

# CENTRAL TEXAS COLLEGE

www.ctcd.edu

## Central Texas College District Texas Campuses Catalog Twenty-Sixth Edition • 2009-2010

### 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. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Texas College.

### Approved by

Texas Higher Education Coordinating Board; Texas Education Agency

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Mr. Jimmy Towers, Mr. Don R. Armstrong,  
and Mr. Elwood Shemwell.  
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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

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# Chancellor's Message

It is my pleasure to welcome you to Central Texas College. You have chosen an educational institution with more than 40 years of service to central Texas and more than 150 sites across the world. Our dedicated faculty is committed to providing you the best education possible through one of our degree programs and certificate programs whether in the classroom, online or through our other cutting edge course offerings.

CTC was ranked first in the state of Texas and 20th in the nation of the top 100 community college associate degree producers. We continue to expand our degree plan offerings with the addition of the homeland security and teaching programs last year. Not only are we growing our programs, we are also growing our campuses. On Fort Hood, we recently broke ground to build a 26,000-plus square foot facility to house more than 20 classrooms and labs. We will soon begin construction of a new 80,000 square-foot nursing building on the central campus to help accommodate the continued demand for qualified nurses and the increasing number of students interested in the medical field.



We have also seen an unprecedented growth in our online enrollments. More and more students are using this as a viable option to complete their studies while maintaining their work schedule and personal lives. CTC continues to meet the technological demands of an ever-changing educational climate by offering more than just online classes. We also provide courses via CD-Rom and hand-held devices such as iPods, personal pocket computers and personal data assistants.

CTC is also expanding its global presence by establishing classroom facilities in Iraq and Afghanistan. This is part of our ongoing efforts to meet the educational needs of our military personnel by growing our on-base college programs in deployed locations.

Closer to home, our dual credit program which offers high school students the opportunity to earn college course credits while still in high school, has seen a significant increase. More and more, students are realizing the importance of a college education in today's job market and economic conditions. The CTC College Now program partners with local school districts to give these students a leg up on their college careers. We are expanding this initiative by participating in the local P-16 program which helps students start preparing for college very early in their educational careers and by hosting summer math camps with area middle and high schools.

Our continued growth is in direct response to our desire to meet your needs as a student. We will diligently strive to further provide quality education from quality instructors in a quality learning environment.

Thank you,

A handwritten signature in black ink that reads "James R. Anderson". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

James R. Anderson, Ph. D.  
Chancellor

## Table of Contents

Mission Statement.....	5
General Information.....	5
Admissions and Registration .....	8
College Costs .....	26
Student Financial Assistance.....	32
Student Services.....	37
Campus Life.....	40
Academic Policies.....	42
Degree and Certificate Requirements .....	51
Programs of Study.....	58
Course Descriptions.....	94
Personnel and Faculty.....	146

## 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 2009-2010

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 2009

Early Registration	August 3-14
Regular Registration	August 17-21
Final Registration	August 24-28
Classes Begin	August 31
Labor Day (college closed)	September 7
Last Day to Apply for Fall Graduation	October 1
Veterans' Day (college closed)	November 11
Thanksgiving (college closed)	November 26-27
Final Exam Week	December 14-18
Christmas (college closed)	Dec. 21 - Jan. 1

### Spring 2010

Regular Registration	November 30 - December 18
Final Registration	January 4-8
Classes Begin	January 11
Martin Luther King Day (college closed)	January 18
Last Day to Apply for Spring Graduation	February 1
Presidents' Day (college closed)	February 15
Spring Break (Admin. offices open)	March 15-19
Final Exam Week	May 3-7
Graduation	May 7

### Summer 2010

Regular Registration (Summer I, II and 10-week)	May 10-28
Memorial Day (college closed)	May 31
Final Registration	June 1-4
Classes Begin (Summer I and 10 Week)	June 7
Last Day to Apply for Summer Graduation	June 10
Independence Day (college closed)	July 5
Final Exams (Summer I)	July 8
Classes Begin (Summer II)	July 12
Final Exams (10 Week)	August 11-12
Final Exams (Summer II)	August 12

## Our Mission and Purpose

### Institutional Mission Statement

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

### Institutional Purpose

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

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

## Strategic Planning

Central Texas College has established a standing Research Committee that has the responsibilities to revise a strategic plan and periodically review the institution's mission and purpose statements. The committee has developed a vision statement and has established broad goals that center on instruction, research, public service and institutional support and ancillary operations. Specific objectives that are measurable have been developed for all institutional goals. The committee has been assigned the responsibility to annually assess the institution's progress on meeting the goals and objectives. Results of the assessment are used to develop strategies to be implemented by the departments and units. During the annual budget process, resources are identified and committed in order to implement the strategies. Copies of the current Strategic Planning 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, 20 degree and 20 certificate programs online and CD-ROM courses available for servicemembers deployed at remote locations, you can choose the option that's right for you. CTC currently offers 100 degree and certificate programs through GoArmyEd to include 20 online associate degree programs and 20 online certificate programs.

## 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  
Microsoft Certified Systems Administrator  
Computer Skills Program  
Academic Learning Centers  
Basic Skills Education Program  
MOS Libraries  
College Preparatory Program  
Troop School—Military Skills Enhancement Program  
Hospitality Programs  
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. In fact, Central Texas College is one of the largest community colleges in the United States when it comes to distance education. Distance education courses are transferable as face-to-face courses because they are taught by the same faculty, use the same textbooks, and require the same standards as face-to-face courses.

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.

## 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/ce](http://www.ctcd.edu/ce) 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.

## Articulation Agreements Leading to Bachelor Degrees

Central Texas College holds articulation agreements with several colleges and universities located within and outside of Texas. These agreements allow the eligible CTC student a seamless transition into a four-year degree program. Many of the articulation agreements are with colleges and universities that offer online bachelor degree programs. Additional information may be found at the Transfer Center on the Central Texas College, Killeen, Texas, website 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 Central Texas College, 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 admission 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 admission to specific programs and courses. Specialized programs have their own admission 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 admission decisions. Students with disabilities should apply for services through the Offices for Disability Support Services located in Building 111 on the Central Campus. 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 admission 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 requirements and related information is included in this section of the Catalog under the heading "Early Admission/Dual Credit, High School Students."

**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 admission 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.
2. 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 prior to the census date of the 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) Certificate with 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.
2. 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 prior to the census date of the 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) Certificate with 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. Complete a new CTC Application for Admission.
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 prior to the census date of the 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 prior to the census date of the 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

A transient student is a student currently enrolled in a degree program at another college or university and wants to take courses to transfer to that institution. A transient student must show evidence of good academic standing at his or her home institution. To apply as a transient student you are required to:

1. Complete a CTC Application for Admission.
2. 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.
3. Submit an appropriate document such as a transcript, grade reports, or letter from the Registrar's office of your home institution showing evidence of good academic standing. Letters of good academic standing and grade reports will not satisfy Texas Success Initiative (TSI) requirements for enrollment purposes. In order to enroll you must prove TSI status or be eligible to receive a one-semester TSI waiver.
4. Consult with the advisor at your home college or university to ensure courses taken at CTC will transfer to your degree program.

Official transcripts from all colleges and universities to include your home institution are required for Veterans Benefits, Financial Aid, or to document earned requirements such as prerequisites. All records will be required if you later elect to seek a certificate, degree, or award of credit with CTC.

## 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 their 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 GoArmyEd program but 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 prior to 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. 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.

## Early Admission/Dual Credit, High School Students

Early Admission is available to selected high school students who are in good academic standing and classified as juniors or seniors. Accepted high school students are limited to two courses (classroom or online) per semester (fall, spring, summer). Refer to the section "Exceptions to Course Limits and Junior/Senior Standing" for exceptions to these requirements. To apply for Early Admission:

1. Complete the Dual Credit/Early Admission Application signed by the high school principal/counselor and parent or legal guardian. The application is required each semester or when enrolling in a course that has not previously been approved by the high school principal/counselor and parent/legal guardian.
2. Complete CTC's Application for Admission. Sign the oath of residency and submit substantiating documents as may be needed. If you are a family member of a nonresident active duty member of the U.S. Armed Forces, refer to the Residency section of this Catalog for more information.
3. Provide an official high school transcript that includes TAKS, ACT, SAT, and/or other applicable assessment scores (unofficial documents are acceptable for initial enrollment but TSI complete and exemption statuses cannot be placed on the student's record until an official high school transcript or test scores are received.)

4. Submit ASSET, ACCUPLACER, COMPASS, or THEA Test Scores if applicable.

**Note** High school students will not be permitted to enroll in courses through WebAdvisor.

### Eligibility Requirements to Enroll in Dual Credit Workforce Education Courses

To be eligible to enroll in dual-credit workforce education courses for college credit, the student must:

1. Have achieved the minimum high school passing standards on the Mathematics section and/or the English/Language Arts section of the 10th or 11th grade TAKS.
2. Enroll in only the workforce education dual-credit courses for which the student demonstrates eligibility.

### Eligibility Requirements to Enroll in Dual Credit/ Concurrent Academic Courses

To be eligible to enroll in academic courses, the high school student must meet one of the three provisions below.

1. Be TSI Exempt from taking a mandatory TSI assessment test, which can be met through acceptable scores on the TAKS, ACT, or SAT test relevant to the courses to be attempted. Minimum scores are:
  - 11th grade exit TAKS: 2200 in Mathematics and/or 2200 in ELA with at least a 3 on the writing essay, or
  - ACT: 23 composite with 19 in English and/or 19 in Mathematics, or
  - SAT: 1070 composite with 500 in Critical Reading and/or 500 in Mathematics.
2. Is TSI Complete based on acceptable scores on the Mathematics, Reading, and/or Writing test on a state-approved TSI test relevant to the courses to be attempted. State-approved TSI assessment instruments and minimum scores are:
  - ACCUPLACER: Reading Comprehension – 78; Elementary Algebra – 63, Sentence Skills – 80; and Written Essay – 6\*
  - ASSET: Reading Skills – 41; Elementary Algebra – 38; Writing Skills (Objective) – 40; and Written Essay – 6\*
  - COMPASS: Reading Skills – 81; Algebra – 39; Writing Skills (Objective) – 59; and Written Essay – 6\*
  - THEA: Reading – 230; Mathematics – 230; Writing – 220 with Written Essay – 6\*

\*Minimum passing standard for the written essay portion of all tests is a score of 6. However, an essay with a score of 5 will meet standard if the student meets the objective writing test standard.

3. In lieu of a student being TSI Exempt or TSI Complete, an eleventh grade high school student is also eligible to enroll in dual credit courses under the following conditions:
  - Achieved a score of 2200 on the Mathematics and/or 2200 on the English/Language Arts with a writing subsection score of at least 3 on the 10th grade TAKS relevant to the courses to be attempted. The student does not need to demonstrate further eligibility to enroll in dual credit courses in the 12th grade; or
  - Achieved a score of 107 on the PSAT/NMSQT with a minimum of 50 on the Critical Reading and/or Mathematics test relevant to the course to be attempted. The student must demonstrate further eligibility in the 12th grade; or
  - Achieved a composite score of 23 on the ACT PLAN with a 19 or higher in Mathematics and/or English. The student must demonstrate further eligibility in the 12th grade.

### Exceptions to Course Limits and Junior/Senior Standing

High school dual credit students are limited to two dual credit classes per semester. Exceptions to this requirement are for students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, ACT or SAT scores, or other assessment instruments). Approval of the student's high school principal/counselor and chief academic officer/campus dean of CTC is also required.

High school dual credit students must have junior year high school standing. Exceptions to this requirement are:

- Students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, PSAT/NMSQT scores, ACT PLAN or other assessment instruments); AND
- Students with less than junior high school standing must also demonstrate college readiness by achieving the minimum passing standards under the provisions of TSI (being TSI Complete in the relevant subject area or be TSI exempt under the provisions of the Texas Success Initiative rules); AND
- Students must receive approval of their high school principal/counselor and chief academic officer/campus dean of CTC.

### High School Students from Private/Non-accredited High Schools or Home Schooled

High school students who attended private or non-accredited high schools or who were home schooled must still meet the same requirements as a student enrolled in a Texas public secondary high school, as outlined in this catalog.

### Enrollment after High School Graduation, Early Admission/Dual Credit Students

High school graduates who were enrolled in dual credit/concurrent courses under the above provisions must be TSI exempt, TSI complete, or enrolled in a TSI waived certificate program in order to enroll in college courses after high school graduation.

#### Workforce Education College Credit Courses

Students who were enrolled in workforce education courses while in high school based on meeting the minimum high school passing standard of the TAKS may continue to enroll in workforce education courses after high school graduation if the courses are included in a certificate program of one year or less (42 semester hours or fewer). Students enrolling in a certificate program of more than 42 semester hours must meet TSI requirements. Refer to the Texas Success Initiative section in this Catalog for more information.

#### Academic College Credit Courses

Students who were enrolled while in high school under one of the provisions in the section "Eligibility Requirements to Enroll in Dual Credit/Concurrent Academic Courses" must meet the applicable requirement below after high school graduation.

1. Students (Provision 1 prior page) who were TSI exempt based on ACT, SAT, or TAKS while in high school and earned college credit are not required to meet any further TSI criteria in the subject area for which they were TSI exempt. However, the student must take the TSI assessment tests for the sections that the student was not TSI exempt.

Example: A student was TSI exempt in Writing and Reading while in high school but was not TSI exempt in Mathematics. The student is required to take the Mathematics section of the ASSET, ACCUPLACER, COMPASS, or THEA. (Note: ACT and SAT scores are valid for 5 years from the date taken and TAKS scores are valid for 3 years from the date taken.)

2. Students (Provision 2 prior page) who were TSI Complete based on their scores on a state-approved TSI test have met the Texas Success Initiative requirements for the relevant section in which they met the minimum passing score.  
Example: A student who was TSI Complete in Mathematics and Reading while in high school but was not TSI Complete in Writing must still meet the TSI requirements in Writing.
3. Students (Provision 3 prior page) who were enrolled while in high school based upon scores on the 10th grade TAKS, PSAT/NMSQT, or ACT PLAN must meet TSI requirements after graduation. A student's official high school transcript will be reviewed to determine if the student is now eligible for an exemption based on 11th grade exit TAKS, SAT, or ACT scores. If the student is not TSI exempt, the student will be required to take the ASSET or other TSI-state approved test prior to enrolling in CTC.

#### Academic Advisement and Admissions:

After high school graduation, all high school graduates entering CTC are required to:

- Meet with a CTC academic advisor and choose a certificate/degree program or educational goal.
- Update their CTC Admissions Application and Core Residency Questionnaire if applicable.
  - If one year has passed since the student last enrolled in a CTC course, a new CTC Admissions Application is required.
  - All students are encouraged to complete a new Core Residency Questionnaire to determine if there are any changes in their residency status. Short-term, stop-out students who are returning after being out for less than 12 months must confirm that their residency and/or the residency of their parent/guardian has not changed.
- Submit an official high school transcript verifying high school graduation.

Students will not be permitted to register electronically until the applicable steps above have been completed.

### 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 on the paper-based test, 190 on the computer-based test, or 68 on the internet-based test 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 [etc.international@ctcd.edu](mailto:etc.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.

## Change of Status Application

Individuals applying for a Change of Status must meet the same deadlines and admission requirements as any other prospective international student. A request for a Change of Status application will be denied when the individual's current status is due to expire within 60 days.

## Responsibility of Prospective and Current International Students

Central Texas College is not responsible for an individual's immigration status. It is the responsibility of the prospective or current student to remain in status with the United States Citizenship and Immigration Services (USCIS).

## 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 [etc.international@ctcd.edu](mailto:etc.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/ DSLA 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.

## Records Required

### Transcripts

Official transcripts from all regionally accredited colleges and universities previously attended are required if the student is seeking a degree or certificate from Central Texas College, using student financial aid or Veterans benefits, requests an official evaluation of prior learning experiences, or to determine Texas Success Initiative status. Transfer students who plan to use financial aid must have transcripts on file prior to determining financial aid eligibility. Official transcripts must be mailed directly to CTC from each college or university. Hand-carried transcripts will only be accepted if received in a sealed envelope marked "official."

### 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.

## Placement Examinations

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

\*\*\* A student who has not taken a TSI state-assessment test and who enrolls in Cosmetology or a Heating and Air Conditioning Level I program is required to take a diagnostic test.

**NOTE** If you need special testing accommodations, contact the office for Disability Support Services in Building 111 of the Central Campus 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. 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. 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 indicates a student scored at least a 3 on the writing subsection. 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. 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 or other core curriculum courses may be exempt. Transfer students must meet with an academic advisor to determine exemption eligibility.
5. AP and IB Scores/Dual Credit Grades. A student who has earned college-level credit for AP scores, IB scores, or dual credit grades based on CTC credit recommendations. A student is eligible for a partial exemption based on the appropriate subject area.
6. Associate or Bachelor's Degree Graduate. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
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.

### 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.

**NOTE** Enrollment based on standard deviation scores applies to students after graduating from high school. Early admission/dual credit students must meet the requirements in the catalog section "Early Admission/Dual Credit High School Students."

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-enrolled 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

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 because their TA monies have been suspended due to their grade point average 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 may be required to submit a new military verification form and present their military I.D. card (valid) if it has been 12 months since last enrolled with CTC.
- Early Admissions/Dual Credit high school students may not register electronically.

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.

## Registration for Skills Center Programs

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 web registration is 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. Web registration is 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.

## Late Registration

Late registration for classroom courses is permitted for a limited time after class begins. Consult local schedules for exact dates. Late registration is not permitted for distance learning courses. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.

## 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. GoArmyEd students drop and add courses through the GoArmyEd portal.

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 Nursing pre-entrance exam 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 Department of 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 course completion (American Health Association BLS - Health Care Provider or American Red Cross CPR for the Professional Rescuer or Military Training Institute: CPR and AED Element.)
- Following acceptance to the program, but prior to registration a student must provide:
  - documentation of the actual results of a negative criminal background check, and
  - the actual negative results of a 5-panel drug screen.
- Liability Insurance which is required for clinical practicum is included in registration fees.

### Policy, Standard and Timing for Drug Screening and Background Checks

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 as required by programs must be conducted and verification of negative results received after acceptance but prior to enrollment in the program to which the student is applying. Associate Degree Nursing and Vocational Nursing Program enrollments are contingent upon declaratory order outcomes should a positive background check or self disclosure of a positive history occur. The programs will honor drug screen and program specific 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.) DPS/FBI background checks completed through L1 Identity Solutions do not need to be repeated.

Following admission to the program, but prior to registration a student must document eligibility by doing the following:  
AD and LVN Nursing Programs:

Submit Texas Board of Nursing documentation of actual results of a negative criminal background check through L1 Identity Solutions screening services, to the CTC Department of Nursing Chair or designee, at the student's own expense.

### EMT/P Programs:

Submit documentation of the actual results of a negative criminal background check as specified per program to the CTC Department of Nursing Chair or designee, at the student's own expense.

### All Programs:

- Submit the actual negative results of a 5 or 7 Panel Drug Screen, at the student's expense, to the CTC Department of Nursing Chair or designee.
- 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 CTC Department of Nursing Chair and/or the clinical facility if criminal activity or substance abuse occurs after the initial criminal background check and drug screen is completed.
  - A "for cause" Drug Screen at the student's own expense.
  - Release of information to clinical facilities.
  - Neither the college nor clinical facilities 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: Texas Administrative Code (TAC): Department of State Health Services, Title 25 Health Services, Rule 97.64 and Rule 97.65 (March 5, 2009). 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. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).
- 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 legal guardian or managing conservator), school nurse or physician validated history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of vaccine record for that disease. 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.

After acceptance into a program, the following must be on record:

- Written documentation of medical release to return to class/clinical after serious illness, injury, surgery, pregnancy, etc.

## Associate Degree Nursing (A.D.N.) Admission Policy

### General Information

The Associate Degree Nursing Program (A.D.N.) requires two calendar years. Upon successful 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 A.D.N. 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 A.D.N. Program in the Fall or Spring Semester. The A.D.N. Program is approved by the Texas Board of Nursing (BON) 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 (Note that BIOL 1406 or the applicable CLEP is a prerequisite to BIOL 2421 or if Microbiology, BIOL 2401, is completed successfully, elective credit may be granted for Chemistry 1406, 1411, or MATH 1414 in place of Biology 1406.)
- All students must be TSI complete per Department of Nursing standards 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 ASSET minimum scores or greater within the last 5 years: Reading 41+, Writing 41+ with 6+ on the essay, and Math 41+ or comparable scores on THEA, ACCUPLACER or COMPASS.
- The nursing pre-entrance exam must be passed within three attempts with passing scores on the same exam. Call Testing Services at (254) 526-1254 for the date, place, cost and time. Contact information: Building 118, Room F15, (254 ) 526-1344.
- An overall 2.5 GPA on a 4.0 scale in nursing degree plan courses whether transferred or taken at CTC.
- A GPA of 2.5 or higher in the lab science courses.

- All transfer courses accepted in the Nursing curriculum must be a “C” or above. Nursing degree plan science courses that are over 5 years old must be repeated.
- Attendance is required at a mandatory Small Group Interview Meeting with the Chair of the Department of Nursing/Nursing Program Coordinator or designee during the semester in which you are completing the last of your prerequisite courses. Your CTC Department of Nursing application, nursing pre-entrance exam scores, TSI exam scores and all transcripts must be received prior to the scheduled mandatory Small Group Interview Meeting.
- Students for each class in 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 (GPA) on all CTC A.D.N. Degree Plan coursework;
  - overall GPA on lab science coursework undertaken on the A.D.N. Degree Plan; and
  - Nursing pre-entrance exam scores.
- After selection for admission, but prior to registration, the following must be on record in the nursing office.
  - See Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations.
  - Proof of physical exam completed within the last three months (90 days) 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 meet those requirements.
  - Proof of current CPR course completion - BLS-Health Care Provider or CPR for the Professional Rescuer, Military Training Institute: CPR and AED Elements before registration. (Bring the original and a photo copy). An online CPR course is not acceptable.
  - Proof of purchase for the required Lab Kit.
- Negative criminal history background check through L1 screening services 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 A.D.N. Program. The L1 digital fingerprinting screen is the only method accepted by the Texas Board of Nursing. The prospective student will receive written instructions with originating number directly from the Department of Nursing. This DPS/FBI criminal background check is completed only once at the expense of the student. Negative results for the 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 affiliated agency 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 BON, may prohibit progression in the program or 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 comprehensive nationally normed exams in order to pass that course.

### 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 course completion - BLS for Health Care Providers, CPR for the Professional Rescuer, or Military Training Institute: CPR and AED Elements.
- Maintain current liability insurance (included in registration fees).
- Provide documentation of medical release to return to class/clinical after serious illness, injury, surgery, 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.
- 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 affiliated clinical agency according to CTC policy and the Nurse Practice Act and the Rules and Regulations Relating to Nursing Education, Licensure, and Practice of the Texas Board of Nursing. 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 credited to the nursing degree plan. If a break greater than one year in the program of study occurred, course work older than two years will not be accepted.
- 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.



- Depending on semester of admission in the CTC A.D.N. program, complete the nursing program within two years of first time enrollment.
- Acknowledge that admission to the A.D.N. program after failure in another college or university nursing program will be allowed provided they are eligible for readmission to the program from which they are transferring. Official letters from the original program are required for validation.
- Recognize that readmission following any CTC A.D.N. course failure will be denied.
- Must complete 25% of the degree plan at CTC to meet residency requirements (a CTC requirement).

## 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 A.D.N. Application form.
- Petition in writing a change in enrollment status to the A.D.N. Admissions and Standards Committee, the semester prior to the change. Changes will be allowed on a space-available basis only.
- Successfully complete all the prerequisite and co-requisite courses in a given semester on the nursing degree plan, in order to progress to the following semester's courses. Clinical courses cannot be taken until prerequisite and co-requisite courses are successfully completed.
- 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

Prospective students who present an active Certified Nurse Aide (CNA) certificate [TAC Title Part I Chapter 94 Rule 94.2(3)] 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 within the last 24 months.

## 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 first time enrollment in nursing courses.
- Students must meet the current admission/progression requirements.
- Students must provide current CPR course completion, physical exam, immunization, and drug screen information.
- Provide documentation of medical release to return to class/clinical after serious illness, injury, surgery, 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 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 course, the student may apply for admission to the first semester of the A.D.N. program. Admission into that semester immediately following failure or withdrawal may not be possible.

## A.D.N. Challenge Policy

The Challenge option is available to transfer students from accredited Diploma, other A.D.N. or BSN programs, if the following requirements are met:

- Admission to Central Texas College.
- Completion of all admission requirements to the CTC A.D.N. 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 as identified in the syllabus of the course to be challenged. The appropriate nationally normed test fees (ERI) will be paid to the Business Office and are nonrefundable and subject to change.
- 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 scheduled and taken in the CTC Testing Office. The examination fee is due to the Testing Office on the date the student tests; fees are subject to change and are nonrefundable. The challenge exam is an instructor-made comprehensive exam up to 100 items, and will include dosage calculations. A non-memory calculator is required. The exam may include a written or technology based requirement. Attain a final score of 80 or higher to receive evaluated credit.

- 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 at Central Texas College 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 to 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 general program admission requirements which include CPR, drug screen, criminal background check, nursing pre-entrance exam, TSI completion and prerequisite course requirements; see the A.D.N. 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 or most recent 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:
  - Graduate from the CTC Vocational Nursing Program.
  - Earned at least a “B” (or 80 percent) overall average in the CTC Vocational Nursing Program.
  - A letter from the Nursing Program Coordinator 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 A.D.N. 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 and course work at CTC that is to be on the credited nursing degree plan, and have a lab science GPA of 2.5.
- Complete the A.D.N. Program within three years of first time enrollment in RNSG 1327.

## EMT-P to A.D.N. Option Program

### Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, applicants must complete all Department of Nursing general program admission requirements which include CPR, drug screen, criminal background check, nursing pre-entrance exam, TSI completion and prerequisite course requirements; see the A.D.N. 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 A.D.N. Option.

- Current EMT-P certification or license from any state or the National Registry of EMT.
- Application to the Department of Nursing EMT-Option Program with copies of transcripts from all colleges 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 or most recent 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 three years of first time enrollment in RNSG 1417.
- Completion of general education prerequisite requirements for the EMT-P to A.D.N. 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 credited courses earned at CTC.
- Have 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, and have a lab science GPA of 2.5.

### Progression Requirements for Transition to Associate Degree Nursing and EMT/P to A.D.N. Option Program

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 required semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR - BLS for Health Care Providers, CPR for the Professional Rescuer or Military Training Institute: CPR and AED Elements.
- Maintain current liability insurance (included in registration fees).
- Provide written documentation of medical release to return to class/clinical after serious illness, injury, surgery, 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.
- Complete all standardized assessment and exit tests with acceptable scores as identified in course syllabi.
- Complete the nursing program within three years of first enrollment in RNSG 1327/1417.

- Perform and behave in the classroom and affiliated clinical agencies according to CTC policy, the Nurse Practice Act, and the Rules and Regulations Relating to Nursing Education, Licensure, and Practice of the Texas Board of Nursing. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

## 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, Drug Screen, Criminal Background check, Nursing pre-entrance 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 has 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 nursing pre-entrance exam with the Nursing Program 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 for a passing grade before processing in the program. 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.
- Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.
- Consideration for course readmission:
  - 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 readmission, the student will follow general 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 achieve an average of 70 percent or higher in each course. Failure to achieve 90 percent on the Drug Calculation test, after three attempts, 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. Online exams provide immediate results and detailed diagnostic reports and provide opportunity for remediation. Proof of satisfactory remediation on each test must be submitted to the course faculty 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 the Rules and Regulations Relating to Vocational Nursing Education, Licensure, and Practice in the State of Texas issued by the Texas Board of Nursing (BON). VN students are responsible for maintaining professional conduct throughout all aspects of this program. The BON 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 evaluated 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 faculty regarding clinical performance.
- Proof of completion of CPR course - Health Care Provider, CPR for the Professional Rescuer or Military Training Institute: CPR and AED.
- 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) at CTC.
- 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, Advanced EMT and Paramedic) Certificate and Associate Degree Programs

### EMT - Basic

#### Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, complete all Department of Nursing general program admission requirements which include: CPR, proof of immunizations, drug screen, criminal background check, 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 Advanced EMT or Paramedic Program should refer to the Paramedic Program requirements.

### Paramedic Program (includes Advanced EMT 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, Drug Screen, Criminal Background check, EMT/P pre-entrance 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 or chest x-ray as physician ordered 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 (Non-credit course)

#### 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 Background Checks and Mandatory Immunizations**.
- Completion of two references from individuals other than family members (forms provided).

The Nurse Aide Registry (NAR) and Employee Misconduct Registry (EMR) must be checked prior to enrolling individuals to ensure that those persons are not listed on the registry as unemployable. Applicants found to be listed on the EMR, or who are listed on the NAR in "revoked" status, or who have a criminal history that would bar employment in a DADS-licensed facility or agency, are prohibited from enrolling in a nurse aid training program. 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.

Upon successful completion of the Nurse Aide program, the graduate is eligible to take the state certification exam and competency/skills portion. Upon passing the state exam, the graduate becomes a certified nurse assistant (CNA).



## Dismissals

A clinical performance grade of “Unsatisfactory” may be given if a student demonstrates unsafe behavior for patient care 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
- Death (in 8 to 24 hours from perfectly well to dead)
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Kidney failure
- Hearing loss, blindness
- Coma

### 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 2009-2010

Effective Date: Spring Semester 2010

Semester Hours	Resident In-District*	Resident Out-of-District*	Nonresident & International*
1	\$48	\$60	\$200
2	\$96	\$120	\$300
3	\$144	\$180	\$450
4	\$192	\$240	\$600
5	\$240	\$300	\$750
6	\$288	\$360	\$900
7	\$336	\$420	\$1050
8	\$384	\$480	\$1200
9	\$432	\$540	\$1350
10	\$480	\$600	\$1500
11	\$528	\$660	\$1650
12	\$576	\$720	\$1800
13	\$624	\$780	\$1950
14	\$672	\$840	\$2100
15	\$720	\$900	\$2250
16	\$768	\$960	\$2400
17	\$816	\$1020	\$2550
18	\$864	\$1080	\$2700

**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.

\* 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 Individualized Instruction, all fees are nonrefundable. Flight fees are refundable based upon actual flight time used.

Return Check Fee.....	\$25
Diploma replacement .....	\$25
Transcript and Records .....	no charge
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 .....	\$20-\$99
Student I.D., Meal Card Replacement, or Bus Pass Replacement (per card).....	\$5
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 .....	\$1,575 - \$5,000
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 .....	\$30 - \$250
All Industrial Technology Programs.....	\$25 - \$160
Health Related Careers .....	\$25 - \$250
Microsoft Certification .....	\$600 - \$1000
Truck Driving .....	\$200 - \$500

### 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-only Exemptions (available to Texas residents only)\***

##### **Covered Charges**

Valedictorians of each accredited Texas High School

Tuition only (two semesters)

Senior citizens (65 or older)

Tuition only, six hours per term

Early High School Graduates

Tuition varies

Texas National Guard

Tuition only (subject to limitations)

Children of Professional Nursing Faculty (CTC only)

Tuition only

Children of Active Duty Military deployed to a combat zone outside the U.S.

Tuition only

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

##### **Covered Charges**

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

Tuition and fees (subject to limitations)

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

Tuition and fees (subject to limitations)

Children of deceased or disabled firefighters and police officers

Tuition and fees (subject to limitations)

Peace officers disabled in the line of duty

Tuition and required fees

Blind or deaf students

Tuition and fees

Persons employed as firefighters (fire science courses only)

Tuition and lab fees

Children of POWs/MIAs

Tuition and fees

Students in Foster Care

Tuition and fees (subject to limitations)

Students graduating in the top 10% of their high school class

Tuition and fees (subject to limitations)

Students on TANF during senior year of high school

Tuition and fees - one year

Certified Educational Aides

Tuition and mandatory fees, except class or lab

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

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

- \* Students must be considered Texas residents as defined in the section "Determining Residence Status" to be eligible for exemptions.

- Students who are children of active duty military deployed to a combat zone outside the U.S. must be considered Texas residents or be eligible to pay in-state rates in order to be eligible for this exemption.
- 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.
- 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	\$1,760
Summer Semester, 11 weeks,	
Double Occupancy	\$1,210

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)	\$525

Current Residents Only - Semester breaks, excluding break	
between Fall and Spring (Board plan not available)	\$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 from Texas-based students for fall and spring classes that are 16 weeks in length.

- One half of tuition and fees must be paid at the time of registration and before the start of the semester. A promissory note must be executed for the balance, with equal payments due before October 5 and November 5 for the fall semester or March 5 and April 5 for the spring semester.
- 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

<b>Room and Board</b>	Nonrefundable.
<b>Campus Apartment Deposit</b>	Refunded after deduction for repairs, cleaning, etc.
<b>Residence Hall Deposit</b>	Nonrefundable.

### 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 day of the term or semester.
  - During the fall or spring semester or comparable 16-week trimester:
    - During the first fifteen days, 70 percent.
    - During the sixteenth through twentieth days, 25 percent.
    - After the twentieth day, none.
  - Six-week summer semester:
    - During the first five days, 70 percent.
    - During the sixth and seventh days, 25 percent.
    - After the seventh 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 day, 100 percent.
  - After the term or semester begins, see table.

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

- Students who attend classes under a contract such as goArmyEd will be refunded in accordance with the terms of the contract.
- 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.
- Central Texas College will allow hours to be dropped and re-added without penalty to the student if the following conditions are met:
  - The transaction must be completed prior to the census date of the dropped hours.
  - The start date of the added hours must be prior to the census date of the dropped hours.
  - The exchange must be an equal one.
  - The exchange must occur simultaneously as a single transaction.

When the charges for hours are dropped without concurrently added hours, they will be refunded in accordance with the refund policy outlined previously. Charges for hours added at a later time will be applied based on the current approved tuition and fee schedule and will not offset charges from 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 one of the following residency requirements before they can be considered residents for tuition purposes.

1. A person who graduated from a public or accredited private high school in Texas or, as an alternative to high school graduation, received the equivalent of a high school diploma in Texas, including the successful completion of a nontraditional secondary education, and maintained a residence continuously in this state for: (1) the 36 months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and (2) the 12 months preceding the census date of the academic semester in which the person enrolls in an institution.
2. A person who established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.
3. A dependent whose parent established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a residence continuously in the state for 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution. (A dependent is a person who is less than 18 years of age and has not been emancipated by marriage or court order; and/or is eligible to be claimed as a dependent of a parent of the person for purposes of determining the parent's income tax liability under the Internal Revenue Code of 1986.)

A person who qualifies for residency under Item 1 above must provide a copy of supporting documentation along with a statement of the dates and length of time he or she has resided in Texas, relevant to establishing resident status, and a statement that his or her presence in this state for that period was for the purpose of establishing and maintaining a domicile in Texas. If the person is not a citizen of the United States or a Permanent Resident, and applies for resident status, the person must also provide CTC with a signed affidavit, stating that he or she will apply to become a Permanent Resident as soon as eligible to apply.

## Non-U. S. Citizens

The following non-U. S. citizens may establish a domicile in Texas for the purposes of Item 2 or 3 under Determining Residence Status in this section.

- A Permanent Resident.
- A person who is eligible for permanent resident status and has filed an I-485 application for permanent residency and has been issued a fee/filing receipt or notice of action by USCIS showing that his or her I-485 has been reviewed and has not been rejected.
- An eligible nonimmigrant who has been issued a type of nonimmigrant visa by the USCIS that allows him or her to establish a domicile in the United States.

## 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). Individuals may be required to provide supporting documentation to support information provided in the CRQ or to support the answers to the CRQ.

An individual who was enrolled during the prior fall or spring semester in a Texas public institution for any part of the previous state fiscal year and who was classified as a resident of the state is considered a Texas resident as of the start of the following fall semester; 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.

## Documents to Support Domicile and Residency

The documents listed below may be used to establish that the person is domiciled in Texas and has maintained a residence in Texas continuously for 12 months prior to the census date.

### Proof of Domicile and Establishment of Residency

The following documentation can be submitted to support the establishment of a domicile and demonstrate the maintenance of a residence for 12 months.

1. An employer's statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months. Other documents that show the person has been engaged in activities intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care or the maintenance of a home) may also be used, as well as documents that show the person is self-employed, employed as a homemaker, or is living off his or her earnings, or through public assistance. Student employment, such as work-study, does not qualify as a basis for establishing a domicile.
2. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months prior to the census date of the term in which the person enrolls.

### Establishing a Domicile

The documentation below, which if accomplished and maintained for the 12 months prior to the census date of the term in which the person enrolls and if accompanied by at least ONE type of document listed under Documenting Residence in Texas, can be submitted to support the establishment of a domicile and demonstrate the maintenance of a residence in Texas for 12 months.

1. Copy of a title to real property in Texas.
2. Copy of marriage certificate attesting to the marriage to a Texas resident for 12 months along with documentation to support that the spouse is a Texas resident.
3. Proof of ownership of a business in Texas with documents that evidence the organization or the business as a partnership or corporation and reflect the ownership interest of the person or dependent's parent.
4. Copies of state or local licenses to conduct a business or practice a profession in this state.

### Documenting Residence in Texas

One or more of the documents listed below may be required to support residence in Texas for 12 months preceding the census date of the term in which the person enrolls. These documents do not show the establishment of a domicile.

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 licensor, 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.

### Temporary Absences from State

Residents who move out of state should be classified as nonresidents upon leaving the state. However, certain temporary absences as listed below can occur without loss of Texas residency. Documentation of the reason for the temporary absence must be submitted by the person or the dependent's parent.

1. A person or the dependent's parent who is temporarily absent from the state for the purpose of service in the armed forces of the United States.
2. A civilian employee or the dependent's parent who is temporarily absent from the state for the purpose of service in the Department of Defense, Public Health Service, or U. S. Department of State.
3. A person or the dependent's parent whose company temporarily assigns him or her to work elsewhere.
4. A person or the dependent's parent who is temporarily absent from the state for educational purposes.

## General Rules and Regulations

### 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.

### 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.

### 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.

### 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. The spouse or dependent children of military Texas residents should submit a completed CTC Active Duty Military ID Card Verification form, 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 initially classified as a nonresident based upon information provided in the Core Residency Questions, may petition for reclassification by providing the CTC Admissions Office located at the Central Campus in Killeen, Texas, with supporting documentation and any additional or changed information, which may affect his or her resident or nonresident tuition classification. If a change is made based on supporting documents and information received prior to the census date of the current term, the change will apply to the current term. Otherwise, any change will apply to the first succeeding term in which the student enrolls.

## Student Responsibilities

Students must prove to the satisfaction of the CTC Admissions Office that they are entitled to be classified as a resident of Texas. The student is responsible for registering under the proper residence classification. Questions concerning a student's right to classification as a resident of Texas should be directed to the CTC Admissions Office located at the Central Campus in Killeen, Texas, prior to enrolling at CTC.

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

### Military Members Assigned to Duty in Texas

Members of the U. S. Armed Forces 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 to duty because their presence is not voluntary but under U. S. military orders.

However, nonresident members of the U. S. Armed Forces, members of Texas units of the Army or Air National Guard; and Army, Air Force, Navy, Marine Corps or Coast Guard Reserves; or Commissioned Officers of the Public Health Services who are assigned to duty in Texas, and their spouse and/or dependent children, are entitled to a waiver that allows payment at the resident tuition rate. To qualify, the student must submit prior to the census date of his or her first term of enrollment, a statement from a designated official in the service certifying that the student, or parent, will be assigned to duty in Texas on or before the census date of the intended term of enrollment. A member of the National Guard or Reserves who will be in Texas only to attend training with Texas units is not eligible for a waiver to pay resident tuition rates.

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.

### Continuous Enrollment

Nonresident active duty military and their spouse and/or dependent children are entitled to continue to pay the resident tuition rate so long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program. The student is not required to enroll in the summer semester to remain continuously enrolled.

### 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.

## 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. Satisfied one of the three requirements for the 12 months prior to the first day of the intended term of enrollment:
  - 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.

## 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, executed a document with the U.S. Armed Forces or Public Health Service that is in effect on the census date of the term and 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, which indicates he or she is a resident of Texas.

## 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). 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.

To establish in-district residency, you may be required to present one or more of the documents listed in the "Documenting Residence in Texas" section of this catalog. The documentation must show an in-district address for six months prior to enrollment. A post office box address is not acceptable for verification of in-district residency.

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

# Student Financial Assistance

## Financial Aid Programs

The Financial Aid Office coordinates and administers the financial aid programs for the College. The Financial Aid Office provides financial assistance to students who have a financial need and who would otherwise be unable to attend Central Texas College. The student and student's family are primarily responsible for the cost of higher education; however, scholarships, grants, loans, work opportunities, and other financial benefits are available to students who qualify for these programs.

Most financial aid is awarded on the basis of need. Financial aid programs require annual applications. The Financial Aid Office will make every effort to assist the student in meeting his or her need using all resources available. Each student has certain rights and responsibilities in the financial aid process. Therefore, it is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds. Failure to comply with regulations may result in loss of funding and/or eligibility.

All applicants for financial aid are required to:

- Apply for admission to the College.
- Be degree or certificate candidates.
- Complete and file a Free Application for Federal Student Aid (FAFSA) with the United States Department of Education each year. Central Texas College must be selected as an institution in order for the financial aid office to receive the student's FAFSA application. Central Texas College's school code is 004003. Students are urged to apply early for optimum financial aid benefits.
- Complete verification is required if the student is selected by the Department of Education for verification.

Texas Campus deadlines to apply for financial aid are:

Fall	June 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 Financial Aid Office. Scholarship deadlines differ. Visit the Financial Aid Office for more information or our website at [www.ctcd.edu](http://www.ctcd.edu).

## 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.

## Eligibility Requirements for Financial Aid

In general, a student is eligible for financial aid if he or she meets the following requirements:

- Is a United States citizen or an eligible non-citizen,
- Has a demonstrated financial need,
- Is making satisfactory academic progress (as defined by the college) in the course of study,
- Is not in default on a Federal Stafford Loan,
- Is enrolled at the college for the purpose of obtaining a degree or certificate,
- Has a high school diploma or G.E.D., or meets special ability-to-benefit requirements;
- Is registered with the selective service if required to do so; and
- Does not owe a refund on a Federal Pell Grant or other Federal financial aid awards.

**NOTE** CTC students must select an eligible program of study prior to the first disbursement of financial aid.

## 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 on a semester basis 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, FN, IP, 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.



Course repeats are counted as attempted hours and either earned or unearned depending upon the grade assigned as noted above.

All college-level course work attempted at the College is considered when determining satisfactory progress regardless of whether the student previously received financial aid.

## Evaluating Satisfactory Academic Progress

The standards against which all students are measured include Qualitative, Quantitative and Maximum Time Frame standards. The academic record for all students is reviewed after the end of the fall and spring semesters. After the evaluation, emails will be sent to the students who are being placed on probation about their academic progress and to students whose aid is being suspended due to failing to meet minimum financial aid satisfactory academic progress standards.

## Grade Point Average/Qualitative Standard

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 returned to satisfactory. 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.

## Quantitative Standard/Maximum Time Frame:

In order to meet the quantitative standard students must complete 75% of all hours attempted regardless of whether financial aid was received for the hours. Withdrawals, incompletes, repeated courses, and failure grades will count as attempted coursework.

A student may apply for, and if eligible, receive financial aid for attempted credit hours that do not exceed 150% of the minimum number of hours required to complete the student's declared program of study. Credit hours transferred to Central Texas College are counted when calculating the 150% maximum. Students who have attempted 150% of the allowed number of credit hours become ineligible to receive additional financial aid disbursements for hours in excess of the 150% maximum regardless of their cumulative GPA, and regardless of whether or not financial aid was received during previous semesters.

Examples:

1. For a student completing an associate's degree program that requires 66 hours, the student must complete the degree within 99 attempted hours. The student will lose eligibility for additional financial aid to complete the program after 99 attempted hours.

2. For a student completing a certificate program that requires 30 hours, the student must complete the certificate within 45 attempted hours. The student will lose eligibility for additional financial aid to complete the program after 45 attempted hours.

Financial aid recipients are expected to complete a program of study in the scheduled amount of time. A student's progress may be evaluated for only one program at a time. A student who is concurrently completing more than one program or major, or who is returning to complete a second degree, may request additional time to complete the program. Students may not be allowed financial aid funding for multiple changes of programs for the purpose of extending financial aid eligibility.

**NOTE** ALL students will be limited to 150 hours attempted maximum time frame which includes transfer hours.

## SAP Treatment of Developmental Course Work

An otherwise eligible student may receive financial aid for a maximum of 27 attempted credit hours in developmental/remedial course work. Once the 27 credit hours maximum is reached, additional developmental credit hours will not be used to calculate the award amount. Developmental hours are not included in the calculation of the overall maximum time frame to complete the students' academic program or in the cumulative GPA calculation. However, developmental attempts are used in the completion rate calculation.

## Evaluation Outcomes

### Financial Aid Automatic Suspension

If during a semester a student completely withdraws, receives grades of all Fs, all Ns or a combination of Ws, Fs and Ns, the student is placed on automatic suspension without being given a warning. To re-establish eligibility, the student must enroll in a successfully earn a minimum of 6 core semester credit hours with a 2.0 GPA. If the student chooses to enroll in more than the 6 core semester hours that are required, the student must complete at least 75% of the semester load with a 2.0 GPA to re-establish eligibility. A student placed on a suspension status will not receive financial aid assistance until this status has been cleared.

### Financial Aid Probation

A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid probation. While on probation, the student will continue to receive financial aid for which he/she has qualified.

### Financial Aid Suspension

If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his/her probationary period, the student will be suspended from receiving financial aid. 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

Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria listed above, both the completion rate (75 percent) and cumulative grade point average (2.0) or has an appeal approved. Financial aid will not be reinstated for violations of Quantitative Standards or Qualitative Standards until the appeal has been approved by the Financial Aid Appeals Committee.

## Appeal Process

Central Texas College recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Any student subject to suspension of financial aid eligibility may appeal to the Financial Aid Office for a review of the decision. The appeal must include an explanation and documentation of the reason(s) why the minimum academic standards required by this policy were not met and that the adversity has been resolved. All appeals must be attached to the Satisfactory Academic Progress Appeals form that can be obtained from the Financial Aid Office or website. The Financial Aid Appeals Committee will review the appeal and the student will be notified by email after the appeal decision has been made. All documents pertinent to the appeals process become part of the student's financial aid record. If the petition is denied, the student has the right to request that the appeal decision be reconsidered by the Financial Aid Director. This appeal must be turned in within 10 days of receiving notification of the decision denying the appeal. The decision of the Director is final.

**NOTE** There is no appeal for failing to complete within the maximum time frame.

As per Federal regulations, a student who is not making Satisfactory Academic Progress can appeal to the Financial Aid Office if the student falls under one or more of the following hardships:

- Death of an immediate family member of the student (parents, siblings, spouse, children).
- An injury or illness of the student or immediate family member (parents, siblings, spouse, children).
- Other unusual circumstances that prevented you, the student, from making satisfactory academic progress. For example, last enrollment was ten years ago or more.

## Break in Enrollment

When a student has a break in enrollment and is readmitted, the SAP status for prior terms will apply. For example, if a student is placed on financial aid suspension at the end of the spring term, does not return in the fall term, and is readmitted the next spring term, the student will continue in a financial aid suspension status for that term.

## Drops and Withdrawals

Students who receive Title IV (PELL/FSEOG/ACG/Loans) 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. Transfer courses are not considered in determining eligibility under the qualitative measure but are considered in the quantitative maximum timeframe measurements.

## Types of Aid Available

Financial Aid is categorized into two types: Gift Aid and Self-Help Aid.

- Gift Aid includes grants and scholarships that do not have to be repaid.
- Self-Help Aid includes student employment and student loans. Student loans must be repaid with few exceptions.

## Federal PELL Grant

The Federal PELL Grant is awarded 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.

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 (FSEOG)

This grant 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 exceptional financial need and the student's satisfactory academic progress.

## Academic Competitive Grant (ACG)

These grants were designed to encourage students to take more challenging courses in high school, making success in college more likely, and pursue college majors in high demand in the global economy. These grants are paid in addition to the Federal PELL Grant amount. Qualifying first-year ACG students can receive \$750 and qualifying second-year students up to \$1,300. Each level of this award can be received only one time. Students and others can go to [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov) for more information about this program.

## TEXAS Grant (Toward Excellence, Access and Success)

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. \*Students must be enrolled at least three-quarter time in a degree program (9 semester hours in a 16-week semester). Funding is limited and grant may not be available. The Financial Aid Office will determine if the TEXAS Grant is part of the aid package that is offered to you. \*\*Go to the College for Texans website for more information.

## Texas Educational Opportunity Grant (TEOG)

TEOG program provides aid to financially needy students enrolled in Texas public two-year colleges. A student must satisfy general eligibility requirements. Academic performance and other requirements must be met for students to receive continuing eligibility. The Financial Aid Office will determine if TEOG is part of the aid package that is offered to you.

## Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP)

LEAP and SLEAP are federal and state funds combine to provide grant assistance for financially needy students who are Texas residents. The Financial Aid Office will determine if LEAP/SLEAP is part of the aid package that is offered to you.

Funding for this program is very limited and is awarded to the earliest applicants who meet eligibility requirements. Funds may not be immediately available at the beginning of the semester due to state funding procedures.

## 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.

## Loans

### Federal Family Education Loan Program (FFELP)

Central Texas College participates in the Federal Stafford Loan Program for Dependent and Independent Undergraduate Students and Federal PLUS Loan Program for parents of Dependent Students.

### Federal Loan Eligibility Requirements

- Student must complete the FAFSA.
- Student must meet academic progress as determined by the Financial Aid Office.
- Student must be enrolled at least half-time (six semester hours per term).
- Student must be a citizen or eligible non-citizen.
- Student must not be in default on any federal loan or owe a refund back to any federal program.
- Student must not have already exceeded aggregate loan limits.

### Federal Stafford Loan Maximums

Classification
Freshman (0 to 29 credit hours)*
Sophomore (30 to 72 credit hours)**
Dependent Undergraduate
\$3,500*
\$4,500**
Independent Undergraduate
\$7,500 – No more than \$3,500 of this amount may be subsidized*
\$8,500 – No more than \$4,500 of this amount may be subsidized**

**NOTE** The amounts shown in the chart above are the maximum amounts that you may borrow as a full-time student (12 hours per semester) for the academic year.

### Subsidized Stafford Loan

- Available to students who demonstrate financial need determined by the FAFSA.
- Lending institutions, such as banks or credit unions provide the funds for this loan.

- The U.S. Department of Education pays the interest on this loan:
  - While you're in school at least half-time.
  - For the first six months after you leave school (referred to as a "grace period").
  - During a period of deferment (an approved postponement of loan payments).

### Unsubsidized Stafford Loan

- Does not require students to demonstrate financial need.
- The U.S. Department of Education does not pay interest on unsubsidized loans.
- To determine the amount of your unsubsidized loan, the school will use this equation:

$$\begin{aligned} & \text{Cost of Attendance} \\ & - \text{Federal Pell Grant (if eligible)} \\ & - \text{Subsidized Stafford Loan amount (if eligible)} \\ & - \text{Any other financial aid you receive} \\ & = \text{Amount of unsubsidized loan (up to the maximum loan amount)} \end{aligned}$$

### Stafford Entrance Loan Counseling

All first-time student loan borrowers at Central Texas College must attend entrance counseling before your loan will be processed. Entrance Counseling is available by going directly to <http://www.mappingyourfuture.org/>. This session provides additional information regarding loan programs such as monthly repayments, deferments, grace period and cancellation.

### Stafford Exit Loan Counseling

Federal regulations require all students who received a Federal Family Education Loan to complete a mandatory exit counseling prior to graduation or after dropping below half-time attendance. Exit counseling is available by going directly to <http://www.mappingyourfuture.org/>. You will need a list of three different references (relatives or friends) that will always be in contact with you. Include their name, address and phone number.

### Repayment

When you borrow a student loan, you sign a legal document called a promissory note, which establishes your obligation to repay that loan, and in certain cases, future loans under that same promissory note. The most important thing you can do during repayment is to stay in close contact with your lender. If you have trouble making your monthly payments and need help, contact your lender to learn more about the many options available to you.

Here is a brief summary of the repayment guidelines established in your promissory note:

- Your payments are expected on a monthly basis.
- Unless your lender agrees otherwise, the minimum monthly payment will be at least \$50.
- Your minimum annual payment will not be less than the amount of interest due and payable.
- The maximum time allowed for repayment is usually 10 years.
- You may prepay on your loan at any time without penalty. This will reduce the total amount of interest you pay on your loan.
- Your lender will give you the opportunity to choose a standard, graduated, income-sensitive, or extended repayment schedule.

## 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, Supplemental Educational Opportunity Grant, ACG and Loans) 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, ACG and Loans)
  - 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 contact 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, Central Campus in Killeen 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, Chapter 33-Post 9/11 Veterans Assistance, 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 Hazlewood Educational Benefits.

## Military Education Benefits

Active duty military personnel may wish to attend Central Texas College under the Military Tuition Assistance Program, which pays 100 percent of tuition and fees with a yearly cap. Information for Military Tuition Assistance is 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 may be awarded 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.

# Student Services

## Guidance and Counseling

The CTC Guidance and Counseling office provides counseling services to assist you with career planning and your educational and personal goals. Services include occupational and labor market information, degree program planning, and general academic advising.

All new students are required to meet with an academic advisor. Students who have not met the state requirements for the Texas Success Initiative should meet with an academic advisor each semester. It is strongly recommended that all students meet with an academic advisor on a regular basis to review one's academic progress and graduation requirements.

## Transfer Counselor

Assistance in planning to transfer to other colleges and universities is also available through the Transfer Center located in the Student Services Building 119. Students who plan to transfer to a four-year college or university can receive assistance about applications, transferring credits, sponsored visits, and transfer scholarships.

## Transcripts

Students may obtain an unofficial CTC transcript from their student account in WebAdvisor. 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.

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 to include former names used at CTC; 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, which supports traditional classroom instruction and distance learning courses. Test Services include:

- **Entrance Examination** - American College Test (ACT). The ACT is not required for admission to CTC. The ACT is administered on national test days each year.
- **Texas Higher Education Assessment (THEA)** - The THEA is an approved state assessment test to determine a student's Texas Success Initiative status. CTC is an official THEA test site and administers the test twice each year.
- **ASSET** - The ASSET is an alternative state assessment test to the THEA for students who plan to attend CTC. The ASSET is offered year round. Active duty Fort Hood soldiers can take the test free of charge at the Fort Hood Education Center.
- **Diagnostic Tests** - Students enrolling in a Vocational Skills Center open-entry self-paced program should contact a Skills Center Counselor to determine if they are required to complete diagnostic testing. Students who do not meet TSI requirements and will be enrolling in the College of Cosmetology or the Heating and Air Conditioning Level I certificates are required to take the diagnostic test. The diagnostic test is given during regular operating hours at the Learning Resource Center in the Skills Center building.
- **Automotive Services Excellence (ASE), The Automatic Transmissions Rebuilders Association Certification (ATRA), and IMAC Automotive Air Conditioning Examinations** - The certification examinations are available for automotive professionals.
- **College Level Examination Program (CLEP) and DANTES Subject Standardized Tests** - The CLEP and DANTES examinations are nationally recognized tests for students desiring to receive credit for knowledge already obtained.
- **General Educational Development (GED) examinations** - CTC is an approved GED site for individuals who have not completed a formal high school education.
- **Institutional Challenge Examinations** - A student may request through the appropriate department chair permission to take challenge examinations for certain courses.
- **Comprehensive English Language Test (CELT)** - A test, which is administered by the English as a Second Language Department, for course placement of non-English or limited-English speakers.

For detailed information visit the CTC testing website at [www.ctcd.edu/testing/testing.htm](http://www.ctcd.edu/testing/testing.htm) and refer to the "College Costs" section of the catalog for fees.

**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

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.

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.

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 Consortium (SOC)

The Central Texas College District is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

Servicemembers Opportunity Colleges Consortium (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DOD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at <http://www.soc.aascu.org>.

### SOC Degree Network System

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate and bachelor's degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCAST). Refer to the SOC Degree Network System -2 and -4 Handbooks to view associate and bachelor's degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC website, <http://www.soc.aascu.org>, on the SOCAD, SOCNAV, SOCMAR, and SOCCAST home pages.

## 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 Center services include:

- Career Information
- Employment Assistance
- Job Search Training
- Educational Planning Computerized search for colleges and universities

For detailed information, visit the CTC Career Center website at <http://ctc.tcbol.com>.

## 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. The student is responsible for remaining 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:

- General Educational Development (GED).
- Mathematics, reading and English preparation for college.
- Mathematics and reading instruction for nursing students.

## Student Support Services Project PASS (Partners in Academic Success Services)

Project PASS provides academic support for Central Texas College students, which includes tutoring and study skills assistance for qualified students. A textbook lending library and childcare assistance are also available based on available funding to qualified students enrolled in a declared technical/vocational program. For detailed information visit the Project PASS website at [www.ctcd.edu/gc/project\\_pass/index.htm](http://www.ctcd.edu/gc/project_pass/index.htm).

## Disability Support Services

The Disability Support Services Program provides individualized assistance to students with documented disabilities. Students with physical, learning, and/or sensory disabilities should apply for services with the Offices for Learning and Physical Disability Support Services located in Building 111 on the Central Campus. Each semester eligible students should meet with their Disability Support Services coordinator to discuss accommodation needs. Sample accommodations include, but are not limited to, sign language interpreters, note takers, specialized vocational/academic counseling and career exploration, and testing with accommodations based on individual diagnostically assessed need. Appropriate documentation of the disability is required to access services and/or receive classroom accommodations. CTC works with the Texas Department of Assistive and Rehabilitative Services and community service organizations to provide support services to students. For more detailed information visit the CTC website at [www.ctcd.edu/gc/sss/index.htm](http://www.ctcd.edu/gc/sss/index.htm).

## Transportation Assistance Program

- Free service to on-campus classes.
- All CTC students are eligible.
- Designated pick-up points throughout the local area.
- Wheelchair accessible.

# 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 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 at 526-1258, 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.

## 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's Digital Signal includes 46.1 our High Definition Channel, 46.2 Standard Definition, and 46.3 the Pentagon Channel, which provides 24 hour programming for America's Armed Forces. 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.

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 business days for 12-week and 16-week courses
- 5 business days for 8-week, or self-paced courses
- 1 business 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 or software.

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 (Building 137, directly behind Student Services Bldg 119). 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 Residence Hall Manager 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 Residence Hall Manager. Documentation of the disability should be made available to the Office of Disability Support Services for verification purposes.

Refer to the section of the Catalog "College Costs" for room and board rates.

## 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 Room 100 of 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 119.

## 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. 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 Texas A&M, Central Texas 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-TAMU-CT ROTC program. For further information contact the Guidance and Counseling Office at Central Texas College 254/526-1226 or the Military Science Department at Texas A&M, Central Texas, 254/526-1676.

# Academic Policies

## Academic Load

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

Each student has the responsibility for attending class and pursuing the objectives of each course that the student is officially enrolled.

## Class Attendance and Course Progress

Regular and punctual class attendance at all scheduled classes is expected. Each faculty member will inform students of the attendance policy and the course objectives at the initial class meeting.

- Students are required to be in class on time. Instructors may choose to lower a student's 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.
- Only instructors can authorize an excused absence. Regardless of the reason for the absence, the student is responsible for completing all coursework covered during any absence.
- Failure to meet the attendance requirements in a course may result in a lower grade or failure in the course.
- An instructor may initiate an administrative withdrawal if a student fails to meet the attendance requirements or is not making satisfactory progress toward the course objectives. The instructor may assign a grade of "FN" or "XN" at the time of the administrative withdrawal.
- Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

## Excessive Absences

Students who have not attended class by the 12th class day of a 16-week course or the 6th class day of an 8-week course (or the census date of other course lengths) will be administratively dropped with a grade of "W" by the instructor. Students may also be administratively withdrawn from any class when their absences exceed a total of four class meetings for a 16-week course or three class meetings for less than 16-week courses and; in the opinion of the instructor, the student cannot satisfactorily complete the 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.

## 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 appropriate Campus Dean. If 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. 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 responsible for the campus. The decision of the Deputy Chancellor will be final.

## Withdrawal From Classes

It is the student's responsibility to officially drop a class if circumstances prevent attendance. An instructor cannot initiate a withdrawal based on the student's request. GoArmyEd students should contact their ACES counselor before withdrawing and withdraw through the GoArmyEd portal. All other students who desire to or must officially withdraw from a course on or after the first scheduled class meeting must file an Application for Withdrawal with the local CTC representative

by the last date to withdraw. Students enrolled in distance learning courses and who do not have access to a local CTC representative should submit a withdrawal form to online.mentors@ctcd.edu or the CTC Records Office in Killeen, Texas.

- 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.
- For non-GoArmyEd active military students, the effective date of withdrawal is the filing date with the Education Center. For all other students, the effective date of withdrawal is the date that the withdrawal application is received by the Central Texas College representative.
- Students who used financial aid, military tuition assistance, VA benefits, or other non-personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Aid or Veterans Services Office before withdrawing. Military tuition assistance students should visit their military Education Center or Navy College Office.
- Students may not withdraw from a class for which the instructor has previously issued a grade of "F," "FI," "FN," "IP," or "XN."

## Instructor Initiated Withdrawals

Faculty are authorized to withdraw students who are not making satisfactory course progress as outlined in the section of the Catalog entitled "Satisfactory Progress Standards."

## Administrative Initiated Withdrawals

A student may be administratively withdrawn by a designated member of the administrative staff of the College under the following conditions:

- The student has been placed on Academic Suspension or Disciplinary Suspension;
- The student has an outstanding financial obligation owed to the college; or
- The student registered for a course without the required prerequisite or departmental permission.

The college is under no obligation to refund tuition and fees, or other costs associated with a student who is administratively withdrawn.

## 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.

## TEC 51.907 Course Withdrawal Limit Policy

Effective with the Fall 2007 term and subsequent terms, undergraduate students who enroll in a Texas public institution of higher education for the first time are not permitted to drop more than six courses throughout their undergraduate career per section 51.907 of the Texas Education Code. Courses a transfer student dropped at another Texas public institution of higher education and CTC courses regardless of location or delivery method are included in the six-limit course drop, to include classroom courses taught at non-Texas locations and/or distance learning courses taken by a student located outside Texas.

### Students Affected

Affected undergraduate students for whom the six-drop course limit applies are:

- First-time students, to include transfer students from a non-Texas public institution who are enrolling for the first time in the Fall 2007 semester or subsequent semesters at a Texas public institution of higher education.
- High school graduates who previously attempted college credits while in high school and enroll after high school graduation in the Fall 2007 semester or subsequent semesters at a Texas public institution of higher education.
- Students who were not officially enrolled at a Texas public institution of higher education prior to the Fall 2007 semester after being granted an Academic Fresh Start.

Students who completed a bachelor's degree at any recognized public or private institution whether or not taking additional undergraduate courses are not considered affected students.

### Dropped Course Definition

A dropped course is a course in which an undergraduate student at an institution of higher education has enrolled for credit, but did not complete under these conditions:

1. The student was able to drop the course without receiving a grade or incurring an academic penalty;
2. The student's transcript indicates or will indicate that the student was enrolled in the course; and
3. The student is not dropping the course in order to withdraw from all courses at the institution.

### CTC Course Drop Definition

For purposes of clarification, a course drop applies to CTC credit courses in which an undergraduate student:

- is officially enrolled in the course on its census date, with the course reflected on the student's transcript, and
- will receive a non-punitive grade of W in the course unless the drop represents complete withdrawal from CTC. CTC courses for which grades of A, B, C, D, F, FN, FI, IP, N, XN, or P are earned and instructor-initiated administrative withdrawals for excessive absences or no activity in a distance learning course are not included in the six-limit course drop.

### CTC Student Withdrawal Definition

A course or courses dropped that constitute withdrawal from all courses at CTC that start during any fall semester (terms 1 and 2), spring semester (terms 3 and 4), or both summer sessions (term 5) do not apply to the six-drop course limit.

## Courses Excluded from the Six-Drop Limit

Drops from the following types of courses are excluded from the six-drop course limit:

1. Courses taken by students while enrolled in high school, e.g. dual credit, concurrent credit, or early admissions.
2. Courses dropped at private or out-of-state colleges or universities.
3. Remedial or developmental courses that are within the 27-hour limit and other courses such as continuing education units that do not apply to a degree.
4. Courses taken as a required co-requisite to another course such as a lecture course with a required laboratory. Only one drop will be counted.
5. Courses which meet the college's definition of a complete student withdrawal.
6. Courses not submitted for funding such as courses taken that exceed the two-repeat course rule or the maximum number of hours to complete a degree; and excessive developmental study courses that exceed the 27 semester hour limit.
7. CTC courses which were dropped for good cause as listed in the Course Drop Exceptions in this section.

## Transfer Credits Attempted at other Texas Public Institutions of Higher Education

Transfer students who attended another Texas public institution of higher education are required to submit official transcripts to determine if any courses attempted at that institution apply to the six-limit course drop. If the transcript does not indicate any drops toward the limit, CTC will set its drop count to zero. Because CTC has an open-admissions policy, transcripts may not be received prior to admissions. When official transcripts are not received, CTC's counter will be set at zero. However, if it is later discovered the zero drop counter is incorrect, CTC's counter will be re-set to the appropriate number of drops. If a CTC course was dropped that exceeded the six-drop course limit, the drop will be removed and the faculty member of the associated course will be contacted to issue the appropriate grade.

## Course Drop Exceptions

Courses dropped for one or more of the "good cause" reasons below are excluded from the six-limit course drop. Students must indicate the reason for the drop on a completed CTC Withdrawal form at the time the withdrawal request is made. If a student does not indicate a reason on the withdrawal form, the course drop will be included in the six-limit course drop unless the drop constitutes a complete withdrawal from CTC. College officials may require documentation.

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course.
2. The student is responsible for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete a course.
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.



4. An active duty service member of the armed forces of the United States, the National Guard, or the Texas National Guard or family member of the active duty service member or another individual who is otherwise considered to have a significant close relationship to the active duty member such that the person's active duty military service is considered to be a showing of good cause.
5. A change in the student's work schedule that is beyond the control of the student and subsequently affects the student's ability to satisfactorily complete the course.
6. Other good causes as determined by CTC such as Peace Corps or church mission service, institutional academic advisement error, or natural disaster that affects the student's ability to satisfactorily complete a course.

**For purposes of this section, definitions are provided below:**

- Family members include spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, stepparent, stepchild, or stepsibling.
- A sufficiently close relationship refers to a relationship with any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the institution on a case-by-case basis.

## Appeal Process

Students who do not agree with the System Registrar's decision must submit their request for an appeal within 30 days of the System Registrar's decision. The student must provide a written request with copies of documentation to the Dean of Student Developmental Services at the Central Campus in Killeen, Texas. If the Dean grants the appeal, the Dean will notify the System Registrar, who will update the student's record. The decision of the Dean is final. Appeals will not be accepted without appropriate documentation to support the request for an exception.

## Transferring from CTC to another Texas Public Institution of Higher Education

Since the six-limit course drop applies to all courses taken at any Texas public institution of higher education by an undergraduate student, students transferring to another Texas public institution of higher education should become familiar with that college's or university's policies and procedures as related to TEC 51.907.

## 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.

## Credit Transfer To Central Texas College

Transfer of credit from regionally accredited colleges and universities may be accepted when the grade earned was "C" or higher, courses are lower division (unless approved SOC transfer guarantees), and the course applies to the student's CTC program of study. Passing grades lower than "C" may be considered for transfer in accordance with departmental requirements and current evaluation procedures. Grades lower than a C grade will not be accepted in transfer toward major degree requirements. Official transcripts from each college or university previously attended are required.

Due to the rapid changes occurring in the vocational/technical fields, courses taken in a major field of study or vocational/technical courses directly related to that major field may not be accepted in transfer if courses were completed over five years before entering the CTC program of study. This also applies to returning students when vocational/technical courses applicable to your CTC program of study were taken at Central Texas College.

## 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.

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.

## 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.

## Grading Policy

### 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, institutional technology failures and mail delays. Notice of absences with institutional 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.

#### “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)

Students are responsible for knowing their grade point average and when their grade point average affects their academic standing. Grades and unofficial transcripts are available online through WebAdvisor.

#### Calculating Grade Point Average

Course	Grade	Grade Points	Credit Hours	Calculation
BUSI 1301	A	4	3	4 x 3 = 12
ENGL 1301	B	3	3	3 x 3 = 9
ITSC 1409	C	2	4	2 x 4 = 8
CJLE 1211	D	1	2	1 x 2 = 2
			12 crs.	31 gp.
				31/12 = 2.583 GPA

Multiply the number of grade points for each grade by the number of credit hours for the course. Add the totals. Divide the total grade points by the number of hours attempted. Grades of IP, W, N, XN, or P and grades in developmental courses are not included in the grade point averaging.

### 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 180 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.

## 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.”

## 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 A, B, C, D, F, FI, FN, XN, N, P, 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 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.

## 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 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 meet with 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” grade 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 will be placed on Academic Dismissal for two long semesters or one long semester (Spring) and the following summer sessions (both). Warning: Students who earn a 2.0 GPA during their re-entry semester but whose cumulative CTC GPA is still below 2.0 will not be able to graduate with a certificate or degree until they raise their overall CTC GPA to at least a 2.0. (Students may contact their campus Student Services representative for information on the college appeals process.)

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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 meet regularly 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 days.

Students on Academic Dismissal may petition for readmission only after they have been out the required dismissal period. Students readmitted must consult with an academic advisor 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 term 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. The same procedures for re-entry apply to repeated periods of Academic Dismissal.

Suspension/probation students who receive financial aid or VA benefits 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.



## 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.

## 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.

## 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.

## 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.

## 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 minimum cumulative GPA of 3.800 may be eligible for membership in the Sigma Iota Chapter of the Phi Theta Kappa, an International Honor Society of Community Colleges. Students enrolled in developmental study courses are not eligible.

## 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 into 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.

## 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.

## Alcohol and Other Drug Abuse

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

Possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any Central Texas College owned facility or at any CTC-sponsored event is prohibited except when specifically designated by the Board of Trustees of Central Texas College. The use, sale or possession of illicit drugs and drug paraphernalia is illegal and is strictly prohibited on campuses.

Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and other drug abuse.

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.

## Academic Fresh Start

Texas residents who apply for admission (or readmission) to a Texas public college or university and enroll as an undergraduate student may be able to begin a new course of study with a clear academic record.

Section 51.931 of the Texas Education Code “Right to an Academic Fresh Start” allows a Texas resident who has credits for college courses taken 10 or more years prior to the planned enrollment date to have those credits ignored for enrollment purposes.

To take advantage of this option, applicants must request it prior to their first enrollment at CTC or prior to readmissions if returning after 10 years. Applicants must submit an Application for Fresh Start to the Office of the Dean of Student Developmental Services at the time of their admissions or readmissions.

Additional information is available in the “Request for Admission under the Right to an Academic Fresh Start” application on the Central Texas College website.

## Student Responsibilities Address Changes

All correspondence from Central Texas College to the student will be mailed or sent electronically to the appropriate address provided on the Application for Admission. Any address changes must be made in writing or emailed to the CTC Admissions Office in Killeen, Texas at [admissions@ctcd.edu](mailto:admissions@ctcd.edu). Students should include their CTC assigned student identification number and date of birth on the request. 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 CTC Registration and Records, Central Campus, Killeen, Texas.

## 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 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 enrollment  
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 Systems Registrar at the Central Campus in Killeen, Texas.

## Graduation Requirements

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of General Studies and certificates of completions. To graduate from Central Texas College, the student must:

- Apply for graduation and pay the appropriate fee by the deadline date.
- Successfully complete all courses required in the program of study.
- Complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirements).
- Earn at least a 2.0 grade point average (GPA) on a 4.0 scale on all CTC coursework. All courses completed at the time the degree or certificate requirements were met are calculated in the CTC GPA, even if the courses were not used to meet specific degree or certificate requirements.
- Earn at least a 2.0 cumulative GPA on a 4.0 scale, which includes transfer credits applied to the degree and CTC coursework.
- Meet state, institutional, licensure and other agency rules as applicable.
- TSI-obligated students seeking an associate degree or a certificate level 2 must be TSI complete or exempt in reading, writing, and mathematics.

## Catalog Program in Effect and Completion

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 program has not been discontinued. Students whose programs of study are discontinued have two years to complete the degree or certificate before the program is officially deactivated.

## Graduation with Honors

Candidates for degrees conferred by Central Texas College may be eligible to graduate with highest honors or honors. Certificates of completion do not qualify for honors. To graduate with honors or highest honors from CTC, the student must:

- Have a 3.5 GPA on a 4.0 scale with no grades below "B" on all coursework taken, which includes all CTC courses and transfer credits. Repeating a CTC credit course in which a "C" or lower grade was earned does not clear a student to graduate with honors.
- Must have a minimum of 30 semester hours of traditional study with Central Texas College. Courses with grades of "P" or developmental coursework are not considered when determining the minimum 30 semester hour residency requirement.

In any graduating class, the student with the highest GPA and who meets all other requirements above will be designated as graduating with highest honors.

## Second Associate Degree

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.

## Applying for Graduation

Students who have reached the final semester of their degree or certificate program should apply for graduation. Degrees and certificates are conferred at the end of each semester. Students should submit a completed Application for Degree/Certificate and the appropriate nonrefundable graduation fee to their local CTC site representative by the dates listed below.

### Semester of Graduation      Deadline

Fall	October 1
Spring	February 1
August	June 10

Graduation applications received after the deadline will be processed the next semester. Final course grades, official high school transcripts or GED scores, and official transcripts from all regionally accredited colleges or universities previously attended must be on file before issuance of the degree or certificate.

Students who do not complete remaining degree or certificate requirements on or about the graduation date will be declared nongraduates and are required to reapply for graduation in a following semester and repay the graduation fee.

## Commencement

Many CTC sites conduct an annual graduation ceremony in conjunction with their local Education Center or Navy College office. Students should contact their local CTC representative for more information.

Central Texas College in Killeen, Texas, holds one consolidated graduation ceremony in May. Students must complete certificate or degree requirements by the end of the spring semester in order to participate in the ceremony. Candidates for graduation who attend CTC at its worldwide locations or complete degree requirements through distance learning may participate in the consolidated graduation ceremony. Caps and gowns are purchased directly through the CTC Bookstore in Killeen, Texas.

## Replacing a Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained through the Student Services Graduation office in Killeen, Texas. An appropriate fee is required to replace a diploma.

## 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 is limited to 12 credit hours of tuition-free education under the conditions described above. The graduate must contact the Dean of Student Developmental Services within 90 days of the graduate's initial employment.

## Excessive Developmental Study Hours

A public community college district may not receive funding for developmental coursework taken by a student in excess of 27 semester credit hours or the equivalent. 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.

## Excessive Undergraduate Hours

In accordance with Texas Education Code 54.068 as amended undergraduate students who enrolled for the first time in fall 1999 through summer 2006 and who have attempted 45 or more 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 enrolled for the first time in fall 2006 or after are subject to a 30 semester hour limitation. This includes attempted hours in which a student was registered as of the official census date, including, but not limited to, courses that have been repeated, failed, and courses from which the student withdrew. Hours not included in the attempted hours include (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 funded according to contact hours; (5) hours earned at a private institution or out-of-state institution; and (6) hours not eligible for formula funding.

# Degrees and Certificates

Central Texas College offers the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of General Studies, and certificates of completions.

The Associate of Arts and the Associate of Science degree programs are designed to allow for the transfer of credits earned at Central Texas College to the bachelor degree requirements at most four-year public colleges and universities. In addition, completion of the 42 semester hours of core curriculum in each degree guarantees transferability of the minimum 42 semester credit hours of state-mandated core curricula toward the general education requirements of a bachelor's degree program at state supported colleges and universities in Texas.

The Associate of Applied Science degrees, offered in technical programs, are designed to prepare students for employment upon graduation. Within many of the associate of applied science degrees, there are certificates of completion that can be completed in less than two years.

The Associate of General Studies degree provides students with a foundation in general education courses, which are appropriate for transfer to a four-year college or university and allows students to structure a program based on their interests and educational goals.

## 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 have awards approved by the Texas Higher Education Coordinating Board that are included in the Texas Tech-Prep statewide initiative:"



Agriculture  
Automotive Mechanic/Repairer  
Business Management  
Computer-Aided Drafting  
Computer Science  
Criminal Justice  
Diesel Engine Mechanic and Repairer  
Early Childhood Professions  
Graphics and Printing Technology  
Hospitality Management  
Maintenance Technology  
Marketing and Sales Management  
Nursing  
Office Technology  
Welding Technology

## 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 Management (Associate of Applied Science Degree), BUBM (major code). The reference facilitates student academic advising. Course descriptions for all courses offered are listed in alpha-numeric order by course prefix. It is the student's 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 the student's 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.

## 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.

## Course Numbering System Guidelines

A common course numbering system is used for credit courses.

- The four-letter prefix (rubric) is used to identify subject areas.
- The four-digit numbers are as follows:
  - First digit - identified the course as lower division
  - Second digit - identifies the credit hour value
  - Third and Fourth digits - represent a unique course identifier

## 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.

## 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	Institutional Certificate of Completion
CC*	Level I Certificate
CC**	Level II Certificate
MSA	Marketable Skills Achievement Award
NC	Non-Credit

Type of Degree	Program of Study	Page
Core Curriculum for Associate of Science (AS) and Associate of Arts (AA)		
		55
Associate Degrees of Science and Arts		
AS	Agriculture Science	58
AA	Art	72
AS	Biology	90
AS	Business Administration	61
AS	Chemistry	90
AA	Commercial Art	72
AA	Drama	72
AS	Engineering	71
AS	Environmental Science	90
AS	Geology	91
AA	Interdisciplinary Studies	77
AA	Journalism/Communications	63
AS	Mathematics	79
AA	Modern Language	63
AA	Music	72
AA	Radio and Television Broadcasting	90
AA	Social Science	91
AA	Teaching	91
AA	Teaching (Early Childhood Specialization)	91

Associate of Applied Science Degrees and Certificates

<b>Applied Technology</b>		
AAS	Applied Technology	57

<b>Agriculture</b>		
AAS	Agriculture Production Specialization	58
AAS	Equine Management Specialization	58
AAS	Horticulture Development Specialization	58
CC*	Agriculture Technology	59

<b>Auto Collision</b>		
CC*	Painting and Refinishing (self-paced, open-entry program)	59

<b>Automotive Mechanic</b>		
AAS	Automotive Mechanic/Technician	59
CC**	Automotive Technician (self-paced, open-entry program)	59
CC*	Automotive System Specialist (self-paced, open-entry program)	60
CC*	Automotive Tune-Up Specialist Certificate (self-paced, open-entry program)	60
MSA	Truck Driving (Non credit)	60

<b>Aviation Science</b>		
AAS	Aviation Science	60
CC*	Aviation Science	61

<b>Business Management</b>		
AAS	Business Management	61
CC*	Business Management	62
CC*	Entrepreneurship	62
AAS	Business Management - Marketing and Sales Management Specialization	62
CC*	Marketing and Sales Management	62
AAS	Business Management - Real Estate Sales Specialization	63
CC*	Real Estate Sales Agent	63

<b>Computer Science</b>		
AAS	Business Programmer Analyst	64
AAS	Information Security Management	
AAS	Information Technology	64
AAS	Network Systems Administrator	65
CC*	Network Specialist	65
CC*	Computer Helpdesk Specialist	65
CC*	Information Security Management Spec.	64
CC*	Microsoft System Administrator	66
CC*	Microsoft System Engineer	66
	Year Two (MCSE)	
CC*	Web Design Basics	65

<b>Cosmetic Services</b>		
CC*	Cosmetology	66

<b>Diesel</b>		
AAS	Diesel Engine Mechanic and Repairer	67
CC**	Diesel Technician (self-paced, open-entry program)	67
CC*	Diesel Engine Specialist (self-paced, open-entry program)	67
CC*	Diesel System Specialist Certificate (self-paced, open-entry program)	67

<b>Drafting and Design</b>		
AAS	Computer-Aided Drafting and Design	68
CC*	Computer-Aided Drafting and Design	68

<b>Early Childhood Professions</b>		
AAS	Early Childhood Professions	68
CC*	Early Childhood Professions	69
CC*	Administrator's Credentials	69
CC*	Special Child Option	69
MSA	Child Development Marketable Skills	69

**Electronics**

AAS	Computer Electronics	70
CC*	Computer Electronics Technology	70
AAS	Network Professional Specialization	70
CC*	Network Professional Specialization	70

**Emergency Medical Technology**

AAS	Emergency Medical Technology	71
CC*	EMT-Paramedic	71

**General Studies**

AGS	General Studies	72
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**Graphics and Printing**

AAS	Graphics and Printing	73
CC*	Graphics and Printing Technology (self-paced, open-entry program)	73
CC*	Graphics and Printing (Texas Department of Criminal Justice only)	73

**Heating and Air Conditioning**

AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	74
CC**	Heating, Air Conditioning & Refrigeration	74
CC*	Residential Heating, Air Conditioning and Refrigeration	74
CC*	Commercial Heating, Air Conditioning and Refrigeration	74

**Hospitality Management**

AAS	Restaurant and Culinary Management	75
AAS	Hotel Management Specialization	75
AAS	Food & Beverage Management	77
CC*	Baking	76
CC*	Culinary Arts	75
CC*	Restaurant Skills	76
CC*	Property Management Advanced	76
CC*	Institutional Food Service Operations	76
CC*	Room Divisions	76
CC*	Restaurant Operations (Texas Department of Criminal Justice only)	76
CC*	Food and Beverage Management	77

**Legal Assistant**

AAS	Paralegal/Legal Assistant	77
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**Maintenance Technology**

AAS	Maintenance Technology	78
CC**	Building Trades (self-paced, open-entry program)	78
CC*	Carpentry Trades (self-paced, open-entry program)	78
CC*	Construction Trades (self-paced, open-entry program)	79
CC*	Residential Construction (Brady Campus only)	79

**Medical Laboratory Technician**

AAS	Medical Laboratory Technician	79
MSA	Phlebotomy (non credit)	80

**Mental Health Services**

AAS	Chemical Dependency Specialization	80
AAS	At Risk Youth Specialization	80
AAS	Social Work Specialization	81
CC*	Chemical Dependency Specialization Advanced Certificate	81
CC*	Criminal Justice Addictions	81
CC*	At Risk Youth Specialization Advanced Certificate	80

**Nursing**

AAS	Nursing Associate Degree	82
AAS	Nursing Option for LVN	82
AAS	Nursing Option - Paramedic to ADN	83
CC**	Vocational Nursing	83
CC	Nurse Aid (non credit)	83

**Office Technology**

AAS	Executive Assistant	84
CC**	Administrative Support	84
CC*	General Office Assistant (Texas Department of Criminal Justice only)	84
CC*	Office Assistant	85
CC*	Health Information Management (self-paced, open-entry program)	86
CC*	Medical Office Specialist (self-paced, open-entry program)	86
CC*	Medical Secretary (self-paced, open-entry program)	86
CC*	Medical Transcription	87
AAS	Office Management	85
CC**	Office Management	85
CC*	Office Management	85
CC*	Office Information Management	86
CC*	Software Applications Specialist	86

**Protective Services**

AAS	Criminal Justice	87
AAS	Criminal Justice - Corrections Specialization	87
AAS	Criminal Justice - Law Enforcement Technology Specialization	88
CC*	Criminal Justice Studies Specialization	88
NC	Basic Peace Officer Training (non credit)	88
CC*	Extended Basic Peace Officer Training	88
	Fire Protection Technology	88

**Public Administration**

AAS	Homeland Security and Emergency Management	89
CC*	Homeland Security and Emergency Management	89

**Radio and Television Broadcasting**

CC*	Radio Broadcasting	90
CC*	Television/Radio Broadcasting	90

**Welding**

AAS	Welding	91
CC**	Welding Technology (self-paced, open-entry program)	92
CC*	Fitter (self-paced, open-entry program)	92
CC*	Welder (self-paced, open-entry program)	92
CC*	Tacker (self-paced, open-entry program)	93

## 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)	ENGL 1301 and 1302. SPCH 1315, 1318, 1321.	6 3
Mathematics (020)	MATH 1316, 1325, 1350, 1351, 1414, 2412, 2413, 2414, 2415.	3
Natural Science (030)	BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2413, 2421, 2428. CHEM 1406, 1407, 1411, 1412, 2423, 2425. GEOL 1403, 1404, 1405. PHYS 1401, 1402, 1403, 1404, 1415, 2425, 2426. ENVR 1401. AGRI 1407, 1415, 1419.	8
Humanities (visual/performing arts) (050)	ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2326, 2341, 2342, 2346, 2347, 2356, 2357, 2366. DRAM 1310, 1320, 1321, 1330, 1351, 1352, 2336, 2366. MUSI 1162, 1181, 1183, 1188, 1192, 1216, 1217, 1301, 1304, 1306, 1307, 1311, 1312, 2311, 2312.	3
(literature, philosophy, and cultural studies) (040)	ANTH 2301, 2302, 2346, 2351. ENGL 2322, 2323, 2327, 2328, 2332, 2333. SPCH 2341. HUMA 1315. PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307.	3
Social/Behavioral Sciences U.S. History (060) Political Science (070)	HIST 1301, 1302. GOVT 2301, 2302.	12
(other social/behavioral science) (080)	HIST 2301, 2311, 2312, 2381. GOVT 2304. PSYC 2301, 2308, 2314, 2315, 2316. SOCI 1301, 1306, 2301, 2319. ECON 2301, 2302. GEOG 1300, 1301, 1302, 1303. AGRI 2317.	3
Health, Wellness, Kinesiology (090)	KINE (Physical Activity Courses)	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.  * required for Business Administration AS degree	
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 Minimum 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.

### NOTE

Check with the appropriate Department Chair for specific degree requirements.



## The requirements for a CTC Associate of Arts degree are:

Complete Core .....	SH 42
Health/Wellness/Kinesiology selection (KINE Activity Courses).....	3
Computer Technology selection .....	3
Foreign Language selection (FREN, GERM, SPAN, JAPN) .....	8
Specialization selection - University Parallel, Texas Common Course (TCCN) .....	4
<b>Minimum of 60 Semester Credit Hours</b>	

## The requirements for a CTC Associate of Science degree are:

Complete Core .....	42
Health/Wellness/Kinesiology selection (KINE Activity Courses).....	3
Computer Technology selection .....	3
Mathematics selection (MATH).....	3
Natural Science selection (BIOL, CHEM, PHYS, GEOL) ...	4
Specialization selection - University Parallel, Texas Common Course (TCCN) .....	5
<b>Minimum of 60 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. The minimum required hours for an Associate of General Studies Degree is 60 semester hours. Students must complete the specific degree requirements as shown in the program of study which includes:

- 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 (KINE) 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 degree consists of a minimum of 60 semester hours. Students must complete the specific degree requirements as shown in the program of study which includes:

- 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 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 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.

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## Associate of Applied Science Degree in Applied Technology

The associate of applied science degree of applied technology 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 areas: Humanities/Fine Arts; Social/Behavioral Science; and Natural Science/Mathematics.

To receive an Associate of Applied Science Degree of Applied Technology students must complete a minimum of 60 semester hours. Students must complete the specific degree requirements as shown in the program of study which includes:

- ENGL 1301 and three semester hours of speech selection.
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH 1414, MATH 1324, MATH 1332, MATH 1342, or higher.
- Three semester hours of social or behavioral science.
- Three semester hours of computer instruction.
- Two semester hours of physical education (KINE) from activity courses.
- 44-47 semester hours of major area courses related to a specific MOS, Rating, or Job Specialty Code.
- A minimum of 25 percent of semester credit hours earned within Central Texas College.
- Satisfy:
  - A minimum overall grade point average 2.0 ("C" average).
  - A minimum "C" on each course in the major area specialization.
  - A minimum grade point average of 2.0 ("C" average) 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.

# Agriculture

The Central Texas College Department of Agriculture offers an Associate of Applied Science (AAS) Degree in the specialized areas of Equine Management, Horticultural Development, and Agricultural Production. A Certificate of Completion in Agriculture Technology is also available. These awards are designed to provide an entry-level, industry-validated "hands-on" approach to learning.

For students wishing to pursue a Baccalaureate degree the Associate of Science degree in Agriculture Science is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas.

## Agriculture Science (AGRI) 010000

### Associate of Science Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology.....	3
Mathematics Selection (MATH).....	3
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4
Agriculture Science Specialization .....	11
<b>Total Hours .....</b>	<b>66</b>

AGRI 1131 The Agriculture Industry, AGRI 1407 Agronomy, AGRI 1309 Computers in Agriculture. AGRI 1419 Introductory Animal Science, AGRI 2317 Introduction to Agriculture Economics.

## Agriculture Production (AGPD)

010104

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
AGRI	1131	The Agriculture Industry	1
AGRI	1419	Introductory Animal Science	4
ENGL	1301	Composition I	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	4

##### Second Semester

AGAH	1347	Animal Reproduction	3
AGEQ	1301	Equine Behavior and Training I	3
AGRI	2330	Wildlife Conservation & Management	3
AGCR	1307	Range Management	3
SPCH		SPCH 1315 or 1321	3
<b>Total Hours</b>			<b>64</b>

## Equine Management (AGEQ)

010104

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
AGRI	1131	The Agriculture Industry	1
AGRI	1419	Introductory Animal Science	4
ENGL	1301	Composition I	3
AGRI	2317	Introduction to Agriculture Economics	3
AGEQ	1319	Horsemanship I	3
KINE		Physical Activity Course	1

#### 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	4

##### Second Semester

AGEQ	2301	Equine Behavior and Training II	3
AGEQ	2311	Equine Science II	3
SPCH		SPCH 1315 or 1321	3
AGCR	1307	Range Management	3
AGRI	2330	Wildlife Conservation Management	3
<b>Total Hours</b>			<b>64</b>

## Horticultural Development (AGHD)

010104

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
AGRI	1131	The Agriculture Industry	1
AGRI	1419	Introductory Animal Science	4
ENGL	1301	Composition I	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	1319	Landscape Construction	3
BIOL	1411	General Botany	4
AGMG	2486	Internship	4

##### Second Semester

AGRI	2301	Agriculture Power Units	3
HALT	2308	Greenhouse Management	3
SPCH		SPCH 1315 or 1321	3
ELCT		Social/Behavioral Science Selection	3
AGCR	1319	Soil Science	3
<b>Total Hours</b>			<b>64</b>

## Production Specialization (AGPD) 010104 Certificate of Completion

First Semester			Credit
AGRI	1131	The Agriculture Industry	1
AGRI	1419	Introductory Animal Science	4
AGAH	1343	Animal Health	3
AGEQ	1311	Equine Science I	3
Second Semester			
AGAH	2313	Principles of Feed and Feeding	3
AGAH	1353	Beef Cattle Production	3
AGAH	1347	Animal Reproduction	3
AGCR	1307	Range Management	3
<b>Total Hours</b>			<b>23</b>

## Horticultural Specialization (AGHD) 010104 Certificate of Completion

First Semester			Credit
AGRI	1131	The Agriculture Industry	1
AGRI	1407	Agronomy	4
HALT	1322	Landscape Design	3
AGRI	1415	Horticulture	4
Second Semester			
HALT	1319	Landscape Construction	3
HALT	1392	Special Topics in Horticulture Science	3
HALT	2308	Greenhouse Management	3
AGCR	1319	Soil Science	3
<b>Total Hours</b>			<b>24</b>

# Auto Collision

*This program is designed for the student interested in a career in Automotive Collision Repair. It provides entry-level, industry-validated, hands-on learning covering the entire spectrum of auto body collision repair using the latest technologies. Instruction is to I-CAR requirements.*

## Painting and Refinishing (ACPR) 470603 Certificate of Completion

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	2447	Advanced Auto Body Welding	4
ABDR	1441	Structural Analysis and Damage Repair I	4
Second Semester			
ABDR	1431	Basic Refinishing	4
ABDR	2449	Advanced Refinishing	4
ABDR	1449	Automotive Plastic and Sheet Molded Compound Repair	
or			
ABDR	2488	Internship	4
<b>Total Hours</b>			<b>28</b>

# Automotive Mechanic

*This program is designed for the student who wishes to enter the Automotive Repair career field. It provides entry-level, industry-validated, hands-on learning covering the entire spectrum of Automotive Service and Repair using the latest technologies in automotive systems, tools, and equipment. Instruction is to ASE requirements.*

*The certificates of completion within this program may be completed through the Vocational Skills Center. The Vocational Skills Center offers students instruction through a self-paced, open-entry delivery format. This instructional clock hour format provides flexibility to accommodate the special needs of the student.*

## Automotive Mechanic/Technician (AUMT) 470604 Associate of Applied Science Degree

First Year			
First Semester			Credit
AUMT	1405	Intro. 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	1301	Composition I	3

Second Year			
First Semester			
SPCH		SPCH 1315 or 1321	3
AUMT	1416	Automotive Suspension and Steering Systems	4
ELCT		Computer Technology Skills	3
AUMT	2417	Automotive Engine Performance Analysis I	4
GOVT		GOVT 2301 or 2302	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	
or			
AUMT	2488	Internship	4
<b>Total Hours</b>			<b>72</b>



## Automotive Technician (AUTT)

**470604**

### Certificate of Completion

#### First Year

First Semester		Cr/Clock
AUMT 1405	Intro. 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 2417	Automotive Engine Performance and Analysis I	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	4/144
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	4/304

**Total Hours** 55  
**Total Clock Hours** 1728/1936

## Automotive System Specialist (AUSS)

**470604**

### Certificate of Completion

		Cr/Clock
AUMT 1405	Intro. 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	4/128
or		
AUMT 2488	Internship	4/304
<b>Total Hours</b>		<b>39</b>
<b>Total Clock Hours</b>		<b>1184/1344</b>

## Automotive Tune-Up Specialist (AUTS)

**470604**

### Certificate of Completion

		Cr/Clock
AUMT 1405	Intro. 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 2417	Automotive Engine Performance and Analysis I	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	4/304
<b>Total Hours</b>		<b>31</b>
<b>Total Clock Hours</b>		<b>928/1136</b>

## Truck Driving (CVMS) 490205

### Noncredit Marketable Skills Achievement

		CEU	Contact Hours
CVOP 2033	Advanced Driving Skills I	8	80
CVOP 2037	Advanced Driving Skills II	7	70
<b>Total Hours</b>		<b>15</b>	<b>150</b>

# Aviation Science

The Central Texas College Aviation Science Department offers a two year program leading to an Associate of Applied Science degree and the Commercial Pilot Certificate with an Instrument Airplane rating. The curriculum includes 14 core aviation classes which are transferable to upper level institutions that offer Baccalaureate degrees in aviation. The Central Texas College Flight Training is conducted under Federal Aviation Association (FAA) regulations for FAR 141 Approved Schools. The local area offers an excellent training environment, which allows for efficient use of flight time. Central Texas College also offers advanced flight training for Flight Instructors and for Multi-Engine ratings. Extra curriculum activities include Alpha ETA Rho, the National Intercollegiate Aviation Fraternity and the Central Texas College Precision Flight Team which competes in the National Intercollegiate Flying Association (NIFA) competitions. Central Texas College is a member of the University Aviation Association.

## 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
KINE		Physical Activity Course	1

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

AIRP	2239	Commercial Flight	2
AIRP	2337	Commercial Ground School	3
AIRP	1343	Aerodynamics	3
ELCT		Computer Technology Skills	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 Certificate (AVSC)****490102****Certificate of Completion****First Semester**

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
<b>Total Hours</b>			<b>38</b>

# Business

*The Business Administration and Legal Assistant/Paralegal Department at Central Texas College offers 21 degrees and certificates through three divisions. Degree attainment in the career fields of business management, the hospitality industry, the legal assistant profession, homeland security, and real estate are available.*

*The Associate of Science degree in Business Administration is designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas.*

*The Associate of Applied Science and the certificate awards are designed to provide an entry-level, industry-validated "hands-on" approach to learning.*

**Business Administration (BUB8)****520101****Associate of Science Degree****First Year****First Semester**

BUSI	1301	Business Principles	3
SCIE		Natural Science (see BIOL, CHEM, GEOL, and PHYS)*	4
HIST	1301	U.S. History I*	3
ENGL	1301	Composition I*	3
MATH	1414	College Algebra*	4
KINE		Physical Activity Course*	1

**Second Semester**

SCIE		Natural Science (see BIOL, CHEM, GEOL, and PHYS)*	4
HIST	1302	U.S. History II*	3
ENGL	1302	Composition II*	3
ELCT		ARTS/DRAM/MUSI/HUMA*	3
KINE		Physical Activity Course*	1

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

ECON	2301	Macroeconomics**	3
ACCT	2301	Principles of Accounting I	3
ENGL		English Literature Selection*	3
GOVT	2301	American Government I*	3

**Second Semester**

ACCT	2302	Principles of Accounting II	3
BCIS	1405	Business Computer Applications	3
GOVT	2302	American Government II*	3
ECON	2302	Microeconomics	3
SPCH		SPCH 1315 or 1321 (preferred)*	

**Total Hours** **60**

\* Core Courses

\*\* For students transferring to Universities within the state of Texas the following Core Courses are highly recommended when completing the Core Curriculum:

MATH 1414, ECON 2301

**Business Management (BUBM)****520201****Associate of Applied Science Degree****First Year****First Semester**

HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
ITSC	1409	Integrated Software Applications I	
or			
BCIS	1405	Business Computer Applications	4
BUSI	1301	Business Principles	3
SPCH		SPCH 1315 or 1321	3
KINE		Physical Activity Course	1

**Second Semester**

BMGT	1325	Office Management	3
BMGT	1327	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
KINE		Physical Activity Course	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	
or			
BUSI	2301	Business Law	3
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

**Total Hours** **69-72**

## Business Management (BUBM) 520201

**Certificate of Completion****First Semester** **Credit**

BUSI	1301	Business Principles	3
BMGT	1327	Principles of Management	3
HRPO	1311	Human Relations	3
ITSC	1409	Integrated Software Applications I	
or			
BCIS	1405	Business Computer Applications	4
MRKG	1311	Principles of Marketing	3

**Second Semester**

HRPO	2301	Human Resource Management	3
BMGT	1301	Supervision	3
BUSG	2305	Business Law/Contracts	
or			
BUSI	2301	Business Law	3
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 Semester** **Credit**

BUSG	2309	Small Business Management	3
POFT	1325	Business Math and Machine Applications	3
ITSC	1409	Integrated Software Applications	
or			
BCIS	1405	Business Computer Applications	4
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	
or			
BUSI	2301	Business Law	3
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	
or			
BCIS	1405	Business Computer Applications	4
SPCH		SPCH 1315 or 1321	3
KINE		Physical Activity Course	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
KINE		Physical Activity Course	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	
or			
BUSI	2301	Business Law	3
MRKG	2333	Principles of Selling	
or			
BUSI	1311	Salesmanship	3
ELCT		Elective	3
ELCT		BMGT/BUSI/BUSG/RELE	3
ELCT		BMGT 2371, BMGT 2489, or RELE 2489	3-4

**Total Hours** **69-72**

## Business Management Marketing and Sales Management (BUMSM)

**520201****Certificate of Completion****First Semester** **Credit**

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

**Second Semester**

MRKG	1311	Principles of Marketing	3
MRKG	2333	Principles of Selling	
or			
BUSI	1311	Salesmanship	3
ELCT		BUSI/BMGT/BUSG/RELE/MRKG	3
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4

**Total Hours** **25-26**

## Business Management Real Estate Specialization (BURS)

**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	
or			
BCIS	1405	Business Computer Applications	4
SPCH		SPCH 1315 or 1321	3
KINE		Physical Activity Course	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
KINE		Physical Activity Course	1

### Second Year

#### First Semester

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	
or			
BUSI	2301	Business Law	3
MRKG	2333	Principles of Selling	
or			
BUSI	1311	Salesmanship	3
ELCT		Elective	3
RELE	1315	Property Management	3
RELE	2489	Internship	4
<b>Total Hours</b>			<b>71-72</b>

## 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	4
<b>Total Hours</b>			<b>20</b>

\* 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.

# Communications

The Communications Department at Central Texas College provides students with an academic foundation in English, speech, foreign language, and journalism to help them be successful in their chosen career field. The department offers Associates of Arts degrees in journalism and modern languages, both of which are designed for maximum transfer of lower-level course work to upper-level education institutions.

The Communications Department also offers many opportunities for students to become involved in activities that can enhance their educational experience. The Spanish Club offers students the opportunity to make new friends and practice their Spanish-speaking skills. Journalism students publish a monthly student newspaper: *Byways*, CTC's annual journal of arts and letters, publishes original art and writing by CTC students. The CTC Speech Team offers interested students an outstanding opportunity to improve speaking skills through competitions with two- and four-year schools around the state. The department also sponsors a local chapter of the Sigma Kappa Delta National English Honor Society.

Additionally, the Communications Department provides foundation skills for students interested in pursuing a degree in radio and television broadcasting. (See degree plans under Radio and Television Broadcasting.)

## Journalism/Communications (COMM) 090401

### Associate of Arts Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Foreign Language (FREN, GERM, SPAN, JAPN) .....	8
Journalism/Communications Specialization.....	10
<b>Total Hours .....</b>	<b>66</b>

COMM 1307 Introduction to Mass Communication, COMM 2311 News Gathering and Writing I, COMM 2315 News Gathering and Writing II, COMM 2389 Academic Cooperative.

## Modern Language (FLAN) 160101

### Associate of Arts Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Foreign Language (FREN, GERM, SPAN, JAPN) .....	8
Modern Language Specialization .....	10
<b>Total Hours .....</b>	<b>66</b>

LANG 1411 Beginning Foreign Language I, LANG 1412 Beginning Foreign Language II, LANG 2311 Intermediate Foreign Language, LANG 2312 Intermediate Foreign Language.



# Computer Science

The selection of an appropriate degree plan is a critical step for an entering computer science student. Each degree and certificate leads to a specific career in the field of computer science. To make an informed career decision, students should gather information from many different sources.

## Business Programmer Analyst (CSBP) 111002

### Associate of Applied Science Degree

Programmer Analysts are computer professionals who determine system requirements and write computer programs to satisfy those requirements. Assignments consist of on-the-job application programs for the student to analyze, code, and run in the lab. Courses in C, C++, Visual Basic, JAVA, Web Authoring, and Systems Analysis provide the skills required in today's job market.

#### 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
KINE		Physical Activity Course	1

#### Second Year

First Semester			
ITSY	2400	Operating Systems Security	4
ITSE	1407	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 1321	3
ELCT		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>72</b>

## Information Security Management (CSSM)

111003

### Associate of Applied Science Degree

The security manager determines policies and procedures to safeguard data on computers and networks, and monitors compliance. As ever increasing amounts of personal, business, and national security information is stored on computers, special attention must be paid to its security. Information must be protected as a business asset, to assure privacy, and to further national security.

#### First Year

First Semester			Credit
COSC	1300	Introduction to Computing	3
ITSC	1409	Integrated Software Applications I	4
ITSY	1400	Fundamentals of Information Security	4
ENGL	1301	Composition I	3
KINE		Physical Activity Course	1

#### Second Semester

ITSY	2401	Firewalls and Network Security	4
ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1437	Introduction to the Internet	4
ITNW	1425	Fundamentals of Networking Technologies	4

#### Second Year

First Semester			
ITSY	2459	Security Assessment & Auditing	4
ITSY	2400	Operating System Security	4
ELCT		Humanities/Fine Arts	3
ELCT		Social/Behavioral Science Selection	3
SPCH		SPCH 1315 or 1321	3

#### Second Semester

ITSC	2439	Personal Computer Help Desk	4
MATH		MATH 1332, 1342 or higher level	3
ITSC	1415	Project Management Software	4
ITSY	2441	Security Management Practices	4
<b>Total Hours</b>			<b>63</b>

## Information Security Management Specialist (CSSM)

111003

### Certificate of Completion

First Semester			Credit
COSC	1300	Introduction to Computing	3
ITSC	1409	Integrated Software Applications I	4
ITSY	1400	Fundamentals of Information Security	4
ITSY	2401	Firewalls and Network Security	4

#### Second Semester

ITSC	1405	Introduction to PC Operating Systems	4
ITSC	2439	Personal Computer Help Desk	4
ITSY	2441	Security Management Practices	4
ITSC	1415	Project Management Software	4
<b>Total Hours</b>			<b>31</b>

## Information Technology (CSIT)

**111002**

### Associate of Applied Science Degree

*The primary job function of the Information Management professional is to assist others with using computer technology in the performance of their jobs. This requires a general knowledge of PC hardware and software, to include operating systems and applications such as word processors and spreadsheets, and the internet. This degree offers a clear path to understanding computers and today's technology.*

#### First Year

First Semester			Credit
COSC	1300	Introduction to Computing	3
or			
ITSC	1409	Integrated Software Applications I	4
ITNW	1437	Introduction to the Internet	4
IMED	1416	Web Design I	4
ELCT		Social/Behavioral Science Selection	3
KINE		Physical Activity Course	1

#### Second Semester

ITSC	1405	Introduction to PC Operating Systems	4
ITSW	1401	Introduction to Word Processing	4
ITSW	1404	Introduction to Spreadsheets	4
ITSW	1407	Introduction to Database	4
ENGL	1301	Composition I	3

#### Second Year

##### First Semester

ITSE	1431	Introduction to Visual Basic	4
ITNW	1425	Fundamentals of Networking Technologies	4
IMED	2409	Internet Commerce	4
ITSC	2439	Personal Computer Help Desk Support	4
ELCT		Humanities/Fine Arts Selection	3

##### Second Semester

ITSC	1415	Project Management Software	4
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 1321	3
<b>Total Hours</b>			<b>71-72</b>

## Network Systems Administrator (CSNS)

**111002**

### Associate of Applied Science Degree

*A Network Systems Administrator plans, installs, and maintains multi-user networks. Job duties include: networking systems with different types of hardware and operating systems, ensuring system security and integrity, troubleshooting and repairing network problems, training network users, and writing technical documentation.*

#### 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
KINE		Physical Activity Course	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 Support	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 & Support	4
or			
ITSE	2413	Web Authoring	4
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>

## 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 Design I	4
ITNW	1425	Fundamentals of Networking Technologies	4
ITSY	2400	Operating Systems Security	4
<b>Total Hours</b>			<b>32</b>

## Computer Helpdesk Specialist (CSI9)

**110301**

### Certificate of Completion

First Semester			Credit
ITNW	1437	Introduction to the Internet	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 Design I	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	2439	Personal Computer Help Desk Support	4
<b>Total Hours</b>			<b>32</b>

## Web Design Basics (CSWB)

**111004**

### Certificate of Completion

First Semester			Credit
ITSC	1409	Integrated Software Applications I	4
ITNW	1437	Introduction to the Internet	4
IMED	1416	Web Design I	4
ITSC	1405	Introduction to PC Operating Systems	4
Second Semester			
IMED	2409	Internet Commerce	4
ITSE	1450	System Analysis & Design	4
ITSE	2413	Web Authoring	4
ITSY	2400	Operating System Security	4
Total Hours:			32

## Microsoft (Network) System Administrator (MCS9) 111002

### Certificate of Completion

Successful completion of all the courses listed below coupled with the successful completion of their related MS exam, will qualify the student to receive the Microsoft Systems Administrator Certification (MCSA.)

		Credit
ITNW	1458 Network + <i>This course presents the material needed to sit for the CompTIA network+ exam.</i>	4
ITNW	1408 Implementing and Supporting Client Operating Systems <i>This course presents the material needed to sit for the MS 70-270 exam.</i>	4
ITNW	1454 Implementing and supporting Servers4 <i>This course presents the material needed to sit for the MS 70-290 exam.</i>	4
ITNW	2456 Designing a Network Directory Infrastructure <i>This course presents the material needed to sit for the MS 70-291 exam.</i>	4
ITSY	1442 Information Technology Security <i>This course presents the material needed to sit For the CompTIA Security+ exam.</i>	4
Total Hours		20

# Cosmetic Services

This program is for the student who wishes to pursue a career in Cosmetology. It provides entry-level, industry-validated, hands-on instruction that prepares students to take the Texas State Board of Cosmetology exam.

## 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 the State Licensing Examination	4

**Total Hours 42**

# Diesel

This program is designed for students who wish to pursue a career in the Diesel Repair field. Students are taught using a "systems" approach (engines, power trains, hydraulics, etc.) which allows them to enter any one of the many separate fields of Diesel Repair (trucks/transportation construction equipment, agriculture, etc.). The program provides entry-level, industry-validated, hands-on instruction in Diesel Service and Repair using the latest technologies in Diesel systems, tools, and equipment.

The certificates of completion within this program may be completed through the Vocational Skills Center. The Vocational Skills Center offers students instruction through a self-paced, open-entry delivery format. This instructional clock hour format provides flexibility to accommodate the special needs of the student.

## 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	1301	Composition I	3
ELCT		Computer Technology Skills	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		SPCH 1315 or 1321	3

### Third Semester

DEMR	1416	Basic Hydraulics	4
DEMR	1410	Diesel Engine Testing and Repair I	4
DEMR	2412	Diesel Engine Testing and Repair II	4
ELCT		Humanities/Fine Arts Selection	3
ELCT		Elective	3

### Fourth Semester

GOVT		GOVT 2301 or 2302	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	4
Total Hours			72

## Diesel Technician (DETE)

**470605**

### Certificate of Completion

			Cr/Clock
DEMR	1401	Shop Safety and Procedures	4/96
DEMR	1406	Diesel Engine I	4/96
DEMR	1405	Basic Electrical Systems	4/144
DEMR	1410	Diesel Engine Testing and Repair I	4/128
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4/144
DEMR	2412	Diesel Engine Testing and Repair II	4/144
DEMR	1416	Basic Hydraulics	4/144
DEMR	1421	Power Train I	4/144
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	4/304
<b>Total Hours</b>			<b>55</b>
<b>Total Clock Hours</b>			<b>1776/1936</b>

## Diesel System Specialist (DESS)

**470605**

### Certificate of Completion

			Cr/Clock
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	4/144
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	4/304
<b>Total Hours</b>			<b>35</b>
<b>Total Clock Hours</b>			<b>1120/1280</b>

## Diesel Engine Specialist (DESP)

**470605**

### Certificate of Completion

			Cr/Clock
DEMR	1401	Shop Safety and Procedures	4/96
DEMR	1406	Diesel Engine I	4/96
DEMR	1405	Basic Electrical Systems	4/144
DEMR	1410	Diesel Engine Testing and Repair I	4/128
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4/144
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	4/304
<b>Total Hours</b>			<b>32</b>
<b>Total Clock Hours</b>			<b>1040/1200</b>

# Drafting and Design

*The Computer-Aided Drafting & Design Department (CADD) at Central Texas College provides a flexible, competency-based program of study. The program is based on the competencies which are common to all drafting and design technicians. Emphasis is on developing the student's critical thinking process, world of work skills, as well as drafting procedures and techniques.*

## 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	1301	Composition I	3
SPCH		SPCH 1315 or 1321	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
<b>Total Hours</b>			<b>64-65</b>

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

## Computer-Aided Drafting and Design (DFDS)

**151301**

### Certificate of Completion

			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

*People working with young children must have special skills: knowledge of child development, boundless patience, good judgment, real strength of character, and maturity to exercise the balance of control and latitude such young children require. Few fields offer so many job opportunities for people with such varying levels of education, in such a variety of settings, and with as many different scheduling patterns.*

## 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 1301	Composition I	3
CDEC 1359	Children with Special Needs*	3
KINE	Physical Activity Course	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	
or		
CDEC 2328	Admin. of Programs for Children II	3
ELCT	Computer Technology Skills	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 & 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 Provider/Assistant	1
ELCT	Humanities/Fine Arts Selection	3
ELCT	Social/Behavioral Science Selection	3

**Total Hours 66-67**

- \* CDEC 1371 and 2340 may substitute  
 \*\* TECA 1311 may be substituted for CDEC 1311  
 TECA 1318 may be substituted for 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 (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	
or		
CDEC 1391	Special Topics in Family Life and Relations Studies	3
<b>Total Hours</b>		<b>33</b>

- \* TECA 1311 may be substituted for CDEC 1311  
 TECA 1318 may be substituted for 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*	
or		
CDEC 2341	The School Age Child	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	
or		
CDEC 2307	Math & Science for Early Childhood	3
CDEC 1319	Child Guidance	3
CDEC 2326	Administration of Programs for Children I	3
ENGL 1301	Composition I	3
<b>Second Semester</b>		
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	3
<b>Total Hours</b>		<b>30</b>

- \* TECA 1311 may be substituted for CDEC 1311  
 TECA 1318 may be substituted for 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 1301	Composition I		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 for 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 (CDA)

**190709**

### Marketable Skills Achievement

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

			Credit
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 and Networking has become the fastest growing technology career field in the world today. There are computers and networking systems imbedded in all facets of our lives. The Central Texas College Electronics program is designed for the student who wishes to enter the computer repair or networking career fields. It provides entry-level, industry-validated, hands-on instruction covering Computer Servicing and Repair and Computer Networking using state of the art tools and methodologies. Upon completion of this program of study, CTC graduates can expect to enter the job market with the skills required to succeed in this fast-paced industry.*

## 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 1301	Composition I	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	3-4
SPCH	SPCH 1315 or 1321	3
<b>Total Hours</b>		<b>66-67</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 1301	Composition I		3

### Second Semester

CETT 1405	AC Circuits	4
CETT 1429	Solid State Devices	4
CPMT 1445	Computer Systems Maintenance	4
SPCH	SPCH 1315 or 1321	3
<b>Total Hours</b>		<b>30</b>

## Network Professional Specialization

**(ELN8)**

**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 1401	Exploration-Network Fundamentals		4

#### Second Semester

CETT 1421	Electronics Fabrication	4
CETT 1405	AC Circuits	4
ITCC 1404	CISCO Exploration 2-Routing Protocols and Concepts	4
MATH	MATH 1332, 1342 or higher level	3
ENGL 1301	Composition I	3

#### Second Year

##### First Semester

CPMT 1445	Computer System Maintenance	4
ITCC 2408	CISCO Exploration 3-LAN Switching and Wireless	4
CETT 1429	Solid State Devices	4
ITNW 1451	Fundamentals of Wireless LANs	4
ELCT	Social/Behavioral Science Selection	3

**Second Semester**

CPMT 2445	Computer System Troubleshooting	4
ITCC 2410	CISCO Exploration 4-Accessing the WAN	4
CPMT 2350	Industry Certification Preparation	3
ELCT	Humanities/Fine Arts Selection	3
SPCH	SPCH 1315 or 1321	3
<b>Total Hours</b>		<b>70</b>

**Network Professional Specialization (ELN8)****151202****Certificate of Completion**

<b>First Semester</b>		<b>Credit</b>
CETT 1421	Electronics Fabrication	4
CETT 1403	DC Circuits	4
CPMT 1403	Introduction to Computer Technology	4
ITCC 1401	Exploration-Network Fundamentals	4

**Second Semester**

ITCC 1404	CISCO Exploration 2-Routing Protocols and Concepts	4
CETT 1425	Digital Fundamentals	4
CETT 1405	AC Circuits	4
ENGL 1301	Composition I	3
<b>Total Hours</b>		<b>31</b>

**Networking and Network Security (ELNS)****151202****Certificate of Completion**

<b>First Semester</b>		<b>Credit</b>
ITCC 1401	Exploration-Network Fundamentals	4
ITCC 1404	CISCO Exploration 2-Routing Protocols and Concepts	4

**Second Semester**

ITCC 2408	CISCO Exploration 3-LAN Switching and Wireless	4
ITCC 2410	CISCO Exploration 4-Accessing the WAN	4

**Third Semester**

CPMT 2434	Network Security	4
<b>Total Hours</b>		<b>20</b>

# Emergency Medical Technology

*The Emergency Medical Technology program is offered to certified EMT-B or Advanced EMT applicants. Upon successful completion, students are eligible to take the exam to become certified as an Emergency Medical Technician – Paramedic through the National Registry of EMTs (NREMT) and the Texas Department of State Health Services. Central Texas College offers the certificate of completion and an Associate Degree in Applied Science.*

**Emergency Medical Technology (EMT9)****510904****Associate of Applied Science Degree****First Year**

<b>First Semester</b>		<b>Credit</b>
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
KINE	Physical Activity Course	1

**Second Semester**

EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1338	Introduction to Advanced Practice	3
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, 1318 or 1321	3
KINE	Physical Activity Course	1
ELCT	Humanities/Fine Arts Selection	3
EMSP 1167	Practicum-EMT	1

**Second Semester**

EMSP 2330	Special Populations	3
BIOL 2421	Microbiology for Science Majors	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>69</b>

## EMT - Paramedic (EMP9)

**510904**

### Certificate of Completion

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

Upon successful completion of EMSP 1355, EMSP 1356 and EMSP 1166 students are eligible to sit for the Advanced EMT exam.

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

		<b>Credit</b>
EMSP 1401	Emergency Medical Technician -Basic	4
EMSP 1160	Clinical-EMT	1
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
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>33</b>

## Engineering

The Associate of Science degree in Engineering is designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas.

### Engineering (ENGR)

**140101**

#### Associate of Science Degree

Complete Core .....	42
Computer Technology .....	4
Mathematics Selection (MATH 2413 and MATH 2414).....	8
Engineering (Introductory) (ENGR 1305 or ENGR 2302).3	
Engineering Selection (ENGR 2301).....	3
Engineering Specialization .....	14
<b>Total Hours .....</b>	<b>74</b>

MATH 2318 Linear Algebra, MATH 2415 Calculus III, ENGR 1201 Introduction to Engineering, ENGR 1304 Engineering Graphics I, PHYS 1403 Stars & Galaxies, PHYS 1404 Solar System.

## Fine Arts

The Associate of Arts Degree is designed to transfer course hours to a 4 year university for a Baccalaureate degree in Art, Drama, or Music. Individual courses within each curriculum also provide elective and individual enrichment opportunities.

### Art (ARTS)

**500702**

#### Associate of Arts Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Foreign Language (FREN, GERM, SPAN, JAPN) .....	8
Art Specialization.....	10
<b>Total Hours .....</b>	<b>66</b>

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.

### Commercial Art (CART)

**500402**

#### Associate of Arts Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Foreign Language (FREN, GERM, SPAN, JAPN) .....	8
Commercial Art Specialization .....	10
<b>Total Hours .....</b>	<b>66</b>

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

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Foreign Language (FREN, GERM, SPAN, JAPN) .....	8
Drama Specialization .....	10
<b>Total Hours .....</b>	<b>66</b>

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.



## Music (MUSI)

**500901**

### Associate of Arts Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Foreign Language (FREN, GERM, SPAN, JAPN) .....	8
Music Specialization.....	10
<b>Total Hours .....</b>	<b>66</b>

\*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 1188 Class Percussion I, \*MUSI 1216 Ear Training and Sight Singing I, \*MUSI 1217 Ear Training and Sight Singing II, 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 Bachelor of Music degree

\*MUSI 1216 and MUSI 1311 should be taken concurrently

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

## General Studies

The two-year General Studies program offers a wide selection of courses to fulfill degree requirements for students who have special education needs that are not satisfied by other degree programs; who want to experiment in diverse areas; who want to expand their base of knowledge or enhance their personal development; who are looking for particular skills; or who are employed and feel a need to expand overall skills to better meet new employment needs.

### 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		Credit
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
KINE	Physical Activity Course	1
ELCT	Electives*	9

#### Second Semester

SPCH	Speech Selection	3
HIST 1302	United States History II	3
MATH	MATH 1332, 1342 or higher level	3
ELCT	Electives*	4
ELCT	Computer Technology Skills	3

#### Second Year

First Semester		
GOVT 2301	American Government I	3
ELCT	Electives*	12
KINE	Physical Activity Course	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>

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.

\* Students may select 34-37 semester credit hours from courses that fulfill the student's educational goals.

## Graphics and Printing Technology

This program is for students who wish to prepare themselves to enter the Printing career field (Graphic Arts/Printing). The program provides entry-level, industry-validated, "hands-on" instruction that will prepare the student to enter and be successful in the Printing industry job market. Studies include: shop skills, layout, design, composition, desktop publishing (IBM compatible and Macintosh), camera work, press operation, bindery and preventive maintenance.

The certificates of completion within this program may be completed through the Vocational Skills Center. The Vocational Skills Center offers students instruction in a self-paced, open-entry delivery format. This instructional clock hour format provides flexibility to accommodate the special needs of the student.

### 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 1301	Composition I	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	GOVT 2301 or 2302	3
BMGT 1327	Principles of Management	3

#### Second Year

First Semester		
ARTC 2313	Digital Publishing II	3
GRPH 2338	Press Operations II	3
SPCH	SPCH 1315 or 1321	3
GRPH 1474	Preventive Maintenance	4
ELCT	Computer Technology Skills	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	
or		
GRPH 2488	Internship	4
<b>Total Hours</b>		<b>69</b>

## Graphics and Printing Technology (GPGT)

### 100305

**Certificate of Completion**

			<b>Cr/Clock</b>
GRPH 1405	Intro 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		4/304
<b>Total Hours</b>			<b>41</b>
<b>Total Clock Hours</b>			<b>1152/1360</b>

## 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 and Air Conditioning

*This program is designed for students desiring to prepare themselves for a career in residential and commercial air conditioning and refrigeration. The program provides entry-level, industry-validated "hands-on" instruction using current technologies and equipment.*

*Studies include air conditioning and refrigeration principles and theory, electrical theory and application, gas and electrical heating, A/C central principles, residential and commercial air conditioning, system design, commercial refrigeration, heat pumps and troubleshooting.*

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

### 470201

**Associate of Applied Science Degree****First Year**

<b>First Semester</b>		<b>Credit</b>
HART 1407	Refrigeration Principles	4
HART 1401	Basic Electricity for HVAC	4
HART 1445	Gas and Electric Heating	4
MATH 1332	Contemporary Mathematics	3
KINE	Physical Activity Course	1

**Second Semester**

HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
ELCT	Computer Technology Skills	4
ENGL 1301	Composition I	3
GOVT	GOVT 2301 or 2302	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 2438	Air Conditioning Installation and Startup	4
SPCH	SPCH 1315 or 1321	3
HART 2445	Residential Air Conditioning System Design	

or

HART 2488	Internship	4
<b>Total Hours</b>		<b>68</b>

## Heating, Air Conditioning and Refrigeration (HART)

### 470201

**Certificate of Completion****First Year**

<b>First Semester</b>		<b>Credit</b>
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 2438	Air Conditioning Installation and Startup	4
HART 2445	Residential Air Conditioning System Design	
or		
HART 2488	Internship	4
<b>Total Hours</b>		<b>48</b>

## 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 1403	Air Conditioning Control Principles	4
HART 2441	Commercial Air Conditioning	4

**Second Semester**

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
HART 2438	Air Conditioning Installation and Startup	
or		
HART 2488	Internship	4
<b>Total Hours</b>		<b>40</b>

## 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 2438	Air Conditioning Installation and Startup	4
HART 2431	Advanced Electricity for HVAC	4
HART 2436	Air Conditioning Troubleshooting	4
HART 2445	Residential Air Conditioning System Design	
or		
HART 2488	Internship	4
<b>Total Hours</b>		<b>40</b>

# Hospitality Management

*The Central Texas College Hospitality Management program offers an Associate in Applied Science degree in three areas of specialization: Restaurant and Culinary Management, Food and Beverage Management and Hotel Management.*

*Students at CTC have an opportunity to complete their Associate of Applied Science Degree using a "stepping stone" approach. Students may begin by completing one or several of the certificates of completion available. The semester credit hours earned through these certificates can be applied to the requirements of Associates of Applied Science degree. These certificates, ranging from 21 to 41 semester credit hours, will enable the student to put their education to work for them in a shorter period of time and still pursue the Associate of Applied Science Degree. These certificates include Property Management, Baking, Institutional Food Service Operations, Culinary Arts, Rooms Divisions, Food and Beverage Management, Restaurant Skills and Restaurant Operations.*

## Restaurant and Culinary Management (HMRCM) 520901

**Associate of Applied Science Degree****First Year**

First Semester		Credit
CHEF 1305	Sanitation and Safety	3
HAMG 1321	Intro 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
KINE	Physical Activity Course	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	3
<b>Total Hours</b>		<b>72</b>

## Hotel Management Specialization (HMHM) 520901

**Associate of Applied Science Degree****First Year**

First Semester		Credit
CHEF 1305	Sanitation and Safety	3
HAMG 1321	Intro 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****First Semester**

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
KINE	Physical Activity Course	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	3
<b>Total Hours</b>		<b>72</b>

\* HAMG 1324 may substitute.

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

<b>First Semester</b>		<b>Credit</b>
CHEF 1305	Sanitation and Safety	3
RSTO 1313	Hospitality Supervision	3
HAMG 1321	Intro to the Hospitality Industry	3
CHEF 1301	Basic Food Preparation	3
HAMG 1319	Computers in Hospitality	3

**Second Semester**

CHEF 1410	Garde Manger	4
HAMG 2301	Principles of Food and Beverage Operations	3
ELCT	Selected Technical Elective	3

**Third Semester**

IFWA 1318	Nutrition for the Food Service Professional	3
HAMG 2388	Internship	3
RSTO 1325	Purchasing for Hospitality Operations	3
PSTR 1301	Fundamentals of Baking	3
ELCT	Selected Technical Elective	3
<b>Total Hours</b>		<b>40</b>

**Restaurant Skills (HMR9)****520905****Certificate of Completion**

		<b>Credit</b>
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
<b>Total Hours</b>		<b>20</b>

**Baking (HMBK9)****520905****Certificate of Completion**

		<b>Credit</b>
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
PSTR 1302	Cake Baking and Production	3
PSTR 1306	Cake Decorating	3
PSTR 2350	Wedding Cakes	3
PSTR 2307	Cake Decorating II	3
PSTR 2331	Advanced Pastry Shop	3
<b>Total Hours</b>		<b>21</b>

**Property Management Advanced (HMPM)****520904****Certificate of Completion**

<b>First Semester</b>		<b>Credit</b>
HAMG 1313	Front Office Procedures	3
HAMG 1340	Hospitality Legal Issues	3
HAMG 1321	Intro 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	3
<b>Total Hours</b>		<b>39</b>

**Restaurant Operations (HMRO)****520905****Certificate of Completion**

(Texas Department of Criminal Justice Only)

		<b>Credit</b>
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
PSTR 1301	Fundamentals of Baking	3
RSTO 1221	Menu Management	2
HAMG 2307	Hospitality Marketing and Sales	3
HAMG 1340	Hospitality Legal Issues	3
HAMG 1321	Intro to the Hospitality Industry	3
RSTO 1204	Dining Room Service	2
<b>Total Hours</b>		<b>28</b>



## Institutional Food Service Operations (HMIF)

**520905**

### Certificate of Completion

*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.*

First Semester			Credit
CHEF 1305	Sanitation and Safety		3
IFWA 1318	Nutrition for the Food Service Professional		3
RSTO 2405	Management of Production & Service		4
CHEF 1301	Basic Food Preparation		3
Second Semester			
HAMG 1321	Intro 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>

## Rooms Division (HMRD)

**520904**

### Certificate of Completion

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

## Food and Beverage Management Specialization (HMFB)

**520901**

### Associate of Applied Science Degree

First Year			
First Semester			Credit
CHEF 1305	Sanitation and Safety		3
HAMG 1321	Intro 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 1321		3
RSTO 1204	Dining Room Service		2
ELCT	Technical Elective		3
HAMG 2301	Principles of Food and Beverage Operations		3
KINE	Physical Activity Course		1

## Second Year

### First Semester

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

### Second 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		3
<b>Total Hours</b>			<b>72</b>

## Food and Beverage Management (HMFOL)

**520901**

### Certificate of Completion

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

### Lower Division Major Courses:

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

**Following courses:**

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

### Hospitality

**Select three of the following courses:**

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>

# Interdisciplinary Studies

The Interdisciplinary Studies Associate of Arts degree offers a wide selection of courses to fulfill degree requirements for students who have special education desires that are not satisfied by other degree programs. Completion of the Core requirements will maximize transfer credit for those students who want to pursue a Baccalaureate degree. Students planning to attend a senior college should coordinate with that senior college to ensure that the courses taken at Central Texas College will fulfill the degree requirements there.

## Interdisciplinary Studies (IDST) 240101

### Associate of Arts Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Foreign Language (FREN, GERM, SPAN, JAPN) .....	8
Specialization -University Parallel, Texas Common Course (TCCN).....	10
<b>Total Hours .....</b>	<b>66</b>

# Legal Assistant

The Paralegal/Legal Assistant curriculum is designed primarily for persons who seek full or part-time employment as paralegals. The curriculum also serves students who are exploring their interest in law related careers, including as lawyers. The 2-year program culminates in an Associate of Applied Science Degree. Students may start in the program in any of the three semesters and each semester, one or more classes are offered online.

## Paralegal/Legal Assistant (LAP8) 220302

### Associate of Applied Science Degree

#### 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
ELCT	ITSW 1401 or ITSC 1409	4

#### Second Semester

LGLA 1317	Law Office Technology	3
LGLA 1345	Civil Litigation	3
LGLA 1351	Contracts	3
LGLA 1355	Family Law	3
MATH	MATH 1324 or 1342 or 1332	3
SPCH	SPCH 1315 or 1321	3

#### Second Year

First Semester		Credit
LGLA 1353	Wills, Trusts, and Probate Administration	3
POFT 1207	Proofreading and Editing	2
LGLA 2303	Torts and Personal Injury Law	3
ELCT	ACCT 2301 or ACNT 1325 or BUSG 1370	3
GOVT 2301	American Government I	3
KINE	Physical Activity Course	1

#### Second Semester

LGLA 2313	Criminal Law and Procedures	3
POFT 1309	Administrative Office Procedures I	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 2435	Advanced Civil Litigation	4
<b>Total Hours</b>		<b>68</b>

# Maintenance Technology

This program is for the student who wishes to enter a Building Trades (Construction or Maintenance) career field. The program provides entry-level, industry-validated, hands-on instruction that prepares the student to enter and be successful in the job market.

Studies in the Maintenance Technology AAS degree include basic shop skills; electrical wiring; plumbing; painting and refinishing (interior and exterior); carpentry to include roofing, flooring, walls, doors, and windows, cabinets; welding; estimating; blueprint reading; and air conditioning/heating.

The certificates of completion within this program may be completed through the Vocational Skills Center. The Vocational Skills Center offers students instruction through a self-paced, open-entry delivery format. This instructional clock hour format provides flexibility to accommodate the special needs of the student.

## 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
KINE	Physical Activity Course	1

#### Second Semester

ELPT 1411	Basic Electrical Theory	4
ELPT 1429	Residential Wiring	4
ENGL 1301	Composition I	3
CRPT 1411	Conventional Roof Systems	4
ELEC	Humanities/Fine Arts Selection	3

#### Second Year

First Semester		Credit
CRPT 1415	Conventional Wall Systems	4
PFPB 2409	Residential Construction Plumbing I	4
HART 1445	Gas and Electric Heating	4
ELEC	Computer Technology Skills	4
GOVT	GOVT 2301 or 2302	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		SPCH 1315 or 1321	3
PFPB	2445	Residential Construction Plumbing II	
or			
CBFM	2487	Internship	4
<b>Total Hours</b>			<b>72</b>

**Building Trades (MTBT)****460401****Certificate of Completion****First Semester** **Cr/Clock**

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	4/304

**Total Hours****52****Total Clock Hours****1312/1520****Carpentry Trades (MTCA)****460401****Certificate of Completion****First Semester** **Cr/Clock**

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	4/304

**Total Hours****31****Total Clock Hours****784/992****Construction Trades (MTCO)****460401****Certificate of Completion****First Semester** **Cr/Clock**

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	4/304

**Total Hours****29****Total Clock Hours****728/928****Residential Construction (MTRC)****460401****Certificate of Completion**

(Brady Campus Only)

**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>

# Mathematics

*The Associate of Science degree in Mathematics is designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas.*

**Mathematics (MATH) 270101****Associate of Science Degree**

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	4
Mathematics Selection (MATH 2413 and MATH 2414).....	8
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4
Mathematics Specialization .....	7
<b>Total Hours .....</b>	<b>68</b>

MATH 2318 Linear Algebra, MATH 2320 Differential Equations, MATH 2412 Precalculus Math, MATH 2415 Calculus III.

# Medical Laboratory Technician

*Medical Laboratory Technology is a challenging and rewarding field. Medical Laboratory Technicians, along with Medical Technologists, utilize the latest in modern instrumentation and test procedures to aid the physician in the detection, diagnosis and treatment of disease.*

## Medical Laboratory Technician (MLAB) 51104

### Associate of Applied Science Degree

The Medical Laboratory Technician program at CTC is accredited by the National Accrediting Agency for Clinical Laboratory Sciences programs, 5600 N. River Road, Suite 72, Rosemont, IL 60018. (773) 714-8880. Upon completion of the program, students are eligible to take a national credentialing examination.

First Year			Credit
First Semester			
MLAB 1201	Intro 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	
Second Year			
First Semester			
MLAB 2460	Clinical II-MLT	4	
MLAB 2434	Clinical Microbiology	4	
MLAB 2431	Immunohematology	4	
ENGL 1301	Composition I	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	
SPCH	SPCH 1315 or 1321		
Total Hours		72	

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

## Phlebotomy (PLMS)

### 511009

#### Noncredit Marketable Skills Achievement

		CEU	Contact Hours
PLAB 1023	Basic Phlebotomy	6	60
PLAB 1060	Clinical-Phlebotomy/Phlebotomist	12	120
<b>Total Hours</b>		<b>18</b>	<b>180</b>

# Mental Health Services

*The Mental Health Services program offers Associate of Applied Science degrees and Certificates of Completion in the specialized areas of, Chemical Dependency, At Risk Youth, Social Work and Criminal Justice Addictions. These degrees and certificates are designed for students seeking employment in Mental Health related career fields. Employment opportunities in the Mental Health Services field are expected to rise due to the increased number of older persons, many of whom will require mental health services; increased public acceptance of formal treatment for substance abuse; and a lessening of the stigma attached to those receiving mental health care. Additionally, CTC's Associate of Applied Science degrees and certificates lay the foundation for those students wishing to pursue a Baccalaureate degree in Mental Health related career fields.*

## At Risk Youth Specialization (MHA8) 511503

### Associate of Applied Science Degree

First Year			
First Semester			Credit
PSYT	1329	Interviewing & Communication Skills	3
DAAC	1319	Introduction to Alcohol and Other	
		Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3
Second Semester			
CMSW	1319	Adolescent Development	3
ENGL	1301	Composition I	3
CMSW	1309	Problems of Children and Adolescents	3
DAAC	1311	Counseling Theories	3
PSYC	2301	General Psychology	3
Third Semester			
KINE		Physical Activity Course	1
PSYT	2331	Abnormal Psychology	3
PSYT	2321	Crisis Intervention	3
Second Year			
First Semester			
PSYT	2345	Principles of Behavior Management and Modification	3
ELCT		Mental Health Elective	3
ENGL	2311	Technical and Business Writing	3
DAAC	2307	Addicted Family Intervention	3
DAAC	2354	Dynamics of Group Counseling	3
Second Semester			
MATH		MATH 1332 or 1342	3
SCWK	2301	Assessment and Case Management	3
CMSW	1167	Practicum	1
SPCH		SPCH 1315 or 1321	3
ELCT		Humanities/Fine Arts Selection	3
Total Hours			65



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

First Semester		Credit
PSYT 1329	Interviewing & Communication Skills	3
DAAC 1319	Introduction to Alcohol and Other Drug Addictions	3
DAAC 1304	Pharmacology of Addiction	3
CMSW 1309	Problems of Children and Adolescents	3
PSYC 1300	Learning Frameworks	3
<b>Second Semester</b>		
DAAC 2307	Addicted Family Intervention	3
PSYT 2345	Principles of Behavior Management and Modification	3
CMSW 1313	Assessment and Service Delivery	3
DAAC 1311	Counseling Theories	3
PSYT 2321	Crisis Intervention	3
<b>Third Semester</b>		
SCWK 2301	Assessment and Case Management	3
PSYT 2331	Abnormal Psychology	3
DAAC 2354	Dynamics of Group Counseling	3
CMSW 1167	Practicum	1
<b>Total Hours</b>		<b>40</b>

## Chemical Dependency Specialization (MHC8) 511503

### Associate of Applied Science Degree

First Year		Credit
<b>First Semester</b>		
PSYT 1329	Interviewing & Communication Skills	3
DAAC 1319	Introduction to Alcohol and Other Drug Addictions	3
DAAC 1304	Pharmacology of Addiction	3
PSYC 1300	Learning Frameworks	3
PSYT 1309	Health Psychology	3
<b>Second Semester</b>		
DAAC 1309	Assessment Skills of Alcohol and Other Drug Addictions	3
ENGL 1301	Composition I	3
CMSW 1309	Problems of Children and Adolescents	3
DAAC 1311	Counseling Theories	3
PSYC 2301	General Psychology	3
<b>Second Year</b>		
<b>First Semester</b>		
KINE	Physical Activity Course	1
PSYT 2331	Abnormal Psychology	3
PSYT 2321	Crisis Intervention	3
<b>Second Semester</b>		
DAAC 2301	Therapeutic Communities in the Criminal Justice Setting	3
ELCT	Mental Health Elective	3
ENGL 2311	Technical and Business Writing	3
DAAC 2307	Addicted Family Intervention	3
DAAC 2354	Dynamics of Group Counseling	3

<b>Third Semester</b>		
MATH	MATH 1332 or 1342	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2367	Practicum	3
SPCH	SPCH 1315 or 1321	3
ELCT	Humanities/Fine Arts Selection	3
<b>Total Hours</b>		<b>67</b>

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

First Semester		Credit
PSYT 1329	Interviewing & Communication Skills	3
DAAC 1319	Introduction to Alcohol and Other Drug Addictions	3
DAAC 1304	Pharmacology of Addiction	3
DAAC 1309	Assessment Skill of Alcohol and Other Drug Addictions	3
CMSW 1309	Problems of Children and Adolescents	3
<b>Second Semester</b>		
PSYT 2331	Abnormal Psychology	3
DAAC 2307	Addicted Family Intervention	3
PSYT 2321	Crisis Intervention	3
DAAC 1311	Counseling Theories	3
DAAC 2301	Therapeutic Communities in a Criminal Justice Setting	3

<b>Third Semester</b>		
DAAC 2354	Dynamics of Group Counseling	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2367	Practicum	3
<b>Total Hours</b>		<b>39</b>

## Criminal Justice Addictions (MHCJ) 511503 Certificate of Completion

First Semester		Credit
PSYT 1329	Interviewing & Communications Skills	3
DAAC 1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC 1304	Pharmacology of Addiction	3
DAAC 1309	Assessment Skill of Alcohol & Other Drug Addictions	3
DAAC 2307	Addicted Family Intervention	3
<b>Second Semester</b>		
PSYT 2331	Abnormal Psychology	3
DAAC 2354	Dynamics of Group Counseling	3
PSYT 2321	Crisis Intervention	3
DAAC 2341	Counseling Alcohol & Other Drug Addictions	3
DAAC 2301	Therapeutic Communities in a Criminal Justice Setting	3
DAAC 2367	Practicum	3
<b>Total Hours</b>		<b>33</b>

## Social Work Specialization (MHS8)

**511503**

### Associate of Applied Science

#### First Year

First Semester		Credit
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
SOCI 1301	Introduction to Sociology	3
PSYT 1329	Interviewing & Communications Skills	3
PSYC 1300	Learning Frameworks	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)

KINE	Physical Activity Course	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	1
DAAC 2354	Dynamics of Group Counseling	3
PSYT 1309	Health Psychology	3
MATH	MATH 1332 or 1342	3
<b>Total Hours</b>		<b>68</b>

# Department of Nursing

## Nursing Associate Degree (NUA6)

**511601**

### Associate of Applied Science Degree

*The Nursing Associate Degree program is accredited by the National League for Accrediting Commission, Sharon J. Tanner, EdD, RN, Executive Director, 3343 Peachtree Road, NE, Suite 500; Atlanta, GA 30326; P. 404-975-5000, F. 404-975-5020, www.nlnac.org.*

*The Nursing Associate Degree is a prelicensure nursing program which enables the graduate to sit the National Council Licensure Examination-Registered Nurse (NLCER-RN®) and prepares graduates for professional practice in a variety of health care settings. The A.D.N. program provides classroom instruction and coordinated supervised clinical experiences in the nursing care of clients in local affiliated health care agencies. The CTC A.D.N. program is approved by the Texas Board of Nursing (TBON) and is fully accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC).*

#### First Year

First Semester		Credit
RNSG 1209	Introduction to Nursing	2
BIOL 2401	Anatomy and Physiology I	4
ELCT	BIOL 1406*	4
ENGL 1301	Composition I	3

#### Second Semester

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

#### Third Semester

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

#### Second Year

##### Fourth Semester

BIOL 2421	Microbiology for Science Majors	4
(BIOL 2421 is the only Microbiology accepted and is a prerequisite to the fifth semester)		

##### Fifth 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, 1318 or 1321	3
PSYC 2314	Life Span Growth and Development	3

##### Sixth 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
KINE	Physical Activity Course	1
<b>Total Hours</b>		<b>71</b>

\* If Microbiology 2421 is completed successfully prior to the second semester, elective credit may be granted for CHEM 1406, CHEM 1411 or MATH 1414 in place of BIOL 1406.

## Nursing Option for LVN (NUL6) 511601

### Associate of Applied Science Degree

*This program admits eligible students who are Licensed Vocational Nurses in Texas or have privileges to practice in Texas. Requires three semesters to complete and prepares graduates for professional practice in a variety of health care settings. Graduates are eligible to receive an Associate of Applied Science Degree and sit the National Council Licensure Examination-Registered Nurse (NLCEX-RN®). The CTC A.D.N. program is approved by the Texas Board of Nursing (TBON) and is fully accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC).*

#### First Year

First Semester			Credit
BIOL 2401	Anatomy and Physiology I		4
ENGL 1301	Composition I		3
ELCT	BIOL 1406*		4
PSYC 2301	General Psychology		3

#### Second Semester

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)		

#### Third 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

##### Fourth 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, 1318 or 1321		3

##### Fifth 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
KINE	Physical Activity Course		1
<b>Total Hours</b>			<b>70</b>

\* If Microbiology 2421 is completed successfully prior to the second semester, elective credit may be granted for CHEM 1406, CHEM 1411 or MATH 1414 in place of BIOL 1406.

\*\* RNSG 1327 and 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 - Paramedic to ADN (NUP6) 511601

### Associate of Applied Science Degree

*This program admits eligible students who are certified or licensed Paramedics in any state or the National Registry of EMTs. Requires three semesters to complete and prepares graduates for professional practice in a variety of health care settings. Graduates are eligible to receive an Associate of Applied Science Degree and sit the National Council Licensure Examination-Registered Nurse (NLCEX-RN®). The CTC A.D.N. program is approved by the Texas Board of Nursing (TBON) and is fully accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC).*

#### First Year

First Semester			Credit
ENGL 1301	Composition I		3
ELCT **	BIOL 1406		4
PSYC 2301	General Psychology		3
BIOL 2401	Anatomy and Physiology I		4

#### Second Semester

BIOL 2402	Anatomy and Physiology II		4
BIOL 2421	Microbiology for Science Majors		4
	(BIOL 2421 is the only Microbiology accepted and is a prerequisite to the fifth semester)		
RNSG 1301	Pharmacology		3

#### Third 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

##### Fourth 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, 1318 or 1321		3

##### Fifth 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
KINE	Physical Activity Course		1
<b>Total Hours</b>			<b>70</b>

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

\*\* If Microbiology 2421 is completed successfully prior to the second semester, elective credit may be granted for CHEM 1406, CHEM 1411 or MATH 1414 in place of BIOL 1406.

## Vocational Nursing (NUVN)

511613

### Certificate of Completion

A 12 month certificate program which enables the graduate to sit the National Council Licensure Examination-Practical Nurse (NLCEX-PN®) and prepares graduates for practical/vocational nursing practice in a variety of health care settings. The V.N. program provides classroom instruction and coordinated supervised clinical experiences in the nursing care of clients in local affiliated health care agencies. The CTC V.N. program is approved by the Texas Board of Nursing (TBON)

First Semester			Credit
VNSG 1304	Foundations of Nursing		3
VNSG 1405	Health Science		4
VNSG 1323	Basic Nursing Skills		3
VNSG 1227	Essentials of Medication Administration		2
VNSG 1222	Vocational Nursing Concepts		2
VNSG 1136	Mental Health		1
VNSG 2331	Advanced Nursing Skills		3
VNSG 1126	Gerontology		1
VNSG 1116	Nutrition		1
VNSG 1160	Clinical-Practical Nurse I		1

#### Second Semester

VNSG 1400	Nursing in Health and Illness I	4
VNSG 1238	Mental Illness	2
VNSG 1219	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>

## Nurse Aide

### Noncredit Certificate of Completion

This non-credit program consists of 64 hours of classroom instruction, including skills lab and 24 hours of clinical practice in a long-term care facility. The program prepares students for the state certification examination to become a Certified Nurse Aide.

NURA 1001	Nurse Aide for Health Care	64
NURA 1060	Clinical Nursing Asst/Aide	24
<b>Total</b>		<b>88</b>

# Office Technology

The Office Technology Department offers educational paths for meaningful careers in professional and health-related office settings. Students master state-of-the-art computer software applications as well as communication and interpersonal skills to equip them for employment in the global workforce.

Many of the Office Technology certificates of completion within this program may be completed through the Vocational Skills Center. The Vocational Skills Center offers students instruction through a self-paced, open-entry delivery format. This instructional clock hour format provides flexibility to accommodate the special needs of the student.

## 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
POFT 1319	Records & Information Management I		3
KINE	Physical Activity Course		1

#### Second Semester

POFI 2301	Word Processing		3
POFT 1325	Business Math and Machine Applications		3
MATH 1414	College Algebra		4
ENGL 1301	Composition I		3
POFT 2312	Business Correspondence and Communication		3
ELCT	POFI/POFT/POFM/HITT Selection		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
KINE	Physical Activity Course		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>66</b>

\*ACNT 1325 or ACCT 2301.

## Administrative Support (OTAS)

**520401**

### Certificate of Completion

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
POFT	1319	Records & Information Management I	3

Second Semester			Credit
POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
MATH	1414	College Algebra	4
ENGL	1301	Composition I	3
POFT	2312	Business Correspondence and Communication	3
ELCT		POFI/POFT/POFM/HITT Selection	3

Third Semester			Credit
ACNT	1325	Principles of Accounting I*	3
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3
ELCT		POFI/POFT Internship Selection	3

**Total Hours** **49**

\* ACNT 1325 or ACCT 2301.

## General Office Assistant (OTGO)

**520401**

### Certificate of Completion

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

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

Third Semester			Credit
POFI	2301	Word Processing	3
ACNT	1326	Principles of Accounting II*	3
POFI	1349	Spreadsheets	3
<b>Total Hours</b>			<b>33</b>

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

## Office Assistant (OTOA)

**520401**

### Certificate of Completion

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
POFT	1319	Records & Information Management I	3

Second Semester			Credit
POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
POFI	1349	Spreadsheets	3
ENGL	1301	Composition I	3
ELCT		POFI/POFT/POFM/HITT Selection	3
ELCT		POFI/POFT Internship Selection	3
<b>Total Hours</b>			<b>33</b>

## Office Management (OTOM)

**520401**

### Associate of Applied Science Degree

First Year			Credit
First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
BMGT	1327	Principles of Management	3
POFT	1309	Administrative Office Procedures I	3
KINE		Physical Activity Course	1

Second Semester			Credit
POFI	2301	Word Processing	3
POFT	1319	Records & Information Management I	3
POFT	2312	Business Correspondence and Communication	3
BMGT	1325	Office Management	3
ENGL	1301	Composition I	3
POFT	1325	Business Math and Machine Applications	3

Second Year			Credit
First Semester			Credit
ACNT	1325	Principles of Accounting I*	3
POFI	1349	Spreadsheets	3
MATH	1414	College Algebra	4
SPCH		SPCH 1315 or 1321	3
KINE		Physical Activity Course	1
ELCT		POFI/POFT/POFM/HITT Selection	3

Second Semester			Credit
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
<b>Total Hours</b>			<b>69</b>

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



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

<b>First Semester</b>			<b>Credit</b>
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
BMGT	1327	Principles of Management	3
POFT	1309	Administrative Office Procedures I	3

**Second Semester**

POFI	2301	Word Processing	3
POFT	1319	Records & Information Management I	3
POFT	2312	Business Correspondence and Communication	3
BMGT	1325	Office Management	3
POFT	1325	Business Math and Machine Applications	3

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

ACNT	1325	Principles of Accounting I*	3
POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3
ELCT		POFI/POFT/POFM/HITT Selection	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

**Total Hours** **54**

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

**Office Management (OTOM)****520401****Certificate of Completion****First Semester**

			<b>Credit</b>
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
BMGT	1327	Principles of Management	3
POFT	1309	Administrative Office Procedures I	3

**Second Semester**

POFI	2301	Word Processing	3
POFT	1319	Records & Information Management I	3
POFT	2312	Business Correspondence and Communication	3
POFT	1325	Business Math and Machine Applications	3
BMGT	1325	Office Management	3
ELCT		POFI/POFT Internship Selection	3

**Total Hours** **33****Software Applications Specialist (OTSA)****520407****Certificate of Completion**

			<b>Credit</b>
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFI	2301	Word Processing	3
POFT	2333	Advanced Keyboarding	
or			
POFI	2340	Advanced Word Processing	3
POFI	1349	Spreadsheets	3
<b>Total Hours</b>			<b>15</b>

**Office Information Management (OTIM)****520407****Certificate of Completion****First Semester**

			<b>Cr/Clock</b>
POFT	1329	Beginning Keyboarding	3/96
POFT	1309	Administrative Office Procedures I	3/96
POFT	1301	Business English	3/96

**Second Semester**

POFI	1301	Computer Applications I	3/96
POFT	2312	Business Correspondence and Communication	3/96
POFI	2301	Word Processing	3/96

**Third Semester**

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

**Fourth Semester**

POFI	1349	Spreadsheets	3/96
POFT	2333	Advanced Keyboarding	3/96
ACNT	1311	Introduction to Computerized Accounting	3/96
POFT	2388	Internship	3/144

**Total Hours** **39****Total Clock Hours** **1296****Health Management Related****Health Information Management (OHI)****510716****Certificate of Completion****First Semester**

			<b>Cr/Clock</b>
POFT	1329	Beginning Keyboarding	3/96
POFM	1317	Medical Administrative Support	3/96
POFT	1301	Business English	3/96

**Second Semester**

POFI	1301	Computer Applications I	3/96
POFT	2312	Business Correspondence and Communication	3/96
HITT	1305	Medical Terminology I	3/96

**Third Semester**

POFI	2301	Word Processing	3/96
POFT	1319	Records & Information Mgmt I	3/96
HITT	1303	Medical Terminology II	3/96
MRMT	1307	Medical Transcription I	3/96

**Fourth Semester**

HITT	1301	Health Data Content and Structure	3/96
POFM	1300	Medical Coding Basics	3/96
POFM	2386	Internship	3/144
<b>Total Hours</b>			<b>39</b>
<b>Total Clock Hours</b>			<b>1296</b>

**Medical Office Specialist (OTMO)****510716****Certificate of Completion**

<b>First Semester</b>			<b>Cr/Clock</b>
POFT	1329	Beginning Keyboarding	3/96
POFM	1317	Medical Administrative Support	3/96
POFT	1301	Business English	3/96

**Second Semester**

POFI	1301	Computer Applications I	3/96
POFT	2312	Business Correspondence and Communication	3/96
HITT	1305	Medical Terminology I	3/96

**Third Semester**

POFI	2301	Word Processing	3/96
POFT	1319	Records & Information Mgmt I	3/96
POFT	1325	Business Math and Machine Applications	3/96
POFI	1349	Spreadsheets	3/96

**Fourth Semester**

POFM	1302	Medical Software Applications	3/96
POFM	1327	Medical Insurance	3/96
POFI	2386	Internship	3/144
<b>Total Hours</b>			<b>39</b>
<b>Total Clock Hours</b>			<b>1296</b>

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

<b>First Semester</b>			<b>Cr/Clock</b>
POFT	1329	Beginning Keyboarding	3/96
POFM	1317	Medical Administrative Support	3/96
POFT	1301	Business English	3/96

**Second Semester**

POFI	1301	Computer Applications I	3/96
POFT	2312	Business Correspondence and Communication	3/96
HITT	1305	Medical Terminology I	3/96

**Third Semester**

POFI	2301	Word Processing	3/96
POFT	1319	Records & Information Mgmt I	3/96
HITT	1303	Medical Terminology II	3/96
MRMT	1307	Medical Transcription I	3/96

**Fourth Semester**

POFT	2333	Advanced Keyboarding	3/96
MRMT	2333	Medical Transcription II	3/96
POFM	2387	Internship	3/144
<b>Total Hours</b>			<b>39</b>
<b>Total Clock Hours</b>			<b>1296</b>

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

<b>First Semester</b>			<b>Credit</b>
POFT	1329	Beginning Keyboarding	3
POFM	1317	Medical Administrative Support	3
HITT	1305	Medical Terminology I	3
MRMT	1307	Medical Transcription I	3

**Second Semester**

POFT	1301	Business English	3
POFI	2301	Word Processing	3
HITT	1303	Medical Terminology II	3
MRMT	2333	Medical Transcription II	3
POFT	1207	Proofreading and Editing	2

**Third Semester**

MRMT	2357	Advanced Medical Transcription	3
HITT	1249	Pharmacology	2
MDCA	1409	Anatomy and Physiology for Medical Assistants	4
POFI	1301	Computer Applications I	3

**Fourth Semester**

MRMT	2166	Practicum	1
<b>Total Hours</b>			<b>39</b>

# Protective Services

*The Protective Services Department follows the principles and guidelines of the Central Texas College mission, utilizing its resources to provide qualified individuals for local, state, national, and international public criminal justice agencies. Further, it assists students in making intelligent career choices and assists the field in providing qualified employees by guaranteeing the performance of its graduates.*

**Criminal Justice (CJCJ)****430104****Associate of Applied Science Degree****First Year**

<b>First Semester</b>			<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	
KINE 1125	Physical Conditioning I	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	
KINE	Physical Activity Course	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	GOVT 2301 or 2302	3

**Second Semester**

CJSA 2331	Child Abuse, Prevention and Investigation	3
CJLE 1211	Basic Firearms*	2
ELCT	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology Skills	3
<b>Total Hours</b>		<b>67</b>

\* Appropriate Criminal Justice elective selection may substitute.

## Criminal Justice - Corrections Specialization (CJCR)

**430104**

### Associate of Applied Science Degree

**First Year**

<b>First Semester</b>		<b>Credit</b>
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
KINE 1125	Physical Conditioning I	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
KINE	Physical Activity Course	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	GOVT 2301 or 2302	3

**Second Semester**

CJLE 1358	Rights of Prisoners	3
CJLE 1211	Basic Firearms*	2
ELCT	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELCT	Humanities/Fine Arts Selection	3
ELCT	Computer Technology Skills	3
<b>Total Hours</b>		<b>67</b>

\* 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	Intro to Criminal Justice	3
CJSA 1359/CRIJ 2328	Police Systems and Practices	3
<b>Core Courses Total</b>		<b>15</b>

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

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>

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

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

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

**430104**

### Associate of Applied Science Degree

**First Year**

<b>First Semester</b>		<b>Credit</b>
CJSA 1322/CRIJ 1301	Intro to Criminal Justice	3
CJSA 1312/CRIJ 1307	Crime in America	3
CJSA 1317/CRIJ 1313	Juvenile Justice System	3
CJLE 1506	Basic Peace Officer I	5
ENGL 1301	Composition I	3
KINE 1125	Physical Conditioning I	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
KINE	Physical Activity Course	1

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

CJSA 1359/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	GOVT 2301 or 2302	3

**Second Semester**

CJSA	2331	Child Abuse, Prevention and Investigation	3
CJLE	1524	Basic Peace Officer IV	5
SPCH		SPCH 1315 or SPCH 1321	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		Computer Technology Skills	3
<b>Total Hours</b>			<b>67</b>

## Extended Basic Peace Officer Training (CJBP)

**430107****Certificate of Completion**

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

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

**Fire Protection (FIPT)****Fire Protection Technology (BFPC.CC)**

Central Texas College offers the workforce education courses listed below in Fire Protection Technology.

FIRT	1301	Fundamentals of Fire Protection	3
FIRT	1309	Fire Administration I	3
FIRT	2309	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.

# Public Administration

*This program is designed for individuals interested in entering the field of Emergency Management Planning and Homeland Security and additionally for those currently in an emergency response profession seeking to update or broaden their skills. The Associate of Applied Science degree and certificate will prepare students for decision making, problem solving, and skills to plan, implement, and coordinate resources necessary for preparedness, mitigation, response, and recovery from disasters. A number of the courses are pre-approved equivalents to courses offered by the Texas Department of Emergency Management and the Federal Management Agency.*

## Homeland Security and Emergency Management (HSEM)

**440401****Associate of Applied Science Degree**

<b>First Year</b>			<b>Credit</b>
<b>First Semester</b>			
HMSY	1337	Introduction to Homeland Security	3
EMAP	1400	Principles of Basic Emergency Management	4
LGLA	1304	Military and National Security Legal Issues	3
ENGL	1301	Composition I	3
GOVT	2301	American Government I	3
KINE		Physical Activity Course	1

<b>Second Semester</b>			
ITSC	1409	Integrated Software Applications I	4
HMSY	1338	Homeland Security Emergency Communications Management	3
HMSY	1340	Homeland Security Intelligence Operations	3
HMSY	1341	Critical Infrastructure Protection	3
HMSY	1342	Understanding and Combating Terrorism	3

<b>Second Year</b>			
<b>First Semester</b>			
KINE		Physical Activity Course	1
ELEC		Humanities/Fine Arts Selection	3
MATH		MATH 1332, 1342 or higher level	3
HMSY		HMSY Elective	3
ELEC		Social/Behavioral Science Selection	3
EMAP	2355	Disaster Recovery	
or			
BMGT	1327	Principles of Management	3
HMSY	1339	Homeland Security Emergency Contingency Planning	3

<b>Second Semester</b>			
EMAP	2300	Developing Volunteer Resources and Decision Making	3
EMAP	2301	Leadership and Effective Communication	3
EMAP	2302	Managing Mass Casualty and Fatality Incidents	3
HMSY	2337	Managing a Unified Incident Command	3
HMSY	1470	Final Project in Homeland Security and Emergency Management	
or			
HMSY	2476	Internship	4
<b>Total Hours</b>			<b>68</b>

## Homeland Security and Emergency Management (HSEM)

**440401**

### Certificate of Completion

First Semester			Credit
HMSY 1337	Introduction to Homeland Security		3
EMAP 1400	Principles of Basic Emergency Management		4
LGLA 1304	Military and National Security Legal Issues		3
HMSY 1338	Homeland Security Emergency Communications Management		3
HMSY 1342	Understanding and Combating Terrorism		3
Second Semester			
EMAP 2355	Disaster Recovery		
or			
HMSY 1339	Homeland Security Emergency Contingency Planning		3
EMAP 2300	Developing Volunteer Resources and Decision Making		3
EMAP 2301	Leadership and Effective Communication		3
HMSY 2337	Managing a Unified Incident Command		3
HMSY 1470	Final Project in Homeland Security and Emergency Management		
or			
HMSY 2476	Internship		4
<b>Total Hours</b>			<b>32</b>

# Radio and Television Broadcasting

*We are on the threshold of a communications revolution. The number of channels of information which can be delivered to people around the world is increasing at a staggering rate. The Radio/Television Broadcasting Program at Central Texas College prepares students to be the innovators and the creative leaders for this growing communications future. Hands-on, practical, and comprehensive, the program instructs students in a variety of broadcasting fields, present and future.*

*The Associate of Arts degree in Radio/Television Broadcasting is designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting institution. As well as providing transfer credits and a hands-on, practical learning experience, the Certificates of Completion provide students with foundation skills which may be applied to the Central Texas College Associates of General Studies degree.*

## Radio/Television Broadcasting (RTBD) 090701

### Associate of Arts Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Foreign Language (FREN, GERM, SPAN, JAPN) .....	8
Radio/Television Broadcasting Specialization.....	10
<b>Total Hours .....</b>	<b>66</b>

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.

## Radio Broadcasting (RTBD)

**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
SPCH	SPCH 1315, 1321 or 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	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 1238	Television Production III (Directing)	2
ITSC 1409	Integrated Software Applications I	4
COMM 2389	Academic Cooperative	3

**Total Hours 39**



# Science

*The Associate of Science degrees offered through the Science Department at Central Texas College are designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas. Associate of Science degrees are available in Biology, Chemistry, Environmental Science and Geology. These degrees provide the foundation skills required of many diverse career fields from the health care industry to the emerging alternative energy area.*

## Biology (BIOL) 260101

### Associate of Science Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Mathematics Selection (MATH) .....	3
Natural Science Selection (BIOL, CHEM, PHYS, GEOL, AGRI) .....	4
Biology Specialization .....	11
<b>Total Hours .....</b>	<b>66</b>

BIOL 1406 Biology for Science Majors I, BIOL 1407 Biology for Science Majors II, BIOL 1411 General Botany, BIOL 1413 General Zoology, BIOL 2401 Anatomy & Physiology I, BIOL 2402 Anatomy & Physiology II, BIOL 2421 Microbiology for Science Majors, BIOL 2428 Vertebrate Zoology, ENVR 1401 Environmental Science I

## Chemistry (CHEM) 400501

### Associate of Science Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Mathematics Selection (MATH) .....	3
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4
Chemistry Specialization .....	11
<b>Total Hours .....</b>	<b>66</b>

CHEM 1411 General Chemistry I, CHEM 1412 General Chemistry II, CHEM 2423 Organic Chemistry I, CHEM 2425 Organic Chemistry II.

## Environmental Science (ENVS) 030104

### Associate of Science Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Mathematics Selection (MATH) .....	3
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4
Environmental Science Specialization.....	11
<b>Total Hours .....</b>	<b>66</b>

BIOL 1406/1407 General Biology for Science Majors 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.

## Geology (GEOL) 400601

### Associate of Science Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Mathematics Selection (MATH).....	3
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	4
Geology Specialization .....	11
<b>Total Hours .....</b>	<b>66</b>

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.

# Social Science

*The Associate of Arts degree in Social Science is designed for the student wishing to pursue a Baccalaureate degree in one of the many liberal arts career fields. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas. The Associate of Arts in Social Science allows the student to choose instruction from a broad range of Social and Behavioral Science courses. This degree provides the foundation skills required of many diverse career fields from anthropology to sociology.*

## Social Science (SOCI) 450101

### Associate of Arts Degree

Complete Core .....	42
Health/Wellness/ Kinesiology (KINE Activity Courses).....	3
Computer Technology .....	3
Foreign Language (FREN, GERM, SPAN, JAPN) .....	8
Social Science Specialization .....	10
<b>Total Hours .....</b>	<b>66</b>

ANTH, ECON, GEOG, GOVT, HIST, PSYC, SOCI.

# Teaching

*The Associate of Arts degrees in Teaching are designed for the student wishing to transfer to a senior institution within the State of Texas to pursue Teaching Certification. The AAT curriculum is the foundation for most Bachelor level degrees.*

## Teaching Certification (TEAC) 131210

### Associate of Arts Degree

Complete Core (MATH 1414 is required) .....	42
Initial Texas Teacher Certification requirements:	
EC-6 .....	20
Natural Science Selection (BIOL, CHEM, PHYS, GEOL).....	8
Mathematics (MATH-1350, MATH-1351) .....	6
Education (EDUC-1301, EDUC-2301) .....	6
<b>Total Hours .....</b>	<b>60</b>

# Welding Technology

*This program is designed for students desiring to prepare themselves for a welding career. The program provides entry-level, industry-validated, "hands-on" instruction using current technologies and equipment. Studies include welding safety, tools and equipment, machine setup and operation, gas welding and cutting, plasma cutting, shielded metal arc welding, electrode identification and use, MIG welding, TIG welding, pipe welding, blueprint reading, weld testing, and welding fabrication. Welding positions 1G through 4G are covered in plate welding and positions 1G through 6G are covered in pipe welding. E6010 and E7018 electrodes are used. AWS Certification is available through the program.*

*The certificates of completion within this program may be completed through the Vocational Skills Center. The Vocational Skills Center offers students instruction in a self-paced, open-entry delivery format. This instructional clock hour format provides flexibility to accommodate the special needs of the student.*

## Welding (WLDG)

**480508**

**Associate of Applied Science Degree**

### First Year

First Semester		Credit
WLDG 1323	Welding Safety Tools and Equipment	3
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 1313	Introduction to Blueprint Reading for Welders	3
ENGL 1301	Composition I	3
KINE	Physical Activity Course	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
WLDG 1417	Introduction to Layout and Fabrication	4
ELCT	Computer Technology Skills	3
GOVT	GOVT 2301 or 2302	3

#### Second Semester

WLDG 2453	Advanced Pipe Welding	4
SPCH	SPCH 1315 or 1321	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	

**Total Hours 72**

## Welding Technology (WLDG)

**480508**

**Certificate of Completion**

			Cr/Clock
WLDG 1323	Welding, Safety, Tools & Equipment		3/96
WLDG 1313	Introduction to Blueprint Reading for Welders		3/96
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 1417	Intro. to Layout and Fabrication		4/96
WLDG 2435	Advanced Layout and Fabrication		4/96
or			
WLDG 2488	Internship		4/304
<b>Total Hours</b>			<b>58</b>
<b>Total Clock Hours</b>			<b>1440/1648</b>

## Fitter (WLFC)

**480508**

**Certificate of Completion**

			Cr/Clock
WLDG 1323	Welding Safety, Tools & Equipment		3/96
WLDG 1313	Introduction to Blueprint Reading for Welders		3/96
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 1417	Intro to Layout and Fabrication		4/96
or			
WLDG 2488	Internship		4/304
<b>Total Hours</b>			<b>38</b>
<b>Total Clock Hours</b>			<b>960/1168</b>

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**Welder (WLDG)****480508****Certificate of Completion**

			<b>Cr/Clock</b>
WLDG	1323	Welding Safety, Tools & Equipment	3/96
WLDG	1313	Introduction to Blueprint Reading for Welders	3/96
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	4/304
<b>Total Hours</b>			<b>38</b>
<b>Total Clock Hours</b>			<b>960/1168</b>

**Tacker (WLTC)****480508****Certificate of completion**

			<b>Cr/Clock</b>
WLDG	1323	Welding Safety, Tools & Equipment	3/96
WLDG	1313	Introduction to Blueprint Reading for Welders	3/96
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	1417	Intro. to Layout and Fabrication	4/96
or			
WLDG	2488	Internship	4/304
<b>Total Hours</b>			<b>34</b>
<b>Total Clock Hours</b>			<b>864/1072</b>



## **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. Prerequisite: 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. Prerequisites: ABDR 1419 and 2447.

### **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. Prerequisite: ABDR 1419.

### **ABDR 1472 Auto Body Glass, Hardware & Trim 2-7-4**

This course is designed to provide the student with instruction in the removal, replacement, and service of both stationary and moveable automotive glass as well as related interior and exterior hardware such as manual and power lock mechanisms and regulators. The removal and replacement/repair of exterior and interior trim is also covered. Prerequisite: ABDR 1419.

### **ABDR 2447 Advanced Auto Body Welding 2-7-4**

This course is designed to provide the student with instruction in the use of those gas and electrical welding and cutting processes required in Auto Collision Repair. Basic gas welding and cutting, GMAW (MIG), resistance spot welding, and plasma arc cutting will be covered. Emphasis will be placed on safety; equipment selection and set up; the design, preparation, and fitting of weld joints; and the application of correct welding procedures to specific repair requirements. Prerequisite: ABDR 1419.

### **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. Prerequisites: 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. Prerequisite: Department approval required.

## **ACCT Accounting**

### **ACCT 2301 Principles of Financial Accounting 3-0-3**

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

### **ACCT 2302 Principles of Managerial Accounting 3-0-3**

An introduction to the use of accounting information as an aid to management decision making. Topics include the statement of cash flows, financial analysis, 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**

Laws currently implemented by the IRS for 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.



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**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.

**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 1131 The Agriculture Industry** 1-0-1  
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 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. Prerequisite: ARAB 1311 with a grade of "C" or above.

**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. Prerequisites: ARAB 1411 and ARAB 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: Sophomore standing in the drafting program.

## 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. 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. 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 and Communications I 2-4-3**  
This course is a study of current concerns and practices in the commercial arts, including contemporary media and techniques. Emphasis is on the introduction of Adobe Photoshop. Students must be computer literate. Prerequisite: None

**ARTS 2314 Design and Communications II 2-4-3**  
This course is a study of current concerns and practices in the commercial arts, including contemporary media and techniques. Emphasis is on the use of Adobe Photoshop for the restoration and repair of images as well as correction and enhancement of digital photographs. Students 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 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. Prerequisites: 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. Prerequisite: 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. Prerequisite: 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. 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. Prerequisites: AUMT 1405, 1407, 1472 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. Prerequisites: AUMT 1405, 1407, 2417 and 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. Prerequisite: 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. Prerequisite: AUMT 1405.

**AUMT 2417 Automotive Engine Performance Analysis I 2-7-4**

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught with manufacturer specific instructions. Prerequisites: AUMT 1405, AUMT 1407, AUMT 2305, and AUMT 2437.

**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. Prerequisite: 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. 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. 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. Prerequisite: Department approval required.

**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.

**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. Prerequisite: None.

**BIOL Biology**

**BIOL 1308 Biology for Non Science Majors 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.

**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 Biology for Science Majors 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. 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 Biology for Science Majors 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 2421 Microbiology for Science Majors 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 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 1327 Principles of Management 3-0-3**

Concepts, terminology, principles, theory, and issues that are in the field of management.



**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 1372 Financial Management of Personal Accounts 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.

**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 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. Prerequisite: 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. Prerequisite: Department approval required.

**CDEC Early Childhood Professions**

\*All CDEC courses require a lab except CDEC 1195.

**CDEC 1195 Special Topics in Child Care Provider/Assistant 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.

**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 Life and Relations Studies 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 Early Childhood Education and Teaching 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, ITCC and ITNW**

**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: 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, Kirchhoff'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. Prerequisites: 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. Prerequisite: Department approval required.

**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. National Restaurant Association (NRA) Food Production Certificate Examination.

**CHEF 1305 Sanitation and Safety 3-0-3**

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

**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. 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. Co-requisite: CHEX 2423.

**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. Co-requisite: CHEX 2425.

**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. Prerequisite: CHIN 1311 with a grade of "C" or above.

**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, PSYT and SCWK****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 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: 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 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: CRJ 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: CRJ 2314/CJSA 1342.

**CJLE 2486 Internship-Criminal Justice/Police Science 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.

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**CJSA Criminal Justice** see also CJCR, CSLE 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.

**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, PSYT and SCWK**

**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. Prerequisite: Department approval required.

**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.

**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.

**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.

**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 0-7-3**

An instructional program designed to integrate on-campus study with practical hands-on work experience in a specific area of communication. Prerequisite: Consent of the Radio/TV Broadcasting Department Chair is required.

**COSC Computer Science see also BCIS****COSC 1300 Introduction to Computing 3-1-3**

Study of basic hardware, software, operating systems, and current applications in various segments of society. Current issues such as the effect of computers on society and the history and use of computers are also studied. Labs may include but are not limited to introduction to operating systems, the Internet, word processing, spreadsheets, databases, and programming concepts with emphasis on critical thinking/problem solving. This course is intended for non-Business and non-Computer Science majors. Prerequisite: None.

**COSC 2425 Computer Organization and Machine Language 3-3-4**

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. Prerequisite: None.

**CPMT Computer Electronics Technology see also CETT, EECT, ELMT, ITCC and ITNW****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 1425 and CPMT 1403.

**CPMT 2350 Industry Certification Preparation 2-3-3**

Overview of the objectives for industry specific certification exam(s). Prerequisite: ITCC 2408.

**CPMT 2434 Network Security 3-3-4**

Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products and solutions; firewall and secure router design, installation, configuration and maintenance; AAA implementation using routers and firewalls; VPN implementation using routers and firewalls.

**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. Prerequisite: 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. Prerequisite: CRPT 1429.

**CRPT 1423 Floor Systems 3-3-4**

An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the selection, use, and maintenance of tools and equipment. Prerequisite: 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. 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. Prerequisite: CSME 1443, 1501 and 1551. Co-requisite: CSME 1505 and 1547.

**CSME 1501 Orientation to Cosmetology 3-8-5**

An overview of the skills and knowledge necessary for the field of cosmetology. Co-requisite: CSME 1443 and 1551.

**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. Prerequisites: CSME 1443, 1501 and 1551. Co-requisites: CSME 1453 and 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. Prerequisite: CSME 1443, 1501 and 1551. Co-requisite: CSME 1453 and 1505.

**CSME 1551 Artistry of Hair, Theory & Practice 3-8-5**

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Co-requisite: CSME 1443.

**CSME 2441 Preparation for the State Licensing Examination 2-8-4**

Preparation for the state licensing examination. Prerequisites: CSME 1443, 1453, 1501, 1505, 1547 and 1551. Co-requisites: CSME 2501 and 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. Prerequisites: CSME 1443, 1453, 1501, 1505, 1547, 1551. Co-requisite: CSME 2441 and 2539.

**CSME 2539 Advanced Hair Design 3-8-5**

Advanced concepts in the theory and practice of hair design. Prerequisites: CSME 1443, 1453, 1501, 1505, 1547, 1551. Co-requisite: CSME 2441 and 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. Prerequisite: CZEC 1311 with a grade of "C" or above.

**DAAC Mental Health Services see also CHLT, CMSW, GERS, PSYT and SCWK****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 2301 Therapeutic Communities in a Criminal Justice Setting 2-4-3**

Insight into the use of the therapeutic community as an approach in rehabilitation of the incarcerated substance abuser. Emphasizes therapeutic community issues such as lifestyle change, abstinence, elimination of antisocial activity, employability and pro-social attitudes and values. Includes integration of social and psychological goals. Prerequisite: DAAC 1304, DAAC 1309, DAAC 1319.

**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) - Substance Abuse/Addiction 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. Prerequisite: 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. Prerequisites: DEMR 1401 and DEMR 1406.

**DEMR 1406 Diesel Engine I 3-3-4**

An introduction to the basic principles of diesel engines and systems. Prerequisite: DEMR 1401.

**DEMR 1410 Diesel Engine Testing and Repair I 2-6-4**

An introduction to testing and repairing diesel engines including related systems specialized tools. Prerequisites: DEMR 1401 and DEMR 1406.

**DEMR 1416 Basic Hydraulics 2-7-4**

Fundamentals of hydraulics including components and related systems. Prerequisite: 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. Prerequisite: DEMR 1401.

**DEMR 1421 Power Train I 2-7-4**

Fundamentals, repair, and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair. Prerequisites: 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. 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. Prerequisites: DEMR 1401, 1406, 1410 and 2434.

**DEMR 2412 Diesel Engine Testing and Repair II 2-7-4**

Coverage of testing and repairing diesel engines including related systems and specialized tools. Prerequisites: DEMR 1401 and 1406.

**DEMR 2434 Advanced Diesel Tune-Up and Troubleshooting 2-7-4**

Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach. Prerequisites: DEMR 1401, 1405, 1406, and 1410.

**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. Prerequisite: Department approval required.

## **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 3-0-3**

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.

**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 and department consent.

**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**

Developmental Mathematics I is designed to help the student make the transition from arithmetic to algebra. This is accomplished through in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations. A computer lab where students practice math skills is required. Offered on Central Campus and Fort Hood.

**DSMA 0301 Developmental Mathematics II 5-1-3**

Developmental Mathematics II is designed to provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. A computer lab where students practice math skills is required. The prerequisite for this course is DSMA 0300 or DSMA 0304 or DSMA 0305 or an appropriate placement test score. Offered on Central Campus and Fort Hood.

**DSMA 0303 Developmental Mathematics IV 5-1-3**

Developmental Mathematics IV requires an understanding of the topics taught in DSMA 0301. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. A computer lab where students practice math skills is required. The prerequisite for this course is DSMA 0301 or DSMA 0306 or DSMA 0309 or an appropriate placement test score. Offered on Central Campus and Fort Hood.

**DSMA 0304 Fundamentals of Mathematics II 3-0-3**

Fundamentals of Mathematics II is designed to help the student make the transition from arithmetic to algebra. This is accomplished through in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, 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. This course includes an in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations. A computer, internet connection, and designated course software to facilitate interactive learning must be available.

**DSMA 0306 Introductory Algebra 3-0-3**

Introductory Algebra is designed to provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. The prerequisite for this course is DSMA 0304 or DSMA 0300 or DSMA 0305 or an appropriate placement test score. Offered at C&I locations and Service Area Campuses that do not have a lab facility.

**DSMA 0307 Intermediate Algebra 3-0-3**

Intermediate Algebra requires an understanding of the topics taught in DSMA 0306. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. The prerequisite for this course is DSMA 0306 or DSMA 0301 or DSMA 0309 or an appropriate placement test score. Offered at C&I locations and Service Area Campuses that do not have a lab facility.

**DSMA 0309 Fundamentals of Algebra 4-0-3**

Fundamentals of Algebra 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 provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. A computer, internet connection, and designated course software to facilitate interactive learning must be available. The prerequisite for this course is DSMA 0305 or DSMA 0300 or DSMA 0304 or an appropriate placement test score.

**DSMA 0310 Intermediate Algebra 4-0-3**

Intermediate Algebra 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 requires an understanding of the topics taught in DSMA0309. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. A computer, internet connection, and designated course software to facilitate interactive learning must be available. The prerequisite for this course is DSMA 0309 or DSMA 0301 or DSMA 0306 or an appropriate placement test score.

**DSRE 0300 Developmental Reading I 2-2-3**

Developmental Reading I (DSRE 0300) is a fundamental reading course designed to aid students in acquiring and improving the basic skills needed for reading college-level materials. This course was developed specifically for those who scored below 35 percent on the reading section of the Asset test. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. 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 (DSRE 0301) is designed to aid students in developing and reinforcing the skills needed for reading college-level materials; specifically those who scored between 35-40 percent on the reading section of the Asset test or passed DSRE 0300. Emphasis will be on vocabulary development, literal and critical comprehension skills, and fluency. A computer lab where students practice reading skills is required. Successful completion of DSRE 0301 should provide a student with an adequate background to successfully pass the reading section of the THEA as well as any college course that requires extensive reading. Offered on Central Campus and Fort Hood.

**DSRE 0302 Fundamentals of Reading I 3-0-3**

Fundamentals of Reading I (DSRE 0302) is a fundamental reading course designed to aid students in acquiring and improving the basic skills needed for reading college-level materials. This course was developed specifically for those who scored below 35 percent on the reading section of the Asset test. Emphasis will be on word attach skills, vocabulary development, comprehension, fluency, and study and test-taking skills. 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 (DSRE 0303) is designed to aid students in developing and reinforcing the skills needed for reading college-level materials; specifically those who scored between 35-40 percent on the reading section of the Asset test or passed DSRE 0302. Emphasis will be on vocabulary development, literal and critical comprehension skills, and fluency. Successful completion of DSRE 0303 should provide a student with an adequate background to successfully pass the reading section of the THEA as well as any college course that requires extensive reading. Offered at C&I 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**

Developmental Writing I is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to problems in grammar and usage as these problems occur in the paragraphs. This is a required course for students who have scored below 200 on the writing section of the THEA or below 35 on the ASSET and a 2 or 3 on the writing section. 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). A computer lab where students practice writing skills is required. Offered on Central Campus and Fort Hood.

**DSWR 0302 Developmental Writing II 3-1-3**

Developmental Writing II is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on essay development, with attention given to problems in grammar and usage as these problems occur in the essays. This is a required course for students who have scored between 200 and 239 on the THEA or between 35 and 40 on the ASSET and a 4 or 5 on the writing section or for students who have successfully completed DSWR-0301. 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). A computer lab where students practice writing skills is required. Offered on Central Campus and Fort Hood.

**DSWR 0303 Fundamentals of Writing I 3-0-3**

Fundamentals of Writing I is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to problems in grammar and usage as these problems occur in the paragraphs. This is a required course for students who have scored below 200 on the writing section of the THEA or below 35 on the ASSET and a 2 or 3 on the writing section. 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 at C&I locations and Service Area Campuses that do not have a lab facility.

**DSWR 0304 Fundamentals of Writing II 3-0-3**

Fundamentals of Writing II is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on essay development, with attention given to problems in grammar and usage as these problems occur in the essays. This is a required course for students who have scored between 200 and 239 on the THEA or between 35 and 40 on the ASSET and a 4 or 5 on the writing section or for students who have successfully completed DSWR 0303. 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 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 those with native or near-native English speaking background 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 intensive 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. Prerequisites: 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.

**EDUC Education see also TECA****EDUC 1301 Introduction to the Teaching Profession 3-1-3**

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling. Classroom course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course includes a minimum of 16 contact hours of field experience in P-12 classrooms.

**EDUC 2301 Introduction to Special Populations 3-1-3**

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning, provides students with opportunities to participate in early field observations of P-12 special populations. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course includes a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC-1301.



## **EECT Communications Electronics** see also CETT, CPMT, ELMT, ITCC and ITNW

**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 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, ITCC and ITNW

**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. Prerequisites: 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 concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing of equipment. Prerequisite: ELMT 1301.

**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 1449.

**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. Prerequisites: CETT 1449.

## **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. Prerequisite: ELPT 1411.

## **EMAP Public Administration/ Homeland Security** see also HMSY

**EMAP 1345 Hazard Mitigation and Debris Management 3-0-3**  
Hazard mitigation process and available methodologies which, when applied, will contribute to reducing the vulnerability of a jurisdiction. Includes an in-depth study of potential funding mechanisms including the Hazard Mitigation Grant Program.

**EMAP 1400 Principles of Basic Emergency Management 4-0-4**  
Overview of the Texas Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards, the role of the local emergency manager, including instruction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.

**EMAP 2300 Developing Volunteer Resources and Decision Making 3-0-3**  
Management of volunteer services. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288.

**EMAP 2301 Leadership and Effective Communication 3-0-3**  
Analysis of personal and group dynamics in an emergency management setting. Examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G240 and G242.

**EMAP 2302 Managing Mass Casualty and Fatality Incidents 3-0-3**  
Disaster scene control involving large numbers of casualties and coordination of the responding agencies. Includes observation and critique of mass casualty disaster drills and critical incident stress debriefing.

**EMAP 2355 Disaster Recovery 3-0-3**  
Policies, concepts, and procedures of recovery. Addresses the various federal and state assistance programs. Emphasizes coordination of damage assessment, preparing documentation, and recovery procedures. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency course G620.

## **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 1338 Introduction to Advanced Practice 3-0-3**

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

**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 1356 Patient Assessment and Airway Management 2-3-3**

A detailed study of the knowledge and skills required to perform patient assessment and airway management.

**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 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: ENGL 1301, or equivalent, with a grade of "C" or above.

**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 a 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 a 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 a 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 a 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 a 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 a 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 1302, or equivalent, with a 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 1302, or equivalent, with a 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 1414 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**

Environmental science is an interdisciplinary study that draws from the physical, biological, and social sciences. It attempts to understand how life on Earth is sustained, what leads to environmental problems, and how to manage these problems. This course satisfies the science requirements in most curricula. As a four semester credit hour course, there is a lecture and laboratory component. 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: 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 & 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 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 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.



**FIRT 2309 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 2331 Firefighting Strategies and Tactics II 3-0-3**

Continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command in large scale command problems and other specialized fire problems. Not offered in Texas.

**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.

**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 ITSY****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: 4 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.

**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.

**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.





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**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 2-3-3**

An introduction to computers and their relationship as an information system to the hospitality industry. This course includes an overview of industry specific software.

**HAMG 1321 Introduction to the Hospitality Industry 3-0-3**

Introduction to the elements of the hospitality industry.

**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 3-1-3**

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.

**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.

**HAMG 2337 Hospitality Facilities Management 3-0-3**

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

**HAMG 2388 Internship - Hospitality Administration and Management 0-17-3**

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. Prerequisite: Consent of the Program Director.

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**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. Prerequisite: 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: 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. 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 2438 Air Conditioning Installation and Startup 3-3-4**

A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Prerequisite or co-requisite: HART 1407.

**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. 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. Prerequisite: 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, HART 1403, HART 1407, and HART 1441.

**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. Prerequisite: Department approval required.

**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. Recommended prerequisites: HITT 1305 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 including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

**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 or equivalent.

**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 Public Administration/ Homeland Security** see also EMAP

### **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.

### **HMSY 1338 Homeland Security Emergency Communications Management 3-0-3**

A study of public safety communication system interactions. Topics include political and policy basis of emergency management, technology, mitigation, and disaster recovery. Includes an overview of incident command systems, emergency management, mitigation for emergency managers, and individual and community disaster education.

### **HMSY 1339 Homeland Security Emergency Contingency Planning 3-0-3**

Procedures for developing, implementing, and updating an Emergency Contingency Plan that outlines public agencies and private industry response, recovery, and mitigation. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, and exercises are included.

### **HMSY 1340 Homeland Security Intelligence Operations 3-0-3**

A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, cycle, management of operations, classification, production and analysis, assessment of targets, and assessment of threat vulnerability. Source development will be conducted.

### **HMSY 1341 Critical Infrastructure Protection 3-0-3**

Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures.

### **HMSY 1342 Understanding and Combating Terrorism 3-0-3**

Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.

### **HMSY 1343 Weapons of Mass Destruction 3-0-3**

This course covers hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion will include historical events related to the use of weapons of mass destruction.

### **HMSY 1470 Final Project in Homeland Security and Emergency Management 4-0-4**

Students will participate in a comprehensive project from conception to conclusion. The student will be required to plan and develop a project consisting of research, design, and layout. A formal written report and a demonstration and presentation of the process and results are required.

### **HMSY 2337 Managing a Unified Incident Command 3-0-3**

A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios.

### **HMSY 2476 Internship- Homeland Security and Emergency Management 0-12-4**

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.

## **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 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 ITSY

### **IMED 1416 Web Design I 3-3-4**

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers.

### **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 dynamic data integration, data collection, and online transactions. 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.

**ITAL 1411 Beginning Italian I 4-2-4**

This course includes basic grammar drill, simple reading, and conversation.

**ITAL 1412 Beginning Italian II 4-2-4**

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: ITAL 1411 with a grade of "C" or above.

**ITAL 2311 Intermediate Italian I 3-0-3**

This course includes grammar review, composition, and reading of Italian masterpieces, with conversation based on material read. Prerequisite: ITAL 1411

**ITAL 2312 Intermediate Italian II 3-0-3**

This course continues reading of Italian masterpieces and drill on syntax as needed for reading composition and conversation. Prerequisite: ITAL 2311

**ITCC Computer Electronics**

**Technology** see also CETT, CPMT, EECT, ELMT and ITNW

**ITCC 1401 Exploration – Network Fundamentals 3-3-4**

A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

**ITCC 1404 Cisco Exploration 2 – Routing Protocols and Concepts 3-3-4**

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes. Prerequisite: ITCC 1401.

**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 2410.

**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: Department approval required.

**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: Department approval required.

**ITCC 2344 CCNP4: Internetwork Troubleshooting 2-4-3**

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: Department approval required.

**ITCC 2408 Cisco Exploration 3 – LAN Switching and Wireless 3-3-4**

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Prerequisite: ITCC 1404.

**ITCC 2410 Cisco Exploration 4 – Accessing the WAN 3-3-4**

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Prerequisite: ITCC 2408.

**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: Department approval required.



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**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.

**ITNW 1437 Introduction to the Internet** 3-3-4

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, publish information, and create web pages in HTML; creating simple web pages using internet and DHTML. Survey of emerging technologies on the Internet. Prerequisite: None.

**ITNW 1454 Implementing and Supporting Servers** 3-3-4

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Emphasis will be on the MS Windows Server environment. Presents information needed to prepare for and take the Microsoft Exam 70-290. Prerequisite: None.

**ITNW 1458 Network+** 3-3-4

Presents information needed to prepare for and take the Computing Technology Industry Association (CompTIA) Network+ certification exam and for a career as a network professional. 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.

**ITNW 2435 Network Troubleshooting and Support** 3-2-4

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. Prepares individuals to sit for the MS A+ Training exam. Prerequisite: ITNW 2405 or concurrent enrollment.

**ITNW 2456 Designing a Network Directory Infrastructure** 3-3-4

Design, implement, and support a network directory infrastructure in a multi-domain environment. Emphasis will be on the MS Windows Server environment. Presents information needed to prepare for and take the Microsoft Exam 70-291. Prerequisite: None.

**ITNW Electronics** see also CETT, CPMT, EECT, ELMT and ITCC**ITNW 1451 Fundamentals of Wireless LANs** 3-3-4

Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. Prerequisite: Department approval.

**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

An introduction to personal computer operating systems including installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

**ITSC 1409 Integrated Software Applications I** 3-3-4

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Prerequisite: None

**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: 4 hours of computer science courses.

**ITSC 2439 Personal Computer Help Desk Support** 3-3-4

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. 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 1407 Introduction to C++ Programming** 3-3-4

Introduction to programming using C++. Emphasis on the fundamentals of object-oriented design with 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

Introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Prerequisites: Must have 16 semester hours of computer science courses.

**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: ITNW 1437 or IMED 1416.

**ITSE 2417 JAVA Programming** 3-3-4

Introduction to object oriented JAVA programming, including 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 file access, abstract data structures, class inheritance modeling, and other advanced techniques. Prerequisite: ITSE 1407.

**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 GAME, 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, OR BCIS 1405.

**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 1400 Fundamentals of Information Security 3-3-4**

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed. Prerequisite: None

**ITSY 1442 Information Technology Security 3-3-4**

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Prerequisite: ITSY 1400 – or concurrent enrollment.

**ITSY 2400 Operating System Security 3-3-4**

Safeguard computer operating systems by demonstrating server support skills and understanding the design and implementation of a security system. Identify security threats and monitor network security implementations. Understand how to configure operating systems to industry security standards. Prerequisite: 15 hours of computer science courses or ITSC 1405

**ITSY 2401 Firewalls and Network Security 3-3-4**

Identify elements of firewall design, types of security threats and responses to security attacks. Understand how to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Prerequisites: ITSY 1400 or concurrent enrollment.

**ITSY 2441 Security Management Practices 3-3-4**

In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. Prerequisite: ITSY 1400 and ITSY 1442.

**ITSY 2459 Security Assessment and Auditing 3-3-4**

Capstone experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place to assure regulatory compliance. Prerequisite: ITSY 1400 and ITSY 1442.

**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.

**KINE Kinesiology**

Course	Title	Prerequisite	Credit
KINE 1100	Aerobics I	None	0-3-1
KINE 1101	Aerobics II	KINE 1100	0-3-1
KINE 1102	Badminton I	None	0-3-1
KINE 1103	Badminton II	KINE 1102	0-3-1
KINE 1104	Ballet I	None	0-3-1
KINE 1105	Ballet II	KINE 1104	0-3-1
KINE 1106	Basketball I	None	0-3-1
KINE 1107	Basketball II	KINE 1106	0-3-1
KINE 1108	Bowling I	None	0-3-1
KINE 1109	Bowling II	KINE 1108	0-3-1
KINE 1110	Fitness Walking I	None	0-3-1
KINE 1111	Fitness Walking II	KINE 1110	0-3-1
KINE 1112	Golf I	None	0-3-1
KINE 1113	Golf II	KINE 1112	0-3-1
KINE 1114	Spin Bike I	None	0-3-1
KINE 1115	Spin Bike II	KINE 1114	0-3-1
KINE 1116	Jazz Dance I	None	0-3-1
KINE 1117	Jazz Dance II	KINE 1116	0-3-1
KINE 1118	Jujutsu I	None	0-3-1
KINE 1119	Jujutsu II	KINE 1118	0-3-1
KINE 1120	Karate I	None	0-3-1
KINE 1121	Karate II	KINE 1120	0-3-1
KINE 1122	Kickboxing/Aerobics I	None	0-3-1
KINE 1123	Muay Thai Kickboxing I	None	0-3-1

KINE	1124	Muay Thai Kickboxing II		
		KINE 1123	0-3-1	
KINE	1125	Physical Conditioning I		
		None	0-3-1	
KINE	1126	Physical Conditioning II		
		KINE 1125	0-3-1	
KINE	1127	Soccer I	None	0-3-1
KINE	1128	Soccer II	KINE 1127	0-3-1
KINE	1129	Softball I	None	0-3-1
KINE	1130	Softball II	KINE 1129	0-3-1
KINE	1132	Swimming I	None	0-3-1
KINE	1133	Swimming II	KINE 1132	0-3-1
KINE	1134	Swimming III	KINE 1133	0-3-1
KINE	1135	Tennis I	None	0-3-1
KINE	1136	Tennis II	KINE 1135	0-3-1
KINE	1137	Volleyball I	None	0-3-1
KINE	1138	Volleyball II	KINE 1137	0-3-1
KINE	1139	Water Aerobics I	None	0-3-1
KINE	1140	Water Aerobics II	KINE 1139	0-3-1
KINE	1141	Water Safety I		
		Demonstrated Swimming Skills	0-3-1	
KINE	1142	Water Safety II	KINE 1141	0-3-1
KINE	1143	Weight Training I	None	0-3-1
KINE	1144	Weight Training II	KINE 1143	0-3-1
KINE	1145	Weight Training III	KINE 1144	0-3-1
KINE	1146	Yoga I	None	0-3-1
KINE	1147	Yoga II	KINE 1146	0-3-1
KINE	1148	Kickboxing/Aerobics II		
		KINE 1122	0-3-1	
KINE	1149	Jogging I	None	0-3-1
KINE	1150	Jogging II	KINE 1149	0-3-1
KINE	1151	Scuba Diving I	None	0-3-1
KINE	1152	Scuba Diving II	KINE 1151	0-3-1
KINE	1153	Lifeguard Training		
		Demonstrated Swimming Skills	0-3-1	
KINE	1154	Pilates I	None	0-3-1
KINE	1155	Pilates II	KINE 1154	0-3-1
KINE	2150	Scuba III Rescue Divers		
		KINE 1152	0-3-1	
KINE	1301	Introduction to Physical Fitness & 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. Prerequisite: None.

**KINE 1304 Personal/Community Health I** 3-0-3  
Investigation of the principles and practices in relation to personal and community health. Prerequisite: None.

**KINE 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. Prerequisite: None.

**KINE 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. Prerequisite: None.

**KINE 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. Prerequisite: None.

**KINE 1331 Physical Education for Elementary Majors** 3-0-3  
This course is designed to give a foundation for a working knowledge of activities that are appropriate for elementary children, especially those in grades Pre-K through 5th grade. The students will learn to teach a variety of games, exercises, sport activities and dances appropriate for children. 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. Prerequisite: None.

**KINE 1338 Concepts of Physical Fitness – Personal Trainer – NCSF Trainer Certification Course** 3-0-3  
To provide professional development as well as theoretical proficiency required for qualified personal trainers. This course will also provide a hands-on approach as an integral component of preparation for careers that emphasize exercise prescription and training utilizing a practical skill approach. After completion of this program students will be prepared to sit for the NCSF-CPT exam and enter the job market with a valid credential denoting their qualified status. 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. Prerequisite: None.

## 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. Prerequisite: KORE 1311 with a grade of "C" or above.

**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**

This course presents the fundamental concepts of elder law, including financial and estate planning, public benefits, health care, personal planning and protection, and consumer protection.

**LGLA 1303 Legal Research 3-0-3**

Identify and locate primary and secondary legal authority; and implement effective research strategies utilizing standard and electronic legal research tools with emphasis on the paralegal's role and ethical considerations in legal research.

**LGLA 1304 Military and National Security Legal Issues 3-0-3**

This course presents the fundamentals of 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 with emphasis on emerging issues of national security laws including 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.

**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.

**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 Torts 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**

Analyze the fundamental principles of management, administration and substantive systems of the law office; implement use of technology in the management and administration of the law office; and describe the role and ethical considerations of the paralegal in the law office. Recommended Pre-requisite: 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 presents the fundamental concepts of criminal law from arrest to final disposition, principles of federal and state law, and the role of the paralegal in the preparation of pleadings and motions.

**LGLA 2321 Military Law 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 presents an overview of the operation and management of military law as applied to paralegals including detailed coverage of Uniform Code of Military Justice (UCMJ), claims, military administrative law, legal assistance, and civil law as it applies to the military.



**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).

**LGLA 2435 Advanced Civil Litigation 3-3-4**

Implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills required in prior civil litigation courses. Prerequisite: LGLA 1345

**LGLA 2480 Cooperative Education - Paralegal/Legal Assistant 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.

**LGLA 2488 Internship- Paralegal/Legal Assistant 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.

## **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 with a minimum grade of "C", or DSMA 0303 (Intermediate Algebra or equivalent\*) with a minimum grade of "C", or MATH 1332 with a minimum grade of "C". 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. This course will however satisfy the mathematics requirement of many of the Associate of Applied Science degrees offered at CTC. \* DSMA 0307, DSMA 0310, DSMA 0316 and DSMA 0317.

**MATH 1350 Fundamentals of Mathematics I 3-0-3**

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is the first semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of elementary analysis. Prerequisite: A grade of "C" or better in MATH 1414.

**MATH 1351 Fundamentals of Mathematics II 3-0-3**

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This is the second semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of these concepts. Prerequisite: A grade of "C" or better in MATH 1414 and a grade of "C" or better in MATH 1350.

**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 4-0-4**

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 4-0-4**

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 4-0-4**

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. Prerequisite: CRPT 1429.

**MDCA Office Technology see also HITT, MRMT, POFI, POFM and POFT****MDCA 1409 Anatomy and Physiology for Medical Assistants 3-4-4**

Emphasis on structure and function of human 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. Recommended prerequisite: HITT 1305 or concurrent enrollment. Keyboarding proficiency and written communication skills recommended.

**MRMT 2166 Practicum - Medical Transcription/Transcriptionist 0-8-1**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Student will spend 15-20 hours per week working with practicum employer. Prerequisite: completion of all courses in the certificate and Departmental approval.

**MRMT 2333 Medical Transcription II 2-4-3**

Transcription of advanced medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Prerequisite: MRMT 1307.

**MRMT 2357 Advanced Medical Transcription 2-4-3**

Practical application of highly developed medical transcription skills. 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: MRMT 2333 or concurrently enrolled.

**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 Leadership and Personal Development 2-2-2**

The course introduces cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as time management, physical fitness, and stress management relate to leadership, officership, and Army operations. Focus is placed on developing basic knowledge and comprehension of Army Leadership Dimensions while gaining a broad understanding of the ROTC program, its purpose in the Army, and its advantages for the student. One Two hour lecture and one Two hour Lab a week for one semester.

**MSMG 1203 Introduction to Tactical Leadership 2-2-2**

This course presents an overview of leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback and using effective writing skills. Cadets explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. Cadre role models and the building of stronger relationships among the cadets through common experience and practical interaction are critical aspects of this course. Prerequisite: Leadership and Personal Development. One Two hour lecture and one Two hour Lab a week for one semester.

**MSMG 1310 Foundations of Leadership 2-2-3**

This course explores the dimensions of creative and innovative tactical leadership strategies and styles by studying historical case studies and engaging in interactive student exercises. Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises. Focus is on continued development of the knowledge of leadership values and attributes through an understanding of rank, uniform, customs, and courtesies. Leadership case studies provide tangible context for learning the Soldier's Creed and Warrior Ethos as they apply in the Contemporary Operating Environment (COE). Prerequisites: Leadership and Personal Development and Introduction to Tactical Leadership. One Two hour lecture and one Two hour Lab a week for one semester.

**MSMG 1312 Foundations of Tactical Leadership 2-2-3**

This course examines the challenges of leading teams in the complex contemporary operating environment (COE). The course highlights dimensions of cross-cultural challenges of leadership in a constantly changing world and applies these challenges to practical Army leadership tasks and situations. Cadets develop greater self-awareness as they practice communication and team building skills. COE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios. One Two hour lecture and one Two hour Lab a week for one semester.

## 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 Piano Class 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 Voice Class 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 1188 Percussion Class I 1-1-1

Class instruction in the fundamental techniques of playing and teaching percussion instruments. Prerequisite: None.

### MUSI 1192 Guitar Class 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 Elementary Sight Singing and Ear Training 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 Elementary Sight Singing and Ear Training 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 four-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. Prerequisite: CRPT 1429.

**PFPB 2445 Residential Construction Plumbing II 3-3-4**

Installation of residential bathroom and kitchen fixtures in single- and multi-family housing. Prerequisite: PFPB 2409.

**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.

### 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 Atom; 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 1403 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.

### PHYS 1404 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.

### PHYS 1405 Elementary Physics I 3-3-4

A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of classical and modern physics which are the foundation of everyday phenomena. Offered at C&I locations only.

### 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.



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**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 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. Prerequisite: Keyboarding and word processing skills or concurrent enrollment in word processing course recommended.

**POFI 2340 Advanced Word Processing** 2-4-3

Advanced techniques 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** 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.

**POFI 2387 Internship - Business/Office Automation/Technology/Data Entry** 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.

**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: Medical Terminology, Keyboarding and Computer Skills or Department consent.

**POFM 2386 Internship - Medical Administrative/Executive Assistant and Medical 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/Executive Assistant and Medical 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, including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.

**POFT 1325 Business Math and Machine Applications** 2-4-3

Business math problem-solving skills using office technology.

**POFT 1329 Beginning Keyboarding** 2-4-3

Skill development in 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 emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1301, POFT 1329 and concurrent enrollment in or completion of second year office technology courses recommended. Departmental 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**

A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Keyboarding and word processing skills recommended.

**POFT 2386 Internship - Administrative Assistant and 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 and 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.

**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.

**PSTR 2307 Cake Decorating II 1-5-3**

A course in decoration of specialized and seasonal products. Prerequisite: PSTR 1306.

**PSTR 2331 Advanced Pastry Shop 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.

**PSTR 2350 Wedding Cakes 1-7-3**

Skills, concepts, and techniques for preparing wedding cakes. Includes marzipan, plastic chocolate-rolled fondant, chocolate garnish, flower making, and royal icing piping work. Prerequisite: PSTR 1306.

**PSYC Psychology****PSYC 1300 Learning Framework 3-0-3**

This course is a study of the research and theory of the psychology of learning, cognition and motivation. It will explore factors that impact learning and the application of learning strategies. Theoretical modes of strategic learning, cognition and motivation will serve as the conceptual basis for the introduction of college-level student academic strategies. A holistic approach will be taken in guiding students as they assess their personality type, learning styles, vocational interest and identify their strengths and weaknesses as strategic learners. The student will evaluate factors that impact learning and development and will discuss the application of effective learning strategies. The role of relationships, money and health to a student's ability to perform and remain motivated to learn will be explored. Students will be able to apply the knowledge, skills and attitudes developed in this course to their future college studies.

**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, GERS and SCWK****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 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.

**PSYT 2345 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.

**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. 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. 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. 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. 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 the profession. Emphasis on clinical decision-making 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. 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. 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. Co-requisites: RNSG 1213, 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 KINE 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 KINE 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. 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, KINE 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. 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 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.

**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 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. Prerequisites: 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.

**SCWK Mental Health Services see also CHLT, CMSW, DAAC, GERS and PSYT****SCWK 1321 Orientation to Social Services 3-0-3**

Introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal, and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services.

**SCWK 2301 Assessment and Case Management 2-2-3**

Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, prevention, case management, and referral.

**SCWK 2307 Human Behavior and the Social Environment 3-0-3**

In-depth analysis of human behavior and the social environment. A study of social systems, life span, and strength approaches to understanding human behavior and environmental impact. Emphasis on the impact of human diversity, discrimination, and oppression on the individual's ability to reach or maintain optimal health and well-being.

**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.

**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.

**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.

## 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 3-0-3**  
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 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.

## 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. Prerequisites: 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. Prerequisites: 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, 1400, 1126, 1116, 1160. Co-requisites: Fall Admission VNSG 1360, 1330. Spring Admission VNSG 1360, 1330.



**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, 1400, 1116, 1160. Co-requisites: Fall Admission VNSG 1360, 1307. Spring Admission VNSG 1360, 1307.

**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 education is an unpaid external learning experience. 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. 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 installation. Prerequisite: WDWK 1413.

**WLDG Welding****WLDG 1313 Introduction to Blueprint Reading for Welders 1-5-3**

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Prerequisite: WLDG 1323.

**WLDG 1323 Welding Safety, Tools, and Equipment 1-5-3**

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 1417 Introduction to Layout and Fabrication 3-3-4**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

**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. Prerequisite: WLDG 1323.

**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. Prerequisites: WLDG 1323 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. Prerequisites: WLDG 1323 and WLDG 1428.

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**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. Prerequisites: WLDG 1323 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. 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. 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. 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. Prerequisite: Department approval required.

**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. Prerequisite: WLDG 1417.

**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. Prerequisites: WLDG 1323 and WLDG 1457.

**WLDG 2447 Advanced Gas Metal Arc  
Welding (GMAW) 3-3-4**

Advanced topics in gas metal arc welding (GMAW). Includes welding in various positions and directions. 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. 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. 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. Prerequisite: Department approval required.



# Personnel

**Tina Ady**, Director, Education Support Services/Marketing & Outreach

**Joseph Anderson**, Director, Foreign Language, Continental Campus

**Lena Anderson**, eArmyU Evaluator

**Ken Austin**, Dean, Continental Campus

**Troy Barber**, eArmyU/GoArmyEd Evaluator

**James D. Barton**, Internal Auditor

**Shannon Bralley**, Admissions Counselor/TSI Coordinator

**Tesha L. Brazelton**, eArmyU Counselor

**Kerstin Brooks**, Director, Student Life & Student Activities

**Rebecca Buckland**, DL Counselor/Administrator

**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

**Teresa Chavez**, Director, Continuing Education

**Amanda Clark**, Coordinator, Electronic Records

**Tony Cleaver**, Director, Skills Center Counselors/Tech Prep

**Pearl Creviston**, Assistant Director, Financial Aid

**Pamela Dancer**, Director, C&I Campus Records

**Colvin L. Davis**, Dean, American Preparatory Institute

**Sharon Davis**, Director, Distance Education and Educational Technology

**Leticia Dizon**, API High School Lead Teacher

**George Erskine**, Director, Testing Services

**Brigitte M. Flynt**, Coordinator, Transfer Evaluations

**Lorene H. Flynt**, Coordinator, Course Scheduling

**Gary Fuda**, Bookstore Manager

**Eva Garcia**, Site Representative, Student Records, Fort Hood Campus

**Tasha Gardner**, Recruiter/Advisor

**Catrice L. Glasgow**, Online Mentor

**Shelly Gonsalves**, Assistant Director, Human Resource Management

**Marta Grant**, Academic Advisor

**Barbara A. Grice**, Dean, Pacific Far East Campus

**Greg Griffith**, Transfer Counselor

**Cindy Guzman**, Counselor, Disability Support Services

**Lee Hale**, Coordinator, Married 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

**Jewe L. Heartfield**, Director, CTC Foundation

**Mary Henderson-White**, Director, Student Support Services

**Marlene K. Henry**, Coordinator, Mental Health Services

**Sharon Herman**, Coordinator, Course Scheduling

**Keisha Holman**, Coordinator, DL Records and Registration

**Robert Holman**, eArmyU Evaluator

**Richard R. Ibarra, Jr.**, Intramural Director

**Holly Jordan**, Director, Human Resource Management

**Bruce Kendall**, Director, Information Technology

**Jeanette Kendrick**, IT Information Systems Consultant

**Rowena Killough**, Coordinator, GoArmyEd/eArmyU

**Gary Kindred**, Dean, Europe Campus

**Sabrina Kindred**, Coordinator, Continuing Education

**Lillian Kroeger**, Systems Registrar

**Dottie Kyle**, Director, Admissions and Recruitment

**Kathrine Latham**, Instructional Development Manager, DL  
**Jennise Leafa**, Coordinator, Military Student Support Services  
**Eileen Ledet**, Manager, Inventory Control  
**Stephanie Legree-Roberts**, Director, International Student Services

**Tracy Lehmkuhler**, Manager, Accounts Receivable

**Robert W. Liberty**, Comptroller

**Marie Light**, Academic/Vocational Counselor, Guidance and Counseling

**Jim Lindley**, General Counsel

**Pattie Lofton**, Assistant Manager, Accounts Receivable

**Yancey Lones**, Instructional Technology Manager, DL

**Adele Magnani**, Resident Dormitory Manager

**Clara Maher**, Director Payroll Services

**Gerald Mahone-Lewis**, Director, Substance Abuse Resource Center

**Judy Marshall**, Director, Day Care, Early Childhood Development

**JoAnn Maxon**, Manager, Reprographics

**Angela May**, Distance Learning Quality Assurance Manager

**David McClure**, Associate Dean, Guidance and Counseling

**Martin O. Menn**, Director, IT Infrastructure

**Barbara Merlo**, Director, Community Relations & Technical Publications

**Don Mikles**, Dean, Central Campus

**Cecilia Moreno-Shotwell**, Counselor Retention Support

**Christie Morton**, Coordinator, eArmyU/GoArmyEd Evaluations

**James C. Nixon**, Dean, Fort Hood and Service Area Campus

**Jim O'Brien**, Director, Facilities Management

**Terri K. O'Connor**, Manager, IT Infrastructure Support, Computer Operations

**Michael Oliver**, Business Office Supervisor

**Nancy A. Ortiz**, Coordinator, Course Scheduling

**Sue Payne**, Webmaster

**Denise D. Pergl**, Academic Counselor/Advisor

**Jessica Petty**, eArmyU/GoArmyEd Evaluator

**Mark Plasterer**, Director, Multimedia Services

**Mark A. Pollett**, Associate Dean, Fort Hood and Service Area Campus

**Sherry L. Pollett**, Bursar

**Douglas Porter**, Project Manager, MOS Programs, Fort Hood Campus

**Jekethia Rainge**, Coordinator, Central Records and Registration

**William Randazzo**, Supervisor, Learning Resource Center

**Angela Reese**, Director, Recruitment Communications & Outreach

**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

**Felicia Robinson**, Coordinator, Student Financial Aid

**Brad Rogers**, Assistant Director, Testing Services

**Crickett Rogers**, Coordinator, Workforce Development

**Amanda Rolfe**, Counselor, Disability Support Services

**Max Rudolph**, General Manager, KNCT-TV/FM

**Shelia Seals**, Retention Specialist

**Deborah L. Shibley**, Director, Risk Management

**Anne R. Sloane**, Evaluator, Student Services, Fort Hood Campus

**Annabelle L. Smith**, Director, Offices of Student Financial Assistance/Veteran Services

**Lisa Steward**, Director, TDCJ/Gatesville Community Programs

**Deba Swan**, Dean, Library Services

**Jacqueline Thomas**, Coordinator, AA/EEO



**Sabine Thomas**, Coordinator, Distance Learning Operations  
**Charlene A. Thompson**, Evaluator, Student Services, Fort Hood Campus  
**Joseph O. Toomer**, Community Coordinator, KISD/CCISD, Fort Hood Campus  
**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  
**Chand Wijje**, Director, Institutional Effectiveness  
**Ronald Wilson**, Program Manager, Library/Army Learning Center, Fort Hood Campus  
**Jim M. Yeonopolus**, Deputy Chancellor, International and Navy Campus Operations/Dean, Navy Campus  
**Jane Zimmerman**, Director, Learning Outcome Assessment

# 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

**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)  
A.A., Central Texas College  
B.S., University of Maryland  
M.S., Indiana State University

**Larry Flegle** (2004, 2007)  
B.A., University of South Florida  
M.A., Pepperdine University  
Ph.D., Nova Southeastern University

**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

**Vancy L. Hobbs** (2007, 2008)  
Hospitality (San Saba)  
A.G.S., Central Texas College  
Certificate of Completion I, Central Texas College

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**David Lazarus** (1997)

Hospitality (Fort Hood Campus)  
A.G.S., Central Texas College  
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B.S., Excelsior College  
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**Elke Jensen** (1999)

Hospitality (Fort Hood Campus)  
A.G.S., Central Texas College  
A.A.S., Central Texas College  
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**L. Leslie Ledger** (1995, 2002)

Business Administration - *Management*  
B.B.A., Southwest Texas State University  
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**Mark S. Murgia** (2001)

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**Marshall J. Silva** (2000, 2008)

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A.A., Central Texas College  
B.A., Campbell University  
M.A., Webster University

**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

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Business Administration - *Accounting*  
B.A., University of Texas  
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Business Administration - *Management*  
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Business Administration - *Accounting*  
A.G.S., Central Texas College  
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**Communications****Dianne L. Blomberg** (2007)

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B.A., Metropolitan State College of Denver  
M.A., University of Northern Colorado  
Ph.D., University of Denver

**Brenda Cornell** (2003)

Communications - *English*  
B.A., Millsaps College  
M.A., University of Southern Mississippi  
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Communications - *English*  
B.A., Tarleton State University  
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**Joshua W. Everett** (2002)

Communications - *English*  
B.A., Texas A&M University  
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**Christy E. Garner** (1998, 2008)

Communications (Gatesville)  
B.S., Baylor University  
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**Robert A. Garner** (1981)

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B.A., Baylor University  
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**Mary L. Gogas-Vizcaino** (2006)

Communications (Fort Hood)  
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**John L. Henderson**, Department Chair (1970, 2003)

Communications - *English*  
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**Anna R. Holston** (1988)

Communications - *English*  
B.A., Paine College  
M.A., Pepperdine University  
M.A., Baylor University  
Additional graduate studies, Baylor University and  
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**David F. Hubbell** (1991, 1996)

Communications - *English*  
A.A., Temple Junior College  
B.A., Stephen F. Austin State University  
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**Jane M. Gibson** (1979)

Communications - *Foreign Language*  
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**Federico R. Schweizer** (1998)

Communications - *Foreign Language*  
B.M., Mississippi State University  
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**Shane K. Simon** (1981)

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B.S., Southwest Texas State University  
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Additional graduate studies, University of Mary  
Hardin-Baylor, Baylor University

**Mary L. Simpson** (1980, 1993)

Communications - *English*  
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M.Ed., Tarleton State University  
Additional graduate studies, University of Mary  
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Ed., Cert., Methodist College

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Additional graduate studies, University of Texas at  
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**Eva D. Wankowski** (2009)

Mathematics (Gatesville)  
B.S., Cameron University  
B.A., Cameron University  
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**Bethany Winkler** (2006)

Communications - *Speech*  
B.S., Howard Payne University  
M.A., Texas A&M University

**Brandon H. Wood** (2008)

Communications - *Speech/Director of Forensics*  
B.A., Illinois State University  
M.A., Illinois State University

**Computer Science****Erasmus Addae** (2005, 2007)

B.S., University of Ghana  
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**David L. Coleman** (1995)

Computer Science  
A.G.S., Central Texas College  
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A.A.S., Austin Peay State University  
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B.S., University of Central Texas  
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Additional graduate studies, Capella University

**Dennis L. Ford** (1993)

Computer Science  
A.A.S., Central Texas College  
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**Tanya Gibson** (1997)

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**Robert W. Grazinski**, Department Chair (1984, 1995)

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A.A., University State of New York  
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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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B.A., Rutgers University  
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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  
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**Criminal Justice****Hugh C. Anderson III**, Director (1997)

Police Academy  
A.A.S., Central Texas College  
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**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

**Cheryl Thomas** (2001, 2007)

B.S., Appalachian State University  
J.D., Mercer University

**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

**Florence T. Culp** (2004)  
Developmental Studies - *Mathematics*  
B.S., Tarleton State University  
M.S., Tarleton 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  
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Developmental Studies - *Mathematics*  
B.A., University of Virginia  
M.S., George Mason University

**Barbara J. Little** (2005)  
Developmental Studies - *Mathematics*  
B.S., Baylor University  
M.S., Baylor University

**Suzanne D. Morales-Vale** (1993,1994)  
Developmental Studies - *Writing*  
B.A., Southwest Texas State University  
B.A., California State University, Sacramento  
M.Ed., Southwest Texas State University  
Ph.D., Texas A&M University

**Jeanette R. Shotwell** (2004)  
Developmental Studies - *Mathematics*  
A.A.S., Central Texas College  
B.S., Tarleton State University  
M.S., Texas A&M University

**Phyllis P. Sisson** (1982, 1990)  
Developmental Studies - *Letters*  
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

## Drafting and Design

**Herbert J. Maglietta**  
Department Chair, ENGR/Drafting & Design (1974)/Office Technology (1999)  
Associate Dean, Vocational/Technical Programs (1995)  
B.S., Southwest Texas State University  
M.Ed., Southwest Texas State University

## Early Childhood Professions

**Gordon D. Bacon**, Department Chair (1985)  
Early Childhood Professions  
B.A., Montana State University  
M.Ed., University of Montana

## Electronics

**Norman D. Ahlhelm** (1999)  
Electronics  
A.A.S., Community College of the Air Force  
B.S., Embry-Riddle Aeronautical University  
M.S., Colorado Technical University

**Mark W. Winans**, Department Chair (2002, 2005)  
Electronics  
A.A.S., Victor Valley College  
B.S., Cameron University

## English as a Second Language (ESL)

**Janice R. Anderson**, Department Chair (1980, 2004)  
English-as-a-Second-Language  
B.S., University of Georgia  
M.Ed., East Stroudsburg University  
Additional graduate studies, University of Georgia

## Fine Arts

**Wynona W. Alexander**, Department Chair (1969,1974)  
Fine Arts  
B.A., East Texas State University  
M.A., East Texas State University  
Ph.D., University of North Texas

**Celinda Hallbauer** (1998)  
Fine Arts - *Music*  
B.M., University of Texas at Austin  
M.M., Baylor University

**Nancy B. Isett** (1985)  
Fine Arts - *Art*  
B.A., University of Texas at Austin  
B.F.A., University of Texas at Austin  
M.F.A., University of Texas at Austin

**James M. Salter** (2002)  
Fine Arts/Communications  
B.A., California State University, Sacramento  
M.F.A., Baylor University

## Industrial Technology

**Simon Garcia** (2005)  
Industrial Technology - *Automotive*  
A.A.S., Central Texas College

**Timothy Gohdes** (2006)  
Industrial Technology - *Heating and Air Conditioning*  
A.A.S., Central Texas College

**Billy Hazzard**, Department Chair (2005, 2006)  
Industrial Technology-Air Conditioning/Automotive/Auto Body/Building Trades/Maintenance Technology/Cosmetology/Diesel/Graphics and Printing/Small Gas Engine Repair/Welding/Professional Truck Driving  
A.A.S., Central Texas College  
B.A., Pittsburg State University

**Kenneth W. Kephart** (1996, 1999)  
Industrial Technology - *Diesel*  
A.A.S., Central Texas College

**Frank Morgan** (2006)  
Industrial Technology  
Building Trades/Maintenance Technology  
A.A.S., Central Texas College

**John Pendleton** (1999)  
Industrial Technology - *Air Conditioning*  
A.A.S., Central Texas College  
A.A., Cuyamaca College

**Soloman Powell** (2004)  
Industrial Technology - *Graphics & Printing*  
A.A.S., Central Texas College



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**David S. Swanson** (1999)  
Industrial Technology - *Graphics & Printing*  
B.S., Arizona State University

**Ronnie Turner** (2005)  
Industrial Technology - *Welding*  
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**David Walker** (2005)  
Industrial Technology - *Diesel*  
A.A.S., Central Texas College

## Mathematics

**Jennifer Cabaniss** (2005)  
Mathematics  
B.S., Baylor University  
M.Ed., Texas A&M University

**Yolanda F. Davis** (1996, 2005)  
Mathematics  
B.A., Kentucky State University  
M.S., University of Mississippi

**Donald Hoines** (2006)  
Mathematics - *Fort Hood Campus*  
B.S., Northern State University  
M.S., Northern State University

**Debra Prescott** (2002)  
Mathematics  
B.S., Southwest Texas State University  
M.S., Southwest Texas State University

**Robert D. Shea** (2007)  
Mathematics - *Fort Hood Campus*  
B.A., Pacific Lutheran University  
M.A., Webster University

**Kenneth J. Word**, Department Chair (1977, 1999)  
Mathematics  
A.S., Central Texas College  
B.S., Southwest Texas State University  
M.A., Southwest Texas State University  
Ph.D., University of Texas at Austin

## Mental Health Services

**Dawn Green**, Department Chair (1994, 2005)  
Mental Health Services  
B.A., Saint Leo College  
M.A., Hampton University

**Renee Henry** (2003)  
Mental Health Services  
B.S.W., University of Mary Hardin-Baylor  
M.S.S.W., University of Texas at Arlington

**Bertha Kondrak** (2005)  
Mental Health Services  
B.A., University of Texas at Austin  
M.S.W., University of Texas at Austin

## Nursing

**Brenda Blanchard** (2008)  
Nursing - *Vocational Nursing*  
Diploma Nursing, Bryan School of Nursing  
M.S. Ed., Baylor University

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Nursing - *Vocational Nursing*  
B.S.N., McNeese State University  
B.S.Ed., McNeese State University

**Priscilla Clark** (2003, 2007)  
Nursing - *Associate Degree Nursing*  
A.A.S., Central Texas College  
B.S.N., University of Texas at Arlington  
M.S.N., Texas A&M University - Corpus Christi

**Elizabeth Colon** (2008)  
Nursing - *Vocational Nursing*  
A.A.S., Central Texas College  
M.S.N., Texas A&M University

**Susan Davis** (1991)  
Nursing - *Associate Degree Nursing*  
B.S.N., Texas Woman's University  
M.S., Texas Woman's University

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Nursing - *Associate Degree Nursing*  
A.A.S., Anne Arundel Community College  
B.S.N., University Mary Hardin-Baylor  
M.S.N., University of Texas at Austin

**Harriet Foster** (1983)  
Nursing - *Vocational Nursing*  
B.S.N., University of Mary Hardin-Baylor

**Catherine M. Gronski** (2009)  
Nursing - *Associate Degree Nursing*  
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Diploma, Vassar Brothers School of Nursing  
B.S.N., University of Texas at Arlington  
M.S., Texas Woman's University  
Additional graduate studies, University of Texas at Arlington

**Ralph Hebert** (1999)  
Nursing - *EMT/Paramedic*

**Marilyn Hickson** (2005)  
Nursing - *Associate Degree Nursing*  
A.A.S., Amarillo College  
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Nursing - *EMT/Paramedic*  
B.S.N., Truman State University  
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Nursing - *Associate Degree Nursing*  
B.S.N., Midwestern State University  
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Nursing - *Associate Degree Nursing*  
Diploma Nursing, Kelsey SIAST  
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Nursing - *Associate Degree Nursing*  
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A.A.S., Central Texas College  
B.A., American Military University

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Nursing - *Associate Degree Nursing*  
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B.S.N., University of Texas - Arlington  
M.S.N., Texas A&M - Corpus Christi

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M.S.N., University of Texas at Austin

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B.S.N., C.W. Post College  
M.S.N., State University of New York

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Nursing - *Associate Degree Nursing*  
B.S.N., College of St. Scholastica  
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Nursing - *Associate Degree Nursing*  
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M.S.N., Texas A&M University

**Jacquelyn Torres** (2006)  
Nursing - *EMT/Paramedic*

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M.S.N., University of Texas at San Antonio

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Nursing - *Vocational Nursing*  
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M.A., Webster University

**Delores Williams** (1990, 1995)  
Nursing - *Associate Degree Nursing*  
A.A., Temple College  
B.S.N., University of Mary Hardin-Baylor  
M.S., Texas Woman's University

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Nursing - *Vocational Nursing*  
Diploma, University of Virginia Hospital School of Nursing  
A.A.S., Eastfield College  
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## Office Technology

**Elizabeth L. Cheatham** (1974)  
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B.S., Louisiana Tech University  
M.B.A., Louisiana Tech University

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B.A., Baylor University  
M.S., University of Central Texas

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Office Technology  
A.A.S., Central Texas College  
B.S., University of Central Texas

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B.B.A., Tarleton State University  
M.B.A., Tarleton State University  
M.L.S., Sam Houston State University

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Office Technology  
A.A.S., Cooke County College  
B.S., University of North Texas

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Office Technology  
B.A., University of Mary Hardin-Baylor  
M.S., Tarleton State University - Central Texas

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## Physical Education

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Physical Education  
B.S., Southwest Texas State University  
M.A., Southwest Texas State University

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M.Ed., Tarleton State University

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Physical Education  
B.S., Lubbock Christian University  
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M.S. Ed., Tarleton State University

## Science

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Science/Agriculture  
B.S., Trent University  
M.S., University of Guelph  
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Science - *Biology*  
B.S., Baylor University  
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**Donna Chumney** (1990)

Science - *Chemistry*  
B.S., Tarleton State University  
M.S.T., Tarleton State University

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Science - *Medical Laboratory Technician/Phlebotomy Technician Program*  
B.S., University of Houston at Clear Lake

**Jaquelyn Jones** (1995)

Science - *General Biology/General Zoology*  
B.S.E., University of Mary Hardin-Baylor  
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**Peter W. Knightes** (1982)

Science - *Geology/Geography*  
B.S., SUNY Oneonta  
M.Ed., Texas A&M University  
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Science - *Service Area Campus*  
B.S.Ed, Texas Tech University  
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Science - *Medical Laboratory Technician*  
B.S., University of Texas Medical Branch at Galveston  
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Science - *Biology*  
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**Syed G. Rabbani** (1991)

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M.SC., University of Dacca  
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Science - *Chemistry*  
B.S., Angelo State University  
M.S., University of Tennessee  
Additional graduate studies, University of Tennessee

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Science - *Biology*  
B.S., University of Texas at Austin  
M.S., Texas A&M University

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Science (San Saba)  
B.S., Tarleton State University  
M.S., Tarleton State University

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Science - *Biology*  
B.S., Ohio State University  
M.S., Ohio State University

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## Social & Behavioral Science

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M.S., University of Central Texas  
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B.A., Louisiana Tech University  
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M.A., University of Texas at Arlington

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Social and Behavioral Sciences - *Psychology*  
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B.A., St. John's University  
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Ed.D., Baylor University

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M.S., Texas Christian University  
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M.A., Niagara University  
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B.A., Abilene Christian College  
M.A., Eastern New Mexico University  
M.A., Eastern New Mexico University  
Ph.D., Texas Tech University

**Jeff L. Wilson** (1994, 2008)

Social & Behavioral Science (San Saba)  
B.S., University of Texas at Arlington  
M.S., University of Texas at Arlington

**Radio/Television Broadcasting****Max Rudolph**, Department Chair (1992, 2003)

Radio/Television Broadcasting  
A.A.S., Central Texas College  
B.S., University of Central Texas  
M.S., University of Central Texas

---

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(1985-2002)

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(1968-1992)

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(1979-2007)

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Sociology (1970-2001)

**Gloria L. Lyons**, Professor Emeritus of Nursing  
(1974-2002)

**Catherine M. Mason**, Professor Emeritus of Early  
Childhood Professions (1973-1995)

**John W. Moffitt**, Professor Emeritus of Mathematics  
(1967-2004)

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(1982-2002)

**Fred J. Ostertag**, Dean Emeritus of Europe Campus  
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**Gary Ragsdale**, Professor Emeritus of Office  
Administration (1971-1999)

**Paula Ray**, Professor Emeritus of Biology (1976-1999)

**Shirley L. Robertson**, Professor Emeritus of Nursing  
(1981-2005)

**Theodore Robinson**, Professor Emeritus of Computer  
Science (1971-1992)

**Noel Schnitz**, Dean Emeritus of Library Science  
(1969-1999)

**Elwood H. Shemwell**, Deputy Chancellor Emeritus of Campus  
Operations (1974-1999)

**Antonio V. Suarez-Barrio**, Professor Emeritus of Criminal  
Justice (1973-1996)

**Doris Louise Sutton**, Professor Emeritus of Mathematics  
(1984-2005)

**Ella Teague**, Professor Emeritus of Physical Education  
(1968-2004)

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(1984-2007)

**Dora Thrash**, Professor Emeritus of Nursing (1974-2002)

**Harvey A. Tolbert**, Professor Emeritus of Business  
Administration (1971-1999)

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(1985-2007)

**Timothy Walker**, Professor Emeritus of Welding  
(1984-2005)

**Beverly J. Wickersham**, Professor Emeritus of English and  
Developmental Reading (1975-1999)

**Ben H. Wickersham**, Deputy Chancellor Emeritus of  
Educational Program and Support Services (1975-2007)

**Dennis Williams**, Professor Emeritus of English  
(1969-1999)

**Norman R. Williams**, Professor Emeritus of Anatomy  
(1968-2002)

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(1968-1997)

**Donnie D. Yeilding**, Professor Emeritus of English  
(1974-2002)

**Thomas D. Yeilding**, Professor Emeritus of Social and Behav-  
ioral Sciences (1976-2003)



# Index

## A

Absences 43  
Academic Fresh Start 49  
Academic Load 42  
Academic Policies 42  
Academic Probation, Suspension, Dismissal 47  
Adding or Dropping Classes 22  
Address Changes 49  
Admissions 8  
    Active Duty Army Using TA 9  
    Aviation Science, See Departmental Admissions 16  
    Community Non-Native Speakers 12  
    Early Admissions, High School Students 10  
    Former CTC Students, Readmissions 9  
    CTC Students, Previously Attended CTC Outside of Texas 9  
    Distant Learners 10  
    General Admissions Information 8  
    International Students 12  
    Medical Lab Technician, See Departmental Admissions 16  
    Mental Health Services 17  
    New CTC Students, First-Time Students 8  
    Nursing, See Departmental Admissions 18  
    Skills Center Self-Paced Programs 11  
    Cosmetology 11  
    Transfer Students 8  
    Transient Students, Non-degree seeking 9  
Admissions and Registration 8  
Alcohol and Other Drug Abuse 48  
Alumni and Friends Association 40  
Americans with Disabilities Act 6  
AROTC Affiliated Programs 42  
Articulation Agreements 7  
Associate of Applied Science Degree, General Requirements 56  
Associate of Applied Science Degrees  
    Agriculture  
        Agriculture Production Specialization 58  
        Equine Management Specialization 58  
        Horticultural Development Specialization 58  
Automotive Mechanic/Technician 59  
Aviation Science 60  
Business Management  
    Business Management 61  
    Marketing & Sales Management Specialization 62  
    Real Estate Sales Agent Specialization 63  
Computer Science  
    Business Programmer Analyst 64  
    Information Security Management 64  
    Information Technology 64  
    Network Systems Administrator 65  
Computer-Aided Drafting and Design 68  
Criminal Justice (See Protective Services)  
Diesel Engine Mechanic and Repairer 67  
Early Childhood Professions 68  
Electronics  
    Computer Electronics 70  
    Network Professional Specialization 70  
Emergency Medical Technology (EMT) 71  
Graphics and Printing 73  
Heating, Air Conditioning, and Refrigeration Mechanic/Repairer 74  
Hospitality Management  
    Restaurant and Culinary Management 75  
    Hotel Management Specialization 75  
    Food and Beverage Management Specialization 77  
Legal Assistant 77

Maintenance Technology 78  
Medical Laboratory Technician 79  
Mental Health Services  
    At-Risk Youth Specialization 80  
    Chemical Dependency Specialization 80  
    Social Work Specialization 81  
Nursing  
    Nursing, Associate Degree 82  
    Nursing Option for LVN 82  
    Nursing Option - Paramedic to ADN 83  
    Vocational Nursing (see Certificates of Completion)  
Office Technology  
    Executive Assistant 84  
    Office Management 85  
Protective Services  
    Criminal Justice 87  
    Corrections Specialization 87  
    Law Enforcement Technology Specialization 88  
Public Administration  
    Homeland Security and Emergency Management 89  
Welding 91  
Associate of Arts Degrees  
    Art 72  
    Commercial Art 72  
    Drama 72  
    Interdisciplinary Studies 77  
    Journalism/Communications 63  
    Modern Language 63  
    Music 72  
    Radio/Television Broadcasting 88  
    Social Science 91  
    Teaching 91  
    Teaching (Early Childhood) 91  
Associate of General Studies Degree 72  
Associate of Science and Associate of Arts Degree Requirements 56  
Associate of Science Degrees  
    Agriculture Science 58  
    Biology 90  
    Business Administration 61  
    Chemistry 90  
    Engineering 71  
    Environmental Science 90  
    Geology 91  
    Mathematics 79  
Attendance Policy 43  
Auditing Classes. See Classroom Visitors

## B

Bacterial Meningitis, Important Information 25  
Board of Trustees 2  
Bookstore 40

## C

Calendar 5  
Campus Security 40  
Career Center 39  
Central Texas College Foundation 54  
Certificate Programs 53  
Certificates of Completion  
    Agriculture Technology, Level I 59  
    Auto Collision  
        Painting and Refinishing, Level I 59  
    Automotive Mechanic  
        Automotive System Specialist, Level I 60  
        Auto Technician, Level II 59  
        Auto Tune-Up Specialist, Level I 60  
    Aviation Science, Level I 61  
    Business Management  
        Business Management, Level I 62  
        Entrepreneurship, Level I 62  
        Marketing & Sales Management, Level I 62  
        Real Estate Sales Agent, Level I 63

- Computer-Aided Drafting and Design, Level I 68
- Computer Science
- Network Specialist, Level I 65
  - Computer Helpdesk Specialist, Level I 65
  - Information Security Management 64
  - Microsoft System Administrator 66
  - Microsoft System Engineer 66
  - Web Design Basics 65
- Cosmetology, Level I 66
- Criminal Justice (See Protective Services)
- Diesel
- Diesel Engine Specialist, Level I 67
  - Diesel System Specialist, Level I 67
  - Diesel Technician, Level II 67
- Childhood Development Associate (see Marketable Skills) 69
- Early Childhood Professions, Level I 69
  - Administrator's Credentials, Level I 69
  - Special Child Option, Level I 69
- Electronics
- Computer Electronics Technology, Level I 70
  - Network Professional Specialization, Level I 70
- Emergency Medical Technology (EMT)
- EMT-Paramedic 125
- Fire Protection Technology (See Protective Services)
- Graphics and Printing Technology, Level I 73
- Graphics and Printing, Level I (TDCJ only) 73
- Heating, Air Conditioning, and Refrigeration
- Heating, AC, and Refrigeration, Level II 74
  - Commercial Heating, AC, and Refrigeration, Level I 74
  - Residential Heating, AC, and Refrigeration, Level I 74
- Hospitality Management
- Baking, Level I 76
  - Culinary Arts, Level I 75
  - Institutional Food Services Operations, Level I 76
  - Property Management Advanced, Level I 76
  - Restaurant Operations (TDCJ only) 76
  - Restaurant Skills, Level I 76
  - Rooms Division, Level I 76
  - Food and Beverage Management, Level I 77
- Maintenance Technology
- Building Trades, Level I 78
  - Carpentry Trades, Level I 78
  - Construction Trades, Level I 79
  - Residential Construction (Brady only) 79
- Mental Health Services
- At Risk Youth Specialization-Advanced, Level I 80
  - Chemical Dependency Specialization-Advanced, Level I 81
  - Criminal Justice Addictions 81
- Office Technology
- Administrative Support, Level II 84
  - General Office Assistant, Level I (TDCJ only) 84
  - Health Information Management, Level I 86
  - Medical Office Specialist, Level I 86
  - Medical Secretary, Level I 86
  - Medical Transcription, Level I 87
  - Office Assistant, Level I 85
  - Office Management, Levels I and II 85
  - Office Information Management, Level I 86
  - Software Applications Specialist, Level I 86
- Protective Services
- Basic Peace Officer Training, Noncredit 88
  - Criminal Justice Studies with Specialization, Level I 88
  - Extended Basic Peace Officer Training, Level I 88
  - Fire Protection Technology 88
- Public Administration
- Homeland Security and Emergency Management 89
- Radio Broadcasting, Level I 90
- Television/Radio Broadcasting, Level I 90
- Vocational Nursing, Level II 83
- Welding Technology
- Welding Technology, Level II 92
  - Fitter, Level I 92
  - Welder, Level I 92
  - Tacker, Level I 93
- Chancellor's Message 3
- Child Care. See Child Development Center
- Child Development Center 40
- Classroom Visitors 49
- Clubs, Student. See Student Organizations
- College Calendar 5
- Commencement 51
- Continuing Education 7
- Copying Service 42
- Core Curriculum 52, 55
- Course Numbering System 52
- Course Descriptions
- ABDR Auto Body Repair 94
  - ACCT Accounting 94
  - ACNT Accounting 94
  - AGAH Agriculture 94
  - AGCR Agriculture 95
  - AGEQ Agriculture 95
  - AGMG Agriculture 95
  - AGRI Agriculture 95
  - AIRP Aviation Science 95
  - ANTH Anthropology 96
  - ARAB Arabic 97
  - ARCE Computer Aided Drafting and Design 97
  - ARTC Graphics and Printing 97
  - ARTS Arts 97
  - AUMT Automotive Service and Repair 98
  - AVIM Aviation Science 99
  - BCIS Computer Science 99
  - BIOL Biology 99
  - BMGT Business Administration and Management 99
  - BUSG Business Administration and Management 100
  - BUSI Business Administration and Management 100
  - CBFM Maintenance Technology 100
  - CDEC Early Childhood Professions 100
  - CETT Computer Electronics Technology 102
  - CHEF Hospitality Management 103
  - CHEM Chemistry 103
  - CHIN Chinese 104
  - CHLT Mental Health Services 104
  - CJCR Criminal Justice 104
  - CJLE Criminal Justice 104
  - CJSA Criminal Justice 106
  - CMSW Mental Health Services 107
  - CNBT Maintenance Technology 107
  - COMM Communications 107
  - COMM Radio/Television Broadcasting Communications 107
  - COSC Computer Science 108
  - CPMT Computer Electronics Technology 108
  - CRIJ Criminal Justice 108
  - CRPT Maintenance Technology 108
  - CSME Cosmetology 109
  - CZEC Czech 109
  - DAAC Mental Health Services 109
  - DEMR Diesel 110
  - DFTG Computer Aided Drafting and Design 110
  - DRAM Drama 111
  - DS-- Developmental Studies 111
  - DS-- English-as-a-Second Language (ESL) 113
  - ECON Economics 114
  - EDUC Education 114
  - EECT Communications Electronics 115
  - ELMT Communications Electronics 115
  - ELPT Maintenance Technology 115
  - EMAP Public Administration/Homeland Security 115
  - EMSP Emergency Medical Technology 115
  - ENGL English 117
  - ENGR Engineering 118
  - ENVR Environmental Science 118

FIRT Fire Protection 118  
 FREN French 119  
 GAME Computer Science 119  
 GEOG Geography 119  
 GEOL Geology 119  
 GERM German 119  
 GERS Mental Health Services 120  
 GOVT Government 120  
 GRPH Graphics and Printing 120  
 HALT Agriculture 120  
 HAMG Hospitality Management 121  
 HART Heating, Air Conditioning and Refrigeration 121  
 HIND Hindi 122  
 HIST History 122  
 HITT Office Technology 122  
 HMSY Criminal Justice 123  
 HRPO Business Administration and Management 123  
 HUMA Humanities 123  
 IFWA Hospitality Management 123  
 IMED Computer Science 123  
 INDO Indonesian 123  
 ITAL Italian 124  
 ITCC Computer Electronics Technology 124  
 ITMT Microsoft System Administrator/Engineer 125  
 ITNW Computer Science 125  
 ITSC Computer Science 126  
 ITSE Computer Science 126  
 ITSW Computer Science 126  
 ITSY Computer Science 126  
 JAPN Japanese 127  
 KINE Kinesiology 127  
 KORE Korean 128  
 LGLA Paralegal/Legal Assistance 128  
 MATH Mathematics 129  
 MBST Maintenance Technology 130  
 MDCA Office Technology 131  
 MLAB Medical Lab Technician 131  
 MRKG Business Administration and Management 131  
 MRMT Office Technology 132  
 MSMG Military Science Management (ROTC) 132  
 MUAP Music Applied 132  
 MUEN Music 133  
 MUSI Music 133  
 PASH Pashtu 133  
 PERS Persian-Iranian/Afghan 134  
 PFPB Maintenance Technology 134  
 PHED (See KINE Kinesiology)  
 PHIL Philosophy 134  
 PHYS Physical Science 134  
 POFI Office Technology 135  
 POFM Office Technology 136  
 POFT Office Technology 136  
 PORT Portuguese 137  
 PSTR Hospitality Management 137  
 PSYC Psychology 137  
 PSYT Mental Health Services 137  
 PUNJ Punjabi 138  
 RELE Real Estate 138  
 RNSG Nursing 139  
 RSTO Hospitality Management 140  
 RUSS Russian 141  
 SLPS Criminal Justice 141  
 SOCI Sociology 141  
 SOCW Mental Health Services 141  
 SPAN Spanish 142  
 SPCH Speech 142  
 TECA Early Childhood Professions 142  
 TRVM Hospitality Management 142  
 TURK Turkish 142  
 URDU Urdu 143  
 VNSG Nursing - LVN 143  
 WDWK Maintenance Technology 144  
 WLDG Welding 144

## D

Degree Programs 53  
 Degrees, Certificates, and Marketable Skills  
   See Associate of Applied Science Degree  
   See Associate of Arts Degrees  
   See Associate of General Studies Degrees  
   See Associate of Science Degrees  
   See Certificates of Completion  
   See Marketable Skills  
 Departmental Admissions  
   Associate Degree Nursing 18  
   Aviation Science 16  
   Cosmetology Program 15  
   Emergency Medical Technologies 24  
   Medical Lab Technician 16  
   Mental Health Services 17  
   Nurse's Aide Program 24  
   Paramedic Program 24  
   Vocational Nursing 23  
 Developmental Studies 51  
 Directory Information 49  
 Disability Support Services 39  
 Discipline 48  
 Discrimination 6  
 Dismissal 47  
 Distance Learning 7

## E

Emeriti Faculty and Staff Members 155  
 English-as-a-Second Language (ESL) 13  
 Epsilon Delta Pi 48  
 Equal Opportunity Policy 6  
 Evaluation of Previous Education and Training 38  
 Excessive Developmental Study Hours 51  
 Excessive Undergraduate Hours 51  
 Executive Officers 2

## F

Faculty 147  
 Falsification of Records 48  
 Family Educational Rights and Privacy Act of 1974 (FERPA) 49  
 Federal College Work-Study Program 35  
 Fees  
   ACT ASSET Test 26  
   Course Challenge 26  
   FAA Exam (Knowledge Test) 26  
   GED Testing 26  
   General 26  
   Graduation and Diploma Replacement 26  
   Individualized Instruction  
     Aviation Science 26  
     Criminal Justice 26  
     Health Related Careers 26  
     Hospitality Management 26  
     Music 26  
     Overflight 26  
     Physical Education 26  
     All Industrial Technology Programs 26  
   Installment Plan 28  
   Installment Plan Late Payment 26  
   Late Payment 26  
   Late Registration 26  
   Nursing Insurance, Fees and Testing 26  
   Return Check 26  
   Schedule Change 26  
   Student I.D. or Meal Card Replacement (per card) 26  
   Transcripts (per copy) 26  
   Transcripts (within 24 hours) 26  
 Fees-Continuing Education 26

Field of Study Curriculum 52  
Filing a Grievance. See Equal Opportunity Policy  
Financial Aid  
    Appeal Process 34  
    Applying for Financial Aid 32  
    Deadlines for Filing 32  
    Drops and Withdrawals 34  
    Eligibility Requirements 32  
    Grade Point Average 33  
    Grants 34  
    Hazlewood Educational Benefits 37  
    Loans 35  
    Maximum Time Frame 33  
    Probation and Suspension of Financial Aid 33  
    Return/Repayment of Title IV Funds 36  
    Satisfactory Academic Progress Policy 32  
    Selective Service Registration Compliance 32  
    Scholarships 36  
    Transfer Students 34  
    Veteran Benefits 36  
    Vocational Rehabilitation 37  
Food Service 40  
Fort Hood Campus 6

## G

GED. See High School Equivalency Examination  
General Information 5  
Grade Designations 46  
Grading Policy  
    Change of Grade (Appeal Process) 46  
    Grading System 46  
    Grade Point Averaging 46  
    Grades and Financial Aid 47  
    Repeating a Course 47  
Graduate Guarantee Program 50  
Graduation  
    Application for Certificate or Degree 50  
    Commencement 50  
    Graduation  
    Grade Requirements 50  
    Program Timelines 50  
    Replacing a Lost Certificate or Degree 50  
    Honors 50  
Grants  
    Academic Competitive Grant 34  
    Federal PELL Grant 34  
    Federal Supplemental Educational Opportunity Grant 34  
    LEAP and SLEAP 35  
    Texas Educational Opportunity Grant 34  
    Texas Grant 34  
    Federal College Work-Study 35  
Grievances. See Equal Opportunity Policy  
Guarantee for Job Competency 50  
Guidance and Counseling 37

## H

Harassment and Discrimination 6  
Hazlewood Educational Benefits 37  
Hazing and Disruptive Activities 48  
Health Services 41  
High School Equivalency Examination 38  
High School Students  
    Dual Credit 10  
    Early Admissions 8, 10  
    Eligibility Requirements 10  
    Tech Prep 51  
History of the College 4  
Honor Roll 47  
Honor Societies  
    Epsilon Delta Pi 48  
    Phi Theta Kappa 48  
    Sigma Kappa Delta 48

Housing  
    Married Student Housing 41  
    Residence Hall 41

## I

Information Release. See Directory Information  
Installment Payment Plan 28  
Institutional Mission Statement 5  
Institutional Purpose 5  
International Student Services 12, 39  
Intramural Sports 41

## J

Jeanne Clery Disclosure of Campus Security Policy and  
Campus Crime Statistics Act 6

## K

KNCT-TV & KNCT-FM 40

## L

Laboratory Fees 26  
Late Registration 26  
Learning Resource Center 39  
Library 42  
Loans 35  
    Federal Stafford Loans 35  
    Repayment 35

## M

Marketable Skills Achievement  
    Child Development 69  
    Phlebotomy, (non credit) 80  
    Truck Driving, (non credit) 60  
Married Student Housing 41  
Maximum/Minimum Load 42  
Mission and Institutional Purpose 5

## N

Name Changes 49  
Natatorium and Physical Education Center 41

## O

Obligations to the College 47

## P

Parking 41  
Personnel Directory 146  
Phi Theta Kappa 48  
Placement Examinations 13  
Probation 47  
Probation, Suspension, and Dismissal Policies 47  
Program and Course Availability 5  
Programs of Study 53  
Project PASS 39

## R

Readmission Requirements 9  
Records Access (FERPA) 49  
Records Required 13  
    Transcripts and Test Scores 13  
Refunds 28  
Registration 15  
    Adding or Dropping Classes 16

- Electronic Registration 15
- Late Registration 16
- New Student Registration 15
- Official Enrollment 16
- Skills Center Courses 15
- Religious Holy Days 43
- Remedial Studies. *See* Developmental Studies
- Rent, Room & Board, and Deposits 27
  - Campus Apartments 27
  - College Housing Deposit 27
  - International Student Deposits with Application 12
- Residence Hall 41
- Residency Information for Tuition Purposes 29
  - Distant Learners 30
  - Domicile in Texas 29
  - Federal Employees other than Military 30
  - General Rules and Regulations
    - Independent Individuals 18 Years or Older 30
  - In-District and Out-of-District Students 32
  - Married Students 30
  - Military Personnel 31
    - After Assignment in Texas 31
    - Continuous Enrollment 31
    - Honorably Discharged Veterans, their Spouse and Dependents 31
    - Nonresidents Assigned to Duty in Texas 31
    - Out-of-State Military 31
    - Spouse and Dependents who Previously Lived in Texas 31
    - Survivors 31
  - Non-U.S. Citizens 29
  - Persons Temporarily Out of State 30
  - Reclassification 30
  - Student Responsibilities 31
  - Waivers 31
- Residency for Degree and Certificate 50

## S

- Satisfactory Progress Standards 42
- Scholastic Honesty 48
  - Cheating 48
  - Collusion 48
  - Plagiarism 48
- Semester Credit Hours 52
- Service Area Campus 7
- Servicemembers Opportunity Colleges Consortium 39
- Sigma Kappa Delta 48
- Statement on Harassment and Discrimination 6
- Strategic Planning 5
- Student Classification 45
- Student Discipline 48
- Student Financial Assistance 32
- Student Grievances. *See* Equal Opportunity Policy
- Student I.D. Cards 41
- Student Organizations 40
- Student Records 49
- Student Responsibilities 49
- Student Services
  - Career Center 39
  - Disability Support Services 39
  - Evaluation of Previous Education and Training 39
  - Guidance and Counseling 37
  - International Student Services 39
  - Learning Resource Center 39
  - Project PASS 39
  - Testing Services 38
  - Transfer Counselor 37
  - Transcripts, CTC 37
  - Transportation Assistance Program 39
- Student Travel 40
- Summons 48
- Suspension 47

## T

- TEC 51.907 Course Withdrawal Limit Policy 44
- TSI. *See* Texas Success Initiative
- Tech Prep 51
- Testing Services 38
  - American College Test (ACT) 38
  - Automatic Transmission Rebuilders (ATRA) 38
  - Automotive Service Excellence (ASE) 38
  - Diagnostic Tests 38
  - English Language Pretests 38
  - High School Equivalency Examination 38
  - IMAC Auto Air Conditioning Examination 38
  - Institutional Challenge Examinations 38
  - Other Tests 38
  - Special Accommodations 38
  - THEA 38
  - TSI Testing 38
- Texas Grant 34
- Texas Success Initiative (TSI) 14
  - Tests 14
  - Exemptions and Waivers 14
  - High School Students 10
  - Minimum Standards 14
  - Special Conditions due to Elimination of Certain TASP Exemptions 15
- Third Course Repeat 47
- Transcripts, CTC 37
- Transfer Counselor 37
- Transfer Students 8. *See also* General Admission Requirements For All Students; Transcripts and Test Scores
- Transfer Credits, General Information
  - Transfer Credits, Acceptance by CTC 45
  - Credit Transfer to Other Colleges or Universities 45
  - Resolution of Transfer Dispute 45
  - Transfer Guarantee 45
- Transportation Assistance Program 39
- Tuition and Fees
  - College Costs, Tuition Schedule 26
  - Continuing Education 26
  - Exemptions and Waivers 27
  - Installment Payment Plan 28
  - Laboratory Fees 26
  - Other Fees 26
  - Rent, College Housing 27
  - Room and Board, Residence Hall 27
  - Refunds of Rent, Room and Board, and Deposits 28
  - Refunds of Tuition and Fees 28, 29
- Tuition Rebate Program 52

## U

- Uniform Application of Standards 7

## V

- Veteran Benefits 36
- Visitors 49
- Vocational Rehabilitation 37

## W

- Withdrawal From Classes 43
  - Limitation on Course Drops 44
- Workforce Education and Training 7