



2014/15

**TEXAS  
CAMPUSES**

# **COURSE CATALOG**



## Major Campus Addresses

### Central Campus

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

### Fort Hood Campus

Central Texas College  
Dean, Fort Hood Campus  
P.O. Box 1800  
Killeen, Texas 76540-1800  
(254) 526-1903

### Service Area

Central Texas College  
Dean, Central and  
Service Area Campus  
P.O. Box 1800  
Killeen, Texas 76540-1800  
(254) 526-1116

### Continental Campus

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

### Navy Campus

Central Texas College  
Office of the Dean, Navy Campus  
P.O. Box 1800  
Killeen, Texas 76540-1800  
(254) 526-1356

### Navy Atlantic Campus

Central Texas College  
1329 Bellinger Blvd., Ste 100  
Norfolk, Virginia 23511-2330  
(757) 440-5301  
(800) 457-2619

### Navy Pacific Campus

Central Texas College  
4025 Camino del Rio South #105  
San Diego, California 92108  
(619) 226-6626  
(800) 784-5470

### Pacific Far East Campus

Central Texas College  
Unit 5079  
APO AP 96328  
(Civilian) 011-81-214-261-2104

### Europe Campus

Central Texas College  
Rhein Ordinance Barracks  
Unit 23152  
APO AE 09054  
011-49-6371-46-83-102

## Correspondence and Inquiries

General correspondence and inquiries regarding admissions and course offerings should be addressed to the appropriate office at the campus or site location you are currently attending or plan to attend. Continental Campus students contact their CTC site representative for financial aid information. All other students contact the Student Financial Aid office at the Central Campus. Official CTC records and transcript services are processed through the Central Campus Registrar's Office. For distance learning, if you are located in Texas contact the appropriate personnel at Central Campus. All other distance learners may contact online. mentors @ctcd.edu.

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



## **Central Texas College District**

### **Texas Campuses Catalog**

**Thirty-first Edition • 2014-2015**

#### **Accredited by**

Central Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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

#### **Listed in**

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

#### **Member of**

Accreditation Commission for Education in Nursing, Inc. (ACEN), Air Conditioning Contractors of America (ACCA), American Associate Degree Early Childhood Educators (ACCESS), American Association of College Admissions Counselors, American Association of Collegiate Registrars and Admissions Officers, American Association, Inc. For Para Legal Education, American Bar Association, American Society for Clinical Pathology (CID), American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), American Welding Society, Association of Colleges and Universities Broadcast Education Association, Association of Science and Technology Centers, Automotive Engine Rebuilders Association (AERA), Automotive Transmission Rebuilders Association (ATRA), Central Texas Ad League, Central Texas Association for the Education of Young Children (CTAIEYC), Child Development Educator's Association for Texas Associate Degree Programs (CDEA), Council for Resource Development, Graphic Arts Technical Foundation (GATF), Graphic Communications Council (GCC), Kennedy Center/American College Theatre Festival (KC/ACTF), Killeen Sister Cities, Mathematical Association of America, Mobile Air Conditioning Society (MACS), National Association for the Education of Young Children (NAEYC), National Association for College Admission Counseling (NACAC), National Association of College and University Business Officers (NACUBO), National Association of Colleges and Employers, National Association of EMS Educators (NAEMSE), National Intercollegiate Flying Association, National Intramural Recreational Sports Association, National Council for Marketing and Public Relations, National Organization for Associate Degree Nursing, Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System, Southern Association of College and University Business Officers (SACUBO), Southern Association of Collegiate Registrars and Admissions Officers (SACRAO), Southern Early Childhood Association (SECA), Texas Association for the Education of Young Children (TAEYC), Texas Association of Music Schools (TAMS), Texas Association of Broadcasting Educators, Texas Association of College Technical Educators (TACTE), Texas Association of College Admission Counseling (TACAC), Texas Association of Collegiate Registrars and Admissions Officers (TACRAO), Texas Association of Collegiate Veterans Program Officials (TACVPO), Texas Association of Community College Business Officers (TACCBO), Texas Association of Community College Foundations, Texas Association of Continuing Education (TACE), Texas Association of Schools of Art, Texas Association of Student Financial Aid Administrators, Texas Community College Instructional Administrators (TCCIA), Texas Community College Teachers Association (TCCTA), Texas Community College Business Officers (TCCBO), Texas Public Community/Junior College Association, The Associated Press, The Aviation Association (UAA), The Planetary Society, Association of Fundraising Professionals, Western Association of Veterans Educational Specialists.





Front Row (Seated) Left to Right:  
 Rev. Jimmy Towers,  
 BG (TX)(Ret.) Charles Rex Weaver,  
 Dr. Scott Isdale  
 Back Row (standing) Left to Right:  
 Dr. Thomas D. Klincar, Mr. Don R. Armstrong,  
 Mr. William L. Shine, Mrs. Mari M. Meyer,  
 Col. (Ret.) Elwood Shemwell

## Board of Trustees

**BG (TX)(Ret.) Charles Rex Weaver**  
**Rev. Jimmy Towers**  
**Dr. Scott Isdale**  
**Col. (Ret.) Elwood Shemwell**  
**Mr. Don R. Armstrong**  
**Mrs. Mari M. Meyer**  
**Mr. William L. Shine**

**Killeen, TX**  
**Killeen, TX**  
**Belton, TX**  
**Copperas Cove, TX**  
**Killeen, TX**  
**Harker Heights, TX**  
**Harker Heights, TX**

**Chair**  
**Vice Chair**  
**Secretary**  
**Treasurer**  
**Member**  
**Member**  
**Member**

## Executive Officers

**Thomas D. Klincar**, Chancellor  
 B.S., Southern Illinois University  
 M.S., University of Southern California  
 D.A., De La Salle University

**Al H. Erdman**, Deputy Chancellor for Finance  
 and Administration  
 B.A., Drury University  
 M.B.A., University of Missouri

**Ralph L. Ford**, President, Texas Operations and  
 Online Programs  
 B.S., University of West Alabama  
 M.A., University of Alabama of Birmingham  
 Ed.D., University of Alabama

**Dana L. Watson**, Deputy Chancellor for  
 Academic and Student Services  
 B.S., North Texas State University  
 MLIS, University of North Texas  
 Ph.D., University of North Texas

**Jim M. Yeonopolus**, President, Continental and  
 International Operations/Dean, Navy Campus  
 A.A., Temple College  
 B.S., Southwest Texas State University  
 M.Ed., University of Arizona



From Left to Right:  
 Dr. Dana L. Watson, Mr. Jim M. Yeonopolus,  
 Dr. Thomas D. Klincar, Mr. Al H. Erdman,  
 Dr. Ralph Ford

---

# Chancellor's Message

Thank you for choosing Central Texas College. With a renewed focus on student success, we continue to expand opportunities for students. We focus not only on students in our 11-county service area, but also our military students and their families across the globe.

We have a lot to be proud of locally, including our award-winning speech and Enactus teams, our national champion aviation flight team, our nursing program which achieved the fourth highest pass rate for the state licensure exam, our vocational skills center which offers numerous career opportunities and the re-establishment of our police academy.

In addition, we are humbled to be recognized for our commitment to the military by being designated a Purple Heart College. CTC was among the first schools in Texas and one of a select few across the country to receive such distinction. We are consistently recognized as a military friendly school, and our faculty and staff have facilitated new veteran education initiatives including participation in the Yellow Ribbon School program and the opening of our on-campus VetSuccess Center.

Outside Texas, we continue to grow in our commitment to classroom education on military installations. We have added sites at Eglin Air Force Base, Florida and Fort Campbell, Kentucky, and now serve students on 28 military installations in the U.S. serving Army, Navy, Air Force and Marine students. Our campuses in Europe and the Pacific Far East region and our Navy campus further extend our ability to serve military students and their families, and our distance education program provides a sound alternative for students not located near a CTC location.

We look forward to this academic year and the opportunities it brings. Our staff and faculty are focused on our mission: "Central Texas College's accessible education supports student success and employability."

Thank you,



Dr. Thomas Klincar  
Chancellor



## Table of Contents

About the College .....	5
General Information.....	5
Admissions and Registration .....	8
College Costs .....	26
Student Financial Assistance.....	32
Student Services.....	38
Campus Life.....	41
Academic Policies.....	44
Degree and Certificate Requirements .....	53
Programs of Study.....	55
Course Descriptions.....	97
Personnel and Faculty.....	147

## 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 locations of offerings have steadily increased since that time. Central Texas College (CTC) 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 in Europe in 1974. CTC's success at Fort Hood and Europe led to the explosive expansion of CTC's locations including Fort Leonard Wood (Missouri), South Korea and the 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 and has become a leader among two-year institutions in providing distance education courses and degree programs.

Today, CTC consists of administrative units referred to as campuses: the Central Campus and Service Area, the Continental Campus, the Europe Campus, the Fort Hood Campus, the Navy Campus and the Pacific Far East Campus. Of these, the Central Campus and Service Area and the Fort Hood Campus 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 of Applied Science degree programs, or Associate of Arts 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 occupational training needs, CTC 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 2014-2015

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 2014

Early Registration	July 28 - August 8
Regular Registration	August 11-15
Final Registration	August 18-22
Classes Begin	August 25
Labor Day (college closed)	September 1
Last Day to Apply for Fall Graduation	October 1
Veterans' Day (college closed)	November 11
Thanksgiving (college closed)	November 26-28
Final Exam Week	December 8-12
Christmas (college closed)	Dec. 22 - Jan. 2

### Spring 2015

Early Registration	December 1-19
Regular Registration	January 5-9
Final Registration	January 12-16
Martin Luther King Day (college closed)	January 19
Classes Begin	January 20
Last Day to Apply for Spring Graduation	February 2
Presidents' Day (college closed)	February 16
Spring Break (college closed)	March 16-20
Final Exam Week	May 10-15
Graduation	May 15

### Summer 2015

Regular Registration (Summer I, II and 10-week)	May 4-22
Memorial Day (college closed)	May 25
Final Registration	May 26-29
Classes Begin (Summer I and 10 Week)	June 1
Last Day to Apply for Summer Graduation	June 1
Final Exams (Summer I)	July 2
Independence Day (college closed)	July 3
Classes Begin (Summer II)	July 6
Final Exams (10 Week)	August 5-7
Final Exams (Summer II)	August 6-7

## About the College

### Mission

Central Texas College's accessible education supports student success and employability.

### Vision

Central Texas College fulfills the needs of our global community through engaging and innovative education.

### Values

Central Texas College, in meeting the educational goals and needs of students, is committed to:

- Belief in the worth and dignity of the individual
- Excellence in all aspects of operations
- Highest standards of ethical professional practice
- Accountability and responsibility in the stewardship of public trust and resources

## 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 and/or advancement in semi-skilled and skilled operations; freshman and sophomore level courses in arts and sciences;
- adult, continuing, and community education programs for occupational upgrading or cultural enrichment;
- compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- workforce development programs designed to meet civilian and military community needs;
- adult literacy and other basic skills programs for adults;
- library services; and
- a wide variety of public service needs.

## Strategic Planning

Central Texas College has established a Strategic Planning Task Force 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) and on the IE webpage.

## 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 Army, National Guard and Army Reservists 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, 23 degree and 28 certificate programs 100% online, you can choose the option that's best for you.

## 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 Sharon Frederick, 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 as Amended (ADAAA) 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 the Disability Support Services Office at (254) 526-1195, in Building 111, Room 207.

## 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 per year and several mini terms and unit classes. The majority of courses are offered in the evening, with daytime courses 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. Active duty



Army, National Guard and Reservists using military tuition assistance register through the GoArmyEd portal. For more information, visit the CTC Fort Hood website by clicking the "Locations" link on the CTC website, and then clicking "Fort Hood 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 Fort Hood Student Services office for more information and to determine your eligibility to attend.

Other Fort Hood programs and services offered:  
NCO LEAD Program  
Microsoft Certified IT Professional Server Administrator Program  
MSSA Program  
Testing Services  
Troop School - Military Skills Enhancement Program  
Hospitality Programs  
Casey Memorial Library services

## Service Area

The CTC Service Area 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, admission, 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. Faculty teaching distance education 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.

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.

## 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 Clear Creek Building 136, Room 139.

## 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, the CTC 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, 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

A convenient online CTC Apply Yourself Application for Admission is available on the CTC website at [www.ctcd.edu](http://www.ctcd.edu). Information regarding admissions can be found on the Prospective Students CTC webpage. For questions or requests for admission materials, contact Central Texas College, Admissions Office, PO Box 1800, Killeen, TX 76540, or email [admissions@ctcd.edu](mailto:admissions@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.

## Bacterial Meningitis Requirement

New students and returning students who enroll at CTC on or after January 1, 2012, are required to provide proof of a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination or booster must be provided not later than 10 days before the first day of the term. Exceptions to the requirement are students who enroll only in online or other distance education courses, who are 22 years of age or older, who have not had a break in enrollment of at least one fall or spring semester, and those who may be eligible to apply for an exemption as set forth in Texas Education Code § 51.9192. For more information, see "Important Information about Bacterial Meningitis" herein.

## 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 recognized 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 recognized high school program may be admitted on an "Individual Approval" basis if the individual can demonstrate the ability to benefit from instruction. Applicants wishing to be admitted under individual approval must complete a "Request for Waiver" form available through the Student Services office of the appropriate CTC campus. The applicant must show evidence of successful experiences which reasonably predict his or her ability to make satisfactory progress at the college. The Dean of Student Services will review the request with the appropriate department chair/faculty or the Campus Dean and then make a recommendation to the Director of Admissions and Recruitment for final approval.

To be eligible for federal financial aid, the U.S. Department of Education requires that an individual have a high school diploma or recognized equivalent.

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.*

## 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 the online 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. If obtaining an official high school transcript represents a hardship on the applicant, other documents as determined by CTC may be accepted.
4. Meet the Texas Success Initiative (TSI) requirements by taking the required state-approved Texas Success Initiative Assessment (TSI) 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 TSI Assessment. 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 the online 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. 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 if earned less than 12 semester hours college level coursework. If obtaining an official high school transcript represents a hardship, other documents as determined by CTC may be accepted.
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 TSI Assessment. 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 or using VA educational benefits must submit official copies of transcripts from previous 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. Refer to the Residency section of this Catalog for additional information.
3. Take the TSI Assessment 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 the online 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. Refer to the Residency section of this Catalog for additional information.
3. Should you wish to register for a course requiring prerequisites provide appropriate documentation showing the requirement has been satisfied. Transient students may 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, National Guard and Army Reserve Tuition Assistance Students

Active duty Army, National Guard and Reservists 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 must 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. Go to the GoArmyEd portal at [www.GoArmyEd.com](http://www.GoArmyEd.com) and select the "Student" radio button in the "Create/Activate GoArmyEd Account" section. Next, select the "Create/Activate Account" button. Complete the information requested to receive a username and password. The base role allows access to training, helpdesk, on-duty classes and testing.
2. To request TA level access to register for classes you must complete the following:
  - Login to GoArmyEd at [www.GoArmyEd.com](http://www.GoArmyEd.com) using your username and password.
  - Click the "Request TA Access" smart link and complete the steps listed which include: verification of TA eligibility, review of training, submission of your Statement of Understanding (SOU), selection of home school and degree plan, and completion of the common application.
  - After completing the steps listed above your Army Education Counselor/ESO will review your application and, pending approval, activate your account.
3. If CTC is your host college and you have not previously enrolled in CTC courses through the GoArmyEd portal but have a SOCAD2 Agreement currently with CTC, upload your student agreement in Course Planner and submit courses in which you plan to enroll. You may view reference documents and instructional videos by selecting the "View Reference Documents" link in the "Training Resources" section on your GoArmyEd homepage. 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. 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.
6. Transient students (students who have a home institution other than CTC) are not required to submit official transcripts unless using financial aid.
7. Browse through the GoArmyEd Schedule of Classes and register for courses online. GoArmyEd policy requires that enrollment requests MUST be submitted before the class starts or the end of the school's late registration window, if applicable, but no later than seven days after the course start date. Ensure you meet course prerequisites prior to enrolling. If you are not eligible to enroll in a course, you will be notified by CTC. Refer to Reference Document titled "How to Enroll in a Class through GoArmyEd".

## 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) and to participate in the free online orientation and other workshops designed to promote success.

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 and must list the courses approved by the high school principal/counselor and parent/legal guardian for that semester.
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 STAAR end-of-course (EOC), 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 TSI Assessment Test Scores if applicable.

**Special Note** *Effective August 26, 2013, the new TSI Assessment replaced the ASSET, ACCUPLACER, COMPASS and THEA tests. If you did not enroll in a CTC course when required to meet TSI requirements prior to August 26, 2013, the TSI Assessment will be required regardless if the ACCUPLACER, ASSET, COMPASS or THEA has been taken. A Pre-Assessment must be taken before attempting the new TSI Assessment.*

**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 workforce education dual credit courses in the eleventh and/or twelfth grade, the student:

1. Must have achieved the designated minimum final phase-in score on the Algebra I end-of-course assessment and/or the English II reading or English II writing end-of-course assessments relevant to the courses to be attempted.
2. May enroll only in the workforce education dual credit courses for which the student has demonstrated 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 provisions below.

1. Be TSI Exempt from taking a mandatory TSI assessment test, which can be met through acceptable scores on the TAKS, ACT, SAT or STARR end-of-course (EOC) test relevant to the courses attempted. Test scores are valid for five years from the date of testing to enrollment at CTC. Minimum test scores are:



- TAKS: 11th grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts (ELA) section with a writing subsection score of at least 3.
  - ACT: Composite score of 23 with a minimum of 19 on the English test and/or 19 on the mathematics test.
  - SAT: Combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum 500 on the critical reading test and/or 500 on the mathematics test.
  - STARR end-of-course (EOC): Minimum score of Level 2 on the English III and a minimum score of Level 2 on the Algebra II.
2. Is TSI Complete based on acceptable scores on the Mathematics, Reading, and/or Writing test on the state-approved TSI Assessment relevant to the courses to be attempted. Minimum scores are:
    - TSI Assessment: Reading - 351, Mathematics - 350, Writing - 363 with Essay of 4 or Essay 5
  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 minimum designated Level 2 final phase-in score on the Algebra II end-of-course assessment and/or the English II reading or English II writing end-of-course assessments relevant to the courses to be attempted. The student is not required to demonstrate further evidence of eligibility to enroll in dual credit courses in the twelfth 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. A student enrolling in more than two dual credit courses in a semester must pass all courses during that semester with a grade of C or better to continue to enroll in more than two dual credit courses in following semesters.

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

- Students who demonstrated outstanding academic performance and capability as evidenced by achieving or exceeding the minimum TSI college readiness standards on PSAT/NMSQT, PLAN, SAT, ACT or TSI Assessment; and
- Students must receive approval by the principal of the high school and the chief academic officer of CTC; and
- Students with less than junior standing must achieve minimum passing standards on the TSI Assessment (reading-351, mathematics-350, writing-363 with essay 4 or essay 5); or be TSI exempt under the provisions of the TSI rules.

**Note** Refer to CTC’s “Current High School Students” webpage for additional criteria required by CTC for exceptions to course limits and junior/senior standing.

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

High school students who attended private or recognized nonaccredited private 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, TSI compliant 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 “Eligibility Requirements to Enroll in Dual Credit Workforce Education Courses”: section of this catalog 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 who were TSI exempt based on ACT, SAT, STAAR end-of-course 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 TSI Assessment. (Note: Test scores are valid for 5 years from the date test taken.)
2. Students who were TSI Complete based on their scores on the state-approved TSI Assessment 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 who were enrolled while in high school based upon scores on the 10th grade TAKS, PSAT/NMSQT or 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 or STARR end-of-course. If the student is not TSI exempt, the student will be required to take the TSI Assessment 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.
- 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 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 17 or Office Technology Department in Building 101, Room 11.

### 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-iBT 68) or the International English Language Testing System (IELTS-5.8) must take the Comprehensive English Language Test (CELT) at CTC 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. Students must take the Texas Success Initiative Assessment test before registering for solid credit classes, and they may be required to complete additional Developmental Studies courses.

### International Students

Prospective international students are those applying for an F-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.

Prospective students holding other non-immigrant visas must meet USCIS guidelines and/or initiate a change of status procedure available at USCIS ELIS. They must be in legal status, and are not allowed to register for semester-credit classes until the change of status has been approved. For specific information, email the International Student Services Office at [ctc.international@ctcd.edu](mailto:ctc.international@ctcd.edu).

To apply for international student admission (F-1 visa status) 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. Certified documents must be originals. However, electronic scans will be allowed for initial consideration.

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 (NACES) 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. Submit official TOEFL scores (iBT 68) or IELTS (5.8). Language testing is required of all students from countries using another language and/or English. All students must meet language proficiency via completion of the CTC ESL program, IELTS or TOEFL testing and academic readiness testing before progressing to academic classes. In addition to language requirements, all students must also meet academic readiness requirements before progressing to academic classes. Students who have not taken the TOEFL, IELTS or CELT (the ESL test available at CTC) must register for entry-level ESL classes.
8. Submit proof of Bacterial Meningitis vaccination 10 days before registration
9. Prior to registration, submit proof of Health/Accident Insurance for each semester. Foreign policies must be translated in English, with all information to include the expiration date translated. The insurance policy must cover the student while attending CTC and provide a minimum medical expense benefit of at least \$100,000. Health insurance may also be purchased through the International Student Services office. Students must take the Texas Success Initiative Assessment before registering for solid credit classes, and they may be required to complete additional Developmental Studies courses.

**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 International Student Advisor (DSO) at the school last attended completes Section II of the form before sending it to the CTC Director, ISS. 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 [ctc.international@ctcd.edu](mailto:ctc.international@ctcd.edu), who will provide forms and instructions for completing the requirements listed above. The CTC web site ([www.ctcd.edu](http://www.ctcd.edu)) provides detailed information.

## English as a Second Language (ESL)

Non-native English speakers (international students and community foreign students) are required to take the Comprehensive English Language Test (CELT) before beginning the English-as-a-Second Language Program (ESL/ DSLA courses). Only international or community foreign students with TOEFL scores of at least 68 iBT or 5.8 on IELTS 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 9 required courses and 3 optional courses. 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. Students must take the TSI before registering for solid credit classes, and may need to complete additional DS courses.

## 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 from each college or university to the CTC Central Campus in Killeen, TX. Hand-carried transcripts will only be accepted if received in a sealed envelope marked "official." Transfer credits are evaluated by CTC based on the principles outlined in the *Joint Statement on the Transfer and Award of Credit*. Students who earned transfer credits from national accrediting bodies and professional organizations recognized by the Council for Higher Education Accreditation (CHEA) may submit official transcripts, for which credits will be evaluated based on CTC institutional guidelines.

## Test Scores

TSI Assessment scores must be on file prior to registration for all students who are not TSI exempt or waived.

Effective August 26, 2013, the new TSI Assessment replaced the ACCUPLACER and other state-approved TSI tests. Refer to the Texas Success Initiative section in this catalog for more information.

## 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),	waived from taking a TSI approved assessment 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 a TSI approved assessment as long as courses are not taken outside the certificate program.**
If entering a Marketable Skills Achievement program for credit,	take the TSI Assessment and Pre-Assessment 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 TSI Assessment and Pre-Assessment unless TSI exempt or waived. See exemptions below.
If entering a Level II Certificate program or an associate degree program,	must take the TSI Assessment and Pre-Assessment 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 68 on the Internet-based test or below 5.8 on the IELTS 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 or STARR EOC with minimum score of Level 2 on English III and minimum score of Level II on Algebra II. Scores valid 5 years from date tests taken and enrollment.	<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> </ul>

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

\*\* A student who has not taken the TSI Assessment and who enrolls in 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) 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.

## TSI Assessment and Pre-Assessment Requirement

Effective with the fall 2013 semester, the state of Texas introduced a new TSI Assessment, which replaced the four TSI assessments (ACCUPLACER, ASSET, COMPASS and THEA). In addition, individuals are required to take a Pre-Assessment prior to taking the new TSI Assessment. Returning students who were previously TSI waived and new students who enroll in a CTC course on or after August 26, 2013, are required to take the Pre-Assessment and the new TSI Assessment regardless if the ACCUPLACER, ASSET, COMPASS or THEA had already been taken.

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

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 (formerly 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.
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 five 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. STAAR EOC Scores: A student with a minimum score of Level 2 on the STAAR end-of-course (EOC) in English III shall be exempt from both the TSI Assessment reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment mathematics section if enrolls in a Texas public institution of higher education within five years from the date of testing.
5. Students Transferring From Out-of-State or Private/Independent Colleges and Universities. A student who transfers from an accredited out-of-state or private/independent institution of higher education and who has satisfactorily completed college-level coursework in designated English, mathematics and reading intensive courses or other core curriculum courses may be exempt. Transfer students must meet with an academic advisor to determine exemption eligibility.
6. 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.
7. Associate or Bachelor's Degree Graduate. A student who has graduated with an associate or baccalaureate degree from a recognized accredited institution of higher education.
8. 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.
9. 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.
10. 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.
11. 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 the approved TSI Assessment as listed below. As noted below, the state requires a 5 on the written essay. However, if the student achieves the minimum score on the objective writing test, a score of 4 on the essay will meet TSI standards.

- TSI Assessment: Reading - 351, Mathematics - 350, Writing - 363 with Essay of 4 or Essay 5

A student may retake the TSI Assessment 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 TSI Assessment 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. Active Army, National Guard, and Reservists using TA register through the GoArmyEd portal. GoArmyEd students 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 are not eligible to 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 TSI Assessment and Pre-Assessment unless exempt or enrolled in a certificate-waived program prior to registration. If you are not required to take the TSI Assessment and Pre-Assessment, 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. 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. Students must go to the Sid Weiser Vocational Center (Building 118) to start the registration process.

## 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 offices of Student Financial Assistance and Veterans Services.

## 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. Registration for distance learning courses closes on Thursday before the first day of class. 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. Classes missed will be counted as absences and you will be required to make up any assignments. Army TA 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.

## 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.
  - All students must be TSI complete. For more information and assistance on testing, contact the Guidance and Counseling office and refer to the TSI section in the current Central Texas College catalog.
  - 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.

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. If students have any convictions it is their responsibility to contact the State Agency from which they hope to receive certification/licensure to see if they are eligible to proceed.

Applicants for the program must follow the regular procedure for admission to Central Texas College.

- All students are required to complete a practicum class in order to graduate.
  - Have completed all prerequisite classes achieving a grade of 'C' or higher.
  - Have a telephone or face-to-face appointment with the Mental Health Services Department practicum professor.
  - 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, Tdap, Varicella).
  - c. TB Skin Test annually.
  - d. Hepatitis B series that takes six months to complete.
- In addition to the above requirements, within 30 days of the first day of class in the Practicum, the student must document eligibility by doing the following.
  - a. Submit the actual results of a Criminal Background Check, at the student's own expense, to the CTC Mental Health Services Department Chair.
  - b. Submit the results of a Drug Screen, at the student's expense, to the CTC Mental Health Services Department Chair.
  - c. 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.
  - d. Sign and agree to comply with a Code of Ethics/Confidentiality Agreement.

**NOTE** All documentation must be received by the Mental Health Services department prior to the practicum start date. Students cannot start accumulating hours until all documentation has been received.

### 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.

### 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 facilities giving direct care to patients. It is the expectation of health care facilities that students' practice will not be impaired by drugs or alcohol. In addition, because of patient vulnerability, facilities may not allow students with past convictions to practice on their premises. The Policy and Standard for Drug Screening and Background Checks, as well as the Immunization, CPR requirements, Texas Success Initiative (TSI) and Health Education Systems, Inc. (HESI) Admission Assessment Exam A2 pre-entrance exam are required for all students applying for admission to the Associate Degree Nursing Program, Nursing Option for Articulating Student, 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 Heart Association (AHA), BLS - for Health Care Provider or Military Training Institute: CPR and AED Element). An on-line CPR course is not acceptable.
- 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
  - Negative 11 panel Drug Screen must be completed within 45 days prior to program start date and must be mailed, faxed or hand carried in a sealed envelope that has the testing agency stamp or employee's signature on the back seal.
- Malpractice Insurance which is required for clinical component (included in registration fees).
- All Community Non-Native Speakers, International Students and/or ESL students must follow the requirements listed in the current Central Texas College catalog.

### 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, Nursing Option for Articulating Student, Vocational Nursing, Emergency Medical Technician, and Paramedic Programs.

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, program specific background check and physical 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 MorphoTrust do not need to be repeated.

Following admission to the program, but prior to registration a student must document eligibility by completing the following:

### ADN and LVN Nursing Programs:

Submit Texas Board of Nursing documentation of actual results of a negative criminal background check through MorphoTrust 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 an 11 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.
  - 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.
- Inform the CTC Department of Nursing Chair and/or designee of any mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status. Provide written documentation of medical release to return to class/clinical. Safety is a priority for the patient and health and well being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.

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 (May 25, 2010, Rule 97.65 (March 5, 2009), and the Centers for Disease Control and Prevention (CDC). 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.
- Tdap must be noted as administered once in lifetime. If no record then student will need to get a Tdap. If a Tdap was administered then Td is required every ten years.
- Students who were born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968.
- Students must show, prior to patient contact, acceptable evidence of vaccination of one dose of rubella vaccine.
- Students born on or after January 1, 1957, must show, prior to patient 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 patient 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.
- Influenza: must show current vaccination, annually.
- Bacterial Meningitis: The Texas legislature passed a law requiring entering students who are under 22 years of age at institutions of higher education to have an initial bacterial meningitis vaccination or booster during the five year period preceding and at least 10 days prior to the first day of the first semester or submit an affidavit for an exemption. Vaccinations older than 5 years will require a booster.

**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, designated medical limitations, and 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. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.

**Associate Degree Nursing (ADN)  
Admission Policy****General Information**

The Associate Degree Nursing Program (ADN) 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 ADN Program curriculum 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 patients in area health care facilities under the supervision and guidance of the nursing faculty. Students are selected to enter the ADN Program in the Fall or Spring Semester. The ADN Program is approved by the Texas Board of Nursing (TBON) and is fully accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

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

- Application to the ADN Program with copies of transcripts from all prior colleges attended.
- All Community Non-Native Speakers, International Students and/or ESL students must follow the requirements listed in the current Central Texas College catalog.

- Effective Spring 2015 admission requires successful completion with a C or higher and a GPA of 2.8 or higher of all courses listed in the first year, first semester of the Nursing Associate degree plan. Grades from ALL required science courses attempted within the past 5 years will be considered when calculating the required science GPA of 2.8. This includes any science courses that were repeated. If the same science course is repeated twice within the past 5 years with a grade lower than C, the student will be ineligible for admission.
- All students must be TSI complete. For more information and assistance on the test, contact the Guidance and Counseling office and refer to the current Central Texas College catalog.
- The most current HESI A2 nursing pre-entrance exam must be passed with passing scores (80) in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge on the same exam within 2 years from testing dates.
- An overall 2.8 GPA on a 4.0 scale in nursing degree plan courses whether transferred or taken at CTC.
- 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.
- If the same science course is repeated twice within the past 5 years with a grade lower than a 'C', the student will be ineligible for admission.
- Attendance is required at a mandatory Small Group Informational Meeting with the Chair of the Department of Nursing/Nursing Program Coordinator or designee during the semester all prerequisite courses are completed. The following must be on record in the Department of Nursing prior to the scheduled mandatory Small Group Informational Meeting: CTC Department of Nursing application, nursing pre-entrance exam scores, TSI exam scores and all transcripts.
- Candidates for admission are ranked and selected based upon the performance of the applicant pool for each admitted group to include:
  - overall grade point average (GPA) on all CTC ADN Degree Plan coursework.
  - grades from ALL required science courses attempted within the past 5 years will be considered when calculating the science GPA, to include any science courses that were repeated. If the same science course is repeated twice within the past 5 years with a grade lower than a C, the student will be ineligible for admission.
  - The Anatomy & Physiology (A&P) portion of the HESI A2 exam will be required; there is no minimum score.
  - Nursing A2 pre-entrance exam scores and number of attempts. The HESI A2 scores can be no older than 2 years.
- After selection for admission, but prior to registration, the following must be on record in the Department of 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. Documentation of chest x-ray is acceptable for students who meet this medical requirement. The PPD skin test will be required each year thereafter or chest x-ray as medically required.
  - Proof of current CPR course completion - American Heart Association (AHA) - BLS-Health Care Provider, or Military Training

Institute: CPR and AED Elements. (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 MorphoTrust screening services and negative 11 panel drug screen
  - All criminal history background check and drug screen tests must be conducted and verification of negative results received after selection, but prior to enrollment in the ADN Program. The MorphoTrust 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 and physical exam 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. PPD and Flu vaccination must be annual.

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 TBON, 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 exams throughout the curriculum.
- Students must participate in two (2) mandatory orientations to fulfill admission requirements in the ADN program.

#### **Progression Requirements**

In order to progress in the program, 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 course average which consists of a combination of class participation points and course exams. Class participation points will be added only upon attaining an overall 75 percent average on course exams.
- Achieve a minimum of 90 percent on dosage calculation exams within three attempts, in clinical 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 - AHA - BLS for Health Care Providers or Military Training Institute: CPR and AED Elements.
- Provide documentation of medical release to the Department of Nursing after mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status and provide written documentation of medical release to return to class/clinical. Failure to inform the program may result in immediate withdrawal from the course or program.
- Have an annual PPD Skin test/or chest x-ray as physician ordered or clinical facility requires, and provide results to Department of Nursing.
- Maintain a negative drug screen and criminal background check.
- Complete all standardized assessment and exit exams with scores as required per the course syllabi.
- Complete the nursing program within four years of first enrollment in RNSG 1413 or its equivalent.
- Conduct and performance in the classroom and affiliated clinical facility is 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 2.8 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 2.8. Grades from ALL required science courses attempted within the past 5 years will be considered when calculating the science GPA, to include any science courses that were repeated. If the same science course is repeated twice within the past 5 years with a grade lower than a C, the student will be ineligible for admission.
- Present a transcript from all colleges attended. (Syllabi for nursing courses may be requested for review.)
- Apply in writing to the CTC ADN 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 ADN program, complete the nursing program within three years of first time enrollment.
- Acknowledge that admission to the ADN program after failure in another college or university nursing program will be allowed provided the student is eligible for readmission to the failed program or recommended by the Director of the Nursing program. Official letters from the failed program are required for validation.
- Recognize that after enrollment if a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student will be allowed readmission to the nursing program only one time. The procedure for readmission follows the department policy.
- Must complete 25% of the degree plan at CTC to meet residency requirements (a CTC requirement) as reviewed by the Department of Nursing ADN Program Admissions and Standards Committee.

## Part-Time Policy

Students desiring to enroll in the ADN program in part-time status (not enrolled in all co-requisite RNSG courses per each semester) must:

- Mark "part-time" on the CTC Department of Nursing ADN Application form.
- Petition in writing a change in enrollment status to the ADN Admissions and Standards Committee, the semester prior to the change. Approval will be granted 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

Applicants who present an active Certified Nurse Aide (CNA) certificate [TAC Title Part I Chapter 94.2(3)] may receive evaluated credit for RNSG 1105, Nursing Skills I, provided transcripts are submitted showing proof the course was taken through a college or high school program within the last 24 months.

## Readmission Policy for Seeking an Associate Degree in Nursing

Any student failing an RNSG course, must apply for readmission to the ADN program through 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.

- Readmission to any nursing course is dependent upon eligibility and 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/TB screening results, and drug screen information.
- Provide documentation of any mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status and provide written documentation of medical release to return to class/clinical. Failure to inform the program may result in immediate withdrawal from the course or program.
- 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 one time. This applies to the following nursing courses: RNSG 1301, 1105, 1115, 1413, 1262, 1229, 1331, 1251, 2213, 1363, 1347, 2201, 2221, 2331, 2362 and 2363. Failure of any two RNSG courses results 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 is based on the following:
  - Former faculty team recommendation.
  - Academic grade average and clinical evaluation.

- A letter written by the applicant that includes the nursing course name(s) and the course synonym number(s) to which readmission is sought; reason(s) for lack of success/progress in the course(s); a specific plan for success if readmitted; semester and year seeking readmission; student signature and date.
- 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 student may be required.
- Selection of students for readmission will be made at the end of each semester.

## ADN Challenge Policy

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

- Admission to Central Texas College.
- Completion of all admission requirements to the CTC ADN Program.
- Submit proof of eligibility for readmission to the program from which they transferred.
- Composite/overall and lab science GPA of 2.5.
- Have no prior enrollment at CTC in the course to be challenged.
- Have no grade lower than a C on a comparable course from the program from which transferring.
- Meet the pre and co-requisites of the course to be challenged and complete the nationally normed exam requirements as identified in the syllabus of the course to be challenged. The appropriate nationally normed exam fees 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. Final semester courses may not be challenged.
- Contact the Semester/Level Coordinator Lead Professor to be provided with a course syllabus, progression and nationally normed exam 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, will include dosage calculations, and NCLEX-RN® alternate format type questions. 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 ADN Program within three years of first time enrollment in RNSG 1413 or its equivalent.

## Nursing Option for Articulating Student

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, physical examination, criminal background check, HESI A2 pre-entrance exam, TSI completion and prerequisite course requirements; see the ADN Admission Policy and Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations. All students applying to the Nursing Option must also meet the following requirements:

- Current EMT-P certification or license from any state or the National Registry of EMT or
- Current LVN/LPN license from any state.
- Two work references as an LVN or EMT-P, 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/EMT-P in the two calendar years before admission to the Option program.
- The experience requirement in the Nursing Option program may be waived before entry into the 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.
- Completion of the courses prerequisite to RNSG 1331, Principles of Clinical Decision Making, with a C or higher and a GPA of 2.8 or higher; if BIOL 2420 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. Completion of general education prerequisite requirements for the 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 2.8 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. Grades from ALL required science courses attempted within the past 5 years will be considered when calculating the science GPA, to include any science courses that were repeated. If the same science course is repeated twice within the past 5 years with a grade lower than a C, the student will be ineligible for admission.
- Complete the ADN Program within three years of first time enrollment in RNSG 1331.

## Progression Requirements for Nursing Option for Articulating Student Program

In order to progress in the program, 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 course average which consists of a combination of class participation points and course exams. Class participation points will be added only upon attaining an overall 75 percent average on course exams.
- 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 – AHA - BLS for Health Care Providers, ARC- CPR for the Professional Rescuer, or Military Training Institute: CPR and AED Elements.
- Maintain current liability insurance.
- Provide the Department of Nursing faculty with documentation of mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status and provide written documentation of medical release to return to class/clinical. Failure to inform the program may result in immediate withdrawal from the course or program
- Have an annual PPD Skin test/or chest x-ray as physician ordered or clinical facility requires, and provide results to Department of Nursing.
- Maintain a negative drug screen and criminal background check.
- Complete all standardized assessment and exit exams as identified in course syllabi.
- Complete the nursing program within three years of first enrollment in RNSG 1331.
- Conduct and performance in the classroom and affiliated clinical facilities 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

#### Readmission Policy for Articulating Students

- 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 one time. This applies to the following nursing courses: RNSG 1301, 1229, 1331, 1251, 2213, 1363, 1347, 2201, 2362, 2331, 2221, and 2363.
  - Failure of two RNSG 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.
  - The procedure for readmission follows the department policy.

### 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 American Heart

Association-Healthcare Provider (BLS), 11-Panel Drug Screen, Criminal Background check, HESI A2 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 Vocational Nursing program.
  - The HESI A2 nursing pre-entrance exam must be completed with passing scores (80) in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge, on the same exam.
- 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.
- All students must be TSI complete. For more information and assistance on the test, contact the Guidance and Counseling office and refer to the current Central Texas College catalog.
- Attendance is required at a mandatory Small Group Informational meeting with the Chair, Department of Nursing/Nursing Program Coordinator/ or designee after all required admission documents are on the file in the Department of Nursing.
- Complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.
- Must participate in mandatory orientation meeting to enroll in the VN program.

#### 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 progressing in the program. Failure of two nursing courses or a clinical failure for unsafe practice, or after the second failure of the same VNSG course, will make the student ineligible 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. A student 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.

### 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 exam, 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 exam 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 (TBON). VN students are responsible for maintaining professional conduct throughout all aspects of this program. The TBON 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.

- Must meet general admission requirements of CTC, the Department of Nursing, and the requirements of the 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 by providing copies of syllabi.
  - 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 - AHA - Health Care Provider, ARC - 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 will be denied following any two VN course failures.

### Evaluative Course Credit

- In lieu of the VNSG 1405 Health Science course, the student must have earned a "C" or better in the following courses: Anatomy & Physiology I (Biology 2401); Anatomy & Physiology II (Biology 2402); and Microbiology (Biology 2420/2421). Science and all other courses must have been completed in the last 5 years.
- In lieu of the VNSG 1231, Pharmacology, RNSG 1301 Pharmacology or its equivalent must have been completed in the last 5 years. The student must have earned a "B" or better to receive credit.
- A student who requests to receive credit for the above mentioned courses must submit a written request to the Admission and Standards Committee 90 days prior to the start of the course.

## 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, physical examination, drug screen, criminal background check, TSI completion, and HP-A2 pre-entrance exam; 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. Documentation of chest x-ray is acceptable for students who require that. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.

### 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, HP-A2 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 or clinical facility require 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 and/or National Registry EMT- Basic Certificate

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

### Bacterial Meningitis Vaccination/ Booster Requirement

Texas law requires entering students at a Texas institution of higher education to provide evidence that the student enrolling on or after January 1, 2012, has received a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination in the form of a certificate signed by a health practitioner or an official immunization record must be provided to CTC not later than 10 days prior to the first day of the student's term. CTC may, on an individual basis, extend the compliance date to a date not later than the 10th day after the first day of the term in which the student enrolls. For exceptions to the vaccination requirement, refer to the "Bacterial Meningitis Requirement" in the Admissions section. The student or parent or guardian of the student may claim an exemption from the vaccination requirement by (1) providing an affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the U.S. stating that in the physician's opinion the vaccination will be injurious to the student's health and well-being; or (2) providing an affidavit signed by the student stating she or he declines the vaccination for reasons of conscience, including religious belief, except this exemption does not apply during a disaster or public health emergency or other declared emergency situation as set forth in the Texas Education Code §51.9192. The State recommends that the student, guardian, or parent considering an exemption consult a physician about the need for immunization to prevent the disease.

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

### Can This Disease be Treated?

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

### How Can I Find Out More Information?

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

# College Costs

## Tuition Schedule for 2014-2015

Semester Hours	Resident In-District*	Resident Out-of-District*	Nonresident & International*
1	71	\$93	\$209
2	\$142	\$186	\$418
3	\$213	\$279	\$627
4	\$284	\$372	\$836
5	\$355	\$465	\$1,045
6	\$426	\$558	\$1,254
7	\$497	\$651	\$1,463
8	\$568	\$744	\$1,672
9	\$639	\$837	\$1,881
10	\$710	\$930	\$2,090
11	\$781	\$1,023	\$2,299
12	\$852	\$1,116	\$2,508
13	\$923	\$1,209	\$2,717
14	\$994	\$1,302	\$2,926
15	\$1,065	\$1,395	\$3,135
16	\$1,136	\$1,488	\$3,344
17	\$1,207	\$1,581	\$3,553
18	\$1,278	\$1,674	\$3,762

**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 CTC 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.....	\$30
Diploma Replacement.....	\$25
Transcript and Records .....	no charge
Course Challenge.....	\$50
GED Testing.....	\$60
ACCUPLACER, ASSET Test and TSI Assessment .....	\$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.....	\$1,725 - \$6,000
Overflight Fees (per hour).....	\$20 - \$200
Music .....	\$40 - \$500
MUAP Level I and II.....	\$260
MUAP Level III and IV.....	\$475
Physical Education .....	\$35 - \$250
Residence Hall Violation Fee.....	\$5 - \$100

### 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 or volunteering as firefighters (fire science courses only)
  - Tuition and lab fees
- Peace Officers enrolled in a Law Enforcement or Criminal Justice course (subject to limitations)
- 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 9/11/2001
  - 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
Married Student Housing (Apartments) Deposit	\$200

**Married Student Housing** (There is an additional fee for electricity, billed monthly.)

One-Bedroom Apartment, monthly rental	\$570
Two-Bedroom Apartment, monthly rental	\$660

## **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	\$2,195
Summer Semester, 11 weeks,	
Double Occupancy	\$1,500

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. The student will be required to reimburse CTC the fees of any collection agency which may be based upon a percentage at a maximum of 33% of the debt plus all costs and expenses, including reasonable attorney's fees that CTC may incur in such collection efforts.
- 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 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 must submit a completed Application for Refund to the Business Office for a refund to be issued.

- 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.

<b>Length of Class Term in Weeks</b>	<b>Last Day for 70 Percent Refund</b>	<b>Last Day for 25 Percent Refund</b>
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 calendar day of the term (not necessarily the first day of an individual class); and includes all weekdays, Monday through Friday, which are not designated official Central Texas College holidays.
- Any refund applicable for dropped courses will first be applied to any outstanding balance remaining on the student's account before any check will be issued.
- 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 and dependent family members of active duty military who receive PCS 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 domicile 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 domicile 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; 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.)

**NOTE** *If a person who qualifies for residency under item 1 is not a U.S. citizen or a Permanent Resident of the U.S., the person shall, in addition to the other requirements of this section, provide the institution with a signed affidavit stating that he or she will apply to become a Permanent Resident of the U.S. as soon as the person becomes eligible to apply.*

## Non-U.S. Citizens

The following non-U.S. citizens are eligible to establish and maintain 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 one of the types of visas, posted on the Coordinating Board's website, which is issued 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 CTC Admissions Application. Individuals may be required to provide supporting documentation to support information provided in the residency section of the application or to support the answers to the residency section.

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. 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 CTC Admissions Application. The CTC Admission Application is available on the CTC website.

## Documents to Support Domicile and Residence

The documents under *Proof of Domicile* and *Proof of Residence* may be used to support that the (1) the person or the dependent's parent established domicile in Texas, and (2) the person or the dependent's parent has maintained a domicile (physically residing) in Texas continuously for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls.

### Proof of Domicile

The following documents can be submitted, which may support the establishment of a domicile in Texas and maintenance of a domicile in Texas.

### Significant Gainful Employment

1. An employer's statement of dates of employment in Texas (beginning and current or ending dates) that encompass at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls.
2. Other documents that show the person or the dependent's parent, for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls:
  - a. Has been engaged in employment intended to provide an income to the person or allow the person to avoid the expense of paying another to perform tasks (as in child care) that is sufficient to provide at least one-half of the individual's tuition and living expenses or represents an average of at least 20 hours per week; or
  - b. Is self-employed in Texas or is living off his/her earnings; or
  - c. Is primarily supported by public assistance in Texas.
3. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attest to the provision of services to the homeless person for the 12 consecutive months immediately preceding the census date of the term in which the person enrolls.

### Sole or Joint Marital Ownership of Residential Real Property

Title to residential real property in Texas with documentation to verify 12 consecutive months of ownership immediately preceding the census date of the term in which the person enrolls, such as a Warranty Deed, with the person or the dependent's parent having established and maintained domicile at that residence.

### Marriage to a Person Who Has Established and Maintained Domicile in Texas

Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile in Texas for the 12 consecutive months preceding the census date of the term in which the person enrolls.

### Ownership of a Business Entity

Documents that evidence the organization of the business in Texas that reflect the ownership interest of the person or dependent's parent, and the customary management of the business by the person or dependent's parent without the intention of liquidation for the foreseeable future.

**NOTE** *A person whose initial purpose for moving to Texas is to attend an institution of higher education as a full-time student will be presumed not to have the required intent to make Texas his or her domicile. A person shall not ordinarily be able to establish domicile by performing acts which are directly related to fulfilling educational objectives or which are required or routinely performed by temporary residents of the State.*

### Proof of Residence in Texas

The following documents may be required to support residence in Texas for the 12 consecutive months immediately 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 consecutive months preceding the census date.
2. A Texas high school transcript for full senior year immediately preceding the census date.
3. A transcript from a Texas institution showing presence in the state for the 12 consecutive months preceding the census date.

4. A Texas driver's license or Texas ID card that has not expired and, if it reflects an origination date, shows an origination date at least 12 months prior to the census date.
5. Cancelled checks that reflect a Texas residence for the 12 consecutive 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 to be in Texas and the length of residence to be at least 12 consecutive months preceding the census date.
7. Texas voter registration card that was issued at least 12 months prior to the census date.
8. Pay stubs for the 12 consecutive months immediately preceding the census date, reflecting significantly gainful employment in Texas.
9. Bank statements reflecting a Texas address for the 12 consecutive months immediately preceding the census date.
10. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least the 12 consecutive months immediately preceding the census date.
11. Lease or rental of residential real property in the name of the person or the dependent's parent for the 12 consecutive months immediately preceding the census date.

### Other Documents that May be Used to Lend Support To or Clarify Person's Claim of Domicile or Residence

1. Tax return of the student or parent(s).
2. Visa, passport, or other pertinent immigration documents.
3. Leave and Earning Statements (LES).
4. Documents or statements to clarify answers to Core Residency Questions.
5. A Texas high school transcript to verify 36 months presence in the state and graduation from a Texas high school.
6. State or local licenses to conduct a business or practice a profession in this state.

### Temporary Absences from State

Residents who move out of state should be classified as nonresidents upon leaving the state. However, certain temporary absences from the State of Texas with the intention to return, generally less than five years, 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 U.S. Armed Forces, U.S. Public Health Service, U.S. Department of Defense, or U.S. Department of State.
2. A person or the dependent's parent whose company temporarily assigns him or her to work elsewhere.
3. A person or the dependent's parent who is temporarily absent from the state for educational purposes.

## General Rules and Regulations

### 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 U.S. 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 and 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. 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; and 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 an appropriately authorized officer in the service certifying that the student, or parent, will be assigned to duty in Texas on 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 as 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 that he or she attends.

## 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 Service who died while in service, shall pay resident tuition if the spouse and/or child move 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; and
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 relevant term:
  - ownership of real estate in Texas with no delinquent property taxes;
  - registration of an automobile in Texas; or
  - execution of a currently-valid will deposited with a county clerk in Texas that indicates he or she is a resident of 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 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.

## Persons Eligible for Federal Education Benefits for Veterans, their Spouses, and Children

Persons eligible for benefits under the federal Post 9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for veterans are eligible to pay the resident tuition rate without regard to the length of time they have been in the state, as are their spouses and children (including stepchildren), if they meet the following conditions:

- File a letter of intent with CTC to establish residency in Texas and provide acceptable proof of eligibility for VA education benefits such as a Certificate of Eligibility issued by the Veterans Administration;
- Reside in the state while enrolled in the institution; and
- If qualifying as a child, be 25 years of age or younger on the first day of the term in which the person is registering unless meeting the hardship provisions specified in the legislation.

## 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 outside the CTCD tax district who paid ad valorem taxes to CTC are eligible for in-district tuition. A current property tax statement and completion of the CTC Ad Valorem statement are 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.

**NOTE** A student initially classified out-of-district may petition for reclassification by providing the CTC Admissions Office located at the Central Campus in Killeen, Texas, with supporting documentation.

# 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.

**Your Financial Aid file must be completed and an award accepted by:**

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.;
- 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

Under current federal guidelines, students who are receiving financial aid are required to maintain the standards of satisfactory academic progress (SAP). 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, and P are considered hours completed. Drops, withdrawals, IP, XN, N, F and course repeats are counted as hours attempted. Course repeats are counted as attempted hours and either earned or unearned depending upon the grade assigned as noted above. 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.

It is the **student's responsibility** to read, understand, and adhere to the Satisfactory Academic Progress policy in order to remain eligible for financial aid. Failure to comply with this policy can result in the student's financial aid being terminated at Central Texas College.

## Qualitative Standard: Minimum Grade Point Average (GPA)

Students must maintain a 2.0 grade point average (GPA) during each semester of enrollment as well as a cumulative average of 2.0 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 warning for the following semester enrolled.
- At the end of the warning semester, if the student's GPA is 2.0 or above, the student will be removed from warning status and returned to satisfactory. If after one semester 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: (A) Pace of Program and (B) Maximum Time Frame (C) Maximum Timeframe Transfer

A. Along with meeting the Grade Point Average/Qualitative Standard, students must also meet quantitative standards. Students must complete **67%** of all credit hours attempted regardless of whether financial aid was received for the hours. Our policy is not to round up during this calculation process. For example, if a student's completion rate is 66.666% the completion rate requirement of 67% has not been met. Withdrawals, incompletes, \*repeated courses, and failure grades will count as attempted coursework credit hours.

\* If you repeat a course, both attempts will be counted in the maximum credit hours, even if you did not receive aid for both attempts.

B. Students who have attempted 150 percent of the allowed number of credit hours will become ineligible to receive additional financial aid disbursements for hours in excess of the 150 percent maximum regardless of their semester/cumulative GPA, and regardless of whether or not financial aid was received during previous semesters. Students are advised to work with their academic advisor to "stay on target" to complete educational goals.

C. Academic progress from other institutions will be included in maximum timeframe. All attempted credit hours from CTC and/or any other institution of attendance will count towards attempted credit hours with regard to maximum timeframe. Students who have attempted 150 percent of the allowed number of credit hours for any degree and/or certificate will be ineligible to receive financial aid at CTC.

Students who change their major will have all previously attempted coursework included in the maximum timeframe calculation regardless if those credits count towards the new major.

If at any point it is clear that a student will not be able to meet the quantitative standard by graduation, the student becomes ineligible for aid (barring a successful appeal by the student consistent with appeal procedures set up by CTC).

**NOTE** The above combination of hours, to include all transfer credits, cannot exceed 150 percent of the minimum number of hours required to complete any program of study. In addition, ALL students will be limited to 150 hours attempted maximum time frame which includes transfer hours.

## SAP Rules for Remedial or Developmental Coursework

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 cumulative GPA calculation. However, developmental attempts are used in the completion rate calculation and in the calculation of maximum timeframe.

## Evaluation Outcomes

*(Consequences for not maintaining Financial Aid Satisfactory Academic Progress)*

### Financial Aid Automatic Suspension

If during a semester a student completely withdraws (W), receives grades of all F's, all N's, all IP's, all XN's or a combination of W's, F's, N's, XN's or IP's, he or she is placed on automatic suspension **without being given a warning**. A student placed on a suspension status will not receive financial aid assistance until this status has been cleared. To reestablish eligibility, the student must meet **both** the Qualitative and Quantitative standard of completing 67 percent of **all** attempted hours **and** maintaining a GPA of 2.0 or above.

Students placed on automatic 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.

### Financial Aid Warning

A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid warning status for one semester. While on a warning status, the student will continue to receive financial aid for which he or she has qualified. This is a warning to the student that he or she must meet the College's Satisfactory Academic Progress standards (2.0 semester/cumulative GPA and also maintain a semester/cumulative completion rate of 67%) during the next semester of enrollment.

**NOTE** *Students on Probation under the prior standards will be considered on Warning for purposes of these standards.*

### Financial Aid Suspension

If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his or her warning period, the student will be denied from receiving financial aid until he or she meets the reinstatement requirements.

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 cumulative/semester completion rate (67 %) 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. **Classes taken at institutions other than Central Texas College do not count towards reinstatement.** Students who regain eligibility by completing the required coursework must notify the Financial Aid Office in order to have their progress reevaluated.

## Academic Amnesty

The Federal Student Aid program regulations make no provision for the concept of academic amnesty or academic renewal. Therefore, a school must always include courses (whenever taken) in evaluating a student's satisfactory academic progress.

## 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. **Under the revised Department of Education rules, an appeal cannot be approved if the student is unable to meet the 2.0 GPA and the 67% completion rate within one semester.** Also, the student may not appeal for failing to complete their program within the maximum timeframe. It is the responsibility of the student to successfully complete all classes enrolled. Please remember that dropping a class, failing a class, or withdrawing from class is a personal decision made by the student and may negatively affect the maximum timeframe allowance for their program.

All appeal documents must be attached to the *Satisfactory Academic Progress Appeal* form that can be obtained from the Financial Aid Office. **Submission of an appeal does not guarantee reinstatement of financial aid eligibility.** If an appeal is approved, the committee will impose enrollment restrictions on the student for the best chance of academic success. The enrollment restrictions are that at a minimum the student is required to pass all remaining courses successfully (grade of "C" or higher) and not have any withdrawals for the semester (or the student's next semester of enrollment) the appeal is approved. Any student that fails to meet this requirement will lose his/her future financial aid eligibility.

**Please note:** a student cannot have appeals approved in consecutive semesters. 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** *Reasons such as being unprepared for college course work, the course was not what was expected, not liking the instructor and other related excuses are NOT qualifying circumstances for an appeal and will result in an appeal being denied. Students are responsible for monitoring their own progress status. The Financial Aid office makes every attempt to notify students of their status however failure to receive notice does not affect the calculated status and is not reason to appeal. Please ensure that home and email addresses are updated with Admissions and Records Department.*

## Appeal Decisions

### Probation

A student will be placed on a probation status if an appeal has been approved. **The student must meet the College's satisfactory academic progress policy (2.0 cumulative/semester GPA and a cumulative/semester completion rate of 67%) during the next semester of enrollment.** If the student does not meet the SAP policy, their financial aid will be suspended and will not be eligible to re-appeal. They must complete the requirements of the 2.0 GPA and completion rate of 67%, at their own expense, before their aid can be considered for eligible reinstatement.



## Appeal Denied

The student will not be eligible to receive financial aid until he or she meets the Satisfactory Academic Progress (SAP) standards as provided above. It may take several semesters in order for a student to regain aid eligibility. NEW: Please visit SAP GPA Calculator or SAP Completion Rate Calculator to receive an estimate of what may be required to regain eligibility.

Students may continue to enroll however it is the student's responsibility to pay their own expenses.

## Enrollment/Student Status 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/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 warning status 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 website.

## Grade Changes

If a grade is changed, it is the student's responsibility to notify the Financial Aid Office immediately. The Financial Aid Office can then initiate a review of the effect of the grade change on the student's academic progress within 30 days of notification.

## Repeated Courses

Students who have successfully completed a course and attempt to take the course a second time will be covered by financial aid. However, if they attempt the course a third time, financial aid will no longer pay for that course.

## Transfer Courses

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. Transfer courses are considered in determining eligibility under the qualitative measure as well as in the **quantitative and maximum time frame** measurements.

## Financial Aid will not pay for:

- Courses taken by audit
- Successfully completed courses that have been attempted more than two times
- Courses exceeding the 27 maximum credits for developmental coursework
- Credit hours earned by placement tests
- Continuing education courses
- Courses for which you register after the official census date of the term
- Credit hours in excess of the 150% maximum program limit
- Courses taken without having a declared eligible program (enrolled as transient student)

**NOTE** *The financial aid SAP standards are not the same as Central Texas College's general academic requirements. Students should contact an academic counselor to determine those separate requirements for maintaining their academic enrollment.*

## 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.

## 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.

## 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

Central Texas College participates in the William D. Ford Federal Direct Loan Program for Dependent and Independent Undergraduate Students and Federal Direct PLUS Loan Program for parents of Undergraduate Dependent Students.

### William D. Ford Federal Direct Loan Program (Direct Loan Program)

The Federal Program that provides loans to eligible student and parent borrowers under Title IV of the Higher Education Act. The loan programs include Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans and Direct Consolidation Loans. Funds are provided directly by the federal government to eligible borrowers through participating schools.

Please review the College Default Management plan at [www.ctcd.edu](http://www.ctcd.edu).

#### 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 Loan Maximums (for loans first dispersed on or after July 1, 2008)

Classification
Freshman (0 to 30 credit hours)*
Sophomore (31 to 72 credit hours)**
Dependent Undergraduate
\$5,500* – No more than \$3,500 of this amount may be subsidized*
\$6,500 – No more than \$4,500 of this amount may be subsidized**
Independent Undergraduate
\$9,500 – No more than \$3,500 of this amount may be subsidized*
\$10,500 – 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. All annual loan limits are subject to proration and cannot exceed the Cost of Attendance.

#### Entrance Loan Counseling

All first-time Federal Direct loan borrowers at Central Texas College must complete entrance counseling before their loan will be accepted and processed. Borrowing a student loan is a serious financial obligation and the entrance counseling will provide you with important information you need to know to be able to make an informed decision about student loan borrowing. Complete your online entrance counseling on the Federal Direct Loan Servicing website at [www.studentloans.gov](http://www.studentloans.gov). This session provides additional information regarding loan programs such as monthly repayments, deferments, grace period and cancellation.

#### Exit Loan Counseling

Federal regulations require all students who received a 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.nsld.ed.gov/nslds\\_SA/SaEcIntrol.do](http://www.nsld.ed.gov/nslds_SA/SaEcIntrol.do). You will need a list of two 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 return of Title IV funds is a complex process involving a great deal of interoffice cooperation and coordination. Title IV funds are awarded to eligible students under the assumption that they will attend Central Texas College for the entire period for which the assistance is awarded. Only students who have withdrawn from all classes in a payment period, term in which a student is receiving financial aid, are subject to the return of Title IV formula. If a student changes their enrollment status, such as drops courses but is still enrolled for at least one course they would not be subject to the return of Title IV funds formula, but would be subject to the Satisfactory Academic Progress policy. Central Texas College is an institution required to take attendance. Central Texas College confirms enrollment at the census date, which is the last day to withdraw without a "W" grade. If a recipient of Title IV grant or loan funds withdraws from Central Texas College after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. Dropping any class after it has started can cause funds to be owed either to the school, or the Department of Education and the amount owed will be determined based on the drop date of the class.

The following list is of financial aid programs, Title IV, to which the Return of Title IV funds requirement applies. The financial aid programs are listed in order that the school must return per the federal formula:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Parent PLUS Loan
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant

Central Texas College determines the date the student withdrew depending on the type of withdrawal. If the student begins the official withdrawal process or provides official notification to Central Texas College of his or her intent to withdraw the date Central Texas College determines that the student withdrew would be the date the student began the official withdrawal process, or the date of the student's notification, whichever is later. If the student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that Central Texas College becomes aware that the student ceased attendance.

If Central Texas College is informed that a student has died, the withdrawal date is determined either by the official notification from the student, if they had started an official withdrawal process due to illness or accident, etc. prior to the death, or the withdrawal date is the date that Central Texas College determines is related to that circumstance if no official withdrawal was initiated. The withdrawal date will be no later than the date of the student's death. Central Texas College does not disburse post-withdrawal disbursements to a student that has died during the payment period. The Record's Office notifies the National Student Loan Data System (NSLDS) via the National Student Loan Clearinghouse of enrollment changes.

## Official Withdrawal

The Record's Office is the designated contact point for students who wish to withdraw. The Record's Office assists the student with completion of the top section of the withdrawal form which includes student's demographic information, why they are leaving and their last date of attendance. The student signs the form and returns the completed form to the Record's Office. The Record's Office determines the withdrawal date and reports it to the other affected institutional offices by entering that information into the student information system (SIS).

Office of Financial Aid checks to see if the student has received Federal Stafford Loans and if so provides them with an Exit Counseling request via email. The Office of Financial Aid begins the Return of Title IV funds process as soon as the Office of Financial Aid determines the withdrawal of all classes from a weekly drop report that identifies the students who need to have the Return of Title IV calculation to determine the amount of federal financial aid programs the student has earned.

## Unofficial Withdrawal

Upon receipt of an email from the Record's Office that the student is no longer enrolled, or if the institution becomes aware that the student is no longer attending, and the student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that Central Texas College becomes aware that the student ceased attendance. As soon as the Office of Financial Aid becomes aware the Office of Financial Aid gathers the student's information to complete the Return of Title IV calculation to determine the amount of federal financial aid programs the student has earned. The last date the student attended a class is provided by faculty.

In order for the Office of Financial Aid to determine if there is a return of Title IV funds for the student, the Office of Financial Aid collects the student's information for the payment period, which includes original direct costs at Central Texas College for the payment period from the Student Account, the date of determination of the withdrawal date from the Record's Office, the federal financial aid programs that have been disbursed or could have been disbursed to the student from the Student Account and from the SIS. With these documents the Office of Financial Aid utilizes the return of Title IV funds online program provided by the SIS, to calculate and manage the return of Title IV funds for the student. This software is tested to ensure it is compliant with the Federal Financial Student Aid (FSA) Department of Education software. When a student withdraws after the 60% point of their payment period, they have earned 100% of their federal financial aid funds and there is no money to return because the student has earned 100% of the Title IV funds he or she was

scheduled to receive during the payment period. If the student earns equal to or less than 60% the student is subject to the return of Title IV funds calculation. The Office of Financial Aid determines the amount the student earned, which is based on a prorata schedule based on what the student has earned at the time of withdrawal. The return of Title IV funds calculation determines the amount of federal financial aid the student earned, the amount the student did not earn, the amount the student might have to repay, the amount the school must return, if a student is owed a post-withdrawal disbursement, and if the student owes a repayment.

After completion of the calculation online the Office of Financial Aid is responsible for ensuring the proper amounts are returned to the appropriate Title IV programs in a timely manner. The Office of Financial Aid returns funds from SIS to COD (Common Origination and Disbursements) as soon as possible, but no later than 30 days after the date it determines that the student withdrew. All returns of federal student aid grants and Direct Loan funds previously disbursed are made through the G5 (Fiscal Reporting System) by the Accounting Office.

The Office of Financial Aid collaborates with the Business Office to not release a Title IV credit balance when a student withdraws until the Office of Financial Aid performs the Return of Title IV Funds calculation, the Central Texas College refund policy has been applied, and any Title IV credit balance is allocated to repay any grant overpayment owed by the student as a result of the current withdrawal. Central Texas College returns such funds to the Title IV grant account within 14 days of the date Central Texas College performs the Return of Title IV funds calculation. Central Texas College releases the remaining credit balance to the student, parent for a PLUS loan, or back to the Title IV loan debt with student's authorization.

The Business Office will notify the student of his or her obligation to repay funds, tracks the repayment, whether a repayment agreement will be offered and monitored by Central Texas College as well as the 45 day timing responsibility for referring overpayment to Department of Education for any amount over \$50. Acceptable methods of payment for paying funds under an agreement with Central Texas College to the Business Office would be in the form of cash, personal check, cashier's check, money order or credit card through the Business Office.

Business Office places holds that will be placed on the student's school records or account, and is authorized to release them once the student's obligation has been satisfied.

The Office of Financial Aid will record the student's obligation to repay an overpayment in NSLDS and will monitor, update and notify the student.

The Office of Financial Aid offers the student any earned post-withdrawal disbursement. Students are notified via email and responses are due within two weeks upon notification. If the student does not respond in the two-week time frame the Office of Financial Aid will return funds according to the return of Title IV funds results. If timing will not allow for a two-week response time frame from the student, the Business Office will make all attempts to contact the student as quickly as possible, including phone calls. Central Texas College complies with the post-withdrawal disbursement time frames and disburses any Title IV grant funds a student is due within 30 days of the date the school determined the student withdrew, and disburses any loan funds a student accepts within 180 days of that date.

The Satisfactory Academic Progress (SAP) policy is e-mailed to the student's email account that is on file with Central Texas College with a letter of explanation regarding the student's SAP status.

**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 Post-Vietnam Era Veterans Educational Assistance Program, the Veterans Educational Assistance Act of 1984, Chapter 1606-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.

Please provide the CTC Veterans Services Office with a copy of your Certificate of Eligibility, which is issued by the Department of Veterans Administration.

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.

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 6 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. Central Texas College must now report all probation and suspensions to the VA.

**NOTE** *You must advise the Office of Veteran Services each semester/term of courses in which you are enrolled. Chapter 33 Post 9/11 students, please contact Veterans Service office at [Veterans.Services@ctcd.edu](mailto:Veterans.Services@ctcd.edu) prior to enrolling in Distance Education classes.*

## 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. Please go to [www.collegeforalltxans.com](http://www.collegeforalltxans.com) for full information.

## 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 160 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 between January 1 and March 31 of each year. These scholarships will be for awards available in the fall semester. 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. A list of scholarships and their criteria can be found at <https://ctcd.academicworks.com> from January 1 until March 31. 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 Federal Student Aid (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 a four-year college or university 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.

## Career Center

The Career Center provides career planning and employer connections to current CTC students and alumni, high school students, and the general public. Our services can help students to identify career interests and aid in preparation to become successful college students and employees. Assistance includes the following:

- Career Counseling
- Career Assessment - My Plan
- Job Search Assistance
- Resume Writing/Critique
- Mock Interview
- Typing Tests
- Career Related Seminars

To access Career Services online or for additional information and assistance, visit our website at [www.ctcd.edu](http://www.ctcd.edu) and go to Current Students.

## International Student Services (F-1 Visas)

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. ([etc.international@ctcd.edu](mailto:etc.international@ctcd.edu))

## 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

A textbook lending library and childcare assistance are available based on available funding to qualified students enrolled in a declared technical/vocational program.

## Disability Support Services

The Disability Support Services Program provides individualized assistance to students with documented disabilities. Students should apply for services with the Offices for Learning and Physical Disability Support Services located in Building 111 Room 207 on the Central Campus. Each semester eligible students should meet with their Disability Support Services coordinator to discuss accommodation needs.

## Child Care Assistance Program

This is a federally funded program and the number of students enrolled is based upon the receipt of funds. Students are chosen by the greatest economic need. Students majoring in career, technical, and certificate programs are eligible for child care assistance. Students should:

- have a career/technical degree plan or a certificate plan,
- apply and complete the process for financial aid (PELL Grant), and
- meet income guidelines and grade point average (2.0 or higher).

## Lending Library Textbook Program

The program is a federally and/or state funded program. Textbooks are purchased up to the availability of funds. Students majoring in career, technical and certificate programs are eligible for the textbook program. Students are required to meet the income guidelines for the program.

## Student and Employee Assistance Program

The Student and Employee Assistance Program provides assessments, intervention and referral services for students and staff. Services include literature on drugs and alcohol abuse and dependence.

## Transcripts

Students may obtain an unofficial CTC transcript and view the status of a CTC transcript request from their Student Account in WebAdvisor. To view the status of a CTC transcript request, go to the Student Menu and click on the Transcript Request Status link under the Academic Profile section.

Information and forms for ordering transcripts are available from 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. Exceptions are made for active duty military stationed/deployed overseas. Military located overseas may submit a request by email if they use their military email address and include their current location on the form. Refer to "Transcript Requests" in the Quick Links section of the CTC home page. When a transcript is requested to be sent priority mail or express mail, the student is responsible for the cost. This must be paid at the time of the request. However, CTC reserves the right to limit the number of transcripts issued at any one time. A complimentary free official transcript is provided upon graduation. Requests to fax transcripts are limited to locations in the United States to include Alaska and Hawaii; and requests to fax transcripts overseas are limited to a military education center or CTC site office. It is the decision of the receiving institution to accept a facsimile transcript as official or not. 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.

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. Cell phones and children are not permitted in the testing areas. 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.
- **TSI Assessment** - The Texas Success Initiative (TSI) Assessment is the state-approved assessment test that replaced the ACCUPLACER, ASSET, COMPASS and THEA tests. Students who did not enroll in a CTC course prior to August 26, 2013, are required to take the new TSI Assessment regardless if the student had previously taken the ACCUPLACER, ASSET, COMPASS or THEA. Students will be required to complete a Pre-Assessment before taking the TSI Assessment.
- **Health Education Systems Inc. Admissions Assessment (HESI A2)** - The HESI is a timed, computerized exam that consists of five sections. The exam is required by the CTC Nursing department. The exams measure the examinee's ability to apply nursing and health professional concepts to clinical problems.
- **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 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 DSST examinations are nationally recognized tests for students desiring to receive credit for knowledge already obtained. Active duty Fort Hood soldiers can take these tests free of charge at the Fort Hood Education Center.
- **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:

- DANTES Subject Standardized Tests (DSST).
- College Level Examination Program (CLEP).
- Excelsior College Examinations (ECE).
- Defense Language Proficiency Tests (DLPT).
- 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 College Credit for Workforce Training.
- 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 or based on contractual requirements. Servicemembers who have previous coursework from accredited institutions and/or relevant military training and experiential learning will receive an evaluated educational plan that indicates how many, if any, transfer and evaluated credits will apply toward the Servicemember's CTC program of study. The educational plan will be provided within 60 days after admission to CTC in which all required transcripts have been received and the Servicemember has selected a program of study.

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 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 Joint Service Transcript (JST) 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

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

The Servicemembers Opportunity Colleges (SOC) Consortium, consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicemembers worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active duty military students, their family members, 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 Membership

The SOC Degree Network System (DNS) is a subgroup of SOC Consortium member institutions selected by the military Services to deliver specific associate and bachelor's degree programs to servicemembers and their families. As a member of the DNS, Central Texas College has agreed to adhere to academic policies intended to support military students in their academic endeavors towards degree completion. Central Texas College is approved for membership in SOCAD, SOCNV, SOCMAR, and SOCCOAST at the associate degree level.

## 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 offices for Student Life and Activities, the Student Government Association, a game room, a recreational center, and a television lounge.

The second floor houses the Student Success and Persistence Department, which includes the Academic Studio Tutoring Center.

## 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.

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 22 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 is also available on the two major satellite television services. KNCT's Digital Signal includes 46.1 PBS High Definition Channel and 46.2 the Pentagon Channel, which provides 24 hour programming for American's Armed Forces, and 46.3 the Create Channel that provides instructional programs with expert advice on cooking, arts & crafts, gardening, home improvement and travel. KNCT FM broadcasts at 91.3 MHz providing easy listening. 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 18 months - 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 Anderson Campus Center (Bldg. 156). 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 Anderson Campus Center (Bldg. 156) 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. In addition to the receipt, customers seeking a refund on items purchased with a credit or debit card must present the card used and the refund will be credited to the card. A cash refund will not be given for purchases made with a credit or debit card. All returns and exchanges are subject to the following guidelines:

### Refund Grace Period

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

- 14 business days for 12-week and 16-week courses
- 7 business days for 8-week, or self-paced 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.

### 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 are held every day and at the end of each Central Campus fall and spring semesters.

## 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, Student Lounge/Game Room) 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

All first-time resident students, to include transfer students, must show evidence of being immunized against Bacterial Meningitis, at least 10 days prior to campus residency. Specific information regarding required vaccination documentation is included in the housing application. For more information regarding Bacterial Meningitis, refer to the "Important Information about Bacterial Meningitis" in the Admissions section of this *Catalog*.

## 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. 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 Residence Hall Manager. 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 live-in 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.

Refer to the section of the Catalog “College Costs” for apartment rates and required deposits.

## Parking

CTC students are no longer required to obtain a parking permit and may park in any of several parking lots across CTC main campus. Student parking is permitted in areas which are not marked or painted “Adjunct Faculty,” “Reserved,” “Official Use Only,” “Red/Fire Zone” or “Maintenance” or where temporarily designated for a special individual or activity. Parking spots marked “Official” or “Official Use Only” require a special permit at all times. Reserved parking spaces are limited to full-time faculty and staff members only. Reserved parking is enforced Monday through Friday 6:00 am to 6:00 pm. Vehicles found to be in violation of any campus, county or state regulation or law will be subject to a fine not to exceed \$1,000. Failure to pay a campus parking fine will result in a hold being placed on the student’s grades and/or transcripts. Additional information on parking is available online, in the CTC Student Handbook, semester class 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, the physical fitness center and natatorium and student lounge/game room. CTC student ID cards are issued in the main lobby 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. 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 ID section located in Building 119.

## Library Services

The Oveta Culp Hobby Memorial Library offers a variety of services both “Virtually” and “In Person” to students, faculty and staff at Central Texas College CTC. The physical library is located in building 102 on the Central Campus, call 254-526-1621 or email [ReferenceRequest@ctcd.edu](mailto:ReferenceRequest@ctcd.edu) for help or more information.

Listed below are just a few of the services and resources we offer, a professional librarian is available to answer all your research information questions during library hours. Trained library support staff can assist you as you move around our website and our many and varied resources.

The library webpage is your portal to all of the library’s services. Go to [www.ctcd.edu](http://www.ctcd.edu), click on the Library link under the Academics Tab.

- Email service is offered 24/7, 365 days a year, even when the library is closed. A professional librarian is available to answer questions. Responses will typically be sent within 24 hours of an inquiry.
- Live chat is available during the library’s open hours. Library users can type in questions and get an immediate response from a professional librarian.
- Online databases contain 84 subject specific databases; provide digital information to collections of articles and abstracts from various sources that include peer reviewed academic journals as well as popular magazines and newspapers. The collection also includes encyclopedias, e-books and full text articles.

## Seminars

- An Introductory seminar either “In Person or Virtually” is a one-hour session which covers databases, appropriate websites, the library catalog and citation assistance.
- Specialized seminars are offered on writing styles, avoiding plagiarism, copyright and how to write and proofread research papers.

## Multimedia Lab

- Laptops and iPads are available for a three hour check out, for use within the library building.
- The library has more than 50 computers available for use.
- Vision impaired software is installed on designated computers.
- Free WIFI available throughout the library.
- Faxing, scanning and copying services are available at \$0.10 a page.

## TLC Room (Teaching Learning Center)

- The Teaching Learning Center (TLC Room), staffed by professional librarians, assists students with all aspects of research. (Finding articles, citing MLA/APA style, proof reading.)
- Drop-in hours are Monday - Thursday from 3:30 to 5:30 p.m.

## Study/Presentation Rooms

- Individual/small group study rooms available on a first-come, first-served basis.
- Group study rooms can be reserved by filling out a Room Reservation Form located on our web page.

## 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 Building 155.

## 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.

### 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.

### 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 term may be administratively dropped by the instructor with a grade of "W." 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. In a distance learning course the last date of attendance is the last activity by the student in 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.

## Excused Absence for a Person Called to Active Military Service

HB 1630 of the 79th Texas Legislature requires Texas public colleges and universities to grant excused absences for students who are called to active military service for a brief duration of service. Active military service is defined as service in the armed forces of the United States, the National Guard, or the Texas State Guard including travel associated with the service. The maximum period for which a student may be excused can be no more than 25 percent of the total number of class meetings, excluding the final examination, for the specific course or courses that the student is currently enrolled at the beginning of the period of active military service. For students who enroll in distance learning courses or other asynchronous courses, a student may be excused if no more than 25 percent of the course is remaining.

Students who are called to active military service for a brief duration of service are required to provide to the CTC Associate Dean, Admissions, Registration and Records office an original copy or notarized copy of their orders, which indicates that they have been called to active duty. Students will sign a "Short-Term Stop-Out Military Agreement" that states it is their responsibility to contact each of their instructors prior to leaving for active duty so that they can discuss which assignments and/or exams need to be completed once they return and a reasonable time for completion. Students will be given a withdrawal grade of WT (Withdrawal Temporary).

Upon returning from active duty, students must contact their instructor(s) and arrange for completing the remaining course requirements. Each faculty member has the right to issue a final grade based on coursework completed should students fail to satisfactorily complete the assignment(s) and/or examination(s) within the reasonable time designated by the instructor. Students who wish to dispute the institutional process regarding this policy will follow the informal grievance procedures outlined in the CTC Student Grievance Policies. If the informal procedures do not resolve the grievance, then such students will follow the formal grievance procedures included in the CTC Student Handbook.

## Readmission of Member of the United States Armed Forces

A Servicemember in the United States Armed Forces may be readmitted to CTC under the same academic status as held while last attending CTC or accepted for admission if the student was not able to attend CTC due to a military obligation for more than 30 consecutive days or less than 30 days if the interruption resulted in student's withdrawal from the college based on institutional policy. National Guard or Reservists under federal authority may be readmitted under the same academic status when called to active duty for more than 30 consecutive days. Contact the CTC Dean of Student Services or the Associate Dean, Admissions, Registration and Records for more information.

## 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.

## Third Attempt to Enroll in a Course

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 Director for Guidance and Counseling or the Student Services Dean for certain exemptions.

## 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 Associate Dean, Admissions, Registration and Records decision must submit their request for an appeal within 30 days of the Associate Dean's decision. The student must provide a written request with copies of documentation to the Dean of Student Services at the Central Campus in Killeen, Texas. If the Dean grants the appeal, the Dean will notify the Associate Dean, 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 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. Transfer credits are evaluated based on the principles outlined in the *Joint Statement on the Transfer and Award of Credit*.

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 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	Failure, 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 supporting documentation may be required by the instructor. 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. 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.

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.

**The IP grade is not used for developmental study courses and designated nontraditional, modular courses.**

### “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 CTC before they may be considered for withdrawal. The withdrawal request must be received by the official last date to withdraw.

## 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 (A, B, C) 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. A CTC grade can only be replaced by repeating the same course at CTC. 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.

## Academic Standards

### Dean's Honor Roll

Students whose scholastic achievement is outstanding may qualify for the "Dean's Honor Roll." Please contact the Student Life Office to request your letter. 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.)

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 or online at [www.ctcd.edu/locations/central-campus/student-life/publications/student-handbook/](http://www.ctcd.edu/locations/central-campus/student-life/publications/student-handbook/).

## 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, in the Office of Student Life, or online at [www.ctcd.edu/locations/central-campus/student-life/publications/student-handbook/](http://www.ctcd.edu/locations/central-campus/student-life/publications/student-handbook/).

## 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

### Psi Beta Psychology National Honor Society

The mission of Psi Beta Honor Society is to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. A student may join Psi Beta if he or she meets the requirements below.

1. Completed a college psychology course with a grade of B or higher.
2. Completed 12 hours of college coursework with a cumulative college GPA of 3.0 or higher, or GPA is within the top 35 percent of GPAs at your college.
3. Shows interest in psychology.
4. Is in good standing in the community.
5. Pays the \$50 one time, lifetime fee.

## Phi Theta Kappa

Students who have completed at least 30 semester hours, 12 of which have to be at Central Texas College, who are currently enrolled in at least six semester hours and who meet the minimum cumulative GPA of 3.500 may be eligible for membership in the Sigma Iota Chapter of the Phi Theta Kappa, an International Honor Society of Community Colleges.

## 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 the Lending Library 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 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. Address changes can be made through the student’s WebAdvisor account. Otherwise, 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

Students are required to provide their official legal name on their Application for Admission and to process legal name changes while enrolled, as appropriate. Name change requests must be submitted in writing to the CTC Records Office, Killeen, Texas, and require appropriate documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to: Central Texas College, Student Records Office, PO Box 1800, Killeen, TX 76540. Documents required include a completed name change CTC affidavit form and a copy of the signed court order showing the authorized new legal name. Students who wish to discontinue use of a married name and resume the use of their surname must present a divorce decree or signed court order showing restoration of the surname or other names. Other documents that may be used include a U.S. Government issued military I.D. card or current passport or social security administration card. Other forms of documentation may be considered on a case-by-case basis.

### Social Security Number

A student’s Social Security number is required to receive federal financial aid disbursements and an end-of-year 1098-T tax form for reporting tuition payments. If CTC does not receive or cannot confirm a student’s Social Security number, CTC will be unable to provide these services to a student. Although providing a Social Security number is not required for admission to the college, it is important for purposes of matching the identity of a student’s application, transcripts, and other related enrollment information; and CTC will not be able to verify enrollment for loans or employment purposes.

## CTC Correspondence and Email

All correspondence from CTC to the student will be mailed or sent electronically to the appropriate address on the student’s CTC Application for Admission. The method of communication will depend on the nature of the message. CTC will exercise the right to send email communications to all students. Undeliverable messages returned because of either a full in-box or use of a spam filter will be considered delivered without further action required of CTC. Note: Effective Fall 2014 Central Texas College will implement CTC student email accounts, which will be the preferred email address that the college will use for official CTC communications sent electronically.

## 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 Associate Dean, Admissions, Registration and Records 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. 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

## FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. In compliance with FERPA, Central Texas College does not disclose personally identifiable information contained in student education records, except as authorized by law. FERPA rights apply to any student, regardless of age. Under FERPA, a student has a right to:

- inspect and review his or her records within 45 days of the request;
- require that the College obtain his or her prior written consent before releasing personally identifiable information from education records;
- request corrections to his or her education records if the student believes the records are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA;
- file a complaint with the Department of Education concerning alleged failure by the College to comply with FERPA.

## Directory Information

The release of information to the public without the consent of the student will be limited to that designated as directory information. Central Texas College has designated the following information as directory information:

- Student's name, addresses, and phone numbers
- Electronic mail addresses
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Photographs
- Dates of attendance
- Degrees, certificates, and awards
- Name of most recent previous institution attended
- Student classification (freshman, sophomore, unclassified)
- Dates of graduation

A student may request that directory information be withheld by providing written notification to the Records Office in Killeen, Texas, by the 4th class day of a summer term, the 6th class day of an 8-week term, and by the 12th class day of a fall or spring semester. The restriction will remain in effect until revoked by student.

## Graduation Requirements

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

- Apply for graduation by the deadline date.
- Successfully complete all courses required in the program of study.
- Earn a "C" or better grade for any major or major-related elective course 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. Students may be eligible for an extension to complete their degree requirements. Contact the Director of Evaluations, Student Services, for more information.

## 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.

## Applying for Graduation

Students who have reached the final semester of their degree or certificate program should apply for graduation by the dates listed below. The Application for Graduation is available on the CTC website or may be picked up at the Graduation office located in the Student Services Bldg. 119. Students applying for a Skills Center self-paced program Certificate of Completion must apply through the Skills Center Counseling Office in the Vocational Skills Center Building 118, Room 14.

### Semester of Graduation      Deadline

Fall	October 1
Spring	February 1
Summer	June 1

Graduation applications received after the deadline will be processed the next semester. Final course grades, 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 by the end of the month of graduation (31 May, 31 August, or 31 December) will be declared nongraduates and are required to reapply for graduation in a following semester.

## Commencement

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. Graduates who received their diploma in the preceding August or December may participate in the spring 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 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 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 to include English as a Second Language 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. 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; (6) hours not eligible for formula funding; and (7) effective fall 2009, hours earned by a student before graduating from high school and used to satisfy high school graduation requirements.

## Degrees and Certificates

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

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 Arts in 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 grades cannot be counted in the grade point average at Central Texas College.

## Core 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. For a list of the courses in the core curriculum, refer to the Programs of Study section of this Catalog.

## 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 up to \$1,000 from the university awarding the degree if they meet the criteria listed below.

- Must have enrolled (taken their first course) after high school graduation 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;
- If enrolled for the first time in fall 2005 or later, graduate within four calendar years for a four-year degree or within five calendar years for a five-year if degree is in architecture, engineering, or any other program determined by the Texas Higher Education Coordinating Board to require more than four years to complete;
- Must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they graduated. Hours attempted include: transfer credits, course credits earned exclusively by examination (except that, for the purposes of this program, only the number of semester hours earned exclusively by examination in excess of nine semester hours is treated as attempted); courses dropped after the official census date; optional internship and cooperative education courses; and repeated courses. Hours attempted do not include: for students graduating with a bachelor's degree in December 2007 or later, course credit earned to meet requirements for a Reserve Officers' Training Corps (ROTC) program but that is not required to complete the degree program; and for students graduating with a bachelor's degree in August 2011 or later, course credit other than course credit earned exclusively by examination, which is earned before graduating from high school. 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.



## Programs of Study

AA	Associate of Arts Degree
AS	Associate of Science Degree
AAS	Associate of Applied Science Degree
AAT	Associate of Arts Teaching
CC	Institutional Certificate of Completion
CC**	Level II Certificate
CC*	Level I Certificate
MSA	Marketable Skills Achievement Award
NC	Non-Credit

### Core Curriculum for Associate of Science (AS) and Associate of Arts (AA)

### Associate Degrees of Science and Arts and Certificates

AS	Agriculture Science	59
AA	Art	73
AS	Biology - Organismal	93
AS	Biology - Human Biology	94
AS	Business Administration	63
AS	Chemistry	94
AA	Commercial Art	73
AA	Drama	73
AS	Engineering	72
AS	Environmental Science	94
AA	General Studies	74
AS	Geology	94
AA	Interdisciplinary Studies	79
AA	Journalism/Communications	66
AS	Kinesiology	79
AS	Mathematics	
AA	Modern Language	66
AA	Music	73
AA	Radio and Television Broadcasting	92
AA	Radio and Television Broadcasting - Audio	92
AA	Radio and Television Broadcasting - Video	93
CC*	Radio Broadcasting	93
CC*	Television/Radio/Broadcasting	93
AA	Social Science	95
AAT	Teacher Education	95

### Associate of Applied Science Degrees and Certificates

#### Agriculture

AAS	Agriculture Production	59
AAS	Equine Management	59
AAS	Horticultural Development	60
CC*	Agriculture Industries	60
CC*	Production Specialization	60
CC*	Horticulture Specialization	60
CC*	Equine Specialization	60

#### Automotive Mechanic

AAS	Automotive Mechanic/Technician	61
CC**	Automotive Technician	61
CC*	Automotive System Specialist	61
CC*	Automotive Tune-Up Specialist Certificate	62
CC*	Basic Automotive Technician	61
MSA	Truck Driving	62

#### Aviation Science

AAS	Aviation Science	62
CC*	Aviation Science	62

### Business Management

AAS	Business Management	63
AAS	Business Management - Marketing and Sales Management Specialization	63
AAS	Business Management - Real Estate Sales Specialization	64
CC*	Business Management	63
CC*	Entrepreneurship	63
CC*	Business Management Marketing and Sales Management	64
CC*	Business Management Real Estate Sales Agent	64

### Child Development

AAS	Child Development	64
CC**	Child Development	65
CC*	Administrator's Credentials	65
MSA	Child Development Associate	65

### Computer Science

AAS	Programmer Analyst	66
AAS	Information Security	67
AAS	Information Technology	67
AAS	Network Systems Administrator	67
CC*	Computer Help Desk Specialist	68
CC*	Information Security Specialist	67
CC*	IT Industry Certification Preparation Program	68
CC*	Network Specialist	68
CC*	Web Design Basics	68
CC*	Software Development and Testing Specialist	68

### Continuing Education *see CE Bulletin*

NC	Massage Therapy	81
----	-----------------	----

### Diesel

AAS	Diesel Engine Mechanic and Repairer	69
CC**	Diesel Technician	69
CC*	Diesel Engine Specialist	69
CC*	Diesel System Specialist	69

### Drafting and Design

AAS	Computer-Aided Drafting and Design	70
CC*	Computer-Aided Drafting and Design	70

### Electronics

AAS	Computer Electronics	70
AAS	Network Professional Specialization	71
CC*	Computer Electronics Technology	70
CC*	Network Professional Specialization	71
CC*	Networking and Network Security	71
CC*	Networking and Wireless Networking	71
CC*	Networking and Network Telephony	71

### Emergency Medical Technology

AAS	Emergency Medical Technology	72
CC*	Emergency Medical Technology-Paramedic	72

### Graphics and Printing

AAS	Graphics and Printing	74
CC**	Graphics and Printing Technology	75
CC*	Graphics and Printing Technology Graphic Design	75
CC*	Graphics and Printing Technology Press Operations	75

### Heating and Air Conditioning

AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	75
CC**	Heating, Air Conditioning and Refrigeration	76
CC*	Commercial Heating, Air Conditioning and Refrigeration	76
CC*	Residential Heating, Air Conditioning and Refrigeration	76

---

**Hospitality Management**

AAS	Restaurant and Culinary Management	76
AAS	Hotel Management Specialization	77
AAS	Culinary Arts	77
AAS	Food and Beverage Management	78
CC*	Baking	78
CC*	Culinary Arts	77
CC*	Food and Beverage Management	79
CC*	Institutional Food Service Operations	78
CC*	Property Management Advanced	78
CC*	Restaurant Operations	78
CC*	Restaurant Skills	77
CC*	Rooms Division	78

**Legal Assistant**

AAS	Paralegal/Legal Assistant	80
-----	---------------------------	----

**Maintenance Technology**

AAS	Maintenance Technology	80
CC**	Building Trades	80
CC*	Carpentry Trades	81
CC*	Construction Trades	81
CC*	Residential Construction	81

**Medical Laboratory Technician**

AAS	Medical Laboratory Technician	82
MSA	Phlebotomy	82

**Mental Health Services**

AAS	At Risk Youth Specialization	82
AAS	Chemical Dependency Specialization	83
AAS	Social Work Specialization	84
CC**	At Risk Youth Advanced	83
CC**	Chemical Dependency Counseling	83
CC*	Criminal Justice Addictions	83
CC*	Basic Mental Health Professional	84
CC*	Substance Abuse Prevention Specialist	84

**Nursing**

AAS	Nursing Associate Degree	85, 86
AAS	Nursing Option for Articulating Student	85, 86
CC**	Vocational Nursing	86, 87

**Office Technology**

AAS	Executive Assistant	87
AAS	Office Management	88
CC**	Administrative Support	87
CC**	Office Management	88
CC*	General Office Assistant	88
CC*	Office Assistant	88
CC*	Office Information Management	89
CC*	Office Management	88
CC*	Software Applications Specialist	89

**Office Technology Health Related**

CC*	Health Information Management	89
CC*	Medical Coding and Billing	90
CC*	Medical Office Specialist	89
CC*	Medical Secretary	89
CC*	Medical Documentation Specialist	90

**Protective Services**

AAS	Criminal Justice	90
AAS	Criminal Justice - Corrections Specialization	90
CC*	Criminal Justice Studies Specialization	91
CC*	Criminal Justice Corrections Specialization	90
CC*	Basic Peace Officer	91
NC	Basic Peace Officer Academy	91
CC	Fire Protection Technology	91

**Public Administration**

AAS	Homeland Security and Emergency Management	91
CC*	Homeland Security and Emergency Management	92

**Welding**

AAS	Welding	95
CC**	Welding Technology	96
CC*	Farm and Ranch	96
CC*	Structural	96
CC*	Industrial	96

## 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. A course cannot count toward more than one requirement of the degree. Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there. Check with the appropriate Department Chair for specific degree requirements.

Core Area	Course Options	Minimum Semester Credit Hours
Communications (010)	ENGL 1301	3
Communications (010)	SPCH 1315, 1318, 1321	3
Mathematics (020)	MATH 1332, 1342, 1414	3-4
Life and Physical Sciences (030)	AGRI 1407, 1415, 1419 BIOL 1406, 1407*, 1411, 1413, 2401, 2402*, 2420, 2421*, 2428 CHEM 1406, 1407*, 1411, 1412* ENVR 1401 GEOL 1403, 1404 PHYS 1401*, 1402*, 1403, 1404, 1415, 2425*, 2426*	8
Language, Philosophy & Culture (040)	ANTH 2351 MUSI 1306, 1307 ENGL 2322*, 2327*, 2328*, 2332* SPAN 1411, 1412*, FREN 1411, 1412*, GERM 1411, 1412*, RUSS 1411, 1412* PHIL 1301, 1304, 1316, 1317, 2306, 2307	3-4
Creative Arts (050)	ARTS 1303, 1304 DRAM 1310, 2366, 2367 HUMA 1315	3
American History (060)	HIST 1301, 1302	6
Government/Political Science (070)	GOVT 2305, 2306	6
Social & Behavioral Sciences (080)	AGRI 2317 ECON 2301, 2302 GEOG 1301, 1302, 1303 HIST 2301, 2311, 2312, 2381 PSYC 2301, 2308, 2314, 2315, 2316 SOCI 1301, 1306, 2301	3
Component Area Option (090)	AGRI 1407, 1415, 1419, 2317 ANTH 2351 ARTS 1303, 1304 BIOL 1406, 1407*, 1411, 1413, 2401, 2402*, 2420, 2421*, 2428 CHEM 1406, 1407*, 1411, 1412* COSC 1301 DRAM 1310, 2366, 2367 ECON 2301, 2302 ENGL 1302, 2322*, 2327*, 2328*, ENGL 2332* ENVR 1401 FREN 1411, 1412* GEOG 1301, 1302, 1303 GEOL 1403, 1404 GERM 1411, 1412* HIST 2301, 2311, 2312, 2381 HUMA 1315 MATH 1332, 1414, 1342 MUSI 1306, 1307 KINE Physical Activity Courses PHIL 1301, 1304, 1316, 1317, 2306, 2307 PHYS 1401*, 1402*, 1403, 1404, 1415 PSYC 2301, 2308, 2314, 2315, 2316 RUSS 1411, 1412* SOCI 1301, 1306, 2301 SPAN 1411, 1412* SPCH 1315, 1318, 1321	3-4
		<b>Total Core Requirement 42</b>

\* has prerequisite

# Associate of Science and Associate of Arts Degree Requirements

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

### Associate of Arts Degree:

Core Curriculum .....	42
Specific courses to be determined by program of study .....	18
<b>Credit Hours.....</b>	<b>60</b>

### Associate of Science Degree:

Core Curriculum .....	42
Specific courses to be determined by program of study .....	18
<b>Credit Hours.....</b>	<b>60</b>

### Additional Associate of Arts and Associate of Science Degree Requirements

- A minimum of 25 percent of semester credit hours earned within Central Texas College.
- All required courses in the program of study as listed in this Catalog.
- Satisfy:
  - A minimum overall grade point average of 2.0 (C average).
  - A minimum grade of C on each required course in the program of study.
  - A minimum of 2.0 GPA with Central Texas College.
- Meeting all other Central Texas College and departmental requirements.

### Associate of Applied Science Degree

Students must complete the specific degree requirements in the degree plan as shown in the program of study.

The Associate of Applied Science degree's general education component must include a minimum of 15 semester credit hours and at least one course from each of the following three required areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics.

Students must complete the specific degree requirements as shown in the program of study that includes:

- In addition to ENGL 1301, 12 semester credit hours determined by the program of study. The 12 hours must include at least one course from each of the following three required areas: Humanities/Fine Arts; Social/Behavioral Science; and Natural Science/Mathematics.
- A minimum of 50 percent of semester credit hours of technical courses in the program of study or a closely related field.
- A minimum of 25 percent of semester credit hours earned with Central Texas College.
- All required courses in the program of study as listed in this Catalog.
- Satisfy:
  - A minimum overall grade point average 2.0 (C average).
  - A minimum grade of C on each course in the program of study.
  - A minimum of 2.0 GPA with Central Texas College.

- Meeting all other Central Texas College and departmental requirements.

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

### Associate of Arts - 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 Arts - General Studies Degree is 60 semester hours. Students must complete the specific degree requirements as shown in the program of study that includes:

- ENGL 1301 and three semester credit hours of oral communications.
- Three semester credit hours of Humanities/Fine Arts.
- Three semester credit hours of Mathematics/Natural Science selection.
- HIST 1301 and 1302.
- GOVT 2305 and 2306.
- A minimum of 25 percent of semester credit hours earned with Central Texas College.
- 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 may be made in the Associate of Arts in General Studies Degree requirements when approved by the appropriate Department Chair.

### Associate of Applied Science Degree of Applied Technology

The Associate of Applied Science Degree of Applied Technology general education component must constitute a minimum of 15 semester credit hours and at least one course from each of the following areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics.

To receive an Associate of Applied Science Degree in 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 that includes:

- ENGL 1301 and three semester credit hours of oral communications
- Three semester credit hours of Humanities/Fine Arts.
- Three semester credit hours of Mathematics/Natural Science selection.
- Three semester credit hours of Social/Behavioral Science.
- Three semester hours of computer instruction.
- Two semester hours of physical education (KINE) from activity courses.
- 40 semester credit 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 with Central Texas College.
- Satisfy:
  - A minimum overall grade point average 2.0 (C average).
  - A minimum grade of C on each required course in the program of study.
  - A minimum grade point average of 2.0 (C average) with Central Texas College.



# Agriculture

The Central Texas College Department of Agriculture offers Certificates of Completion in Agricultural Industry, Agricultural Production, as well as Horticultural and Equine Specialization. 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 (AGR4) 010000 Associate of Science Degree

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
DEGR REQ	AGRI 1131	The Agriculture Industry	1
DEGR REQ	AGRI 1419	Introductory Animal Science	4
CORE REQ	GOVT 2306	Texas Government	3

Second Semester			Credit
CORE REQ	SPCH 1315, 1318 or 1321		3
CORE REQ	HIST 1302	United States History II	3
DEGR REQ	AGRI 1309	Computers in Agriculture	3
DEGR REQ	AGRI 2330	Wildlife Conse. & Mgmt.	3
CORE REQ	Life and Physical Science Selection		4

### Second Year

First Semester			Credit
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ	MATH 1332 or 1342		3
CORE ELEC	Life and Physical Science Selection		4
DEGR REQ	AGRI 1407	Agronomy	4

Second Semester			
DEGR REQ	AGRI 2317	Intro. to Agri. Economics	3
CORE ELEC	Language/Philosophy/Cultural Studies		3
CORE ELEC	Social/Behavioral Science Selection		3
CORE ELEC	Component Area Option		4
CORE ELEC	Creative Art Selection		3
<b>Total Hours</b>			<b>60</b>

## Agriculture Production (AGP14) 010104

### Associate of Applied Science Degree

First Year			Credit
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			Credit
AGRI 1309	Computers in Agriculture		3
AGMG 2306	Livestock and Meat Marketing		3
ELCT	Social/Behavioral Science Selection		3
AGAH 1343	Animal Health		3

### Second Year

First Semester			Credit
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>60</b>

## Equine Management (AGE14) 010104 Associate of Applied Science Degree

First Year			Credit
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

### 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			Credit
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

Second Semester			
AGEQ 2301	Equine Behavior and Training II	3	
AGEQ 2311	Equine Science II	3	
AGCR 1307	Range Management	3	
AGRI 2330	Wildlife Conservation Management	3	
<b>Total Hours</b>			<b>60</b>

## Horticultural Development (AGH14) 010104

### Associate of Applied Science Degree

#### First Year

First Semester		Credit
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

HALT 1345	Golf/Sports Field/Park Management	3
AGRI 1407	Agronomy	4
ELCT	Humanities/Fine Arts Selection	3
HALT 1324	Turfgrass Science and Management	3
or		
HALT 1338	Irrigation Water Management and Conservation	
AGRI 1415	Horticulture	4

#### Second Year

First Semester		Credit
HALT 1470	Horticulture - Home Gardening	4
MATH 1342	Elementary Statistical Methods	3
HALT 1319	Landscape Construction	3
or		
HALT 1322	Landscape Design	
BIOL 1411	General Botany	4
AGMG 2486	Internship	4

#### Second Semester

AGRI 2301	Agriculture Power Units	3
HALT 2308	Greenhouse Management	3
ELCT	Social/Behavioral Science Selection	3
AGCR 2318	Soil Science	3
<b>Total Hours</b>		<b>60</b>

## Agricultural Industries (AGI13) 010104

### Certificate of Completion

First Semester		Credit
AGRI 1309	Computers in Agriculture	3
AGRI 1131	Agriculture Industry	1
AGRI 1407	Agronomy	4
OR		
AGRI 1419	Introduction to Animal Science	
AGCR 1307	Range Management	3
AGEQ 1311	Equine Science I	3

#### Second Semester

AGRI 2330	Wildlife Conservation and Mgmt.	3
AGAH 1347	Animal Reproduction	3
OR		
AGAH 1353	Beef Cattle Management	
AGAH 1343	Animal Health	3
AGEQ 2311	Equine Science II	3
OR		
HALT 1322	Landscape Design	

#### Third Semester

AGEQ 1301	Equine Behavior and Training I	3
OR		
HALT 2308	Greenhouse Management	
AGRI 2301	Agriculture Power Units	3
AGRI 2317	Introduction to Agriculture Economics	3
AGAH 2313	Principles of Feeds and Feeding	3
OR		
AGCR 2318	Soil Science	

#### Fourth Semester

AGEQ 1319	Western Horsemanship I	3
OR		
HALT 1319	Landscape Construction	
AGEQ 2301	Equine Behavior and Training II	3
OR		
HALT 1345	Golf/Sports Field/Park Management	
AGMG 2306	Livestock and Meat Marketing	3
AGMG 2486	Internship	4
<b>Total Hours</b>		<b>51</b>

## Production Specialization (AGP12) 010104

### Certificate of Completion

First Semester		Credit
AGRI 1131	The Agriculture Industry	1
AGRI 1419	Introductory Animal Science	4
AGAH 1343	Animal Health	3
AGRI 1309	Computers in Agriculture	3

#### Second Semester

AGMG 2306	Livestock and Meat Marketing	3
AGAH 2313	Principles of Feed and Feeding	3
AGAH 1353	Beef Cattle Production	3
AGCR 1307	Range Management	3
AGRI 2317	Agriculture Economics	3
<b>Total Hours</b>		<b>26</b>

## Horticultural Specialization (AGH12) 010104

### Certificate of Completion

First Semester		Credit
AGRI 1131	The Agriculture Industry	1
AGRI 1309	Computers in Agriculture	3
HALT 1324	Turf Grass Management	3
AGRI 1415	Horticulture	4

#### Second Semester

HALT 1338	Irrigation/Water Management	3
HALT 1470	Horticulture Home Gardening	4
HALT 2308	Greenhouse Management	3
AGCR 2318	Soil Science	3
<b>Total Hours</b>		<b>24</b>

## Equine Specialization (AGE12) 010104

### Certificate of Completion

First Semester		Credit
AGRI 1131	The Agriculture Industry	1
AGRI 1309	Computers in Agriculture	3
AGRI 1419	Introduction to Animal Science	4
AGEQ 1301	Equine Behavior and Training I	3
AGEQ 1311	Equine Science I	3

#### Second Semester

AGAH 1343	Animal Health	3
AGRI 2317	Introduction to Agriculture Economics	3
AGAH 2313	Principles of Feeds and Feeding	3
AGEQ 1319	Western Horsemanship I	3
<b>Total Hours</b>		<b>26</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 Climate Control Systems	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 2305	Federal Government	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

			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 Analysis I		4/144
AUMT 1445	Automotive Climate Control Systems		4/128
AUMT 1472	Automotive Computer Systems		4/144
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 Transmission and Transaxle		4/128
AUMT 2434	Automotive Engine Performance Analysis II		4/144
WLDG 2413	Intermediate Welding Using Multiple Processes		4/144
AUMT 1419	Automotive Engine Repair		4/96
or			
AUMT 2488	Internship		4/304
<b>Total Hours</b>			<b>55</b>
<b>Total Clock Hours</b>			<b>1712/1920</b>

## Basic Automotive Technician (AUB13) 470604

### Certificate of Completion

			Cr/Clock
AUMT 1405	Intro. to Automotive Technology		4/96
AUMT 1407	Automotive Electrical Systems		4/144
AUMT 1410	Automotive Brake Systems		4/128
AUMT 1416	Automotive Suspension and Steering Systems		4/128
AUMT 2305	Automotive Engine Theory		3/64
or			
AUMT 2488	Internship		4/304
<b>Total Hours</b>			<b>19/20</b>
<b>Total Clock Hours</b>			<b>560/800</b>

## 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 Climate Control Systems		4/128
AUMT 1410	Automotive Brake Systems		4/128
AUMT 1416	Automotive Suspension and Steering Systems		4/128
AUMT 2413	Automotive Drive Train and Axles		4/128
AUMT 2425	Automotive Automatic Transmissions and Transaxles		4/128
WLDG 2413	Intermediate Welding Using Multiple Processes		4/144
or			
AUMT 2488	Internship		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 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	8	80
<b>Total Hours</b>			<b>16</b>	<b>160</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

			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	2305	Federal Government	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

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

#### Second Semester

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

#### Third Semester

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

#### Fourth Semester

AIRP	2239	Commercial Flight	2
AIRP	2337	Commercial Ground School	3
AVIM	2331	Airline Management	3
<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 (BUB14)

**520101**

### Associate of Science Degree

First Semester			Credit
DEGR REQ	BUSI 1301	Business Principles	3
CORE ELEC	Life and Physical Science Selection		4
CORE REQ	HIST 1301	U.S. History I	3
CORE REQ	ENGL 1301	Composition I	3
DEGR REQ	BCIS 1405	Business Computer Apps.	4

#### Second Semester

CORE ELEC	Life and Physical Science Selection		4
CORE REQ	HIST 1302	U.S. History II	3
CORE ELEC	Social & Behavioral Sciences Selection		3
CORE ELEC	Mathematics (MATH 1414)		4

#### Second Year

##### First Semester

DEGR REQ	ECON 2301	Macroeconomics	3
DEGR REQ	ACCT 2301	Principles of Accounting I	3
CORE ELEC	Language, Philosophy & Culture (PHIL1301 or HUMA 1315)		3
CORE REQ	GOVT 2305	Federal Government	3
CORE ELEC	Component Area Option (ENGL 1302)		3

##### Second Semester

DEGR REQ	ACCT 2302	Principles of Accounting II	3
CORE REQ	GOVT 2306	Texas Government	3
DEGR REQ	ECON 2302	Microeconomics	3
CORE ELEC	Communications (SPCH 1321)		3
CORE ELEC	Creative Arts		3
<b>Total Hours</b>			<b>61</b>

## Business Management (BUBM4)

**520201**

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
ITSC	1409	Integrated Software Applications I	4
or			
BCIS	1405	Business Computer Applications	
BUSI	1301	Business Principles	3
SPCH	SPCH 1315 or 1321		3
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	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
HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	3
or			
BUSI	2301	Business Law	
ECON	ECON 2301 or 2302		3

#### Second Semester

BUSG	2309	Small Business Management	3
ACCT	2302	Principles of Managerial Accounting	3
ELCT		Humanities/Fine Arts Selection	3
BMGT	1301	Supervision	3
ELCT		BMGT 2371, 2489, or RELE 2489	3-4
<b>Total Hours</b>			<b>60-62</b>

## 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
<b>Total Hours</b>			<b>31-32</b>

## Entrepreneurship (BUEN) 520201

### Certificate of Completion

First Semester			Credit
BUSG	2309	Small Business Management	3
POFT	1325	Business Math Using Technology	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
<b>Total Hours</b>			<b>31-32</b>

## Business Management Marketing and Sales Management Specialization (BUMS4) 520201

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
BUSI	1301	Business Principles	3
ITSC	1409	Integrated Software Applications I	4
or			
BCIS	1405	Business Computer Applications	
SPCH	SPCH 1315 or 1321		3

**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, 2488 or RELE 2488	3-4

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

ECON		ECON 2301 or 2302	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		BMGT/BUSI/BUSG/RELE	3
ACCT	2301	Principles of Financial Accounting	3

**Second Semester**

ACCT	2302	Principles of Managerial Accounting	3
BUSG	2305	Business Law/Contracts	3

or

BUSI	2301	Business Law	
MRKG	2333	Principles of Selling	3
ELCT		Elective	3
ELCT		BMGT/BUSI/BUSG/RELE	3
ELCT		BMGT 2371, 2489 or RELE 2489	3-4

**Total Hours 61-63**
**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	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 (BUR14) 520201  
Associate of Applied Science Degree**
**First Year****First Semester**

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

**Second Semester**

MATH		MATH 1332, 1342 or higher level	3
MRKG	1311	Principles of Marketing	3
BMGT	1325	Office Management	3
RELE	1406	Real Estate Principles	4

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

ELCT		RELE 2488, BMGT 2488 or 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**

RELE	1200	Contract Forms and Addenda	2
RELE	1219	Real Estate Finance	2
MRKG	2333	Principles of Selling	3
RELE	1315	Property Management	3
RELE	2489	Internship	4

**Total Hours 61-62**
**Business Management Real Estate  
Sales Agent (BUR13) 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
RELE	1200	Contract Forms and Addenda*	2

**Second Semester**

RELE	1219	Real Estate Finance*	2
RELE	2488	Internship	4

**Total Hours 18**

\* 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 September 1, 2012.

# Child Development

*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.*

**Child Development (CDS14) 190709  
Associate of Applied Science Degree**
**First Year****First Semester**

CDEC/TECA	1311	Educating Young Children	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1319	Child Guidance	3
CDEC	1164	Practicum - Child Development	1
ENGL	1301	Composition I	3
CDEC	1359	Children with Special Needs	3

**Second Semester**

CDEC	1358	Creative Arts for Early Childhood	3
CDEC/TECA	1354	Child Growth and Development	3
CDEC/TECA	1318	Wellness of the Young Child	3
CDEC/TECA	1303	Families, School and Community	3
CDEC	1321	The Infant and Toddler	3

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

CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	2164	Practicum - Child Development	1
CDEC	2307	Math & Science for Early Childhood	3
CDEC	2326	Administration of Programs for Children I	

or

CDEC	2328	Admin. of Programs for Children II	3
SPCH	SPCH 1315, 1318, 1321 or 2341		3
MATH	MATH 1324, 1332, 1342 or higher level		3

or

ENVR	1401	Environmental Science I	4
------	------	-------------------------	---

**Second Semester**

BCIS	1405	Business Computer Applications	4
KINE		Physical Activity Course	1
CDEC	2288	Internship - Child Care Provider/Assistant	2
ELCT		Humanities/Fine Arts Selection	3
ELCT		Social/Behavioral Science Selection	3

**Total Hours** 60-61**Child Development (CDS14) 190709  
Certificate of Completion****First Year**

			Credit
CDEC/TECA	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/TECA	1354	Child Growth and Development	3
CDEC/TECA	1318	Wellness of the Young Child	3
CDEC/TECA	1303	Families, School and Community	3
ELCT		Computer Technology Skills (BCIS)	4
MATH	MATH 1324, 1332, 1342 or higher level		3

**Third Semester**

SPCH	SPCH 1315, 1318, 1321 or 2341 (SPCH 1315 is preferred)		3
ELCT	Visual & Performing Arts or Humanities Selection		3
ELCT	Social/Behavioral Science Selection		3
CDEC	2326	Administration of Programs for Children I	3
CDEC	1356	Emergent Literacy for Early Childhood	3

**Total Hours** 47**Administrator's Credentials (CDA14)  
190708****Certificate of Completion**

			Credit
CDEC/TECA	1311	Educating Young Children	3
CDEC/TECA	1303	Families, School and Community	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1319	Child Guidance	3
CDEC	2326	Administration of Programs for Children I	3
ENGL	1301	Composition I	3

**Second Semester**

CDEC/TECA	1354	Child Growth and Development	3
CDEC/TECA	1318	Wellness of the Young Child	3
CDEC	2328	Administration of Programs for Children II	3
CDEC	1164	Practicum - Child Development	1
ELCT		Computer Technology Skills	3

**Total Hours** 31**Child Development Associate (CDCD)  
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>

# 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 (COM4) 090401

### Associate of Arts Degree

First Semester	Credit
CORE REQ ENGL 1301 Composition I	3
CORE REQ HIST 1301 United States History I	3
CORE ELEC Creative Art Selection	3
CORE REQ GOVT 2306 Texas Government	3
CORE ELEC Language/Philosophy/Cultural Studies	3

### Second Semester

CORE REQ SPCH 1315, 1318 or 1321	3
CORE REQ HIST 1302 United States History II	3
CORE ELEC Component Area Option	3
CORE ELEC Component Area Option (KINE)	1
CORE REQ Life and Physical Science Selection	4
CORE ELEC Social/Behavioral Science Selection	3

### Second Year

#### First Semester

CORE REQ GOVT 2305 Federal Government	3
CORE REQ MATH 1332, 1342 or 1414	3-4
CORE ELEC Life and Physical Science Selection	4
DEGR REQ COMM 1307 Intro. to Mass Comm.	3
DEGR REQ COMM 2311 News Gathering & Writing I	3

#### Second Semester

DEGR REQ COMM 2315 News Gathering & Writing II	3
DEGR REQ COMM 2389 Academic Cooperative	3
DEGR REQ COMM 2327 Introduction to Advertising	3
DEGR REQ COMM 1335 Survey of Radio/TV	3
<b>Total Hours</b>	<b>60-61</b>

## Modern Language (FLA4) 160101

### Associate of Arts Degree

First Semester	Credit
CORE REQ ENGL 1301 Composition I	3
CORE REQ HIST 1301 United States History I	3
CORE ELEC Creative Art Selection	3
CORE REQ GOVT 2306 Texas Government	3
CORE ELEC Language/Philosophy/Cultural Studies	3

### Second Semester

CORE REQ SPCH 1315, 1318 or 1321	3
CORE REQ HIST 1302 United States History II	3
CORE ELEC Component Area Option	3
CORE REQ Life and Physical Science Selection	4
CORE ELEC Social/Behavioral Science Selection	3

### Second Year

#### First Semester

CORE REQ GOVT 2305 Federal Government	3
CORE REQ MATH 1332, 1342 or 1414	3-4
CORE ELEC Life and Physical Science Selection	4
DEGR REQ LANG 1411 Beg. Foreign Language I	4
DEGR REQ LANG 1412 Beg. Foreign Language II	4

#### Second Semester

DEGR REQ LANG 2311 Intermediate Foreign Lang.	3
DEGR REQ LANG 2312 Intermediate Foreign Lang.	3
DEGR REQ ANTH 2351 Cultural Anthropology	3
DEGR REQ HUMA 1315 Fine Arts Appreciation	3
<b>Total Hours</b>	<b>61-62</b>

# 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.*

## Programmer Analyst (CSB14) 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 1302 Computer Programming (Visual Basic)	3
ITSC 1409 Integrated Software Applications I	4
ENGL 1301 Composition I	3
MATH MATH 1332, 1342 or higher level	3

### Second Semester

IMED 1316 Web Design I	3
ITSE 2421 Object Oriented Programming (C++)	4
ITSC 1405 Introduction to PC Operating Systems	4
ITSW 1307 Introduction to Database	3
KINE Physical Activity Course	1

### Second Year

#### First Semester

ITSY 1400 Fundamentals of Information Security	4
ITSE 2459 Advanced Computer Programming (C#)	4
ITSC 1415 Project Management Software	4
ELCT Social/Behavioral Science Selection	3

#### Second Semester

ITSE 2402 Intermediate Web Programming (PHP/Scripting/Mobile Apps)	4
ITSY 1442 Information Technology Security (CompTIA Security+)	4
ITNW 1458 Network+ (CompTIA Network+)	4
SPCH SPCH 1315 or 1321	3
ELCT Humanities/Fine Arts Selection	3
<b>Total Hours</b>	<b>65</b>



## Information Security (CSS14) 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	1301	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

ITSC	1405	Introduction to PC Operating Systems	4
ITSY	1442	Information Technology Security (CompTIA Security+)	4
ITNW	1437	Introduction to the Internet	4
ITNW	1458	Network+ (CompTIA Network+)	4

### Second Year

#### First Semester

ITSY	2442	Incident Response and Handling	4
IMED	1316	Web Design I	3
ELCT		Humanities/Fine Arts	3
ELCT		Social/Behavioral Science Selection	3
SPCH		SPCH 1315 or 1321	3

#### Second Semester

ITSY	2401	Firewalls and Network Security	4
MATH		MATH 1332, 1342 or higher level	3
ITSC	1415	Project Management Software	4
ITSY	2459	Security Assessment & Auditing	4
<b>Total Hours</b>			<b>62</b>

## Information Security Specialist (CSS13) 111003 Certificate of Completion

First Semester			Credit
COSC	1301	Introduction to Computing	3
ITSC	1405	Introduction to PC Operating Systems	4
ITSY	1400	Fundamentals of Information Security	4
ITSY	2401	Firewalls and Network Security	4

### Second Semester

ITSY	1442	Information Technology Security (CompTIA Security+)	4
ITSC	2439	Personal Computer Help Desk	4
ITSY	2459	Security Assessment & Auditing	4
ITSC	1415	Project Management Software	4
<b>Total Hours</b>			<b>31</b>

## Information Technology (CSI14) 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	1301	Introduction to Computing	3
ITSC	1409	Integrated Software Applications I	4
ITNW	1437	Introduction to the Internet	4
IMED	1316	Web Design I	3
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
ENGL	1301	Composition I	3

### Second Year

#### First Semester

ITSE	1302	Computer Programming (Visual Basic)	3
ITNW	1458	Network+ (CompTIA Network+)	4
ITSC	2439	Personal Computer Help Desk Support	4
ELCT		Humanities/Fine Arts Selection	3

#### Second Semester

ITSC	1415	Project Management Software	4
ITSY	1442	Information Technology Security (CompTIA Security+)	4
ITSC	1425	Personal Computer Hardware (CompTIA A+)	4
MATH		MATH 1332, 1342 or higher level	3
SPCH		SPCH 1315 or 1321	3
<b>Total Hours</b>			<b>65</b>

## Network Systems Administrator (CSN14) 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	1405	Introduction to PC Operating Systems	4
ITSC	1409	Integrated Software Applications I	4
ITSE	1302	Computer Programming (Visual Basic)	3
ENGL	1301	Composition I	3
KINE		Physical Activity Course	1

### Second Semester

ITSC	1425	Personal Computer Hardware (CompTIA A+)	4
ITNW	1458	Network+ (CompTIA Network+)	4
ELCT		Social/Behavioral Science Selection	3
ITNW	1437	Introduction to the Internet	4
MATH		MATH 1332, 1342 or higher level	3

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

ITSC	2439	Personal Computer Help Desk Support	4
ITNW	1416	Network Administration	4
ITSY	1442	Information Technology Security (CompTIA Security+)	4
ELCT		Humanities/Fine Arts Selection	3

**Second Semester**

ITNW	1454	Implementing and Supporting Servers	4
ITNW	2454	Internet/Intranet Server	4
SPCH		SPCH 1315 or SPCH 1321	3
ITSC	1415	Project Management Software	4
<b>Total Hours</b>			<b>63</b>

**Network Specialist (CSN14) 111002****Certificate of Completion**

First Semester			Credit
ITSC	1409	Integrated Software Applications I	4
ITSE	1302	Computer Programming (Visual Basic)	3
ITNW	1437	Introduction to the Internet	4
ITSC	1425	Personal Computer Hardware (CompTIA A+)	4

**Second Semester**

ITNW	1458	Network+ (CompTIA Network+)	4
ITNW	1416	Network Administration	4
ITNW	2454	Internet/Intranet Server	4
ITNW	1454	Implementing and Supporting Servers	4
<b>Total Hours</b>			<b>31</b>

**Computer Helpdesk Specialist (CSI14) 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**

IMED	1316	Web Design I	3
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1425	Personal Computer Hardware (CompTIA A+)	4
ITSC	2439	Personal Computer Help Desk Support	4
<b>Total Hours</b>			<b>31</b>

**Web Design Basics (CSW14) 111004****Certificate of Completion**

First Semester			Credit
ITNW	1437	Introduction to the Internet	4
ITSE	1302	Computer Programming (Visual Basic)	3
ITSC	1405	Introduction to PC Operating Systems	4
IMED	1316	Web Design I	3

**Second Semester**

ITSE	2402	Intermediate Web Programming (PHP/Scripting/Mobile Apps)	4
ITSY	1442	Information Technology Security (CompTIA Security+)	4
ITSY	1400	Fundamentals of Information Security	4
<b>Total Hours:</b>			<b>26</b>

**IT Industry Certification Preparation****Program (MCS13) 111002****Certificate of Completion**

*Upon successful completion of each course listed below the student can attempt certification exams offered by independent companies leading to certification as a MCITP Server Administrator, or CompTIA's Network+, or Security + certification.*

			Credit
ITNW	1458	Network+	4
ITNW	1416	Network Administration	4
ITSC	1425	Personal Computer Hardware (CompTIA A+)	4
ITNW	2454	Internet/Intranet Server	4
ITNW	1454	Implementing and Supporting Servers	4
ITSY	1442	Information Technology Security (CompTIA Security+)	4
Total Hours			24

**Software Development & Testing****Specialist (CSV14) 111002****Certificate of Completion**

*Only active duty military members who enroll as part of the LAUNCH cohort will be assigned (CSV14.CC1) degree plan/major code.*

			Credit
ITSE	1302	Computer Programming (Visual Basic)	3
ITSW	1307	Introduction to Database	3
IMED	1316	Web Design I	3
ITSE	2459	Adva. Computer Programming (C#)	4
MATH	1342	Elementary Statistical Methods	3
Total Hours			16

**Software Development & Testing****Specialist (CST14) 111002****Certificate of Completion**

*Students interested in Software Development & Training but are not part of the LAUNCH cohort, will be assigned (CST14.CC1) degree plan/major code.*

			Credit
ITSE	1302	Computer Programming (Visual Basic)	3
ITSW	1307	Introduction to Database	3
IMED	1316	Web Design I	3
ITSE	2459	Adv. Computer Programming (C#)	4
MATH	1342	Elementary Statistical Methods	3
Total Hours			16

# 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 (DEM12) 470605 Associate of Applied Science Degree

First Semester		Credit
DEMR 1401	Shop Safety and Procedures	4
DEMR 1406	Diesel Engine I	4
DEMR 1423	Heating, Ventilation, and Air Conditioning, Troubleshooting and Repair	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 2305	Federal Government	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	
or		
DEMR 2488	Internship	4
<b>Total Hours</b>		<b>72</b>

## Diesel Technician (DET12) 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
DEMR 1423	Heating, Ventilation, and Air Conditioning, Troubleshooting and Repair		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 (DES12) 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
DEMR 1423	Heating, Ventilation, and Air Conditioning, Troubleshooting and Repair		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 (DFT12) 151301

Associate of Applied Science Degree

### First Year

First Semester			Credit
DFTG	1405	Technical Drafting	4
DFTG	2412	Technical Illustration and Presentation	4
DFTG	1409	Basic Computer-Aided Drafting	4
MATH	MATH 1332, 1342 or 1414		3-4

### Second Semester

DFTG	2417	Descriptive Geometry	4
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>66-67</b>

## Computer-Aided Drafting and Design (DFT12) 151301

Certificate of Completion

			Credit
DFTG	1405	Technical Drafting	4
DFTG	2412	Technical Illustration and Presentation	4
DFTG	1409	Basic Computer-Aided Drafting	4
DFTG	2417	Descriptive Geometry	4
DFTG	2402	Machine Drafting	4
DFTG	2440	Solid Modeling/Design	4
MATH	1332	Contemporary Mathematics	3
<b>Total Hours</b>			<b>27</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 (ELC14) 151202

Associate of Applied Science Degree

### First Year

First Semester			Credit
CETT	1321	Electronics Fabrication	3
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
CPMT	1303	Introduction to Computer Technology	3

### Second Semester

MATH	MATH 1332, 1342 or higher level		3
CETT	1305	AC Circuits	3
CETT	1429	Solid State Devices	4
ENGL	1301	Composition I	3
ELCT	Social/Behavioral Science Selection		3

### Second Year

#### First Semester

CPMT	1345	Computer Systems Maintenance	3
CPMT	1449	Computer Networking Technology	4
CETT	1449	Digital Systems	4
CETT	1441	Solid State Circuits	4

#### Second Semester

CPMT	1404	Microcomputer Systems Software	4
ELMT	2435	Certified Electronics Tech. Training	4
ELCT		Humanities/Fine Arts Selection	3
ELMT	1301	Programmable Logic Controllers	3
SPCH		SPCH 1315 or 1321	3
<b>Total Hours</b>			<b>60</b>

## Computer Electronics Technology (ELC14) 151202

Certificate of Completion

First Semester			Credit
CPMT	1303	Introduction to Computer Technology	3
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
ENGL	1301	Composition I	3

### Second Semester

CETT	1305	AC Circuits	3
CETT	1429	Solid State Devices	4
CPMT	1345	Computer Systems Maintenance	3
SPCH	SPCH 1315 or 1321		3
<b>Total Hours</b>			<b>25</b>



## Network Professional Specialization (ELF14) 151202 Associate of Applied Science Degree

### First Year

First Semester		Credit
CPMT 1303	Introduction to Computer Technology	3
CETT 1325	Digital Fundamentals	3
CETT 1303	DC Circuits	3
ITCC 1401	Exploration-Network Fundamentals	4

### Second Semester

CETT 1321	Electronics Fabrication	3
CETT 1305	AC Circuits	3
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 1345	Computer Systems Maintenance	3
ITNW 1451	Fundamentals of Wireless LANs	4
ITCC 2408	CISCO Exploration 3-LAN Switching and Wireless	4
ELCT	Social/Behavioral Science Selection	3

#### Second Semester

ITCC 2441	CCNA Security	4
or		
ITCC 2459	Advanced Voice Over Internet Protocol (VOIP)	4
ITCC 2410	CISCO Exploration 4-Accessing the WAN	
ITNW 1313	Computer Virtualization	3
ELCT	Humanities/Fine Arts Selection	3
SPCH	SPCH 1315 or 1321	3
<b>Total Hours</b>		<b>60</b>

## Network Professional Specialization (ELN14) 151202 Certificate of Completion

First Semester		Credit
CETT 1321	Electronics Fabrication	3
CETT 1303	DC Circuits	3
CPMT 1303	Introduction to Computer Technology	3
ITCC 1401	Exploration-Network Fundamentals	4

### Second Semester

ITCC 1404	CISCO Exploration 2-Routing Protocols and Concepts	4
CETT 1325	Digital Fundamentals	3
CETT 1305	AC Circuits	3
ENGL 1301	Composition I	3
<b>Total Hours</b>		<b>26</b>

## Networking and Network Security (ELN11) 151202 Certificate of Completion

First Semester		Credit
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

ITCC 2441	CCNA Security	4
<b>Total Hours</b>		<b>20</b>

## Networking and Wireless Networking (ELNW) 151202 Certificate of Completion

First Semester		Credit
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

ITNW 1451	Fundamentals of Wireless LANs	4
<b>Total Hours</b>		<b>20</b>

## Networking and Network Telephony (VoIP) (ELNV) 151202 Certificate of Completion

First Semester		Credit
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

ITCC 2459	Advanced Voice over Internet Protocol (VoIP)	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 (EMT13) 510904

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
EMSP	1401	Emergency Medical Technician - Basic	4
EMSP	1160	Clinical-EMT	1
BIOL	2401	Anatomy and Physiology I	4
PSYC	2314	Life Span Growth and Development	3
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	2420	Microbiology for Non-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

**Total Hours** **69**

\* Biology 2421 may be accepted in lieu of BIOL 2420.

## 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, EMSP 1338 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.

			Credit
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 (ENGF4) 140101

### Associate of Science Degree

#### Fall Semester

			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE ELEC		Creative Art Selection	3
CORE ELEC		Mathematics (MATH 1414)	4
DEGR REQ	ENGR 1201	Introduction to Engineering	2

#### Spring Semester

CORE ELEC	SPCH 1315, 1318 or 1321		3
CORE REQ	HIST 1302	United States History II	3
DEGR REQ	MATH 2412	Pre-Calculus	4
CORE ELEC		Life and Physical Science (PHYS 2425)	4

#### Summer Semester

DEGR REQ	MATH 2413	Calculus I	4
CORE ELEC		Component Area Option	3

#### Second Year

##### First Semester

CORE REQ	GOVT 2305	Federal Government	3
DEGR REQ	MATH 2414	Calculus II	4
CORE ELEC		Life and Physical Science Selection	4
DEGR REQ	ENGR 2301	Eng. Mechanics I – Statics	3

##### Second Semester

CORE REQ	GOVT 2306	Texas Government	3
CORE ELEC		Language/Philosophy/Cultural Studies	3
DEGR REQ	MATH 2415	Calculus III	4
DEGR REQ	ENGR 2302	Eng. Mechs. II – Dynamics	3
CORE ELEC		Social/Behavioral Science Selection	3
<b>Total Hours</b>			<b>66</b>

# Fine Arts

The Fine Arts department at Central Texas College houses three distinct programs; Art, Drama and Music. An Associate of Arts Degree selected from one of the specializations in Art, Drama or Music is designed to transfer course hours to a 4 year university for a Baccalaureate degree. Individual courses within each curriculum also provide elective and individual enrichment opportunities. Students will complete courses toward the Texas "common core", and then choose eighteen hours of courses in their chosen specialization.

## Art (ART4) 500702

Art majors will discover instruction in two-dimensional and three-dimensional studio courses, design, drawing, life drawing, painting, photography both traditional darkroom and digital processes, design communications with a focus on Adobe Photoshop and Illustrator programs, ceramics and art metals/jewelry. The following are the course listings related to the associate of arts degree:

### Associate of Arts Degree

#### First Year

First Semester	Credit
CORE REQ ENGL 1301 Composition I	3
CORE REQ HIST 1301 United States History I	3
CORE ELEC Creative Art Selection	3
CORE REQ GOVT 2306 Texas Government	3
CORE ELEC Language/Philosophy/Cultural Studies	3

#### Second Semester

CORE REQ SPCH 1315, 1318 or 1321	3
CORE REQ HIST 1302 United States History II	3
CORE ELEC Component Area Option	4
CORE REQ Life and Physical Science Selection	4
CORE ELEC Social/Behavioral Science Selection	3

#### Second Year

##### First Semester

CORE REQ GOVT 2305 Federal Government	3
CORE REQ MATH 1332, 1342 or 1414	3-4
CORE ELEC Life and Physical Science Selection	4
DEGR REQ Art Focus	6

Based on advisement choose six credits from the following:

ARTS 1303, 1304, 1311, 1316, 2313, 2314, 2316, 2323, 2341, 2342, 2346, 2347, 2356, 2357 or HUMA 1315.

##### Second Semester

DEGR REQ Art Focus	12
--------------------	----

Based on advisement choose twelve credits from the

following: ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2341, 2342, 2346, 2347, 2356, 2357, 2366 or HUMA 1315.

**Total Hours** **60**

## Commercial Art (CART4) 500402

The focus in commercial art accommodates the student with a specific visual art lean in drawing, photography or design. The following are the course listings related to the associate of arts degree with a commercial art specialization:

### Associate of Arts Degree

#### First Year

First Semester	Credit
CORE REQ ENGL 1301 Composition I	3
CORE REQ HIST 1301 United States History I	3
CORE ELEC Creative Art Selection	3
CORE REQ GOVT 2306 Texas Government	3
CORE ELEC Language/Philosophy/Cultural Studies	3

#### Second Semester

CORE REQ SPCH 1315, 1318 or 1321	3
CORE REQ HIST 1302 United States History II	3
CORE ELEC Component Area Option	4
CORE REQ Life and Physical Science Selection	4
CORE ELEC Social/Behavioral Science Selection	3

## Second Year

### First Semester

CORE REQ GOVT 2305 Federal Government	3
CORE REQ MATH 1332, 1342 or 1414	3-4
CORE ELEC Life and Physical Science Selection	4
DEGR REQ Commercial Art Focus	6

Based on advisement choose six credits from the following:

ARTS 1303, 1304, 1311, 1316, 2323, 2313, 2314, 2356, 2357 or HUMA 1315

### Second Semester

DEGR REQ Commercial Art Focus	12
-------------------------------	----

Based on advisement choose twelve credits from the

following: ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2323, 2313, 2314, 2356, 2357 or HUMA 1315

**Total Hours** **60**

## Drama (DRM14) 500501

Drama majors will investigate and develop foundation skills through coursework focused on two distinct areas; performance and technical theatre production including but not limited to acting, stagecraft and specialized practicum. The following are the course listings related to the associate of arts degree with a drama specialization:

### Associate of Arts Degree

Complete Core	42
Drama Specialization	18
<b>Total Hours</b>	<b>60</b>

#### Core

REQ ENGL 1301 Composition I	3
REQ HIST 1301 United States History I	3
ELEC Creative Art Selection	3
REQ GOVT 2306 Texas Government	3
ELEC Language/Philosophy/Cultural Studies	3
REQ SPCH 1315, 1318 or 1321	3
REQ HIST 1302 United States History II	3
ELEC Component Area Option	4
REQ Life and Physical Science Selection	4
ELEC Social/Behavioral Science Selection	3
REQ GOVT 2305 Federal Government	3
REQ MATH 1332, 1342 or 1414	3-4
ELEC Life and Physical Science Selection	4

#### Drama Specialization Selection

Based on advisement choose eighteen credit hours from the following list: DRAM 1310, DRAM 1330, DRAM 1351, DRAM 2366, DRAM 2367, DRAM 1352, DRAM 2336, DRAM 1320, DRAM 1321.

## Music (MUS14) 500901

The music program is designed for the student who wishes to enter the field(s) of music education, performance, and/or technology. The following are the course listings related to the associate of art degree with a music specialization:

### Associate of Arts Degree

Complete Core	42
Music Specialization	18
<b>Total Hours</b>	<b>60</b>

#### Core

REQ ENGL 1301 Composition I	3
REQ HIST 1301 United States History I	3
ELEC Creative Art Selection	3
REQ GOVT 2306 Texas Government	3
ELEC Language/Philosophy/Cultural Studies	3
REQ SPCH 1315, 1318 or 1321	3

REQ	HIST	1302	United States History II	3
ELEC			Component Area Option	4
REQ			Life and Physical Science Selection	4
ELEC			Social/Behavioral Science Selection	3
REQ	GOVT	2305	Federal Government	3
REQ	MATH	1332, 1342 or 1414		3-4
ELEC			Life and Physical Science Selection	4

### Music Specialization Selection

\*MUAP I, MUAP II, MUAP III, MUAP IV in area appropriate to student (Voice, Piano, Strings, Brass, Percussion, or Woodwinds),

\*\*MUEN 1132 Chamber (Small) Instrumental Ensemble,

\*\*MUEN 1152 Chamber (Small) Vocal Ensemble,

\*MUSI 1116 Sight Singing and Ear Training I, \*\*MUSI 1117

Sight Singing and Ear Training II, MUSI 1181 Class Piano

I, MUSI 1183 Class Voice I, MUSI 1188 Class Percussion I,

MUSI 1307 Music Literature, \*MUSI 1311 Music Theory I,

\*\*MUSI 1312 Music Theory II, MUSI 1390 Electronic Music I,

MUSI 2311 Music Theory III, MUSI 2312 Music Theory IV.

### Notes

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

\*\*MUEN 1132 and MUEN 1152 are residency requirements but do not transfer as credit toward the Bachelor of Music degree

\*MUSI 1116 and MUSI 1311 should be taken concurrently

\*\*MUSI 1117 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 (GST4) 240102 Associate of Arts Degree

This is a suggested curriculum.

Students must have a minimum of 15 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		SPCH1315, 1318 or 1321		3
HIST	1302	United States History II		3
ELCT		MATH/Natural Science Selection		3-4
ELCT		Electives*		4

#### Second Year

First Semester				Credit
GOVT	2305	Federal Government		3
ELCT		Electives*		12

#### Second Semester

GOVT	2306	Texas Government		3
ELCT		Humanities/Fine Arts Selection		3
ELCT		Electives*		10
<b>Total Hours</b>				<b>60-61</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 35 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), 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 (GP12) 100305

#### Associate of Applied Science Degree

#### First Year

First Semester				Credit
GRPH	1405	Intro to Graphic Arts & Printing		4
ARTC	1313	Digital Publishing I		3
ARTC	2313	Digital Publishing II		3
ENGL	1301	Composition I		3
ELEC		Humanities/Fine Arts Selection		3

#### Second Semester

ARTC	2348	Digital Publishing III		3
ARTC	1327	Typography		3
ARTC	2333	Publication Design		3
MATH	1332	Contemporary Mathematics		3
GOVT		GOVT 2305 or 2306		3

#### Second Year

First Semester				Credit
ARTC	1302	Digital Imaging I		3
ARTC	2305	Digital Imaging II		3
SPCH		SPCH 1315 or 1321		3
GRPH	2436	Prepress Techniques		4
ELEC		Computer Technology Skills		4



**Second Semester**

GRPH	1474	Preventive Maintenance	4
GRPH	1309	Press Operations I	3
GRPH	2338	Press Operations II	3
GRPH	1374	Press Operations III	3
GRPH	1419	Bindery & Finishing Operations	4
ARTC	2435	Portfolio Development for Graphic Design	4

OR

GRPH	2488	Internship Graphics & Printing Equipment Operator	
------	------	---------------------------------------------------	--

**Total Hours** **69**

## Graphics and Printing Technology (GP12) 100301

### Certificate of Completion – Level 2

			<b>Cr/Clock</b>
GRPH	1405	Intro to Graphic Arts & Printing	4
ARTC	1313	Digital Publishing I	3
ARTC	2313	Digital Publishing II	3
ARTC	2348	Digital Publishing III	3
ARTC	1327	Typography	3
ARTC	2333	Publication Design	3
ARTC	1302	Digital Imaging I	3
ARTC	2305	Digital Imaging II	3
GRPH	2436	Prepress Techniques	4
GRPH	1474	Preventive Maintenance	4
GRPH	1309	Press Operations I	3
GRPH	2338	Press Operations II	3
GRPH	1374	Press Operations III	3
GRPH	1419	Bindery & Finishing Operations	4
ARTC	2435	Portfolio Development for Graphic Design	4

OR

GRPH	2488	Internship Graphics & Printing Equipment Operator	
------	------	---------------------------------------------------	--

**Total Hours** **50**  
**Total Clock Hours** **1472/1680**

## Graphics and Printing Technology Press Operations (GPP12) 100305 Certificate of Completion

			<b>Cr/Clock</b>
GRPH	1405	Intro to Graphic Arts & Printing	4/96
GRPH	2436	Prepress Techniques	4/128
GRPH	1474	Preventive Maintenance	4/96
GRPH	1309	Press Operations I	3/96
GRPH	2338	Press Operations II	3/96
GRPH	1374	Press Operations III	3/96
GRPH	1419	Bindery & Finishing Operations	4/96
GRPH	2488	Internship Graphics & Printing Equipment Operator	4/304

**Total Hours** **29/1008**

## Graphics and Printing Technology

### Graphic Design (GPGF2) 100305

#### Certificate of Completion

			<b>Cr/Clock</b>
GRPH	1405	Intro to Graphic Arts & Printing	4
ARTC	1313	Digital Publishing I	3
ARTC	2313	Digital Publishing II	3
ARTC	2348	Digital Publishing III	3
ARTC	1327	Typography	3
ARTC	2333	Publication Design	3
ARTC	1302	Digital Imaging I	3
ARTC	2305	Digital Imaging II	3
GRPH	2436	Prepress Techniques	4
GRPH	1419	Bindery & Finishing Operations	4
ARTC	2435	Portfolio Development for Graphic Design	

OR

ARTC	2488	Internship Commercial and Advertising Art	4
------	------	-------------------------------------------	---

**Total Hours** **37**  
**Total Clock Hours** **1088/1296**

# 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>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	2305	Federal Government	3

#### Second Year

##### First Semester

HART	2449	Heat Pumps	4
HART	2438	Air Conditioning Installation and Startup	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 2431	Advanced Electricity for HVAC	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 2438	Air Conditioning Installation and Startup	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 2431	Advanced Electricity for HVAC	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

<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
HART 2441	Commercial Air Conditioning	4

**Second Semester**

HART 2431	Advanced Electricity for HVAC	4
HART 2442	Commercial Refrigeration	4
HART 1403	Air Conditioning Control Principles	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

<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
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 (RCM13) 520901

### Associate of Applied Science Degree

**First Year**

<b>First Semester</b>		<b>Credit</b>
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 2305	Federal Government	3
SPCH	SPCH 1315 or SPCH 1321	3
ELCT	CHEF/PSTR	3
ELCT	CHEF/PSTR	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	HAMG/RSTO/TRVM	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>66</b>

## Hotel Management Specialization (HMH13) 520901

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

<b>First Semester</b>		<b>Credit</b>
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
ELCT	Academic Elective	3

**Second Semester**

GOVT 2305	Federal Government	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	HAMG/RSTO/TRVM	3
KINE	Physical Activity Course	1

**Second Semester**

HAMG 2337	Hospitality Facilities Management	3
ENGL 1301	Composition I	3
HAMG 2307	Hospitality Marketing and Sales	3
ELCT	HAMG/RSTO/TRVM	3
HAMG 2388	Internship	3
<b>Total Hours</b>		<b>66</b>

\* HAMG 1324 may substitute.

## Culinary Arts (HMC13) 520905

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

<b>First Semester</b>		<b>Credit</b>
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
RSTO 1221	Menu Management	2

**Second Semester**

CHEF 1410	Garde Manger	4
GOVT 2305	Federal Government	3
SPCH	SPCH 1315 or SPCH 1321	3
CHEF 2301	Intermediate Food Preparation	
OR		
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 2302	Saucier	3

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

HAMG 2301	Principles of Food and Beverage Operations	3
KINE	Physical Activity Course	1
IFWA 1318	Nutrition for the Food Service Professional	3
ENGL 1301	Composition I	3
PSTR 1301	Fundamentals of Baking	3
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	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>67</b>

## Culinary Arts (HMC13) 520905

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

		<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

**Second Semester**

CHEF 1410	Garde Manger	4
HAMG 2301	Principles of Food and Beverage Operations	3
ELCT	CHEF/PSTR	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	CHEF/PSTR	3
<b>Total Hours</b>		<b>37</b>

## Restaurant Skills (HMR13) 520905

**Certificate of Completion****Credit**

CHEF 1305	Sanitation and Safety	3
IFWA 1318	Nutrition for the Food Service Professional	3
CHEF 1301	Basic Food Preparation	3
HAMG 2301	Principles of Food and Beverage Operations	3
RSTO 1221	Menu Management	2
ELCT	CHEF/PSTR	3
PSTR 1301	Fundamentals of Baking	3
<b>Total Hours</b>		<b>20</b>

## Baking (HMBK9) 520905

### Certificate of Completion

		Credit
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 (HMP13) 520904

### Certificate of Completion

First Semester		Credit
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 1342	Guest Room Maintenance	3
HAMG 2388	Internship	3
<b>Total Hours</b>		<b>36</b>

## Restaurant Operations (HRO13) 520905

### Certificate of Completion

(Texas Department of Criminal Justice Only)

		Credit
CHEF 1305	Sanitation and Safety	3
CHEF 1301	Basic Food Preparation	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
IFWA 1318	Nutrition for the Food Service Professional	3
<b>Total Hours</b>		<b>26</b>

## Institutional Food Service Operations (HMI13) 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	CHEF/PSTR	3
HAMG 2307	Hospitality Marketing and Sales	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	CHEF/PSTR	3
<b>Total Hours</b>		<b>38</b>

## Rooms Division (HRD13) 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
RSTO 1325	Purchasing for Hospitality Operations	3
HAMG 2332	Hospitality Financial Management	3
HAMG 2388	Internship	3
<b>Total Hours</b>		<b>24</b>

## Food and Beverage Management Specialization (HMF13) 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
ELCT	Humanities/Fine Arts Selection	3
HAMG 2307	Hospitality Marketing and Sales	3
ELCT	HAMG/RSTO/TRVM	3

## Second Semester

GOVT 2305	Federal Government	3
HAMG 1324	Hospitality Human Resource Management	3
SPCH	SPCH 1315 or 1321	3
RSTO 1204	Dining Room Service	2
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	Introduction to Convention and Meeting Management	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>66</b>

## Food and Beverage Management (HMF13) 520905

### 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 1340	Hospitality Legal Issues	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 (IDS4) 240101

### Associate of Arts Degree

#### First Year

		Credit
CORE REQ	ENGL 1301 Composition I	3
CORE REQ	HIST 1301 United States History I	3
CORE ELEC	Creative Art Selection	3
CORE REQ	GOVT 2306 Texas Government	3
CORE ELEC	Language/Philosophy/Cultural Studies	3

### Second Semester

CORE ELEC	SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302 United States History II	3
CORE ELEC	Component Area Option	3
CORE ELEC	Component Area Option (KINE)	1
CORE REQ	Life and Physical Science Selection	4
CORE ELEC	Social/Behavioral Science Selection	3

### Second Year

#### First Semester

CORE REQ	GOVT 2305 Federal Government	3
CORE REQ	MATH 1332, 1342 or 1414	3-4
CORE ELEC	Life and Physical Science Selection	4
DEGR REQ	Electives*	18
<b>Total Hours</b>		<b>60-61</b>

\* Students may select 18 semester credit hours from courses that fulfill the student's educational goals.

# Kinesiology

## Kinesiology (KIN4) 310501

### Associate of Science Degree

#### First Semester

		Credit
CORE REQ	ENGL 1301 Composition I	3
CORE REQ	HIST 1301 United States History I	3
CORE REQ	MATH 1414 College Algebra	4
CORE REQ	Component Area Option	3
DEGR REQ	KINE 1301 Intro. to Physical Fitness & Sport	3
DEGR REQ	KINE Physical Activity Course	1

### Second Semester

CORE ELEC	SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302 United States History II	3
CORE ELEC	Language, Philosophy & Culture	3
DEGR REQ	KINE 1306 First Aid	3
DEGR REQ	KINE Physical Activity Course	1

### Second Year

#### First Semester

CORE ELEC	Life and Physical Science (BIOL 2401 recommended)	4
CORE REQ	GOVT 2305 Federal Government	3
CORE ELEC	Creative Arts	3
DEGR REQ	KINE 1304 Personal/Comm. Health I	3
DEGR REQ	KINE Physical Activity Course	1

### Second Semester

CORE ELEC	Life and Physical Science (BIOL 2402 recommended)	4
CORE REQ	GOVT 2306 Texas Government	3
CORE ELEC	Social/Behavioral Science Selection	3
DEGR REQ	KINE 1321 Coaching/Sports/Athletics I	3
DEGR REQ	KINE 1338 Concepts of Physical Fitness	3
<b>Total Hours</b>		<b>60</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 (LAS14) 220302 Associate of Applied Science Degree

First Year			
First Semester			Credit
LGLA	1301	Legal Research and Writing	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			
LGLA	1353	Wills, Trusts, and Probate Administration	3
POFT	1207	Proofreading and Editing	2
LGLA	2303	Torts and Personal Injury Law	3
POFT	1329	Beginning Keyboarding	
or			
POFT	2312	Business Correspondence and Communication	3
GOVT	2305	Federal Government	3
Second Semester			
LGLA	2313	Criminal Law and Procedures	3
POFT	1309	Administrative Office Procedures I	3
LGLA		Legal Elective	3
LGLA		Legal Elective	3
LGLA	2333	Advanced Legal Document Preparation	
or			
LGLA	2335	Advanced Civil Litigation	3
<b>Total Hours</b>			<b>63</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 (MTN12) 460401 Associate of Applied Science Degree

First Year			
First Semester			Credit
CRPT	1429	Introduction to Carpentry	4
HART	1407	Refrigeration Principles	4
or			
WDWK	1413	Cabinet Making I	
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	1415	Wall Systems	4
ELEC		Humanities/Fine Arts Selection	3
Second Year			
First Semester			
CRPT	1411	Roof Systems	4
PFPB	2409	Residential Construction Plumbing I	4
HART	1445	Gas and Electric Heating	4
or			
WDWK	2451	Cabinet Making II	
ELEC		Computer Technology Skills	4
GOVT	2305	Federal Government	3
Second Semester			
CBFM	1334	Interior and Exterior Painting and Refinishing	3
HART	1401	Basic Electricity for HVAC	4
or			
CNBT	1446	Construction Estimating I	
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	Wall Systems	4/96
CRPT	1411	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
<b>Total Hours</b>			<b>52</b>
<b>Total Clock Hours</b>			<b>1312/1520</b>

**Carpentry Trades (MTCA) 460401****Certificate of Completion**

<b>First Semester</b>			<b>Cr/Clock</b>
CRPT	1429	Introduction to Carpentry	4/96
CRPT	1423	Floor Systems	4/96
CRPT	1415	Wall Systems	4/96
CRPT	1411	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
<b>Total Hours</b>			<b>31</b>
<b>Total Clock Hours</b>			<b>784/992</b>

**Construction Trades (MTCO) 460401****Certificate of Completion**

<b>First Semester</b>			<b>Cr/Clock</b>
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
<b>Total Hours</b>			<b>29</b>
<b>Total Clock Hours</b>			<b>720/928</b>

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

(Brady Campus Only)

<b>First Semester</b>			<b>Credit</b>
CRPT	1423	Floor Systems	4
CRPT	1415	Wall Systems	4
CRPT	1411	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>

# Massage Therapy

*A 600 classroom hour certificate of completion program in compliance with the Texas Department of State Health Services. The program prepares the graduate to sit for the State of Texas licensure examination – MBLEx – the Federation of State Massage Therapy Boards' Massage and Bodywork Licensing Exam which is good in 41 states. Graduates are prepared for a massage therapy career in a variety of healthcare settings. The LMT Program provides classroom instructions and supervised internship experience.*

**Massage Therapy (MATP3) 513501****Non-Credit Certificate of Completion**

			<b>Clock</b>
MSSG	1007	Business, Ethics and Professionalism	50
MSSG	1013	Anatomy and Physiology for Massage	85
MSSG	2013	Kinesiology for Massage	55
MSSG	2014	Pathology for Massage	45
MSSG	1009	Health and Hygiene	25
MSSG	1005	Hydrotherapy/Therapeutic Modalities	20
MSSG	1011	Massage Fundamentals I	125
MSSG	2011	Massage Fundamentals II	100
MSSG	1091	Special Topics (Healthcare Communication)	45
MSSG	2086	Internship	50
<b>Total Clock Hours</b>			<b>600</b>
<b>Total Continuing Education Units</b>			<b>60</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 (MAT4) 270101****Associate of Science Degree**

<b>Fall Semester</b>			<b>Credit</b>
CORE REQ	HIST 1301	United States History I	3
CORE REQ	GOVT 2306	Texas Government	3
CORE ELEC	Language/Philosophy/Cultural Studies		3
CORE ELEC	Mathematics (MATH 1414)		4

**Spring Semester**

CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1302	United States History II	3
CORE ELEC	Life and Physical Science Selection		4
DEGR REQ	MATH 2412	Pre-Calculus Math	4

**Summer Semester**

DEGR REQ	MATH 2413	Calculus I	4
----------	-----------	------------	---

## Second Year

### First Semester

CORE ELEC	SPCH 1315, 1318 or 1321	3
CORE ELEC	Creative Art Selection	3
CORE REQ	GOVT 2305 Federal Government	3
CORE ELEC	Social/Behavioral Science Selection	3
DEGR REQ	MATH 2414 Calculus II	4

### Second Semester

DEGR REQ	MATH 2415 Calculus III	4
DEGR REQ	MATH 1342 or 2318	3
CORE ELEC	Component Area Option	3
CORE ELEC	Life and Physical Science Selection	4
<b>Total Hours</b>		<b>61</b>

# Medical Laboratory Technician

*Medical laboratory Technology, also known as Clinical Laboratory Scientist 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) 511004

### Associate of Applied Science Degree

Departmental approval is required for admission into the Medical Laboratory Technician/Clinical laboratory Technician (MLT/CLT) program. MLT/CLT application, physical form, immunizations, academic records are required BEFORE you schedule your pre-admission interview with the Program Director. CPR, negative Drug Screen (11 panel), negative Criminal Background check are required BEFORE you register for clinical courses. Clinical sites and times are subject to change. Please come to Science Building 150, room 1028 or call 526-1883 for application and forms. More information can be found under Departmental Admissions Requirements.

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

First Semester		Credit
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	3
<b>Total Hours</b>		<b>72</b>

\* 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 (MHAF4) 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 1309	Problems of Children & Adolescents	3
CMSW 1166	Practicum	1
GOVT 2305	Federal Government	3
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
PSYT 2321	Crisis Intervention	3



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

ENGL 1302	Composition II	3
DAAC 2307	Addicted Family Intervention	3
DAAC 1311	Counseling Theories	3
PSYT 2331	Abnormal Psychology	3
DAAC 2354	Dynamics of Group Counseling	3

**Second Semester**

MATH 1414	College Algebra	4
PSYT 2345	Principles of Behavior Management and Modification	3
SCWK 2301	Assessment and Case Management	3
CMSW 1167	Practicum	1
ELCT	Humanities/Visual/Performing Arts Selection	3
<b>Total Hours</b>		<b>60</b>

**At Risk Youth Advanced Certificate  
(MHA14) 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
PSYC 1300	Learning Frameworks	3
PSYT 1309	Health Psychology	3

**Second Semester**

CMSW 1309	Problems of Children and Adolescents	3
CMSW 1166	Practicum	1
DAAC 2306	Substance Abuse Prevention I	3
PSYT 2321	Crisis Intervention	3
DAAC 2307	Addicted Family Intervention	3
DAAC 1311	Counseling Theories	3

**Third Semester**

PSYT 2331	Abnormal Psychology	3
DAAC 2354	Dynamics of Group Counseling	3
PSYT 2345	Principles of Behavior Management and Modification	3

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

SCWK 2301	Assessment and Case Management	3
CMSW 1167	Practicum	1
<b>Total Hours</b>		<b>44</b>

**Chemical Dependency Specialization  
(MHCF4) 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 1309	Problems of Children and Adolescents	3
CMSW 1166	Practicum	1
DAAC 1309	Assessment Skills of Alcohol and Other Drug Addictions	3
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
PSYT 2321	Crisis Intervention	3

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

ENGL 1302	Composition II	3
DAAC 2307	Addicted Family Intervention	3
DAAC 1311	Counseling Theories	3
PSYT 2331	Abnormal Psychology	3
DAAC 2354	Dynamics of Group Counseling	3

**Second Semester**

MATH 1414	College Algebra	4
PSYT 2345	Principles of Behavior Management and Modification	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2367	Practicum	3
ELCT	Humanities/Visual/Performing Arts Selection	3
<b>Total Hours</b>		<b>62</b>

**Chemical Dependency Counseling  
(MHC14) 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
PSYC 1300	Learning Frameworks	3
PSYT 1309	Health Psychology	3

**Second Semester**

CMSW 1309	Problems of Children and Adolescents	3
CMSW 1166	Practicum	1
DAAC 1309	Assessment Skill of Alcohol and Other Drug Addictions	3
PSYT 2321	Crisis Intervention	3
DAAC 2307	Addicted Family Intervention	3
DAAC 1311	Counseling Theories	3

**Third Semester**

PSYT 2331	Abnormal Psychology	3
DAAC 2354	Dynamics of Group Counseling	3
PSYT 2345	Principles of Behavior Management and Modification	3

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

DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2367	Practicum	3
<b>Total Hours</b>		<b>46</b>

**Criminal Justice Addictions (MCJ13)  
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
PSYC 1300	Learning Frameworks	3
PSYT 1309	Health Psychology	3

**Second Semester**

CMSW 1309	Problems of Children & Adolescents	3
CMSW 1166	Practicum	1
DAAC 1309	Assessment Skill of Alcohol & Other Drug Addictions	3
PSYT 2321	Crisis Intervention	3
DAAC 2307	Addicted Family Intervention	3
PSYT 2331	Abnormal Psychology	3

**Third Semester**

PSYT 2345	Principles of Behavior Management and Modification	3
DAAC 2354	Dynamics of Group Counseling	3
DAAC 2301	Therapeutic Communities in a Criminal Justice Setting	3

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

DAAC 2341	Counseling Alcohol & Other Drug Addictions	3
DAAC 2367	Practicum	3
<b>Total Hours</b>		<b>46</b>

## Social Work Specialization (MHSF4) 511503

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

<b>First Semester</b>		<b>Credit</b>
PSYT 1329	Interviewing & Communications 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 1309	Problems of Children & Adolescents	3
CMSW 1166	Practicum	1
GOVT 2305	Federal Government	3
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
PSYT 2321	Crisis Intervention	3

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

ENGL 1302	Composition II	3
SOCW 2361	Introduction to Social Work	3
DAAC 1311	Counseling Theories	3
PSYT 2331	Abnormal Psychology	3
DAAC 2354	Dynamics of Group Counseling	3

**Second Semester**

MATH 1414	College Algebra	4
SOCW 2362	Social Welfare as a Social Institution	3
SCWK 2301	Assessment & Case Management	3
CMSW 1167	Practicum	1
ELCT	Humanities/Visual/Performing Arts Selection	3
<b>Total Hours</b>		<b>60</b>

## Basic Mental Health Professional (MHBP) 511501

**Certificate of Completion**

<b>First Semester</b>		<b>Credit</b>
PSYT 1329	Interviewing & Communications Skills	3
DAAC 1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC 1304	Pharmacology of Addiction	3
PSYC 1300	Learning Frameworks	3
PSYT 1309	Health Psychology	3

**Second Semester**

CMSW 1309	Problems of Children & Adolescents	3
CMSW 1166	Practicum	1
<b>Total Hours</b>		<b>19</b>

## Substance Abuse Prevention Specialist (MHP14) 511501

**Certificate of Completion**

<b>First Semester</b>		<b>Credit</b>
PSYT 1329	Interviewing & Communications Skills	3
DAAC 1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC 1304	Pharmacology of Addiction	3
PSYC 1300	Learning Frameworks	3
PSYT 1309	Health Psychology	3

**Second Semester**

CMSW 1309	Problems of Children & Adolescents	3
CMSW 1166	Practicum	1
DAAC 2306	Substance Abuse Prevention I	3
PSYT 2321	Crisis Intervention	3
DAAC 2307	Addicted Family Intervention	3

**Third Semester**

DAAC 2353	Substance Abuse Prevention II	3
PSYT 2345	Principles of Behavior Management and Modification	3
DAAC 1167	Practicum	1
<b>Total Hours</b>		<b>35</b>

# Department of Nursing

Beginning with the Spring 2015 semester the Department of Nursing Associate Degree Nursing curriculum will change. Pre-nursing students seeking Fall Semester 2015 admission must follow the NUA15 degree plan. Articulating students seeking admission Fall Semester 2015 will follow the NOA15 degree plan.

The degree plans NUA13, NUA14, NOA13 and NOA14 will continue to be available to currently enrolled nursing students and to students admitted Fall 2014 and Spring 2015 until the program of study is completed. However, students not successful in Spring 2015 first semester, will be placed into the new degree plan the following semester, Fall 2015.

## FALL 2014

### Nursing Associate Degree (NUA14) 513801

#### Associate of Applied Science Degree

The Nursing Associate Degree program is accredited by the Accreditation Commission in Nursing, Inc. (ACEN), 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](http://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 (NLCEX-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 Accreditation Commission for Education in Nursing, Inc. (ACEN).

First Semester		Credit
RNSG 1209	Introduction to Nursing	2
BIOL 2401	Anatomy and Physiology I	4
ELCT	CHEM 1406/1411 or MATH 1414	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
BIOL 2420	Microbiology for Non-science Majors**4	

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
PSYC 2314	Life Span Growth and Development	3

Fifth Semester		
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2221	Management of Client Care	2
RNSG 2363	Clinical-Nursing IV	3
ELCT	Humanities/Fine Arts Selection	3
KINE	Physical Activity Course	1
<b>Total Hours</b>		<b>71</b>

\* If Microbiology 2420 or 2421 is completed successfully prior to the second semester, elective credit may be granted for BIOL 1406 in place of CHEM 1406, CHEM 1411 or MATH 1414.

\*\* Biology 2421 may be accepted in lieu of BIOL 2420.

## FALL 2014

### Nursing Option for Articulating Student (NOA14) 513801

#### Associate of Applied Science Degree

##### First Year

First Semester		Credit
BIOL 2401	Anatomy and Physiology I	4
ENGL 1301	Composition I	3
ELCT	CHEM 1406/1411 or MATH 1414	4
PSYC 2301	General Psychology	3

##### Second Semester

BIOL 2402	Anatomy and Physiology II	4
BIOL 2420	Microbiology for Non-science Majors***	4
RNSG 1229	Integrated Nursing Skills II	2
(RNSG 1413, 1105, 1115, 1262)* - (8)		

##### Second Year (Acceptance into ADN program)

Third Semester		
RNSG 2213	Mental Health Nursing	2
RNSG 1301	Pharmacology	3
RNSG 1251	Care of the Childbearing Family	2
RNSG 1363	Clinical II	3
RNSG 1331	Principles of Clinical Decision Making	3

##### Fourth Semester

PSYC 2314	Life Span Growth and Development	3
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 2331	Advanced Concepts of Adult Health	3
RNSG 2221	Management of Client Care	2
RNSG 2363	Clinical-Nursing IV	3
ELCT	Humanities/Fine Arts Selection	3
KINE	Physical Activity Course	1

**Total Hours 71**

\* Upon successful completion of the last semester, Articulation Students will receive credit for RNSG 1413, 1105, 1115 and 1262.

\*\* If Microbiology 2420 or 2421 is completed successfully prior to the second semester, elective credit may be granted for BIOL 1406 in place of CHEM 1406, CHEM 1411 or MATH 1414.

\*\*\* Biology 2421 may be accepted in lieu of BIOL 2420.

## SPRING 2015

Beginning with the Spring 2015 semester the Department of Nursing Associate Degree Nursing curriculum will change. Pre-nursing students seeking Fall Semester 2015 admission must follow the NUA15 degree plan. Articulating students seeking admission Fall Semester 2015 will follow the NOA15 degree plan.

The degree plans NUA13, NUA14, NOA13 and NOA14 will continue to be available to currently enrolled nursing students and to students admitted Fall 2014 and Spring 2015 until the program of study is completed. However, students not successful in Spring 2015 first semester, will be placed into the new degree plan the following semester, Fall 2015.

## SPRING 2015

### Nursing Associate Degree (NUA15) 513801

#### Associate of Applied Science Degree

##### Prerequisite Semester

###### First Year

First Semester (Spring 2015)			Credit
BIOL	2401	Anatomy and Physiology I	4
BIOL	2420*	Microbiology for Non-science Majors	4
ENGL	1301	Composition I	3
HPRS	2300	Pharmacology for Health Professions	3

##### Admission into the Associate Degree Nursing Program

###### Second Semester (Fall 2015)

RNSG	1115	Health Assessment	1
RNSG	1413	Foundations for Nursing Practice	4
RNSG	1262	Clinical -Nursing I	2
BIOL	2402	Anatomy and Physiology II	4

###### Third Semester (Spring 2016)

RNSG	1331	Principles of Clinical Decision Making	3
RNSG	2213	Mental Health Nursing	2
RNSG	1363	Clinical-Nursing II	3
PSYC	2301	General Psychology	3

###### Fourth Semester (Fall 2016)

RNSG	1347	Concepts of Clinical Decision Making	3
RNSG	1412	Nursing Care of Childbearing and Childrearing Family	4
RNSG	2362	Clinical-Nursing III	3
PSYC	2314	Life Span Growth and Development	3

###### Fifth Semester (Spring 2017)

RNSG	2331	Advanced Concepts of Adult Health	3
RNSG	2221	Professional Nursing: Leadership and Management	2
RNSG	2363	Clinical-Nursing IV	3
ELCT		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>60</b>

\* Biology 2421 may be accepted in lieu of BIOL 2420.

## SPRING 2015

### Nursing Option for Articulating Student (NOA15) 513801

#### Associate of Applied Science Degree

##### Prerequisite Semester

###### First Year

First Semester (Fall 2015)			Credit
BIOL	2401	Anatomy and Physiology I	4
ENGL	1301	Composition I	3
PSYC	2301	General Psychology	3

###### Second Semester (Spring 2016)

BIOL	2402	Anatomy and Physiology II	4
BIOL	2420*	Microbiology for Non-science Majors	4
RNSG	1229	Integrated Nursing Skills II	2
HPRS	2300	Pharmacology for Health Professions	3

##### Admission into the Associate Degree Nursing Program

###### Third Semester (Fall 2016)

RNSG	1331	Principles of Clinical Decision Making	3
RNSG	2213	Mental Health Nursing	2
RNSG	1363	Clinical II	3
PSYC	2314	Life Span Growth and Development	3

##### Fourth Semester (Spring 2017)

RNSG	1347	Concepts of Clinical Decision Making	3
RNSG	1412	Nursing Care of Childbearing and Childrearing Family	4
RNSG	2362	Clinical - Nursing III	3

##### Fifth Semester (Summer 2017)

RNSG	2331	Advanced Concepts of Adult Health	3
RNSG	2221	Professional Nursing: Leadership and Management	2
RNSG	2363	Clinical-Nursing IV	3
ELCT		Humanities/Fine Arts Selection	3

Upon successful completion of the last semester, Articulation Students will receive credit for RNSG 1413 and 1115. 5

**Total Hours 60**

\* Biology 2421 may be accepted in lieu of BIOL 2420.

## VOCATIONAL NURSING

### Vocational Nursing (NUVF2) 513901 Certificate of Completion Fall Admission

*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

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	1334	Pediatrics	3
VNSG	1410	Nursing in Health and Illness III	4
VNSG	2360	Clinical-Practical Nurse III	3
<b>Total Hours</b>			<b>53</b>



## Vocational Nursing (NUVS2) 513901 Certificate of Completion Spring Admission

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 1330	Maternal/Neonatal Nursing	3
VNSG 1334	Pediatrics	3
VNSG 1400	Nursing in Health and Illness I	4
VNSG 1360	Clinical-Practical Nurse II	3
Third Semester		
VNSG 1238	Mental Illness	2
VNSG 1219	Leadership and Professional Development	2
VNSG 1231	Pharmacology	2
VNSG 1409	Nursing in Health and Illness II	4
VNSG 1410	Nursing in Health and Illness III	4
VNSG 2560	Clinical-Practical Nurse III	5
<b>Total Hours</b>		<b>53</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.

Four 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 (OTE14) 520401 Associate of Applied Science Degree

First Year			Credit
First Semester			
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 Using Technology		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			
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
ELCT	Social/Behavioral Science Selection		3
ELCT	POFI/POFT Internship Selection		3
<b>Total Hours</b>			<b>63</b>

## Administrative Support (OTA12) 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			
POFI 2301	Word Processing		3
POFT 1325	Business Math Using Technology		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			
POFI 2331	Desktop Publishing		3
POFI 1349	Spreadsheets		3
SPCH	SPCH 1315 or 1321		3
ELCT	POFI/POFT Internship Selection		3
<b>Total Hours</b>			<b>46</b>

## General Office Assistant (OTG12)

**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 Using Technology	3
POFT	1319	Records & Information Management I	3
POFT	2312	Business Correspondence and Communication	3

Third Semester			Credit
POFI	2301	Word Processing	3
POFT	1349	Administrative Office Procedures II	3
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3
<b>Total Hours</b>			<b>30</b>

## 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 Using Technology	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 (OTO12) 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 Using Technology	3

## Second Year

### First Semester

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

POFT	1349	Administrative Office Procedures II	3
HRPO	2301	Human Resources Management	3
ELCT		Social/Behavioral Science Selection	3
ELCT		Humanities/Fine Arts Selection	3
ELCT		POFI/POFT Internship Selection	3

**Total Hours 63**

## Office Management (OTM12) 520401

### Certificate of Completion

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

### 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 Using Technology	3

## Second Year

### First Semester

POFI	1349	Spreadsheets	3
SPCH		SPCH 1315 or 1321	3
ELCT		POFI/POFT/POFM/HITT Selection	3

### Second Semester

POFT	1349	Administrative Office Procedures II	3
ELCT		Social/Behavioral Science Selection	3
ELCT		POFI/POFT Internship Selection	3
<b>Total Hours</b>			<b>48</b>

## Office Management (OTOM) 520401

### Certificate of Completion

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

### 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 Using Technology	3
BMGT	1325	Office Management	3
ELCT		POFI/POFT Internship Selection	3
<b>Total Hours</b>			<b>33</b>

## Software Applications Specialist

**(OTSA4) 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	3
POFI	1349	Spreadsheets	3
<b>Total Hours</b>			<b>15</b>

## Office Information Management

**(OTI12) 520407**

**Certificate of Completion**

(Courses offered in the self-paced delivery format only)

<b>First Semester</b>		<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 Using Technology	3/96
POFT	1319 Records & Information Management I	3/96
POFI	2331 Desktop Publishing	3/96

### Fourth Semester

POFI	1349 Spreadsheets	3/96
POFT	2333 Advanced Keyboarding	3/96
POFT	1349 Administrative Office Procedures II	3/96
POFT	2388 Internship	3/144
<b>Total Hours</b>		<b>39</b>
<b>Total Clock Hours</b>		<b>1296</b>

## Health Management Related

### Health Information Management

**(OTH13) 510716**

**Certificate of Completion**

(Courses offered in the self-paced delivery format only)

<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
POFI	1349 Spreadsheets	3/96

### Fourth Semester

HITT	1301 Health Data Content and Structure	3/96
HITT	1341 Coding and Classification Systems	3/96
POFM	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**

(Courses offered in the self-paced delivery format only)

<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 Office Specialist (OTMO)

**510716**

**Certificate of Completion**

(Courses offered in both the self-paced and online delivery formats)

<b>First Semester</b>		<b>Cr/Clock</b>
POFT	1329 Beginning Keyboarding	3/96
POFM	1317 Medical Administrative Support	3/96
HITT	1305 Medical Terminology 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
POFT	1319 Records & Information Mgmt. I	3/96
POFT	1325 Business Math Using Technology	3/96

### Third Semester

POFI	2301 Word Processing	3/96
POFI	1349 Spreadsheets	3/96
POFM	1302 Medical Software Applications	3/96
POFM	1327 Medical Insurance	3/96

### Fourth Semester

POFI	2386 Internship	3/144
<b>Total Hours</b>		<b>39</b>
<b>Total Clock Hours</b>		<b>1296</b>

## Medical Coding and Billing (OTMC) 510713

### Certificate of Completion

(Courses offered in the online delivery format only)

First Semester			Credit
POFI	1301	Computer Applications I	3
HITT	1305	Medical Terminology I	3
POFT	1301	Business English	3
HITT	1301	Health Data Content & Structure	3

Second Semester			Credit
HITT	1303	Medical Terminology II	3
POFM	1302	Medical Software Applications	3
POFM	1327	Medical Insurance	3
HITT	1341	Coding and Classification Systems	3

Third Semester			Credit
MDCA	1302	Human Disease/Pathophysiology	3
HITT	1249	Pharmacology	2
HITT	2335	Coding and Reimbursement Methodologies	3
POFM	2310	Intermediate Medical Coding	3

Fourth Semester			Credit
HITT	2346	Advanced Medical Coding	3
HITT	2166	Practicum/Field Experience	1
<b>Total Hours</b>			<b>39</b>

## Medical Documentation Specialist (OTMD4) 510716

### Certificate of Completion

(Courses offered in the online delivery format only)

First Semester			Credit
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			Credit
POFT	1301	Business English	3
POFI	2301	Word Processing	3
HITT	1303	Medical Terminology II	3
MRMT	2333	Medical Transcription II	3

Third Semester			Credit
POFM	2333	Medical Document Production	3
HITT	1249	Pharmacology	2
POFT	1207	Proofreading and Editing	2
MDCA	1302	Human Disease/Pathophysiology	3
POFM	1302	Medical Software Applications	3

Fourth Semester			Credit
MRMT	2166	Practicum	1
<b>Total Hours</b>			<b>38</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			Credit
First Semester			
CJSA 1322/CRIJ 1301	Introduction to Criminal Justice	3	
CJSA 2300/CRIJ 2323	Legal Aspects of Law Enforcement	3	
CJSA 1313/CRIJ 1306	Court Systems and Practices	3	
CJSA 1312/CRIJ 1307	Crime in America	3	
ENGL 1301	Composition I	3	
KINE 1125	Physical Conditioning I	1	

Second Semester			Credit
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			Credit
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 2305	Federal Government	3	

Second Semester			Credit
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			Credit
First Semester			
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 2305	Federal Government	3

**Second Semester**

CJCR 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**

First Semester (Core Courses)		Credit
CJSA 1312/CRIJ 1307	Crime in America	3
CJSA 1313/CRIJ 1306	Court Systems and Practices	3
CJSA 1348	Ethics in Criminal Justice	3
CJSA 1322/CRIJ 1301	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-CJ CJ)****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>

## Basic Peace Officer (BPC4) 430107

### Certificate of Completion

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

## Basic Peace Officer Academy (BPNC4) 430107

### Non-Credit Certificate of Completion

			Contact Hours
CJLE	1006	Basic Peace Officer I	160
CJLE	1012	Basic Peace Officer II	160
CJLE	1018	Basic Peace Officer III	160
CJLE	1024	Basic Peace Officer IV	160
CJLE	1029	Basic Peace Officer V	80
<b>Total Hours</b>			<b>720</b>

## 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 (HS13) 440401

### Associate of Applied Science Degree

**First Year**

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
ENGL	1301	Composition I	3
GOVT	2305	Federal Government	3
KINE		Physical Activity Course	1

**Second Semester**

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

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

KINE	Physical Activity Course	1
ELEC	Humanities/Fine Arts Selection	3
MATH	MATH 1332, 1342 or higher level	3
HMSY 1370	IT Security for Homeland Security Specialists	3
ELEC	Social/Behavioral Science Selection	3
EMAP 2355	Disaster Recovery	
or		
HMSY 1371	Counter Terrorism	3
HMSY 1339	Homeland Security Emergency Contingency Planning	3

**Second Semester**

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 (HS13) 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	
OR		
HMSY 1370	IT Security for Homeland Security Specialists	3
EMAP 2301	Leadership and Effective Communication	
OR		
HMSY 1371	Counter Terrorism	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 (RTB14) 090701

### Associate of Art Degree

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
DEGR REQ	COMM 1335	Survey of Radio/TV	3
DEGR REQ	COMM 2303	Audio/Radio Production	3
DEGR REQ	COMM 1336	Television Production I	3

**Second Semester**

CORE REQ	SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302 United States History II	3
CORE ELEC	Component Area Option	4
DEGR REQ	COMM 1337 Television Production II	3
DEGR REQ	COMM 2324 Pract. in Electronic Media	3

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

CORE REQ	GOVT 2305	Federal Government	3
CORE REQ	MATH 1332, 1342 or 1414		3-4
CORE ELEC	Life and Physical Science Selection		4
CORE ELEC	Creative Art Selection		3
CORE ELEC	Language/Philosophy/Cultural Studies		3

**Second Semester**

CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Life and Physical Science Selection	4
CORE ELEC		Social/Behavioral Science Selection	3
DEGR REQ	COMM 2327, 2331, 2332 or 2339		3
<b>Total Hours</b>			<b>60</b>

## Radio/Television Broadcasting-Audio Emphasis (RTA4) 090701

### Associate of Art Degree

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE ELEC	Creative Art Selection		3
DEGR REQ	COMM 1335	Survey of Radio/TV	3
DEGR REQ	COMM 2303	Audio/Radio Production	3

**Second Semester**

CORE REQ	SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302 United States History II	3
CORE ELEC	Component Area Option	4
DEGR REQ	COMM 2332 Radio/TV News	3
DEGR REQ	COMM 2324 Prac. in Electronic Media	3

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

CORE REQ	GOVT 2305 Federal Government	3
CORE REQ	MATH 1332, 1342 or 1414	3
CORE ELEC	Life and Physical Science Selection	4
DEGR REQ	COMM 2331 Radio/TV Announcing	3
CORE REQ	GOVT 2306 Texas Government	3

**Second Semester**

DEGR REQ	COMM 2327 Introduction to Advertising	3
CORE ELEC	Language/Philosophy/Cultural Studies	3
CORE REQ	Life and Physical Science Selection	4
CORE ELEC	Social/Behavioral Science Selection	3
<b>Total Hours</b>		<b>60</b>

## Radio/Television Broadcasting- Video Production (RTV4) 090701

### Associate of Art Degree

**First Semester****Credit**

CORE REQ	ENGL 1301 Composition I	3
CORE REQ	HIST 1301 United States History I	3
CORE ELEC	Creative Art Selection	3
DEGR REQ	COMM 1335 Survey of Radio/TV	3
DEGR REQ	COMM 1336 Television Production I	3

**Second Semester**

CORE REQ	SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302 United States History II	3
CORE ELEC	Component Area Option	4
DEGR REQ	COMM 1337 Television Production II	3
DEGR REQ	COMM 2323 Radio/TV News	3

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

CORE REQ	GOVT 2305 Federal Government	3
CORE REQ	MATH 1332, 1342, or 1414	3
CORE ELEC	Life and Physical Science Selection	4
DEGR REQ	COMM 1238 Television Production III	3
CORE REQ	GOVT 2306 Texas Government	3

**Second Semester**

DEGR REQ	COMM 2327 Introduction to Advertising	3
CORE ELEC	Language/Philosophy/Cultural Studies	3
CORE REQ	Life and Physical Science Selection	4
CORE ELEC	Social/Behavioral Science Selection	3
<b>Total Hours</b>		<b>60</b>

## Radio Broadcasting (RTBD) 090701

### Certificate of Completion

**First Semester****Credit**

COMM 1335	Survey of Radio/TV	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, TV 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
<b>Total Hours</b>		<b>31</b>

## Television/Radio/Broadcasting (RTBC)

### 090701

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

COMM 1335	Survey of Radio/TV	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, TV, 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
<b>Total Hours</b>		<b>39</b>

# 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 - Organismal (BIO14) 260101

### Associate of Science Degree

**First Semester****Credit**

CORE REQ	MATH 1414 College Algebra	4
DEGR REQ	BIOL 1406 Biology for Science Majors I	4
CORE REQ	ENGL 1301 Composition I	3
CORE REQ	HIST 1301 United States History I	3

**Second Semester**

DEGR REQ	BIOL 1407 Biology for Science Majors II	4
CORE REQ	SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302 United States History II	3
CORE ELEC	Component Area Option	3
CORE REQ	Life and Physical Science Selection	4

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

DEGR REQ	BIOL 1411, 1413 or ENVR 1401	4
CORE ELEC	Life and Physical Science CHEM 1411	4
CORE REQ	GOVT 2305 Federal Government	3
CORE ELEC	Social/Behavioral Science Selection	3

**Second Semester**

DEGR REQ	BIOL 2421 Microbio. for Science Majors	4
DEGR REQ	BIOL 2428 Vertebrate Zoology	4
CORE REQ	GOVT 2306 Texas Government	3
CORE ELEC	Language/Philosophy/Cultural Studies	3
CORE ELEC	Creative Art Selection	3
<b>Total Hours</b>		<b>62</b>

## Biology - Human Biology (BIOL4) 260101

### Associate of Science Degree

First Semester			Credit
CORE REQ	MATH 1414	College Algebra	4
DEGR REQ	BIOL 1406	Biology for Science Majors I	4
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3

#### Second Semester

DEGR REQ	BIOL 1407	Biology for Science Majors II	4
CORE REQ	SPCH 1315, 1318 or 1321		3
CORE REQ	HIST 1302	United States History II	3
CORE ELEC	Component Area Option		3
CORE REQ	Life and Physical Science Selection		4

#### Second Year

##### First Semester

DEGR REQ	BIOL 2401	Anatomy & Physiology I	4
CORE ELEC	Life and Physical Science	CHEM 1411	4
CORE REQ	GOVT 2305	Federal Government	3
CORE ELEC	Social/Behavioral Science Selection		3

##### Second Semester

DEGR REQ	BIOL 2402	Anatomy & Physiology II	4
DEGR REQ	BIOL 2421	Microbio. for Science Majors	4
CORE REQ	GOVT 2306	Texas Government	3
CORE ELEC	Language/Philosophy/Cultural Studies		3
CORE ELEC	Creative Art Selection		3

**Total Hours** 62

## Chemistry (CHEM4) 400501

### Associate of Science Degree

First Semester			Credit
CORE REQ	MATH 1414	College Algebra	4
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ	Life and Physical Science Selection		4

#### Second Semester

DEGR REQ	CHEM 1411	General Chemistry I	4
CORE REQ	SPCH 1315, 1318 or 1321		3
CORE REQ	HIST 1302	United States History II	3
CORE ELEC	Component Area Option		3
CORE ELEC	Social/Behavioral Science Selection		3

#### Summer Semester

DEGR REQ	CHEM 1412	General Chemistry II	4
----------	-----------	----------------------	---

#### Second Year

##### First Semester

DEGR REQ	CHEM 2423	Organic Chemistry I	4
CORE REQ	GOVT 2305	Federal Government	3
CORE ELEC	Life and Physical Science Selection		4
CORE ELEC	Language/Philosophy/Cultural Studies		3

##### Second Semester

DEGR REQ	CHEM 2425	Organic Chemistry II	4
DEGR REQ	PHYS 1401 or BIOL 1406		4
CORE REQ	GOVT 2306	Texas Government	3
CORE ELEC	Creative Art Selection		3

**Total Hours** 62

## Environmental Science (ENV4) 030104

### Associate of Science Degree

First Semester			Credit
CORE REQ	MATH 1414	College Algebra	4
DEGR REQ	ENVR 1401	Environmental Science	4
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3

#### Second Semester

DEGR REQ	CHEM 1411	General Chemistry I	4
CORE REQ	SPCH 1315, 1318 or 1321		3
CORE REQ	HIST 1302	United States History II	3
CORE ELEC	Component Area Option		3
CORE ELEC	Social/Behavioral Science Selection		3

#### Summer Semester

DEGR REQ	CHEM 1412	General Chemistry II	4
----------	-----------	----------------------	---

#### Second Year

##### First Semester

DEGR REQ	GEOL 1403	Physical Geology	4
CORE REQ	GOVT 2305	Federal Government	3
CORE ELEC	Language/Philosophy/Cultural Studies		3
DEGR REQ	BIOL 1406, 1411 or PHYS 1401		4

##### Second Semester

CORE ELEC	Life and Physical Science Select from		4
	BIOL 1407, 1413 or PHYS 1402		
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ	Life and Physical Science Selection		4
CORE ELEC	Creative Art Selection		3

**Total Hours** 62

## Geology (GEOL4) 400601

### Associate of Science Degree

First Semester			Credit
CORE REQ	MATH 1414	College Algebra	4
DEGR REQ	GEOL 1403	Physical Geology	4
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3

#### Second Semester

DEGR REQ	GEOL 1404	Historical Geology	4
CORE REQ	SPCH 1315, 1318 or 1321		3
CORE REQ	HIST 1302	United States History II	3
CORE ELEC	Component Area Option		3
CORE REQ	Life and Physical Science Selection		4

#### Second Year

##### First Semester

DEGR REQ	GEOL 1405 or ENVR 1401		4
DEGR REQ	BIOL 1406, CHEM 1411 or PHYS 1401		4
CORE REQ	GOVT 2305	Federal Government	3
CORE ELEC	Creative Art Selection		3

##### Second Semester

DEGR REQ	BIOL 1407, CHEM 1412 or PHYS 1402		4
CORE ELEC	Life and Physical Science Selection		4
CORE REQ	GOVT 2306	Texas Government	3
CORE ELEC	Language/Philosophy/Cultural Studies		3
CORE ELEC	Social/Behavioral Science Selection		3

**Total Hours** 62



# 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 (SOC4) 450101

### Associate of Arts Degree

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE ELEC	Creative Art Selection		3
CORE REQ	MATH 1332, 1342 or 1414		3-4
CORE ELEC	Language/Philosophy/Cultural Studies		3

### Second Semester

CORE REQ	SPCH 1315, 1318 or 1321		3
CORE REQ	HIST 1302	United States History II	3
CORE ELEC	Component Area Option		3
CORE ELEC	Component Area Option (KINE)		1
CORE REQ	Life and Physical Science Selection		4
CORE REQ	GOVT 2305 Federal Government		3

### Second Year

First Semester			Credit
CORE ELEC	Social/Behavioral Science Selection		3
CORE REQ	GOVT 2306 Texas Government		3
CORE ELEC	Life and Physical Science Selection		4
DEGR REQ	Foreign Language		4

### Second Semester

DEGR REQ	Social and Behavioral Science Selection	3
DEGR REQ	Social and Behavioral Science Selection	3
DEGR REQ	Foreign Language	4
DEGR REQ	KINE Physical Activity Course	1
DEGR REQ	Social and Behavioral Science Selection	3
<b>Total Hours</b>		<b>60-61</b>

# Teacher Education

*The Associate of Arts in Teaching degree is 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 in Teaching Degree

First Year			Credit
First Semester			
EDUC	1301	Intro to Teaching Profession**	3
MATH	1414	College Algebra*	4
ENGL	1301	Composition I*	3
ELCT	Life and Physical Science Selection*		4
KINE	Physical Activity Course*		1

### Second Semester

MATH	1350	Fundamentals of Math I**	3
ENGL	1302	Composition II*	3
ELCT	Life and Physical Science Selection*		4
HIST	1301	United States History I*	3
SPCH	SPCH 1315, 1318 or 1321*		3

### Second Year

#### First Semester

MATH	1351	Fundamentals of Math II**	3
ENGL	2327	American Literature I*	3
GOVT	2305	Federal Government*	3
HIST	1302	United States History II*	3
ELEC	Life and Physical Science Selection**		4

### Second Semester

EDUC	2301	Intro to Special Populations**	3
ELCT		Life and Physical Science Selection**	4
ELCT		Creative Arts Selection*	3
GOVT	2306	Texas Government*	3
ELCT		Social/Behavioral Science Selection	3
<b>Total Hours</b>			<b>63</b>

\* Core Requirements

\*\* EC-6 Requirements

# 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 criteria are used throughout 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 2305	Federal Government	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	
<b>Total Hours</b>		<b>72</b>

**Welding Technology (WLD13) 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 2443	Advanced Shielded Metal Arc Welding (SMAW)	4/144
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 2453	Advanced Pipe Welding	4/144
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>54</b>
<b>Total Clock Hours</b>		<b>1440/1648</b>

**Farm and Ranch (WLFR3) 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
or		
WLDG 2488	Internship	4/304
<b>Total Hours</b>		<b>22</b>
<b>Total Clock Hours</b>		<b>576/784</b>

**Structural (WLS13) 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 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 1417	Intro to Layout and Fabrication	4/96
or		
WLDG 2488	Internship	4/304
<b>Total Hours</b>		<b>26</b>
<b>Total Clock Hours</b>		<b>672/880</b>

**Industrial (WLI13) 480508  
Certificate of Completion**

		<b>Cr/Clock</b>
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4/144
WLDG 2447	Advanced 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 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4/96
WLDG 2453	Advanced Pipe Welding	4/144
WLDG 2435	Advanced Layout and Fabrication	4/96
<b>Total Hours</b>		<b>28</b>
<b>Total Clock Hours</b>		<b>768</b>

## ACCT Accounting

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

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

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

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301.

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

### AGAH 1343 Animal Health 2-4-3

An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals.

### AGAH 1347 Animal Reproduction 2-4-3

Study of organs, functions, endocrinology, and common management practices related to reproduction. Other topics will include artificial insemination and pregnancy determination.

### AGAH 1353 Beef Cattle Production 2-4-3

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing. Suggested prerequisite: AGRI 1419.

### AGAH 2313 Principles of Feeds and Feeding 2-4-3

An overview of the anatomy and physiology of the digestive systems of various livestock animals. Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens.

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

### AGCR 1307 Range Management 2-4-3

Study of the practical problems of managing native pastures and range lands. Topics include range land ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing.

### AGCR 2318 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 Western 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 Western 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 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**

The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health, and ethics in the discipline.

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

The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies, and ethics in the discipline.

**ANTH 2346 General Anthropology 3-0-3**

The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline.

**ANTH 2351 Cultural Anthropology 3-0-3**

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

**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 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**ARAB 1412 Beginning Arabic II 4-2-4**

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 1302 Digital Imaging I 2-4-3**

Digital imaging using raster image editing and/or image creation software; scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Prerequisite: GRPH 1405.

**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. Prerequisite: GRPH 1405.

**ARTC 1327 Typography 2-4-3**

A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards. Prerequisite: ARTC 2348.

**ARTC 2305 Digital Imaging II 2-4-3**

Principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster-based image marking and the creative aspects of electronic illustration for commercial or fine art applications. Prerequisite: ARTC 1302.

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

**ARTC 2333 Publication Design** 2-4-3  
Development of skills and advanced knowledge of publishing software, with emphasis on the maintenance of visual continuity in documents for publication. Prerequisite: ARTC 1327.

**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.

**ARTC 2435 Portfolio Development for Graphic Design** 3-3-4  
Preparation of a portfolio comprised of completed graphic design projects. An evaluation and demonstration of the portfolio presentation methods based on the student's specific area of study. Prerequisite: GRPH 1419.

**ARTC 2488 Internship – Commercial and Advertising Art** 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: GRPH 1419. Department approval required.

## ARTS Arts

**ARTS 1303 Art History I** 3-0-3  
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Prerequisite: None

**ARTS 1304 Art History II** 3-0-3  
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Prerequisite: None

**ARTS 1311 Design I** 2-4-3  
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. Prerequisite: None

**ARTS 1312 Design II** 2-4-3  
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. Prerequisite: None

**ARTS 1316 Drawing I** 2-4-3  
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. Prerequisite: None

**ARTS 1317 Drawing II** 2-4-3  
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Prerequisite: ARTS 1316.

**ARTS 2311 Design III** 2-4-3  
This course is designed primarily for the Commercial Art major, but can apply to Fine Arts as well. The student will learn to use standard computer-aided techniques in creating and elaborating upon designs. Focus will be on the use of Adobe Photoshop and Illustrator. Prerequisite: Computer literacy and ARTS 1311, or Instructor Approval.

**ARTS 2313 Design Communications I** 2-4-3  
This course is 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 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 including 35mm camera operations, techniques, knowledge of traditional black and white darkroom 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. Prerequisites: None.

**ARTS 2357 Photography II** 2-4-3  
Extends the student's knowledge of technique including digital photography and guides them in developing a personal outlook towards a specific application of the photographic process. Prerequisite: None.

**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, professional responsibilities, and basic 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 charging and starting systems, and electrical accessories. Emphasis on electrical principle 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. 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**

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. Prerequisite: AUMT 1405.

**AUMT 1419 Automotive Engine Repair 3-3-4**

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. Prerequisites: AUMT 2434.

**AUMT 1445 Automotive Climate Control Systems 2-6-4**

Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. Prerequisites: AUMT 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 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. Prerequisite: AUMT 1405.

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

Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. Prerequisites: AUMT 2437.

**AUMT 2425 Automotive Automatic Transmission and Transaxle 2-6-4**

A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions/transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. Prerequisite: AUMT 2413.

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

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. Prerequisites: AUMT 2417.

**AUMT 2437 Automotive Electronics 3-3-4**

Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. Prerequisites: AUMT 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**

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), 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**

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. This course does not fulfill the Science requirement necessary for the completion of the Core Curriculum, the Associate of Science degree and the Associate of Arts degree.

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

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. This course does not fulfill the Science requirement necessary for the completion of the Core Curriculum, the Associate of Science degree and the Associate of Arts degree.

**BIOL 1406 Biology for Science Majors I 3-3-4**

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Prerequisite: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. Co-requisite BIOX 1406. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

**BIOL 1407 Biology for Science Majors II 3-3-4**

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: Appropriate placement score or completion of the appropriate level of Developmental Studies course. Co-requisite: BIOX 1407. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. Note: It is recommended that BIOL 1406 be taken before BIOL 1407.

**BIOL 1408 Biology for Non-Science Majors I 3-3-4**

This lecture and lab course provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Co-requisite: BIOX 1408.

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

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce fundamental biological concepts relevant to the course material. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. Co-requisite: BIOX 1411. Completion of BIOL 1406 is recommended prior to enrollment in this course.

**BIOL 1413 General Zoology 3-3-4**

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. Lab activities will reinforce concepts discussed in lecture. Co-requisite: BIOX 1413. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher level mathematics 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 with a grade of "C" or better; must have been taken within the last five years. Co-requisite: BIOX 2402.

**BIOL 2420 Microbiology for Non-science Majors 3-3-4**

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Co-requisite: BIOX 2420.

**BIOL 2421 Microbiology for Science Majors 3-3-4**

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Prerequisite: CHEM 1411 and (BIOL 1406 and BIOL 1407) OR (BIOL 1411 AND BIOL 1413). Co-requisite BIOX 2421.

**BIOL 2428 Vertebrate Zoology 3-3-4**

Structure, development, physiology, and natural history of the vertebrate animals with emphasis on comparative evolution. Prerequisite: BIOL 1406, 1407, or 1413. Co-requisite: BIOX 2428. 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, supervising 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, planning, heading, organizing, staffing and controlling Enactus operations. Members of the 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 Enactus Faculty Advisor.

**BUSG 1370 Small Business Accounting 3-0-3**

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

**BUSG 1371 Entrepreneurship and Business Plan Development 3-0-3**

Involves the development and presentation of a plan to create or expand a business. It provides the student with an opportunity to develop and demonstrate a mastery of the essential competencies required for business opportunity analysis, the development of a marketing plan, and the development of a business financial plan. Students will prepare a business plan for a business that they want to develop or expand.

**BUSG 2305 Business Law/Contracts 3-0-3**

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

**BUSG 2309 Small Business Management 3-0-3**

A course on starting, operating and growing a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies and legal issues.

**BUSI Business Administration and Management**

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

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

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

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

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

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

**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 Child Development**

**CDEC 1164 Practicum (or Field Experience) - Child Development 0-7-1**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Requires 112 hours at an approved Child Care facility. Prerequisite CDEC 1313 and CDEC 1319.

**CDEC 1303 Families, School and Community 3-1-3**

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

**CDEC 1311 Educating Young Children 3-1-3**

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

**CDEC 1313 Curriculum Resources for Early Childhood Programs 3-0-3**

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age 8.

**CDEC 1317 Child Development Associate Training I 2-2-3**

Based on the requirements for the Child Development Associate credential (CDA). Topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication. 32 hour lab required.

**CDEC 1318 Wellness of the Young Child 3-1-3**

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

**CDEC 1319 Child Guidance 3-0-3**

An exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

**CDEC 1321 The Infant and Toddler 3-0-3**

A study of appropriate infant and toddler programs (birth to 3 years), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.

**CDEC 1354 Child Growth & Development 3-0-3**

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

**CDEC 1356 Emergent Literacy for Early Childhood 3-0-3**

An exploration of principles, methods, and materials for teaching language and literacy through a play-based, integrated curriculum to children from birth through age eight.

**CDEC 1358 Creative Arts for Early Childhood 3-0-3**

An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children from birth through age eight.

**CDEC 1359 Children with Special Needs 3-0-3**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, and the advocacy role and legislative issues.

**CDEC 2164 Practicum (or Field Experience) - Child Development 0-7-1**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Requires 112 hours at an approved Child Care facility. Prerequisite CDEC 1164.

**CDEC 2288 Internship Child Care Provider/Assistant 0-12-2**

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. Student's final course. 192 hours required at student's qualifying place of employment; or an approved site, must work directly with young children, ages 0-8.

**CDEC 2307 Math & Science for Early Childhood 3-0-3**

An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play.

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

A continuation of the study of the requirements for the Child Development Associate Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. 32 hour lab required.

**CDEC 2324 Child Development Associate Training III 2-2-3**

Continuation of the requirements for the Child Development Associate credential (CDA). The three functional areas of study include family, program management and professionalism. 32 hour lab required.

**CDEC 2326 Administration of Programs for Children I 3-0-3**

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Six hours of Child Development coursework.

**CDEC 2328 Administration of Programs for Children II 3-0-3**

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. Prerequisite: Six hours of Child Development coursework.

**CETT Computer Electronics Technology see also CPMT, CSIR, EECT, ELMT, HART, ITCC and ITNW**

**CETT 1303 DC Circuits 2-4-3**

A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

**CETT 1305 AC Circuits 2-4-3**

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Prerequisite: CETT 1303.

**CETT 1321 Electronic Fabrication 2-4-3**

A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

**CETT 1325 Digital Fundamentals 2-4-3**

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 1305.

**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 1325 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 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 1302 Principles of Healthy Cuisine 1-7-3**

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Prerequisite: CHEF 1301.

**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: Appropriate placement score or completion of the appropriate level of Developmental Studies course. 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 3-3-4**

The first of two courses covering the fundamental principles of chemistry for majors in the sciences, health sciences, and engineering. Topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Emphasis is placed on problem solving. Prerequisite: Student must have completed MATH 1414 with a grade of "C" or better within the last 5 years. Co-requisite: CHEX 1411. High school chemistry is strongly recommended.

**CHEM 1412 General Chemistry II 3-3-4**

The second of two courses covering the fundamental principles of chemistry for majors in the sciences, health sciences, and engineering. Topics include chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Emphasis is placed on problem solving. 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. Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. 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 some of the topics covered in CHEM 2423. Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. 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 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**CHIN 1412 Beginning Chinese II 4-2-4**

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.

**CJCR Criminal Justice See also CJLE and CJSA****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 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.

**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 and CJSA****CJLE 1006 Basic Peace Officer I 160**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\*

**CJLE 1012 Basic Peace Officer II 160**

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\*



**CJLE 1018 Basic Peace Officer III 160**  
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\*

**CJLE 1024 Basic Peace Officer IV 160**  
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\*

**CJLE 1029 Basic Peace Officer V 80**  
Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement approved Basic Peace Officer Academy Course #1000. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\*

**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 2-3-3**  
Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement approved Basic Peace Officer Academy Course #1000. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.

**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 1506 Basic Peace Officer I 3-7-5**  
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.

**CJLE 1512 Basic Peace Officer II 3-7-5**  
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.

**CJLE 1518 Basic Peace Officer III 3-7-5**  
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.

**CJLE 1524 Basic Peace Officer IV 3-8-5**  
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.

**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.

**CJSA Criminal Justice see also CJCR and CJLE**

**CJSA 1170 Alcohol Awareness/Intervention 1-0-1**  
This course will provide the student with a basic overview of alcohol as a drug of abuse and the methodology for developing an action plan of intervention at a local level. Focus on alcohol fueled offenses and problems, identifying and dealing with alcohol abusers and the criminal justice implications of alcohol related convictions.

**CJSA 1171 Police Brutality 1-0-1**  
This course will provide students with basic information about the excessive use of force by police. The police have the right to use force to subdue criminals; even deadly force is authorized in certain situations. This course addresses what triggers the excessive use of force, what the consequences are to the police and society when this happens, and how it can be prevented.

**CJSA 1172 Topics for Parents 1-0-1**  
The course will focus on areas of concern for today's parents; on-line predators, teenage alcohol and drug abuse and teenage domestic violence. This course will provide students with knowledge concerning these areas that will provide additional avenues of communication.

**CJSA 1173 Drug Recognition for Law Enforcement 1-0-1**  
The course will provide the student with the basics of the most common controlled substances a law enforcement officer will encounter. The student will gain knowledge of classifications of, identification of, and effects of "street drugs".

**CJSA 1174 Terrorism as a Strategy 1-0-1**  
The course will consider the definition of terrorism and its place in the spectrum of political violence as well as comparing different classifications of insurgency. The course will introduce students to how terrorism is used as a strategy of insurgency and how it is a strategy based on the psychological impact.

**CJSA 1175 Investigation of Sexual Abuse 1-0-1**

This course discusses the different formats used to investigate the crime of sexual assault. It includes strategies to investigate sexual assault, interview victims and witnesses, document evidence in accordance with state laws, and conduct case studies.

**CJSA 1176 Introduction to Gangs and Gang Infiltration of the Military 1-0-1**

This course offers an introduction to gangs in America and the infiltration of gangs in the United States military. Topics include gang identification, the role of the criminal justice system and the community in suppressing, intervening and preventing gang activity, how and why gang members join the military and the impact of gangs on the military.

**CJSA 1177 International Criminal Justice 1-0-1**

This course will provide an introduction to the history, policy, and practices of criminal justice in an international environment. The history of the development of the laws and judicial structures that serve to administer international criminal justice will be examined, particularly post World War II. The agencies involved in international criminal justice, from INTERPOL to the Federal Bureau of Investigation, will be studied as will the differing policing practices in particular comparative cases. Specific attention will be paid to the international issues arising for criminal justice practitioners in both domestic and foreign jurisdictions and the bodies of international law that will affect a criminal justice practitioner. Finally, the 21st Century international terrorist threat will be studied for its effects on the practice of criminal justice in civil and military contexts.

**CJSA 1178 Criminal Deviance 1-0-1**

This course is an examination of criminal behavior with a special emphasis on the deviation from societal norms. The course will discuss ideas about crime, criminal intent, and criminal motivation. The course offers a survey of theories and research on the rationality of criminal behavior and stimulus of offenders. The course also offers a review of the social response to criminal behavior.

**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 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 DAAC, PSYT and SCWK**

**CMSW 1166 Practicum (or Field Experience) - Clinical/Medical Social Work 0-8-1**

Practical, general workplace training supported by an individualized learning plan developed by the instructor and the student.

**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 under the supervision of professionals from the host agency. This course is the Capstone Experience for students exiting the program with a 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. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1319, DAAC 2354, PSYT 1329, PSYT 2321, PSYT 2331, SOCW 2361 and SOCW 2362.

**CMSW 1309 Problems of Children and Adolescents 2-4-3**

Examine common problems and evaluate effective intervention models of at-risk children and youth. Topics include: social, family, educational systems impact, mental health, juvenile delinquency, teen sexuality, and additive behaviors. Articulate common problems and characteristics of at-risk children and youth in the social, family, and educational systems; investigate intervention models; and describe juvenile laws.

**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.

**COMM Communications/Journalism**

**COMM 1307 Introduction to Mass Communication 3-0-3**

Instruction to 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/TV 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, TV, 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 1301 Introduction to Computing 3-1-3**

Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

**CPMT Computer Electronics**

**Technology** see also CETT, CSIR, EECT, ELMT, HART, ITCC and ITNW

**CPMT 1303 Introduction to Computer Technology 2-4-3**

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 1345 Computer Systems Maintenance 2-4-3**

This course is designed to prepare student to challenge the Comp Tia A+ certification exam, providing an examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids to repair computer systems. Prerequisite: CETT 1325 and CETT 1429.

**CPMT 1404 Microcomputer Systems Software 3-3-4**

Skills development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers.

**CPMT 1449 Computer Networking Technology 3-3-4**

This course is designed to prepare student to challenge the Comp Tia Net+ certification exam. Topics include: networking fundamentals, terminology, hardware, software, and network architecture. The course includes hands-on activities reinforcing local area network (LAN) and wide area network (WAN) concepts and networking installations and operations. Prerequisite: CETT 1325 and CPMT 1303.

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

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

**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 1345.

**CRIJ Criminal Justice****CRIJ 1301 Introduction to Criminal Justice 3-0-3**

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

**CRIJ 1306 Court Systems and Practices 3-0-3**

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

**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**

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

**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**

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; 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**

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

**CRPT Maintenance Technology see also CBFM, CNBT, ELPT, MBST, PFPB and WDWK****CRPT 1411 Roof Systems 3-3-4**

Principles of design and construction of a roof system incorporating gable, hip, valley and intersections. Emphasis given to safe work practices and the use and maintenance of tools and equipment. Prerequisite: CRPT 1429 and CRPT 1415.



**CRPT 1415 Wall Systems** 3-3-4  
Identification of components; construction of wall systems; safe work practices; and the use and maintenance of tools and equipment. Prerequisite: CRPT 1429 and CRPT 1423.

**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 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.

**CSIR Computer Electronics**  
see also CETT, CPMT, EECT, ELMT, HART, ITCC and ITNW

**CSIR 1359 Digital Data Communication** 2-4-3  
Introduction to the theory and troubleshooting skills needed in the digital data communication field.

**CSIR 2351 Fiber Optic Communication System Installation and Repair** 2-4-3  
Focus on installation and repair of fiber optic communication systems including networks and peripherals. Topics include fiber optic technology; state-of-the-art networking systems; installation/repair of fiber optic systems; testing equipment.

**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 CMSW, PSYT and SCWK

**DAAC 1304 Pharmacology of Addiction** 2-4-3  
This course provides an emphasis on the pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interactions, withdrawal, and recovery; describing the psychological and physiological effects of substance use. Recommended: DAAC 1319 be taken concurrently.

**DAAC 1309 Assessment Skill of Alcohol and Other Drug Addictions** 2-4-3  
An exploration of the procedures and tools used to identify and assess a client's problems, strengths, deficits, and needs. Emphasis will be on practical application through the development of assessment documentation, case studies, and treatment plans. Prerequisites: DAAC 1304, DAAC 1319.

**DAAC 1311 Counseling Theories** 2-4-3  
This course is an examination of the major theories and current treatment modalities used in the field of counseling. Prerequisite: PSYT 1329. Recommended prerequisite: PSYC 2301.

**DAAC 1319 Introduction to Alcohol and Other Drug Addictions** 2-4-3  
An examination of the causes and consequences of addiction, the major drug classifications, and the counselor's code of ethics. Attention is given to family systems, special populations & diversity, prevention, intervention, & relapse prevention, and legal and professional issues in addiction counseling. An overview of competencies and requirements for licensure in Texas is covered. Recommended: DAAC 1304 to be taken concurrently.

**DAAC 2301 Therapeutic Communities in a Criminal Justice Setting** 2-2-3  
The models of addiction counseling related to the treatment of incarcerated substance users are examined. This includes the application of ethical standards and laws that relate to addiction counseling. Information on relapse prevention and recovery programs is also covered. Prerequisites: DAAC 1304, DAAC 1309, DAAC 1319.

**DAAC 2306 Substance Abuse Prevention I** 2-2-3  
Identify evidence-based prevention strategies within a cultural context; identify risk and protective factors for substance use disorders; describe resources for prevention program planning; and explain program evaluation methods.

**DAAC 2307 Addicted Family Intervention** 2-4-3  
Examination of family systems focusing on the effects of addiction and recovery. Describe the effects of addiction on the family system; differentiate between various family treatment processes; identify the impact of addictive behaviors as they relate to diverse family structures; and analyze the roles of the family members in the addictive and recovery process. Therapeutic alternatives as they relate to the family from a multicultural and trans-generational perspective will be addressed. Prerequisite: DAAC 1319.

**DAAC 2341 Counseling Alcohol and Other Drug Addictions** 2-4-3  
This course is an advanced examination of skills, confidentiality and ethical guidelines applied in the counseling, treatment and recovery of substance use disorders. Required prerequisites: Departmental Approval, DAAC 1304, DAAC 1309, DAAC 2354, CMSW 1309, PSYT 1329, PSYT 2321, PSYT 2331.

**DAAC 2353 Substance Abuse Prevention II** 2-2-3  
In-depth exploration of research, evaluation methods and best practices in prevention program design.

**DAAC 2354 Dynamics of Group Counseling** 2-4-3  
Exploration of group counseling skills, techniques, and stages of group development, and confidentiality and ethics. Differentiate types of groups; describe the basic stages of the group process; demonstrate group management skills; produce client documentation; and identify issues of confidentiality. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1304, DAAC 1319, PSYT 1329, PSYT 2321, PSYT 2331. Recommended prerequisite: PSYC 2301.

**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. This course is the Capstone Experience for students exiting the program with a Certificate or Associates in Applied Science (AAS) Degree in Chemical Dependency Counseling and the Certificate in Criminal Justice Addictions. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1304, DAAC 1309, DAAC 1319, DAAC 2301, 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 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 1405.

**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 1405.

**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 1416.

**DEMR 1423 Heating, Ventilation and Air Conditioning, Troubleshooting and Repair 2-7-4**

Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. Prerequisite: DEMR 1405.

**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 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 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 1410.

**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 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: 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: DFTG 1405, 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, newspaper 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: 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: 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.

**DRAM Drama****DRAM 1310 Introduction to Theater 3-0-3**

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. Prerequisite: None

**DRAM 1320 Theater Practicum I 2-4-3**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

**DRAM 1321 Theater Practicum II 2-4-3**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Prerequisite: DRAM 1320 and department consent.

**DRAM 1330 Stagecraft I 2-4-3**

Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Prerequisite: None

**DRAM 1342 Introduction to Costume 2-4-3**

Principles and techniques of costume design and construction for theatrical productions.

**DRAM 1351 Acting I 2-4-3**

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. Prerequisite: None

**DRAM 1352 Acting II 2-4-3**

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. Prerequisite: DRAM 1351 or Instructor Approval.

**DRAM 2336 Voice for the Theater 3-0-3**

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. Prerequisite: None

**DRAM 2366 Introduction to Cinema 2-4-3**

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. Prerequisite: None

**DRAM 2367 Development of the Motion Picture II 2-4-3**

The focus of this course could vary from semester to semester. It will follow an in-depth study of a specific element related to the motion picture art form. Some possible topics might include a focus on genre, sociological influence, technical art or directorial style. Prerequisite: None.

**DS— Developmental Studies**

The credit received from these courses is not transferable and cannot be applied towards degree completion.

**DIRW 0313 Developmental Integrated Reading and Writing 3-2-3**

The Integrated Reading and Writing course is designed to accelerate a student through DSWR 0302 and DSRE 0301 by combining both courses into a single semester course. Emphasis is placed on those reading and writing skills and abilities needed by the student for him or her to advance to a credit bearing English Composition course. DIRW 0313 is a prerequisite for ENGL 1301 for students who score below the college requirement set by the TSI. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**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 Hood BSEP/FAST)

**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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**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 locations that do not have a lab facility) Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**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. This course is offered online. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations 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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations 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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. This course is offered online.

**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 DSMA 0309. 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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. This course is offered online.

**DSMA 0393 NCBO Intermediate Algebra 3-2-3**

This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through the developmental math while being concurrently enrolled in College Algebra (MATH 1414). Emphasis is placed on those skills needed by the student to be successful in a paired-course. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**DSMA 0399 NCBO Developmental Mathematics 3-2-3**

This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through the developmental math. Emphasis is placed on those skills needed by the student to advance to a credit bearing mathematics course. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**DSRE 0101 Developmental Reading 1-1.15-1**

Developmental Reading laboratory. (Fort Hood BSEP/FAST)

**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. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. Each student is required to log 16 hours in the developmental studies computer lab to practice the reading skills addressed in class. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**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. This course was developed for those who have successfully completed Developmental Reading I (DSRE 0300 or DSRE 0302). Emphasis will be on vocabulary development, literal and critical comprehension



skills, study and test taking skills, and fluency. Each student is required to log 16 hours in the developmental studies computer lab to practice the reading skills addressed in class. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**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. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. (Offered at locations that do not have a lab facility) Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**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. This course was developed for those who have successfully completed Developmental Reading I (DSRE 0300 or DSRE 0302). Emphasis will be on vocabulary development, literal and critical comprehension skills, study and test taking skills, and fluency. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations that do not have a lab facility)

**DSRE 0311 Developmental Reading II 4-0-3**

Developmental Reading II (DSRE 0311) is designed for the student who requires a flexible schedule and who possesses the commitment and self-discipline to benefit from interactive on-line learning. This course is designed to aid students in developing and reinforcing the skills needed for reading college-level materials. Emphasis will be on vocabulary development, literal and critical comprehension skills, study and test-taking skills, and fluency. A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. This course is offered online.

**DSRE 0399 NCBO Developmental Reading 2-3-3**

This is a NON-Course-Based-Option Designed to accelerate a student through DSRE-0300 and DSRE-0301. Emphasis is placed on those skills and abilities needed by the student to advance to a credit bearing English Composition course and other credit bearing courses with intensive reading. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. A computer lab where students practice writing skills is required.

**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. Prerequisite:

Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. A computer lab where students practice writing skills is required.

**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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations 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. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations that do not have a lab facility)

**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. This course emphasizes essay writing, with attention given to grammar, mechanical, and usage problems as they occur in the context of the essay. A computer, internet connection, and designated course software to facilitate interactive learning must be available. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. This course is offered online.

**DSWR 0399 NCBO Developmental Writing I 1-3-3**

This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through DSWR 0301 and DSWR 0302. Emphasis is placed on those skills and abilities needed by the student to advance to a credit bearing English course. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.

**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 I and II 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, phrasal verbs, word order, and simple sentence construction.

**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 0323 Academic Listening and Speaking I 4-1-3**

This course, designed for beginning non-native speakers, moves students from aural language recognition to oral production through simple conversational dialogues and the use of dictation. This course focuses on fluency and accuracy.

**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.

**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 0323.

**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 0323 in that it focuses on pronunciation rather than vocabulary acquisition. Prerequisites: DSLA 0323 Academic Listening and Speaking I. Offered on Central Campus only.

**DSLA 0390 NCBO Grammar/Writing I 2-3-3**

This NCBO Grammar/Writing I course is designed to help students accelerate through grammar and Writing I in one term. This is accomplished through interventions that use innovative learning approaches that more effectively and efficiently prepare students to advance. This course remediates grammar application through the writing process. This course will assist students in acquiring the English language skills needed for either ESOL Writing 2 or movement into Developmental Writing 0301 or 0302 or English 1301.

**ECON Economics****ECON 2301 Principles of Macroeconomics 3-0-3**

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

**ECON 2302 Principles of Microeconomics 3-0-3**

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

**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 and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and course must include 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; should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; must include 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, CSIR, ELMT, HART, 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 2435 Telecommunications 3-3-4**

A study of modern telecommunications systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction in installation, testing, and maintenance of communications systems components.

**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, CSIR, EECT, HART, 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 1311 Solar Fundamentals 3-1-3**

The study of heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.

**ELMT 1402 Solar Photovoltaic Systems 3-3-4**

Design and installation of solar photovoltaic systems and their applications.

**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 interaction 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 1440 Disaster Exercise Design & Evaluation 4-0-4**

Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction's exercise needs and continuing through criteria-based evaluation and after-action reporting. This course will provide students with detailed information concerning the system for command, control and coordination of emergency response. This course is equivalent to the Texas Department of Emergency Management and the Federal Management Agency course G920.

**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 fatalities; 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**  
Discussion, demonstration, and driving range practice. Addresses operation of vehicles in emergency and non-emergency modes.

**EMSP 1147 Pediatric Advanced Life Support 1-0-1**  
Theory and skills necessary for the management of pediatric or neonatal emergencies. This course was designed to be repeated multiple times to improve student proficiency.

**EMSP 1160 Clinical-Emergency Medical Technology/Technician 0-6-1**  
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. 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**  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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 1356 and EMSP 1355, students are eligible to take the exam to be certified as an AEMT or EMT-I. This course is only offered with EMSP 1356 and EMSP 1355.

**EMSP 1167 Practicum/Field Experience-Emergency Medical Technology/Technician 0-8-1**  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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 1170 Rapid Patient Assessment (Europe only) 1-0-1**  
The course is designed to train medical care providers to determine the seriousness of a patient's condition in the first few minutes of a patient encounter. It focuses on the "Sick not Sick" method of assessment; a systematic initial assessment aimed at recognizing life threatening conditions. The method is then applied to multiple scenarios.

**EMSP 1204 EMT Refresher 1-2-2**  
Update and review theory and skills necessary to meet national and/or state requirements for remediation or recertification as an Emergency Medical Technician (EMT).

**EMSP 1268 Practicum/Field Experience-Emergency Medical Technology/Technician 0-14-2**  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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 State Health Services and/or National Registry of EMT. Prerequisites: Current CPR certification. Co-requisite: EMSP 2330, 2143, 2338. See also admission requirements.

## **EMSP 1271 Sports and Physical Training Injuries (Europe only) 2-0-2**

The course is designed for the pre-hospital care provider emphasizing musculoskeletal injuries incurred during physical activity. The course is designed to build upon and extend the knowledge gained by pre-hospital care providers during an EMT-B certification course; or similar training.

**EMSP 1272 EMT-B Refresher (Europe only) 2-0-2**  
The course is designed to refresh the Certified Emergency Medical Technician Basic with changes in trends; policies; and procedures. This course includes a review of basic knowledge and skills required to meet the National Registry of Emergency Medical Technician Basic Recertification. The course follows the Department of Transportation EMT-B Refresher curriculum.

**EMSP 1273 Advanced Airway Management (Europe only) 2-0-2**  
The anatomy and physiology of the respiratory system; the use of airway adjuncts; oxygen therapy; and airway care are reviewed. Then anatomical considerations and the steps in the performance of endotracheal and esophageal intubation in the adult are considered. Endotracheal intubation in the infant is presented. The steps to be followed in assisting an EMT-P during intubation are presented.

**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. This course was designed to be repeated multiple times to improve student proficiency.

**EMSP 1305 Emergency Care Attendant 2-3-3**  
Preparation for certification as an Emergency Care Attendant (ECA)/Emergency Medical Responder (EMR).

**EMSP 1338 Introduction to Advanced Practice 3-0-3**  
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

**EMSP 1355 Trauma Management 2-3-3**  
Knowledge and skills in the assessment and management of patients with traumatic injuries. Upon successful completion of this course, EMSP 1356 and EMSP 1166, students are eligible to take the exam to be certified as an AEMT or EMT-I. 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**  
Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. 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 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**

Preparation for certification as an Emergency Medical Technician (EMT). 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 State Health Services and/or National Registry of EMT. Prerequisite: Current CPR certification. See also admission requirements.

**EMSP 2135 Advanced Cardiac Life Support 1-0-1**

Theory and skills necessary for the management of a cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency.

**EMSP 2143 Assessment Based Management 0-3-1**

A capstone experience covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients. 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 State Health Services and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 2330. Co-requisite: EMSP 1268. See also admission requirements.

**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**

Focuses on instructional preparation, presentation, and evaluation, also essential knowledge, skills, and practices required to provide quality EMS educational programs applicable to the adult learner.

**EMSP 2330 Special Populations 2-2-3**

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, geriatrics, and other related topics. Upon successful completion of this course, EMSP 2444, EMSP 2434, EMSP 1167, EMSP 2143, EMSP 1268 and EMSP 2338, students are eligible to take the exam to be certified as an EMT-P by the Texas Department of State Health Services and/or National Registry of EMT. Prerequisites: Current CPR certification, EMSP 1167. See also admission requirements.

**EMSP 2338 EMS Operations 3-0-3**

Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Prerequisites: Current CPR certification, EMSP 1401. Co-requisites: EMSP 2143, EMSP 2330, EMSP 1268. See also admission requirements.

**EMSP 2434 Medical Emergencies 3-3-4**

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Upon successful completion of this course, EMSP 2444, EMSP 1167, EMSP 2330, EMSP 2143, 2338 and EMSP 1268, students will be eligible to take the exam to be certified as an EMT-P by the Texas Department of State Health Services 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**

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Upon successful completion of this course, EMSP 2434, EMSP 1167, EMSP 2330, EMSP 2143 EMSP 2338 and EMSP 1268, students will be eligible to take the exam to be certified as an EMT-P by the Texas Department of State Health Services 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: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.

**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 2308 Creative Writing II 3-0-3**

This course provides practical experience in the techniques of imaginative writing. The focus of this course will be genre specific. This course is designed to guide the student in completing a detailed outline of a working novel. It will expose students to constructive criticism of their own work, and develop appropriate critiquing skills to be applied to the writings of others. The course will also focus on developing skills to set and meet timelines for the completion of a large project. Prerequisite: ENGL 1301.

**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 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 2301 Engineering Mechanics – Statics 3-0-3**

Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia. Prerequisite: PHYS 2425 with a grade of C or above. Co-requisite: MATH 2414.

**ENGR 2302 Engineering Mechanics – Dynamics 3-0-3**

Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. Prerequisites: ENGR 2301 with a grade of C or above.

**ENVR Environmental Science****ENVR 1401 Environmental Science I 3-3-4**

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Prerequisites: Appropriate placement score or completion of the appropriate level of Developmental Studies course. 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.

## **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 and drill on syntax as needed for reading, composition, and conversation. Prerequisite: FREN 2311 with a grade of "C" or above.

## **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**

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. The first semester emphasizes physical geography and the second semester emphasizes cultural geography.

### **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**

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Co-requisite: GEOX 1403

### **GEOL 1404 Historical Geology 3-3-4**

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Prerequisites: GEOL 1403 Physical Geology  
Co-requisite: GEOX 1404

### **GEOL 1405 Environmental Science 3-2-4**

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources.

## **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 and drill on syntax as needed for reading, composition, and conversation. Prerequisite: GERM 2311 with a grade of "C" or above.

## **GOVT Government**

### **GOVT 2304 Introduction to Political Science 3-0-3**

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

### **GOVT 2305 Federal Government 3-0-3**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

### **GOVT 2306 Texas Government 3-0-3**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

## **GRPH Graphics and Printing Technology see also ARTC**

### **GRPH 1309 Press Operations I 2-4-3**

Introduction to offset printing. Includes knowledge and skills for operating a small offset press. Emphasizes parts of the press and operation procedures, printing terminology, paper and inks, and cleanup. Prerequisite: GRPH 1405.

### **GRPH 1374 Press Operations III 2-4-3**

Covers the press transport system, preparation of water and ink system and end of press run activities to include clean up of Hamada 234 press. Prerequisite: GRPH 2338.

**GRPH 1405 Introduction to Graphic Arts and Printing 3-3-4**

A study of the graphic and print industry, including the history of printing and techniques involved in the production and distribution of printed materials, printing terminology, and identification of career opportunities.

**GRPH 1419 Bindery and Finishing Operations 3-3-4**

An overview of bindery and finishing equipment and techniques. Emphasis on parts and operation. Demonstration of sorting, folding, cutting, labeling, wrapping, packaging, and binding methods. Prerequisites: GRPH 1374 or ARTC 2333.

**GRPH 1474 Preventive Maintenance 3-3-4**

This course covers preventive maintenance of the offset printing press. A thorough study of the adjustments, preventive maintenance and simple repair on darkroom, composing room, press room, and bindery equipment. Prerequisites: GRPH 2436.

**GRPH 2338 Press Operations II 2-4-3**

Maintenance and operation of large sheet-fed offset press systems and production of process-color jobs with hairline registration. Prerequisite: GRPH 1309.

**GRPH 2436 Prepress Techniques 2-6-4**

Hands-on experience in both electronic file imaging and/or traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. Prerequisite: ARTC 2305.

**GRPH 2488 Internship - Graphics & Printing Equipment Operator, General Production 0-19-4**

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

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

**HALT 1319 Landscape Construction 2-3-3**

Exploration of landscape construction materials and the methods used for installation. Topics on soil preparation, including wood, concrete, and masonry construction; and landscape lighting, including pools, spas, and general construction details.

**HALT 1322 Landscape Design 2-3-3**

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

**HALT 1324 Turf Grass Science and Management 2-3-3**

Coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

**HALT 1338 Irrigation Water Management and Conservation 2-3-3**

Application of the science of soil-water plant relations and climatic conditions to develop effective scheduling and management of irrigation water systems for residential, commercial, industrial, park, and golf courses. Water conservation issues, water policies and codes and other related matters will be discussed.

**HALT 1345 Golf/Sports Field/Park Management 2-3-3**

Instruction in the management of golf courses, sports fields, and municipal parks departments. Topics include record keeping, budgeting, labor management, maintenance programs, financial reports, personnel management, and business functions.

**HALT 1470 Horticulture – Home Gardening 2-4-4**

This course provides the student with the fundamental skills necessary for planting and maintaining vegetable gardens crops, from both a home gardening and a commercial level of production. Specific topics include studies of soils, fertilizer, water requirements, container gardening, hydroponics gardening, pest control, composting, and plant propagation.

**HALT 2308 Greenhouse Management 2-3-3**

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management.

**HAMG Hospitality Management see also CHEF, IFWA, PSTR, RSTO and TRVM**

**HAMG 1313 Front Office Procedures 3-0-3**

A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine-assisted, and computer-based methods for each front file function.

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

Introduction to the Hospitality Industry introduces students to the various elements of the Hospitality field. It provides an in-depth overview of the world's largest and fastest growing business. Topics include growth, development and organization of the foodservice and lodging industries; human resources; marketing; security, engineering and maintenance of hospitality facilities; and career opportunities within 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.

**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.

**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 2372 Hospitality Industry Training 3-0-3**

This course provides a thorough look at training by addressing how to assess and analyze the training needs of new and established operations; design, implement, and evaluate training programs for non-management employees; manage the basic training functions; and train the trainer programs.

**HAMG 2388 Internship - Hospitality Administration and Management 0-9-3**

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. Prerequisite: Consent of the Program Director.

**HART Heating, Air Conditioning and Refrigeration****HART 1401 Basic Electricity for HVAC 3-3-4**

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Prerequisite: department consent required.

**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 and 1407.

**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. Prerequisite: Department consent required.

**HART 1441 Residential Air Conditioning 3-3-4**

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisite or Co-requisite: HART 1401 and 1407.

**HART 1445 Gas and Electric Heating 3-3-4**

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Prerequisite or Co-requisite HART 1401.

**HART 2431 Advanced Electricity for HVAC 3-3-4**

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices. Prerequisites: HART 1401, 1403, 1407 and 1445.

**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 and 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 and 1407.

**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 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, 1403, and 1407.

**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 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**HIND 1412 Beginning Hindi II 4-2-4**

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 and 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**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

### **HIST 1302 United States History II 3-0-3**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

### **HIST 2301 Texas History 3-0-3**

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

### **HIST 2311 Western Civilization I 3-0-3**

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

### **HIST 2312 Western Civilization II 3-0-3**

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.

### **HIST 2381 African-American History 3-0-3**

Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

### **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 the study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Prerequisite: HITT 1305 or equivalent.

### **HITT 1305 Medical Terminology I 2-4-3**

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

### **HITT 1341 Coding and Classification Systems 2-4-3**

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. Prerequisites: HITT 1301 and HITT 1305.

### **HITT 2166 Practicum 0-8-1**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Completion of all courses in the certificate except HITT 2346 and Departmental approval. HITT 2346 may be taken as a co-requisite with HITT 2166.

### **HITT 2335 Coding and Reimbursement Methodologies 2-4-3**

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisites: HITT 1341 and 1303.

### **HITT 2346 Advanced Medical Coding 2-4-3**

Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. Prerequisites: POFM 1327, POFM 2310 and Departmental approval.

## **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, management of operations, classification, production and analysis, 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 1370 Information Technology Security for Homeland Security Specialists 3-0-3**

This course covers the basics of information technology security. Topics covered are: the uses of cyber crime by terrorist organizations and their impact on our nation's information-based infrastructure, government, corporate, and private institutions and citizens; how to protect data and infrastructure from cyber crimes and electronic terrorism. Desktop computer, organizational infrastructure, communications infrastructure, and network security will also be covered. The course includes a study of the uses of computer forensics and methods to defend against cyber attacks. It will examine applications with proven success and tie them to real-life scenarios.

**HMSY 1371 Counter Terrorism 3-0-3**

This course will provide students with a broad understanding of the basic structure, roles and missions of the counterterrorism community in homeland security. The course will examine the definition of terrorism by investigating what motivates individuals to commit acts of terrorism, the political, legal, and policy measures that must be in place to execute counterterrorism measures, the rules of engagement in counterterrorism that affects commanders and policy makers, the role of both the legislature and courts regarding counterterrorism, the role of state sponsored terrorism and how the media influences counterterrorism operations and the implications of counterterrorism on homeland security and policies for the United States.

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

**HPRS Nursing see also RNSG****HPRS 2300 Pharmacology for Health Professions 3-0-3**

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Co-requisite: BIOL 2401, Anatomy & Physiology I

**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 course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience. 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 ITNW, ITSC, ITSE, ITSW and ITSY****IMED 1316 Web Design I 2-4-3**

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers.

**INDO Indonesian****INDO 1411 Beginning Indonesian I 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**INDO 1412 Beginning Indonesian II 4-2-4**

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 and 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 and ITAL 1412 with a grade of "C" or above.

**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 with a grade of "C" or above.

## **ITCC Electronics see also CETT, CPMT, CSIR, EECT, ELMT, HART 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 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 2441 CCNA 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; and secure router design, installation, configuration, and maintenance; AAA and VPN implementation using routers and firewalls.

## **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.

## **ITNW Computer Science see also IMED, ITSC, ITSE, ITSW and ITSY**

### **ITNW 1416 Network Administration 3-3-4**

An introduction to Network administration as applied to Microsoft Server 2008. Topics include the role of directory services; access to network services, configuring file and print services; IP address and name resolution and services. This course prepares the individual to take the Microsoft MCTS 70-642 exam leading to certification for Microsoft Server 2008.

### **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 MC-PRO 70-646. Prerequisite: None.



**ITNW 1458 Network+ (CompTIA) 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 2454 Internet/Intranet Server 3-3-4**

Designing, installing, configuring, maintaining, and managing an Internet/Intranet server. Configure Domain Name System (DNS), configure Active Directory. This course prepares the individual to take the Microsoft MCTS 70-640 exam leading to certification for Microsoft Server 2008.

**ITNW Electronics see also CETT, CPMT, CSIR, EECT, ELMT, HART and ITCC****ITNW 1313 Computer Virtualization 2-4-3**

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.

**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 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 1425 Personal Computer Hardware (CompTIA A+) 3-3-4**

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Prerequisite: None

**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. Prerequisites: 24 hours in computer science courses and consent of the Department Chair.

**ITSE Computer Science see also IMED, ITNW, ITSC, ITSW and ITSY****ITSE 1302 Comp. Programming (Visual Basic) 2-4-3**

Introduction to computer programming including design, development, testing, implementation, and documentation. Prerequisite: None.

**ITSE 2402 Intermediate Web Programming (PHP/Scripting/Mobile Apps) 3-3-4**

Techniques for Web development. Includes server-side and client-side scripting. Prerequisite: IMED 1316.

**ITSE 2421 Object-Oriented Programming (C++) 3-3-4**

Introduction to object-oriented programming. Emphasis on the fundamentals of design with classes, including development, testing, implementation, and documentation. Prerequisite: ITSE 1302.

**ITSE 2459 Advanced Comp. Programming (C#) 3-3-4**

Advanced programming techniques including file access methods, data structures, modular programming, program testing and documentation. Prerequisite: ITSE 1302.

**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 and consent of the Department Chair.

**ITSW Computer Science see also IMED, ITNW, ITSC, ITSE and ITSY****ITSW 1307 Introduction to Database 2-4-3**

Introduction to database theory and the practical applications of a database.

**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 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 and consent of the Department Chair.

**ITSY Computer Science see also 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 (CompTIA 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. Presents information needed to prepare and take the Computer Technology Industry Association (CompTIA) Security+ Certification Exam. Prerequisite: None.

**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 2442 Incident Response & Handling 3-3-4**

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. Prerequisite: ITSY 1400 or concurrent enrollment.

**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.

## 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 and 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 1131	Barbell Training/Fitness I	None	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	None	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	None	0-3-1
KINE 1154	Pilates I	None	0-3-1
KINE 1155	Pilates II	KINE 1154	0-3-1
KINE 2100	Zoomba Cardio	None	0-3-1
KINE 2101	Aquatic Zoomba I	None	0-3-1
KINE 2102	Aquatic Zoomba II	KINE 2101	0-3-1
KINE 2103	Recreational Activities	None	0-3-1
KINE 2104	Zoomba Cardio II	KINE 2100	0-3-1

<b>KINE</b>	<b>2132</b>	<b>Barbell Training/Fitness II</b>	
		<b>KINE 1131</b>	<b>0-3-1</b>
<b>KINE</b>	<b>2150</b>	<b>Scuba III Rescue Divers</b>	
		<b>KINE 1152</b>	<b>0-3-1</b>
<b>KINE</b>	<b>1301</b>	<b>Introduction to Physical Fitness &amp; Sport</b>	<b>3-0-3</b>
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.			
<b>KINE</b>	<b>1304</b>	<b>Personal/Community Health I</b>	<b>3-0-3</b>
Investigation of the principles and practices in relation to personal and community health. 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.			
<b>KINE</b>	<b>1306</b>	<b>First Aid</b>	<b>3-0-3</b>
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, and CPR for the Professional 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.			
<b>KINE</b>	<b>1308</b>	<b>Sports Officiating I</b>	<b>3-0-3</b>
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.			
<b>KINE</b>	<b>1321</b>	<b>Coaching/Sports/Athletics I</b>	<b>3-0-3</b>
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.			
<b>KINE</b>	<b>1331</b>	<b>Physical Education for Elementary Majors</b>	<b>3-0-3</b>
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 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

#### **KORE 1412 Beginning Korean II 4-2-4**

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 and 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**

Fundamental concepts of elder law, including financial and estate planning, public benefits, health care, personal planning and protection, and consumer protection emphasizing the paralegal's role in elder law.

#### **LGLA 1301 Legal Research and Writing 3-0-3**

Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.

**LGLA 1304 Military and National Security  
Legal Issues 3-0-3**

Emphasizes the role of the paralegal and presents fundamentals of the United States military legal system including an introduction to the Uniform Code of Military Justice, military regulations, and court decisions involved in military law emphasizing emerging issues of national security laws.

**LGLA 1307 Introduction to Law and the  
Legal Profession 3-0-3**

Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.

**LGLA 1317 Law Office Technology 3-0-3**

Computer technology and software applications within the law office emphasizing the paralegal's role in the use of law office technology. Prerequisite: ITSW 1401 or ITSC 1409.

**LGLA 1343 Bankruptcy 3-0-3**

Fundamental concepts of bankruptcy law and procedure are presented including individual and business liquidation and reorganization with emphasis on the paralegal's role.

**LGLA 1345 Civil Litigation 3-0-3**

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes paralegal's role in civil litigation.

**LGLA 1349 Constitutional Law 3-0-3**

An overview of the United States Constitution and its articles, amendments, and judicial interpretations. Includes separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government.

**LGLA 1351 Contracts 3-0-3**

Presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.

**LGLA 1353 Wills, Trust and Probate  
Administration 3-0-3**

Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.

**LGLA 1355 Family Law 3-0-3**

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

**LGLA 1357 Juvenile Law 3-0-3**

Fundamental concepts of juvenile law for paralegals including differences between the criminal and juvenile justice systems, detention, adjudication, disposition, certification procedures, and related issues within the public education system.

**LGLA 1372 National Security Law 3-0-3**

Emphasizes emerging issues of national security laws, terrorism and national security crimes, national security detentions and trials, military tribunals, and clandestine operations. It includes legal challenges to Intelligence Operations and Collection, as well as legal issues involved in detaining and interrogating terrorist suspects, and prosecution of accused terrorists and their supporters in criminal courts and before military tribunals.

**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. This course was designed to be repeated multiple times to improve student proficiency.

**LGLA 2303 Torts and Personal Injury Law 3-0-3**

Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.

**LGLA 2307 Law Office Management 3-0-3**

Fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.

**LGLA 2309 Real Property 3-0-3**

Presents fundamental concepts of real property law including 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 emphasizing the paralegal's role in property law.

**LGLA 2311 Business Organizations 3-0-3**

Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role.

**LGLA 2313 Criminal Law and Procedure 3-0-3**

Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

**LGLA 2321 Military Law 3-0-3**

Principles of operation and management of military law are presented as applicable 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 2331 Advanced Legal Research & Writing 2-3-3**

Builds on previous legal research and writing courses and covers standard and electronic research techniques and preparation of complex legal documents with emphasis on the paralegal's role. Prerequisite LGLA 1303.

**LGLA 2333 Advanced Legal Document  
Preparation 3-0-3**

The use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law. Prerequisite LGLA 1345.

**LGLA 2335 Advanced Civil Litigation 3-0-3**

Implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills acquired in prior civil litigation courses. Prerequisite: LGLA 1345.

**LGLA 2388 Internship- Paralegal/  
Legal Assistant 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. Prerequisite: Department approval required.



## 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: Appropriate placement score or completion of the appropriate level of Developmental Studies course.

### **MATH 1324 Mathematics for Business and Social Sciences 3-0-3**

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.

### **MATH 1325 Calculus for Business and Social Sciences 3-0-3**

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I. Prerequisite: MATH 1414 or MATH 1324.

### **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: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. This course is for non-mathematics, non-science, and non-business students.

### **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: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. This course is for non-mathematics, non-science, and non-business students.

### **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 above 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 above in MATH 1414.

### **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: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.

### **MATH 2318 Linear Algebra 3-0-3**

Topics include finite dimensional vector spaces; linear transformations and matrices; quadratic forms; and eigenvalues and eigenvectors. 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**

Calculus I is a first course in calculus which emphasizes limits and continuity; the Fundamental Theorem of Calculus; derivatives and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule; the mean value theorem; rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions; and an application to calculation of areas. Prerequisite: MATH 2412 with a grade of "C" or above.

### **MATH 2414 Calculus II 4-0-4**

Calculus II is a second course in calculus which emphasizes differentiation and integration techniques of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; and improper integrals. Prerequisite: MATH 2413 with a grade of "C" or above.

### **MATH 2415 Calculus III 4-0-4**

Calculus III is a third course in calculus which emphasizes vectors and vector-valued functions; partial differentiation; Lagrange multipliers; multiple integrals; Jacobians; and application of the line integral which includes Green's Theorem, the Divergence Theorem, and Stoke's Theorem. Prerequisite: MATH 2414 with a grade of "C" or above.

## **MBST Maintenance Technology see also CBFM, CNBT, CRPT, 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 HIT, MRMT, POFI, POFM and POFT**

### **MDCA 1302 Human Disease/Pathophysiology 2-4-3**

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

**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 medical laboratory science, structure, equipment, philosophy. Quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation and certification. Attention will be focused on basic didactic and practical techniques in the following laboratory areas: microscopy, phlebotomy, immunology, and clinical microbiology. Co-requisite: MLAB 1211.

**MLAB 1211 Urinalysis and Body Fluids 1-4-2**

An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety. 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.

**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, quality control, quality assurance and safety. Prerequisite: MLAB 1201, 1211.

**MLAB 1415 Hematology 3-3-4**

The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of routine and special hematology procedures, including quality control, quality assurance, safety, 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, procedures, physiological basis, and significance of testing performed in Clinical Chemistry. Also includes basic chemical laboratory technique, 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 Immuno-hematology 3-3-4**

A study of blood antigens and antibodies. Presents quality control, basic laboratory techniques and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group and Rh typing, pre-transfusion testing, adverse effects of transfusions, and donor selection and components, and hemolytic disease of the newborn. 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, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting results. Prerequisite: MLAB 1201, 1211, 1415.

**MLAB 2460 Clinical II - Medical Laboratory Technician 0-18-4**

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. 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 0-18-4**

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. 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 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. 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, environmental, 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 technology compatible with industry standards. Designed to develop speed and accuracy. 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. Prerequisite: completion of all courses in the certificate and Departmental approval.

**MRMT 2333 Medical Transcription II 2-4-3**

Transcription of 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**

Application of highly developed medical transcription skills. Includes use of technology 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 Departmental approval.

**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: None. 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 or approval of the Military Science department. 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. Prerequisites: Leadership and Personal Development, Introduction to Tactical Leadership and Foundations of Leadership or approval of the Military Science department. 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 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 1132 Chamber (Small) Instrumental Ensembles 1-1-1**

Smaller instrumental ensembles: wind, string, percussion, piano, or laboratory (jazz, rock, fusion, or contemporary).

**MUEN 1142 Major (Large) Vocal Ensemble 1-1-1**

This course is open to all students. The ensemble will perform a variety of styles of music and will perform on and off campus. Music majors are required to take one ensemble each semester. Prerequisite: none

**MUEN 1152 Chamber (Small) Vocal Ensembles 1-1-1**

Vocal ensemble, glee club, madrigal, or small swing choir.

---

## MUSI Music

### **MUSI 1116 Sight Singing and Ear Training I 1-1-1**

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 1117 Sight Singing and Ear Training II 1-1-1**

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 1116. This course should be taken concurrently with MUSI 1312. This is a required course for music majors.

### **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 1301 Fundamentals of Music I 3-0-3**

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 3-0-3**

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 3-0-3**

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 1116. This course is required for music majors.

### **MUSI 1312 Music Theory II 3-0-3**

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 1117. This course is required for music majors.

### **MUSI 1390 Electronic Music I 3-0-3**

An introduction to the use of synthesizers, computers, sequencing, music printing software, multi-rack, recorders, and other MIDI devices in the notation, arranging composition, and performance of music. Prerequisite: The ability to read music, play an instrument or instructor approval.

### **MUSI 2311 Music Theory III 3-0-3**

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 3-0-3**

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 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

### **PASH 1412 Beginning Pashtu II 4-2-4**

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 and 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 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

### **PERS 1412 Beginning Persian-Iranian/Afghan II 4-2-4**

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 and 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 Const. 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.

**PFPB 2445 Residential Const. Plumbing II 3-3-4**

Installation of residential plumbing fixtures used in single- and multi-family housing. Prerequisite: PFPB 2409.

## **PHIL Philosophy**

**PHIL 1301 Introduction to Philosophy 3-0-3**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

**PHIL 1304 Introduction to World Religions 3-0-3**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, 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**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

**PHIL 2303 Introduction to Logic 3-0-3**

The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.

**PHIL 2306 Introduction to Ethics 3-0-3**

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

**PHIL 2307 Introduction to Social and Political  
Philosophy 3-0-3**

A study of major issues in social and political theory and/or the work of major philosophical figures in this area.

## **PHYS Physical Science**

**PHYS 1401 College Physics I 3-3-4**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's

Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Prerequisite: MATH 1414 and (MATH 1316 OR MATH 2412) Co-requisite: PHYX 1401.

**PHYS 1402 College Physics II 3-3-4**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1401. 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**

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Prerequisite: MATH 2413. Co-requisite: PHYX 2425.

**PHYS 2426 University Physics II 3-3-4**

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Prerequisites: PHYS 2425 and MATH 2414. Co-requisite: PHYX 2426.

**POFI Office Technology see also HITT, MDCA, MRMT, POFM and POFT****POFI 1301 Computer Applications I 2-4-3**

This course is an overview of office computer applications including current terminology and technology. An introduction to computer hardware, software applications, and procedures. Prerequisite: Keyboarding skills or concurrent enrollment in keyboarding course recommended.

**POFI 1349 Spreadsheets 2-4-3**

Skill development in concepts, procedures, and application of spreadsheets. 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: POFT 1329.

**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 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 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, patient relations, and legal and ethical issues. Prerequisite: HITT 1305. Keyboarding and computer skills recommended.

**POFM 2310 Intermediate Medical Coding 2-4-3**

Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases. Prerequisites: HITT 1341 or POFM 1300.

**POFM 2333 Medical Document Production 2-4-3**

Create, format and produce publishable documents. Prerequisites: MRMT 1307 and MRMT 2333.

**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.

**POFT 1319 Records and Information Management I 2-4-3**

Introduction to basic records and information management systems, including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.

**POFT 1325 Business Math Using Technology 2-4-3**

Skills development in business math problem solving 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 procedures 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.

**POFT 2312 Business Correspondence and Communication 2-4-3**

Development of writing and presentation skills to produce effective business communications. Prerequisites: POFT 1301 or ENGL 1301.

**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 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**PORT 1412 Beginning Portuguese II 4-2-4**

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 and 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 research and theory in the psychology of learning, cognition, and motivation. The basis for the conceptual framework include factors that impact learning, strategic learning and the application of learning. Students use self-assessment instruments to help them identify personality types, learning styles, and vocational interest to help identify individual strengths and weakness as critical thinkers. Students are ultimately expected to integrate and apply the learning skills discussed across their academic program to become efficient and proficient learners in all subjects. Recommended: to be taken in the first semester.

**PSYC 2301 General Psychology 3-0-3**

Survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

**PSYC 2308 Child Psychology 3-0-3**

This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development.

**PSYC 2314 Life Span Growth and Development 3-0-3**

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

**PSYC 2315 Psychology of Adjustment 3-0-3**

Study of the processes involved in adjustment of individuals to their personal and social environments.

**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 CMSW, DAAC and SCWK****PSYT 1309 Health Psychology 2-2-3**

An exploration of behavioral medicine and the interdependence of mind, body, and spirit. Topics include stress and its effect on body systems, techniques for improving and maintaining health and physiological, psychological, behavioral, and social effects of disease and disabilities.

**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. Recommended: to be taken in the first semester.

**PSYT 2321 Crisis Intervention 2-2-3**

Examination of crisis management and intervention theories in assisting clients in crisis situations. This course introduces assessment skills and techniques in rating the severity of crisis in three areas; affective, cognitive and behavioral.

**PSYT 2331 Abnormal Psychology 2-2-3**

An examination and assessment of the symptoms, etiology, and treatment procedures of mental, emotional, and behavioral disorders. Attention is paid to diagnostic criteria, predisposing factors, and dual diagnosis. Recommended prerequisite: PSYC 2301.

**PSYT 2345 Principles of Behavior Management and Modification 2-2-3**

An analysis of behavior management and cognitive theories and techniques with emphasis on their applications. Topics covered include basic principles of behavior and behavior change, procedures to establish new behaviors, and procedures to increase desirable behaviors and decrease undesirable behaviors. Genetic, cultural, environmental, and social factors will be considered, as well as predisposing factors, perceptions, and prior learning.

**PUNJ Punjabi****PUNJ 1411 Beginning Punjabi I 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**PUNJ 1412 Beginning Punjabi II 4-2-4**

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 and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PUNJ 2311 with a grade of "C" or above.

**RELE Real Estate****RELE 1200 Contract Forms and Addenda 2-0-2**

Promulgated Contract Forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms and case studies involving use of forms. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.

**RELE 1219 Real Estate Finance 2-0-2**

Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.

**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**

Elements of a contract, offer and acceptance, 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**

### ***Effective through Fall 2014***

**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. Prerequisites: BIOL 2401, ENGL 1301, RNSG 1209, CHEM 1406/1411 or MATH 1414. Co-requisite: RNSG 1115, 1262, 1301, 1413, BIOL 2402.

**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 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 1229 Integrated Nursing Skills II 1-2-2**

Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse patients across the life span. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Prerequisite: Students must be Licensed Vocational Nurses or EMT Paramedics and receive Department Chair consent prior to enrolling. Completion of BIOL 2401, ENGL 1301, CHEM 1406 or 1411 or MATH 1414 and PSYC 230 I. Co-requisite: BIOL 2402, BIOL 2420.

**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 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, skill s, 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, CHEM 1406 or 1411 or MATH 1414. Co-requisites: RNSG 1413, RNSG 1115, RNSG 1105, 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: BIOL 240 I. Articulation Option: Co-requisite: RNSG 2213, RNSG 1251, RNSG 1363, RNSG 1331.

**RNSG 1331 Prin. 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 or knowledge, judgment, skill s, and professional values with in 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, RNSG 1105, RNSG 1301, RNSG 1413, RNSG 1262. Co-requisites: PSYC 2301, RNSG 1251, RNSG 2213, 1363, BIOL 2420. Articulation Option: Prerequisite: RNSG 1229, BIOL 2402, BIOL 2420. Articulation Co-requisite: RNSG 1301.

**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. Articulation Option: Prerequisite: RNSG 2213, RNSG 1301, RNSG 1251, RNSG 1363, RNSG 1331. Articulation Co-requisite: PSYC 2314, RNSG 2201, RNSG 2362, SPCH 1315, 1318 or 1321.

**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 2402, RNSG 1115, RNSG 1105, RNSG 1301, RNSG 1413, RNSG 1262. Co-requisites: RNSG 1331, RNSG 1251, RNSG 2213, RNSG 1363, PSYC 2301, PSYC 2314. Articulation Prerequisites: BIOL 2402, BIOL 2420, RNSG 1229. Articulation Co-requisites: RNSG 2213, RNSG 1301, RNSG 1251, RNSG 1331.

**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, CHEM1406/1411 or MATH 1414. Co-requisites: RNSG 1105, RNSG 1301, RNSG 1115, RNSG 1262, BIOL 2402.

**RNSG 2201 Care of Children and Families 1-3-2**

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. The concepts of communication, caring, community, and critical thinking will be included throughout the course. This course lends itself to a blocked approach. Prerequisites: PSYC 2301, RNSG 1331, RNSG 1251, RNSG 2213, and RNSG 1363 BIOL 2420. Co-requisites: PSYC 2314. Articulation Prerequisites: RNSG 2213, RNSG 1301, RNSG 1251, RNSG 1363, RNSG 1331. Articulation Co-requisites: PSYC 2314, RNSG 1347, RNSG 2362, SPCH 1315, 1318 or 1321.

**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 2402, RNSG 1115, RNSG 1105, RNSG 1301, RNSG 1413, RNSG 1262. Co-requisites: RNSG 1331, 1251, 2213, 1363, PSYC 2301, BIOL 2420. Articulation Prerequisites: BIOL 2402, BIOL 2420, RNSG 1229. Articulation Co-requisites: RNSG 1301, RNSG 1251, RNSG 1363, RNSG 1331.

**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 1347, RNSG 2201, RNSG 2362, PSYC 2314, SPCH 1315, 1318, 1321. Co-requisites: Humanities elective, RNSG 2363, RNSG 2331, KINE.

**RNSG 2331 Advanced Concepts in Adult Health 2-3-3**

Application of advanced concepts and skills for the development of the professional nurse's roles with adult patients and families involving multiple body systems. Emphasis on advanced knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisite: RNSG 1347, RNSG 2201, RNSG 2362. PSYC 2314, SPCH 1315, 1318, 1321, Co-requisites: Humanities elective, RNSG 2363, RNSG 2221, KINE.

**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, RNSG 2213, RNSG 1331, RNSG 1363, BIOL 2420. Co-requisites: RNSG 1347, RNSG 2201, SPCH 1315, 1318 or 1321, 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, SPCH 1315, 1318, 1321, PSYC 2314. Co-requisites: RNSG 2331, RNSG 2221, Humanities elective, KINE course.

## **RNSG Nursing see also HPRS Effective Spring 2015**

**RNSG 1115 Health Assessment 0-3-1**

Development of skills and techniques required for a comprehensive nursing health assessment within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community will be included throughout the course. Prerequisite: HPRS 2300, BIOL 2401, BIOL 2420, ENGL 1301, RNSG 1209. Co-requisite: RNSG 1413, RNSG 1262, BIOL 2402.

**RNSG 1229 Integrated Nursing Skills II 1-2-2**

Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse patients across the life span. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Prerequisite: Students must be Licensed Vocational Nurses, or certified EMT-Paramedic and receive Department Chair consent prior to enrolling. Completion of BIOL 2401, ENGL 1301, PSYC 2301. Co-Requisite: BIOL 2402, BIOL 2420, HPRS 2300.

**RNSG 1262 Clinical-Nursing I (RN Training) 0-9-2**

An introductory type or 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, BIOL 2420, ENGL 1301, HPRS 2300. Co-requisites: RNSG 1115, RNSG 1413, BIOL 2402.

**RNSG 1331 Prin. of Clinical Decision-Making 2-3-3**

Examination of selected principles related to the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the 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 either a blocked or integrated approach. The concepts of communication, caring, community, and clinical reasoning are used throughout the course. Prerequisite: BIOL 2402, RNSG 1115, RNSG 1413, RNSG 1262. Co-requisites: PSYC 2301, RNSG 2213, RNSG 1363. Articulation Option Prerequisites: RNSG 1229, HPRS 2300, PSYC 2301, ENG 1301, BIOL 2401, BIOL 2402, BIOL 2420. Articulation Option Co-requisites: RNSG 2213, RNSG 1363, PSYC 2314.

**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 or patient-centered care, patient safety advocate, member or health care team, 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 disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community, and clinical reasoning are used throughout the course. Prerequisites: PSYC 2301, RNSG 1251, RNSG 1331, RNSG 2213, RNSG 1363. Co-requisites: RNSG 1412, PSYC 2314, RNSG 2362. Articulation Option Prerequisite: 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 2402, RNSG 1115, RNSG 1413, RNSG 1262. Co-requisites: RNSG 1331, RNSG 2213, PSYC 2301. Articulation Option Co-requisite: PSYC 2314.

**RNSG 1412 Nursing Care of Childbearing and Childrearing Family 3-3-4**

Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application or systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childbearing family from birth to adolescence; and competency in knowledge, judgment, skill

and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisite: RNSG 1331, RNSG 2213, RNSG 1363, PSYC 2301. Co-Requisites: RNSG 1347, RNSG 2362, PSYC 2314. Articulation Option Pre-requisite: PSYC 2314.

**RNSG 1413 Foundations for Nursing Practice 2-7-4**

Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member or health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues. Emphasis on 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 clinical reasoning are included throughout the course. Prerequisite: BIOL 2401, BIOL 2420, ENGL 1301, HPRS2300. Co-requisites: RNSG 1262, RNSG 1115, BIOL 2402.

**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 clinical reasoning will be included throughout the course. This course lends itself to a blocked approach. Prerequisites: BIOL 2402, RNSG 1115, RNSG1413, RNSG 1262. Co-requisites: RNSG 1331, RNSG 1363, PSYC 2301. Articulation Option Prerequisites: RNSG 1229, HPRS 2300, PSYC 2301, ENG 1301, BIOL 2401, BIOL 2402, BIOL 2420. Articulation Option Co-requisites: RNSG 1363, RNSG 1331, PSYC 2314.

**RNSG 2221 Management of Client Care 1-3-2**

Exploration of leadership and management principles applicable to the roles of the professional nurse. 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 clinical reasoning will be included throughout the course. Prerequisites: RNSG 1347, RNSG 1412, RNSG 2362, PSYC2314. Co-requisites: RNSG 2331, RNSG 2363, ELCT.

**RNSG 2331 Advanced Concepts in Adult Health 2-3-3**

Application of advanced concepts and skills for the development of the professional nurses roles with adult patients and families involving multiple body systems. Emphasis on advanced knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisite: RNSG 1347, RNSG 1412, RNSG 2362, PSYC 2314. Co-requisites: RNSG 2221, RNSG 2363, ELCT.

**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 2213, RNSG 1331, RNSG 1363. Co-requisites: RNSG 1347, RNSG 1412, PSYC 2314. Articulation Option Prerequisite: PSYC 2314, RNSG 1331, RNSG 2213, RNSG 1363.



**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 1412, RNSG 2362, PSYC 2314. Co-requisites: RNSG 2331, RNSG 2221, ELCT. Articulation Option Prerequisite: RNSG 1347, RNSG 1412, RNSG 2362.

**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.

**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.

**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.

**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 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**RUSS 1412 Beginning Russian II 4-2-4**

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 and 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 **CMSW, DAAC and PSYT****SCWK 2301 Assessment and Case Management 2-4-3**

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 screening, assessment, and case management to determine the need for prevention, intervention, and/or referral. Prerequisites: CMSW 1309, DAAC 1319, PSYT 1329, PSYT 2321, PSYT 2331.

**SOCI Sociology****SOCI 1301 Introduction to Sociology 3-0-3**

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

**SOCI 1306 Social Problems 3-0-3**

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

**SOCI 2301 Marriage and The Family 3-0-3**

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.



**SOCI 2319 Minority Studies 3-0-3**

This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

**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 Child Development****TECA 1303 Families, School, & Community 3-1-3**

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and course includes a minimum of 16 hours of field experiences.

**TECA 1311 Educating Young Children 3-1-3**

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; course includes a minimum of 16 hours of field experiences.

**TECA 1318 Wellness of the Young Child 3-1-3**

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; course includes a minimum of 16 hours of field experiences.

**TECA 1354 Child Growth & Development 3-0-3**

This course is a study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

**TRVM Hospitality Management see also CHEF, HAMG, IFWA, 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 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**TURK 1412 Beginning Turkish II 4-2-4**

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 and 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 4-2-4**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**URDU 1412 Beginning Urdu II 4-2-4**

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 and 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, 1126. Co-requisites: VNSG 1136, 1160, 2331, 1304, 1405.

**VNSG 1126 Gerontology 1-0-1**

Overview of the physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult. Co-requisites: VNSG 1222, 1227, 1304, 1323, 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. Prerequisites: VNSG 1126, 1222, 1227, 1323. Co-requisites: VNSG 1116, 1160, 1304, 1405, 2331.

**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, 1126. Co-requisites: VNSG 1116, 1136, 2331, 1304, 1405.

**VNSG 1219 Leadership and Prof. 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, 1334, 1400, 1360. Co-requisites: Fall Admission VNSG 1231, 1238, 1400, 1409, 1560. Spring Admission VNSG 1231, 1238, 1409, 1410, 2560.

**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, 1126, 1304, 1405.

**VNSG 1227 Essentials of Medication Admin. 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, 1126, 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, 1334, 1400, 1360. Co-requisites: Fall Admission VNSG 1231, 1219, 1400, 1409, 1560. Spring Admission VNSG 1238, 1219, 1409, 1410, 2560.

**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, 1334, 1400, 1360. Co-requisites: Fall Admission VNSG 1231, 1219, 1400, 1409, 1560. Spring Admission VNSG 1231, 1219, 1409, 1410, 2560.

**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. Co-requisites 1st 8 weeks. VNSG 1126, 1222, 1227, 1323, 1405. Co-requisites 2nd 8 weeks VNSG 1116, 1136, 1160, 1405, 2331.

**VNSG 1323 Basic Nursing Skills 1-6-3**

Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions. Co-requisite: VNSG 1126, 1222, 1227, 1304, 1405.

**VNSG 1330 Maternal-Neonatal Nursing 3-0-3**

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Fall Prerequisites: VNSG 1116, 1126, 1136, 1160, 1219, 1222, 1227, 1231, 1238, 1304, 1323, 1400, 1405, 1409, 1560, 2331. Fall Co-requisites: VNSG 1334, 2360. Spring Prerequisites: VNSG 1116, 1126, 1136, 1160, 1222, 1227, 1304, 1323, 1405, 2331, 1400. Spring Co-requisites: VNSG 1334, 1360.

**VNSG 1334 Pediatrics 2-2-3**

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process. Fall Prerequisites: VNSG 1116, 1126, 1136, 1160, 1219, 1222, 1227, 1231, 1238, 1304, 1323, 1400, 1405, 1409, 1560, 2331. Fall Co-requisites: VNSG 1330, 1410, 2360. Spring Prerequisites: VNSG 1116, 1126, 1136, 1160, 1222, 1227, 1304, 1323, 1405, 2331, 1400. Spring Co-requisites: VNSG 1330, 1360.

**VNSG 1360 Clinical - Practical Nurse II 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: VNSG 1116, 1126, 1136, 1160, 1222, 1227, 1304, 1323, 1405, 2331. Co-requisites VNSG 1330, 1334, 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, 1334.

**VNSG 1405 Health Science 3-2-4**

An introduction to the general principles of anatomy and physiology, nutrition and microbiology necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions. Co-requisites: 1st 8 weeks VNSG 1222, 1227, 1126, 1323, 1304. Co-requisites: 2nd 8 weeks VNSG 2331, 1136, 1116, 1160, 1304.

**VNSG 1409 Nursing in Health and Illness II 3-2-4**

Introduction to health problems requiring medical and surgical interventions. Prerequisites: VNSG 1116, 1126, 1136, 1160, 1222, 1227, 1304, 1323, 1400, 1405, 2331. Co-requisite: VNSG 1560 or 2560.

**VNSG 1410 Nursing in Health and Illness III 3-2-4**

Continuation of Nursing in Health and Illness II. Further study of 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. Prerequisites: VNSG 1116, 1126, 1136, 1160, 1222, 1227, 1304, 1323, 1330, 1334, 1360 or 1560, 1400, 1405, 1409, 2331. Co-requisite: VNSG 2360 or 2560.

**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. Prerequisites: VNSG 1116, 1126, 1136, 1160, 1304, 1405, 1323, 1222, 1227, 2331. Co-requisites: VNSG 1400, 1409.

**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 1126, 1222, 1227, 1323. Co-requisites: VNSG 1136, 1160, 1304, 1405.

**VNSG 2360 Clinical – Practical Nurse III 0-17-3**

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. Clinical education is an unpaid external learning experience. Capstone course. Prerequisites: VNSG 1116, 1126, 1136, 1160, 1219, 1222, 1227, 1231, 1238, 1304, 1323, 1400, 1405, 1409, 1560, 2331. Co-requisite: VNSG 1330, 1334, 1410.

**VNSG 2560 Clinical – Practical Nurse III 0-25-5**

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. Capstone course. Prerequisites: VNSG 1116, 1126, 1136, 1160, 1219, 1222, 1227, 1304, 1323, 1360, 1400, 1405, 2331. Co-requisite: VNSG 1219, 1231, 1238, 1409, 1410.

**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 2-4-3**

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 2-4-3**

An introduction to welding careers, equipment and safety practices, including OSHA standards for industry.

---

**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 the 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**

Principles of gas metal arc (GMAW) 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.

**WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding 3-3-4**

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and 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 various positions. Prerequisite: WLDG 1428.

---

**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.

**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) 2-7-4**

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. 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 2-7-4**

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**, Dean, Continental and Fort Hood Campuses  
**Janice Anderson**, Dean, Central Campus  
**Lena Anderson**, GoArmyEd Counselor  
**Pattie Aponte**, Assistant Manager, Accounts Receivable  
**Maria Arevalo-Sanchez**, Academic Advisor  
**Debra Austin**, Director Payroll Services  
**Nelida Baker**, GoArmyEd Evaluator  
**Troy Barber**, Learning Disability Coordinator/Counselor  
**James D. Barton**, Internal Auditor  
**Amy Bawcom**, Director, Institutional Effectiveness  
**Dana Boatner**, Coordinator, Student Support Center  
**Shannon Bralley**, Director, Admissions and Recruitment  
**Kerstin Brooks**, Associate Dean, Central Campus and Service Area  
**Monica Campbell**, Evaluator, College Credit for Heroes  
**Michele Carter**, Director, Business Services  
**Diana Castillo**, Quality Liaison  
**Terry Caston**, Coordinator, Veterans Services  
**Teresa Chavez**, Director, Continuing Education  
**Kimberley Christian**, Director, Recruitment Communications and Outreach  
**Joseph Chrobak**, Mobility, Physical Disability Coordinator/Counselor  
**Amy Churchill**, Coordinator, Distance Learning Operations  
**Megan Costilow**, Director, Public Education and Special Projects  
**Jennifer Cowfer**, Coordinator, Marble Falls SAC  
**Pearl Creviston**, Assistant Director, Financial Aid  
**Viola Crowder-Moger**, Continuing Education, Director of Licensed Massage Therapy Program  
**Charese Cruz**, Online Mentor  
**Pamela Dancer**, Director, C&I Campus Records  
**Anna David**, Transcript Supervisor  
**Sharon Davis**, Director, Distance Education and Educational Technology  
**Janill Deal**, Evaluator, Fort Hood Student Services, CTC Representative  
**Karen Dewees**, Coordinator, Student Services  
**Brigitte Flynt**, Director, College Credit for Heroes  
**Lorene H. Flynt**, Coordinator, Course Scheduling  
**Barbara Frederick**, Director, Student Support Services  
**Gary Fuda**, Bookstore Manager  
**Eva Garcia**, Site Representative, Student Records, Fort Hood Campus  
**Shelly Gonsalves**, Assistant Director, Human Resource Management  
**Tesha L. Gooch**, Counselor/Advisor  
**Marta Grant**, Director, International Student Services  
**Tonia Griffin**, Recruiter/Advisor  
**Lee Hale**, Coordinator, Married Student Housing  
**Lorrie Hammer**, Assistant Comptroller  
**Mary Hanik**, Contract Manager, NCO Lead, Fort Hood Campus  
**Debbie Hansen**, Coordinator, Graduations  
**Mark Harmsen**, Director, Facilities Management  
**Denise Hazlett**, Director of Evaluations and SOC  
**Elisabeth Helbing**, Coordinator, Employee Benefits  
**Jewele L. Heartfield**, Director, CTC Foundation  
**Sharon Herman**, Coordinator, Course Scheduling  
**Jennifer Hetzel**, Continuing Education, Coordinator, Community Enrichment Programs  
**Keisha Holman**, Coordinator, DL Records and Registration  
**Mark Huey**, Counselor/Advisor  
**Eva Hutchens**, Distance Learning Counselor/Administrator  
**Melody Huxley**, Contract Manager, TDCJ/Gatesville  
**Richard R. Ibarra, Jr.**, Intramural Director

**Steven Ivy**, Project Manager, MOS Programs, Fort Hood Campus  
**JoAnna Johnson**, Director, Testing Services  
**Holly Jordan**, Director, Human Resource Management  
**Georgianna Karppi**, Coordinator, Degree Audit  
**Bruce Kendall**, Director, Information Technology  
**Jeanette Kendrick**, IT Information Systems Consultant  
**Pamela Kennedy**, Associate Dean, Fort Hood Campus  
**Rowena Killough**, Coordinator, GoArmyEd/eArmyU  
**Gary Kindred**, Dean, Europe Campus  
**Tamiko Kinnebrew**, Online Mentor  
**Jennise Leafa**, Coordinator, Military Student Support Services  
**Eileen Ledet**, Manager, Inventory Control  
**Stephanie Ledlow-Arndt**, Associate Registrar of Technology  
**Stephanie Legree-Roberts**, Director, Student Retention  
**Tracy Lehmkuhler**, Manager, Accounts Receivable  
**Theresa Lewis**, Coordinator, Course Scheduling  
**Robert W. Liberty**, Comptroller  
**Timothy Loomis**, Coordinator, College Credit for Heroes  
**April Lyons**, Evaluator, College Credit for Heroes  
**Gerald Mahone-Lewis**, Director, Substance Abuse Resource Center  
**Judy Marshall**, Director, Day Care, Early Childhood Development  
**Veronica Martin**, Community Foreign Student Advisor  
**JoAnn Maxon**, Manager, Reprographics  
**Angela May**, Distance Learning Quality Assurance Manager  
**Roger McIntosh**, Coordinator, Evaluations, Student Services  
**Martin O. Menn**, Director, IT Infrastructure  
**Barbara Merlo**, Director, Community Relations & Technical Publications  
**Alma Montelongo**, Online Mentor  
**Vivian Munera-Spears**, Retention Support Counselor  
**Garland Murray**, Recruiter/Advisor, College Credit for Heroes  
**Terri K. O'Connor**, Manager, IT Infrastructure Support, Computer Operations  
**Stephen O'Donovan**, Associate Dean, Admissions, Registration and Records  
**Michael Oliver**, Business Office Supervisor  
**Trianna Owens**, Online Mentor  
**Maritza Parker**, Coordinator, Records and File Retention  
**Liesa Pavoggi**, Counselor/Advisor  
**Sue Payne**, Webmaster  
**Linda Perez**, Program Manager, Casey Memorial Library, Fort Hood Campus  
**Lynn Persyn**, Dean, Instructional Services  
**Amanda Peugh**, Online Mentor  
**Mark Plasterer**, Director, Multimedia Services  
**Mark Pollett**, Associate Dean, Adult Education and Service Area  
**Sherry L. Pollett**, Bursar  
**William Randazzo**, Supervisor, Learning Resource Center  
**Jeffery Rankin**, Director, SAC Gatesville  
**Erin Rhoden**, Coordinator, Instructional Services  
**Barbara Riffel-Darter**, Director, IT Information Systems  
**Elaine Riley**, Director, Career Planning and Placement  
**Felicia Robinson**, Coordinator, Student Financial Aid  
**Rhonda Roddy**, Dean, CTC High School Online  
**Gail Roderique**, Supervisor, Accounts Payable  
**Max Rudolph**, General Manager, KNCT-TV/FM  
**Angela Sanford**, Student Services Information Analyst  
**Kevin Sasse**, Dean, Pacific Far East Campus  
**Rebecca Schoffman**, Continuing Education, Coordinator, Professional Development Programs  
**Deborah L. Shibley**, General Counsel/Director, Risk Management  
**R. Anne Sloane**, Evaluator, Student Services, Fort Hood Campus  
**Annabelle L. Smith**, Director, Offices of Student Financial Assistance/Veteran Services  
**James Spurgeon**, Director, Skill Center Counselors/Tech Prep

**Brian Sunshine**, Director, Government and Community Relations  
**Deba Swan**, Dean, Library Services  
**Jacqueline Thomas**, Coordinator, AA/EEO  
**Charlene A. Thompson**, Evaluator, Student Services, Fort Hood Campus  
**Michelle Thompson**, Evaluator/Advisor  
**Joseph O. Toomer**, Evaluator, Student Services, Fort Hood Campus  
**Mariceli Vargas**, Director, Student Life & Student Activities  
**Bruce Vashbinder**, Coordinator, Community Relations and Marketing  
**Johnelle L. Welsh**, Dean, Student Services  
**Mary Wheeler**, Director, Security Services  
**Caroline Williams**, Coordinator, Central Records and Registration  
**Jenilee Williams**, Coordinator, Transfer Evaluations  
**Karla Williams**, Online Mentor  
**Michelle Williams**, Evaluator/Advisor  
**Stephanie Williams**, GoArmyEd Counselor  
**Kim Wood**, Coordinator, Mental Health Services  
**Billy Woodson**, Instructional Department Manager  
**Jim M. Yeonopolus**, Deputy Chancellor, International and Navy Campus Operations/Dean, Navy Campus  
**Joseph Young**, Instructional Technology Manager  
**Lillian Young**, Transfer Counselor

## 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

**Timothy R. Hulon**, Assistant Chief Flight Instructor (2012)  
 Aviation Science  
 A.A.S., Central Texas College  
 B.S., Texas A&M University 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.S., 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

**Chastity Clemons** (2013)  
 Business Administration  
 A.A.S., Central Texas College  
 B.S., Bellevue 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  
 B.S., Excelsior College  
 Certificate of Completion I, Central Texas College

**David Lazarus** (1997)  
 Hospitality (Fort Hood Campus)  
 A.G.S., Central Texas College  
 A.A.S., Central Texas College  
 B.S., Excelsior College  
 M.S., Tarleton State University

**Elke Jensen** (1999)  
 Hospitality (Fort Hood Campus)  
 A.G.S., Central Texas College  
 A.A.S., Central Texas College  
 B.S., Excelsior College  
 M.S., Tarleton State University

**L. Leslie Ledger** (1995, 2002)  
 Business Administration - *Management*  
 B.B.A., Southwest Texas State University  
 M.B.A., University of Texas at Austin

**Ramona Lezo** (1996, 2002)  
 Hospitality  
 A.G.S., Central Texas College

**Mark S. Murgia** (2001)  
 Hospitality (Fort Hood Campus)  
 A.G.S., Jefferson Community College  
 A.A.S., Central Texas College  
 B.S., Excelsior College  
 M.B.A., Tarleton State University

---

**George C. Sargent** (2008)  
Hospitality (Fort Hood Campus)  
A.A., Central Texas College

**Marshall J. Silva** (2000, 2008)  
Business Management (Gatesville)  
A.A., Central Texas College  
B.A., Campbell University  
M.A., Webster University

**Angela Reese**, Online Manager (2013)  
Business Administration  
B.B.A., University of North Texas  
M.B.A., Tarleton State University

**Gene Silverblatt**, Paralegal Coordinator (1982, 1994)  
Business Administration, Paralegal/Legal Assistant and  
Homeland Security  
B.A., Dickinson College  
J.D., University of Dayton  
Post Doctorate Studies graduate TJAGSA, VA Military Law

**Brandi Weiand** (2012)  
Hospitality  
A.G.S., Central Texas College  
B.S., Tarleton State University  
M.Ed., University of Arkansas  
Additional graduate studies, University of Arkansas

**Cynthia A. White** (1996)  
Business Administration - *Accounting*  
A.G.S., Central Texas College  
B.B.A., University of Texas at Austin  
M.P.A., University of Texas at Austin

## Child Development

**Laura Lamper**, Department Chair (2009, 2011)  
Child Development  
B.S., Texas Christian University  
M.S., University of North Texas  
Ph.D., Texas Woman's University

**Jean Lombardi**, Online Manager (2007, 2011)  
Child Development  
B.S., Temple University  
M.S., Temple University

## Communications

**Dianne L. Blomberg**, Online Manager (2007)  
Communications  
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  
Ph.D., University of Southern Mississippi

**Martha A. Davidson** (2007)  
Communications - *English*  
B.A., Tarleton State University  
M.A., Tarleton State University  
Ph.D., Texas A&M University

**Joshua W. Everett** (2002)  
Communications - *English*  
B.A., Texas A&M University  
M.A., Stephen F. Austin State University

**Christy E. Garner** (1998, 2008)  
Communications - *English* (Fort Hood Campus)  
B.S., Baylor University  
M.A., University of Mary Hardin-Baylor

**Robert A. Garner** (1981)  
Communications - *English* (Fort Hood Campus)  
A.A., McLennan Community College  
B.A., Baylor University  
M.A., Baylor University  
M.A., Tarleton State University

**Jane M. Gibson** (1979)  
Communications - *Foreign Language*  
B.A., Abilene Christian University  
M.A.T., Southwest Texas State University

**J. Eric Hazell** (2013)  
Communications (Fort Hood Campus)  
B.A., Southeastern Oklahoma State University  
M.A., Oklahoma State University  
M.A., University of Texas at Austin  
Ph.D., University of Maryland College Park

**William Heath** (2009)  
Communications  
B.S., Southwest Texas State University  
M.Ed., University of Houston  
Ed.D., University of Houston

**John B. Hunt** (2013)  
Communications - *English*  
B.A., University of North Florida  
M.A., University of North Florida

**Kathrine Latham**, Department Chair (2010)  
Communications - *English*  
B.A., University of Houston  
M.A., University of Houston Clearlake

**Michael D. Matthews** (2001)  
Communications - *English*  
B.A., University of Texas at Austin  
M.F.A., Southwest Texas State University in San Marcos  
Additional undergraduate studies, University of Texas at Austin

**Federico R. Schweizer** (1998)  
Communications - *Foreign Language*  
B.M., Mississippi State University  
M.A., University of Arkansas  
Ph.D., University of Texas at Austin

**Shane K. Simon** (1981)  
Communications - *Speech*  
B.S., Southwest Texas State University  
M.A., Southwest Texas State University  
Additional graduate studies, University of Mary Hardin-Baylor, Baylor University

**Rhonda S. Sullivan** (1999)  
Communications - *English*  
B.A., Western Maryland College  
M.A., West Virginia University  
Ed., Cert., Methodist College

**Orville O. Villanueva** (2011)  
Communications - *English*  
B.A., Inter American University  
M.A., University of Puerto Rico  
Ph.D., University of Puerto Rico

---

**Mary L. Vizcaino-Gogas** (2006)  
Communications - *Spanish* (Fort Hood Campus)  
B.A., Western New Mexico University  
M.Ed., Eastern New Mexico University

**Lisa M. Volle** (1987, 1993)  
Communications - *Spanish*  
B.A., Juniata College  
M.A., West Virginia University  
Ph.D., University of Texas-Austin

**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-Aided Drafting & Design

**Ron Pergl**, Department Chair (2011)  
Computer-Aided Drafting & Design  
B.DES., University of Florida  
B.ARCH., Texas Tech University  
M.S., Georgia Institute of Technology  
Registered Architect

## Computer Science

**Douglas P. Edwards** (1999)  
Computer Science  
A.A.S., Austin Peay State University  
A.G.S., Central Texas College  
B.S., University of Central Texas  
M.S., University of Central Texas  
Additional graduate studies, Capella University

**Martha T. Gibson** (1997)  
Computer Science  
A.A.S., Central Texas College  
B.S., University of Central Texas  
M.S., University of Central Texas

**Michael L. Green** (2001)  
Computer Science  
A.G.S., Central Texas College  
B.S., University of Central Texas  
M.S., Tarleton State University

**Shawn N. Grigsby** (2014)  
Computer Science  
A.G.S., Central Texas College  
A.A.S., Central Texas College  
B.S., Tarleton State University  
M.S., Tarleton State University

**R. Crystal Johnson** (2013)  
Microsoft Certification (Fort Hood Campus)  
A.A., Olympic College  
A.A.S., Three Rivers Community College

**Tracy M. Martin** (2014)  
Computer Science  
B.A.S., University of Mary Hardin-Baylor  
M.S.I.S., University of Mary Hardin-Baylor

**Katherine N. Oser** (2004, 2009)  
Computer Science  
A.A.S., Central Texas College  
B.S., Tarleton State University  
M.S., Texas A&M University-Central Texas

**Jane Perschbach** (1999)  
Computer Science  
B.A., Rutgers University  
M.S., University of Central Texas  
Ph.D., Nova Southeastern University  
Additional graduate studies, Pennsylvania State University

**Steven F. Schroeder** (1985, 2001)  
Computer Science  
A.A.S., Central Texas College  
B.S., University of Texas at Austin  
M.S., University of Central Texas

**William C. Teague** (2014)  
Computer Science  
B.S., National University

## Criminal Justice

**Patrick J. Boone**, Program Coordinator, Criminal Justice/Law  
Enforcement Police Academy (2013)  
Computer Science  
B.S., Ohio State University  
M.C.J., Tarleton State University

**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

## 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  
M.A., University of Texas at Austin

**Ellen M. Falkenstein** (2006)  
Developmental Studies - *Mathematics*  
B.A., University of Virginia  
M.S., George Mason University

**Sharon M. Ganslen** (2011)  
Developmental Studies - *Reading*  
B.A., Notre Dame College of Ohio  
M.S., Indiana University  
Ph. D., Texas A&M University

**Barbara J. Little** (2005)  
Developmental Studies - *Mathematics*  
B.S., Baylor University  
M.S., Baylor University



**Brent J. Royster** (2012)

Developmental Studies - *Writing*

B.S., Ball State University

M.F.A., Bowling Green State University

Ph. D., Bowling Green State University

**Gene Jeff Seim** (2012)

Developmental Studies - *Mathematics*

A.A., Mendocino College

A.S., Mendocino College

B.S., Tarleton State University

M.S., 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

**John N. Sutton** (1983, 2014)

Developmental Studies - *Mathematics* (Fort Hood Campus)

A.S., Central Texas College

B.S., University of Mary Hardin-Baylor

M.S., West Texas State University

M.B.A., West Texas State 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

## 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

M.S., Tarleton State University

## Fine Arts

**Dianne L. Blomberg**, Online Manager (2007)

Fine Arts

B.A., Metropolitan State College of Denver

M.A., University of Northern Colorado

Ph.D., University of Denver

**Celinda Hallbauer** (1998)

Fine Arts - *Music*

B.M., University of Texas at Austin

M.M., Baylor University

**Chad Hines** (2010)

Fine Arts - *Art*

B.F.A., University of Mary Hardin Baylor

M.A., Stephen F. Austin

M.F.A., Stephen F. Austin

**James M. Salter**, Department Chair (2002, 2010)

Fine Arts/Drama and Film Studies

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

**Jeremiah Edwards** (2013)

Industrial Technology - *Welding*

A.A.S., Central Texas College

**William Kirshner** (2008)

Industrial Technology - *Diesel*

A.A.S., Central Texas College

**Frank Morgan** (2006)

Industrial Technology

Building Trades/Maintenance Technology

A.A.S., Central Texas College

**Leland Phillips** (2011)

Industrial Technology - *Heating and Air Conditioning*

A.A.S., Central Texas College

**Soloman Powell** (2004)

Industrial Technology - *Graphics & Printing*

A.A.S., Central Texas College

**Ronnie Turner** (2005)

Industrial Technology - *Welding*

A.A.S., Central Texas College

**David Walker** (2005)

Industrial Technology - *Diesel*

A.A.S., Central Texas College

## Kinesiology

**Richard M. Carney**, Department Chair (1990, 2004)

Kinesiology

B.S., Southwest Texas State University

M.A., Southwest Texas State University

**Christine N. Holden** (1990)

Kinesiology

B.S., Southwest Texas State University

M.Ed., Tarleton State University

**Marilyn L. Mapes** (2009)

Kinesiology

B.S., University of Mary Hardin-Baylor

M.S. Ed., Tarleton State University

**Reineer Schelert** (2004)

Kinesiology

B.S., Lubbock Christian University

M.S., Texas Tech University

Additional graduate studies, Texas A&M University

**Erikè L. Willes** (2007)

Kinesiology

B.S., University of Mary Hardin-Baylor

M.S. Ed., Tarleton State University

## Mathematics

**Steven Burrow** (2008, 2009)

Mathematics

B.S., Tarleton State University

M.S., Tarleton State University

---

**Jennifer Cabaniss** (2005)  
Mathematics  
B.S., Baylor University  
M.Ed., Texas A&M University

**Audrie Cruz-Sealey** (2010)  
Mathematics  
B.S., Tarleton State University  
M.S., Tarleton State University

**Yolanda F. Goins** (1996, 2005)  
Mathematics  
B.A., Kentucky State University  
M.S., University of Mississippi

**Matthew Lyles** (2007, 2012)  
Mathematics  
B.S., University of Virginia  
M.A., Arizona State University

**Debra Prescott**, Department Chair (2002, 2010)  
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

**Donna Slack** (2009)  
Mathematics - *Fort Hood Campus*  
A.S., Austin Community College  
B.A., University of Texas at Austin  
M.A., Baylor University

**Kristine San Nicolas** (2012)  
Mathematics  
B.S., Tarleton State University  
M.S., Tarleton State University

**Eva D. Wankowski** (2009)  
Mathematics (Gatesville)  
B.S., Cameron University  
B.A., Cameron University  
M.S., Tarleton State University

## Mental Health Services

**Robin Beauregard** (2010)  
Mental Health Services  
B.A., Tarleton State University  
M.Ed., Tarleton State University

**Marlene Henry Fletcher** (2011)  
Mental Health Services  
B.S., Tarleton State University  
M.S., Tarleton State University/Texas A&M-Central Texas

**Renee Henry** (2003)  
Mental Health Services  
B.S.W., University of Mary Hardin-Baylor  
M.S.S.W., University of Texas at Arlington  
Ed.D., University of Mary Hardin-Baylor

**Bertha Kondrak** (2003)  
Mental Health Services  
B.A., University of Texas at Austin  
M.S.S.W., University of Texas at Austin

## Nursing

**Brenda Blanchard** (2008)  
Nursing - *Vocational Nursing*  
Diploma Nursing, Bryan School of Nursing

**Jacqueline Byrd** (2011)  
Nursing - *Associate Degree Nursing*  
A.A.S., Central Texas College  
M.S.N., Walden University

**Priscilla Clark** Nursing Program Coordinator (2003, 2007, 2010)  
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 - *Associate Degree Nursing*  
A.A.S., Central Texas College  
M.S.N., Texas A&M University

**Fermina (Marilyn) Espaillet** (2008)  
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

**Lisa Fox** (2012)  
Nursing - *Vocational Nursing*  
A.A.S., Central Texas College

**Felecia Glasgow** (2005, 2012)  
Nursing - *Associate Degree Nursing*  
A.A.S., East Arkansas Community College  
B.S.N., University of Arkansas of Monticello  
M.S.N., University of Arkansas for Medical Sciences

**Kaylar Griffin** (2010)  
Nursing - *Associate Degree Nursing*  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., Drexel University

**Catherine M. Gronski** (2009)  
Nursing - *Associate Degree Nursing*  
M.S.N., Angelo State University

**Ralph Hebert** (1999)  
Nursing - *EMT/Paramedic*

**Varnell Hudson** (2011)  
Nursing - *Associate Degree Nursing*  
B.S., University of Mary Hardin-Baylor  
M.S., Morgan State University

**Mistee Jefferies** (2014)  
Nursing - *Vocational Program*  
B.A., The University of Akron  
M.A., The University of Akron  
B.S., Eastern Kentucky University  
Certificate, Healthcare Education, Texas A&M University

**Ronald J. Johnson** EMT/Paramedic Medical Director (2006)  
Nursing - *EMT/Paramedic*  
B.S.N., Truman State University  
D.O., Kirksville College of Osteopathy

**Jared Koppes** (2012)  
Nursing - *EMT/Paramedic*  
A.A.S., Weatherford College

**Tiffany Marty** (2011)  
Nursing - *Associate Degree Nursing*  
A.A.S., McLennan Community College  
B.S.N., University of Mary Hardin Baylor  
M.S.N., Texas A&M University

**Tammy Niswonger** (2010)  
Nursing - *Associate Degree Nursing*  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., Clarkson College

---

**Tamara Parks (2011)**

Nursing - *Vocational Nursing*  
L.P.N., Central Arizona College  
A.A.S., Central Arizona College  
B.S.N., Regis University  
M.S.N., University of Northern Colorado

**Catherine Pena (2009)**

Nursing - *Associate Degree Nursing*  
A.A.S., USC & LAC School of Nursing  
B.S.N., University of Phoenix  
M.S.N., University of Phoenix

**Michael Ramminger (2010)**

Nursing - *EMT/Paramedic*  
A.A.S., Central Texas College

**Susan Ramnarine-Singh, Simulation Coordinator/Professor (2007, 2010)**

Nursing - *Associate Degree Nursing*  
M.S.N., University of Hawaii  
M.P.A., University of San Francisco

**Edwinna Marie Reeves (2012)**

Nursing - *Vocational Nursing*  
A.A.S., Central Texas College

**Tammy M. Samarripa, Program Director/Coordinator/Professor (2002, 2005)**

Nursing - *EMT/Paramedic*  
A.A.S., Central Texas College  
B.A., American Military University

**Kimberly Simmons (2006)**

Nursing - *Associate Degree Nursing*  
A.A.S., Central Texas College  
B.S.N., University of Texas - Arlington  
M.S.N., Texas A&M - Corpus Christi

**Gloria Smith (2010)**

Nursing - *Associate Degree Nursing*  
B.S.N., University of Texas at Arlington  
M.P.H., Texas A&M University

**Pauline Terry-Culbert (2012)**

Nursing - *Associate Degree Nursing*  
A.A.S., McLennan Community College  
B.S.N., University of Texas at Arlington  
M.A., Texas A&M Health Science Center

**Sandra Thomason, Department Chair (1992, 2007)**

Nursing - *Associate Degree Nursing*  
B.S.N., Incarnate Word College  
M.S.N., Texas A&M University

**Patricia Vasbinder (2009)**

Nursing - *Associate Degree Nursing*  
B.B.A., University of Mary Hardin-Baylor  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., University of Texas at Austin

**Cindy Wesso (1999)**

Nursing - *Vocational Nursing*  
B.S.N., Penn State  
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

---

**Office Technology****Debbie R. Clark (2004, 2012)**

Office Technology  
A.A.S., Central Texas College  
B.S., Tarleton State University  
M.Ed., University of Arkansas

**Jerrie Sue Kellar Cleaver, Department Chair**

(1983, 1992, 2004, 2011)  
Office Technology  
B.A., Baylor University  
M.S., University of Central Texas

**Lovie A. Dunn (1994, 1995)**

Office Technology  
A.A.S., Central Texas College  
B.S., University of Central Texas

**Melissa E. Gonzalez (2011)**

Office Technology  
BPS, University of Mary Hardin-Baylor  
MS, Tarleton State University

**Cynthia D. Long (1995)**

Office Technology  
B.B.A., Tarleton State University  
M.B.A., Tarleton State University  
M.L.S., Sam Houston State University

**Amy McAnally (1999)**

Office Technology  
A.A.S., North Central Texas College  
B.A.A.S., University of North Texas  
M.Ed., Lamar University

**Yvette E. Pawlowski (2010)**

Office Technology  
B.A., Western Governors University  
M.Ed., Lamar University

---

**Protective Services****Raymond Stephens (2013)**

Homeland Security  
A.A., Central Texas College  
D.B.A., Northcentral University

---

**Science****Zhan D. Aljoe (1997)**

Agriculture  
B.S., Texas A&M University  
M.Ag., Texas A&M University

**Molly Byrd (2009)**

Science - *Medical Laboratory Technician/Phlebotomy Technician Manager*  
B.S., University of Southern Mississippi

**Ann Kelly, Program Director (2012)**

Science - *Medical Laboratory Technician/Phlebotomy*  
B.S., Oklahoma Christian University  
M.S., Texas Tech University

**Richard Kopec (2009)**

Science - *Biology*  
M.P.A., Indiana State University  
M.S., University of Houston  
PhD., University of Houston

**Chelsea R. Loafman (2008)**

Science - *Biology*  
B.S., Baylor University  
M.S., Texas Tech University

---

**Jean Lombardi**, Online Manger (2007, 2011, 2012)

Science

B.S., Temple University

M.S., Temple University

**Tracy Meyer** (2010)

Science - *Chemistry*

B.S., Texas State University

M.S., Texas State University

**Richard H. Moore** (2002)

Science - *Service Area Campus*

B.S.Ed, Texas Tech University

M.Ed., Texas A&M University

**Marvin Price** (2000)

Science - *Biology*

B.S., Hardin-Simmons University

M.S., University of Texas at Arlington

**Syed G. Rabbani** (1991)

Science - *Physics/Astronomy*

B.SC., University of Dacca

M.SC., University of Dacca

M.S., Marquette University

Ph.D., University of Arkansas

**Steven W. Salvato**, Department Chair (1995, 2013)

Science - *Chemistry*

B.S., Angelo State University

M.S., University of Tennessee

Ed.D., Texas A&M University - Commerce

Additional graduate studies, University of Tennessee

**Cristina Martinez Summers** (2002)

Science - *Biology*

B.S., University of Texas at Austin

M.S., Texas A&M University

**James D. Waters** (2002, 2013)

Science - *Geology* (Fort Hood Campus)

B.S., Tarleton State University

M.S., Tarleton State University

**Daniel J. Wegert** (2013)

Science - *Geology*

B.S., Northern Kentucky University

M.S., Eastern Kentucky University

Additional Graduate Studies, Baylor University

**Sandra Whisler** (2001)

Science - *Biology*

B.S., Ohio State University

M.S., Ohio State University

**Joyce M. Wilkinson** (2012)

Science - *Biology*

B.S., Lamar University

Ph.D., University of Texas Medical Branch at Galveston

**Peggie Williamson** (2003)

Science - *Biology*

B.S., University of Virginia

M.S., Old Dominion University

## Social & Behavioral Science

**Karen Andrade Pizarro** (2013)

Social and Behavioral Sciences - *Psychology* (Fort Hood Campus)

B.A., University of Puerto Rico

M.S., Carlos Albizu University

**Kenneth Bass**, (2011)

Social and Behavioral Science - *Religion Philosophy*

B.B.A., University of Houston

M.A., Biblical Studies – Asbury Theological Seminary

Ph.D., Baylor University

**Joyce Bateman-Jones** (2001)

Social and Behavioral Science - *Psychology*

B.S., Hardin-Simmons University

M.A., Our Lady of the Lake University

Ed.D., Baylor University

L.D., University of Mary Hardin-Baylor

**Tracy Cook**, Department Chair (2003, 2012)

*Social and Behavioral Sciences - Government*

B.A., University of Texas Austin

M.A., St. Mary's University

Ph.D., Baylor University

**Pamela D. Doughty** (2013)

Social and Behavioral Sciences - *Sociology*

B.A., Colorado Mesa University

M.S., Baylor University

Ph.D., Texas Woman's University

**Stanford P. Dyer** (1992)

Social and Behavioral Sciences - *History/Government*

B.A., Louisiana Tech University

M.A., Louisiana Tech University

Ph.D., Texas A&M University

Additional graduate studies, Sam Houston State University

**Marget L. Hagen**, Online Manager (2002, 2003)

Social and Behavioral Science - *Government*

B.A., University of Texas at Arlington

M.A., University of Texas at Arlington

**Jerry L. Herrick** (1979, 1999)

Social and Behavioral Sciences - *Psychology*

B.A., Jacksonville State University

M.A., State University of West Georgia

C.A.G.S., Boston University

Ed.D., Boston University

**Jack H. Isbell** (1995, 2014)

Social and Behavioral Sciences - *Philosophy* (Fort Hood Campus)

B.A., Grant Canyon University

M.Div., Golden Gate Baptist Theological Seminary

Ph.D., Capella University

**Jesse Justice**, Online Manager (2008)

Social and Behavioral Sciences - *Psychology*

B.S., Walla Walla College

M.Ed., Walla Walla College

M.S.W., University of Minnesota - Duluth

**Daniel G. Karppi** (2000)

Social and Behavioral Sciences - *History/Government*

B.A., St. John's University

M.A., Baylor University

Ph.D., Baylor University

**William R. Mack III** (2013)

Social and Behavioral Sciences - *Government*

B.A., University of Notre Dame

Ph.D., Texas A&M University

**Elizabeth Molitor** (2014)

Social and Behavioral Sciences - *Geography*

B.A., Texas State University

M.S., Texas State University



---

**Mourad M. Sebti** (1987, 1990)  
Social and Behavioral Sciences - *Economics*  
B.S., University of Aix-Marseilles, France  
M.S., University of Aix-Marseilles, France  
Post-Master's Degree, University of Caen, France  
M.B.A., West Virginia University  
Ph.D., University of Texas at Arlington

**C. Leighann Temple**  
Social and Behavioral Sciences - *Government* (Fort Hood Campus)  
B.S., Texas A&M University - Commerce  
M.S., Texas A&M University - Commerce

**Lisa M. Volle** (1987, 1993)  
Social and Behavioral Sciences - *Anthropology*  
B.A., Juniata College  
M.A., West Virginia University  
Ph.D., University of Texas-Austin

**Michael J. Walls** (2011, 2014)  
Social and Behavioral Sciences - *History* (Fort Hood Campus)  
A.A., DeAnza College  
B.S., University of Phoenix  
M.A., Sam Houston State University

## 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

# Emeriti Faculty and Staff Members

**William C. Alexander** (1981-2011)  
Deputy Chancellor Emeritus of Texas Campus Operations and Distance Learning

**Dr. Wynona Alexander** (1969-2010)  
Department Chair Emeritus of Fine Arts

**Exelia O. Alfred** (1985-2002)  
Professor Emeritus of Nursing

**Thomas R. Allen** (1993-2011)  
Professor Emeritus of Social Sciences

**Dr. James R. Anderson** (1988-2012)  
Chancellor Emeritus

**Kenneth W. Austin** (1993-2013)  
Dean Emeritus of Continental Campus

**Gordon D. Bacon** (1986-2011)  
Department Chair Emeritus of Early Childhood Professions

**Bill Beebe** (1981-2010)  
Deputy Chancellor and Contracting Officer Emeritus

**Dr. J. Parker Bogue** (1973-1995)  
Professor Emeritus of History

**Sheridan D. Cavitt** (1967-1989)  
Dean Emeritus of Admissions and Counseling

**Elva Chase** (1980-2006)  
Professor Emeritus of Learning Resource Center

**Elizabeth Cheatham** (1974-2011)  
Professor Emeritus of Office Technology

**Donna Chumney** (1990-2010)  
Professor Emeritus of Chemistry

**David Coleman** (1989-2014)  
Professor Emeritus of Computer Science

**B.J. Cummings** (1982-2008)  
Professor Emeritus of Auto Collision

**Colvin Davis** (1989-2014)  
Dean Emeritus of American Preparatory Institute

**Susan Davis** (1991-2010)  
Professor Emeritus of Nursing

**Robert C. Farrell** (1976-2011)  
Deputy Chancellor Emeritus of Resource Management

**Dennis Ford** (1993-2013)  
Professor Emeritus of Computer Science

**Harriet C. Foster** (1983-2011)  
Professor Emeritus of Nursing

**Adel M. Galanffy** (1968-1992)  
Professor Emeritus of Music

**Robert W. Grazinski** (1984-2013)  
Department Chair Emeritus of Computer Science

**Audrie E. Hall** (1976-1999)  
Professor Emeritus of Electronics

**Tim Hall** (1969-1999)  
Professor Emeritus of Mathematics

**Dr. John Henderson** (1970-2010)  
Department Chair Emeritus of Communications

**Patrick Hidy** (1976-2006)  
Department Chair Emeritus of Science and Agriculture

**Joseph Hogan** (1991-2011)  
Professor Emeritus of Criminal Justice

**Anna Holston** (1988-2009)  
Professor Emeritus of Communications

**David Hubbell** (1995-2011)  
Professor Emeritus of Communications

**Kay D. Insogna** (1989-2005)  
Professor Emeritus of Mathematics

**Nancy Isett** (1984-2010)  
Professor Emeritus of Fine Arts

**Margaret Jennings** (1982-2007)  
Dean Emeritus of Library Services

**Jeanette Jost** (1979-2007)  
Professor Emeritus of Nursing

**Peter Knightes** (1977-2013)  
Professor Emeritus of Science

---

**Dr. Billie J. Laney** (1970-2001)  
Professor Emeritus of Psychology/Sociology

**Gloria L. Lyons** (1974-2002)  
Professor Emeritus of Nursing

**Herbert J. Maglietta** (1974-2011)  
Associate Dean Emeritus of Vocational/Technical Programs  
Department Chair Emeritus of Engineering, Drafting and Design, and Office Technology

**Catherine M. Mason** (1973-1995)  
Professor Emeritus of Early Childhood Professions

**David McClure** (1977-2014)  
Associate Dean Emeritus of Guidance and Counseling

**Don Mikles** (1973-2010)  
Dean Emeritus of Central Campus

**John W. Moffitt** (1967-2004)  
Professor Emeritus of Mathematics

**Marilynn Neumann** (1982-2002)  
Professor Emeritus of Nursing

**James C. Nixon** (1980-2011)  
Dean Emeritus of Fort Hood and Service Area Campus

**Fred J. Ostertag** (1974-2006)  
Dean Emeritus of Europe Campus

**Donna Poteet** (1989-2009)  
Professor Emeritus of Medical Lab Technician

**Gary Ragsdale** (1971-1999)  
Professor Emeritus of Office Administration

**Paula Ray** (1976-1999)  
Professor Emeritus of Biology

**Patricia Reid** (1980-2010)  
Professor Emeritus of AD Nursing

**Dr. Shirley L. Robertson** (1981-2005)  
Professor Emeritus of Nursing

**Theodore Robinson** (1971-1992)  
Professor Emeritus of Computer Science

**Noel Schnitz** (1969-1999)  
Dean Emeritus of Library Services

**Elwood H. Shemwell** (1974-1999)  
Deputy Chancellor Emeritus of Campus Operations

**Mary L. Simpson** (1984-2011)  
Professor Emeritus of English

**Dr. Phyllis P. Sisson** (1983-2011)  
Professor Emeritus of Developmental Studies

**Dr. Antonio V. Suarez-Barrio** (1973-1996)  
Professor Emeritus of Criminal Justice

**Doris Louise Sutton** (1984-2005)  
Professor Emeritus of Mathematics

**Ella Teague** (1968-2004)  
Professor Emeritus of Physical Education

**Dora Thrash** (1974-2002)  
Professor Emeritus of Nursing

**Harvey A. Tolbert** (1971-1999)  
Professor Emeritus of Business Administration

**Albert Waite** (1990-2012)  
Professor Emeritus of Social Sciences

**Joan Waldrop** (1985-2007)  
Administrator Emeritus of Continental Campus

**Timothy Walker** (1984-2005)  
Professor Emeritus of Welding

**Ben H. Wickersham** (1975-2007)  
Deputy Chancellor Emeritus of Educational Program and Support Services

**Beverly J. Wickersham** (1975-1999)  
Professor Emeritus of English and Developmental Reading

**Dennis Williams** (1969-1999)  
Professor Emeritus of English

**Martha S. Williams** (1990-2011)  
Professor Emeritus of Nursing

**Raiford Williams** (1968-1997)  
Professor Emeritus of Agriculture

**Dr. Kenneth Word** (1977-2010)  
Department Chair Emeritus of Mathematics

**Dr. Donnie D. Yeilding** (1974-2002)  
Professor Emeritus of English

**Dr. Thomas D. Yeilding** (1976-2003)  
Professor Emeritus of Social and Behavioral Sciences

# Index

## A

Absences 44  
Academic Fresh Start 51  
Academic Load 44  
Academic Policies 44  
Academic Probation, Suspension, Dismissal 49  
Adding or Dropping Classes 16  
Address Changes 51  
Admissions 8  
    Active Duty Army Using TA 9  
    Aviation Science, See Departmental Admissions 16  
    Community Non-Native Speakers 12  
    Early Admission, High School Students 10  
    Former CTC Students, Readmissions 9  
    CTC Students, Previously Attended CTC Outside of Texas 9  
    Distant Learners 10  
    General Admission 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 12  
    Transfer Students 9  
    Transient Students, Non-degree seeking 9  
Admissions and Registration 8  
Alcohol and Other Drug Abuse 50  
Alumni and Friends Association 41  
Americans with Disabilities Act 6  
AROTC Affiliated Programs 43  
Articulation Agreements 7  
Associate of Applied Science Degree, General Requirements 58  
Associate of Applied Science Degrees  
    Agriculture  
        Agriculture Production 59  
        Equine Management 59  
        Horticultural Development 60  
    Applied Technology 58  
    Automotive Mechanic/Technician 61  
    Aviation Science 62  
    Business Management  
        Business Management 63  
        Marketing & Sales Management Specialization 63  
        Real Estate Sales Agent Specialization 64  
    Child Development 64  
    Computer Science  
        Business Programmer Analyst 66  
        Information Security 67  
        Information Technology 67  
        Network Systems Administrator 67  
    Computer-Aided Drafting and Design 70  
    Diesel Engine Mechanic and Repairer 69  
    Electronics  
        Computer Electronics 70  
        Network Professional Specialization 71  
    Emergency Medical Technology (EMT) 72  
    Graphics and Printing 74  
    Heating, Air Conditioning, and Refrigeration Mechanic/Repairer 75  
    Hospitality Management  
        Culinary Arts 77  
        Restaurant and Culinary Management 76  
        Hotel Management Specialization 77  
        Food and Beverage Management Specialization 78  
    Legal Assistant 80  
    Maintenance Technology 80  
    Medical Laboratory Technician 82

Mental Health Services  
    At-Risk Youth Specialization 82  
    Chemical Dependency Specialization 83  
    Social Work Specialization 84  
Nursing  
    Nursing, Associate Degree 85, 86  
    Nursing Option for Articulating Student 85, 86  
    Vocational Nursing (see Certificates of Completion)  
Office Technology  
    Executive Assistant 87  
    Office Management 88  
Protective Services  
    Criminal Justice 90  
    Corrections Specialization 90  
Public Administration  
    Homeland Security and Emergency Management 91  
Welding 95  
Associate of Arts Degrees  
    Art 73  
    Commercial Art 73  
    Drama 73  
    Interdisciplinary Studies 79  
    Journalism/Communications 66  
    Modern Language 66  
    Music 73  
    Radio/Television Broadcasting 92  
    Radio/Television Broadcasting Audio Emphasis 92  
    Radio/Television Broadcasting Video Production 93  
    Social Science 95  
    Teaching Certification 95  
Associate of Arts in General Studies Degree 74  
Associate of Science and Associate of Arts Degree Requirements 58  
Associate of Science Degrees  
    Agriculture Science 59  
    Biology - Human Biology 94  
    Biology - Organismal 93  
    Business Administration 63  
    Chemistry 94  
    Engineering 72  
    Environmental Science 94  
    Geology 94  
    Kinesiology 79  
    Mathematics 81  
Attendance Policy 44  
Auditing Classes. See Classroom Visitors

## B

Bacterial Meningitis, Important Information 8, 25  
Board of Trustees 2  
Bookstore 42

## C

Calendar 5  
Campus Life 41  
Career Center 39  
Central Texas College Foundation 38  
Certificate Programs 53  
Certificates of Completion  
    Agriculture  
        Agriculture Industries 60  
        Equine Specialization 60  
        Horticultural Specialization, Level I 60  
        Production Specialization, Level I 60  
    Automotive Mechanic  
        Automotive System Specialist, Level I 61  
        Auto Technician, Level II 61  
        Auto Tune-Up Specialist, Level I 62  
        Basic Automotive Technician 61  
    Aviation Science, Level I 62

Business Management	Protective Services
Business Management, Level I 63	Basic Police Officer Academy 91
Entrepreneurship, Level I 63	Basic Police Officer Academy Non Credit Certificate 91
Marketing & Sales Management, Level I 64	Criminal Justice Studies Specialization, Level I 91
Real Estate Sales Agent, Level I 64	Fire Protection Technology 91
Child Development	Public Administration
Child Development, Level II 65	Homeland Security and Emergency Mgmt 92
Administrator's Credentials, Level I 65	Radio/Television Broadcasting
Child Development Associate 65	Radio Broadcasting, Level I 93
Computer-Aided Drafting and Design, Level I 70	Television/Radio Broadcasting, Level I 93
Computer Science	Welding Technology
Network Specialist, Level I 68	Welding Technology, Level II 96
Computer Helpdesk Specialist, Level I 68	Structural , Level I 96
Information Security Specialist 67	Industrial, Level I 96
IT Industry Certification Preparation Program 68	Farm & Ranch, Level I 96
Software Development & Testing, Level I 68	Chancellor's Message 3
Web Design Basics 68	Child Care. See Child Development Center
Diesel	Child Development Center 42
Diesel Engine Specialist, Level I 69	Classroom Visitors 51
Diesel System Specialist, Level I 69	Clubs, Student. See Student Organizations
Diesel Technician, Level II 69	College Calendar 5
Electronics	Commencement 52
Computer Electronics Technology, Level I 70	Community Non-Native Speakers 12
Network Professional Specialization, Level I 71	Continuing Education 7
Networking and Network Security, Level I 71	Copying Service 43
Networking and Wireless Networking, Level I 71	Core Curriculum 54, 57
Networking and Network Telephony, Level I 71	Course Descriptions
Emergency Medical Technology (EMT)	ACCT Accounting 97
EMT-Paramedic, Level I 72	AGAH Agriculture 97
Graphics and Printing Technology	AGCR Agriculture 97
Graphics and Printing, Level II 75	AGEQ Agriculture 97
Graphic Design, Level I 75	AGMG Agriculture 97
Press Operations, Level I 75	AGRI Agriculture 97
Heating, Air Conditioning, and Refrigeration	AIRP Aviation Science 98
Heating, AC, and Refrigeration, Level II 76	ANTH Anthropology 99
Commercial Heating, AC, and Refrigeration, Level I 76	ARAB Arabic 99
Residential Heating, AC, and Refrigeration, Level I 76	ARCE Computer Aided Drafting and Design 99
Hospitality Management	ARTC Graphics and Printing 99
Baking, Level I 78	ARTS Arts 100
Culinary Arts, Level I 77	AUMT Automotive Service and Repair 101
Institutional Food Service Operations, Level I 78	AVIM Aviation Science 101
Property Management Advanced, Level I 78	BCIS Computer Science 101
Restaurant Operations (TDCJ only), Level I 78	BIOL Biology 101
Restaurant Skills, Level I 77	BMGT Business Administration and Management 102
Rooms Division, Level I 78	BUSG Business Administration and Management 103
Food and Beverage Management, Level I 79	BUSI Business Administration and Management 103
Maintenance Technology	CBFM Maintenance Technology 103
Building Trades, Level I 80	CDEC Child Development 103
Carpentry Trades, Level I 81	CETT Computer Electronics Technology 104
Construction Trades, Level I 81	CHEF Hospitality Management 105
Residential Construction (Brady only) , Level I 81	CHEM Chemistry 105
Massage Therapy Non Credit Certificate 81	CHIN Chinese 106
Mental Health Services	CJCR Criminal Justice 106
At Risk Youth Advanced, Level II 83	CJLE Criminal Justice 106
Basic Mental Health Professional, Level I 84	CJSA Criminal Justice 107
Chemical Dependency Counseling, Level II 83	CMSW Mental Health Services 109
Criminal Justice Addictions, Level II 83	CNBT Maintenance Technology 109
Substance Abuse Prevention Specialist 84	COMM Communications/Journalism 109
Nursing	COMM Radio/Television Broadcasting Communications 109
Vocational Nursing, Level II 86, 87	COSC Computer Science 110
Office Technology	CPMT Computer Electronics Technology 110
Administrative Support, Level II 87	CRIJ Criminal Justice 110
General Office Assistant, Level I (TDCJ only) 88	CRPT Maintenance Technology 110
Health Information Management, Level I 89	CSIR Computer Electronics 111
Medical Coding and Billing 90	CZEC Czech 111
Medical Office Specialist, Level I 89	DAAC Mental Health Services 111
Medical Secretary, Level I 89	DEMR Diesel 112
Medical Documentation Specialist, Level I 90	DFTG Computer Aided Drafting and Design 112
Office Assistant, Level I 88	DRAM Drama 113
Office Management, Levels I and II 88	DS-- Developmental Studies 113
Office Information Management, Level I 89	DS-- English as a Second Language (ESL) 115
Software Applications Specialist, Level I 89	



ECON Economics 116  
 EDUC Education 116  
 EECT Communications Electronics 116  
 ELMT Communications Electronics 117  
 ELPT Maintenance Technology 117  
 EMAP Public Administration/Homeland Security 117  
 EMSP Emergency Medical Technology 118  
 ENGL English 119  
 ENGR Engineering 120  
 ENVR Environmental Science 120  
 FIRT Fire Protection 120  
 FREN French 121  
 GEOG Geography 121  
 GEOL Geology 121  
 GERM German 121  
 GOVT Government 121  
 GRPH Graphics and Printing 121  
 HALT Agriculture 122  
 HAMG Hospitality Management 122  
 HART Heating, Air Conditioning and Refrigeration 123  
 HIND Hindi 123  
 HIST History 124  
 HITT Office Technology 124  
 HMSY Criminal Justice 124  
 HPRS Nursing 125  
 HRPO Business Administration and Management 125  
 HUMA Humanities 125  
 IFWA Hospitality Management 125  
 IMED Computer Science 125  
 INDO Indonesian 125  
 ITAL Italian 126  
 ITCC Electronics 126  
 ITNW Computer Science 126  
 ITNW Electronics 127  
 ITSC Computer Science 127  
 ITSE Computer Science 127  
 ITSW Computer Science 127  
 ITSY Computer Science 127  
 JAPN Japanese 128  
 KINE Kinesiology 128  
 KORE Korean 129  
 LGLA Paralegal/Legal Assistance 129  
 MATH Mathematics 131  
 MBST Maintenance Technology 131  
 MDCA Office Technology 131  
 MLAB Medical Lab Technician 132  
 MRKG Business Administration and Management 132  
 MRMT Office Technology 132  
 MSGM Military Science Management (ROTC) 133  
 MUAP Music Applied 133  
 MUEN Music 133  
 MUSI Music 134  
 PASH Pashtu 134  
 PERS Persian-Iranian/Afghan 134  
 PFPB Maintenance Technology 135  
 PHIL Philosophy 135  
 PHYS Physical Science 135  
 POFI Office Technology 136  
 POFM Office Technology 136  
 POFT Office Technology 136  
 PORT Portuguese 137  
 PSTR Hospitality Management 137  
 PSYC Psychology 137  
 PSYT Mental Health Services 138  
 PUNJ Punjabi 138  
 RELE Real Estate 138  
 RNSG Nursing 139  
 RSTO Hospitality Management 142  
 RUSS Russian 142  
 SCWK Mental Health Services 142  
 SOCI Sociology 142  
 SOCW Mental Health Services 143  
 SPAN Spanish 143  
 SPCH Speech 143

TECA Child Development 143  
 TRVM Hospitality Management 144  
 TURK Turkish 144  
 URDU Urdu 144  
 VNSG Nursing - LVN 144  
 WDWK Maintenance Technology 145  
 WLDG Welding 145

## D

Degree Programs 53  
 Degrees, Certificates, and Marketable Skills  
   See Associate of Applied Science Degree  
   See Associate of Arts Degrees  
   See Associate of Arts in General Studies Degree  
   See Associate of Science Degrees  
   See Certificates of Completion  
   See Marketable Skills  
 Departmental Admissions  
   Associate Degree Nursing 18, 19  
   Aviation Science 16  
   Emergency Medical Technologies 24  
   Medical Lab Technician 16  
   Mental Health Services 17  
   Paramedic Program 24  
   Vocational Nursing 23  
 Developmental Studies 53  
 Directory Information 52  
 Disability Support Services 39  
 Discipline 50  
 Discrimination 6  
 Dismissal 49  
 Distance Learning 7

## E

Email 51  
 Emeriti Faculty and Staff Members 155  
 English as a Second Language (ESL) 13  
 Equal Opportunity Policy 6  
 Evaluation of Previous Education and Training 40  
 Excessive Developmental Study Hours 53  
 Excessive Undergraduate Hours 53  
 Executive Officers 2

## F

Faculty 148  
 Falsification of Records 50  
 Family Educational Rights and Privacy Act of 1974 (FERPA) 51  
 Federal College Work-Study Program 35  
 Fees  
   Course Challenge 26  
   Diploma Replacement 26  
   FAA Exam (Knowledge Test) 26  
   GED Testing 26  
   Individualized Instruction  
     Aviation Science 26  
     Music 26  
     Overflight 26  
     Physical Education 26  
   Installment Plan 26, 27  
   Late Payment 26  
   Nursing Insurance, Fees and Testing 26  
   Return Check 26  
   Student I.D. or Meal Card Replacement (per card) 26  
   TSI Assessment 26  
 Fees-Continuing Education 26  
 Filing a Grievance. See Equal Opportunity Policy  
 Financial Aid  
   Appeal Process 34  
   Applying for Financial Aid 32  
   Deadlines for Filing 32  
   Drops and Withdrawals 35

Eligibility Requirements 33  
Grade Point Average 33  
Grants 35  
Hazlewood Educational Benefits 38  
Loans 36  
Maximum Time Frame 33  
Repeated Courses 35  
Return/Repayment of Title IV Funds 36  
Satisfactory Academic Progress Policy 33  
Selective Service Registration Compliance 33  
Scholarships 38  
Transfer Students 35  
Veteran Benefits 38  
Vocational Rehabilitation 38  
Warning and Suspension of Financial Aid 34  
Food Service 42  
Fort Hood Campus 6

## G

GED. See High School Equivalency Examination  
General Information 5  
Grade Designations 46  
Grading Policy  
    Change of Grade (Appeal Process) 48  
    Grading System 47  
    Grade Point Averaging 48  
    Grades and Financial Aid 48  
    Repeating a Course 49  
Graduate Guarantee Program 52  
Graduation  
    Applying for Graduation 52  
    Commencement 52  
    Graduation Requirements 52  
    Program Timelines 52  
    Replacing a Lost Certificate or Degree 52  
    Honors 52  
Grants  
    Federal PELL Grant 35  
    Federal Supplemental Educational Opportunity Grant 35  
    Texas Educational Opportunity Grant 35  
    Federal College Work-Study 35  
Grievances. See Equal Opportunity Policy  
Guarantee for Job Competency 52  
Guidance and Counseling 38

## H

Harassment and Discrimination 6  
Hazlewood Educational Benefits 38  
Hazing and Disruptive Activities 50  
Health Services 42  
High School Equivalency Examination 40  
High School Students  
    Dual Credit 10  
    Early Admissions 10  
    Eligibility Requirements 10  
History of the College 4  
Honor Roll 49  
Honor Societies  
    Phi Theta Kappa 50  
    Sigma Kappa Delta 50  
    Psi Beta Psychology National Honor Society 49  
Housing  
    Married Student Housing 42, 43  
    Residence Hall 42

## I

Information Release. See Directory Information  
Installment Payment Plan 27  
Institutional Purpose 5  
International Student Services 12, 39  
Intramural Sports 42

## J

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 6

## K

KNCT-TV & KNCT-FM 41

## L

Leadership 2  
Learning Resource Center 39  
Lending Library 39  
Library 43  
Loans 35  
    Repayment 35, 36

## M

Marketable Skills Achievement  
    Child Development 64  
    Phlebotomy Noncredit 82  
    Truck Driving Noncredit 62  
Married Student Housing 43  
Maximum/Minimum Load 44  
Mission and Institutional Purpose 5

## N

Name Changes 51  
Natorium and Physical Education Center 42

## O

Obligations to the College 50

## P

Parking 43  
Personnel Directory 147  
Phi Beta Psychology 50  
Phi Theta Kappa 50  
Placement Examinations 14  
Probation 48  
Probation, Suspension, and Dismissal Policies 48  
Program and Course Availability 6  
Programs of Study 55

## R

Readmission Requirements 9  
Records Access (FERPA) 51  
Records Required 13  
    Transcripts and Test Scores 13  
Refunds 28  
Registration 15  
    Adding or Dropping Classes 16  
    Late Registration 16  
    New Student Registration 16  
    Official Enrollment 16  
    Skills Center Courses 16

Religious Holy Days 44  
 Remedial Studies. *See* Developmental Studies  
 Rent, Room & Board, and Deposits 27  
   Campus Apartments 27  
   College Housing Deposit 27  
   International Student Deposits with Application 12  
 Repeating a Course 49  
 Residence Hall 13, 27, 42  
 Residency Information for Tuition Purposes 29  
   Distant Learners 31  
   Domicile in Texas 29  
   General Rules and Regulations 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 32  
     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  
   Temporary Absences from State 30  
   Reclassification 31  
   Student Responsibilities 31  
   Waivers 31  
 Residency for Degree and Certificate 52  
 ROTC (Army) 44

## S

Satisfactory Progress Standards 43  
 Scholastic Honesty 49  
   Cheating 50  
   Collusion 49  
   Plagiarism 49  
 Semester Credit Hours 53  
 Service Area 7  
 Servicemembers Opportunity Colleges Consortium 41  
 Sigma Kappa Delta 49  
 Statement on Harassment and Discrimination 6  
 Strategic Planning 5  
 Student and Employee Assistance Program 39  
 Student Classification 47  
 Student Discipline 50  
 Student Financial Assistance 32  
 Student Grievances. *See* Equal Opportunity Policy  
 Student I.D. Cards 43  
 Student Organizations 41  
 Student Records 51  
 Student Responsibilities 51  
 Student Services  
   Career Center 38  
   Child Care Assistance 39  
   Disability Support Services 39  
   Evaluation of Previous Education and Training 40  
   Guidance and Counseling 38  
   International Student Services 38  
   Learning Resource Center 38  
   Lending Library 39  
   Testing Services 39  
   Transfer Counselor 38  
   Transcripts, CTC 39  
 Student Travel 41  
 Summons 50  
 Suspension 48

## T

TEC 51.907 Course Withdrawal Limit Policy 46  
 TSI *see* Texas Success Initiative  
 Testing Services 40  
   American College Test (ACT) 40  
   Automatic Transmission Rebuilders (ATRA) 40  
   Automotive Service Excellence (ASE) 40  
   Diagnostic Tests 40  
   English Language Pretests 40  
   Health Education Systems, Inc. Admissions  
     Assessment (HESI A2) 40  
   High School Equivalency Examination 40  
   IMAC Auto Air Conditioning Examination 40  
   Institutional Challenge Examinations 40  
   Other Tests 40  
   Special Accommodations 40  
   TSI Testing 40  
 Texas Grant 35  
 Texas Success Initiative (TSI) 14  
   Tests 15  
   Exemptions and Waivers 14  
   High School Students 10  
   Minimum Standards 15  
   Special Conditions due to Elimination of Certain TASP  
     Exemptions 15  
 Third Course Repeat 45  
 Transcripts, CTC 39  
 Transfer Counselor 39  
 Transfer Students 9. *See also* General Admission  
   Requirements For All Students; Transcripts and  
   Test Scores  
 Transfer Credits, General Information  
   Transfer Credits, Acceptance by CTC 47  
   Credit Transfer to Other Colleges or Universities 47  
   Resolution of Transfer Dispute 47  
   Transfer Guarantee 47  
 Tuition and Fees  
   College Costs, Tuition Schedule 26  
   Continuing Education 26  
   Exemptions and Waivers 26  
   Installment Payment Plan 26, 27  
   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  
 Tuition Rebate Program 54

## U

Uniform Application of Standards 7

## V

Veteran Benefits 38  
 Visitors 51  
 Vocational Rehabilitation 38

## W

Withdrawal From Classes 45  
   Limitation on Course Drops 46  
 Workforce Education and Training 7

# Central Texas College Around the World<sup>as of May 2014</sup>

## Central and Service Area

Killeen, Texas  
Lampasas  
Burnet  
Marble Falls  
Goldthwaite  
Gatesville including Correctional Programs  
Hamilton  
Brady

## Continental Campus

Bethesda, MD  
Bolling AFB, DC  
Camp Pendleton, CA  
Eglin AFB, FL  
Fort Benning, GA  
Fort Knox, KY  
Fort Lee, VA  
Fort Leonard Wood, MO  
Fort Polk, LA  
Fort Richardson/Elmendorf AFB, AK  
Fort Riley, KS  
Fort Sill, OK  
Fort Stewart/Hunter Army Airfield, GA  
Fort Wainwright, AK  
Holloman AFB, NM  
Joint Base Lewis-McChord, WA  
MCB Quantico, VA  
Schofield Barracks, HI

## Fort Hood Campus

Fort Hood, TX

## Navy Campus

### Pacific Headquarters

San Diego, CA

### Atlantic Headquarters

Norfolk, VA

Mayport, Florida  
Kings Bay, Georgia  
Groton, Connecticut  
MCAS/MIRAMAR, CA  
Naval Base Coronado  
Naval Base San Diego  
Coast Guard Sector San Diego  
Bremerton, Washington  
Pearl Harbor, Hawaii

## Pacific Far East Campus

Korea  
Okinawa  
Japan  
Guam  
Diego Garcia

## Europe Campus

Germany	Kuwait
Bahrain	Netherlands
Belgium	Portugal
Djibouti	Qatar
Egypt	Spain
Greece	Turkey
Italy	United Kingdom

## U.S. Embassy Program Worldwide

## Air Force Reserve Program





**FOR STUDENTS OF THE REAL WORLD**  
**CTCD.EDU 254.526.7161**

