

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 1414, ITSC 1409

**MRKG Business Administration and Management** see also BMGT, BUSG and HRPO

**MRKG 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.

**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.

**MRKG 2333 Principles of Selling** 3-0-3

Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.

**MRMT Office Technology** see also HITT, MDCA, POFI, POFM, and POFT

**MRMT 1307 Medical Transcription I** 2-4-3

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: HITT 1305. Keyboarding proficiency and written communication skills recommended.

**MRMT 1370 Medical Transcription Office Simulation 2-4-3**  
 Practical application of highly developed medical transcription skills in a simulated office setting. Includes use of sophisticated transcription equipment and medical resources to produce correct medical documents from their inception as dictated materials to their inclusion in the patient health record. Prerequisite: HITT-1303 and MRMT-2333.

**MRMT 2166 Practicum - Medical Transcription 0-8-1**  
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Completion of all courses in the certificate and Departmental approval.

**MRMT 2333 Medical Transcription II 2-4-3**  
 Production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Prerequisite: MRMT 1307.

## **MSMG Military Science Management (ROTC)**

The credit received from these courses is not transferable to a degree and cannot be applied towards degree completion.

**MSMG 1201 Basic Military Science I-A 2-2-2**  
 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 2-2-2**  
 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 2-2-2**  
 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 2-2-2**  
 Leadership skills in adverse conditions. Map reading and small unit patrolling missions. Two lecture/practice hours a week for one semester, and a weekend field training exercise. Co-requisite: MSMG 1000, Leadership Lab.

## **MUAP Music Applied**

INDIVIDUALIZED INSTRUCTION IS OFFERED IN THE FOLLOWING AREAS - Voice, Piano, Winds, Strings, Brass, Percussion. Literature from all style periods and technical skills will be emphasized. One half hour lesson per week for Levels I and II. One one hour lesson per week for Levels III and IV. One hour practice per day is required. Instructor approval. Special fees apply.

Course	Title	Prerequisite	Credit
MUAP 1137	Brass I	None	0-1-1
MUAP 1138	Brass II	MUAP 1137	0-1-1
MUAP 2237	Brass III	MUAP 1138	0-2-2
MUAP 2238	Brass IV	MUAP 2237	0-2-2
MUAP 1169	Piano I	None	0-1-1
MUAP 1170	Piano II	MUAP 1169	0-1-1
MUAP 2269	Piano III	MUAP 1170	0-2-2
MUAP 2270	Piano IV	MUAP 2269	0-2-2

MUAP 1157	Percussion I	None	0-1-1
MUAP 1158	Percussion II	MUAP 1157	0-1-1
MUAP 2257	Percussion III	MUAP 1158	0-2-2
MUAP 2258	Percussion IV	MUAP 2257	0-2-2

MUAP 1101	Strings I	None	0-1-1
MUAP 1102	Strings II	MUAP 1101	0-1-1
MUAP 2201	Strings III	MUAP 1102	0-2-2
MUAP 2202	Strings IV	MUAP 2201	0-2-2

MUAP 1181	Voice I	None	0-1-1
MUAP 1182	Voice II	MUAP 1181	0-1-1
MUAP 2281	Voice III	MUAP 1182	0-2-2
MUAP 2282	Voice IV	MUAP 2281	0-2-2

MUAP 1117	Woodwinds I	None	0-1-1
MUAP 1118	Woodwinds II	MUAP 1117	0-1-1
MUAP 2217	Woodwinds III	MUAP 1118	0-2-2
MUAP 2218	Woodwinds IV	MUAP 2217	0-2-2

## **MUEN Music**

**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. Prerequisite: None.

**MUEN 1151 Vocal Ensemble (Choir) 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. Prerequisite: None.

## **MUSI Music**

**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. Prerequisite: None.

**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. Prerequisite: None.

**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. Prerequisite: None.

**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. Prerequisite: None.

**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. Prerequisite: None. This is a required course for music majors.



**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. This is a required course for music majors.

**MUSI 1301 Fundamentals of Music I 2-1-3**

An introduction to music including note reading, rhythm, intervals, triads, scales, and key signatures. Open to all students. Prerequisite: None.

**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. This course is not for music majors. Prerequisite: None.

**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, but is also appropriate for any student who has prior musical knowledge. Prerequisite: None.

**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. This course is required for music majors.

**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. This course is required for music majors.

**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. This course is required for music majors.

**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. This course is required for music majors.

**PASH Pashtu****PASH 1411 Beginning Pashtu I 3-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**PASH 1412 Beginning Pashtu II 3-2-4**

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PASH 1411 with a grade of "C" or above.

**PASH 2311 Intermediate Pashtu I 3-0-3**

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PASH 1411 and 1412 with a grade of "C" or above.

**PASH 2312 Intermediate Pashtu II 3-0-3**

This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: PASH 2311 with a grade of "C" or above.

**PERS Persian-Iranian/Afghan****PERS 1411 Beginning Persian-Iranian/Afghan I 3-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**PERS 1412 Beginning Persian-Iranian/Afghan II 3-2-4**

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PERS 1411 with a grade of "C" or above.

**PERS 2311 Intermediate Persian-Iranian/Afghan I 3-0-3**

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PERS 1411 and 1412 with a grade of "C" or above.

**PERS 2312 Intermediate Persian- Iranian/ Afghan II 3-0-3**

This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: PERS-2311 with a grade of "C" or above.

**PFPB Maintenance Technology see also CBFM, CNBT, CRPT, ELPT, MBST and WDWK****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. Recommended prerequisite or co-requisite: CRPT 1429.

**PFPB 2445 Residential Construction Plumbing II 3-3-4**

Installation of commonly used residential bathroom and kitchen plumbing fixtures in single- and multi-family housing. Recommended prerequisite: PFPB 2409.

**PHED Physical Education****PHED 1101 Softball 0-3-1****PHED 1102 Beginning Badminton 0-3-1****PHED 1103 Beginning Bowling 0-3-1****PHED 1104 Soccer 0-3-1****PHED 1106 Swimming: Beginner I 0-3-1**

Water adjustment skills will be taught including: intro to rhythmic breathing, front and back float, front and back glide, crawl stroke, elementary backstroke, backstroke, sidestroke, and breaststroke. Treading water, survival floating and personal safety, and beginning diving skills will also be discussed.

**PHED 1107 Beginning Tennis 0-3-1****PHED 1108 Beginning Golf 0-3-1****PHED 1110 Karate I 0-3-1****PHED 1114 Volleyball 0-3-1****PHED 1115 Basketball 0-3-1****PHED 1116 Fitness Walking 0-3-1**

<b>PHED</b>	<b>1118</b>	<b>Jogging</b>	<b>0-3-1</b>
<b>PHED</b>	<b>1120</b>	<b>Body Building</b>	<b>0-3-1</b>
<b>PHED</b>	<b>1123</b>	<b>Advanced Bowling</b>	<b>0-3-1</b>
<b>PHED</b>	<b>1124</b>	<b>Advanced Swimming</b>	<b>0-3-1</b>
<b>PHED</b>	<b>1125</b>	<b>Intermediate Tennis</b>	<b>0-3-1</b>
<b>PHED</b>	<b>1126</b>	<b>Advanced Golf</b>	<b>0-3-1</b>
<b>PHED</b>	<b>1129</b>	<b>Advanced Badminton</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.

<b>PHED</b>	<b>1131</b>	<b>Aerobics</b>	<b>0-3-1</b>
<b>PHED</b>	<b>1133</b>	<b>Weight Training</b>	<b>0-3-1</b>
<b>PHED</b>	<b>1136</b>	<b>Lifetime Fitness</b>	<b>0-3-1</b>

**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 1140 Karate II 0-3-1**

**PHED 1141 Swimming: Beginner II 0-3-1**  
This class will work on perfecting all five major strokes: sidestroke, backstroke, crawl, breaststroke, and butterfly; diving and swimming underwater, work on turns, and competent lap swimming. Prerequisite: PHED-1106, or ability to swim 500 yards.

**PHED 1142 Beginning Ballet 0-3-1**  
Introductory course designed for the student with little or no previous training. Emphasis is on ballet dance technique, placement and alignment of the body, stretches, footwork, musicality and other preparatory work necessary for the establishment of a basic technical foundation.

**PHED 1143 Jazz Dance 0-3-1**  
Introductory course designed for the student with little or no previous training. Emphasis is on Jazz dance technique, placement and alignment of the body, stretches, footwork, musicality and other preparatory work necessary for establishment of a basic technical foundation.

<b>PHED</b>	<b>1144</b>	<b>Yoga I</b>	<b>0-3-1</b>
<b>PHED</b>	<b>1145</b>	<b>Jujutsu</b>	<b>0-3-1</b>
<b>PHED</b>	<b>1146</b>	<b>Indoor Cycling</b>	<b>0-3-1</b>
<b>PHED</b>	<b>1147</b>	<b>Kickboxing/Aerobics</b>	<b>0-3-1</b>

**PHED 1148 Intermediate Jazz Dance 0-3-1**  
Practice dance sequences emphasizing articulation and coordination of body parts, rhythm, musicality, and expressive qualities of movement. Emphasis also on stretching, jazz technique, turns, jumps and choreography. Prerequisites: PHED 1143 or consent of the instructor.

**PHED 1149 Jazzercise 0-3-1**  
This comprehensive course is designed to increase and enhance cardiovascular endurance, strength and flexibility. Elements of jazz dance, resistance training, Pilates, yoga, kick-boxing, and more are combined to create an effective workout for people of all ages and fitness levels. Participants will reap the benefits of exercise and improve their well-being.

**PHED 1151 Scuba Diving I 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 1153 Lifeguard Training 0-3-1**  
A complete course in lifesaving techniques. Students have the opportunity to earn American Red Cross Certification in CPR, standard first aid, lifeguard training, AED and oxygen administration. Lifeguard techniques taught include how to carry a victim to safety, how to manage a suspected spinal injury in the water, and how to use water rescue equipment, how to use an AED, and how to administer oxygen. An additional fee will be charged in this course for Red Cross books and supplies. To enroll in this course, a student must pass a skills test requiring performance of the following strokes for at least 50 yards: crawl, breaststroke, elementary backstroke, and sidestroke, (2) surface dive to a minimum of 9 feet and bring a 10 pound diving brick to the surface, (3) surface dive to a minimum of 5 feet and swim underwater for a minimum of 15 yards, and (4) tread water for one minute.

**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, cardiovascular fitness, and a variety of aquatic games. The class is open to both swimmers and non-swimmers.

**PHED 1159 Water Aerobics 0-3-1**  
This is a complete fitness workout for swimmers and non-swimmers exercising to music in the shallow and deep ends of the pool. There is an emphasis on cardiovascular conditioning, but exercises that develop flexibility, muscular strength, and endurance are also included. Walking, jogging, aerobics, water-resistance exercises, and aquatic games will be used to promote fitness.

**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. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees.

**PHED 1306 First Aid 3-0-3**  
First aid topics include how to assess and act in the event of injuries (including cuts, burns, joint injuries, and temperature-related illnesses). Splinting and bandaging techniques are covered. CPR topics include how to recognize an emergency, caring for conscious and unconscious choking victims, recognizing signs of a heart attack, rescue breathing, and cardiopulmonary resuscitation, and provides an introduction to Automatic External Defibrillation. American Red Cross certification in Standard First Aid Responding to an Emergency as well as Adult/Child/Infant CPR certifications may be earned. An additional fee will be charged in this course for Red Cross books and supplies. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees.

**PHED 1308 Sports Officiating I 3-0-3**  
Theory and practice in techniques of officiating. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees.

**PHED 1321 Coaching/Sports/Athletics I 3-0-3**  
Techniques and theories underlying the coaching of men's and women's sports. Special emphasis upon AIDS, equipment, organization, and administration of the program. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees.

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

## PHIL Philosophy

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

**PHIL 1304 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 a 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 a historical survey of major religions, this course focuses on the history and literature of Early Christianity during the New Testament period emphasizing its origin, development, and 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.

## PHYS Physical Science

**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 1414 or concurrent enrollment. Co-requisite: PHYX 1401, MATH 1414.

**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 and Instructor. Co-requisite: PHYX 1402.

**PHYS 1411 Stars and Galaxies\*\* 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. Co-requisite: PHYX 1411. \*\* Please note that as of Fall 2006, the titles and content of PHYS 1411 and 1412 have changed. PHYS 1411, Introductory Astronomy I, is now PHYS 1412, Solar Systems. PHYS 1412, Introductory Astronomy II, is now PHYS 1411, Stars and Galaxies. If you have questions, please contact a counselor or an online mentor.

**PHYS 1412 Solar System\*\* 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. Co-requisite: PHYX 1412. \*\* Please note that as of Fall 2006, the titles and content of PHYS 1411 and 1412 have changed. PHYS 1411, Introductory Astronomy I, is now PHYS 1412, Solar Systems. PHYS 1412, Introductory Astronomy II, is now PHYS 1411, Stars and Galaxies. If you have questions, please contact a counselor or an online mentor.

**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. Co-requisite: PHYX 1415.

**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. Co-requisite: PHYX 2425.

**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 and Instructor. Co-requisite: PHYX 2426.

**POFI Office Technology see also HITT, MDCA, MRMT, POFM and POFT****POFI 1301 Computer Applications I 2-4-3**

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

**POFI 1349 Spreadsheets 2-4-3**

Spreadsheet software for business applications. Prerequisite: An introduction to a computer application course or equivalent recommended.

**POFI 1481 Cooperative Education - Business/Office Automation/Technology/Data Entry 0-22-4**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Department Approval required.

**POFI 2301 Word Processing 2-4-3**

Word processing software focusing on business applications. Prerequisite: Keyboarding proficiency recommended.

**POFI 2331 Desktop Publishing 2-4-3**

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Keyboarding and word processing skills or concurrent enrollment in word processing course recommended.

**POFI 2340 Advanced Word Processing 2-4-3**

Advanced applications in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Prerequisites: Keyboarding and word processing skills recommended.

**POFI 2386 Internship - Business/Office Automation/Technology/Data Entry 2-7-3**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

**POFI 2387 Internship - Business/Office Automation/Technology/Data Entry 2-7-3**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

**POFI 2481 Cooperative Education - Business/Office Automation/Technology/Data Entry 0-22-4**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Prerequisite: POFI 1481 or equivalent. Departmental approval required.

**POFM Office Technology see also HITT, MDCA, MRMT, POFI and POFT****POFM 1300 Medical Coding Basics 2-4-3**

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305, HITT 1303 or Department consent.

**POFM 1302 Medical Software Applications 2-4-3**

Medical software applications for the management and operation of health care information systems. Keyboarding proficiency recommended.

**POFM 1317 Medical Administrative Support 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. Prerequisite: HITT 1305, Keyboarding and Computer Skills or Department consent.

**POFM 2386 Internship - Medical Administrative Assistant/Secretary 0-9-3**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Departmental approval required upon completion of certificate requirements.

**POFM 2387 Internship - Medical Administrative Assistant/Secretary 0-9-3**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Departmental approval required upon completion of certificate requirements.



**POFT Office Technology** see also HITT, MDCA, MRMT, POFI and POFM

**POFT 1207 Proofreading and Editing 2-1-2**  
Instruction in proofreading and editing skills necessary to assure accuracy in business documents.

**POFT 1301 Business English 2-4-3**  
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding skills recommended.

**POFT 1309 Administrative Office Procedures I 2-4-3**  
Study of current office procedures, duties, and responsibilities applicable to an office environment. Keyboarding skills 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. Keyboarding skills or other computer literacy course recommended.

**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 Beginning Keyboarding 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**  
In-depth coverage of office applications with special emphasis on decision making, goal setting, management theories, and critical thinking. Concurrent enrollment in or completion of second year office technology courses recommended. Departmental approval required.

**POFT 1481 Cooperative Education - Administrative Assistant/Secretarial Science, General 0-22-4**  
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Department approval required.

**POFT 1482 Cooperative Education - General Office/Clerical and Typing Services 0-22-4**  
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Department approval required.

**POFT 2312 Business Correspondence and Communication 2-4-3**  
Development of writing and presentation skills to produce effective business communications. Prerequisites: Keyboarding and document formatting skills recommended. POFT 1301 recommended

**POFT 2333 Advanced Keyboarding 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. Keyboarding and word processing skills recommended.

**POFT 2386 Internship - Administrative Assistant/Secretarial Science, General 0-9-3**  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

**POFT 2387 Internship - Administrative Assistant/Secretarial Science, General 0-9-3**  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

**POFT 2388 Internship - General Office Occupations and Clerical Services 0-9-3**  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

**POFT 2389 Internship - General Office Occupations and Clerical Services 0-9-3**  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of second year Office Technology courses recommended. Departmental approval required.

**POFT 2481 Cooperative Education - Administrative Assistant/Secretarial Science, General 0-22-4**  
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Departmental approval required.

**POFT 2482 Cooperative Education - General Office Occupations and Clerical Services 0-22-4**  
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Departmental approval required.

**PORT Portuguese**

**PORT 1411 Beginning Portuguese I 3-2-4**  
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**PORT 1412 Beginning Portuguese II 3-2-4**  
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PORT 1411 with a grade of "C" or above.

**PORT 2311 Intermediate Portuguese I 3-0-3**  
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PORT 1411 and 1412 with a grade of "C" or above.

**PORT 2312 Intermediate Portuguese II 3-0-3**  
This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: PORT 2311 with a grade of "C" or above.

**PSTR Hospitality Management see also CHEF, HAMG, IFWA, RSTO and TRVM**

**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 1302 Cake Baking and Production 2-4-3**  
Principles and techniques of cake production. Emphasizes ingredient identification, functions, mixing, and baking. Prerequisite: PSTR 1301.

**PSTR 1306 Cake Decorating I 2-4-3**  
Introduction to skills, concepts and techniques of cake decorating. Prerequisite: PSTR 1301.

**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.

## **PSYC Psychology**

**PSYC 2301 General Psychology 3-0-3**  
Basic principles of human experience and behavior involving biological, environmental and sociocultural 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.

**PSYT Mental Health Services see also CHLT, CMSW, DAAC and GERS**

**PSYT 1309 Health Psychology 2-2-3**  
This course provides for an exploration of behavioral medicine and the interdependence of mind, body, and spirit. Topics include stress and its effect on body systems, mind/body interactions, and techniques for improving and maintaining health.

**PSYT 1313 Psychology of Personal Adjustment 2-2-3**  
This course focuses on the development of personal, social, and work adjustment skills. Students will explore a variety of issues relevant to health social interactions.

**PSYT 1325 Death and Dying 2-2-3**  
This course is a study of the cultural and social norms, values, beliefs, and activities associated with the dying and their survivors. Topics include theories, communication skills, and activities to assist with coping for the dying and their survivors.

**PSYT 1329 Interviewing and Communication Skills 2-4-3**  
This course provides instruction for the development of interviewing and communication skills in professional relationships. Students are encouraged to explore personal issues which may affect their ability to remain objective in the clinical setting. Demonstration of skills learned serves as an integral part of the lab process.

**PSYT 1345 Principles of Behavior Management and Modification 2-2-3**  
This course provides for the study of behavior management and cognitive theories and techniques with emphasis on their applications. Recommended prerequisite: PSYC 2301.

**PSYT 2303 Social Psychology 2-2-3**  
This course will focus on the study of social perception, social influence, and social relations on individual and group interactions. Recommended prerequisite: PSYC 2301

**PSYT 2321 Crisis Intervention 2-2-3**  
This course is a study of the principles and theories of assisting the individual in a crisis situation. Topics include coping skills to increase potential reinstatement of equilibrium to an individual's lifestyle and suicide prevention.

**PSYT 2331 Abnormal Psychology 2-2-3**  
This course provides for the study of the theories and processes involved in the diagnosis and treatment of mental disorders. Recommended prerequisite: PSYC 2301

## **PUNJ Punjabi**

**PUNJ 1411 Beginning Punjabi I 3-2-4**  
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**PUNJ 1412 Beginning Punjabi II 3-2-4**  
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PUNJ 1411 with a grade of "C" or above.

**PUNJ 2311 Intermediate Punjabi I 3-0-3**  
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PUNJ 1411 and 1412 with a grade of "C" or above.



**PUNJ 2312 Intermediate Punjabi II 3-0-3**

This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: PUNJ 2311 with a grade of "C" or above.

**RELE Real Estate**

**RELE 1303 Real Estate Appraisal 3-0-3**

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

**RELE 1311 Law of Contracts 3-0-3**

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.

**RELE 1315 Property Management 3-0-3**

A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.

**RELE 1325 Real Estate Mathematics 3-0-3**

Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements.

**RELE 1406 Real Estate Principles 4-0-4**

An overview of licensing as a real estate broker and salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community real estate principles reinvestment. This course meets the Texas Real Estate Licensing Act (TRELA) requirements for a core course on Real Estate principles. Fulfills the 60-hour requirement for salesperson license.

**RELE 2301 Law of Agency 3-0-3**

A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of agency. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate Agency Law.

**RELE 2488 Internship- Real Estate 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: RELE 1311, 1406, 2301, and consent of the Department Chair.

**RELE 2489 Internship- Real Estate 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: RELE 2488 or BMGT 2488 or BMGT 2370 and consent of the Department Chair.

**RNSG Nursing**

**RNSG 1105 Nursing Skills I 0-3-1**

Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communications, caring, community and critical thinking are used throughout the course. Prerequisite: Admission to Central Texas College and the Department of Nursing.

**RNSG 1115 Health Assessment 0-3-1**

Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community and critical thinking will be included throughout the course. Prerequisite: BIOL 2401, ENGL 1301, RNSG 1209, BIOL 1406 or CHEM 1411 or MATH 1414. Co-requisite: RNSG 1105, 1301, 1413, BIOL 2402.

**RNSG 1162 Clinical Nursing – LVN Transition (RN Training) 0-4-1**

An intermediate health related work-based learning experience that enables the student who is an LVN/LPN to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional in the care of adult clients in acute care settings. The concepts of communications, caring, community and critical thinking are used throughout the course. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301, RNSG 1327, BIOL 2421, BIOL 1406 or CHEM 1411 or MATH 1414. Co-requisite: RNSG 2213, and PSYC 2314, RNSG 1327.

**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 within a legal/ethical framework. The use of medical terminology and study and test-taking skills for technical courses and computer competency are included. This course lends itself to a blocked approach. The concepts of communications, caring, community and critical thinking are used throughout the course. Prerequisite: Admissions to Central Texas College.

**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. This course lends itself to a blocked approach. The concepts of communication, caring, community and critical thinking will be included throughout the course. Prerequisites: BIOL 2401, BIOL 2402, RNSG 1115, 1105, 1301, 1413, 1262.

**RNSG 1262 Clinical-Nursing I (RN Training) 0-9-2**

An introductory type of health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course includes clinical rotations in adult long term and acute health care settings. The concepts of communication, caring, community and critical thinking are used throughout the course. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401, ENGL 1301, RNSG 1209, RNSG 1105, and RNSG 1115, BIOL 1406 or CHEM 1411 or MATH 1414. Co-requisites: RNSG 1413, BIOL 2402, RNSG 1301.

**RNSG 1301 Pharmacology 3-0-3**

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. This course lends itself to a blocked or integrated approach. The concepts of communication, caring, community, and critical thinking will be included throughout the course. Prerequisites: Admission to Central Texas College.

**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. This course lends itself to a blocked or integrated approach. The concepts of communication, caring, community, and critical thinking will be included throughout the course. Prerequisites: ENGL 1301, PSYC 2301, BIOL 2401, BIOL 2402, BIOL 2421, BIOL 1406 or CHEM 1411 or MATH 1414. Co-requisites: RNSG 2213.

**RNSG 1331 Principles of Clinical Decision-Making 2-3-3**

Examination of selected principles related to the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes; perioperative care; pain; respiratory disorders; peripheral vascular disorders; immunologic disorders; and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked or integrated approach. The concepts of communication, caring, community, and critical thinking are used throughout the course. Prerequisite: BIOL 2401, BIOL 2402, RNSG 1115, 1105, 1301, 1413, 1262. Co-requisites: PSYC 2301.

**RNSG 1347 Concepts of Clinical Decision-Making 2-3-3**

Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision-making utilizing critical thinking and a systematic problem solving approach for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders and integumentary and cardiac disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community, and critical thinking are used throughout the course. Prerequisites: PSYC 2301, RNSG 1251, 1331, 2213, 1363 or 1162 and 1327, or 1417, and 2360, BIOL 2421. Co-requisites: PSYC 2314.

**RNSG 1363 Clinical -Nursing II (RN Training) 0-18-3**

An intermediate type of health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course includes clinical rotations in adult acute health care and maternity settings. The concepts of communication, caring, community and critical thinking are used throughout the course. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401, BIOL 2402, RNSG 1115, 1105, 1301, 1413, 1262. Co-requisites: RNSG 1331, 1251.

**RNSG 1413 Foundations for Nursing Practice 3-3-4**

Introduction to the role of the professional nurse as a provider of care, coordinator of care, and a member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework. The concepts of communication, caring, community, and critical thinking are included throughout the course. Prerequisite: BIOL 2401, ENGL 1301, RNSG 1209, BIOL 1406 or CHEM 1411 or MATH 1414. Co-requisites: RNSG 1105, 1301, 1115, BIOL 2402.

**RNSG 1417 Concepts of Nursing Practice I for Articulating Students 3-3-4**

Provides the articulating student the opportunity to examine the role of the professional nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community, and critical thinking are used throughout the course. Prerequisites: BIOL 2401, BIOL 2402, BIOL 2421, ENGL 1301, PSYC 2301, RNSG 1301, BIOL 1406 or CHEM 1411 or MATH 1414. Co-requisites: RNSG 2213, 2360, 1251.

**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, community, and critical thinking will be included throughout the course. This course lends itself to a blocked approach. Prerequisites: PSYC 2301, RNSG 1331, 1251, 2213, and 1363 or 1162 and 1327 or 1417 and 2360, BIOL 2421. Co-requisites: PSYC 2314.

**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, community, and critical thinking will be included throughout the course. This course lends itself to a blocked approach. Prerequisites: BIOL 2401, BIOL 2402, RNSG 1115, 1105, 1301, 1413, 1262. Co-requisites: RNSG 1327 and 1162 or 1417 and 2360.

**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. This course lends itself to a blocked approach. The concepts of communication, caring, community, and critical thinking will be included throughout the course. Prerequisites: RNSG 2362, 1347, 2201. Co-requisites: Humanities elective, and a PHED course.

**RNSG 2341 Advanced Concepts of Clinical Decision-Making 2-3-3**

Application of advanced concepts and skills for development of the professional nurse's roles in complex client/nursing situations. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving cardiovascular disorders; neurologic disorders; liver, biliary and pancreatic disorders; renal and urinary disorders; hematologic disorders; and cancer. Focus given to knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community and critical thinking will be included throughout the course. Prerequisites: RNSG 2362, 1347, 2201. Co-requisites: Humanities elective, and a PHED course.

**RNSG 2360 Clinical Nursing – for Articulating Students (RN training) 0-12-3**

An intermediate health related work-based learning experience that enables the student who is a paramedic to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional in the care of adult clients in acute care settings. Clinical education is an unpaid learning experience. The concepts of communication, caring, community and critical thinking are used throughout the course. Prerequisites: BIOL 2401, BIOL 2402, BIOL 2421, ENGL 1301, PSYC 2301, RNSG 1301, BIOL 1406 or CHEM 1411 or MATH 1414. Co-requisites: RNSG 2213, 1417, 1251.

**RNSG 2362 Clinical - Nursing III (RN Training) 0-18-3**

An intermediate type of health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course includes clinical rotations in adult acute health care, pediatric, and mental health care settings. Clinical education is an unpaid learning experience. The concepts of communication, caring, community and critical thinking are used throughout the course. Prerequisites: PSYC 2301, RNSG 1251, 2213, 1331, 1363, BIOL 2421, or RNSG 1162 and 1327, or 1417 and 2360. Co-requisites: RNSG 1347, 2201, PSYC 2314.

**RNSG 2363 Clinical-Nursing IV (RN Training) 0-18-3**

An advanced type of health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional in the care of adult clients in acute care settings. Clinical education is an unpaid learning experience. The concepts of communication, caring, community and critical thinking are used throughout the course. Prerequisites: RNSG 1347, RNSG 2201, RNSG 2362. Co-requisites: RNSG 2341, RNSG 2221, Humanities elective, PHED course.

**RSTO Hospitality Management see also CHEF, HAMG, IFWA, PSTR and TRVM****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 1313 Hospitality Supervision 3-0-3**

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

**RSTO 1325 Purchasing for Hospitality Operations 3-0-3**

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

**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 0-17-3**

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 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.

**RUSS Russian****RUSS 1411 Beginning Russian I 3-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**RUSS 1412 Beginning Russian II 3-2-4**

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: RUSS-1411 with a grade of "C" or above.

**RUSS 2311 Intermediate Russian I 3-0-3**

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: RUSS 1411 and 1412 with a grade of "C" or above.

**RUSS 2312 Intermediate Russian II 3-0-3**

This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: RUSS 2311 with a grade of "C" or above.

**SLPS Criminal Justice see also CJCR, CJLE, CJSA and HMSY****SLPS 2488 Internship-Security and Loss Prevention Services 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.

**SOCI Sociology****SOCI 1301 Introduction to Sociology 3-0-3**

The study of human society, human behavior and personality as a product of group life, community organization, social change and current social problems.

**SOCI 1306 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 African-American, Mexican-American, Asian-American, and Native-American issues.

## **SOCW Mental Health Services**

**SOCW 2361 Introduction to Social Work 3-0-3**  
This course explores the 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 3-0-3**  
Introduction to the study of 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 are explored.

## **SPAN Spanish**

**SPAN 1411 Beginning Spanish I 4-2-4**  
The study of basic Spanish grammar with the development of frequently used vocabulary. This course develops students' speaking, listening, reading and writing skills so they will be able to express their own ideas and interact with others. 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 continued from the SPAN 1411 curriculum. Prerequisite: SPAN 1411 with a "C" or above or a "passing" score on 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 students to Spanish culture and history as well as Latin American culture and history. Prerequisites: SPAN 1411 and SPAN 1412 with a "C" or above or two years of Spanish at an accredited high school and a "high passing" score on the CTC Spanish placement test.

**SPAN 2312 Intermediate Spanish II 3-0-3**  
The continuation of SPAN 2311. Emphasis on complex grammar, composition and conversation about Spanish American topics. Prerequisite: SPAN 2311 with a "C" or above or "the highest passing" score on the CTC Spanish placement test.

## **SPCH Speech**

**SPCH 1144 Forensic Activities I 1-0-1**  
Study and practice 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 practice 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 Communication 3-0-3**  
Theory, examples, and participation in exercises to improve effective one-to-one and small group communication.

**SPCH 1321 Business and Professional Communication 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.

## **TECA Early Childhood Professions**

**TECA 1303 Families, School and 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, multicultural instruction techniques, and current issues.

**TECA 1311 Educating Young Children 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 Wellness of the Young Child 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.

**TRVM Hospitality Management see also CHEF, HAMG, IFAW, PSTR and RSTO**

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



**TRVM 1313 Ticketing Forms and Procedures 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 0-21-3**

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 paid or unpaid. This course may be repeated if topics and learning outcomes vary. Prerequisites: TRVM 1300 and TRVM 1313.

**TURK Turkish****TURK 1411 Beginning Turkish I 3-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**TURK 1412 Beginning Turkish II 3-2-4**

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: TURK 1411 with a grade of "C" or above.

**TURK 2311 Intermediate Turkish I 3-0-3**

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: TURK 1411 and 1412 with a grade of "C" or above.

**TURK 2312 Intermediate Turkish II 3-0-3**

This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: TURK 2311 with a grade of "C" or above.

**URDU Urdu****URDU 1411 Beginning Urdu I 3-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**URDU 1412 Beginning Urdu II 3-2-4**

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: URDU 1411 with a grade of "C" or above.

**URDU 2311 Intermediate Urdu I 3-0-3**

This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: URDU 1411 and 1412 with a grade of "C" or above.

**URDU 2312 Intermediate Urdu II 3-0-3**

This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: URDU-2311 with a grade of "C" or above.

**VNSG Nursing - LVN****VNSG 1116 Nutrition 1-0-1**

Introduction to nutrients and the role of diet therapy in proper growth and development and in the maintenance of health. Prerequisites: VNSG 1222, 1323, 1227, 1136. Co-requisites: VNSG 1126, 1160, 2331, 1304, 1405.

**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. Co-requisites: VNSG 1116, 1160, 2331, 1304, 1405.

**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. Co-requisites: VNSG 1222, 1323, 1227, 1304, 1405.

**VNSG 1160 Clinical - Practical Nurse I 0-6-1**

An introductory health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: VNSG 1323, 1222, 1227, 1136. Co-requisites: VNSG 1116, 1126, 2331, 1304, 1405.

**VNSG 1219 Leadership and 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: Fall Admission VNSG 1323, 1304, 1405, 1227, 1222, 1136, 2331, 1126, 1116, 1160. Spring Admission VNSG 1330, 1307, 1400, 1360. Co-requisites: Fall Admission VNSG 1231, 1238, 1400, 1409, 1560. Spring Admission VNSG 1231, 1238, 1409, 1410, 1560.

**VNSG 1222 Vocational Nursing Concepts 2-0-2**

Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Co-requisites: VNSG 1323, 1227, 1136, 1304, 1405.

**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. Co-requisites: VNSG 1323, 1222, 1136, 1304, 1405.

**VNSG 1231 Pharmacology 2-0-2**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Prerequisites: Fall Admission VNSG 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1160. Spring Admission VNSG 1330, 1307, 1400, 1360. Co-requisites: Fall Admission VNSG 1231, 1219, 1400, 1409, 1560. Spring Admission VNSG 1231, 1219, 1409, 1410, 1560.

**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: Fall Admission VNSG 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1160. Spring Admission VNSG 1330, 1307, 1400, 1360. Co-requisites: Fall Admission VNSG 1231, 1219, 1400, 1409, 1560. Spring Admission VNSG 1231, 1219, 1409, 1410, 1560.

**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. It also includes the health care system and documentation. Co-requisites: 1st 8 weeks VNSG 1222, 1227, 1136, 1323, 1405. Co-requisites: 2nd 8 weeks VNSG 2331, 1126, 1116, 1160, 1405.

**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: Fall Admission VNSG 1400, 1238, 1219, 1409, 1231, 1560. Spring Admission VNSG 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1160. Co-requisites: Fall Admission VNSG 1360, 1330, 1410. Spring Admission VNSG 1360, 1330, 1400.

**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. Co-requisites: VNSG 1222, 1227, 1136, 1405, 1304.

**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: Fall Admission VNSG 1400, 1238, 1219, 1409, 1231, 1560. Spring Admission VNSG 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1160. Co-requisites: Fall Admission VNSG 1360, 1307, 1410. Spring Admission VNSG 1360, 1307, 1400.

**VNSG 1360 Clinical - Practical Nurse III 0-17-3**

An intermediate/advanced health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: Fall Admission VNSG 1160, 1560, 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116, 1400, 1409, 1238, 1231, 1219. Spring Admission VNSG 1160, 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116. Co-requisites: Fall Admission VNSG 1330, 1307, 1410. Spring Admission VNSG 1330, 1307, 1400.

**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. Co-requisites: Fall Admission VNSG 1560, 1238, 1231, 1219. Spring Admission VNSG 1360, 1330, 1307.

**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. Co-requisites: 1st 8 weeks VNSG 1222, 1227, 1136, 1323, 1304. Co-requisites: 2nd 8 weeks VNSG 2331, 1126, 1116, 1160, 1304.

**VNSG 1409 Nursing in Health and Illness II 3-2-4**

Introduction to common health problems requiring medical and surgical interventions. Prerequisites: VNSG 1400, 1160. Co-requisites: VNSG 1560, 1238, 1219, 1231.

**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. Co-requisites: Fall Admission VNSG 1360, 1330, 1307. Spring Admission VNSG 1560, 1238, 1231, 1219.

**VNSG 1560 Clinical - Practical Nurse II 0-25-5**

An intermediate/advanced health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning. Course may be repeated if topics and learning outcomes vary. Prerequisites: Fall Admission VNSG 1160, 1304, 1405, 1323, 1227, 1222, 1136, 2331, 1126, 1116. Spring Admission VNSG 1160, 1360, 1330, 1307. Co-requisites: Fall Admission VNSG 1231, 1238, 1219, 1400, 1409. Spring Admission VNSG 1231, 1238, 1219, 1409, 1410.

**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. Co-requisites: VNSG 1116, 1160, 1126, 1304, 1405.

**WDWK Maintenance Technology****WDWK 1413 Cabinet Making I 2-5-4**

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, and staining. Recommended prerequisite: CRPT 1429.

**WDWK 2451 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. Recommended prerequisite: WDWK 1413.

**WLDG Welding****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. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Recommended prerequisite or co-requisite: WLDG 1423.

**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, safety, set up and maintenance of oxy-fuel welding, and cutting equipment and supplies. Recommended prerequisite or co-requisite: WLDG 1423.



**WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) 3-3-4**

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. Recommended prerequisite or co-requisites: WLDG 1423 and WLDG 1425.

**WLDG 1430 Introduction to Gas Metal Arc (GMAW) Welding 3-3-4**

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. Recommended prerequisites: WLDG 1423 and WLDG 1428.

**WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding 3-3-4**

An introduction to the principles of gas tungsten arc welding (GTAW) setup and use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Recommended prerequisites: WLDG 1423 and WLDG 1428.

**WLDG 1435 Introduction to Pipe Welding 3-3-4**

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Recommended prerequisite: WLDG 1457.

**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. Recommended prerequisite: WLDG 1428.

**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. Recommended prerequisite: WLDG 1435.

**WLDG 2413 Intermediate 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 (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW) or any other approved welding process. Recommended prerequisite: Consent of Welding Instructor or Department Chair.

**WLDG 2435 Advanced Layout and Fabrication 3-3-4**

An advanced course in layout and fabrication. Includes production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Recommended prerequisite: Satisfactory completion of all WLDG courses in the program except WLDG 2488.

**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. Recommended prerequisite: WLDG 1423 and WLDG 1457.

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

Advanced topics in gas metal arc welding (GMAW). Including welding in various positions and directions. Recommended prerequisite: WLDG 1430.

**WLDG 2451 Advanced Gas Tungsten Welding (GTAW) 3-3-4**

Advanced topics in GTAW welding, including welding in various positions and directions. Recommended prerequisite: WLDG 1434.

**WLDG 2453 Advanced Pipe Welding 3-3-4**

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Recommended prerequisite: WLDG 2406.

**WLDG 2488 Internship - Welder/Welding Technology 0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Recommended prerequisite: Satisfactory completion of all other technical courses in the program.

# Personnel

**Tina Ady**, Director, Education Support Services/Marketing & Outreach

**Janice Allen**, Coordinator, Central Records & Registration

**Joseph Anderson**, Director, Foreign Language, Continental Campus

**Jennifer Anderle**, Coordinator of Electronic Records

**Lena Anderson**, eArmyU Evaluator

**Simisola Armolaran**, GoArmyEd Counselor

**Ken Austin**, Dean, Continental Campus

**James D. Barton**, Internal Auditor

**Kerstin Brooks**, Director, Student Life & Student Activities

**Rebecca Buckland**, DL Counselor/Administrator

**Cynthia Burrus**, Coordinator, DL Admissions and Registration

**Wauneta Cannon**, Supervisor, Accounts Payable

**Marian Carlson**, Academic/Vocational Counselor, Guidance and Counseling

**Mary Carr**, Director, Distance Learning Operations

**Michele Carter**, Director, Business Services

**Diana Castillo**, eArmyU/GoArmyEd Institutional Liaison

**Marie Cedillo**, Coordinator, Project PASS

**Teresa Chavez**, Director, Continuing Education

**Amy Churchill**, Distance Learning Quality Assurance Manager

**Thomas Corll**, Coordinator, Institutional Research

**Pearl Creviston**, PELL Supervisor

**Pamela Dancer**, Coordinator, C&I Records

**Colvin L. Davis**, Dean, American Preparatory Institute

**Sharon Davis**, Director, Distance Education and Educational Technology

**Leticia Dizon**, API High School Lead Teacher

**Deanna Edley**, Online Mentor

**George Erskine**, Director, Testing Services

**Robert Figueredo**, Evaluator/Advisor, Systems

**Carmen Flores**, Online Mentor

**Gary Fuda**, Bookstore Manager

**Eva Garcia**, Site Representative, Fort Hood Campus

**Gina Garcia**, Online Mentor

**Tasha Gardner**, Recruiter/Advisor

**Christie Garner**, Director, BSEP Program, Fort Hood Campus

**Bob Goodson**, Director, NCO LEAD, Fort Hood Campus

**Marta Grant**, Academic Advisor

**Barbara A. Grice**, Dean, Pacific Far East Campus

**Lee Hale**, Coordinator, Student Housing

**Lorrie Hammer**, Assistant Comptroller

**Debbie Hansen**, Coordinator, Graduations

**Paula Hawk**, Online Mentor

**RoseAnn Hayes**, Director, Pension Plan

**Denise Hazlett**, Director of Evaluations and SOC

**Elisabeth Helbing**, Coordinator, Employee Benefits

**Mary Henderson-White**, Director, Student Support Services

**Peg Jennings**, Dean, Library Services

**Holly Jordan**, Director, Human Resource Management

**Larry A. Jordan**, Assistant Director, Financial Aid

**Bruce Kendall**, Director, Information Technology

**Jeanette Kendrick**, IT Information Systems Consultant

**Rowena Killough**, Coordinator, GoArmyEd/eArmyU

**Gary Kindred**, Dean, Europe Campus

**Doretha King**, Director, Adult Education, Service Area Campus

**Lillian Kroeger**, Systems Registrar

**Dottie Kyle**, Director, Admissions and Recruitment

**Kathrine Latham**, Instructional Department Manager, DL

**Jennise Leafa**, Coordinator, Military Student Support Services

**Eileen Ledet**, Manager, Inventory Control

**Darlene Lee**, Continental DL Quality Assurance Manager

**Stephanie Legree-Roberts**, Director, International Student Services & Admissions Support Services

**Tracy Lehmkuhler**, Manager, Accounts Receivable

**Robert W. Liberty**, Comptroller

**Marie Light**, Academic/Vocational Counselor, Guidance and Counseling

**Jim Lindley**, General Counsel

**Krystal Liske**, Online Mentor

**Pattie Lofton**, Assistant Manager, Accounts Receivable

**Yancey Lones**, Instructional Technology Manager, DL

**Clara Maher**, Director Payroll Services

**Gerald Mahone-Lewis**, Director, Substance Abuse Resource Center

**Judy Marshall**, Director, Child Development Center

**JoAnn Maxon**, Manager, Reprographics

**David McClure**, Associate Dean, Guidance and Counseling

**Charles McCrindle**, Director, Technical Services

**Martin O. Menn**, Director, Data Processing

**Barbara Merlo**, Director, Community Relations & Technical Publications

**Don Mikles**, Dean, Central Campus

**Cecilia Moreno-Shotwell**, Counselor Retention Support

**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

**Michael Oliver**, Business Office Supervisor

**Sue Payne**, Webmaster

**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  
**William Randazzo**, Supervisor, Learning Resource Center  
**Angela Reese**, Coordinator, Recruitment and Retention  
**Erin Rhoden**, Coordinator, Instructional Services  
**Barbara Riffel-Darter**, Director, IT Information Systems  
**Charlotte Riley**, Student Support Services Information Analyst  
**Elaine Riley**, Director, Career Planning and Placement  
**Brad Rogers**, Assistant Director, Testing Services  
**Crickett Rogers**, Coordinator, Workforce Development  
**Max Rudolph**, General Manager, KNCT  
**Chyrl Sampson**, Coordinator, Files and Records Retention  
**Joann San Miguel**, Director, Risk Management  
**Tantiano Santiago**, Student Services Coordinator, Community Education  
**Ingeborg Schey**, Coordinator, Student Financial Aid

**Anna Scruggs**, Recruiter/Advisor  
**Shelia Seals**, Retention Specialist  
**Fred Shotwell**, Director, Skills Center Counseling  
**Annabelle L. Smith**, Director, Offices of Student Financial Assistance/Veteran Services  
**Lisa Steward**, Director, TDCJ/Gatesville Programs  
**Bonnie Stoltenberg**, Coordinator, Continuing Education  
**Deba Swan**, Assistant Director, Library Services  
**Chris Tait**, Resident Dormitory Manager  
**Sabine Thomas**, Coordinator, Distance Learning Operations  
**Michael Ulinski**, Coordinator, Mathematics Resource  
**Bruce Vasbinder**, Coordinator, Community Relations and Marketing  
**Dana L. Watson**, Dean, Instructional and Accreditation Support Services  
**Johnelle L. Welsh**, Dean, Student Developmental Services  
**Mary Wheeler**, Director, Security Services  
**Ronald Wilson**, Program Manager, Army Learning Center, Fort Hood Campus  
**Jim M. Yeonopolus**, Deputy Chancellor for C& I Campus Operations/Dean, Navy Campus  
**Lillian I. Young**, Director, Institutional Effectiveness

# Faculty

Figures in parentheses indicate date of first appointment on the Central Texas College staff and date of appointment to present position, respectively.

## Aviation Science

**Corey J. Fontenot**, Assistant Chief Flight Instructor (2004, 2006)

Aviation Science  
B.S., Tarleton State University

**James D. Gebhardt**, Aviation Instructor (1978, 1981)

Aviation Science  
A.A.S., Central Texas College  
B.A.S., University of Mary Hardin-Baylor  
M.S., University of Central Texas

**Curtis Gibson**, Department Chair (1981, 1987)

Aviation Science  
A.A.S., Central Texas College  
B.S., University of Central Texas  
M.S., University of Central Texas

**Michael Hutyra**, Assistant Chief Flight Instructor (1998)

Aviation Science  
B.S., University of Central Texas

**Henry R. Wessels** (1974, 1980)

Aviation Science  
Diploma: Spartan School of Aeronautics  
A.A.S., Central Texas College  
B.A.S., University of Mary Hardin-Baylor

**Richard E. Whitesell**, Chief Flight Instructor (1995)

Aviation Science  
A.A.S., Central Texas College  
B.A., University of Central Texas

## Business Administration/Paralegal & Hospitality

**Richard Brownlee** (1996)

Hospitality/Business Administration  
A.O.S., Austin Peay State University (TN)  
B.S., University of Maryland

**John R. Frith**, Department Chair (1984, 1994)

Business Administration and Paralegal/Legal Assistant/  
Hospitality Management/Culinary Arts/Management/Marketing/  
Real Estate  
B.B.A. University of Georgia  
M.B.A. Auburn University  
M.S. Troy State University  
D.B.A., Nova Southeastern University

**Richard Hindman** (2001)

Hospitality Programs  
B.A., Texas Tech University  
M.S., University of North Texas

**David Lazarus** (1997)

Hospitality (Fort Hood Campus)  
A.G.S., Central Texas College  
A.A.S., Central Texas College  
B.S., Excelsior College

**Elke Jensen** (1999)

Hospitality (Gatesville)  
A.G.S., Central Texas College  
A.A.S., Central Texas College  
B.S., Excelsior College

**L. Leslie Ledger** (1995, 2002)

Business Administration - *Management*  
B.B.A., Southwest Texas State University  
M.B.A., University of Texas at Austin

**Ramona Lezo** (1996, 2002)

Hospitality  
A.G.S., Central Texas College

**Mark S. Murgia** (2001)

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**Gene Silverblatt**, Paralegal Coordinator (1982, 1994)

Business Administration and Paralegal/Legal Assistant  
B.A., Dickinson College  
J.D., University of Dayton  
Post Doctorate Studies graduate TJAGSA, VA Military Law

**Marie Smith** (1993)

Business Administration - *Accounting*  
B.A., University of Texas  
M.S., University of North Texas  
Certified Public Accountant

**Tracy Uzzell** (2004)

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A.G.S., Central Texas College  
A.A.S., Central Texas College  
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Business Administration - *Management*  
B.S., Northern Illinois University  
M.B.A., Jacksonville State University

**Cynthia A. White** (1996)  
Business Administration - *Accounting*  
A.G.S., Central Texas College  
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M.P.A., University of Texas at Austin

## **Communications**

**Brenda Cornell** (2003)  
Communications - *English*  
B.A., Millsaps College  
M.A., University of Southern Mississippi  
Ph.D., University of Southern Mississippi

**Joshua W. Everett** (2002)  
Communications - *English*  
B.A., Texas A&M University  
M.A., Stephen F. Austin State University

**John L. Henderson**, Department Chair (1970, 2003)  
Communications - *English*  
B.A., West Texas A&M University  
M.A., West Texas A&M University  
Ph.D., University of Texas at Austin

**Anna R. Holston** (1988)  
Communications - *English*  
B.A., Paine College  
M.A., Pepperdine University  
M.A., Baylor University  
Additional graduate studies, Baylor University and  
New Mexico State University

**David F. Hubbell** (1991, 1996)  
Communications - *English*  
A.A., Temple Junior College  
B.A., Stephen F. Austin State University  
M.A., Stephen F. Austin State University  
M.A., University of Phoenix

**Robert A. Garner**  
Communications - *Speech, English*  
A.A., McLennan Community College  
B.A., Baylor University  
M.A., Baylor University  
M.A., Tarleton State University

**Jane M. Gibson** (1979)  
Communications - *Foreign Language*  
B.A., Abilene Christian University  
M.A.T., Southwest Texas State University

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B.A., University of Texas at Austin  
M.F.A., Southwest Texas State University in San Marcos  
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Additional graduate studies, University of Texas at Austin

**Melissa M. Richardson** (1999)  
Communications - *English*  
B.A., Vassar College  
M.F.A., Southwest Texas State University

**Federico R. Schweizer** (1998)  
Communications - *Foreign Language*  
B.M., Mississippi State University  
M.A., University of Arkansas  
Additional graduate studies, University of Texas at Austin

**Shane K. Simon** (1981)  
Communications - *Speech*  
B.S., Southwest Texas State University  
M.A., Southwest Texas State University  
Additional graduate studies, 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 studies, University of Mary  
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Communications - *English*  
B.A., Western Maryland College  
M.A., West Virginia University  
Ed., Cert., Methodist College

**Lisa M. Volle** (1987, 1993)  
Communications - *Foreign Language/Anthropology*  
B.A., Juniata College  
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Additional graduate studies, University of Texas at Arlington

**Bethany Winkler** (2006)  
Communications - *Speech*  
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## Computer Science

**David L. Coleman** (1995)

Computer Science

A.G.S., Central Texas College

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**Douglas P. Edwards** (1999)

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Additional graduate studies, Capella University

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**Robert W. Grazinski**, Department Chair (1984, 1995)

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**Michael L. Green** (2001)

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A.G.S., Central Texas College

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**Jane Perschbach**, (1999)

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Additional graduate studies, Pennsylvania State University

**Steven F. Schroeder** (1985, 2001)

Computer Science

A.A.S., Central Texas College

B.S., University of Texas at Austin

M.S., University of Central Texas

## Criminal Justice

**Hugh C. Anderson III**, Director (1997)

Police Academy

A.A.S., Central Texas College

B.S., University of Central Texas

M.C.J., University of Central Texas

**Jonathan E. Cella**, Department Chair (1999, 2004)

Criminal Justice

A.A.S., Central Texas College

B.S., University of Central Texas

M.C.J., University of Central Texas

**Joseph E. Hogan** (1984)

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A.A.S., Central Texas College

B.G.S., Chaminade University of Honolulu

M.C.J., University of Central Texas

## Developmental Studies

**Monika Bender** (2002)

Developmental Studies - *Mathematics*

A.S., Central Texas College

B.S., Southwest Texas State University

M.S., Southwest Texas State University

**David W. Daniels** (2005)

Developmental Studies - *Writing*

B.A. University of Texas at Austin

M.L.I.S., University of Texas at Austin

M.A., University of Texas at Austin

**Ellen M. Falkenstein** (2006)

Developmental Studies - *Mathematics*

B.A., University of Virginia

M.S., George Mason University

**Rita J. Henley** (2005)

Developmental Studies - *Mathematics*

A.A.S., Central Texas College

B.S., University of Mary Hardin-Baylor

M.S., Tarleton State University

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M.S., Baylor University

**Suzanne D. Morales-Vale** (1993, 1994)

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B.A., Southwest Texas State University

B.A., California State University, Sacramento

M.Ed., Southwest Texas State University

Additional graduate studies, Texas A&M University



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Developmental Studies - *Mathematics*  
 B.A., Pacific Lutheran University  
 M.A., Webster University

**Jeanette R. Shotwell (2004)**

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 A.A.S., Central Texas College  
 B.S., Tarleton State University  
 M.S., Texas A&M 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

**Edward L. Wagner, Department Chair (1993, 2004)**

Developmental Studies - *Mathematics*  
 B.S., Southern University  
 M.A., Webster University  
 B.S. and M.S., Louisiana Tech University  
 Ph.D., Trinity Theological Seminary

**Florence T. Wilson (2004)**

Developmental Studies - *Mathematics*  
 B.S., Tarleton State University  
 M.S., Tarleton State University

**Drafting and Design****Herbert J. Maglietta**

Department Chair, ENGR/Drafting & Design (1974)/Office Technology (1999)  
 Associate Dean, Vocational/Technical Programs (1995)  
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**Social & Behavioral Science**

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     ARTC Graphics and Printing 173  
     ARTS Arts 173  
     AUMT Automotive Service and Repair 174  
     AVIM Aviation Science 175  
     BCIS Computer Science 175  
     BIOL Biology 175  
     BMGT Business Administration and Management 176  
     BUSG Business Administration and Management 176  
     BUSI Business Administration and Management 176  
     CBFM Maintenance Technology 176  
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     CHIN Chinese 180  
     CHLT Mental Health Services 180  
     CJCR Criminal Justice 180  
     CJLE Criminal Justice 180  
     CJSA Criminal Justice 181  
     CMSW Mental Health Services 182  
     CNBT Maintenance Technology 182  
     COMM Communications 182  
     COMM Radio/Television Broadcasting Communications 183  
     COSC Computer Science 183  
     CPMT Computer Electronics Technology 183  
     CRIJ Criminal Justice 184  
     CRPT Maintenance Technology 184  
     CSME Cosmetology 184  
     CZEC Czech 185  
     DAAC Mental Health Services 185  
     DEMR Diesel 185  
     DFTG Computer Aided Drafting and Design 186  
     DRAM Drama 186  
     DS-- Developmental Studies 187  
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     ECON Economics 189  
     EECT Communications Electronics 189  
     ELMT Communications Electronics 189  
     ELPT Maintenance Technology 189  
     EMSP Emergency Medical Technology 190  
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     ENGR Engineering 192  
     ENVR Environmental Science 192  
     FIRT Fire Protection 192  
     FREN French 193  
     GAME Computer Science 193  
     GEOG Geography 193  
     GEOL Geology 193  
     GERM German 193  
     GERS Mental Health Services 193  
     GOVT Government 194  
     GRPH Graphics and Printing 194  
     HALT Agriculture 194  
     HAMG Hospitality Management 194  
     HART Heating, Air Conditioning and Refrigeration 195  
     HIND Hindi 196  
     HIST History 196  
     HITT Office Technology 196  
     HMSY Criminal Justice 196  
     HRPO Business Administration and Management 197  
     HUMA Humanities 197  
     IFWA Hospitality Management 197  
     IMED Computer Science 197  
     INDO Indonesian 197  
     ITAL Italian 197  
     ITCC Computer Electronics Technology 197  
     ITMT Microsoft System Administrator (Fort Hood) 198  
     ITNW Computer Science 198  
     ITSC Computer Science 198  
     ITSE Computer Science 199  
     ITSW Computer Science 199  
     ITSY Computer Science 199  
     JAPN Japanese 199  
     KORE Korean 200  
     LGLA Paralegal/Legal Assistance 200  
     MATH Mathematics 201  
     MBST Maintenance Technology 202  
     MDCA Office Technology 202  
     MLAB Medical Lab Technician 202  
     MRKG Business Administration and Management 202  
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 PFPB Maintenance Technology 204  
 PHED Physical Education 204  
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 PHYS Physical Science 206  
 POFI Office Technology 207  
 POFM Office Technology 207  
 POFT Office Technology 208  
 PORT Portuguese 208  
 PSTR Hospitality Management 209  
 PSYC Psychology 209  
 PSYT Mental Health Services 209  
 PUNJ Punjabi 209  
 RELE Real Estate 210  
 RNSG Nursing 210  
 RSTO Hospitality Management 212  
 RUSS Russian 212  
 SLPS Criminal Justice 212  
 SOCI Sociology 212  
 SOCW Mental Health Services 213  
 SPAN Spanish 213  
 SPCH Speech 213  
 TECA Early Childhood Professions 213  
 TRVM Hospitality Management 213  
 TURK Turkish 214  
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