



**CENTRAL  
TEXAS  
COLLEGE**

# **2015/2016 COURSE CATALOG**

**TEXAS  
CAMPUSES**



# Major Campus Addresses

## Central Campus

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

## Service Area

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

## Fort Hood Campus

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

## 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

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

## Navy Pacific

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  
(Commercial) +1 (214)-261-2030

## 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-second Edition • 2015-2016

#### 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 1, 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 Science and Technology Centers, Association of Institutional Research, Automotive Engine Rebuilders Association (AERA), Automotive Transmission Rebuilders Association (ATRA), Central Texas Ad League, Central Texas Association for the Education of Young Children (CTAEYC), Child Development Educators' Association for Texas Associate Degree Programs (CDEA), Council for Resource Development, Council of College and Military Educators (CCME), Graphic Arts Technical Foundation (GATF), Graphic Communications Council (GCC), Kennedy Center/American College Theatre Festival (KC/ACTF), Killeen Sister Cities, Liberal Education and America's Promise (LEAP) Texas, 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 Institutions for Military Education Services (NAIMES), National Association of EMS Educators (NAEMSE), National Educational Telecommunications Association (NETA), National Institute for Staff and Organizational Development (NISOD), National Intercollegiate Flying Association, National Intramural Recreational Sports Association, National Council for Marketing and Public Relations, National Organization for Associate Degree Nursing, Public Broadcasting Service (PBS), Servicemembers Opportunity Colleges (SOC) Degree Network System, Southern Association of College and University Business Officers (SACUBO), Southern Association of Collegiate Registrars and Admissions Officers (SACRAO), Southern Association of Institutional Research (SAIR), Southern Association of Colleges with Associate Degrees, Southern Early Childhood Association (SECA), Texas Association for the Education of Young Children (TAEYC), Texas Association of Music Schools (TAMS), Texas Association of Broadcast Educators (TABE), Texas Association of Broadcasters (TAB), 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 Institutional Research (TAIR), 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, Texas Public Broadcasting Association (TPBA), The Associated Press, The University Aviation Association (UAA), The Planetary Society, Association of Fundraising Professionals, Western Association of Veterans Education Specialists (WAVES).

---

## Central Texas College District Board of Trustees

<b>Mrs. Mari M. Meyer</b>	<b>Harker Heights, TX</b>	<b>Chair</b>
<b>Rev. Jimmy Towers</b>	<b>Killeen, TX</b>	<b>Vice Chair</b>
<b>Dr. Scott Isdale</b>	<b>Belton, TX</b>	<b>Secretary</b>
<b>BG (TX)(Ret.) Charles Rex Weaver</b>	<b>Killeen, TX</b>	<b>Treasurer</b>
<b>Col. (Ret.) Elwood Shemwell</b>	<b>Copperas Cove, TX</b>	<b>Member</b>
<b>Mr. Don R. Armstrong</b>	<b>Killeen, TX</b>	<b>Member</b>
<b>Mr. William B. Beebe</b>	<b>Harker Heights, TX</b>	<b>Member</b>

## Executive Officers

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

**Michele J. Carter**, Deputy Chancellor for  
Finance and Administration  
A.G.S., Central Texas College  
B.S., University of Central Texas  
M.B.A., Tarleton State University

**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

---

## Table of Contents

About the College .....	4
General Information.....	4
Admissions and Registration .....	7
College Costs .....	26
Student Financial Assistance.....	32
Student Services.....	38
Campus Life.....	41
Academic Policies.....	44
Degree and Certificate Requirements .....	53
Programs of Study.....	59
Course Descriptions.....	135
Personnel and Faculty.....	201

## 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 2015-2016

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 2015

Early Registration	July 27 - August 7
Regular Registration	August 10-14
Final Registration	August 17-21
Classes Begin	August 24
Labor Day (college closed)	September 7
Last Day to Apply for Fall Graduation	October 1
Veterans' Day (college closed)	November 11
Thanksgiving (college closed)	November 25-27
Final Exam Week	December 7-11
Christmas (college closed)	Dec. 21 - Jan. 1

### Spring 2016

Early Registration	Nov. 30 - Dec. 18
Regular Registration	January 4-8
Final Registration	January 11-15
Martin Luther King Day (college closed)	January 18
Classes Begin	January 19
Last Day to Apply for Spring Graduation	February 1
Presidents' Day (college closed)	February 15
Spring Break (college closed)	March 14-18
Final Exam Week	May 9-13
Graduation	May 13

### Summer 2016

Regular Registration (Summer I, II and 10-week)	May 9-27
Memorial Day (college closed)	May 30
Final Registration	May 31 - June 3
Last Day to Apply for Summer Graduation	June 1
Classes Begin (Summer I and 10 Week)	June 6
Independence Day (college closed)	July 4
Final Exams (Summer I)	July 8
Classes Begin (Summer II)	July 11
Final Exams (10 Week)	August 10-12
Final Exams (Summer II)	August 12

## 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.*

## 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, 32 degree and 32 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, veteran status, genetic information, sexual orientation, gender identity or transgender 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 Disability 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.

## 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.

## 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, veteran status, genetic orientation, sexual orientation, gender identity or transgender status is unlawful. 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.

## Title IX

Central Texas College explicitly condemns discrimination based on sex or gender, sexual discrimination, sexual harassment (including sexual violence), stalking, sexual misconduct, sexual orientation discrimination, discrimination based on gender identity or expression, or gender discrimination of students, faculty or staff. These behaviors are unlawful in accordance with federal and state law. Title IX, a segment of the Education Amendments of 1972 (as amended) and its implementing regulation at 34 C.F.R. Part 106, applies to any education program or activity receiving Federal financial assistance. Persons who are in violation may be subjected to college sanctions as well as civil and criminal penalties. Any student or non-student who thinks he or she has been subjected to this form of discrimination is encouraged to immediately report the incident to:

- Title IX Compliance Officer, Dr. Sharon Frederick, Building 111, Room 201, (254) 526-1291, [sharon.frederick@ctcd.edu](mailto:sharon.frederick@ctcd.edu) (All)
- Director, Student Life and Activities, Mariceli Vargas, Building 106, Room 134, (254) 526-1259, [mariceli.vargas@ctcd.edu](mailto:mariceli.vargas@ctcd.edu) (Students)
- Director, Human Resource Management, Holly Jordan, Building 103, Room 123, (254) 526-1128, [holly.jordan@ctcd.edu](mailto:holly.jordan@ctcd.edu) (Employees)

## 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 or the Office of the Campus Police at (254) 526-1427. 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, Gillespie County - Fredericksburg, 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.

- 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.
- 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.

## 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.

## 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.

- 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 and follow the instructions.
- 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. Soldiers are required to complete the Course Planner for degrees that are not classified as "fully developed" by the time they complete six (6) semester hours with a home school or nine (9) semester hours at a school using tuition assistance. 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.
- Visit with a CTC representative to obtain a catalog, degree plan advisement, and other school-related information.

- 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.
- Transient students (students who have a home institution other than CTC) are not required to submit official transcripts unless using financial aid.
- 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 if using tuition assistance. Soldiers not utilizing tuition assistance must submit their enrollment requests before the end of CTC's late registration window, if applicable, but no later than seven days after the class start date.

## 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 <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 are required to use their CTC EagleMail electronic address provided by CTC.

**Disclaimer: The Early Admission/Dual Credit requirements provided in this section are based on the Texas Administrative Code (TAC), Chapter 4, Subchapter D, Rule §4.85 Dual Credit Requirements at the time the College catalog was published. Guidelines are subject to change based on the adoption of rules as necessary by the Texas Higher Education Coordinating Board concerning H.B. No. 505, 84<sup>th</sup> Legislature.**

## Early Admission/Dual Credit, High School Students

Early Admission is available to selected high school students who are in good academic standing. To apply for Early Admission:

- 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.
- 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.
- 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.)
- 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**

A high school student in the eleventh and/or twelfth grade is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 and is not required to provide additional demonstration of college readiness.

A high school student in the eleventh or twelfth grade who wishes to enroll in a Level 2 certificate or associate of applied science degree program must demonstrate college readiness in reading/writing/mathematics as outlined in the **Eligibility to Enroll in Dual Credit/Academic Courses** section of this catalog.

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

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

1. Demonstrates college readiness by achieving the minimum passing standards on the Texas Success Initiative. Refer to the **Texas Minimum Standards** section of this catalog.
2. Demonstrates that he or she is exempt or under the provisions of the Texas Success Initiative. Refer to the **Who is Exempt/Waived from Taking the Official TSI Assessment** section of this catalog.
3. An eleventh grade high school student is also eligible to enroll in dual credit courses that are TSI liable in reading, writing, and mathematics if the student meets one of the provisions below.
  - Achieves a Level 2 final recommended score on the STARR EOC English II (reading/writing) and/or Level 2 final recommended score on the STARR EOC Algebra I and a passing grade in the Algebra II course (mathematics) **or** achieves a Level 2 final recommended score on the STARR EOC Algebra II course.
  - Achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test and/or mathematics test.
  - Achieves a composite score of 23 on the PLAN with a 19 or higher in English and/or mathematics or an equivalent score on the ACT-Aspire as determined by ACT.

Continued eligibility in the twelfth grade:

1. An eligible high school student who enrolls in a dual credit course requiring TSI completion in reading, writing, or mathematics during their junior year under the STARR EOC provisions is not required to determine further evidence of eligibility to enroll in dual credit courses in the twelfth grade.
2. An eligible high school student who enrolls in a dual credit course requiring TSI completion in reading, writing, or mathematics during their junior year under the PSAT/NMSQT, PLAN or Aspire provisions and earns a

grade of C or better has demonstrated eligibility to enroll in dual credit courses in the twelfth grade. If a C grade or better grade is not earned, the student must demonstrate eligibility in dual credit courses in the twelfth grade.

**Note** *Refer to CTC's "Current High School Students" webpage for additional criteria required by CTC.*

## **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.

- Students who were enrolled while in high school based upon scores on the 10th grade TAKS, PSAT/NMSQT, PLAN or Aspire 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 4. After seeing the counselor, go to the Industrial Technology Department in Building 118, Room 17 or Office Technology Department in Building 101, Room 11.
- AAS programs go to Room 3.

## 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.

- Complete and sign a CTC Application for Admission.
- Complete and sign a CTC International Student Application for Admission.
- 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.
- Submit a notarized CTC Sponsor's Statement for International Students, which indicates at least \$16,000 one (1) year is available for college tuition, fees and living expenses.
- Submit two passport-sized photos.
- Submit \$500 tuition deposit. If the applicant does not attend, 80 percent is refundable.
- 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.
- Submit proof of Bacterial Meningitis vaccination 10 days before registration
- 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/DSL 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 and may include entry-level college developmental study courses for students without TSI testing. 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 enrolled in the ESL program may be granted a temporary waiver from taking the Texas Success Initiative Assessment while enrolled in ESL courses. The TSI waiver is valid up to 15 semester credit hours or prior to enrolling in entry-level freshman coursework, whichever comes first.

## 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/Waived 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.
12. Enrolled in a certificate program of one year or less (requires 42 or fewer semester credit hours or equivalent). To be eligible for the certificate waiver, student may enroll in courses required for the certificate.
13. ESOL Waiver. Students with demonstrated limited English proficiency may be granted a temporary waiver while enrolled in developmental ESOL/ESL coursework up to 15 semester credit hours or prior to enrolling in entry-level freshman coursework, whichever comes first.
14. Completion of College Preparatory Course taken in partnership at CTC and local school district. Exemption is valid for 12 months from the date of high school graduation.

### TSI Minimum Standards

To meet TSI minimum standards, a student must achieve the minimum passing scores on the approved TSI Assessment as listed below.

- TSI Assessment: Reading - 351, Mathematics - 350, Writing - 350 and Essay score of 5 or 363 and Essay score of 4 or less than 350 and ABE Diagnostic level at least 4 and Essay score of at least 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

Except for GoArmyEd students using military tuition assistance, students in high school, or students with holds on their records, all students should register online through WebAdvisor. Students who have holds on their records may register in person during their scheduled registration periods. 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 Laboratory 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.
- 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 1470 does not guarantee a position in the clinical courses of the program. Upon entering MLAB 1470 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 "75" or better in each course listed on the degree plan.
- Successfully complete the prerequisites to Clinical I with a grade of "75" or better. Prerequisites are:

MLAB 1470	MLAB 1415
BIOL 2401	BIOL 2402
CHEM 1411	CHEM 1412
MATH 1314	



- 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 Program Director. 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 2 members of the MLT Advisory Board (32 points each maximum).
  - There are a minimum 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.
- 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 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.
- Students will be required to successfully complete MLT exit exams with a minimum of "75".
- Placement of students in MLT clinical courses will depend upon availability and the recommendation of 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.
  - 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. 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.
  - Submit an application showing intent to enroll in practicum.
  - Find a practicum site (must be approved by the Mental Health Services 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.
    - d. Hepatitis B series that takes six months to complete.

- Provide proof of CPR/First Aid course completion.
- 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.

## 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 physical limitations, drugs or alcohol. In addition, because of patient vulnerability, facilities may not allow students with positive criminal background checks 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). On-line CPR courses are 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 emailed from the testing center.
- 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 acknowledge:
  - 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) and Title 25 Health Services, 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 enrolled without complete immunizations.
- 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 the 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, acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968.
- Students must show, acceptable evidence of vaccination of one dose of rubella vaccine.
- Students born on or after January 1, 1957, must show acceptable evidence of vaccination of one dose of mumps vaccine.
- Students shall receive a complete series of hepatitis B vaccine 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 in the fall.
- 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.

#### **Physical Examination:**

- 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 negative Purified Protein Derivative (PPD) Tuberculin skin test results, before registration. The PPD TB skin test will be required each year thereafter. Documentation of chest x-ray is acceptable for students who meet this medical requirement. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.

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

General policies related to students in the Associate Degree 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 are available to students are discussed in the Central Texas College Student Handbook and in the semester schedule bulletins.

#### **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 or online 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.
- Admission requires an overall GPA of 2.8 or higher for degree plan courses; and a science GPA of 2.8 or higher. 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. The prerequisite Pharmacology course must be less than two (2) years old.
- 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. The Anatomy & Physiology (A&P) portion of the HESI A2 exam will be required; there is no minimum score.



- 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, HESI A2 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.
  - HESI A2 pre-entrance exam scores and number of attempts. The HESI A2 scores can be no older than 2 years.
  - Pharmacology course number of attempts.
- 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.
  - A negative Purified Protein Derivative (PPD) Tuberculin skin test results, before registration are required. 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). Online CPR courses are not acceptable.
  - Proof of purchase for the required Lab Kit.
- Negative criminal history background check through MorphoTrust screening services and a 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 at the required Nursing Orientation session. 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 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, removal from the program, and/or ineligibility 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.
  - Nursing Orientation
  - Success Camp

#### 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 "C", 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 all 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 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 three 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, the Texas Nursing Practice Act, and the TBON Rules and Regulations Relating to Nursing Education, Licensure, and Practice. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

- ADN 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 ADN 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

- 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.
- Present a transcript from all colleges attended. (Syllabi for nursing courses must be provided for review.)
- Apply in writing to the CTC ADN Admissions and Standards Committee for admission to the Program.
- Acknowledge that placement in the Nursing Program 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 two 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 as reviewed by the Department of Nursing ADN Program Admissions and Standards Committee.

## Part-Time Policy

Currently a part-time option is not available in the ADN Program secondary to the ADN Curriculum change.

## 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 Rule 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 withdrawing or 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 three 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 change of the physical or mental 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, 1115, 1413, 1262, 1229, 1331, 2213, 1363, 1347, 1412, 2221, 2331, 2362 and 2363. Failure of any two RNSG courses results in ineligibility for readmission.
- If a student withdraws from a nursing course in passing status, the student may be readmitted.
- 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) 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 Admissions & Standards Committee requirements.
  - 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 or recommended by the Director of the Nursing Program.
- 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 the 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 GPA of 2.8 or higher.
- 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 2.8.

- 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.
- Complete the ADN Program within two 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 "C" 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 all 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 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.
- Provide the Department of Nursing faculty with documentation that would result in a change of the physical/mental 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 two years of first enrollment in RNSG 1331.
- Conduct and performance in the classroom and affiliated clinical facilities according to CTC policy, the Texas Nursing Practice Act, and the TBON Rules and Regulations Relating to Nursing Education, Licensure, and Practice. 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 1331, 2213, 1363, 1347, 1412, 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 in passing status, the student may be readmitted.
  - The procedure for readmission follows the Admissions & Standards Committee 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 (70) in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge, on the same exam. The Anatomy and Physiology (A&P) portion of the HESI A2 exam will be required; there is no minimum score.
- 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.
- Students must participate in two (2) mandatory orientation meetings to fulfill admission requirements in the VN program.
  - Nursing Orientation
  - Success Camp

### 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).

- 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.

### Progression Requirements

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.

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.
  - 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, BLS-HCP or Military Training Institute: CPR and AED.
  - Completed physical examination form and mandatory immunizations.

- Applicants for transfer may be asked to verify clinical skills by practical demonstration in the learning laboratory.
- All transfer students must successfully complete a minimum of 50 percent of credit hours (26 credit hours) at CTC.
- Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1304 or its equivalent.

#### **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 1331, Pharmacology, HPRS 2300 Pharmacology for Health Professions or its equivalent must have been completed within the past year. 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 (Emergency Medical Technician (EMT), Advanced EMT and Paramedic) Certificate and Associate Degree Programs**

### **Emergency Medical Technician (EMT)**

#### **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 Emergency Medical Technician (EMT) Certificate or Associate Degree 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 meet this medical requirement. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.

#### **Emergency Medical Technician (EMT) Progression Requirements**

In order to progress in the EMT program, the following must be met:

- Achieve a grade of "C" or better in EMSP 1401 and EMSP 1160.
- Achieve a minimum 70 percent course average.
- 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.
- Conduct and performance in the classroom and affiliated clinical facility is according to CTC policy, the EMS Program and the Texas Department of State Health Services. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

## **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 applied on the EMT 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 Paramedic curriculum must be a "B" or above. Science courses that are older than five years old must be repeated.
- Copy of Texas and/or National Registry Emergency Medical Technician (EMT) 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.

#### **Paramedic Progression Requirements**

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

- Achieve a grade of "C" or better in all courses.
- Achieve a minimum 75 percent course average.
- Successfully complete prerequisites to each EMSP course.
- Successfully complete all co-requisites prior to or concurrently with EMSP 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 paramedic program within two years of first enrollment in EMSP 1355 or its equivalent.
- Conduct and performance in the classroom and affiliated clinical facility is according to CTC policy, the EMS Program and the Texas Department of State Health Services. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

#### Readmission Policy for EMT, Advanced EMT and Paramedic Students

- A student may be re-admitted to and EMS course ONCE following a failure due to poor academic performance or withdrawal from an EMS course. Students will NOT be readmitted to the EMS or Paramedic program if he/she has been removed from class or clinical rotations due to unprofessional behavior, academic dishonesty or patient endangerment. This applies to the following EMSP courses: EMSP 1401, 1160, 1338, 1355, 1356, 2248, 2444, 2434, 2262, 2330, 2143, 2263, 2305 and 2164.
  - Failure of two EMSP courses will result in ineligibility for readmission.
  - If a student has been readmitted following an EMSP course failure and subsequently withdraws from an EMSP 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.
- No longer than twelve (12) months may elapse between completion of an EMS course and enrollment in the subsequent course.
- Consideration for course readmission:
  1. Written notification at least one month in advance to the EMS Program Director that the student desires to reenter the EMS program should include:
    - Student name.
    - EMSP 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 (please be specific).
    - Semester and year seeking readmission.
    - Student signature and date.
  2. The recommendation of the EMSP Admission and Standards Committee. A student interview may be required.
  3. A minimum cumulative grade point average of 2.5.
- Re-admission decision will be determined by the EMS Admissions and Standards committee.
- Re-admission written assessment and practical skill assessment will be conducted to determine entry point.

- After an applicant has been accepted for readmission, the student will follow general Department of Nursing policies found in the Paramedic Student Handbook.
- If the course that requires re-admission is a co-requisite with other courses in that semester, the student may be required to re-admit in all courses for that semester.
- Students must complete the Paramedic Program within two years of first time enrollment in EMSP 1355 or its equivalent.

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

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.



---

## How is Bacterial Meningitis Diagnosed?

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

## How is the Disease Transmitted?

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

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

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

## What are the Possible Consequences of the Disease?

- 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 2015-2016

Semester Hours	Resident In-District*	Resident Out-of-District*	Nonresident & International*
1	\$76	\$98	\$214
2	\$152	\$196	\$428
3	\$228	\$294	\$642
4	\$304	\$392	\$856
5	\$380	\$490	\$1,070
6	\$456	\$588	\$1,284
7	\$532	\$686	\$1,498
8	\$608	\$784	\$1,712
9	\$684	\$882	\$1,926
10	\$760	\$980	\$2,140
11	\$836	\$1,078	\$2,354
12	\$912	\$1,176	\$2,568
13	\$988	\$1,274	\$2,782
14	\$1,064	\$1,372	\$2,996
15	\$1,140	\$1,470	\$3,210
16	\$1,216	\$1,568	\$3,424
17	\$1,292	\$1,666	\$3,638
18	\$1,368	\$1,764	\$3,852

**Differential Tuition:** An additional \$5 per semester credit hour will be charged to all courses that begin with CJLE, AIRP, AVIM, RNSG, HPRS and EMSP.

**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
TSI Assessment.....	\$25
FAA Knowledge Test.....	\$55-\$125
Instructional Materials (non refundable) (as required by contract, per credit hour).....	\$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

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 on TANF during senior year of high school

Tuition and fees - one year

Certified Educational Aides

Tuition and mandatory fees, except class or lab

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

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

- Students must be considered Texas residents as defined in the section "Determining Residence Status" to be eligible for exemptions.
- Students who are children of active duty military deployed to a combat zone outside the U.S. must be considered Texas residents or be eligible to pay in-state rates in order to be eligible for this exemption.
- Students enrolled in continuing education courses which receive no formula funding are not eligible for any of the listed exemption and waiver programs, unless eligible under the Hazlewood Act.
- Individualized Instruction fees are considered to be "extraordinary costs" associated with those programs, and as such are not eligible for funding under The Hazlewood Act.
- Students receiving exemptions must maintain a cumulative GPA of 2.0 or higher to continue to be eligible for exemption programs.
- Students receiving exemptions may not continue to receive the exemption if the total cumulative credit hours exceed 150% of the hours required for the student's degree plan.
- 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. The Hall is closed for Spring Break.

### **Deposits**

- Residence Hall Application Fee, nonrefundable \$100
- Background Check Fee, nonrefundable \$5

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

Rent and Five-Day Meal Plan, including tax (any 15 meals Monday through Friday)

- Fall and Spring Semesters (16 weeks of classes)
  - Single Occupancy Room \$2,800
  - Double Occupancy Room \$2,400
- Summer Semester
  - Single Occupancy Room \$1,700
  - Double Occupancy Room \$1,500
- Monthly Board Plan for Skills Center only, per month
  - Single Occupancy Room \$760
  - Double Occupancy Room \$650
- Semester Breaks for Current Residents only; returning for the following semester (Board Plan not available), excludes break between Fall and Spring Semesters \$165

\* Rent, room and board charges are subject to change as approved by the CTC 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>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.

Length of Class Term in Weeks	Last Day for 75 Percent Refund	Last Day for 25 Percent Refund	Last Day for 5 Percent Refund 60% Completion
1	1	n/a	3
2	2	n/a	6
3	3	4	9
4	4	5	12
5	5	6	15
6	5	7	18
7	7	9	21
8	7	10	24
9	8	11	27
10	9	12	30
11	10	14	33
12	11	15	36
13	12	16	39
14	13	17	42
15	14	19	45
16 or longer	15	20	48

- 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 when the student withdraws from all classes 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 additional refund will be given. The standard refund policy will apply. 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. DD 214 with Home of Record listed as Texas. If Home of Record is not Texas, Leave and Earnings statements (LES) that shows Texas as place of residence for 12 consecutive months prior to enrollment.
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	October 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 F 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.

The following will affect your Financial Aid academic progress and may result in having to pay back funds:

- Students enrolled in distance learning courses are expected to maintain constant progress throughout the entire length of the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

## 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 (FAFSA) 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 assists students in all phases of the career planning and job search process. We can help students identify career interests and aid in preparation to become successful college students and employees. Free services are available for students with a valid CTC ID card and recent graduates.

Assistance is provided in the following areas:

- 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

Disability Support Services provides accommodations and services to eligible students creating opportunities that promote educational access and student success. Students should apply for services with the Office of Disability Support Services located in Building 111, Room 207, on the Central Campus. Students located outside the service area may contact a DSS Coordinator directly or speak with their Site Director for assistance in contacting Disability Support Services. Appropriate documentation of disability and completion of intake packet are required to receive services.

## 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.
- **Pearson VUE Exams** - CTC is a Pearson VUE test center where computer-based certification and licensure tests are offered for various testing programs.
- **TCOLE** - CTC has become a testing center for TCLEDDS offering tests to the police academy on campus and for the surrounding area.

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 or 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. An online form is available on the CTC Website at [www.ctcd.edu](http://www.ctcd.edu).

Evaluation and final certificate or 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

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

## SOC Degree Network System Membership

The SOC Degree Network System (DNS) are 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 SOC DNS-2 at the associate degree level.

## Student Complaint Process

For the complaint process, refer to the Central Texas College Student Handbook on the CTC website at [www.ctcd.edu/locations/central-campus/student-life-activities/publications/student-handbook/](http://www.ctcd.edu/locations/central-campus/student-life-activities/publications/student-handbook/).

# 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.

## Students-Parking Permit Required

Beginning again with the Spring 2015 semester, all students (full or part-time) attending Central Texas College, including continuing education and distance education students who test on campus, who operate a motor vehicle on either the Central Texas College Central Campus and/or the Fort Hood Campus, regularly or occasionally, and all CTC faculty and staff members are required to obtain a parking permit for each vehicle they may drive and park on campus, including motorcycles. Parking permits are available anytime and can be obtained at the CTC Police Department, Building 137, directly behind Student Services, building 119. Motorcycles are also required to display a parking permit and park in accordance with current campus parking rules and regulations. 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.



## 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 12 to 18 hours per long semester. The academic load statuses below are based on all courses sharing the same semester class start dates. The statuses below do not apply when a student enrolls in courses with multiple start dates throughout a semester, as well as different course lengths (number of weeks).

- 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 veteran 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. 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. Students enrolled in online classes are responsible for completing the class academic activities by the due dates assigned by the instructor or risk being administratively withdrawn from the class. **Students enrolled in online classes are responsible for completing the class academic activities by the due dates assigned by the instructor or risk being administratively withdrawn from the class.**

## 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.

## 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."

**Students enrolled in online courses and who do not participate or complete graded activities during the first week will be administratively withdrawn.**

## 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, any unresolved “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	$4 \times 3 = 12$
ENGL 1301	B	3	3	$3 \times 3 = 9$
ITSC 1409	C	2	4	$2 \times 4 = 8$
CJLE 1211	D	1	2	$1 \times 2 = 2$
			12 crs.	31 gp.
			$31/12 = 2.583 \text{ GPA}$	

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 highest 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.

## Developmental Study Courses

Developmental study courses may not be used to meet the 25 percent residency toward the degree. Although grades in developmental courses are not counted in the student's CTC grade point average for academic purposes, the courses and grades are included in the Financial Aid Satisfactory Academic Progress policy.

## 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 (excludes developmental study courses) taken concurrently during the regular semester or eight semester hours of college-level credit taken during each 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 attempted 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 attempted 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.

**NOTE:** Grades of "P" do not carry grade points and are not calculated in a student's CTC grade point average. Students on academic probation or suspension due to a CTC grade point average (GPA) below 2.0 must take regular CTC college credit courses (excludes developmental study courses) in which letter grades of A, B, C are assigned in order to improve their CTC GPA.

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

Mailing address changes can be made through the student’s WebAdvisor account, in writing or by email if sent from the student’s email address on file to [Admissions@ctcd.edu](mailto:Admissions@ctcd.edu). Email address changes cannot be made in WebAdvisor. Students who have a name change may request their CTC EagleMail address be changed at the time official name change documentation is provided to the Central Campus Records and Registration office at [central.registration@ctcd.edu](mailto:central.registration@ctcd.edu).

### 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 student. For correspondence that is mailed, the last known address on the student’s official CTC record will be used. All correspondence sent electronically will be sent to the student’s email address on the CTC Admission Application until such time the CTC student email address “CTC EagleMail” is generated. Once the CTC EagleMail is created, all CTC correspondence sent electronically will be sent to the student’s CTC EagleMail account. 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.

## 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, 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 "C" on all coursework taken, which includes all CTC courses and transfer credits.
- 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 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.

## 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 degree 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	88
AS	Biology - Organismal	128
AS	Biology - Human Biology	128
AS	Business Administration	66
AS	Chemistry	129
AA	Commercial Art	88
AA	Drama	89
AS	Engineering	87
AS	Environmental Science	129
AA	General Studies	90
AS	Geology	130
AA	Interdisciplinary Studies	101
AA	Journalism/Communications	72
AS	Kinesiology	102
AS	Mathematics	106
AA	Modern Language	73
AA	Music	89
AA	Radio and Television Broadcasting	125
AA	Radio and Television Broadcasting - Audio Emphasis	126
AA	Radio and Television Broadcasting - Video Production	126
CC*	Radio Broadcasting	127
CC*	Television/Radio/Broadcasting	127
CC*	TV News Videographer	127
AA	Social Science	131
AAT	Teacher Education	132

### Associate of Applied Science Degrees and Certificates

#### Agriculture

AAS	Agriculture Production	60
AAS	Equine Management	60
AAS	Horticultural Development	61
CC**	Agriculture Industries	62
CC*	Production Technology	62

#### Automotive Mechanic

AAS	Automotive Mechanic/Technician	63
CC**	Automotive Technician	63
CC*	Automotive System Specialist	64
CC*	Automotive Tune-Up Specialist Certificate	64
CC*	Basic Automotive Technician	64

#### Aviation Science

AAS	Aviation Science	65
CC*	Aviation Science Certificate	65

#### Business Management

AAS	Business Management	67
AAS	Business Management - Marketing and Sales Management Specialization	68
AAS	Business Management - Real Estate Sales	

	Specialization	69
CC*	Business Management	67
CC*	Entrepreneurship	68
CC*	Business Management Marketing and Sales Management	69
CC*	Business Management Real Estate Sales Agent	69

### Child Development

AAS	Child Development	70
CC**	Child Development	71
CC*	Administrator's Credentials	71
MSA	Child Development Associate	71

### Computer Science

AAS	Programmer Analyst	74
AAS	Information Security	74
AAS	Information Technology	76
AAS	Network Systems Administrator	77
CC*	Computer Help Desk Specialist	78
CC*	Cybersecurity	75
CC*	Information Security Specialist	75
CC*	IT Industry Certification Preparation Program	78
CC*	Network Specialist	77
CC*	Web Design Basics	78
CC*	Software Development and Testing Specialist	78, 79
CC*	Network Server & Cloud Administrator	79

### Diesel

AAS	Diesel Engine Mechanic and Repairer	80
CC**	Diesel Technician	80
CC*	Diesel Engine Specialist	81
CC*	Diesel System Specialist	81

### Drafting and Design

AAS	Computer-Aided Drafting and Design	82
CC*	Computer-Aided Drafting and Design	82
MSA	Computer-Aided Drafting and Design	82

### Electronics

AAS	Computer Electronics	83
AAS	Network Professional Specialization	84
CC*	Computer Electronics Technology	83
CC*	Industrial Control and Robotic Technology	85
CC*	Network Professional Specialization	84
CC*	Networking and Network Security	84
CC*	Networking and Wireless Networking	85
CC*	Networking and Network Telephony	85

### Emergency Medical Technology

AAS	Emergency Medical Technology	86
CC*	Emergency Medical Technology-Paramedic	86

### Graphics and Printing

AAS	Graphics and Printing	91
CC**	Graphics and Printing Technology	91
CC*	Graphics and Printing Technology Graphic Design	92
CC*	Graphics and Printing Technology Press Operations	92

### Heating and Air Conditioning

AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	93
CC**	Heating, Air Conditioning and Refrigeration	93
CC*	Commercial Heating, Air Conditioning and Refrigeration	94
CC*	Residential Heating, Air Conditioning and Refrigeration	94



---

**Hospitality Management**

AAS	Baking and Pastry Specialization	97
AAS	Restaurant and Culinary Management	95
AAS	Hotel Management Specialization	96
AAS	Culinary Arts	96
AAS	Food and Beverage Management Specialization	99
CC*	Baking	98
CC*	Culinary Arts	97
CC*	Food and Beverage Management	100
CC*	Institutional Food Service Operations	99
CC*	Property Management Advanced	98
CC*	Restaurant Operations	98
CC*	Restaurant Skills	97
CC*	Rooms Division	99

**Legal Assistant**

AAS	Paralegal/Legal Assistant	103
-----	---------------------------	-----

**Maintenance Technology**

AAS	Maintenance Technology	104
CC**	Building Trades	104
CC*	Carpentry Trades	105
CC*	Construction Trades	105
CC*	Residential Construction	105

**Medical Laboratory Technician**

AAS	Medical Laboratory Technician	107
-----	-------------------------------	-----

**Mental Health Services**

AAS	At Risk Youth Specialization	108
AAS	Chemical Dependency Specialization	109
AAS	Social Work Specialization	110
CC**	At Risk Youth Advanced Certificate	108
CC**	Chemical Dependency Counseling	109
CC*	Criminal Justice Addictions	110
CC*	Basic Mental Health Professional	111
CC*	Substance Abuse Prevention Specialist	111

**Nursing**

AAS	Nursing Associate Degree	112
AAS	Nursing Option for Articulating Student	113
CC**	Vocational Nursing	114

**Office Technology**

AAS	Office Technology	115
CC*	General Office Assistant	116
CC*	Office Technology Professional	116
CC*	Office Technology Support	116
CC*	Office Technology Specialist	115

**Office Technology Health Related**

AAS	Medical Office Technology	117
AAS	Medical Coding and Billing	118
AAS	Medical Documentation Specialist	119
CC*	Medical Coding and Billing	119
CC*	Medical Documentation Specialist	120
CC*	Medical Office Technology Professional	118
CC*	Medical Office Technology Specialist	117
CC*	Medical Office Technology Support	118

**Protective Services**

AAS	Criminal Justice	121
AAS	Criminal Justice - Corrections Specialization	121
CC*	Criminal Justice Studies Specialization	122
CC*	Criminal Justice Corrections Specialization	122
CC*	Basic Peace Officer	122
CC	Fire Protection Technology	122

**Public Administration**

AAS	Homeland Security & Emergency Management	123
CC*	Homeland Security & Emergency Management	123
CC*	Homeland Security	124
CC*	Emergency Management	124

**Welding**

AAS	Welding	133
CC**	Welding Technology	133
CC*	Farm and Ranch	134
CC*	Structural	134
CC*	Industrial	134

## 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, 1314, 2412	3-4
Life and Physical Sciences (030)	AGRI 1407, 1415, 1419 BIOL 1406, 1407*, 1408, 1411, 1413, 2401, 2402*, 2420, 2421* 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*, 2323, 2327*, 2328*, 2332* SPAN 1411, 1412*, FREN 1411, 1412*, GERM 1411, 1412*, RUSS 1411, 1412* PHIL 1301, 1304, 1316, 1317, 2306, 2307, 2321	3-4
Creative Arts (050)	ARTS 1303, 1304, 1311 DRAM 1310, 2366, 2367 HUMA 1315 MUSI 1301	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, 2319	3
Component Area Option (090)	AGRI 1407, 1415, 1419, 2317 ANTH 2351 ARTS 1303, 1304, 1311 BCIS 1305 BIOL 1406, 1407*, 1408, 1411, 1413, 2401, 2402*, 2420, 2421* CHEM 1406, 1407*, 1411, 1412* COSC 1301 DRAM 1310, 2366, 2367 ECON 2301, 2302 ENGL 1302, 2322*, 2323, 2327*, 2328*, 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, 1342, 2412 MUSI 1301, 1306, 1307 KINE Physical Activity Courses PHIL 1301, 1304, 1316, 1317, 2306, 2307, 2321 PHYS 1401*, 1402*, 1403, 1404, 1415 PSYC 2301, 2308, 2314, 2315, 2316 RUSS 1411, 1412* SOCI 1301, 1306, 2301, 2319 SPAN 1411, 1412* SPCH 1315, 1318, 1321	3-4
<b>Total Core Requirement</b>		<b>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			
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			
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		MATH 1332 or 1342	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ	AGRI 1407	Agromony	4
Second Semester			
DEGR REQ	AGRI 2317	Intro. to Agri. Economics	3
CORE REQ		Language/Philosophy/Cultural Studies	3
CORE REQ		Social/Behavioral Science Selection	3
CORE REQ		Component Area Option	4
CORE REQ		Creative Arts Selection	3
Total Hours			60



## Agriculture Production (AGP14) 010104

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
AGRI	1131	The Agriculture Industry	1
AGRI	1419	Introductory Animal Science	4
ENGL	1301	Composition I	3
ELEC		Humanities/Fine Arts Selection	3
AGRI	2317	Introduction to Agriculture Economics	3

#### Second Semester

AGRI	1309	Computers in Agriculture	3
AGMG	2306	Livestock and Meat Marketing	3
ELEC		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

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
ELEC		Humanities/Fine Arts Selection	3
MATH	1342	Elementary Statistical Methods	3
ELEC		Social/Behavioral Science Selection	3
AGMG	2486	Internship	4

#### Second Semester

AGEQ	2301	Equine Behavior and Training II	3
AGEQ	2311	Equine Science II	3
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
ELEC		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			
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
ELEC		Social/Behavioral Science Selection	3
AGCR	2318	Soil Science	3
<b>Total Hours</b>			<b>60</b>

---

## **Agricultural Industries (AGI13) 010104**

### **Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
AGRI	1309	Computers in Agriculture	3
AGRI	1131	Agriculture Industry	1
AGRI	1407	Agronomy	
or			
AGRI	1419	Introduction to Animal Science	4
AGCR	1307	Range Management	3
AGEQ	1311	Equine Science I	3
<b>Second Semester</b>			
AGRI	2330	Wildlife Conservation and Mgmt.	3
AGAH	1347	Animal Reproduction	
or			
AGAH	1353	Beef Cattle Management	3
AGAH	1343	Animal Health	3
AGEQ	2311	Equine Science II	
or			
HALT	1322	Landscape Design	3
<b>Third Semester</b>			
AGEQ	1301	Equine Behavior and Training I	
or			
HALT	2308	Greenhouse Management	3
AGRI	2301	Agriculture Power Units	3
AGRI	2317	Introduction to Agriculture Economics	3
AGAH	2313	Principles of Feeds and Feeding	
or			
AGCR	2318	Soil Science	3
<b>Fourth Semester</b>			
AGEQ	1319	Western Horsemanship I	
or			
HALT	1319	Landscape Construction	3
AGEQ	2301	Equine Behavior and Training II	
or			
HALT	1345	Golf/Sports Field/Park Management	3
AGMG	2306	Livestock and Meat Marketing	3
AGMG	2486	Internship	4
<b>Total Hours</b>			<b>51</b>

## **Production Technology (AGP15) 010104**

### **Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
AGRI	1131	The Agriculture Industry	1
AGRI	1419	Introductory Animal Science	4
AGEQ	1311	Equine Science I	3
AGRI	1309	Computers in Agriculture	3
<b>Second Semester</b>			
AGRI	1407	Agronomy	4
AGRI	2330	Wildlife Conservation and Managment	3
HALT	1470	Horticulture - Home Gardening	4
AGCR	1307	Range Management	3
AGRI	2317	Agriculture Economics	3
<b>Total Hours</b>			<b>28</b>

# Automotive Mechanic

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

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

## Automotive Mechanic/Technician (AUM15) 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	2337	Automotive Electronics	3
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
AUMT	2425	Automotive Automatic Transmission and Transaxle	4
AUMT	1319	Automotive Engine Repair	3

#### Second Semester

GOVT	2305	Federal Government	3
ELEC		Humanities/Fine Arts Selection	3
AUMT	2417	Automotive Engine Performance Analysis I	
or			
AUMT	2488	Internship	4

**Total Hours** **60**

## Automotive Technician (AUT5) 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	2337	Automotive Electronics	3/96
AUMT	1319	Automotive Engine Repair	3/96
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
AUMT	2417	Automotive Engine Performance Analysis I	4/144
or			
AUMT	2488	Internship	4/304
<b>Total Hours</b>			<b>49</b>
<b>Total Clock Hours</b>			<b>1568/1776</b>



---

**Basic Automotive Technician (AUB13) 470604**  
**Certificate of Completion**

			<b>Cr/Clock</b>
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 (AUSS5) 470604**  
**Certificate of Completion**

			<b>Cr/Clock</b>
AUMT	1405	Intro. to Automotive Technology	4/96
AUMT	2305	Automotive Engine Theory	3/64
AUMT	1407	Automotive Electrical Systems	4/144
AUMT	2337	Automotive Electronics	3/96
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>38</b>
<b>Total Clock Hours</b>			<b>1184/1344</b>

**Automotive Tune-Up Specialist (AUTS5) 470604**  
**Certificate of Completion**

			<b>Cr/Clock</b>
AUMT	1405	Intro. to Automotive Technology	4/96
AUMT	2305	Automotive Engine Theory	3/64
AUMT	1407	Automotive Electrical Systems	4/144
AUMT	2337	Automotive Electronics	3/96
AUMT	1319	Automotive Engine Repair	3/96
AUMT	1472	Automotive Computer Systems	4/144
AUMT	2434	Automotive Engine Performance Analysis II	4/144
AUMT	2417	Automotive Engine Performance Analysis I	4/144
or			
AUMT	2488	Internship	4/304
<b>Total Hours</b>			<b>29</b>
<b>Total Clock Hours</b>			<b>928/1136</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 (AVS15) 490102 Associate of Applied Science Degree

### First Year

First Semester			Credit
AIRP	1315	Private Flight	3
AIRP	1417	Private Pilot Ground School	4
AIRP	1305	Aircraft Science	3
AIRP	1307	Aviation Meteorology	3
ENGL	1301	Composition I	3
Second Semester			
AIRP	1255	Intermediate Flight	2
AIRP	1341	Advanced Air Navigation	3
AIRP	2355	Propulsion Systems	3
MATH	1314	College Algebra	3
ENGL	1302	Composition II	3

### Second Year

First Semester			
AIRP	2250	Instrument Flight	2
AIRP	1451	Instrument Ground School	4
AIRP	1343	Aerodynamics	3
ELEC		Science Selection (with Lab)	4
GOVT	2305	Federal Government	3
Second Semester			
AIRP	2239	Commercial Flight	2
AIRP	2337	Commercial Ground School	3
AVIM	2331	Airline Management	3
ELEC		Fine Arts Selection	3
ELEC		Humanities Elective (Literature)	3
<b>Total Hours</b>			<b>60</b>

## Aviation Science Certificate (AVS15) 490102 Certificate of Completion

First Semester			Credit
AIRP	1315	Private Flight	3
AIRP	1417	Private Pilot Ground School	4
AIRP	1305	Aircraft Science	3
Second Semester			
AIRP	1255	Intermediate Flight	2
AIRP	1341	Advanced Air Navigation	3
AIRP	1307	Aviation Meteorology	3
AIRP	1343	Aerodynamics	3
Third Semester			
AIRP	2250	Instrument Flight	2
AIRP	1451	Instrument Ground School	4
AIRP	2355	Propulsion	3
Fourth Semester			
AIRP	2239	Commercial Flight	2
AIRP	2337	Commercial Ground School	3
AVIM	2331	Airline Management	3
<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 (BUB15) 520101**

### **Associate of Science Degree**

<b>First Semester</b>			<b>Credit</b>
DEGR REQ	BUSI 1301	Business Principles	3
CORE REQ		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 1305	Business Computer Apps.	3
<b>Second Semester</b>			
CORE REQ		Life and Physical Science Selection	4
CORE REQ	HIST 1302	U.S. History II	3
CORE REQ		Social & Behavioral Sciences Selection	3
CORE REQ	MATH 1314	College Algebra	3
<b>Second Year</b>			
<b>First Semester</b>			
DEGR REQ	ECON 2301	Macroeconomics	3
DEGR REQ	ACCT 2301	Principles of Accounting I	3
CORE REQ	PHIL 1301	Introduction to Philosophy	3
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Component Area Option	4
<b>Second Semester</b>			
DEGR REQ	ACCT 2302	Principles of Accounting II	3
CORE REQ	GOVT 2306	Texas Government	3
DEGR REQ	ECON 2302	Microeconomics	3
CORE REQ		Communications (SPCH 1321)	3
CORE REQ		Creative Arts (HUMA 1315)	3
<b>Total Hours</b>			<b>60</b>

## Business Management (BUBM5) 520201

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
ITSC	1309	Integrated Software Applications I	
or			
BCIS	1305	Business Computer Applications	3
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
ELEC		BMGT 2370, BMGT 2488 or RELE 2488	3
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	
or			
BUSI	2301	Business Law	3
ECON		ECON 2301 or 2302	3

##### Second Semester

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

## Business Management (BUBM5) 520201

### Certificate of Completion

First Semester			Credit
BUSI	1301	Business Principles	3
BMGT	1327	Principles of Management	3
HRPO	1311	Human Relations	3
ITSC	1309	Integrated Software Applications I	
or			
BCIS	1305	Business Computer Applications	3
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
ELEC		BUSI/BMGT/BUSG/RELE/MRKG	3
ELEC		BMGT 2370, BMGT 2488, RELE 2488	3-4
<b>Total Hours</b>			<b>30-31</b>



## Entrepreneurship (BUEN5) 520201

### Certificate of Completion

First Semester			Credit
BUSG	2309	Small Business Management	3
POFT	1325	Business Math Using Technology	3
ITSC	1309	Integrated Software Applications	
or			
BCIS	1305	Business Computer Applications	3
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
ELEC		BUSI/BMGT/BUSG/RELE/IMED/MRKG	3
BUSG	1370	Small Business Accounting	3
BUSG	1371	Entrepreneurship and Business Plan Development	3
Total Hours			30

## Business Management Marketing and Sales Management Specialization (BUMS5) 520201

### Associate of Applied Science Degree

First Year			Credit
First Semester			
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
BUSI	1301	Business Principles	3
ITSC	1309	Integrated Software Applications I	
or			
BCIS	1305	Business Computer Applications	3
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
ELEC		BMGT 2370, 2488 or RELE 2488	3
Second Year			
First Semester			
ECON		ECON 2301 or 2302	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		BMGT/BUSI/BUSG/RELE	3
ACCT	2301	Principles of Financial Accounting	3
Second Semester			
ACCT	2302	Principles of Managerial Accounting	3
BUSG	2305	Business Law/Contracts	
or			
BUSI	2301	Business Law	3
MRKG	2333	Principles of Selling	3
ELEC		Elective	3
ELEC		BMGT/BUSI/BUSG/RELE	3
ELEC		BMGT 2371, 2489 or RELE 2489	3
Total Hours			60

---

**Business Management Marketing and Sales Management (BUMS5) 520201**  
**Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
HRPO	1311	Human Relations	3
BUSI	1301	Business Principles	3
ITSC	1309	Integrated Software Applications I	
or			
BCIS	1305	Business Computer Applications	3
ELEC		BMGT/BUSI/BUSG/RELE/HRPO	3
<b>Second Semester</b>			
MRKG	1311	Principles of Marketing	3
MRKG	2333	Principles of Selling	3
ELEC		BUSI/BMGT/BUSG/RELE/MRKG	3
ELEC		BMGT 2370, BMGT 2488, or RELE 2488	3-4
<b>Total Hours</b>			<b>24-25</b>

**Business Management Real Estate Specialization (BUR15) 520201**  
**Associate of Applied Science Degree**

<b>First Year</b>			
<b>First Semester</b>			<b>Credit</b>
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
BUSI	1301	Business Principles	3
ITSC	1309	Integrated Software Applications I	
or			
BCIS	1305	Business Computer Applications	3
SPCH		SPCH 1315 or 1321	3
<b>Second Semester</b>			
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
<b>Second Year</b>			
<b>First Semester</b>			
ELEC		RELE 2488, BMGT 2488 or 2370	3
ECON		ECON 2301 or 2302	3
ELEC		Humanities/Fine Arts Selection	3
RELE	1311	Law of Contracts	3
RELE	2301	Law of Agency	3
ACCT	2301	Principles of Financial Accounting	3
<b>Second Semester</b>			
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
<b>Total Hours</b>			<b>60</b>

**Business Management Real Estate Sales Agent (BUR13) 520201**  
**Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
RELE	1406	Principles of Real Estate*	4
RELE	2301	Law of Agency*	3
RELE	1311	Law of Contracts*	3
RELE	1200	Contract Forms and Addenda*	2
<b>Second Semester</b>			
RELE	1219	Real Estate Finance*	2
RELE	2488	Internship	4
<b>Total Hours</b>			<b>18</b>

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

This meets the revised Texas Real Estate Commission Education requirements effective 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 (CDS15) 190709 Associate of Applied Science Degree

### First Year

#### First Semester

			Credit
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	
or			
ENVR	1401	Environmental Science I	4

#### Second Semester

BCIS	1305	Business Computer Applications	3
KINE		Physical Activity Course	1
CDEC	2288	Internship - Child Care Provider/Assistant	2
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
<b>Total Hours</b>			<b>60</b>

## Child Development (CDS15) 190709

### Certificate of Completion

#### First Year

First Semester		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
ELEC		Computer Technology Skills (BCIS)	3
MATH		MATH 1324, 1332, 1342 or higher level	3

#### Third Semester

SPCH		SPCH 1315, 1318, 1321 or 2341 (SPCH 1315 is preferred)	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
CDEC	2326	Administration of Programs for Children I	3
CDEC	1356	Emergent Literacy for Early Childhood	3
<b>Total Hours</b>			<b>46</b>

## Administrator's Credentials (CDA14) 190708

### Certificate of Completion

First Semester		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
ELEC		Computer Technology Skills	3
<b>Total Hours</b>			<b>31</b>

## 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 (COM5) 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 REQ		Creative Arts Selection	3
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		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 REQ		Component Area Option	4
CORE REQ		Life and Physical Science Selection	4
CORE REQ		Social/Behavioral Science Selection	3
Second Year			
First Semester			
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		MATH 1332, 1342 or 1314	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ	COMM 1307	Intro. to Mass Comm.	3
DEGR REQ	COMM 2311	Media Writing	3
Second Semester			
DEGR REQ	COMM 2315	News Reporting	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</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 REQ		Creative Arts Selection 3
CORE REQ	GOVT 2306	Texas Government 3
CORE REQ	LANG 1411	Beginning Foreign Language 4

#### Second Semester

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

#### Second Year

##### First Semester

CORE REQ	GOVT 2305	Federal Government 3
CORE REQ		MATH 1332, 1342 or 1314 3
CORE REQ		Life and Physical Science Selection 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
DEGR REQ		KINE Physical Activity Course 2

<b>Total Hours</b>		<b>60</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 (CSB15) 110201 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
COSC	1301	Introduction to Computing	3
ITSC	1309	Integrated Software Applications I	3
ITNW	1337	Introduction to the Internet	3
ITSE	1329	Programming Logic and Design	3
ENGL	1301	Composition I	3

### Second Semester

ITSE	1302	Computer Programming (Visual Basic)	3
ITSE	2421	Object Oriented Programming (C++)	4
ITNW	1358	Network+	3
MATH	1314	College Algebra	3
CETT	1325	Digital Fundamentals	3

### Second Year

First Semester			
ITSY	1342	Information Technology Security (CompTIA Security+)	3
ITSC	1325	Personal Computer Hardware	3
ITSW	1307	Introduction to Database	3
HUMA	1315	Fine Arts Appreciation	3
ELEC		PSYC 2301 or PSYC 2315 or PHIL 1301 or SOCI 1301	3

### Second Semester

ITSE	2402	Intermediate Web Programming (PHP/Scripting/Mobile Apps)	4
IMED	1316	Web Design I	3
ENGL	2311	Technical and Business Writing	3
ITSE	2459	Adv. Computer Programming (C#)	
or			
ITSE	2486	Internship – Computer Programming/Programmer, General	4
<b>Total Hours</b>			<b>60</b>

## Information Security (CSS15) 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
ITSC	1309 Integrated Software Applications I	3
ITSE	1329 Programming Logic and Design	3
ITSY	1342 Information Technology Security (CompTIA Security+)	3
ENGL	1301 Composition I	3
MATH	1314 College Algebra	3

#### Second Semester

ITSC	1405 Introduction to PC Operating Systems	4
ITNW	1358 Network+ (CompTIA Network+)	3
ENGL	2311 Technical and Business Writing	3
ELEC	PSYC 2301 or PSYC 2315 or PHIL 1301 or SOCI 1301	3

#### Second Year

First Semester		Credit
ITSC	1325 Personal Computer Hardware	3
HMSY	1370 IT Security for Homeland Security Specialist	3
ITSY	2401 Firewalls and Network Security	4
HUMA	1315 Fine Arts Appreciation	3
HMSY	2337 Managing a Unified Incident Command	3

#### Second Semester

ITSY	2442 Incident Response and Handling	4
ITSC	1415 Project Management Software	4
ITSY	2441 Security Management Practices	4
ITSY	2459 Security Assessment & Auditing	4
or		
ITSY	2486 Internship – Computer and Information Systems Security	4
<b>Total Hours</b>		<b>60</b>

## Information Security Specialist (CSS15) 111003

### Certificate of Completion

First Semester		Credit
ITSY	1342 Information Technology Security (CompTIA Security+)	3
ITSC	1405 Introduction to PC Operating Systems	4
ITNW	1358 Network+ (CompTIA Network+)	3
ITSY	2401 Firewalls and Network Security	4

#### Second Semester

ITSC	1415 Project Management Software	4
ITSY	2442 Incident Response and Handling	4
ITSY	2441 Security Management Practices	4
ITSY	2459 Security Assessment & Auditing	4
<b>Total Hours</b>		<b>30</b>

## Cybersecurity (CSUR5) 111003

### Certificate of Completion

First Semester		Credit
ITNW	1358 Network+	3
ITSY	1342 Information Technology Security (CompTIA Security+)	3
ITSY	2401 Firewalls and Network Security	4
ITSY	2442 Incident Response and Handling	4
ITSY	2441 Security Management Practices	4
ITSY	2459 Security Assessment & Auditing	4
<b>Total Hours</b>		<b>22</b>



---

## Information Technology (CSI15) 110201

### 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	1309	Integrated Software Applications I	3
ITSC	1325	Personal Computer Hardware (CompTIA A+)	3
ENGL	1301	Composition I	3
MATH	1314	College Algebra	3

#### Second Semester

ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1337	Introduction to the Internet	3
ITNW	1358	Network+ (CompTIA Network+)	3
ENGL	2311	Technical and Business Writing	3
ITSY	1342	Information Technology Security (CompTIA Security+)	3

#### Second Year

First Semester			
ITNW	1316	Network Administration	3
ITSC	1415	Project Management Software	4
IMED	1316	Web Design I	3
ITSE	1329	Programming Logic and Design	3
ELEC		PSYC 2301 or PSYC 2315 or PHIL 1301 or SOCI 1301	3

#### Second Semester

ITSE	1302	Computer Programming (Visual Basic)	3
ITSW	1307	Introduction to Database	3
HUMA	1315	Fine Arts Appreciation	3
ITSC	2439	Personal Computer Help Desk Support	
or			
ITSC	2486	Internship – Computer and Information Sciences, General	4
<b>Total Hours</b>			<b>60</b>

## Network Systems Administrator (CSN15) 110201

### 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	1309	Integrated Software Applications I	3
CETT	1325	Digital Fundamentals	3
ITNW	1358	Network+ (CompTIA Network+)	3
ENGL	1301	Composition I	3
MATH	1314	College Algebra	3

#### Second Semester

ITSE	1329	Programming Logic and Design	3
ITNW	1337	Introduction to the Internet	3
ITNW	1316	Network Administration	3
ENGL	2311	Technical and Business Writing	3
ELEC		PSYC 2301 or PSYC 2315 or PHIL 1301 or SOCI 1301	3

#### Second Year

##### First Semester

IMED	1316	Web Design I	3
ITSC	1415	Project Management Software	4
ITSY	2401	Firewalls and Network Security	4
ITNW	1345	Implementing Network Directory Services	3
ITNW	1353	Supporting Network Server Infrastructure	3

##### Second Semester

ITNW	2356	Designing a Network Directory Infrastructure	3
ITNW	2354	Internet/Intranet Server	3
HUMA	1315	Fine Arts Appreciation	3
ITNW	1454	Implementing and Supporting Servers	
or			
ITNW	2488	Internship – Computer Systems Networking/Telecommunications	4
<b>Total Hours</b>			<b>60</b>

## Network Specialist (CSN15) 110201

### Certificate of Completion

First Semester			Credit
ITSC	1325	Personal Computer Hardware (CompTIA A+)	3
ITNW	1358	Network+ (CompTIA Network+)	3
ITSE	1329	Programming Logic and Design	3
ITNW	1337	Introduction to the Internet	3
ITNW	1316	Network Administration	3

##### Second Semester

ITNW	1345	Implementing Network Directory Services	3
ITNW	2356	Designing a Network Directory Infrastructure	3
ITNW	1353	Supporting Network Server Infrastructure	3
ITNW	2354	Internet/Intranet Server	3
ITNW	1454	Implementing and Supporting Servers	4
<b>Total Hours</b>			<b>31</b>

## Computer Helpdesk Specialist (CSI15) 110301

### Certificate of Completion

First Semester			Credit
ITSC	1309	Integrated Software Applications I	3
ITSC	1325	Personal Computer Hardware (CompTIA A+)	3
ITNW	1358	Network+ (CompTIA Network+)	3
ITNW	1337	Introduction to the Internet	3
ITSC	1405	Introduction to PC Operating Systems	4
Second Semester			
ITSY	1342	Information Technology Security (CompTIA Security+)	3
ITSC	1415	Project Management Software	4
ITSE	1329	Programming Logic and Design	3
ITSC	2439	Personal Computer Help Desk Support	4
<b>Total Hours</b>			<b>30</b>

## Web Design Basics (CSW15)

### Certificate of Completion

111004

First Semester			Credit
ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1337	Introduction to the Internet	3
ITSY	1342	Information Technology Security (CompTIA Security+)	3
ITSE	1329	Programming Logic and Design	3
ITSC	1415	Project Management Software	4
Second Semester			
IMED	1316	Web Design I	3
ITSW	1307	Introduction to Database	3
ITSE	2402	Intermediate Web Programming (PHP/Scripting/Mobile Apps)	4
ITSE	1302	Computer Programming (Visual Basic)	3
<b>Total Hours</b>			<b>30</b>

## IT Industry Certification Preparation Program (MCS15) 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
ITSC	1325	Personal Computer Hardware (CompTIA A+)	3
ITNW	1358	Network+	3
ITNW	1316	Network Administration	3
ITNW	1345	Implementing Network Directory Services	3
ITNW	1454	Implementing and Supporting Servers	4
ITSY	1342	Information Technology Security (CompTIA Security+)	3
<b>Total Hours</b>			<b>19</b>

## Software Development & Testing Specialist (CSV15) 110201

### Certificate of Completion

*Only active duty military members who enroll as part of the MSSA cohort will be assigned (CSV15.CC1) degree plan/major code.*

			Credit
MATH	1342	Elementary Statistical Methods	3
ITSE	1329	Programming Logic and Design	3
ITSW	1307	Introduction to Database	3
ITSE	2459	Advanced Computer Programming (C#)	4
IMED	1316	Web Design I	3
<b>Total Hours</b>			<b>16</b>

---

## Software Development & Testing Specialist (CST15) 110201

### Certificate of Completion

*Students interested in Software Development & Training but are not part of the MSSA cohort, will be assigned (CST15.CC1) degree plan/major code.*

			Credit
MATH	1342	Elementary Statistical Methods	3
ITSE	1329	Programming Logic and Design	3
ITSW	1307	Introduction to Database	3
ITSE	2459	Advanced Computer Programming (C#)	4
IMED	1316	Web Design I	3
<b>Total Hours</b>			<b>16</b>

## Network Server & Cloud Administrator (CSCA5) 111002

### Certificate of Completion

*Only active duty military members who enroll as part of the MSSA cohort will be assigned (CSCA5.CC1) degree plan/major code.*

			Credit
ITNW	1316	Network Administration	3
ITNW	1345	Implementing Network Directory Services	3
ITNW	1454	Implementing and Supporting Servers	4
ITNW	2356	Designing a Network Directory Infrastructure	3
ITNW	1353	Supporting Network Server Infrastructure	3
ITNW	2354	Internet/Intranet Server	3
<b>Total Hours</b>			<b>19</b>

## Network Server & Cloud Administrator (CSC15) 111002

### Certificate of Completion

*Students interested in Network Server & Cloud Administrator but are not part of the MSSA cohort, will be assigned (CSC15.CC1) degree plan/major code.*

			Credit
ITNW	1316	Network Administration	3
ITNW	1345	Implementing Network Directory Services	3
ITNW	1454	Implementing and Supporting Servers	4
ITNW	2356	Designing a Network Directory Infrastructure	3
ITNW	1353	Supporting Network Server Infrastructure	3
ITNW	2354	Internet/Intranet Server	3
<b>Total Hours</b>			<b>19</b>



# 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 (DEM15) 470605 Associate of Applied Science Degree

First Semester			Credit
DEMR	1401	Shop Safety and Procedures	4
DEMR	1306	Diesel Engine I	3
DEMR	1423	Heating, Ventilation, and Air Conditioning, Troubleshooting and Repair	4
ENGL	1301	Composition I	3
Second Semester			
DEMR	1321	Power Train I	3
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
ELEC		Humanities/Fine Arts Selection	3
Fourth Semester			
GOVT	2305	Federal Government	3
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>60</b>

## Diesel Technician (DET15) 470605 Certificate of Completion

			Cr/Clock
DEMR	1401	Shop Safety and Procedures	4/96
DEMR	1306	Diesel Engine I	3/96
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	1321	Power Train I	3/144
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
or			
DEMR	2488	Internship	4/304
<b>Total Hours</b>			<b>49</b>
<b>Total Clock Hours</b>			<b>1632/1792</b>

---

**Diesel System Specialist (DES15) 470605**  
**Certificate of Completion**

			<b>Cr/Clock</b>
DEMR	1401	Shop Safety and Procedures	4/96
DEMR	1405	Basic Electrical Systems	4/144
DEMR	1416	Basic Hydraulics	4/144
DEMR	1321	Power Train I	3/144
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>34</b>
<b>Total Clock Hours</b>			<b>1120/1280</b>

**Diesel Engine Specialist (DESP5) 470605**  
**Certificate of Completion**

			<b>Cr/Clock</b>
DEMR	1401	Shop Safety and Procedures	4/96
DEMR	1306	Diesel Engine I	3/96
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>31</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 (DFT15) 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	1332	Contemporary Mathematics I	3

##### Second Semester

DFTG	2317	Descriptive Geometry	3
DFTG	2402	Machine Drafting	4
DFTG	2440	Solid Modeling/Design	4
ENGL	1301	Composition I	3
SPCH		SPCH 1315 or 1321	3

#### Second Year

##### First Semester

DFTG	1417	Architectural Drafting-Residential	4
DFTG	1358	Electrical/Electronics Drafting	3
ARCE	1452	Structural Drafting	4
ELEC		Humanities/Fine Arts Selection	3

##### Second Semester

DFTG	2323	Pipe Drafting	3
DFTG	2421	Topographical Drafting	4
DFTG	2438	Final Project -Advanced Drafting	4
ELEC		Social/Behavioral Science Selection	3
<b>Total Hours</b>			<b>60</b>

## Computer-Aided Drafting and Design (DFT15) 151301

### Certificate of Completion

			Credit
DFTG	1405	Technical Drafting	4
DFTG	2412	Technical Illustration and Presentation	4
DFTG	1409	Basic Computer-Aided Drafting	4
MATH	1332	Contemporary Mathematics I	3
DFTG	2317	Descriptive Geometry	3
DFTG	2402	Machine Drafting*	4
DFTG	2440	Solid Modeling/Design	4
<b>Total Hours</b>			<b>26</b>

\* The following courses may be substituted: DFTG 1417, DFTG 2421 or ARCE 1452

## Computer-Aided Drafting and Design (DFT15) 151301

### Marketable Skills Achievement Certificate

			Credit
DFTG	1405	Technical Drafting	4
DFTG	1409	Basic CAD	4
DFTG	2440	Solid Modeling	4
<b>Total Hours</b>			<b>12</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 Technician (ELC15) 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
ELEC		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
ELEC		Humanities/Fine Arts Selection	3
ELEC		CETT/CPMT/CSIR/ELMT/EECT	3
SPCH		SPCH 1315 or 1321	3

**Total Hours** **60**

## 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

**Total Hours** **25**

## 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			Credit
CPMT	1345	Computer Systems Maintenance	3
ITNW	1451	Fundamentals of Wireless LANs	4
ITCC	2408	CISCO Exploration 3-LAN Switching and Wireless	4
ELEC		Social/Behavioral Science Selection	3

#### Second Semester

ITCC	2441	CCNA Security	4
ITCC	2459	Advanced Voice Over Internet Protocol (VOIP)	4
ITCC	2410	CISCO Exploration 4-Accessing the WAN	4
ITNW	1313	Computer Virtualization	3
ELEC		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**

<b>First Semester</b>			<b>Credit</b>
ITCC	1401	Exploration-Network Fundamentals	4
ITCC	1404	CISCO Exploration 2-Routing Protocols and Concepts	4
<b>Second Semester</b>			
ITCC	2408	CISCO Exploration 3-LAN Switching and Wireless	4
ITCC	2410	CISCO Exploration 4-Accessing the WAN	4
<b>Third Semester</b>			
ITNW	1451	Fundamentals of Wireless LANs	4
<b>Total Hours</b>			<b>20</b>

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

<b>First Semester</b>			<b>Credit</b>
ITCC	1401	Exploration-Network Fundamentals	4
ITCC	1404	CISCO Exploration 2-Routing Protocols and Concepts	4
<b>Second Semester</b>			
ITCC	2408	CISCO Exploration 3-LAN Switching and Wireless	4
ITCC	2410	CISCO Exploration 4-Accessing the WAN	4
<b>Third Semester</b>			
ITCC	2459	Advanced Voice over Internet Protocol (VoIP)	4
<b>Total Hours</b>			<b>20</b>

**Industrial Control and Robotic Technology (ELRT) 151201**  
**Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
CETT	1302	Electricity Principles	3
ELMT	1301	Programmable Logic Controllers	3
INMT	1317	Industrial Automation	3
RBTC	1343	Robotics	3
<b>Second Semester</b>			
CETT	1325	Digital Fundamentals	3
ELMT	2333	Industrial Electronics	3
RBTC	1345	Robot Interfacing	3
RBTC	2345	Robot Application, Set-up, and Testing	3
<b>Total Hours</b>			<b>24</b>

# Emergency Medical Technology

The Emergency Medical Technology program is offered train applicants at the Emergency Medical Technician (EMT), Advanced EMT and Paramedic (Certificate or Associate of Applied Science) levels. Upon successful completion, students are eligible to take the National Registry exam to become certified at the specified level, through the National Registry of EMTs (NREMT) and the Texas Department of State Health Services. An Associate of Applied Science-Paramedic degree permits the student to apply for State Licensure through the Texas Department of State Health Services. Central Texas College offers the certificate of completion and an Associate Degree in Applied Science-Paramedic.

## Emergency Medical Technology (EMT15) 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

#### Second Semester

EMSP	1338	Introduction to Advanced Practice	3
EMSP	1355	Trauma Management	3
EMSP	1356	Patient Assessment and Airway Management	3
BIOL	2402	Anatomy and Physiology II	4

#### Third Semester

EMSP	2206	Emergency Pharmacology	2
EMSP	2444	Cardiology	4
EMSP	2434	Medical Emergencies	4
EMSP	2262	Clinical- Paramedic	2

### Second Year

#### First Semester

BIOL	2420*	Microbiology for Non-science Majors	4
EMSP	2330	Special Populations	3
EMSP	2143	Assessment Based Management	1
EMSP	2263	Clinical – Paramedic	2
EMSP	2305	EMS Operations	3

#### Second Semester

PSYC	2301	General Psychology	3
ENGL	1301	Composition I	3
EMSP	2164	Practicum/Field Experience	1
ELEC		Humanities/Fine Arts Selection	3

**Total Hours** **60**

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

## EMT - Paramedic (EMP15) 510904 Certificate of Completion

Upon successful completion of EMSP 1401 and EMSP 1160, students are eligible to sit for the National Registry Emergency Medical Technician (EMT) exam.

Upon successful completion of EMSP 1355, EMSP 1356, EMSP 1338, EMSP 2206 and EMSP 2262 students are eligible to sit for the National Registry Advanced EMT exam.

Upon successful completion of the certificate and/or the Associate of Applied Science degree curriculum, students are eligible to sit for the National Registry Paramedic exam.

			Credit
EMSP	1401	Emergency Medical Technician -Basic	4
EMSP	1160	Clinical-EMT	1
EMSP	1338	Introduction to Advanced Practice	3
EMSP	1355	Trauma Management	3
EMSP	1356	Patient Assessment and Airway Management	3
EMSP	2206	Emergency Pharmacology	2
EMSP	2444	Cardiology	4
EMSP	2434	Medical Emergencies	4
EMSP	2262	Clinical – Paramedic	2
EMSP	2330	Special Populations	3
EMSP	2143	Assessment Based Management	1
EMSP	2263	Clinical – Paramedic	2
EMSP	2305	EMS Operations	3
EMSP	2164	Practicum/Field Experience	1
<b>Total Hours</b>			<b>36</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

### First Year

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ		SPCH 1315, 1318, or 1321	3
CORE REQ		Creative Arts Selection	3
CORE REQ	MATH 1314	College Algebra	3

### Second Semester

CORE REQ	HIST 1302	United States History II	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ	ENGR 1201	Introduction to Engineering	2
CORE REQ	GOVT 2305	Federal Government	3

### Third Semester

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

### Second Year

First Semester			
CORE REQ		Life and Physical Science Selection	4
DEGR REQ	ENGR 2301	Engineering Mechanics I – Statics	3
DEGR REQ	ENGR 2332	Mechanics of Materials	3
DEGR REQ	MATH 2414	Calculus II	4

### Second Semester

CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Language/Philosophy/Cultural Studies	3
DEGR REQ	ENGR 2302	Engineering Mechanics II – Dynamics	3
CORE REQ		Social/Behavioral Science Selection	3

<b>Total Hours</b>			<b>60</b>
--------------------	--	--	-----------

### Notes:

\*Students not prepared to enroll in MATH 2413 Calculus I may be required to take MATH 2412, Pre-Calculus.

Students are encouraged to complete the three course calculus series (MATH 2413, MATH 2414, and MATH 2415) with Central Texas College prior to transferring to a four year institution.

---

# 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

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

#### Core

REQ	ENGL	1301	Composition I	3
REQ	HIST	1301	United States History I	3
REQ			Creative Arts Selection	3
REQ	GOVT	2306	Texas Government	3
REQ			Language/Philosophy/Cultural Studies	3
REQ			SPCH 1315, 1318 or 1321	3
REQ	HIST	1302	United States History II	3
REQ			Component Area Option	4
REQ			Life and Physical Science Selection	4
REQ			Social/Behavioral Science Selection	3
REQ	GOVT	2305	Federal Government	3
REQ			MATH 1332, 1342 or 1314	3
REQ			Life and Physical Science Selection	4

#### Art Specialization Selection

Based on advisement choose eighteen credit hours from the following list: ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2341, 2342, 2346, 2347, 2356, 2357, 2366 or HUMA 1315.

## 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

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
REQ			Creative Arts Selection	3
REQ	GOVT	2306	Texas Government	3
REQ			Language/Philosophy/Cultural Studies	3
REQ			SPCH 1315, 1318 or 1321	3
REQ	HIST	1302	United States History II	3
REQ			Component Area Option	4
REQ			Life and Physical Science Selection	4
REQ			Social/Behavioral Science Selection	3
REQ	GOVT	2305	Federal Government	3
REQ			MATH 1332, 1342 or 1314	3
REQ			Life and Physical Science Selection	4

#### Commercial Art Specialization Selection

Based on advisement choose eighteen credit hours from the following list: ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2323, 2313, 2314, 2356, 2357 or HUMA 1315

---

## Drama (DRM15) 500501

*Drama majors will investigate and develop an understanding of basic production elements through coursework focused on two distinct areas; performance and technical production including but not limited to acting, stagecraft, specialized practicum and film studies. 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
REQ			Creative Arts Selection	3
REQ	GOVT	2306	Texas Government	3
REQ			Language/Philosophy/Cultural Studies	3
REQ			SPCH 1315, 1318 or 1321	3
REQ	HIST	1302	United States History II	3
REQ			Component Area Option	4
REQ			Life and Physical Science Selection	4
REQ			Social/Behavioral Science Selection	3
REQ	GOVT	2305	Federal Government	3
REQ			MATH 1332, 1342 or 1314	3
REQ			Life and Physical Science Selection	4

#### Drama Specialization Selection

Based on advisement choose eighteen credit hours from the following list: DRAM 1310, 1330, 1342, 1351, 2366, 2367, 1352, 2336, 1320, 1321.

#### Note

DRAM 1320 and DRAM 1321 are for students with suportable aptitude in performance or production design.

## Music (MUS15) 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
REQ			Creative Arts Selection	3
REQ	GOVT	2306	Texas Government	3
REQ			Language/Philosophy/Cultural Studies	3
REQ			SPCH 1315, 1318 or 1321	3
REQ	HIST	1302	United States History II	3
REQ			Component Area Option	4
REQ			Life and Physical Science Selection	4
REQ			Social/Behavioral Science Selection	3
REQ	GOVT	2305	Federal Government	3
REQ			MATH 1332, 1342 or 1314	3
REQ			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 1142 Large Vocal Ensemble,

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

<sup>\*</sup>MUSI 1116 Sight Singing and Ear Training I, <sup>\*\*</sup>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, <sup>\*</sup>MUSI 1311 Music Theory I, <sup>\*\*</sup>MUSI 1312 Music Theory II, MUSI 1390 Electronic Music I, MUSI 2311 Music Theory III, MUSI 2312 Music Theory IV, MUSI 1301 Fundamentals of Music I.

#### Notes

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

\*\*MUEN 1132, MUEN 1142 and MUEN 1152 are residency requirements but do not transfer as credit toward the Bachelor of Music degree

<sup>\*</sup>MUSI 1116 and MUSI 1311 should be taken concurrently

<sup>\*\*</sup>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
ELEC		Electives*	9

### Second Semester

SPCH		SPCH1315, 1318 or 1321	3
HIST	1302	United States History II	3
ELEC		MATH/Natural Science Selection	3
ELEC		Electives*	4

### Second Year

#### First Semester

GOVT	2305	Federal Government	3
ELEC		Electives*	12

#### Second Semester

GOVT	2306	Texas Government	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Electives*	10
<b>Total Hours</b>			<b>60</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 (GP15) 100305 Associate of Applied Science Degree

### First Year

First Semester			Credit
GRPH	1305	Intro to Graphic Arts & Printing	3
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

ARTC	1302	Digital Imaging I	3
ARTC	2305	Digital Imaging II	3
SPCH		SPCH 1315 or 1321	3
GRPH	2436	Prepress Techniques	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
ARTC	2435	Portfolio Development for Graphic Design	
or			
GRPH	2488	Internship Graphics & Printing Equipment Operator	4
<b>Total Hours</b>			<b>60</b>

## Graphics and Printing Technology (GP15) 100301 Certificate of Completion – Level 2

			Cr/Clock
GRPH	1305	Intro to Graphic Arts & Printing	3/96
ARTC	1313	Digital Publishing I	3/96
ARTC	2313	Digital Publishing II	3/96
ARTC	2348	Digital Publishing III	3/96
ARTC	1327	Typography	3/96
ARTC	2333	Publication Design	3/96
ARTC	1302	Digital Imaging I	3/96
ARTC	2305	Digital Imaging II	3/96
GRPH	2436	Prepress Techniques	4/96
GRPH	1474	Preventive Maintenance	4/128
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
ARTC	2435	Portfolio Development for Graphic Design	
or			
GRPH	2488	Internship Graphics & Printing Equipment Operator	4/96
<b>Total Hours</b>			<b>49</b>
<b>Total Clock Hours</b>			<b>1472/1680</b>

---

**Graphics and Printing Technology Press Operations (GPP15) 100305**  
**Certificate of Completion**

			<b>Cr/Clock</b>
GRPH	1305	Intro to Graphic Arts & Printing	3/96
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
<b>Total Hours</b>			<b>28</b>
<b>Total Clock Hours</b>			<b>1008</b>

**Graphics and Printing Technology Graphic Design (GPGF5) 100301**  
**Certificate of Completion**

			<b>Cr/Clock</b>
GRPH	1305	Intro to Graphic Arts & Printing	3/96
ARTC	1313	Digital Publishing I	3/96
ARTC	2313	Digital Publishing II	3/96
ARTC	2348	Digital Publishing III	3/96
ARTC	1327	Typography	3/96
ARTC	2333	Publication Design	3/96
ARTC	1302	Digital Imaging I	3/96
ARTC	2305	Digital Imaging II	3/96
GRPH	2436	Prepress Techniques	4/128
GRPH	1419	Bindery & Finishing Operations	4/96
ARTC	2435	Portfolio Development for Graphic Design	
or			
ARTC	2488	Internship Commercial and Advertising Art	4/304
<b>Total Hours</b>			<b>36</b>
<b>Total Clock Hours</b>			<b>1088/1296</b>

---

# Heating and Air Conditioning

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

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

## Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART5) 470201 Associate of Applied Science Degree

### First Year

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

### Second Semester

HART	1403	Air Conditioning Control Principles	4
HART	1341	Residential Air Conditioning	3
ENGL	1301	Composition I	3
GOVT	2305	Federal Government	3

### Second Year

First Semester			Credit
HART	2449	Heat Pumps	4
HART	2438	Air Conditioning Installation and Startup	4
HART	2341	Commercial Air Conditioning	3
HART	2342	Commercial Refrigeration	3
ELEC		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>60</b>

## Heating, Air Conditioning and Refrigeration (HART5) 470201 Certificate of Completion

### First Year

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

### Second Semester

HART	1403	Air Conditioning Control Principles	4
HART	1341	Residential Air Conditioning	3
HART	2438	Air Conditioning Installation and Startup	4

### Second Year

First Semester			Credit
HART	2449	Heat Pumps	4
HART	2341	Commercial Air Conditioning	3
HART	2342	Commercial Refrigeration	3

### 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>45</b>

---

**Commercial Heating, Air Conditioning and Refrigeration (HARC5) 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	2341	Commercial Air Conditioning	3
<b>Second Semester</b>			
HART	2431	Advanced Electricity for HVAC	4
HART	2342	Commercial Refrigeration	3
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>38</b>

**Residential Heating, Air Conditioning and Refrigeration (HARR5) 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	1341	Residential Air Conditioning	3
HART	1403	Air Conditioning Control Principles	4
<b>Second Semester</b>			
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>39</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 (RCM15) 520901 Associate of Applied Science Degree

### First Year

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
ELEC		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
ELEC		CHEF/PSTR	3
HAMG	2301	Principles of Food and Beverage Operations	3

### Second Year

First Semester			
HAMG	2332	Hospitality Financial Management	3
ENGL	1301	Composition I	3
PSTR	1301	Fundamentals of Baking	3
ELEC		HAMG/IFWA/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
ELEC		Academic Elective	3
HAMG	2388	Internship	3
<b>Total Hours</b>			<b>60</b>

## Hotel Management Specialization (HMH15) 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
ELEC		Humanities/Fine Arts Selection	3
ELEC		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			Credit
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
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
ELEC		HAMG/IFWA/RSTO/TRVM	3
HAMG	2388	Internship	3
<b>Total Hours</b>			<b>60</b>

## Culinary Arts (HMC15) 520905

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
ELEC		Humanities/Fine Arts Selection	3
RSTO	1221	Menu Management	2

#### Second Semester

CHEF	1310	Garde Manger	3
GOVT	2305	Federal Government	3
SPCH		SPCH 1315 or SPCH 1321	3
CHEF	2301	Intermediate Food Preparation	3
CHEF	1302	Principles of Healthy Cuisine	3
CHEF	2302	Saucier	3

#### Second Year

First Semester			Credit
KINE		Physical Activity Course	1
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
RSTO	1313	Hospitality Supervision	3
ELEC		Academic Elective	3
HAMG	2388	Internship	3
<b>Total Hours</b>			<b>60</b>

## Culinary Arts (HMC15) 520905

### Certificate of Completion

First Semester			Credit
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	1310	Garde Manger	3
ELEC		CHEF/PSTR	3
Third Semester			
HAMG	2388	Internship	3
RSTO	1325	Purchasing for Hospitality Operations	3
PSTR	1301	Fundamentals of Baking	3
ELEC		CHEF/PSTR	3
<b>Total Hours</b>			<b>30</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
ELEC		CHEF/PSTR	3
PSTR	1301	Fundamentals of Baking	3
<b>Total Hours</b>			<b>20</b>

## Baking and Pastry Specialization (HMBP) 520901

### Associate of Applied Science Degree

First Year			Credit
First Semester			
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
PSTR	1301	Fundamentals of Baking	3
ELEC		Humanities/Fine Arts Selection	3
CHEF	1301	Basic Food Preparation	3
Second Semester			
PSTR	1302	Cake Baking and Production	3
GOVT	2305	Federal Government	3
SPCH		SPCH 1315 or SPCH 1321	3
PSTR	1306	Cake Decorating I	3
PSTR	1305	Bread and Rolls	3
Second Year			
First Semester			
PSTR	2331	Advanced Pastry Shop	3
KINE		Physical Activity Course	1
PSTR	2307	Cake Decorating II	3
ENGL	1301	Composition I	3
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1221	Menu Management	2
Second Semester			
PSTR	2350	Wedding Cakes	3
MATH		MATH 1332 or MATH 1342	3
RSTO	1313	Hospitality Supervision	3
ELEC		Academic Elective	3
HAMG	2388	Internship	3
<b>Total Hours</b>			<b>60</b>

---

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

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

**Property Management Advanced (HMP15) 520904**  
**Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
HAMG	1313	Front Office Procedures	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	1321	Intro to the Hospitality Industry	3
HAMG	2337	Hospitality Facilities Management	3
HAMG	2372	Hospitality Industry Training	3
<b>Second Semester</b>			
HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	2307	Hospitality Marketing and Sales	3
<b>Third Semester</b>			
HAMG	1342	Guest Room Maintenance	3
HAMG	2388	Internship	3
<b>Total Hours</b>			<b>30</b>

**Restaurant Operations (HRO13) 520905**  
**Certificate of Completion**

(Texas Department of Criminal Justice Only)

			<b>Credit</b>
CHEF	1305	Sanitation and Safety	3
CHEF	1301	Basic Food Preparation	3
HAMG	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 (HMI15) 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
ELEC		CHEF/PSTR	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
ELEC		CHEF/PSTR	3
<b>Total Hours</b>			<b>33</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 (HMF15) 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
ELEC		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
ELEC		HAMG/RSTO/TRVM	3
Second Semester			
GOVT	2305	Federal Government	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	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
ELEC		Academic Elective	3
HAMG	2388	Internship	3
<b>Total Hours</b>			<b>60</b>



---

## Food and Beverage Management (HMF15) 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:**

			<b>Credit</b>
CHEF	1305	Sanitation and Safety	3
HAMG	1340	Hospitality Legal Issues	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
HAMG	2332	Hospitality Financial Management	3

#### Hospitality

**Select three of the following courses:**

HAMG	1313	Front Office Procedures	3
HAMG	2337	Hospitality Facilities Management	3
HAMG	2372	Hospitality Industry Training	3
HAMG	2307	Hospitality Marketing and Sales	3
TRVM	2301	Introduction to Convention and Meeting Management	3
<b>Total Hours</b>			<b>29</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

##### First Semester

			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ		Creative Arts Selection	3
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		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 REQ		Component Area Option	4
CORE REQ		Life and Physical Science Selection	4
CORE REQ		Social/Behavioral Science Selection	3

#### Second Year

##### First Semester

CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		MATH 1314, 1332 or 1342	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ		Electives*	18
<b>Total Hours</b>			<b>60</b>

\* Students may select 18 semester credit hours from TCCN 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 1314	College Algebra	3
CORE REQ		Component Area Option	4
DEGR REQ	KINE 1301	Intro. to Physical Fitness & Sport	3
DEGR REQ		KINE Physical Activity Course	1
Second Semester			
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Language, Philosophy & Culture	3
DEGR REQ	KINE 1306	First Aid	3
DEGR REQ		KINE Physical Activity Course	1
Second Year			
First Semester			
CORE REQ		Life and Physical Science (BIOL 2401 recommended)	4
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Creative Arts Selection	3
DEGR REQ	KINE 1304	Personal/Comm. Health I	3
DEGR REQ		KINE Physical Activity Course	1
Second Semester			
CORE REQ		Life and Physical Science (BIOL 2402 recommended)	4
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		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 (LAS15) 220302** **Associate of Applied Science Degree**

### **First Year**

#### **First Semester**

			<b>Credit</b>
LGLA	1301	Legal Research and Writing	3
LGLA	1307	Introduction to Law and the Legal Profession	3
ENGL	1301	Composition I	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		ITSC 1309 or BCIS 1305	3

#### **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	1307	Proofreading and Editing	3
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	2333	Advanced Legal Document Preparation	
or			
LGLA	2335	Advanced Civil Litigation	3
<b>Total Hours</b>			<b>60</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 (MTN15) 460401 Associate of Applied Science Degree

### First Year

First Semester			Credit
CRPT	1429	Introduction to Carpentry	4
HART	1407	Refrigeration Principles	
or			
WDWK	1413	Cabinet Making I	4
CRPT	1423	Floor Systems	4
MATH	1332	Contemporary Mathematics	3
KINE		Physical Activity Course	1

### Second Semester

ELPT	1411	Basic Electrical Theory	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
GOVT	2305	Federal Government	3

#### Second Semester

CBFM	1334	Interior and Exterior Painting and Refinishing	3
HART	1401	Basic Electricity for HVAC	
or			
CNBT	1446	Construction Estimating I	4
MBST	1507	Masonry I	5
SPCH		SPCH 1315 or 1321	3
PFPB	2445	Residential Construction Plumbing II	
or			
CBFM	2487	Internship	4
<b>Total Hours</b>			<b>60</b>

## Building Trades (MTB15) 460401 Certificate of Completion

First Semester			Cr/Clock
CRPT	1429	Introduction to Carpentry	4/96
CRPT	1423	Floor Systems	4/96
CRPT	1411	Roof Systems	4/112
<b>Second Semester</b>			
CBFM	1334	Interior and Exterior Painting and Refinishing	3/96
WDWK	1413	Cabinet Making I	4/112
WDWK	2351	Cabinet Making II	3/96
MBST	1507	Masonry I	5/144
ELPT	1411	Basic Electrical Theory	4/96
<b>Third Semester</b>			
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>47</b>
<b>Total Clock Hours</b>			<b>1232/1440</b>



---

**Carpentry Trades (MTC15) 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	4/112
CRPT	1411	Roof Systems	4/112
<b>Second Semester</b>			
CBFM	1334	Interior and Exterior Painting and Refinishing	3/96
WDWK	1413	Cabinet Making I	4/112
WDWK	2351	Cabinet Making II	3/96
CNBT	1446	Construction Estimating I	4/96
or			
CBFM	2487	Internship	4/304
<b>Total Hours</b>			<b>30</b>
<b>Total Clock Hours</b>			<b>816/1024</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
<b>Second Semester</b>			
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 (MTR15) 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
<b>Second Semester</b>			
WDWK	2351	Cabinet Making II	3
MBST	1507	Masonry I	5
ELPT	1429	Residential Wiring	4
PFPB	2409	Residential Construction Plumbing I	4
<b>Total Hours</b>			<b>31</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

Fall Semester			Credit
CORE REQ	HIST 1301	United States History I	3
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Language/Philosophy/Cultural Studies	3
CORE REQ	MATH 1314	College Algebra	3
Spring Semester			
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		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 REQ		SPCH 1315, 1318 or 1321	3
CORE REQ		Creative Arts Selection	3
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		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 REQ		Component Area Option	4
CORE REQ		Life and Physical Science Selection	4
Total Hours			60

---

# Medical Laboratory Technician

*Medical laboratory Technology, also known as Clinical Laboratory Scientist is a challenging and rewarding field. Medical laboratory Technicians, along with Medical Technologist, utilize the latest in modern instrumentation and test procedures to aid the physician in the detection, diagnosis and treatment of disease.*

## Medical Laboratory Technician (MLAB5) 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	1470	Introduction to Clinical Laboratory Science/Urinalysis	4
BIOL	2401	Anatomy and Physiology I*	4
CHEM	1411	General Chemistry I*	4
MATH	1314	College Algebra	3

#### Second Semester

MLAB	1415	Hematology	4
BIOL	2402	Anatomy and Physiology II*	4
CHEM	1412	General Chemistry II*	4

#### Third Semester

MLAB	2462	Clinical I-MLT	4
------	------	----------------	---

### Second Year

#### First Semester

MLAB	2360	Clinical II-MLT	3
MLAB	2434	Clinical Microbiology	4
MLAB	2401	Clinical Chemistry	4
ENGL	1301	Composition I	3
ELEC		Humanities/Fine Arts Selection	3

#### Second Semester

MLAB	2361	Clinical III-MLT	3
MLAB	1231	Parasitology/Mycology	2
MLAB	2431	Immunohematology	4
ELEC		PSYC 2301 or SOCI 1301	3

<b>Total Hours</b>			<b>60</b>
--------------------	--	--	-----------

\* Credit in Science and MLAB courses must have been received within 5 years prior to enrollment in MLAB 1470.

# 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	1429	Interviewing & Communication Skills	4
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			Credit
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	1314	College Algebra	3
PSYT	2345	Principles of Behavior Management and Modification	3
SCWK	2301	Assessment and Case Management	3
CMSW	1167	Practicum	1
ELEC		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>60</b>

## At Risk Youth Advanced Certificate (MHA14) 511503

### Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
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			Credit
SCWK	2301	Assessment and Case Management	3
CMSW	1167	Practicum	1
<b>Total Hours</b>			<b>45</b>

## Chemical Dependency Specialization (MHCF5) 511503

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
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			Credit
DAAC	2307	Addicted Family Intervention	3
DAAC	1311	Counseling Theories	3
PSYT	2331	Abnormal Psychology	3
DAAC	2354	Dynamics of Group Counseling	3
KINE		Physical Activity	1

#### Second Semester

MATH	1314	College Algebra	3
PSYT	2345	Principles of Behavior Management and Modification	3
DAAC	2341	Counseling Alcohol and Other Drug Addictions	3
DAAC	2367	Practicum	3
ELEC		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>60</b>

## Chemical Dependency Counseling (MHC14) 511503

### Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
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			Credit
DAAC	2341	Counseling Alcohol and Other Drug Addictions	3
DAAC	2367	Practicum	3
<b>Total Hours</b>			<b>47</b>

## Criminal Justice Addictions (MCJ13) 511503

### Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communications Skills	4
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
Total Hours			47

## Social Work Specialization (MHSF4) 511503

### Associate of Applied Science

First Year			Credit
First Semester			
PSYT	1429	Interviewing & Communications Skills	4
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	1314	College Algebra	3
SOCW	2362	Social Welfare as a Social Institution	3
SCWK	2301	Assessment & Case Management	3
CMSW	1167	Practicum	1
ELEC		Humanities/Fine Arts Selection	3
Total Hours			60



---

**Basic Mental Health Professional (MHBP) 511501**  
**Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
PSYT	1429	Interviewing & Communications Skills	4
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
<b>Second Semester</b>			
CMSW	1309	Problems of Children & Adolescents	3
CMSW	1166	Practicum	1
<b>Total Hours</b>			<b>20</b>

**Substance Abuse Prevention Specialist (MHP14) 511501**  
**Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
PSYT	1429	Interviewing & Communications Skills	4
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
<b>Second Semester</b>			
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
<b>Third Semester</b>			
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>36</b>

---

# Department of Nursing

## Nursing Associate Degree (NUA15) 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).

#### 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
ELEC		Humanities/Fine Arts Selection	3
<b>Total Hours</b>			<b>60</b>

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

---

## 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
ELEC		Humanities/Fine Arts Selection	3

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

<b>Total Hours</b>	<b>60</b>
--------------------	-----------

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

---

## VOCATIONAL NURSING

### Vocational Nursing (NUVF5) 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			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	1122	Vocational Nursing Concepts	1
VNSG	2331	Advanced Nursing Skills	3
VNSG	1136	Mental Health	1
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	1119	Leadership and Professional Development	1
VNSG	1409	Nursing in Health and Illness II	4
VNSG	1331	Pharmacology	3
VNSG	1560	Clinical-Practical Nurse II	5
Third Semester			
VNSG	1230	Maternal/Neonatal Nursing	2
VNSG	1234	Pediatrics	2
VNSG	1410	Nursing in Health and Illness III	4
VNSG	2360	Clinical-Practical Nurse III	3
Total Hours			50

### Vocational Nursing (NUVS6) 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	1122	Vocational Nursing Concepts	1
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	1230	Maternal/Neonatal Nursing	2
VNSG	1234	Pediatrics	2
VNSG	1410	Nursing in Health and Illness III	4
VNSG	1360	Clinical-Practical Nurse III	3
Third Semester			
VNSG	1400	Nursing in Health and Illness I	4
VNSG	1238	Mental Illness	2
VNSG	1119	Leadership and Professional Development	1
VNSG	1409	Nursing in Health and Illness II	4
VNSG	1331	Pharmacology	3
VNSG	2560	Clinical-Practical Nurse II	5
Total Hours			50

---

# 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.*

## Office Technology (OT15) 520401 Associate of Applied Science Degree

### First Year

First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
POFT	1319	Records & Information Management I	3
POFT	1309	Administrative Office Procedures I	3

### Second Semester

POFI	2301	Word Processing	3
POFT	2312	Business Correspondence and Communication	3
POFT	1325	Business Math Using Technology	3
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3

### Second Year

#### First Semester

POFT	2333	Advanced Keyboarding	3
BMGT	1325	Office Management	3
MATH	1332	Contemporary Mathematics I	3
ENGL	1301	Composition I	3
POFT	1349	Administrative Office Procedures II	3

#### Second Semester

HRPO	2301	Human Resources Management	3
SPCH		SPCH 1315 or 1321	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
ELEC		POFI/POFT Internship Selection	3

<b>Total Hours</b>			<b>60</b>
--------------------	--	--	-----------

## Office Technology Specialist (OTS15) 520401 Certificate of Completion

First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
POFT	1319	Records & Information Mgmt. I	3
POFT	1309	Administrative Office Procedures I	3

### Second Semester

POFI	2301	Word Processing	3
POFT	2312	Business Correspondence and Communication	3
POFT	1325	Business Math Using Technology	3
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3

### Third Semester

POFT	2333	Advanced Keyboarding	3
BMGT	1325	Office Management	3
MATH	1332	Contemporary Mathematics I	3
ENGL	1301	Composition I	3
POFT	1349	Administrative Office Procedures II	3

<b>Total Hours</b>			<b>45</b>
--------------------	--	--	-----------

---

**General Office Assistant (OTG12) 520401****Certificate of Completion**

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

<b>First Semester</b>			<b>Credit</b>
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1309	Administrative Office Procedures I	3
POFT	1301	Business English	3
<b>Second Semester</b>			
POFT	1325	Business Math Using Technology	3
POFT	1319	Records & Information Mgmt. I	3
POFT	2312	Business Correspondence and Communication	3
<b>Third Semester</b>			
POFI	2301	Word Processing	3
POFT	1349	Administrative Office Procedures II	
or			
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3
<b>Total Hours</b>			<b>30</b>

**Office Technology Professional (OTP15) 520401****Certificate of Completion**

<b>First Semester</b>			<b>Cr/Clock</b>
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
POFT	1319	Records & Information Mgmt. I	3/96
POFT	1309	Administrative Office Procedures I	3/96
<b>Second Semester</b>			
POFI	2301	Word Processing	3/96
POFT	2312	Business Correspondence and Communication	3/96
POFT	1325	Business Math Using Technology	3/96
POFI	2331	Desktop Publishing	3/96
POFI	1349	Spreadsheets	3/96
<b>Total Hours</b>			<b>30</b>
<b>Total Clock Hours</b>			<b>960</b>

**Office Technology Support (OTSP5) 520407****Certificate of Completion**

			<b>Cr/Clock</b>
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
POFT	1319	Records & Info. Management I	3/96
POFT	1309	Administrative Office Procedures I	3/96
<b>Total Hours</b>			<b>15</b>
<b>Total Clock Hours</b>			<b>480</b>



## Medical Office Technology (OTM15) 510716

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
HITT	1305	Medical Terminology I	3
POFM	1317	Medical Administrative Support	3

#### Second Semester

POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
POFM	1302	Medical Software Applications	3
HITT	1301	Health Data Content and Structure	3
POFT	1325	Business Math Using Technology	3

#### Second Year

First Semester			
POFT	2312	Business Correspondence and Communication	3
HITT	1303	Medical Terminology II	3
POFM	1327	Medical Insurance	3
POFM	2386	Internship-Medical Admin/Executive Assistant and Medical Secretary	3

#### Second Semester

ENGL	1301	Composition I	3
MATH	1332	Contemporary Mathematics I	3
SPCH		SPCH 1315 or 1321	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
ELEC		HITT/MDCA/MRMT/POFM Selection	3

**Total Hours** **60**

## Medical Office Technology Specialist (OTMO5) 510716

### Certificate of Completion

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

First Semester			Cr/Clock
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
HITT	1305	Medical Terminology I	3/96
POFM	1317	Medical Administrative Support	3/96

#### Second Semester

POFI	2301	Word Processing	3/96
POFI	1349	Spreadsheets	3/96
POFM	1302	Medical Software Applications	3/96
HITT	1301	Health Data Content and Structure	3/96
POFT	1325	Business Math Using Technology	3/96

#### Third Semester

POFT	2312	Business Correspondence and Communication	3/96
HITT	1303	Medical terminology II	3/96
POFM	1327	Medical Insurance	3/96
POFI	2386	Internship	3/144

**Total Hours** **42**

**Total Clock Hours** **1392**

---

## Medical Office Technology Professional (OTMP) 510716

### Certificate of Completion

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

#### First Year

##### First Semester

			Cr/Clock
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
HITT	1305	Medical Terminology I	3/96
POFM	1317	Medical Administrative Support	3/96

##### Second Semester

POFI	2301	Word Processing	3/96
POFI	1349	Spreadsheets	3/96
POFM	1302	Medical Software Applications	3/96
HITT	1301	Health Data Content and Structure	3/96
POFT	1325	Business Math Using Technology	3/96

##### Total Hours

**30**

##### Total Clock Hours

**960**

## Medical Office Technology Support (OTMS5) 510716

### Certificate of Completion

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

#### First Semester

			Cr/Clock
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
HITT	1305	Medical Terminology I	3/96
POFM	1317	Medical Administrative Support	3/96

##### Total Hours

**15**

##### Total Clock Hours

**480**

## Medical Coding and Billing (OTMCB) 510713

### Associate of Applied Science

(Program may be completed online; some courses available in traditional venue)

#### First Year

##### First Semester

			Credit
HITT	1305	Medical Terminology I	3
POFM	1302	Medical Software Applications	3
HITT	1301	Health Data Content & Structure	3
HITT	1341	Coding and Classification Systems	3
MDCA	1302	Human Disease/Pathophysiology	3

##### Second Semester

HITT	2335	Coding and Reimburse. Methodologies	3
HITT	1303	Medical Terminology II	3
POFM	1327	Medical Insurance	3
MDCA	1309	Anatomy & Physiology for Medical Assistants	3
POFM	2310	Intermediate Medical Coding	3

#### Second Year

##### First Semester

POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
HITT	1349	Pharmacology	3
HITT	2361	Clinical - Health Information/Medical Records Technology/Technician	3

##### Second Semester

ENGL	1301	Composition I	3
MATH	1332	Contemporary Mathematics I	3
SPCH		SPCH 1315 or 1321	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
ELEC		HITT/MDCA/MRMT/POFM	3

##### Total Hours

**60**

## Medical Coding and Billing (OTMC5) 510713

### Certificate of Completion

(Courses offered in the online delivery format only)

First Semester			Credit
HITT	1305	Medical Terminology I	3
HITT	1301	Health Data Content & Structure	3
Second Semester			
POFI	1301	Computer Applications I	3
HITT	1303	Medical Terminology II	3
POFM	1302	Medical Software Applications	3
POFM	1327	Medical Insurance	3
HITT	1341	Coding and Classification Systems	3
POFT	1301	Business English	3
Second Year			
First Semester			
MDCA	1302	Human Disease/Pathophysiology	3
HITT	1349	Pharmacology	3
HITT	2335	Coding and Reimbursement Methodologies	3
POFM	2310	Intermediate Medical Coding	3
Second Semester			
MDCA	1309	Anatomy & Physiology for Medical Assistants	3
HITT	2361	Practicum/Field Experience	3
<b>Total Hours</b>			<b>42</b>

## Medical Documentation Specialist (OTMDS) 510716

### Associate of Applied Science

(Program may be completed online; some courses available in traditional venue)

First Year			Credit
First Semester			
POFT	1329	Beginning Keyboarding	3
POFM	1317	Medical Administrative Support	3
HITT	1305	Medical Terminology I	3
MRMT	1307	Medical Transcription I	3
POFT	1301	Business English	3
Second Semester			
POFI	2301	Word Processing	3
HITT	1303	Medical Terminology II	3
MRMT	2333	Medical Transcription II	3
MDCA	1302	Human Disease/Pathophysiology	3
POFT	1307	Proofreading and Editing	3
Second Year			
First Semester			
POFM	2333	Medical Document Production	3
POFM	1302	Medical Software Applications	3
HITT	1349	Pharmacology	3
MRMT	2363	Clinical - Medical Transcription/Transcriptionist	3
Second Semester			
ENGL	1301	Composition I	3
MATH	1332	Contemporary Mathematics I	3
SPCH		SPCH 1315 or 1321	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Social/Behavioral Science Selection	3
ELEC		HITT/MDCA/MRMT/POFM	3
<b>Total Hours</b>			<b>60</b>

---

## Medical Documentation Specialist (OTMD5) 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
POFT	1301	Business English	3
Second Semester			
POFI	2301	Word Processing	3
HITT	1303	Medical Terminology II	3
MRMT	2333	Medical Transcription II	3
POFT	1307	Proofreading and Editing	3
MDCA	1302	Human Disease/Pathophysiology	3
Third Semester			
POFM	2333	Medical Document Production	3
POFM	1302	Medical Software Applications	3
HITT	1349	Pharmacology	3
MRMT	2363	Clinical	3
Total Hours			42

# 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 (CJCJ5) 430104 Associate of Applied Science Degree

### First Year

First Semester		Credit
CJSA1322/CRIJ 1301	Introduction to Criminal Justice	3
CJSA 2300/CRIJ 2323	Legal Aspects of Law Enforcement	3
CJSA 1313/CRIJ 1306	Court Systems and Practices	3
CJSA 1312/CRIJ 1307	Crime in America	3
ENGL 1301	Composition I	3

### Second Semester

CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
CJSA 1317/CRIJ 1313	Juvenile Justice System	3
CJSA 1348	Ethics in Criminal Justice	3
ENGL	ENGL 1302 or 2311	3
MATH	MATH 1332, 1342 or higher level	3

### Second Year

#### First Semester

CJSA 1359/CRIJ 2328	Police Systems and Practices	3
CJSA 1342/CRIJ 2314	Criminal Investigation	3
ELEC	Criminal Justice Elective	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	Federal Government	3

#### Second Semester

CJSA 2331	Child Abuse, Prevention and Investigation	3
ELEC	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELEC	Humanities/Fine Arts Selection	3
ELEC	Computer Technology Skills	3

**Total Hours 60**

## Criminal Justice - Corrections Specialization (CJCR5) 430104 Associate of Applied Science Degree

### First Year

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

### 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

### Second Year

#### First Semester

CJCR 1307/CRIJ 2313	Correctional Systems and Practices	3
CJCR 2324/CRIJ 2301	Community Resources in Corrections	3
ELEC	Criminal Justice Elective	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	Federal Government	3

#### Second Semester

CJCR 1358	Rights of Prisoners	3
ELEC	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELEC	Humanities/Fine Arts Selection	3
ELEC	Computer Technology Skills	3

**Total Hours 60**

## 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-CJCJ)

##### Second Semester

CJSA 1342/CRIJ 2314	Criminal Investigation		3
CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law		3
CJSA 1317/CRIJ 1313	Juvenile Justice System		3
CJSA 2300/CRIJ 2323	Legal Aspects of Law Enforcement		3
ELEC	Criminal Justice Elective		3
<b>Specialization Courses Total</b>			<b>15</b>

**Certificate Total 30**

#### (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
ELEC	Criminal Justice Elective		3
<b>Specialization Courses Total</b>			<b>15</b>

**Certificate Total 30**

## 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>

## 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 (HS15) 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	1372	National Security Law	3
ENGL	1301	Composition I	3
GOVT	2305	Federal Government	3

### Second Semester

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

### 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	4
<b>Total Hours</b>			<b>60</b>

## Homeland Security and Emergency Management (HS15) 440401 Certificate of Completion

First Semester			Credit
HMSY	1337	Introduction to Homeland Security	3
EMAP	1400	Principles of Basic Emergency Management	4
LGLA	1372	National Security Law	3
HMSY	1338	Homeland Security Emergency Communications Management	3
HMSY	1342	Understanding and Combating Terrorism	3

### Second Semester

EMAP	2355	Disaster Recovery	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	4
<b>Total Hours</b>			<b>32</b>

---

## **Homeland Security (HSHS) 440401**

### **Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
HMSY	1337	Introduction to Homeland Security	3
HMSY	1340	Homeland Security Intelligence Ops	3
HMSY	1341	Critical Infrastructure Protection	3
HMSY	1342	Understanding and Combating Terrorism	3
HMSY	2337	Managing a Unified Incident Command	3
<b>Total Hours</b>			<b>15</b>

## **Emergency Management (EMHS) 440401**

### **Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
EMAP	1400	Principles of Basic Emergency Management	4
EMAP	2300	Developing Volunteer Resources and Decision Making	3
EMAP	2302	Managing Mass Casualty and Fatality Incidents	3
EMAP	2355	Disaster Recovery	3
HMSY	1338	Homeland Security Emergency Communications Management	3
<b>Total Hours</b>			<b>16</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	Introduction to Electronic Media	3
DEGR REQ	COMM 2303	Audio Production	3
DEGR REQ	COMM 1336	Video Production I	3
Second Semester			
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Component Area Option	4
DEGR REQ	COMM 1337	Video 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 1314	3
CORE REQ		Life and Physical Science Selection	4
CORE REQ		Creative Arts Selection	3
CORE REQ		Language/Philosophy/Cultural Studies	3
Second Semester			
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Life and Physical Science Selection	4
CORE REQ		Social/Behavioral Science Selection	3
DEGR REQ		COMM 2327, 2331, 2332 or 2339	3
Total Hours			60

**Radio/Television Broadcasting-Audio Emphasis (RTA4) 090701**  
**Associate of Art Degree**

<b>First Semester</b>			<b>Credit</b>
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ		Creative Arts Selection	3
DEGR REQ	COMM 1335	Introduction to Electronic Media	3
DEGR REQ	COMM 2303	Audio Production	3
<b>Second Semester</b>			
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Component Area Option	4
DEGR REQ	COMM 2332	Radio/TV News	3
DEGR REQ	COMM 2324	Practicum in Electronic Media	3
<b>Second Year</b>			
<b>First Semester</b>			
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		MATH 1332, 1342 or 1314	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ	COMM 2331	Radio/TV Announcing	3
CORE REQ	GOVT 2306	Texas Government	3
<b>Second Semester</b>			
DEGR REQ	COMM 2327	Introduction to Advertising	3
CORE REQ		Language/Philosophy/Cultural Studies	3
CORE REQ		Life and Physical Science Selection	4
CORE REQ		Social/Behavioral Science Selection	3
<b>Total Hours</b>			<b>60</b>

**Radio/Television Broadcasting-Video Production (RTV5) 090701**  
**Associate of Art Degree**

<b>First Semester</b>			<b>Credit</b>
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ		Creative Arts Selection	3
DEGR REQ	COMM 1335	Introduction to Electronic Media	3
DEGR REQ	COMM 1336	Video Production I	3
<b>Second Semester</b>			
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Component Area Option	4
DEGR REQ	COMM 1337	Video Production II	3
DEGR REQ	COMM 2323	Radio/TV News	3
<b>Second Year</b>			
<b>First Semester</b>			
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		MATH 1332, 1342, or 1314	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ	COMM 2325	Practicum in Electronic Media	3
CORE REQ	GOVT 2306	Texas Government	3
<b>Second Semester</b>			
DEGR REQ	COMM 2327	Introduction to Advertising	3
CORE REQ		Language/Philosophy/Cultural Studies	3
CORE REQ		Life and Physical Science Selection	4
CORE REQ		Social/Behavioral Science Selection	3
<b>Total Hours</b>			<b>60</b>

---

## **Radio Broadcasting (RTBD5) 090701**

### **Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
COMM	1335	Introduction to Electronic Media	3
COMM	2303	Audio Production	3
COMM	2331	Radio/Television Announcing	3
COMM	2332	Radio/Television News	3
SPCH		SPCH 1315, 1321 or 2341	3
<b>Second Semester</b>			
COMM	2339	Writing for Radio, TV and Film	3
COMM	2324	Practicum in Electronic Media (Audio)	3
COMM	2327	Introduction to Advertising	3
ITSC	1309	Integrated Software Applications I	3
COMM	2389	Academic Cooperative	3
<b>Total Hours</b>			<b>30</b>

## **Television/Radio/Broadcasting (RTBC5) 090701**

### **Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
COMM	1335	Introduction to Electronic Media	3
COMM	2303	Audio Production	3
COMM	2331	Radio/Television Announcing	3
COMM	2332	Radio/Television News	3
COMM	1336	Video Production I	3
<b>Second Semester</b>			
COMM	2339	Writing for Radio, TV, and Film	3
COMM	2324	Practicum in Electronic Media (Audio)	3
COMM	2327	Introduction to Advertising	3
COMM	1337	Video Production II	3
ARTS	2314	Design Communications II	3
<b>Third Semester</b>			
COMM	2325	Practicum in Electronic Media	3
ITSC	1309	Integrated Software Applications I	3
COMM	2389	Academic Cooperative	3
<b>Total Hours</b>			<b>39</b>

## **TV News Videographer (RTNV) 090701**

### **Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
COMM	2332	Radio/Television News	3
COMM	1337	Video Production II	3
COMM	2331	Radio/Television Announcing	3
COMM	2303	Audio Production	3
COMM	2325	Practicum in Electronic Media	3
<b>Total Hours</b>			<b>15</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 Year

##### First Semester

			Credit
CORE REQ	MATH 1314	College Algebra	3
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
DEGR REQ		KINE Physical Activity	1

##### 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 REQ		Language/Philosophy/Cultural Studies	4
DEGR REQ		KINE Physical Activity	1

#### Second Year

##### First Semester

CORE REQ		BIOL 1411 or ENVR 1401	4
CORE REQ	CHEM 1411	General Chemistry I	4
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Social/Behavioral Science Selection	3

##### Second Semester

DEGR REQ	BIOL 2421	Microbio. for Science Majors	4
DEGR REQ	BIOL 1413	General Zoology	4
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Component Area Option	3
CORE REQ		Creative Arts Selection	3
<b>Total Hours</b>			<b>60</b>

## Biology - Human Biology (BIOL4) 260101

### Associate of Science Degree

#### First Year

##### First Semester

			Credit
CORE REQ	MATH 1314	College Algebra	3
CORE 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
DEGR REQ		KINE Physical Activity	1

##### 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 REQ		Component Area Option	3
CORE REQ		Social/Behavioral Science Selection	3

#### Second Year

##### First Semester

DEGR REQ	BIOL 2401	Anatomy & Physiology I	4
CORE REQ	CHEM 1411	General Chemistry I	4
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Language/Philosophy/Cultural Studies	4

##### 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 REQ		Creative Arts Selection	3
DEGR REQ		KINE Physical Activity	1
<b>Total Hours</b>			<b>60</b>



---

## Chemistry (CHEM4) 400501

### Associate of Science Degree

#### First Year

First Semester			Credit
CORE REQ	MATH 1314	College Algebra	3
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ	BIOL 1406	Biology for Science Maj. I	4
DEG REQ		KINE Physical Activity	1

#### Second Semester

DEGR REQ	CHEM 1411	General Chemistry I	4
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Component Area Option	3
CORE REQ		Social/Behavioral Science Selection	3
DEG REQ		KINE Physical Activity	1

#### Summer Semester

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

#### Second Year

##### First Semester

DEGR REQ	CHEM 2423	Organic Chemistry I	4
CORE REQ	PHYS 1401	College Physics I	4
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Language/Philosophy/Cultural Studies	4

##### Second Semester

DEGR REQ	CHEM 2425	Organic Chemistry II	4
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ	SPCH 1315, 1318 or 1321		3
CORE REQ		Creative Arts Selection	3

**Total Hours** **60**

## Environmental Science (ENV4) 030104

### Associate of Science Degree

#### First Year

First Semester			Credit
CORE REQ	MATH 1314	College Algebra	3
CORE REQ	ENVR 1401	Environmental Science	4
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
DEG REQ		KINE Physical Activity	1

#### 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 REQ		Component Area Option	3
DEG REQ		KINE Physical Activity	1

#### 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 REQ		Language/Philosophy/Cultural Studies	4
DEGR REQ		BIOL 1406 or 1411 or PHYS 1401	4

##### Second Semester

CORE REQ		Life and Physical Science Select from BIOL 1407 or 1413 or PHYS 1402	4
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Creative Arts Selection	3
CORE REQ		Social/Behavioral Science Selection	3

**Total Hours** **60**

---

## Geology (GEOL4) 400601

### Associate of Science Degree

#### First Year

First Semester		Credit	
CORE REQ	MATH 1314	College Algebra	3
DEGR REQ	GEOL 1403	Physical Geology	4
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
DEG REQ		KINE Physical Activity (KINE 1110 recommended)	1

#### 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
DEG REQ	CHEM 1411	General Chemistry I	4
DEG REQ		KINE Physical Activity (KINE 1111 recommended)	1

#### Second Year

##### First Semester

DEGR REQ		GEOL 1405 or ENVR 1401	4
DEGR REQ		BIOL 1406 or PHYS 1401	4
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Creative Arts Selection	3

##### Second Semester

DEGR REQ		BIOL 1407, CHEM 1412 or PHYS 1402	4
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Language/Philosophy/Cultural Studies	4
CORE REQ		Social/Behavioral Science Selection	3
CORE REQ		Component Area Option	3
<b>Total Hours</b>			<b>60</b>

---

# 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 Year

##### First Semester

			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ		Creative Arts Selection	3
CORE REQ		MATH 1332, 1342 or 1314	3
CORE REQ		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 REQ		Component Area Option	4
CORE REQ		Life and Physical Science Selection	4
CORE REQ	GOVT 2305	Federal Government	3

#### Second Year

##### First Semester

CORE REQ		Social/Behavioral Science Selection	3
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		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</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 (TEA5) 131210

### Associate of Arts in Teaching Degree

#### First Year

First Semester			Credit
EDUC	1301	Intro to Teaching Profession**	3
MATH	1314	College Algebra*	3
ENGL	1301	Composition I*	3
ELEC		Life and Physical Science Selection*	4
KINE		Physical Activity Course*	2

#### Second Semester

MATH	1350	Fundamentals of Math I**	3
ELEC		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	Introduction to Special Populations**	3
ELEC		Life and Physical Science Selection**	4
ELEC		Creative Arts Selection*	3
GOVT	2306	Texas Government*	3
ELEC		Social/Behavioral Science Selection*	3

**Total Hours** **60**

\* 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 (WLD15) 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

### 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

### Second Year

#### First Semester

WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	1317	Introduction to Layout and Fabrication	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
ELEC		Humanities/Fine Arts Selection	3
WLDG	2435	Advanced Layout and Fabrication	
or			
WLDG	2488	Internship	4
<b>Total Hours</b>			<b>60</b>

## Welding Technology (WLD15) 480508 Certificate of Completion

			Cr/Clock
WLDG	1323	Welding Safety, Tools & Equipment	3/96
WLDG	1313	Introduction to Blueprint Reading for Welders	3/96
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4/96
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4/96
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4/96
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4/144
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	2453	Advanced Pipe Welding	4/144
WLDG	1317	Introduction to Layout and Fabrication	3/96
WLDG	2435	Advanced Layout and Fabrication	4/96
or			
WLDG	2488	Internship	4/304
<b>Total Hours</b>			<b>49</b>
<b>Total Clock Hours</b>			<b>1344/1552</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 (WLS15) 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	1317	Intro to Layout and Fabrication	3/96
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4/96
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4/96
WLDG	2447	Advanced Gas Metal Arc (GMAW) Welding	4/96
or			
WLDG	2488	Internship	4/304
<b>Total Hours</b>			<b>25</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. Prerequisite: AGEQ 1319.

---

## **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 Agricultural Industry 1-0-1**

Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

**AGRI 1309 Computers in Agriculture 2-2-3**

Survey of the use of computers in agricultural applications.

**AGRI 1407 Agronomy 3-3-4**

Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. Laboratory activities will reinforce the fundamental principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.

**AGRI 1415 Horticulture 3-3-4**

Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management. Laboratory activities will reinforce the structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management.

**AGRI 1419 Introductory Animal Science 3-3-4**

Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Laboratory activities will reinforce scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing 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 of agricultural power machinery.

**AGRI 2317 Introduction to Agriculture Economics 3-0-3**

Fundamental economic principles and their application in the agriculture industry.

**AGRI 2330 Wildlife Conservation and Management 2-2-3**

Principles and practices used in the production and improvement of wildlife resources. 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.

<b>AIRP 1341</b>	<b>Advanced Air Navigation</b>	<b>3-0-3</b>
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.		
<b>AIRP 1343</b>	<b>Aerodynamics</b>	<b>3-0-3</b>
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.		
<b>AIRP 1417</b>	<b>Private Pilot Ground School</b>	<b>3-3-4</b>
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.		
<b>AIRP 1451</b>	<b>Instrument Ground School</b>	<b>3-3-4</b>
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.		
<b>AIRP 2239</b>	<b>Commercial Flight</b>	<b>1-3-2</b>
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.		
<b>AIRP 2243</b>	<b>Flight Instructor - Multiengine Airplane</b>	<b>1-2-2</b>
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.		
<b>AIRP 2250</b>	<b>Instrument Flight</b>	<b>1-3-2</b>
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.		
<b>AIRP 2251</b>	<b>Multiengine Flight</b>	<b>2-2-2</b>
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.		
<b>AIRP 2336</b>	<b>Certified Flight Instructor - Airplane</b>	<b>2-3-3</b>
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.		
<b>AIRP 2337</b>	<b>Commercial Ground School</b>	<b>3-0-3</b>
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.		
<b>AIRP 2342</b>	<b>Flight Instructor - Instrument Airplane</b>	<b>2-2-3</b>
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.		
<b>AIRP 2355</b>	<b>Propulsion Systems</b>	<b>3-0-3</b>
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**

<b>ANTH 2301</b>	<b>Physical Anthropology</b>	<b>3-0-3</b>
The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health, and ethics in the discipline.		
<b>ANTH 2302</b>	<b>Introduction to Archeology</b>	<b>3-0-3</b>
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.		

<b>ANTH 2346</b>	<b>General Anthropology</b>	<b>3-0-3</b>
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.		
<b>ANTH 2351</b>	<b>Cultural Anthropology</b>	<b>3-0-3</b>
The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.		
<b>ARAB Arabic</b>		
<b>ARAB 1411</b>	<b>Beginning Arabic I</b>	<b>4-2-4</b>
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.		
<b>ARAB 1412</b>	<b>Beginning Arabic II</b>	<b>4-2-4</b>
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.		
<b>ARAB 2311</b>	<b>Intermediate Arabic I</b>	<b>3-0-3</b>
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.		
<b>ARAB 2312</b>	<b>Intermediate Arabic II</b>	<b>3-0-3</b>
This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: ARAB 2311 with a grade of "C" or above.		
<b>ARCE Computer Aided Drafting and Design</b> see also DFTG		
<b>ARCE 1452</b>	<b>Structural Drafting</b>	<b>3-3-4</b>
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: DFTG 1409.		
<b>ARTC Graphics and Printing</b> see also GRPH		
<b>ARTC 1302</b>	<b>Digital Imaging I</b>	<b>2-4-3</b>
Digital imaging using raster image editing and/or image creation software; scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Prerequisite: GRPH 1305.		
<b>ARTC 1313</b>	<b>Digital Publishing I</b>	<b>2-4-3</b>
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 1305.		
<b>ARTC 1327</b>	<b>Typography</b>	<b>2-4-3</b>
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.		
<b>ARTC 2305</b>	<b>Digital Imaging II</b>	<b>2-4-3</b>
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.		
<b>ARTC 2313</b>	<b>Digital Publishing II</b>	<b>2-4-3</b>
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.		
<b>ARTC 2333</b>	<b>Publication Design</b>	<b>2-4-3</b>
Development of skills and advanced knowledge of publishing software, with emphasis on the maintenance of visual continuity in documents for publication. Prerequisite: ARTC 1327.		
<b>ARTC 2348</b>	<b>Digital Publishing III</b>	<b>2-4-3</b>
A project based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques. Prerequisite: ARTC 2313.		
<b>ARTC 2435</b>	<b>Portfolio Development for Graphic Design</b>	<b>3-3-4</b>
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.		
<b>ARTC 2488</b>	<b>Internship – Commercial and Advertising Art</b>	<b>0-19-4</b>
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

<b>ARTS 1303</b>	<b>Art History I</b>	<b>3-0-3</b>
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Prerequisite: None		
<b>ARTS 1304</b>	<b>Art History II</b>	<b>3-0-3</b>
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Prerequisite: None		
<b>ARTS 1311</b>	<b>Design I</b>	<b>2-4-3</b>
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. Prerequisite: None		
<b>ARTS 1312</b>	<b>Design II</b>	<b>2-4-3</b>
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. Prerequisite: None		
<b>ARTS 1316</b>	<b>Drawing I</b>	<b>2-4-3</b>
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		
<b>ARTS 1317</b>	<b>Drawing II</b>	<b>2-4-3</b>
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.		
<b>ARTS 2311</b>	<b>Design III</b>	<b>2-4-3</b>
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.		
<b>ARTS 2313</b>	<b>Design Communications I</b>	<b>2-4-3</b>
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		
<b>ARTS 2314</b>	<b>Design Communications II</b>	<b>2-4-3</b>
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		
<b>ARTS 2316</b>	<b>Painting I</b>	<b>2-4-3</b>
This course studies the techniques and materials used in oil-based and emulsion based painting. Drawing skills are recommended. Prerequisite: None.		
<b>ARTS 2317</b>	<b>Painting II</b>	<b>2-4-3</b>
This course is a continuation of techniques explored in ARTS 2316 with emphasis on individual expression. Prerequisite: ARTS 2316.		
<b>ARTS 2323</b>	<b>Life Drawing I</b>	<b>2-4-3</b>
This is a life drawing course which emphasizes structure and action of the human figure. Prerequisite: None.		
<b>ARTS 2341</b>	<b>Art Metals I</b>	<b>2-4-3</b>
An introduction to jewelry-making and metalworking techniques. Basic fabrication techniques are stressed including bezel settings. Some lost wax casting is included. Prerequisite: None		
<b>ARTS 2342</b>	<b>Art Metals II</b>	<b>2-4-3</b>
A continuation of jewelry-making and metalworking techniques. Lost wax casting, surface treatments, and 3-D construction are emphasized. Prerequisite: ARTS 2341.		
<b>ARTS 2346</b>	<b>Ceramics I</b>	<b>2-4-3</b>
This course is an introduction to making pottery by hand-built methods. Glazing and decoration techniques are covered. Prerequisite: None		
<b>ARTS 2347</b>	<b>Ceramics II</b>	<b>2-4-3</b>
This course is a continuation of pottery-making techniques. Prerequisite: ARTS 2346.		
<b>ARTS 2356</b>	<b>Photography I</b>	<b>2-4-3</b>
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 1319 Automotive Engine Repair 2-4-3**  
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. Prerequisites: AUMT 2305.

**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.

**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 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 1407.

**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 1407.

**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 2337 Automotive Electronics 2-4-3**  
Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. Prerequisites: AUMT 1407.

**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 2337.

**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 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 1305 Business Computer Applications**

**2-4-3**

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. Prerequisites: None

## **BIOL Biology**

### **BIOL 1322 Nutrition and Diet Therapy I**

**3-0-3**

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. 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. Course includes laboratory activities. 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. Course includes laboratory activities. 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 1409 Biology for Non-Science Majors II**

**3-3-4**

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Course objective will be met in lecture and laboratory. Pre-requisite: none. Co-requisite: BIOX 1409.

### **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. This course is intended for science majors. 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**

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Hands-on learning experiences will be provided through laboratory activities. Co-requisite: BIOX 2401. Completion of BIOL 1406 is recommended.

### **BIOL 2402 Anatomy and Physiology II**

**3-3-4**

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Hands-on learning experiences will be provided through laboratory activities. 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**  
This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Basics of culture and identification of bacteria and microbial ecology will be covered in laboratory activities.

**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. Lab activities will reinforce concepts discussed in lecture. Prerequisite: CHEM 1411 and (BIOL 1406 and BIOL 1407) OR (BIOL 1411 AND BIOL 1413). Co-requisite BIOX 2421.

## **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 1170 Deployment and Military Families (Europe/PFEC only) 1-0-1**  
This course explores the effects of deployments on military families and children. Techniques for supporting children of military families during deployments will be covered.

**CDEC 1172 Mentoring for Early Childhood Educators (Europe/PFEC only) 1-0-1**  
This course covers an in-depth look at early childhood mentoring, an important professional facet of a teacher's development. Students will explore what it means to be a mentor and work directly with new people entering into the early childhood field. This is a practical course designed to teach skills to new and experienced mentors in Early Childhood Education.

**CDEC 1173 Parenting for Healthy Families (Europe/PFEC only) 1-0-1**  
This course covers different models of parenting, and includes identification and reflection, of one's chosen style of parenting. The effects of parenting methods on children as well as a model of parenting that is correlated with healthy children will be presented and taught.

**CDEC 1174 Technology in the Classroom (Europe/PFEC only) 1-0-1**  
This course is designed to teach the specific use of technology in the classroom, including preschool management software, recording children's work, and current software available for brochures, flyers, etc., that will be used commonly for preschool/school settings. Recommended for the student who has completed 3 credit hours of computer studies.

**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.

<b>CDEC 1317</b>	<b>Child Development Associate Training I</b>	<b>2-2-3</b>
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.		
<b>CDEC 1318</b>	<b>Wellness of the Young Child</b>	<b>3-1-3</b>
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.		
<b>CDEC 1319</b>	<b>Child Guidance</b>	<b>3-0-3</b>
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.		
<b>CDEC 1321</b>	<b>The Infant and Toddler</b>	<b>3-0-3</b>
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.		
<b>CDEC 1354</b>	<b>Child Growth &amp; Development</b>	<b>3-0-3</b>
Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.		
<b>CDEC 1356</b>	<b>Emergent Literacy for Early Childhood</b>	<b>3-0-3</b>
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.		
<b>CDEC 1358</b>	<b>Creative Arts for Early Childhood</b>	<b>3-0-3</b>
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.		
<b>CDEC 1359</b>	<b>Children with Special Needs</b>	<b>3-0-3</b>
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.		
<b>CDEC 2164</b>	<b>Practicum (or Field Experience) - Child Development</b>	<b>0-7-1</b>
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.		
<b>CDEC 2288</b>	<b>Internship Child Care Provider/Assistant</b>	<b>0-12-2</b>
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.		
<b>CDEC 2307</b>	<b>Math &amp; Science for Early Childhood</b>	<b>3-0-3</b>
An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play.		
<b>CDEC 2322</b>	<b>Child Development Associate Training II</b>	<b>2-2-3</b>
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.		
<b>CDEC 2324</b>	<b>Child Development Associate Training III</b>	<b>2-2-3</b>
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.		
<b>CDEC 2326</b>	<b>Administration of Programs for Children I</b>	<b>3-0-3</b>
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.		
<b>CDEC 2328</b>	<b>Administration of Programs for Children II</b>	<b>3-0-3</b>
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 Electronics see also CPMT, CSIR, EECT, ELMT, INMT, ITCC, ITNW and RBTC**

<b>CETT 1302</b>	<b>Electricity Principles</b>	<b>2-4-3</b>
Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations.		

<b>CETT 1303</b>	<b>DC Circuits</b>	<b>2-4-3</b>
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.		
<b>CETT 1305</b>	<b>AC Circuits</b>	<b>2-4-3</b>
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.		
<b>CETT 1321</b>	<b>Electronic Fabrication</b>	<b>2-4-3</b>
A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.		
<b>CETT 1325</b>	<b>Digital Fundamentals</b>	<b>2-4-3</b>
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.		
<b>CETT 1429</b>	<b>Solid State Devices</b>	<b>3-3-4</b>
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.		
<b>CETT 1441</b>	<b>Solid State Circuits</b>	<b>3-3-4</b>
A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Prerequisite: CETT 1429.		
<b>CETT 1449</b>	<b>Digital Systems</b>	<b>3-3-4</b>
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.		
<b>CETT 1491</b>	<b>Special Topics in Computer Engineering Technology/Technician</b>	<b>3-3-4</b>
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.		
<b>CETT 1509</b>	<b>DC-AC Circuits</b>	<b>4-3-5</b>
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.		
<b>CETT 2449</b>	<b>Research and Project Design</b>	<b>3-3-4</b>
Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Prerequisites: CETT 1429 and CETT 1449.		
<b>CETT 2489</b>	<b>Internship-Computer Engineering Technology/Technician</b>	<b>0-19-4</b>
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

<b>CHEF 1301</b>	<b>Basic Food Preparation</b>	<b>1-5-3</b>
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.		
<b>CHEF 1302</b>	<b>Principles of Healthy Cuisine</b>	<b>1-5-3</b>
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.		
<b>CHEF 1305</b>	<b>Sanitation and Safety</b>	<b>3-0-3</b>
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.		
<b>CHEF 1310</b>	<b>Garde Manger</b>	<b>2-4-3</b>
A study of cold foods and garnishes. Emphasis on design, techniques, and display of fine foods. Prerequisite: CHEF 1301.		
<b>CHEF 1341</b>	<b>American Regional Cuisine</b>	<b>2-4-3</b>
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 acquire knowledge of recipe strategies and production systems. Prerequisite: CHEF 1301.		
<b>CHEF 1345</b>	<b>International Cuisine</b>	<b>2-4-3</b>
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 2301 Intermediate Food Preparation 2-4-3**  
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 2-4-3**  
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.

## 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. Lab activities will reinforce concepts discussed in lecture. 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 non-science majors or 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. Lab activities will reinforce concepts discussed in lecture. 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. Lab activities will reinforce concepts discussed in lecture. Prerequisite: Student must have completed MATH 1314 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. Lab activities will reinforce concepts discussed in lecture. 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. Lab activities will reinforce concepts discussed in lecture. 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. Lab activities will reinforce concepts discussed in lecture. Prerequisite: CHEM 2423. Co-requisite: CHEX 2425.

## CHIN Chinese

- 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 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: CRIJ 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.

<b>CJLE</b>	<b>1524</b>	<b>Basic Peace Officer IV</b>	<b>3-8-5</b>
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.			
<b>CJLE</b>	<b>2345</b>	<b>Vice and Narcotics Investigation</b>	<b>3-0-3</b>
Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques. Prerequisite: CRIJ 2314/CJSA 1342.			
<b>CJLE</b>	<b>2486</b>	<b>Internship-Criminal Justice/Police Science</b>	<b>0-19-4</b>
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.			
<b>CJSA Criminal Justice</b> see also CJCR and CJLE			
<b>CJSA</b>	<b>1170</b>	<b>Alcohol Awareness/Intervention</b>	<b>1-0-1</b>
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.			
<b>CJSA</b>	<b>1171</b>	<b>Police Brutality</b>	<b>1-0-1</b>
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.			
<b>CJSA</b>	<b>1172</b>	<b>Topics for Parents</b>	<b>1-0-1</b>
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.			
<b>CJSA</b>	<b>1173</b>	<b>Drug Recognition for Law Enforcement</b>	<b>1-0-1</b>
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".			
<b>CJSA</b>	<b>1174</b>	<b>Terrorism as a Strategy</b>	<b>1-0-1</b>
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.			
<b>CJSA</b>	<b>1175</b>	<b>Investigation of Sexual Abuse</b>	<b>1-0-1</b>
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.			
<b>CJSA</b>	<b>1176</b>	<b>Introduction to Gangs and Gang Infiltration of the Military</b>	<b>1-0-1</b>
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.			
<b>CJSA</b>	<b>1177</b>	<b>International Criminal Justice</b>	<b>1-0-1</b>
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.			
<b>CJSA</b>	<b>1178</b>	<b>Criminal Deviance</b>	<b>1-0-1</b>
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.			
<b>CJSA</b>	<b>1192</b>	<b>Special Topics in Criminal Justice/Law Enforcement Administration</b>	<b>1-0-1</b>
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.			
<b>CJSA</b>	<b>1302</b>	<b>Private Security Officer Training</b>	<b>3-0-3</b>
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.			

<b>CJSA</b>	<b>1308</b>	<b>Criminalistics I</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1312</b>	<b>Crime in America</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1313</b>	<b>Court Systems and Practices</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1317</b>	<b>Juvenile Justice System</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1318</b>	<b>Court Management</b>	<b>3-0-3</b>
Exploration of operational issues in the administration of American courts. Topics include responsibilities of court personnel, records management, and organizational management topics.			
<b>CJSA</b>	<b>1322</b>	<b>Introduction to Criminal Justice</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1327</b>	<b>Fundamentals of Criminal Law</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1342</b>	<b>Criminal Investigation</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1348</b>	<b>Ethics in Criminal Justice</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1351</b>	<b>Use of Force</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1359</b>	<b>Police Systems and Practices</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>1393</b>	<b>Special Topics in Criminal Justice Studies</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>2170</b>	<b>White Collar Crime</b>	<b>1-0-1</b>
The course aims primarily at helping students develop basic knowledge and understanding of White Collar Crime. Emphasis is placed on processes, history, and case law associated with White Collar Crime. Analysis of significant White Collar Crime incidents will serve as a vehicle for learning and conducting critical analysis. (Offered at the PFEC campus)			
<b>CJSA</b>	<b>2171</b>	<b>Vice, Narcotics &amp; Organ Crime</b>	<b>1-0-1</b>
The course aims primarily at helping students develop basic knowledge and understanding of Vice, Narcotics, and Organized Crime. Emphasis is placed on concepts, history, enforcement and significant cases associated Vice, Narcotics, and Organized Crime. Analysis of incidents and crime lords will serve as a vehicle for learning and conducting critical analysis. (Offered at the PFEC campus)			
<b>CJSA</b>	<b>2172</b>	<b>Border Patrol</b>	<b>1-0-1</b>
The course aims primarily at helping students develop basic knowledge and understanding of the Border Patrol and its operations. An emphasis is placed on training, laws, various assignments within the Border patrol as well as the history. (Offered at the PFEC campus)			
<b>CJSA</b>	<b>2173</b>	<b>SWAT</b>	<b>1-0-1</b>
The course aims primarily at helping students develop basic knowledge and understanding of SWAT Teams. Emphasis is placed on concepts, history, tactics, training, and case law that has shaped SWAT Teams. Analysis of significant SWAT incidents will serve as a vehicle for learning and conducting critical analysis. (Offered at the PFEC campus)			
<b>CJSA</b>	<b>2174</b>	<b>Drug and Classification</b>	<b>1-0-1</b>
The course aims primarily at helping students develop basic knowledge and understanding of controlled substances. Emphasis is placed on concepts, procedures, history, and growth of controlled substances. Analysis of local drugs will serve as a vehicle for learning and critical thinking. (Offered at the PFEC campus)			

<b>CJSA</b>	<b>2175</b>	<b>DWI Detection</b>	<b>1-0-1</b>
This course is an examination of driving while intoxicated criminal behavior with a specific emphasis field sobriety testing. The course will discuss ideas about applicable state and federal laws associated with driving under the influence of alcohol and its respective methods to measure blood alcohol content and sobriety of drivers. The course offers a survey of theories and research on rationality of drunk driving and challenges to sobriety testing. The course also offers a review of judicial and legislative response to drunk drivers. (Offered at the PFEC campus)			
<b>CJSA</b>	<b>2176</b>	<b>Crimes Against Children</b>	<b>1-0-1</b>
The course aims primarily at helping students develop basic knowledge and understanding of Crimes against Children. Emphasis is placed on processes, history, and case law associated with children related crime. Review of significant criminal incidents involving children will serve as a vehicle for learning and conducting critical analysis. (Offered at the PFEC campus)			
<b>CJSA</b>	<b>2300</b>	<b>Legal Aspects of Law Enforcement</b>	<b>3-0-3</b>
Exploration of police authority. Topics include responsibilities and constitutional constraints, law of arrest, search and seizure, and police liability.			
<b>CJSA</b>	<b>2302</b>	<b>Police Management, Supervision, and Related Topics</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>2331</b>	<b>Child Abuse, Prevention and Investigation</b>	<b>3-0-3</b>
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.			
<b>CJSA</b>	<b>2488</b>	<b>Internship-Criminal Justice Safety Studies</b>	<b>0-19-4</b>
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

<b>CMSW</b>	<b>1166</b>	<b>Practicum (or Field Experience) - Clinical/Medical Social Work</b>	<b>0-8-1</b>
Practical, general workplace training supported by an individualized learning plan developed by the instructor and the student.			
<b>CMSW</b>	<b>1167</b>	<b>Practicum (or Field Experience) - Clinical and Medical Social Work</b>	<b>0-10-1</b>
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. See Mental Health Services admissions requirements.			
<b>CMSW</b>	<b>1309</b>	<b>Problems of Children and Adolescents</b>	<b>2-4-3</b>
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 addictive 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

<b>CNBT</b>	<b>1446</b>	<b>Construction Estimating I</b>	<b>3-3-4</b>
Fundamentals of estimating materials and labor costs in construction.			

## **COMM Communications/Journalism**

<b>COMM</b>	<b>1307</b>	<b>Introduction to Mass Communication</b>	<b>3-0-3</b>
Survey of basic content and structural elements of mass media and their functions and influences on society.			
<b>COMM</b>	<b>2305</b>	<b>Editing and Layout</b>	<b>2-2-3</b>
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.			
<b>COMM</b>	<b>2311</b>	<b>Media Writing</b>	<b>3-2-3</b>
Fundamentals of writing news for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content.			
<b>COMM</b>	<b>2315</b>	<b>News Reporting</b>	<b>3-2-3</b>
This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats. Prerequisite: COMM-2311 or consent of the Department Chair.			

---

## COMM Radio/Television Broadcasting Communications

<b>COMM 1335</b>	<b>Introduction to Electronic Media</b>	<b>3-0-3</b>
An overview of the development, regulation, economics, social impact, and industry practices in electronic media.		
<b>COMM 1336</b>	<b>Video Production I</b>	<b>3-3-3</b>
Practical experience in the operation of studio and control room equipment, including both pre- and post-production needs.		
<b>COMM 1337</b>	<b>Video Production II</b>	<b>3-3-3</b>
Practical experience in the operation of television studio and control room equipment, including both pre- and post-production needs.		
<b>COMM 2303</b>	<b>Audio Production</b>	<b>2-2-3</b>
Practical experience in the operation of audio equipment, including both pre- and post-production needs.		
<b>COMM 2324</b>	<b>Practicum in Electronic Media (Audio)</b>	<b>2-4-3</b>
Study and practical experience in digital audio production systems and software including multi-track recording techniques, processing and special effects. Prerequisite: COMM 2303.		
<b>COMM 2325</b>	<b>Practicum in Electronic Media (Video)</b>	<b>2-2-3</b>
Study and practical experience in digital video editing systems and software. Prerequisite: COMM 1336 and COMM 1337.		
<b>COMM 2326</b>	<b>Practicum in Electronic Media (Video Production III)</b>	<b>2-3-3</b>
Lecture and laboratory instruction and participation in special project production. Prerequisite: COMM 1336 or COMM 1337.		
<b>COMM 2327</b>	<b>Introduction to Advertising</b>	<b>3-0-3</b>
Fundamentals of advertising including marketing theory and strategy, copy writing, and selection of media.		
<b>COMM 2331</b>	<b>Radio/Television Announcing</b>	<b>3-0-3</b>
Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics will be included.		
<b>COMM 2332</b>	<b>Radio/Television News</b>	<b>3-0-3</b>
Preparation and analysis of news gathering and presentation styles for the electronic media.		
<b>COMM 2339</b>	<b>Writing for Radio, TV, and Film</b>	<b>3-0-3</b>
Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotional announcements, and other materials.		
<b>COMM 2389</b>	<b>Academic Cooperative</b>	<b>0-9-3</b>
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

<b>COSC 1301</b>	<b>Introduction to Computing</b>	<b>3-1-3</b>
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. Prerequisites: None		

## CPMT Electronics *see also* CETT, CSIR, EECT, ELMT, INMT, ITCC, ITNW and RBTC

<b>CPMT 1303</b>	<b>Introduction to Computer Technology</b>	<b>2-4-3</b>
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.		
<b>CPMT 1345</b>	<b>Computer Systems Maintenance</b>	<b>2-4-3</b>
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.		
<b>CPMT 1404</b>	<b>Microcomputer Systems Software</b>	<b>3-3-4</b>
Skills development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers.		
<b>CPMT 1449</b>	<b>Computer Networking Technology</b>	<b>3-3-4</b>
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: CPMT 1303.		
<b>CPMT 2350</b>	<b>Industry Certification Preparation</b>	<b>2-3-3</b>
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 3-4-4**  
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 3-4-4**  
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 Electronics see also CETT, CPMT, EECT, ELMT, INMT, ITCC, ITNW and RBTC**

**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.

## **DAAC Mental Health Services see also CMSW, PSYT and SCWK**

**DAAC 1167 Practicum (or Field Experience) – Substance Abuse/Addiction Counseling 0-10-1**  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.  
Prerequisite: See Mental Health Services admission requirement.

**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 additive 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. See Mental Health Services admission requirement.

## **DEMR Diesel**

**DEMR 1306 Diesel Engine I 2-4-3**  
An introduction to the basic principles of diesel engines and systems. Prerequisite: DEMR 1401.

---

<b>DEMR 1321</b>	<b>Power Train I</b>	<b>1-8-3</b>
Fundamentals, repair, and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair. Prerequisites: DEMR 1416.		
<b>DEMR 1330</b>	<b>Steering and Suspension I</b>	<b>2-4-3</b>
A study of design, function, maintenance, and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components. Prerequisite: DEMR 1401.		
<b>DEMR 1401</b>	<b>Shop Safety and Procedures</b>	<b>3-3-4</b>
A study of shop safety, rules, basic shop tools, and test equipment.		
<b>DEMR 1405</b>	<b>Basic Electrical Systems</b>	<b>2-7-4</b>
Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries. Prerequisites: DEMR 1306.		
<b>DEMR 1410</b>	<b>Diesel Engine Testing and Repair I</b>	<b>2-6-4</b>
An introduction to testing and repairing diesel engines including related systems specialized tools. Prerequisites: DEMR 1405.		
<b>DEMR 1416</b>	<b>Basic Hydraulics</b>	<b>2-7-4</b>
Fundamentals of hydraulics including components and related systems. Prerequisite: DEMR 1401.		
<b>DEMR 1417</b>	<b>Basic Brake Systems</b>	<b>2-6-4</b>
Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting. Prerequisite: DEMR 1405.		
<b>DEMR 1423</b>	<b>Heating, Ventilation and Air Conditioning, Troubleshooting and Repair</b>	<b>2-7-4</b>
Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. Prerequisite: DEMR 1405.		
<b>DEMR 1447</b>	<b>Power Train II</b>	<b>3-3-4</b>
Continuation of fundamentals and theory of power train systems. Emphasis on disassembly, inspection, and repair of power train components. Prerequisites: DEMR 1321.		
<b>DEMR 1449</b>	<b>Diesel Engine II</b>	<b>2-7-4</b>
An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. Prerequisites: DEMR 2434.		
<b>DEMR 2412</b>	<b>Diesel Engine Testing and Repair II</b>	<b>2-7-4</b>
Coverage of testing and repairing diesel engines including related systems and specialized tools. Prerequisites: DEMR 1410.		
<b>DEMR 2434</b>	<b>Advanced Diesel Tune-Up and Troubleshooting</b>	<b>2-7-4</b>
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.		
<b>DEMR 2488</b>	<b>Internship-Diesel Mechanics Technology/Technician</b>	<b>0-19-4</b>
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*

<b>DFTG 1358</b>	<b>Electrical/Electronics Drafting</b>	<b>2-4-3</b>
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: DFTG 1409.		
<b>DFTG 1405</b>	<b>Technical Drafting</b>	<b>3-3-4</b>
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.		
<b>DFTG 1409</b>	<b>Basic Computer-Aided Drafting</b>	<b>3-3-4</b>
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.		
<b>DFTG 1417</b>	<b>Architectural Drafting - Residential</b>	<b>3-3-4</b>
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: DFTG 1409.		
<b>DFTG 2317</b>	<b>Descriptive Geometry</b>	<b>2-4-3</b>
Examination of the graphical solution to problems involving points, lines, and planes in space. Prerequisite: DFTG 1405 or concurrent enrollment.		

---

<b>DFTG</b>	<b>2323</b>	<b>Pipe Drafting</b>	<b>2-4-3</b>
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: DFTG 1409.			
<b>DFTG</b>	<b>2402</b>	<b>Machine Drafting</b>	<b>3-3-4</b>
Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Prerequisites: DFTG 1409.			
<b>DFTG</b>	<b>2412</b>	<b>Technical Illustration and Presentation</b>	<b>3-3-4</b>
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			
<b>DFTG</b>	<b>2421</b>	<b>Topographical Drafting</b>	<b>3-3-4</b>
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: DFTG 1409.			
<b>DFTG</b>	<b>2438</b>	<b>Final Project - Advanced Drafting</b>	<b>3-3-4</b>
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.			
<b>DFTG</b>	<b>2440</b>	<b>Solid Modeling/Design</b>	<b>3-3-4</b>
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

<b>DRAM</b>	<b>1310</b>	<b>Introduction to Theater</b>	<b>3-0-3</b>
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			
<b>DRAM</b>	<b>1320</b>	<b>Theater Practicum I</b>	<b>2-4-3</b>
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.			
<b>DRAM</b>	<b>1321</b>	<b>Theater Practicum II</b>	<b>2-4-3</b>
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.			
<b>DRAM</b>	<b>1330</b>	<b>Stagecraft I</b>	<b>2-4-3</b>
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			
<b>DRAM</b>	<b>1342</b>	<b>Introduction to Costume</b>	<b>2-4-3</b>
Principles and techniques of costume design and construction for theatrical productions.			
<b>DRAM</b>	<b>1351</b>	<b>Acting I</b>	<b>2-4-3</b>
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			
<b>DRAM</b>	<b>1352</b>	<b>Acting II</b>	<b>2-4-3</b>
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.			
<b>DRAM</b>	<b>2336</b>	<b>Voice for the Theater</b>	<b>3-0-3</b>
Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.			
<b>DRAM</b>	<b>2361</b>	<b>History of Theatre I</b>	<b>3-0-3</b>
Study of the history of theatre from primitive times through the Renaissance			
<b>DRAM</b>	<b>2362</b>	<b>History of Theatre II</b>	<b>3-0-3</b>
Study of the history of the theatre from the Renaissance through today.			
<b>DRAM</b>	<b>2366</b>	<b>Introduction to Cinema</b>	<b>2-4-3</b>
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.

**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)

<b>DSMA 0309</b>	<b>Fundamentals of Algebra</b>	<b>4-0-3</b>
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.		
<b>DSMA 0310</b>	<b>Intermediate Algebra</b>	<b>4-0-3</b>
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.		
<b>DSMA 0391</b>	<b>NCBO- Foundations of Algebra</b>	<b>4-0-3</b>
This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through Developmental Math. This course is designed specifically for those students that can be successful in the lower levels of the mathematics sequence in a faster paced setting but still need the lecture component of the course. This course will develop the students' skills starting with arithmetic through basic algebra to include graphing and operations of polynomials.		
<b>DSMA 0393</b>	<b>NCBO Intermediate Algebra</b>	<b>3-2-3</b>
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 1314). 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.		
<b>DSMA 0399</b>	<b>NCBO Developmental Mathematics</b>	<b>3-2-3</b>
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.		
<b>DSRE 0101</b>	<b>Developmental Reading</b>	<b>1-1.15-1</b>
Developmental Reading laboratory. (Fort Hood BSEP/FAST)		
<b>DSRE 0300</b>	<b>Developmental Reading I</b>	<b>2-2-3</b>
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.		
<b>DSRE 0302</b>	<b>Fundamentals of Reading I</b>	<b>3-0-3</b>
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. <b>(Offered at locations that do not have a lab facility)</b> Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		
<b>DSRE 0303</b>	<b>Fundamentals of Reading II</b>	<b>3-0-3</b>
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. <b>(Offered at locations that do not have a lab facility)</b>		
<b>DSWR 0301</b>	<b>Developmental Writing I</b>	<b>3-1-3</b>
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.		
<b>DIRW 0305</b>	<b>Princ. of Academic Literacy (PAL)</b>	<b>4-0-3</b>
This is a Non-Course-Based-Option (NCBO) course, designed specifically for students needing an intensive intervention in reading and/or writing. Topics include reading comprehension vocabulary development, grammar, punctuation, and sentence structure. Prerequisite: Appropriate TSI score.		

---

**DIRW 0313 Developmental Integrated Reading and Writing 2-2-3**  
The Integrated Reading and Writing course is designed to accelerate a student through Reading II and Writing II 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.

**DIRW 0399 NCBO-Developmental Integrated Reading and Writing 3-1-3**  
Developmental Integrated Reading and Writing Non-Course-Based-Option is for those students who place into DIRW-0313 with either their Reading or Writing TSI score and do not place into the DIRW-0313 in the other content area. Emphasis is placed on those reading or writing skills and abilities needed by the student to successfully complete DIRW-0313 and advance to a credit bearing English Composition course. DIRW-0399 will be taken concurrently with DIRW-0313. Students will be required to complete an individualized plan to receive credit for DIRW-0399. Passing DIRW-0313 is contingent upon passing the complimentary NCBO course. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. A computer lab where students practice reading and 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)

## **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 (TOEFL) 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 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 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. A laboratory is required. Prerequisites: DSLA 0323.

**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. A laboratory is required.



<b>DSLA 0330</b>	<b>Reading and Vocabulary III (ESL)</b>	<b>3-2-3</b>
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.		
<b>DSLA 0332</b>	<b>Academic Listening and Speaking III (ESL)</b>	<b>3-2-3</b>
In this course for advanced non-native speakers, students improve note taking, and oral reporting skills to prepare for college-level courses. Prerequisite: DSLA 0322.		
<b>DSLA 0340</b>	<b>Accent Reduction (ESL)</b>	<b>3-0-3</b>
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. A laboratory is required. Prerequisites: DSLA 0323 Academic Listening and Speaking I. Offered on Central Campus only.		
<b>DSLA 0390</b>	<b>NCBO Grammar/Writing I</b>	<b>2-3-3</b>
This NCBO Grammar/Writing I course is designed to help students accelerate through grammar and Writing 1 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**

<b>ECON 2301</b>	<b>Principles of Macroeconomics</b>	<b>3-0-3</b>
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.		
<b>ECON 2302</b>	<b>Principles of Microeconomics</b>	<b>3-0-3</b>
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**

<b>EDUC 1301</b>	<b>Introduction to the Teaching Profession</b>	<b>3-1-3</b>
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.		
<b>EDUC 2301</b>	<b>Introduction to Special Populations</b>	<b>3-1-3</b>
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 Electronics see also CETT, CPMT, CSIR, ELMT, INMT, ITCC, ITNW and RBTC**

<b>EECT 1474</b>	<b>Basic Communications Circuits</b>	<b>3-3-4</b>
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.		
<b>EECT 1476</b>	<b>Digital Communications</b>	<b>3-3-4</b>
A broad coverage of digital communications including telephone data communications and voice synthesis. Prerequisite: CETT 1325 and CETT 1429.		
<b>EECT 2435</b>	<b>Telecommunications</b>	<b>3-3-4</b>
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.		
<b>EECT 2439</b>	<b>Communications Circuits</b>	<b>3-3-4</b>
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 Electronics** see also CETT, CPMT, CSIR, EECT, INMT, ITCC, ITNW and RBTC

### **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 1325.

### **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 2333 Industrial Electronics 2-4-3**

Devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Includes presentation of programming schemes.

### **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 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

<b>EMSP 1147</b>	<b>Pediatric Life Support</b>	<b>1-0-1</b>
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.		
<b>EMSP 1160</b>	<b>Clinical-Emergency Medical Technology/Technician</b>	<b>0-6-1</b>
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 Emergency Medical Technician. This course is only offered with EMSP 1401. See also admissions requirements.		
<b>EMSP 1170</b>	<b>Rapid Patient Assessment (Europe only)</b>	<b>1-0-1</b>
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.		
<b>EMSP 1204</b>	<b>EMT Refresher</b>	<b>1-2-2</b>
Update and review theory and skills necessary to meet national and/or state requirements for remediation or recertification as an Emergency Medical Technician (EMT).		
<b>EMSP 1271</b>	<b>Sports and Physical Training Injuries (Europe only)</b>	<b>2-0-2</b>
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 Emergency Medical Technician certification course; or similar training.		
<b>EMSP 1272</b>	<b>EMT-B Refresher (Europe only)</b>	<b>2-0-2</b>
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 Emergency Medical Technician Refresher curriculum and the new education standards.		
<b>EMSP 1273</b>	<b>Advanced Airway Management (Europe only)</b>	<b>2-0-2</b>
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 a Paramedic during intubation are presented.		
<b>EMSP 1291</b>	<b>Special Topics in Emergency Medical Technology/Technician</b>	<b>2-0-2</b>
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.		
<b>EMSP 1305</b>	<b>Emergency Care Attendant</b>	<b>2-3-3</b>
Preparation for certification as an Emergency Care Attendant (ECA)/Emergency Medical Responder (EMR).		
<b>EMSP 1338</b>	<b>Introduction to Advanced Practice</b>	<b>3-0-3</b>
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Upon successful completion of this course, EMSP 1356, EMSP 1355, EMSP 2206 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.		
<b>EMSP 1355</b>	<b>Trauma Management</b>	<b>2-3-3</b>
Knowledge and skills in the assessment and management of patients with traumatic injuries. Upon successful completion of this course, EMSP 1356, EMSP 1338, EMSP 2206 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.		
<b>EMSP 1356</b>	<b>Patient Assessment and Airway Management</b>	<b>2-3-3</b>
Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Upon successful completion of this course, EMSP 1355, EMSP 1338, EMSP 2206 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.		
<b>EMSP 1391</b>	<b>Special Topics in Emergency Medical Technology/Technician</b>	<b>2-4-3</b>
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.		

<b>EMSP 1401</b>	<b>Emergency Medical Technician-Basic</b>	<b>2-6-4</b>
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 Emergency Medical Technician by the Texas Department of State Health Services and/or National Registry of EMT. Prerequisite: Current CPR certification. See also admission requirements.		
<b>EMSP 2135</b>	<b>Advanced Cardiac Life Support</b>	<b>1-0-1</b>
Theory and skills necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency.		
<b>EMSP 2143</b>	<b>Assessment Based Management</b>	<b>0-3-1</b>
A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Upon successful completion of this course, EMSP 2330, EMSP 2305, and EMSP 2164, students are eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 2444, EMSP 2434 and EMSP 2263. See also admission requirements.		
<b>EMSP 2160</b>	<b>Clinical – Emergency Medical EMT Paramedic</b>	<b>0-3-1</b>
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. Co-requisite EMSP 2458. See also admission requirements.		
<b>EMSP 2164</b>	<b>Practicum-Emergency Medical Technology/Technician EMT Paramedic</b>	<b>0-10-1</b>
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Upon successful completion of this internship course, students are eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 2262 and EMSP 2263. See also admission requirements.		
<b>EMSP 2206</b>	<b>Emergency Pharmacology</b>	<b>2-0-2</b>
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Upon successful completion of this course, EMSP 1355, EMSP 1338, EMSP 1356 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.		
<b>EMSP 2262</b>	<b>Clinical-Emergency Medical Technology/Technician EMT Paramedic</b>	<b>0-10-2</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Upon successful completion of this course, EMSP 1356, EMSP 1355, EMSP 1338 and EMSP 2206, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. This course is designed to meet the clinical requirements for the Advanced EMT portion of the program. Prerequisites: EMSP 1356, EMSP 1355, and EMSP 1338. Co-requisites: EMSP 2206, EMSP 2444 and EMSP 2434. See also admission requirements.		
<b>EMSP 2263</b>	<b>Clinical-Emergency Medical Technology/Technician EMT Paramedic</b>	<b>0-10-2</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Upon successful completion of this course, EMSP 2330, EMSP 2305, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2262. Co-requisites: EMSP 2330, EMSP 2305, and EMSP 2143. See also admission requirements.		
<b>EMSP 2300</b>	<b>Methods of Teaching Emergency Medical Service</b>	<b>2-2-3</b>
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.		
<b>EMSP 2305</b>	<b>EMS Operations</b>	<b>3-0-3</b>
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Upon successful completion of this course, EMSP 2263, EMSP 2330, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2444, EMSP 2262 and EMSP 2434. Co-requisites: EMSP 2330, EMSP 2263, and EMSP 2143. See also admission requirements.		
<b>EMSP 2330</b>	<b>Special Populations</b>	<b>2-2-3</b>
Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. Upon successful completion of this course, EMSP 2263, EMSP 2305, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2444, EMSP 2262 and EMSP 2434. Co-requisites: EMSP 2305, EMSP 2263, and EMSP 2143. See also admission requirements.		
<b>EMSP 2434</b>	<b>Medical Emergencies</b>	<b>3-3-4</b>
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 2206, EMSP 2330, EMSP 2305, EMSP 2263, EMSP 2143 and EMSP 2164, the student is eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 1355, EMSP 1356, and EMSP 1338. Co-requisites: EMSP 2444, EMSP 2262, and EMSP 2206. See also admission 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 2206, EMSP 2262, EMSP 2330, EMSP 2305, EMSP 2263, EMSP 2143 and EMSP 2164, the student is eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 1355, EMSP 1356, and EMSP 1338. Co-requisites: EMSP 2434, EMSP 2262, and EMSP 2206. 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. Co-requisite: EMSP 2160. See also admission requirements.

## **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**  
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. 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 1314 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: MATH 2413 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.

**ENGR 2332 Mechanics of Materials 3-0-3**  
This course will cover stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections in beams, combined loading, and combined stress. Prerequisite: MATH 2413 with a grade of C or above.

## **ENVR Environmental Science**

**ENVR 1401 Environmental Science I 3-0-4**  
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. Laboratory activities will reinforce concepts discussed in lecture. Prerequisites: Appropriate placement score or TSI exemption 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.



---

<b>FIRT</b>	<b>1338</b>	<b>Fire Protection Systems</b>	<b>3-0-3</b>
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.			
<b>FIRT</b>	<b>2309</b>	<b>Firefighting Strategies and Tactics I</b>	<b>3-0-3</b>
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**

<b>FREN</b>	<b>1411</b>	<b>Beginning French I</b>	<b>4-2-4</b>
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
<b>FREN</b>	<b>1412</b>	<b>Beginning French II</b>	<b>4-2-4</b>
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.			
<b>FREN</b>	<b>2311</b>	<b>Intermediate French I</b>	<b>3-0-3</b>
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.			
<b>FREN</b>	<b>2312</b>	<b>Intermediate French II</b>	<b>3-0-3</b>
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**

<b>GEOG</b>	<b>1300</b>	<b>Principles of Geography</b>	<b>3-0-3</b>
This course introduces students to fundamental perspectives, skills, and practices of geography. Students will analyze physical and human systems and their interactions. Key topics include climate, physical landscape, the environment, population, urbanization and settlement patterns, politics, economics, and cultures.			
<b>GEOG</b>	<b>1301</b>	<b>Physical Geography</b>	<b>3-0-3</b>
This course introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment.			
<b>GEOG</b>	<b>1302</b>	<b>Human Geography</b>	<b>3-0-3</b>
This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender, and ethnicity.			
<b>GEOG</b>	<b>1303</b>	<b>World Regional Geography</b>	<b>3-0-3</b>
This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.			

## **GEOL Geology**

<b>GEOL</b>	<b>1403</b>	<b>Physical Geology</b>	<b>3-3-4</b>
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. Laboratory activities will cover methods used to collect and analyze earth science data. Co-requisite: GEOX 1403			
<b>GEOL</b>	<b>1404</b>	<b>Historical Geology</b>	<b>3-3-4</b>
A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils. Prerequisite: GEOL 1403. Co-requisite: GEOX 1404			
<b>GEOL</b>	<b>1405</b>	<b>Environmental Science</b>	<b>3-2-4</b>
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. Laboratory activities will cover methods used to collect and analyze earth science data.			

## **GERM German**

<b>GERM</b>	<b>1411</b>	<b>Beginning German I</b>	<b>4-2-4</b>
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			

---

<b>GERM 1412</b>	<b>Beginning German II</b>	<b>4-2-4</b>
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.		
<b>GERM 2311</b>	<b>Intermediate German I</b>	<b>3-0-3</b>
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.		
<b>GERM 2312</b>	<b>Intermediate German II</b>	<b>3-0-3</b>
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**

<b>GOVT 2304</b>	<b>Introduction to Political Science</b>	<b>3-0-3</b>
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.		
<b>GOVT 2305</b>	<b>Federal Government</b>	<b>3-0-3</b>
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.		
<b>GOVT 2306</b>	<b>Texas Government</b>	<b>3-0-3</b>
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**

<b>GRPH 1305</b>	<b>Introduction to Graphic Arts and Printing</b>	<b>2-4-3</b>
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.		
<b>GRPH 1309</b>	<b>Press Operations I</b>	<b>2-4-3</b>
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 1305.		
<b>GRPH 1374</b>	<b>Press Operations III</b>	<b>2-4-3</b>
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.		
<b>GRPH 1419</b>	<b>Bindery and Finishing Operations</b>	<b>3-3-4</b>
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.		
<b>GRPH 1474</b>	<b>Preventive Maintenance</b>	<b>3-3-4</b>
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.		
<b>GRPH 2338</b>	<b>Press Operations II</b>	<b>2-4-3</b>
Maintenance and operation of large sheet-fed offset press systems and production of process-color jobs with hairline registration. Prerequisite: GRPH 1309.		
<b>GRPH 2436</b>	<b>Prepress Techniques</b>	<b>2-6-4</b>
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 1305.		
<b>GRPH 2488</b>	<b>Internship - Graphics &amp; Printing Equipment Operator, General Production</b>	<b>0-19-4</b>
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**

<b>HALT 1319</b>	<b>Landscape Construction</b>	<b>2-3-3</b>
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.		
<b>HALT 1322</b>	<b>Landscape Design</b>	<b>2-3-3</b>
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.		

---

<b>HALT</b>	<b>1324</b>	<b>Turf Grass Science and Management</b>	<b>2-3-3</b>
Coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.			
<b>HALT</b>	<b>1338</b>	<b>Irrigation Water Management and Conservation</b>	<b>2-3-3</b>
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.			
<b>HALT</b>	<b>1345</b>	<b>Golf/Sports Field/Park Management</b>	<b>2-3-3</b>
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.			
<b>HALT</b>	<b>1470</b>	<b>Horticulture – Home Gardening</b>	<b>2-4-4</b>
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.			
<b>HALT</b>	<b>2308</b>	<b>Greenhouse Management</b>	<b>2-3-3</b>
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*

<b>HAMG</b>	<b>1313</b>	<b>Front Office Procedures</b>	<b>3-0-3</b>
Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation.			
<b>HAMG</b>	<b>1321</b>	<b>Introduction to the Hospitality Industry</b>	<b>3-0-3</b>
An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.			
<b>HAMG</b>	<b>1340</b>	<b>Hospitality Legal Issues</b>	<b>3-0-3</b>
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.			
<b>HAMG</b>	<b>1342</b>	<b>Guest Room Maintenance</b>	<b>3-1-3</b>
A study of the working relationship among housekeeping, front office, and maintenance in the lodging industry.			
<b>HAMG</b>	<b>2301</b>	<b>Principles of Food and Beverage Operations</b>	<b>3-0-3</b>
An overview of food and beverage management in various hospitality environments. Emphasizes cost controls from procurement to marketing and sales.			
<b>HAMG</b>	<b>2307</b>	<b>Hospitality Marketing and Sales</b>	<b>3-0-3</b>
Identification of the core principles of marketing and sales in their impact on the hospitality industry.			
<b>HAMG</b>	<b>2332</b>	<b>Hospitality Financial Management</b>	<b>3-0-3</b>
Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.			
<b>HAMG</b>	<b>2337</b>	<b>Hospitality Facilities Management</b>	<b>3-0-3</b>
Identification of hospitality building systems and facilities; to include sustainability and risk management.			
<b>HAMG</b>	<b>2372</b>	<b>Hospitality Industry Training</b>	<b>3-0-3</b>
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.			
<b>HAMG</b>	<b>2388</b>	<b>Internship - Hospitality Administration and Management</b>	<b>0-9-3</b>
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**

<b>HART</b>	<b>1341</b>	<b>Residential Air Conditioning</b>	<b>2-4-3</b>
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.			
<b>HART</b>	<b>1401</b>	<b>Basic Electricity for HVAC</b>	<b>3-3-4</b>
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Prerequisite: department consent required.			

---

<b>HART</b>	<b>1403</b>	<b>Air Conditioning Control Principles</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>1407</b>	<b>Refrigeration Principles</b>	<b>3-3-4</b>
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Prerequisite: Department consent required.			
<b>HART</b>	<b>1445</b>	<b>Gas and Electric Heating</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>2341</b>	<b>Commercial Air Conditioning</b>	<b>2-4-3</b>
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisites: HART 1401 and 1407.			
<b>HART</b>	<b>2342</b>	<b>Commercial Refrigeration</b>	<b>2-4-3</b>
Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Prerequisites: HART 1401 and 1407.			
<b>HART</b>	<b>2431</b>	<b>Advanced Electricity for HVAC</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>2436</b>	<b>Air Conditioning Troubleshooting</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>2438</b>	<b>Air Conditioning Installation and Startup</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>2445</b>	<b>Residential Air Conditioning System Design</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>2449</b>	<b>Heat Pumps</b>	<b>3-3-4</b>
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.			
<b>HART</b>	<b>2488</b>	<b>Internship - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR)</b>	<b>0-19-4</b>
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

<b>HIND</b>	<b>1411</b>	<b>Beginning Hindi I</b>	<b>4-2-4</b>
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
<b>HIND</b>	<b>1412</b>	<b>Beginning Hindi II</b>	<b>4-2-4</b>
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.			
<b>HIND</b>	<b>2311</b>	<b>Intermediate Hindi I</b>	<b>3-0-3</b>
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.			
<b>HIND</b>	<b>2312</b>	<b>Intermediate Hindi II</b>	<b>3-0-3</b>
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

<b>HIST</b>	<b>1301</b>	<b>United States History I</b>	<b>3-0-3</b>
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.			

<b>HIST</b>	<b>1302</b>	<b>United States History II</b>	<b>3-0-3</b>
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.			
<b>HIST</b>	<b>2301</b>	<b>Texas History</b>	<b>3-0-3</b>
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.			
<b>HIST</b>	<b>2311</b>	<b>Western Civilization I</b>	<b>3-0-3</b>
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.			
<b>HIST</b>	<b>2312</b>	<b>Western Civilization II</b>	<b>3-0-3</b>
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.			
<b>HIST</b>	<b>2381</b>	<b>African-American History</b>	<b>3-0-3</b>
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

<b>HITT</b>	<b>1301</b>	<b>Health Data Content and Structure</b>	<b>2-4-3</b>
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.			
<b>HITT</b>	<b>1303</b>	<b>Medical Terminology II</b>	<b>2-4-3</b>
A continuation of the study of medical terms through word origin and structure, abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Prerequisite: HITT 1305 or equivalent.			
<b>HITT</b>	<b>1305</b>	<b>Medical Terminology I</b>	<b>2-4-3</b>
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.			
<b>HITT</b>	<b>1341</b>	<b>Coding and Classification Systems</b>	<b>2-4-3</b>
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.			
<b>HITT</b>	<b>1349</b>	<b>Pharmacology</b>	<b>2-4-3</b>
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Prerequisite: HITT-1305 or MDCA-1309.			
<b>HITT</b>	<b>2335</b>	<b>Coding and Reimbursement Methodologies</b>	<b>2-4-3</b>
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 1305.			
<b>HITT</b>	<b>2361</b>	<b>Clinical – Health Information/Medical Records Technology/Technician</b>	<b>0-9-3</b>
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. Prerequisite: Completion of all first and second semester courses in the degree plan and departmental approval required.			

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

<b>HMSY</b>	<b>1337</b>	<b>Introduction to Homeland Security</b>	<b>3-0-3</b>
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.			
<b>HMSY</b>	<b>1338</b>	<b>Homeland Security Emergency Communications Management</b>	<b>3-0-3</b>
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.			

<b>HMSY 1340</b>	<b>Homeland Security Intelligence Operations</b>	<b>3-0-3</b>
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.		
<b>HMSY 1341</b>	<b>Critical Infrastructure Protection</b>	<b>3-0-3</b>
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.		
<b>HMSY 1342</b>	<b>Understanding and Combating Terrorism</b>	<b>3-0-3</b>
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.		
<b>HMSY 1343</b>	<b>Weapons of Mass Destruction</b>	<b>3-0-3</b>
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.		
<b>HMSY 1370</b>	<b>Information Technology Security for Homeland Security Specialists</b>	<b>3-0-3</b>
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.		
<b>HMSY 1371</b>	<b>Counter Terrorism</b>	<b>3-0-3</b>
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.		
<b>HMSY 1470</b>	<b>Final Project in Homeland Security and Emergency Management</b>	<b>4-0-4</b>
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.		
<b>HMSY 2337</b>	<b>Managing a Unified Incident Command</b>	<b>3-0-3</b>
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.		

## **HPRS Nursing see also RNSG**

<b>HPRS 2300</b>	<b>Pharmacology for Health Professions</b>	<b>3-0-3</b>
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**

<b>HRPO 1311</b>	<b>Human Relations</b>	<b>3-0-3</b>
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.		
<b>HRPO 2301</b>	<b>Human Resources Management</b>	<b>3-0-3</b>
Behavioral and legal approaches to the management of human resources in organizations.		

## **HUMA Humanities**

<b>HUMA 1315</b>	<b>Fine Arts Appreciation</b>	<b>3-0-3</b>
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**

<b>IFWA 1318</b>	<b>Nutrition for the Food Service Professional</b>	<b>3-0-3</b>
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 design and related graphic design issues including mark-up languages, web sites, and browsers. Instruction in web page design specifications including HTML5, CSS3, and validation. Use of websites and browsers. Prerequisites: ITNW 1337.

## **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.

## **INMT Electronics** see also CETT, CPMT, CSIR, EECT, ELMT, ITCC, ITNW and RBTC

**INMT 1317 Industrial Automation** 2-4-3  
Applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of set-up, maintenance, and testing of the automated system.

## **ITAL Italian**

**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, INMT, ITNW and RBTC

**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 1316 Network Administration 2-4-3**  
An introduction to the basic concepts of network administration. Prerequisites: None

**ITNW 1337 Introduction to the Internet 2-4-3**  
Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information and create web pages using HTML. Develop and validate simple web pages containing basic features of image and video placement; forms; frames; lists; tables; font. Techniques and understanding of most current browsers - navigating; printing; automatic ftp through the browser; establishing favorites/bookmarks; creating RSS feeds; managing cookies and other settings and services. Survey and use of emerging technologies on the Internet such as blogs, social media, QR codes, and various Internet search tools (engines, directories, metacrawlers). Prerequisites: None

**ITNW 1345 Implementing Network Directory Services 2-4-3**  
In-depth coverage of the skills necessary to install, configure, and administer Network Directory service. Prerequisites: ITNW1316 or concurrent enrollment.

**ITNW 1353 Supporting Network Server Infrastructure 2-4-3**  
Installing, configuring, managing, and supporting a network infrastructure. Prerequisites: INTW1316 or concurrent enrollment.

**ITNW 1358 Network+ 2-4-3**  
Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional. Prerequisites: None

**ITNW 1454 Implementing and Supporting Servers 3-3-4**  
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Prerequisites: ITNW1316 and ITNW1345.

**ITNW 2354 Internet/Intranet Server 2-4-3**  
Advanced concepts in the designing, installing, and administration of an Internet/Intranet server. Prerequisites: ITNW1316, ITNW1345, and ITNW1353.

**ITNW 2356 Designing a Network Directory Infrastructure 2-4-3**  
Design, implement, and support a network directory infrastructure in a multi-domain environment. Prerequisites: ITNW1345 or concurrent enrollment.

**ITNW 2488 Internship - Computer Systems Networking and Telecommunications 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: 30 semester hours in computer science courses and consent of the Department Chair.

## **ITNW Electronics see also CETT, CPMT, CSIR, EECT, ELMT, INMT, ITCC and RBTC**

**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. Prerequisites: None

---

<b>ITSC</b>	<b>1309</b>	<b>Integrated Software Applications I</b>	<b>2-4-3</b>
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Prerequisites: None			
<b>ITSC</b>	<b>1325</b>	<b>Personal Computer Hardware</b>	<b>2-4-3</b>
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Prerequisites: None			
<b>ITSC</b>	<b>1405</b>	<b>Intro. to PC Operating Systems</b>	<b>3-3-4</b>
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Prerequisites: 6 semester hours in computer science courses.			
<b>ITSC</b>	<b>1415</b>	<b>Project Management Software</b>	<b>3-3-4</b>
Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools. Prerequisites: 6 semester hours in computer science courses.			
<b>ITSC</b>	<b>2439</b>	<b>Personal Computer Help Desk Support</b>	<b>3-3-4</b>
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Prerequisites: 12 semester hours in computer science courses.			
<b>ITSC</b>	<b>2486</b>	<b>Internship - Computer and Information Sciences, General</b>	<b>0-19-4</b>
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: 30 semester hours in computer science courses and consent of the Department Chair.			

## **ITSE Computer Science** see also IMED, ITNW, ITSC, ITSW and ITSY

<b>ITSE</b>	<b>1302</b>	<b>Computer Programming</b>	<b>2-4-3</b>
Introduction to computer programming including design, development, testing, implementation, and documentation. Prerequisites: ITSE 1329.			
<b>ITSE</b>	<b>1329</b>	<b>Programming Logic and Design</b>	<b>2-4-3</b>
Problem-solving applying structured techniques and representation of algorithms using design tools. Includes testing, evaluation, and documentation. Techniques and application for programming design and development for desktop, web, and database application. Prerequisites: None			
<b>ITSE</b>	<b>2402</b>	<b>Intermediate Web Programming</b>	<b>3-3-4</b>
Techniques for Web development. Includes server-side and client-side scripting. Prerequisites: ITSE 1329 and ITNW 1337.			
<b>ITSE</b>	<b>2421</b>	<b>Object-Oriented Programming</b>	<b>3-3-4</b>
Introduction to object-oriented programming. Emphasis on the fundamentals of design with classes, including development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects. Prerequisites: ITSE 1329.			
<b>ITSE</b>	<b>2459</b>	<b>Advanced Computer Programming</b>	<b>3-3-4</b>
Advanced programming techniques including file access methods, data structures, modular programming, program testing and documentation. Prerequisites: ITSE 1329 or ITSE 1302.			
<b>ITSE</b>	<b>2486</b>	<b>Internship - Computer Programming/Programmer, General</b>	<b>0-19-4</b>
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: 29 semester hours in computer science courses and consent of the Department Chair			

## **ITSW Computer Science** see also IMED, ITNW, ITSC, ITSE and ITSY

<b>ITSW</b>	<b>1307</b>	<b>Introduction to Database</b>	<b>2-4-3</b>
Introduction to database theory and the practical applications of a database. Prerequisites: ITSE 1329.			

## **ITSY Computer Science** see also IMED, ITNW, ITSC, ITSE and ITSW

<b>ITSY</b>	<b>1342</b>	<b>Information Technology Security</b>	<b>2-4-3</b>
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Prerequisites: None			
<b>ITSY</b>	<b>2401</b>	<b>Firewalls and Network Security</b>	<b>3-3-4</b>
Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Prerequisites: ITNW 1358.			
<b>ITSY</b>	<b>2441</b>	<b>Security Management Practices</b>	<b>3-3-4</b>
In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. Prerequisites: 6 semester hours of Information Technology Security coursework (ITSY).			

<b>ITSY</b>	<b>2442</b>	<b>Incident Response &amp; Handling</b>	<b>3-3-4</b>
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. Prerequisites: 6 semester hours of Information Technology Security coursework (ITSY).			
<b>ITSY</b>	<b>2459</b>	<b>Security Assessment and Auditing</b>	<b>3-3-4</b>
Course Description: 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. Prerequisites: 12 semester hours of Information Technology Security coursework (ITSY)			
<b>ITSY</b>	<b>2486</b>	<b>Internship - Computer and Information Systems Security</b>	<b>0-19-4</b>
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: 29 semester hours in computer science courses and consent of the Department Chair			

## JAPN Japanese

<b>JAPN</b>	<b>1411</b>	<b>Beginning Japanese I</b>	<b>4-2-4</b>
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
<b>JAPN</b>	<b>1412</b>	<b>Beginning Japanese II</b>	<b>4-2-4</b>
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.			
<b>JAPN</b>	<b>2311</b>	<b>Intermediate Japanese I</b>	<b>3-0-3</b>
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.			
<b>JAPN</b>	<b>2312</b>	<b>Intermediate Japanese II</b>	<b>3-0-3</b>
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	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	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
KINE	2132	Barbell Training/Fitness II	KINE 1131	0-3-1
KINE	1301	<b>Introduction to Physical Fitness &amp; Sport</b>		3-0-3
A course which introduces the student to the fields of health, physical education, and recreation. Emphasis on the scope and organization of professional activities, opportunities and qualifications of the professional physical educator. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.				
KINE	1304	<b>Personal/Community Health I</b>		3-0-3
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.				
KINE	1306	<b>First Aid</b>		3-0-3
First aid topics include how to assess and act in the event of injuries (including cuts, burns, joint injuries, and temperature-related illnesses). Splinting and bandaging techniques are covered. CPR topics include how to recognize an emergency, caring for conscious and unconscious choking victims, recognizing signs of a heart attack, rescue breathing, and cardiopulmonary resuscitation, and provides an introduction to Automatic External Defibrillation. American Red Cross certification in Standard First Aid Responding to an Emergency as well as Adult/Child/Infant CPR, 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.				
KINE	1308	<b>Sports Officiating I</b>		3-0-3
Theory and practice in techniques of officiating. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.				
KINE	1321	<b>Coaching/Sports/Athletics I</b>		3-0-3
Techniques and theories underlying the coaching of men's and women's sports. Special emphasis upon AIDS, equipment, organization, and administration of the program. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.				
KINE	1331	<b>Physical Education for Elementary Majors</b>		3-0-3
This course is designed to give a foundation for a working knowledge of activities that are appropriate for elementary children, especially those in grades Pre-K through 5th grade. The students will learn to teach a variety of games, exercises, sport activities and dances appropriate for children. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.				
KINE	1338	<b>Concepts of Physical Fitness – Personal Trainer – NCSF Trainer Certification Course</b>		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

<b>KORE 1411</b>	<b>Beginning Korean I</b>	<b>4-2-4</b>
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.		
<b>KORE 1412</b>	<b>Beginning Korean II</b>	<b>4-2-4</b>
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.		
<b>KORE 2311</b>	<b>Intermediate Korean I</b>	<b>3-0-3</b>
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.		
<b>KORE 2312</b>	<b>Intermediate Korean II</b>	<b>3-0-3</b>
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

<b>LGLA 1300</b>	<b>Elder Law</b>	<b>3-0-3</b>
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.		
<b>LGLA 1301</b>	<b>Legal Research and Writing</b>	<b>3-0-3</b>
Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.		
<b>LGLA 1307</b>	<b>Introduction to Law and the Legal Profession</b>	<b>3-0-3</b>
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.		
<b>LGLA 1317</b>	<b>Law Office Technology</b>	<b>3-0-3</b>
Computer technology and software applications within the law office emphasizing the paralegal's role in the use of law office technology. Prerequisite: ITSC 1309.		
<b>LGLA 1343</b>	<b>Bankruptcy</b>	<b>3-0-3</b>
Fundamental concepts of bankruptcy law and procedure are presented including individual and business liquidation and reorganization with emphasis on the paralegal's role.		
<b>LGLA 1345</b>	<b>Civil Litigation</b>	<b>3-0-3</b>
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.		
<b>LGLA 1349</b>	<b>Constitutional Law</b>	<b>3-0-3</b>
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.		
<b>LGLA 1351</b>	<b>Contracts</b>	<b>3-0-3</b>
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.		
<b>LGLA 1353</b>	<b>Wills, Trust and Probate Administration</b>	<b>3-0-3</b>
Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.		
<b>LGLA 1355</b>	<b>Family Law</b>	<b>3-0-3</b>
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.		
<b>LGLA 1357</b>	<b>Juvenile Law</b>	<b>3-0-3</b>
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.		
<b>LGLA 1372</b>	<b>National Security Law</b>	<b>3-0-3</b>
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.		



<b>LGLA 1391</b>	<b>Special Topics in Paralegal/Legal Assistance</b>	<b>3-0-3</b>
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.		
<b>LGLA 2303</b>	<b>Torts and Personal Injury Law</b>	<b>3-0-3</b>
Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.		
<b>LGLA 2307</b>	<b>Law Office Management</b>	<b>3-0-3</b>
Fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.		
<b>LGLA 2309</b>	<b>Real Property</b>	<b>3-0-3</b>
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.		
<b>LGLA 2311</b>	<b>Business Organizations</b>	<b>3-0-3</b>
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.		
<b>LGLA 2313</b>	<b>Criminal Law and Procedure</b>	<b>3-0-3</b>
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.		
<b>LGLA 2321</b>	<b>Military Law</b>	<b>3-0-3</b>
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.		
<b>LGLA 2331</b>	<b>Advanced Legal Research &amp; Writing</b>	<b>2-3-3</b>
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 1301.		
<b>LGLA 2333</b>	<b>Advanced Legal Document Preparation</b>	<b>3-0-3</b>
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.		
<b>LGLA 2335</b>	<b>Advanced Civil Litigation</b>	<b>3-0-3</b>
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.		
<b>LGLA 2388</b>	<b>Internship- Paralegal/Legal Assistant</b>	<b>0-9-3</b>
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

<b>MATH 1314</b>	<b>College Algebra</b>	<b>3-0-3</b>
A study of relations and functions, polynomial functions and equations of degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, the binomial theorem, and mathematical induction. This course meets the college core requirement and is recommended for students planning to transfer to bachelor's degree programs. Prerequisites: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.		
<b>MATH 1316</b>	<b>Plane Trigonometry</b>	<b>3-0-3</b>
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.		
<b>MATH 1324</b>	<b>Mathematics for Business and Social Sciences</b>	<b>3-0-3</b>
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.		
<b>MATH 1325</b>	<b>Calculus for Business and Social Sciences</b>	<b>3-0-3</b>
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 1314 or MATH 1324.		

<b>MATH 1332</b>	<b>Contemporary Mathematics I</b>	<b>3-0-3</b>
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.		
<b>MATH 1342</b>	<b>Elementary Statistical Methods</b>	<b>3-0-3</b>
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.		
<b>MATH 1350</b>	<b>Fundamentals of Mathematics I</b>	<b>3-0-3</b>
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 1314.		
<b>MATH 1351</b>	<b>Fundamentals of Mathematics II</b>	<b>3-0-3</b>
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 1314.		
<b>MATH 2318</b>	<b>Linear Algebra</b>	<b>3-0-3</b>
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 better within the last 5 years.		
<b>MATH 2412</b>	<b>Precalculus Math</b>	<b>4-0-4</b>
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 1314 with a grade of "C" or better within the last 5 years. (A previous study of trigonometry is helpful but not required.)		
<b>MATH 2413</b>	<b>Calculus I</b>	<b>4-0-4</b>
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.		
<b>MATH 2414</b>	<b>Calculus II</b>	<b>4-0-4</b>
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 better within the last 5 years.		
<b>MATH 2415</b>	<b>Calculus III</b>	<b>4-0-4</b>
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 better within the last 5 years.		
<b>MBST Maintenance Technology</b> see also CBFM, CNBT, CRPT, ELPT, PFPB and WDWK		
<b>MBST 1507</b>	<b>Masonry I</b>	<b>2-7-5</b>
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.		
<b>MDCA Office Technology</b> see also HITT, MRMT, POFI, POFM and POFT		
<b>MDCA 1302</b>	<b>Human Disease/Pathophysiology</b>	<b>2-4-3</b>
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.		
<b>MDCA 1309</b>	<b>Anatomy and Physiology for Medical Assistants</b>	<b>2-4-3</b>
Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.		
<b>MLAB Medical Lab Technician</b>		
<b>MLAB 1231</b>	<b>Parasitology/Mycology</b>	<b>1-4-2</b>
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 1470.		

---

**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 1470.

**MLAB 1470 Introduction to Clinical Laboratory Science/Urinalysis 3-3-4**  
An introduction to clinical laboratory science, including quality control, laboratory math, safety, and laboratory operations including basic laboratory equipment. An introduction to urinalysis and body fluid analysis will include anatomy and physiology of kidney, and physical, chemical, and microscopic examination of urine, cerebrospinal fluid, and other body fluids. Attention will be focused on basic didactic and practical techniques in the following laboratory areas: microscopy, phlebotomy, immunology, chemistry, hematology, and urinalysis.

**MLAB 2360 Clinical II - Medical Laboratory Technician 0-18-3**  
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. 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 2461.

**MLAB 2361 Clinical III - Medical Laboratory Technician 0-18-3**  
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. 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 2462, 2360.

**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 1415, 1470, BIOL, 2401, 2402, CHEM 1411, 1412, MATH 1314.

**MLAB 2431 Immunohematology 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 1415, 1470, 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 1415, 1470.

**MLAB 2462 Clinical I - Medical Laboratory Technician 0-24-4**  
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 1415, 1470, BIOL 2401, 2402, CHEM 1411, 1412, MATH 1314.

## **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 actual 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 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 2363 Clinical – Medical Transcription/Transcriptionist 0-9-3**  
 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. Prerequisite: Completion of all first and second semester courses in the degree plan and departmental approval required.

## **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

<b>MUAP</b>	<b>1181</b>	<b>Voice I</b>	None	<b>0-1-1</b>
<b>MUAP</b>	<b>1182</b>	<b>Voice II</b>	MUAP 1181	<b>0-1-1</b>
<b>MUAP</b>	<b>2281</b>	<b>Voice III</b>	MUAP 1182	<b>0-2-2</b>
<b>MUAP</b>	<b>2282</b>	<b>Voice IV</b>	MUAP 2281	<b>0-2-2</b>
<b>MUAP</b>	<b>1117</b>	<b>Woodwinds I</b>	None	<b>0-1-1</b>
<b>MUAP</b>	<b>1118</b>	<b>Woodwinds II</b>	MUAP 1117	<b>0-1-1</b>
<b>MUAP</b>	<b>2217</b>	<b>Woodwinds III</b>	MUAP 1118	<b>0-2-2</b>
<b>MUAP</b>	<b>2218</b>	<b>Woodwinds IV</b>	MUAP 2217	<b>0-2-2</b>

## 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.



<b>PHIL 1304</b>	<b>Introduction to World Religions</b>	<b>3-0-3</b>
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity and Islam.		
<b>PHIL 1316</b>	<b>History of Religions I</b>	<b>3-0-3</b>
History of Religions I is a comparative study of world religions This course investigates the history of ancient Israel's religion in comparison with the religions of the indigenous peoples and Israel's neighbors: Egypt, Assyria, and Babylon. Student's will study the Hebrew Bible for what it teaches about how ancient Israelites worshiped. Students will also study how ancient Israel's religious systems compared with those of their neighbors.		
<b>PHIL 1317</b>	<b>History of Religions II</b>	<b>3-0-3</b>
History of Religions II is a comparative study of world religions This course investigates the history of earliest Christianity in comparison to the religions and philosophies of the Greco-Roman world and early Judaism. Students will study the New Testament for what it teaches about how earliest Christians worshiped. Students will also study how early Christian religious systems and ideas compared with those of their neighbors.		
<b>PHIL 2303</b>	<b>Introduction to Logic</b>	<b>3-0-3</b>
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.		
<b>PHIL 2306</b>	<b>Introduction to Ethics</b>	<b>3-0-3</b>
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.		
<b>PHIL 2307</b>	<b>Introduction to Social and Political Philosophy</b>	<b>3-0-3</b>
A study of major issues in social and political theory and/or the work of major philosophical figures in this area.		
<b>PHIL 2321</b>	<b>Philosophy of Religion</b>	<b>3-0-3</b>
A Study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil.		

## PHYS Physics

<b>PHYS 1401</b>	<b>College Physics I</b>	<b>3-3-4</b>
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. Laboratory activities will reinforce concepts discussed in lecture. Prerequisite: MATH 1314 and (MATH 1316 OR MATH 2412) Co-requisite: PHYX 1401.		
<b>PHYS 1402</b>	<b>College Physics II</b>	<b>3-3-4</b>
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. Laboratory activities will reinforce concepts discussed in lecture. Prerequisite: PHYS 1401. Co-requisite: PHYX 1402.		
<b>PHYS 1403</b>	<b>Stars and Galaxies</b>	<b>3-2-4</b>
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.		
<b>PHYS 1404</b>	<b>Solar System</b>	<b>3-2-4</b>
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.		
<b>PHYS 1405</b>	<b>Elementary Physics I</b>	<b>3-3-4</b>
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.		
<b>PHYS 1415</b>	<b>Physical Science I</b>	<b>3-3-4</b>
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, Geology, Astronomy and Meteorology. 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. Laboratory activities will reinforce concepts discussed in lecture. 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. Laboratory activities will reinforce concepts discussed in lecture. 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: POFI 1301.

**POFI 2301 Word Processing 2-4-3**  
 Word processing software focusing on business applications. Prerequisite: POFT 1329 with a minimum grade of "C".

**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.

**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

<b>POFT 1301 Business English</b>	<b>2-4-3</b>
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding skills recommended.	
<b>POFT 1307 Proofreading and Editing</b>	<b>2-3-3</b>
Instruction in proofreading and editing skills necessary to assure accuracy in business documents.	
<b>POFT 1309 Administrative Office Procedures I</b>	<b>2-4-3</b>
Study of current office procedures, duties and responsibilities applicable to an office environment.	
<b>POFT 1319 Records and Information Management I</b>	<b>2-4-3</b>
Introduction to basic records and information management systems, including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.	
<b>POFT 1325 Business Math Using Technology</b>	<b>2-4-3</b>
Skills development in business math problem solving using electronic technology.	
<b>POFT 1329 Beginning Keyboarding</b>	<b>2-4-3</b>
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.	
<b>POFT 1349 Administrative Office Procedures II</b>	<b>2-4-3</b>
In-depth coverage of office procedures with emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1301, POFT 1329, POFT 1309 and concurrent enrollment in or completion of second year office technology courses recommended.	
<b>POFT 2312 Business Correspondence and Communication</b>	<b>2-4-3</b>
Development of writing and presentation skills to produce effective business communications. Prerequisites: POFT 1301 or ENGL 1301.	
<b>POFT 2333 Advanced Keyboarding</b>	<b>2-4-3</b>
A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Prerequisite: POFT 1329 and POFI 2301.	
<b>POFT 2386 Internship - Administrative Assistant and Secretarial Science, General</b>	<b>0-9-3</b>
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.	
<b>POFT 2387 Internship - Administrative Assistant and Secretarial Science, General</b>	<b>0-9-3</b>
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.	
<b>POFT 2388 Internship - General Office Occupations and Clerical Services</b>	<b>0-9-3</b>
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.	
<b>POFT 2389 Internship - General Office Occupations and Clerical Services</b>	<b>0-9-3</b>
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**

<b>PORT 1411 Beginning Portuguese I</b>	<b>4-2-4</b>
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.	
<b>PORT 1412 Beginning Portuguese II</b>	<b>4-2-4</b>
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.	
<b>PORT 2311 Intermediate Portuguese I</b>	<b>3-0-3</b>
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, and tarts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. National Restaurant Association (NRA) Food Production Certificate Examination.

**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 1305 Breads and Rolls 2-4-3**  
Concentration on fundamentals of chemically and yeast raised breads and rolls. Instruction on commercial preparation of a wide variety of products.

**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 1-5-3**  
Skills, concepts, and techniques for preparing wedding cakes. Includes marzipan, molding 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 1429 Interviewing and Communication Skills 3-3-4**  
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.

---

<b>PSYT</b>	<b>2321</b>	<b>Crisis Intervention</b>	<b>2-2-3</b>
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.			
<b>PSYT</b>	<b>2331</b>	<b>Abnormal Psychology</b>	<b>2-2-3</b>
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.			
<b>PSYT</b>	<b>2345</b>	<b>Principles of Behavior Management and Modification</b>	<b>2-2-3</b>
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**

<b>PUNJ</b>	<b>1411</b>	<b>Beginning Punjabi I</b>	<b>4-2-4</b>
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
<b>PUNJ</b>	<b>1412</b>	<b>Beginning Punjabi II</b>	<b>4-2-4</b>
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.			
<b>PUNJ</b>	<b>2311</b>	<b>Intermediate Punjabi I</b>	<b>3-0-3</b>
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.			
<b>PUNJ</b>	<b>2312</b>	<b>Intermediate Punjabi II</b>	<b>3-0-3</b>
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.			

## **RBTC Electronics** see also CETT, CPMT, CSIR, EECT, ELMT, ITCC, INMT and ITNW

<b>RBTC</b>	<b>1343</b>	<b>Robotics</b>	<b>2-4-3</b>
Principles and applications of robots. Includes installation, interfacing, programming, maintenance, and safety of robots and robotic cells.			
<b>RBTC</b>	<b>1345</b>	<b>Robot Interfacing</b>	<b>2-4-3</b>
A study of the basic principles of robot controllers, controller input/output, memory, and interfacing with computer integrated manufacturing.			
<b>RBTC</b>	<b>2345</b>	<b>Robot Application, Set-up, and Testing</b>	<b>2-4-3</b>
A capstone course that provides the student with laboratory experience in the installation, set-up, and testing of robotic cells. Topics include maintenance.			

## **RELE Real Estate**

<b>RELE</b>	<b>1200</b>	<b>Contract Forms and Addenda</b>	<b>2-0-2</b>
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.			
<b>RELE</b>	<b>1219</b>	<b>Real Estate Finance</b>	<b>2-0-2</b>
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.			
<b>RELE</b>	<b>1303</b>	<b>Real Estate Appraisal</b>	<b>3-0-3</b>
A study of the central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting.			
<b>RELE</b>	<b>1311</b>	<b>Law of Contracts</b>	<b>3-0-3</b>
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.			
<b>RELE</b>	<b>1315</b>	<b>Property Management</b>	<b>3-0-3</b>
A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.			

<b>RELE 1325</b>	<b>Real Estate Mathematics</b>	<b>3-0-3</b>
Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements.		
<b>RELE 1406</b>	<b>Real Estate Principles</b>	<b>4-0-4</b>
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.		
<b>RELE 2301</b>	<b>Law of Agency</b>	<b>3-0-3</b>
A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying 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.		
<b>RELE 2488</b>	<b>Internship- Real Estate</b>	<b>0-19-4</b>
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.		
<b>RELE 2489</b>	<b>Internship- Real Estate</b>	<b>0-19-4</b>
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 see also HPRS**

<b>RNSG 1115</b>	<b>Health Assessment</b>	<b>0-3-1</b>
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 14 13, RNSG 1262, BIOL 2402.		
<b>RNSG 1229</b>	<b>Integrated Nursing Skills II</b>	<b>1-2-2</b>
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. Prerequisites: BIOL 2401. ENGL 1301, PSYC 2301. Co-Requisite: BIOL 2402. BIOL 2420, HPRS 2300.		
<b>RNSG 1262</b>	<b>Clinical-Nursing I (RN Training)</b>	<b>0-9-2</b>
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. The concepts of communication, caring, community and critical thinking are used throughout the course. Prerequisites: BIOL 2401, BIOL 2420, ENGL 1301, HPRS 2300. Co-requisites: RNSG 1115, RNSG 1413, BIOL 2402.		
<b>RNSG 1331</b>	<b>Prin. of Clinical Decision-Making</b>	<b>2-3-3</b>
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: ENGL 1301, HPRS 2300, BIOL 2401, BIOL 2402, BIOL 2420, RNSG 1115, RNSG 1413, RNSG 1262. Co-requisites: PSYC 2301, RNSG 2213, RNSG 1363. Articulation Option Perquisites: RNSG 1229, HPRS 2300, PSYC 2301, ENG 1301, BIOL 2401, BIOL 2402, BIOL 2420. Articulation Option Co-requisites: RNSG 2213, RNSG 1363, PSYC 2314.		
<b>RNSG 1347</b>	<b>Concepts of Clinical Decision-Making</b>	<b>2-3-3</b>
Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of 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 or knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts or communication, caring, community, and clinical reasoning are used throughout the course. Prerequisites: PSYC 2301, RNSG 1331. RNSG 2213, RNSG 1363. Co-requisites: RNSG 1412, PSYC 2314, RNSG 2362. Articulation Option Prerequisite: PSYC 2314.		



<b>RNSG 1363</b>	<b>Clinical -Nursing II (RN Training)</b>	<b>0-18-3</b>
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. 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 1331, RNSG 2213.		
<b>RNSG 1412</b>	<b>Nursing Care of Childbearing and Childrearing Family</b>	<b>3-3-4</b>
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 1347, RNSG 2362.		
<b>RNSG 1413</b>	<b>Foundations for Nursing Practice</b>	<b>2-7-4</b>
Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision- making and critical thinking. 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, HPRS 2300. Co-requisites: RNSG 1262, RNSG 1115, BIOL 2402.		
<b>RNSG 2213</b>	<b>Mental Health Nursing</b>	<b>1-3-2</b>
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients 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.		
<b>RNSG 2221</b>	<b>Professional Nursing Leadership and Management</b>	<b>1-3-2</b>
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.		
<b>RNSG 2331</b>	<b>Advanced Concepts in Adult Health</b>	<b>2-3-3</b>
Application of advanced concepts and skills for the development of the professional nurses roles in caring for adult patients and families. 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.		
<b>RNSG 2362</b>	<b>Clinical - Nursing III (RN Training)</b>	<b>0-18-3</b>
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. 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.		
<b>RNSG 2363</b>	<b>Clinical-Nursing IV (RN Training)</b>	<b>0-18-3</b>
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. 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.		

## **RSTO Hospitality Management** see also CHEF, HAMG, IFWA, PSTR and TRVM

<b>RSTO 1204</b>	<b>Dining Room Service</b>	<b>1-3-2</b>
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.		
<b>RSTO 1221</b>	<b>Menu Management</b>	<b>2-0-2</b>
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.		
<b>RSTO 1301</b>	<b>Beverage Management</b>	<b>3-0-3</b>
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.		
<b>RSTO 1313</b>	<b>Hospitality Supervision</b>	<b>3-0-3</b>
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 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. May 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. May 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 advanced research of subject matter, performance, and professionalism as a competitive speaker. May 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 advanced research of subject matter, performance, and professionalism as a competitive speaker. May 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 and tourism 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, conventions and expositions. 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.

## **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 growth and development and in the maintenance of health. Prerequisites: VNSG 1222, 1323, 1227, 1126. Co-requisites: VNSG 1136, 1160, 2331, 1304, 1405.

<b>VNSG 1119</b>	<b>Leadership and Prof. Development</b>	<b>1-0-1</b>
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.		
<b>VNSG 1122</b>	<b>Vocational Nursing Concepts</b>	<b>1-0-1</b>
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.		
<b>VNSG 1126</b>	<b>Gerontology</b>	<b>1-0-1</b>
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.		
<b>VNSG 1136</b>	<b>Mental Health</b>	<b>1-0-1</b>
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.		
<b>VNSG 1160</b>	<b>Clinical - Practical Nurse I</b>	<b>0-6-1</b>
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. Prerequisites: VNSG 1323, 1222, 1227, 1126. Co-requisites: VNSG 1116, 1136, 2331, 1304, 1405.		
<b>VNSG 1227</b>	<b>Essentials of Medication Admin.</b>	<b>2-1-2</b>
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.		
<b>VNSG 1230</b>	<b>Maternal-Neonatal Nursing</b>	<b>2-0-2</b>
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, 1119, 1222, 1227, 1231, 1238, 1304, 1323, 1400, 1405, 1409, 1560, 2331. Fall Co-requisites: VNSG 1334, 2360, 1410. Spring Prerequisites: VNSG 1116, 1126, 1136, 1160, 1222, 1227, 1304, 1323, 1405. Spring Co-requisites: VNSG 1334, 1360, 1400, 2331.		
<b>VNSG 1234</b>	<b>Pediatrics</b>	<b>2-1-2</b>
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, 1119, 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. Spring Co-requisites: VNSG 1330, 1360, 1400.		
<b>VNSG 1238</b>	<b>Mental Illness</b>	<b>2-0-2</b>
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, 1119, 1400, 1409, 1560. Spring Admission VNSG 1231, 1119, 1409, 1410, 2560.		
<b>VNSG 1304</b>	<b>Foundations of Nursing</b>	<b>2-1-3</b>
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.		
<b>VNSG 1323</b>	<b>Basic Nursing Skills</b>	<b>1-6-3</b>
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.		
<b>VNSG 1331</b>	<b>Pharmacology</b>	<b>3-1-3</b>
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 1238, 1119, 1400, 1409, 1560. Spring Admission VNSG 1238, 1119, 1409, 1410, 2560.		
<b>VNSG 1360</b>	<b>Clinical - Practical Nurse II</b>	<b>0-17-3</b>
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. Prerequisites: VNSG 1116, 1126, 1136, 1160, 1222, 1227, 1304, 1323, 1405, 2331. Co-requisites VNSG 1330, 1334, 1400.		
<b>VNSG 1400</b>	<b>Nursing in Health and Illness I</b>	<b>4-1-4</b>
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, 1119, 1409. Spring Admission VNSG 1360, 1330, 1334.		

<b>VNSG 1405</b>	<b>Health Science</b>	<b>3-2-4</b>
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.		
<b>VNSG 1409</b>	<b>Nursing in Health and Illness II</b>	<b>3-2-4</b>
Introduction to health problems requiring medical and surgical interventions. Prerequisites Fall Admission: VNSG 1116, 1126, 1136, 1160, 1222, 1227, 1304, 1323, 1400, 1405, 2331. Co-requisite: VNSG 1238, 1119, 1231, 1560. Prerequisite Spring Admission: VNSG 1305, 1405, 1323, 1227, 1222, 1126, 2331, 1116, 1136, 1160, 1400, 1330, 1334, 1360. Co-requisite: VNSG 1238, 1119, 1231, and 2560.		
<b>VNSG 1410</b>	<b>Nursing in Health and Illness III</b>	<b>3-2-4</b>
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 Fall Admission: VNSG 1116, 1126, 1136, 1160, 1119, 1222, 1227, 1238, 1304, 1323, 1330, 1560, 1400, 1405, 1409, 2331. Co-requisite: VNSG 1330, 1334, 2360. Prerequisite Spring Admission: VNSG 1116, 1126, 1136, 1160, 1222, 1227, 1304, 1323, 1330, 1334, 1400, 1360, 1409. Co-requisite: VNSG 1238, 1119, 1231, 2560.		
<b>VNSG 1560</b>	<b>Clinical - Practical Nurse II</b>	<b>0-25-5</b>
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. Prerequisites: VNSG 1116, 1126, 1136, 1160, 1304, 1405, 1323, 1222, 1227, 2331. Co-requisites: VNSG 1400, 1409, 1238, 1119, 1231.		
<b>VNSG 2331</b>	<b>Advanced Nursing Skills</b>	<b>1-6-3</b>
Application 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.		
<b>VNSG 2360</b>	<b>Clinical – Practical Nurse III</b>	<b>0-17-3</b>
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, 1119, 1222, 1227, 1231, 1238, 1304, 1323, 1400, 1405, 1409, 1560, 2331. Co-requisite: VNSG 1330, 1334, 1410.		
<b>VNSG 2560</b>	<b>Clinical – Practical Nurse III</b>	<b>0-25-5</b>
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, 1119, 1222, 1227, 1304, 1323, 1360, 1400, 1405, 2331. Co-requisite: VNSG 1119, 1231, 1238, 1409, 1410.		

## WDWK Maintenance Technology

<b>WDWK 1413</b>	<b>Cabinet Making I</b>	<b>2-5-4</b>
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 .		
<b>WDWK 2351</b>	<b>Cabinet Making II</b>	<b>2-4-3</b>
Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation. Prerequisite: WDWK 1413.		

## WLDG Welding

<b>WLDG 1313</b>	<b>Introduction to Blueprint Reading for Welders</b>	<b>2-4-3</b>
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.		
<b>WLDG 1317</b>	<b>Introduction to Layout and Fabrication</b>	<b>2-4-3</b>
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.		
<b>WLDG 1323</b>	<b>Welding Safety, Tools, and Equipment</b>	<b>2-4-3</b>
An introduction to welding careers, equipment and safety practices, including OSHA standards for industry.		
<b>WLDG 1425</b>	<b>Introduction to Oxy-Fuel Welding and Cutting</b>	<b>3-3-4</b>
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.		
<b>WLDG 1428</b>	<b>Introduction to Shielded Metal Arc Welding (SMAW)</b>	<b>3-3-4</b>
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.		
<b>WLDG 1430</b>	<b>Introduction to Gas Metal Arc (GMAW) Welding</b>	<b>3-3-4</b>
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.		



---

<b>WLDG 1434</b>	<b>Introduction to Gas Tungsten Arc (GTAW) Welding</b>	<b>3-3-4</b>
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs. Prerequisites: WLDG 1323 and WLDG 1428.		
<b>WLDG 1435</b>	<b>Introduction to Pipe Welding</b>	<b>3-3-4</b>
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.		
<b>WLDG 1457</b>	<b>Intermediate Shielded Metal Arc Welding (SMAW)</b>	<b>3-3-4</b>
A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. Prerequisite: WLDG 1428.		
<b>WLDG 2413</b>	<b>Intermediate Welding Using Multiple Processes</b>	<b>2-7-4</b>
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.		
<b>WLDG 2435</b>	<b>Advanced Layout and Fabrication</b>	<b>3-3-4</b>
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 1317.		
<b>WLDG 2443</b>	<b>Advanced Shielded Metal Arc Welding (SMAW)</b>	<b>2-7-4</b>
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.		
<b>WLDG 2447</b>	<b>Advanced Gas Metal Arc Welding (GMAW)</b>	<b>3-3-4</b>
Advanced topics in gas metal arc welding (GMAW). Includes welding in various positions. Prerequisite: WLDG 1430.		
<b>WLDG 2451</b>	<b>Advanced Gas Tungsten Welding (GTAW)</b>	<b>3-3-4</b>
Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: WLDG 1434.		
<b>WLDG 2453</b>	<b>Advanced Pipe Welding</b>	<b>2-7-4</b>
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.		
<b>WLDG 2488</b>	<b>Internship - Welder/Welding Technology</b>	<b>0-19-4</b>
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.		

---

# Continuing Education

Continuing Education courses cover a variety of subjects and offer alternative opportunities to individuals seeking non-traditional educational experiences. These courses are open to interested persons without regard to eligibility for admission to college-credit programs.

Continuing Education programs at Central Texas College have been designed to provide opportunities for learning new skills for employment or to upgrade present skills. CTC offers programs sanctioned by appropriate state and national associations and state licensure boards. Education programs can be tailor-made and, if desired, offered in-house to meet specific job upgrading and mobility needs of individual organizations. In addition to job-related education Central Texas College's Continuing Education department offers courses that foster personal growth and enrichment.

Continuing Education classes may be offered in the following areas:

## **Professional Development & Workforce Education**

Basic Peace Officer Academy  
Basic Jailer Course  
Telecommunications Course  
Truck Driving  
Veterinary Assistant

## **Allied Health Care Professions**

Clinical Medical Assistant  
Certified Nurse Aide  
Licensed Massage Therapy Program  
Pharmacy Technician  
Phlebotomy

## **Customized Training**

Continuing Education can teach one of our existing classes just for your business at your location or on our campus. We can also develop training for your business. Take advantage of our customized training service by working with us to develop programs tailored to the content, schedule and location requirements of your specific business. These programs are a wonderful way to increase employee productivity and improve customer satisfaction.

## **Online Continuing Education**

There are several options available for online continuing education. Visit our website for additional information.

For more information concerning Continuing Education programs, call 526-1586 or visit our website <http://www.ctcd.edu/students/continuing-education/>

---

# Professional Development and Workforce Education

## Basic Peace Officer Academy

*The Basic Peace Officer Non-Credit Academy program objectives are to provide sufficient knowledge and skill to agency sponsored students to successfully complete the Texas Commission on Law Enforcement licensing examination. Supporting academic coursework and basic core competencies will provide an optimal opportunity for the graduate to profit from further study and practice as an educated member of the community.*

### **CJLE 1006 Basic Peace Officer I**

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. \*\*\* (160 hours)

### **CJLE 1012 Basic Peace Officer II**

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. \*\*\* (160 hours)

### **CJLE 1018 Basic Peace Officer III**

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. \*\*\* (160 hours)

### **CJLE 1024 Basic Peace Officer IV**

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. \*\*\* (160 hours)

### **CJLE 1029 Basic Peace Officer V**

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. \*\*\* (160 hours)

## Basic Jail Course

Human relations; observation; evaluation of prisoners; booking procedures; classification; mug shots; fingerprinting; strip searches; meals; medical services; visitation; inmates rights and privileges; detention areas; disturbances; riots; fire procedures; release procedures; and key, knife and tool control. Includes the required Texas Commission on Law Enforcement objectives for course #1007. (108 hours)

## Basic Telecommunicator Course

This course complies with the licensure requirements of the State of Texas for a Basic Telecommunicator license through TCOLE. Upon completion of this course the student will demonstrate skills as a public safety dispatcher; radio operations; identify legal issues regarding telecommunications; process radio logs and documentation; and prioritize emergency calls for management; stress management, and crisis intervention. Fulfills requirements for licensing as a telecommunication operator under the Texas Commission on Law Enforcement Course #1013. (48 hours)

## Truck Driving

*A program that prepares individuals to apply technical knowledge and skills to drive trucks and buses, delivery vehicles, for-hire vehicles and other commercial vehicles. Includes instruction in operating gas, diesel, or electrically-powered vehicles; loading and unloading cargo or passengers; reporting delays or accidents on the road; verifying load against shipping papers; arranging transportation for personnel; and keeping records of receipts and fares.*

*(Total 160 Contact Hours)*

### **CVOP 2033 Advanced Driving Skills I**

Operation of a tractor-trailer combination in city and highway conditions. Includes controlling and maneuvering the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations. (80 hours)

### **CVOP2037 Advanced Driving Skills II**

Continuation of tractor-trailer operation in city and highway conditions. Exploration and practical applications of space management techniques, improved methods for control in difficult traffic situations, and effective operation in various conditions. (80 hours)

---

## Veterinary Assistant

*As a Veterinary Assistant you will help the Veterinarian or the Veterinarian Technician in their daily tasks. Students will learn to feed and give water to pets; examine them for signs of illness, disease or injury; clean and disinfect cages and work areas; as well as sterilize laboratory and surgical equipment in laboratories, animal hospitals and clinics. This program combines 35-hours of accelerated classroom training with emphasis on skills mastery through hands on practice and supervision and 35-hours of volunteer experience to be completed independently. (Total 70 Contact Hours)*

### **VTHT 1012 Veterinary Assistant**

Survey of basic patient observation, record keeping, care and comfort, animal husbandry, sanitation, safety procedures, and the roles and responsibilities of the veterinary team. (35 hours)

# Allied Health Care Professions

## Clinical Medical Assistant Training Program

*As a Clinical Medical Assistant, the student will be trained to help the physician carry out procedures, care for patients, perform basic lab tests and administer medications. The Clinical Medical Assistant works in a physician's office or a clinic setting. This course consists of 280-hours of accelerated classroom training with emphasis on skills mastery through hands-on practice and supervision and a 40-hour clinical. (Total 320 Contact Hours)*

### **MDCA 1009 Anatomy and Physiology**

The course emphasizes the structure and function of human cells, tissues, organs, and systems with an overview of common pathophysiology. (58 hours)

### **MDCA 1010 Medical Assistant Interpersonal and Communication Skills**

The course emphasizes the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. (68 hours)

### **MDCA 1017 Procedures in a Clinical Setting**

The course emphasizes patient assessment, examination, and treatment as directed by physician. Course includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings. (90 hours)

### **MDCA 1052 Medical Assistant Lab. Procedures**

Students will learn to abide by governmental healthcare guidelines. The course includes specimen collection and handling, quality assurance and quality control in performance of laboratory testing. (64 hours)

### **MDCA 2031 Adv. Medical Assistant Technology**

The course focuses on the theory and application of administration and clinical skills. (40 hours)

## Certified Nurse Aide Training Program

*This 116-hour course includes 76 hours of classroom instruction (including skills lab) and 40 hours of clinical practice in a long term care facility. Training will provide students with the knowledge, skills and abilities essential for providing basic care to long term care residents. (Total 116 Contact Hours)*

### **NURA 1001 Nurse Aide for Health Care**

The course teaches the knowledge, skills, and abilities essential to providing basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis is on effective interaction with members of the health care team, restorative services, mental health and social service needs. (76 hours)

### **NURA 1060 Clinical Nursing Assistant/Aide**

Students will receive 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. (40 hours)

## Licensed 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. (Total 600 Contact Hours)*

### **MSSG 1007 Busi. Practices & Professional Ethics**

The study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency. Meets the minimum 45-contact-hour requirement for licensure. (50 hours)

---

**MSSG 1013    Anatomy & Physiology for Massage**

In-depth coverage of the structure and function of the human body. Includes cell structure and function, tissues, body organization, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Emphasizes homeostasis/wellness care. Meets the minimum 75-contact-hour requirement for Anatomy and Physiology for licensure. (85 hours)

**MSSG 2013    Kinesiology for Massage**

Applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. Includes theory and practice of functional muscle testing. Meets the minimum 50-contact-hour requirement for licensure. (55 hours)

**MSSG 2014    Pathology for Massage**

General discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. Also covers etiology, signs, symptoms, and the physiological and psychological reactions to disease and injury. Meets the minimum 40-contact-hour requirement for licensure. (45 hours)

**MSSG 1009    Health and Hygiene**

The study of safety and sanitation practices including universal precautions. The importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment, and the advantage of therapeutic relationships is also included. Meets the minimum 20-contact-hour requirement for licensure. (25 hours)

**MSSG 1005    Hydrotherapy/Therapeutic Modalities**

The use of accepted hydrotherapy and holistic healthcare modalities of external application of temperature for its reflexive effect. Meets the minimum 20-contact-hour requirement for licensure. (20 hours)

**MSSG 1011    Massage Fundamentals I**

Introduction to the theory and the application of skills necessary to perform Swedish massage to meet the minimum 125-contact-hour requirement for licensure. (125 hours)

**MSSG 2011    Massage Fundamentals II**

A continuation of Massage Therapy Fundamentals I. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Completes the requirements for Massage Techniques for licensure. (100 hours)

**MSSG 1091    Special Topics (Healthcare Communication)**

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. (45 hours)

**MSSG 2086    Internship**

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. (50 hours)

## Pharmacy Technician

*As a Pharmacy Technician you will help the pharmacist package or mix prescriptions, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course consists of 200 hours of accelerated classroom training with emphasis on skills mastery through hands-on practice and supervision. (Total 200 Contact Hours)*

**PHRA 1001    Introduction to Pharmacy**

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques. (50 hours)

**PHRA 1002    Pharmacy Law**

Survey of federal and state laws governing the practice of pharmacy. Describes the legal and ethical constraints governing technician responsibilities and pharmacist responsibilities in various settings. (20 hours)

**PHRA 1009    Pharmaceutical Math**

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, mill equivalents, units, intravenous flow rates, and solving dosage problems. (40 hours)

**PHRA 1013    Community Pharmacy Practice**

Introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in supply, inventory, and data entry. Includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters. (2 hours)

---

## Phlebotomy

*A program that prepares individuals, under the supervision of physicians and other health care professionals, to draw blood samples from patients using a variety of intrusive procedures. Includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations. (Total 180 Contact Hours)*

### **PLAB 1023 Basic Phlebotomy**

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. (60 hours)

### **PLAB 1060 Clinical-Phlebotomy/Phlebotomist**

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. (120 hours)



# Personnel

**Tina Ady**, Dean, Continental and Fort Hood Campuses  
**Janice Allen**, Coordinator, Lampasas  
**Janice Anderson**, Dean, Central Campus  
**Lena Anderson**, Guidance Counselor  
**Pattie Aponte**, Assistant Manager, Accounts Receivable  
**Debra Austin**, Director Payroll Services  
**Nelida Baker**, Coordinator, Transfer Evaluator  
**Troy Barber**, Learning Disability Coordinator/Counselor  
**Kimberly Barrett**, Online Mentor  
**James D. Barton**, Internal Auditor  
**Amy Bawcom**, Director, CTC Foundation  
**Dana Boatner**, Evaluator/Advisor  
**Shannon Bralley**, Director, Admissions and Recruitment  
**Kerstin Brooks**, Associate Dean, Central Campus and Service Area  
**Cheryl Burks**, Student Advisor, Hamilton  
**Monica Campbell**, Evaluator, College Credit for Heroes  
**Diana Castillo**, Quality Liaison  
**Terry Caston**, Coordinator, Veterans Services  
**Teresa Chavez**, Director, Continuing Education  
**Kimberley Christian**, Director, Recruitment Communications and Outreach  
**Amy Churchill**, Coordinator, Distance Learning Operations  
**Justin Conover**, Coordinator, Graduations  
**Charlene Cooks**, Evaluator/Advisor  
**Megan Costilow**, Guidance Counselor  
**Jennifer Cowfer**, Coordinator, Marble Falls SAC  
**Pearl Creviston**, 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  
**Sharon Davis**, Director, Distance Education and Educational Technology  
**Sonia Davis**, Online Mentor  
**Janill Deal**, Director, Public Education and Special Projects  
**Karen Dewees**, Coordinator, Student Services  
**Laszlo Eosze**, Lab Coordinator, Computer Science, Central Campus  
**David Fisher**, Evaluator, Gatesville TDCJ/SAC  
**Brigitte Flynt**, Director, College Credit for Heroes  
**Barbara Frederick**, Director, Student Support Services  
**Eva Garcia**, Site Representative, Student Records, Fort Hood Campus  
**Shelly Gonsalves**, Assistant Director, Human Resource Management  
**Tesha L. Gooch**, Guidance Counselor  
**Carol Gray**, Director, Business Services/Contracting Officer  
**Tonia Griffin**, Recruiter/Advisor  
**Lorrie Hammer**, Assistant Comptroller  
**Mary Hanik**, Contract Manager, NCO Lead, Fort Hood Campus  
**Debbie Hansen**, Director, Evaluations  
**Mark Harmsen**, Director, Facilities Management  
**Elisabeth Helbing**, Coordinator, Employee Benefits  
**Sharon Herman**, Coordinator, Course Scheduling  
**Keisha Holman**, Coordinator, DL Records and Registration  
**Eva Hutchens**, Director, Distance Learning Student Services  
**Richard R. Ibarra, Jr.**, Intramural Director  
**Steven Ivy**, Project Manager, MOS Programs, Fort Hood Campus  
**Sam Jackson**, Math Resource Coordinator, Central Campus  
**Ricci Johns**, Coordinator, Brady  
**JoAnna Johnson**, Director, Testing Services  
**Holly Jordan**, Director, Human Resource Management  
**Georgianna Karppi**, Coordinator, Degree Audit  
**Jeanette Kendrick**, IT Information Systems Consultant  
**Pamela Kennedy**, Dean, Pacific Far East Campus

**Rowena Killough**, Coordinator, GoArmyEd/eArmyU  
**Gary Kindred**, Dean, Europe Campus  
**Tamiko Kinnebrew**, Online Mentor  
**Callie Latimer**, Manager, CTC Bookstore  
**Eileen Ledet**, Manager, Inventory Control  
**Stephanie Ledlow-Arndt**, Associate Registrar of Technology  
**Stephanie Legree-Roberts**, Dean, Institutional Accountability and Curriculum Support  
**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**, Guidance Counselor  
**JoAnn Maxon**, Manager, Reprographics  
**Angela May**, Distance Learning Quality Assurance Manager  
**Roger McIntosh**, Coordinator, Evaluations, Student Services  
**Barbara Merlo**, Director, Community Relations & Technical Publications  
**Teresa Morris**, CTC Transcript Supervisor  
**Quevarra Moten**, Director, Student Success and Persistence  
**Atina Myazoe**, Online Mentor  
**Terri K. O'Connor**, Manager, IT Infrastructure Support, Computer Operations  
**Stephen O'Donovan**, Associate Dean, Admissions, Registration and Records  
**Michael Oliver**, Business Office Supervisor  
**Angela Oubda**, Student Services Information Analyst  
**Trianna Owens**, Guidance Counselor  
**Pamela Panzani**, GoArmyEd Counselor  
**Maritza Parker**, Coordinator, Records and File Retention  
**Liesa Pavoggi**, Guidance Counselor  
**Sue Payne**, Webmaster  
**Linda Perez**, Program Manager, Casey Memorial Library, Fort Hood Campus  
**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  
**Lorene H. Roseberry**, Coordinator, Course Scheduling  
**Max Rudolph**, General Manager, KNCT-TV/FM  
**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**, Associate Dean, Student Financial Aid and Veteran Services  
**Lynn Spivey**, Director, Burnet/Llano  
**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  
**Nadine Webber**, Evaluator, Gatesville TDCJ/SAC  
**Johnelle L. Welsh**, Dean, Student Services  
**Mary Wheeler**, Director, Security Services  
**Caroline Williams**, Coordinator, Central Records and Registration  
**Jenilee Williams**, Director, Guidance and Counseling  
**Karla Williams**, Counselor, Perkins  
**Michelle Williams**, Evaluator/Advisor  
**Kim Wood**, Coordinator, Mental Health Services  
**Billy Woodson**, Instructional Department Manager  
**Rosemary Yargici**, Director, International Student Services  
**Jim M. Yeonopolus**, Interim Chancellor/ President, Continental & International Campuses/Dean, Navy Campus  
**Joseph Young**, Instructional Technology Manager  
**Lillian Young**, Guidance 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/Public Administration

**Chastity Clemons** (2009, 2013)  
 Business Administration  
 A.A.S., Central Texas College  
 B.S., Bellevue University  
 M.S.M., Bellevue University

**Chester M Drake** (2011, 2013)  
 Business Administration - *Accounting*  
 B.A., University of Texas at Austin  
 M.B.A., University of Texas at San Antonio

**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**, Department Chair (1995, 2002, 2014)  
 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

**Keith Pascar** (2013)  
 Hospitality  
 A.A.S., Central Texas College (Restaurant and Culinary Mgmt.)  
 A.A.S., Central Texas College (Hotel Management)

**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)  
 Paralegal/Legal Assistant  
 B.A., Dickinson College  
 J.D., University of Dayton  
 Post Doctorate Studies graduate TJAGSA, VA Military Law

---

**Raymond Stephens**, Homeland Security Coordinator  
(2013, 2014)  
Homeland Security  
A.A., Central Texas College  
B.A., American Military University  
M.A., American Military University  
D.B.A., Northcentral University

**Brandi Weiand** (2012)  
Hospitality  
A.G.S., Central Texas College  
B.S., Tarleton State University  
Additional graduate studies, Texas A&M University-Central  
Texas

**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 - *Modern Languages*  
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**, Department Chair (2009, 2015)  
Communications - *English*  
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

**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

**Adrienne Salazar** (2014)  
Communications - *English* (Marble Falls)  
B.A., Colorado State University  
M.A., Purdue University

**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 - *Modern Languages*  
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

**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

**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**, Department Chair (2004, 2009, 2013)  
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

**William C. Teague** (2014)  
Computer Science  
B.S., National University

## Developmental Studies

**Monika Bender** (2002)  
Developmental Studies - *Mathematics*  
A.S., Central Texas College  
B.S., Southwest Texas State University  
M.S., Southwest Texas State University

**Elizabeth Bobe** (2015)  
Developmental Studies - *Mathematics*  
A.A., Okaloosa-Walton Community College  
B.A., Tarleton State University-Central Texas  
M.Ed., University of Texas at Arlington

**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

**Daniel LaMarche** (2014)  
Developmental Studies - *English-as-a-Second-Language (ESL)*  
B.S., Ohio State University  
J.D., L.L.M., University of San Diego School of Law  
M.Ed. TESOL, Grand Canyon 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**, Department Chair (2005, 2014)  
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  
Ph.D., Capella 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**, Department Chair (2003, 2014)

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

**Janet M. Amaya** (2014)

Nursing - *Associate Degree Nursing*

M.S.N., Waynesburg University

B.S.N., California University

**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

**Tina M. Crawford** (2012, 2014)

Nursing - *Vocational Program*

B.S.N., University of Mary Hardin-Baylor

A.A.S., Central Texas College

**Fermina (Marilyn) Espailat** (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

Ed.D., Walden University

**Kaylar Griffin**, Assistant Chair/Retention Counselor  
/Professor (2010, 2014)

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*

**Anne H. Horn** (2014)

Nursing - *Vocational Program*

B.S.N., Angelo State University

B.B.A., Sam Houston State University

A.A.S., Howard College

C.C., Howard College

**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

B.S., Columbia Southern 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 - *Associate Degree 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

**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

Ed.D., Walden University

**Edwinna Marie Reeves** (2012)

Nursing - *Vocational Nursing*

A.A.S., Central Texas College

**Tammy M. Samarripa**, Program Director/Coordinator/Profes-  
sor (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  
Ed.D., Walden 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 Vashbinder (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

**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  
Additional graduate studies, University of Arkansas, Tarleton State University

**Jerrie Sue Kellar Cleaver (1983, 1992, 2004, 2011)**

Office Technology  
B.A., Baylor University  
M.S., University of Central Texas

**Lovie A. Dunn, Department Chair (1994, 1995, 2015)**

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****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

**William S. Lorenz (2014)**

Protective Services  
B.S., University of Central Texas  
M.C.J., University of Central Texas

**Science****Zhan D. Aljoe (1997)**

Agriculture  
B.S., Texas A&M University  
M.Ag., Texas A&M University

**Andrea M. Foskett (2014)**

Science - *Biology*  
B.E., University of Madras  
M.S., Texas A&M University  
Ph.D., Texas A&M University Health Science Center

**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

**Jean Lombardi, Online Manager (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

**Wallace C. Ross (2014)**

Science - *Biology*  
B.A., Western Michigan University  
D.C., Palmer College of Chiropractic

---

**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  
Ph.D., 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  
Additional graduate studies, New York Chiropractic College

## 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

**Philip Crosby** (2014)  
Social & Behavioral Sciences - *Government*  
B.A., Tarleton State University  
M.A., American Public 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

**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 Molidor** (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

**Alan Vangroll** (2014)  
Social & Behavioral Sciences - *History*  
B.A., Troy State University  
M.S., Tarleton State University

**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

**Sheri Worth** (2014)  
Social & Behavioral Sciences - *Psychology*  
B.A., Oklahoma State University  
M.S., Oklahoma State University  
Ph.D., Oklahoma 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

**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

**Robert W. Grazinski** (1984-2013)  
Department Chair Emeritus of Computer Science

**Dawn Green** (1983-2014)  
Department Chair Emeritus of Mental Health Services

**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 15  
Address Changes 51  
Admissions 7  
    Active Duty Army Using TA 9  
    Aviation Science, See Departmental Admissions 15  
    Community Non-Native Speakers 11  
    Early Admission, High School Students 9  
    Former CTC Students, Readmissions 8  
    CTC Students, Previously Attended CTC Outside of Texas 8  
    Distant Learners 9  
    General Admission Information 7  
    International Students 11  
    Medical Lab Technician, See Departmental Admissions 15  
    Mental Health Services 16  
    New CTC Students, First-Time Students 8  
    Nursing, See Departmental Admissions 17  
    Skills Center Self-Paced Programs 11  
    Transfer Students 8  
    Transient Students, Non-degree seeking 8  
Admissions and Registration 8  
Alcohol and Other Drug Abuse 50  
Alumni and Friends Association 41  
Americans with Disabilities Act 5  
AROTC Affiliated Programs 43  
Articulation Agreements 7  
Associate of Applied Science Degree, General Requirements 58  
Associate of Applied Science Degrees  
    Agriculture  
        Agriculture Production 60  
        Equine Management 60  
        Horticultural Development 61  
    Applied Technology 58  
    Automotive Mechanic/Technician 63  
    Aviation Science 65  
    Business Management  
        Business Management 67  
        Marketing & Sales Management Specialization 68  
        Real Estate Sales Agent Specialization 69  
    Child Development 70  
    Computer Science  
        Business Programmer Analyst 74  
        Information Security 75  
        Information Technology 76  
        Network Systems Administrator 77  
    Computer-Aided Drafting and Design 82  
    Diesel Engine Mechanic and Repairer 80  
    Electronics  
        Computer Electronics 83  
        Network Professional Specialization 84  
    Emergency Medical Technology (EMT) 86  
    Graphics and Printing 91  
    Heating, Air Conditioning, and Refrigeration Mechanic/Repairer 93  
    Hospitality Management  
        Baking and Pastry Specialization 97  
        Culinary Arts 96  
        Restaurant and Culinary Management 95  
        Hotel Management Specialization 96  
        Food and Beverage Management Specialization 99  
    Legal Assistant 103

Maintenance Technology 104  
Medical Laboratory Technician 107  
Mental Health Services  
    At-Risk Youth Specialization 108  
    Chemical Dependency Specialization 109  
    Social Work Specialization 110  
Nursing  
    Nursing, Associate Degree 112  
    Nursing Option for Articulating Student 113  
    Vocational Nursing (see Certificates of Completion)  
Office Technology  
    Office Technology 115  
    Medical Coding and Billing 118  
    Medical Documentation Specialist 119  
    Medical Office Technology 117  
Protective Services  
    Criminal Justice 121  
    Corrections Specialization 121  
Public Administration  
    Homeland Security and Emergency Management 123  
Welding 133  
Associate of Arts Degrees  
    Art 88  
    Commercial Art 88  
    Drama 89  
    Interdisciplinary Studies 101  
    Journalism/Communications 72  
    Modern Language 73  
    Music 89  
    Radio/Television Broadcasting 125  
    Radio/Television Broadcasting Audio Emphasis 126  
    Radio/Television Broadcasting Video Production 126  
    Social Science 131  
    Teaching Certification 132  
Associate of Arts in General Studies Degree 90  
Associate of Science and Associate of Arts Degree Requirements 58  
Associate of Science Degrees  
    Agriculture Science 59  
    Biology - Human Biology 128  
    Biology - Organismal 128  
    Business Administration 66  
    Chemistry 129  
    Engineering 87  
    Environmental Science 129  
    Geology 130  
    Kinesiology 102  
    Mathematics 106  
Attendance Policy 44  
Auditing Classes. See Classroom Visitors

## B

Bacterial Meningitis, Important Information 7, 24  
Board of Trustees 2  
Bookstore 42

## C

Calendar 4  
Campus Life 41  
Career Center 39  
Central Texas College Foundation 38  
Certificate Programs 53  
Certificates of Completion  
    Agriculture  
        Agriculture Industries 62  
        Production Technology, Level I 62  
    Automotive Mechanic  
        Automotive System Specialist, Level I 64  
        Auto Technician, Level II 63  
        Auto Tune-Up Specialist, Level I 64  
        Basic Automotive Technician 64  
    Aviation Science, Level I 65



Business Management	Office Technology Specialist, Level II 115
Business Management, Level I 67	Office Technology Support, Level I 116
Entrepreneurship, Level I 68	Protective Services
Marketing & Sales Management, Level I 69	Basic Police Officer Academy 122
Real Estate Sales Agent, Level I 69	Basic Police Officer Academy Non Credit Certificate 122
Child Development	Criminal Justice Studies Specialization, Level I 122
Child Development, Level II 71	Fire Protection Technology 122
Administrator's Credentials, Level I 71	Public Administration
Child Development Associate 71	Emergency Management, Level I 124
Computer-Aided Drafting and Design, Level I, MSA 82	Homeland Security, Level I 124
Computer Science	Homeland Security and Emergency Management, Level I 123
Network Specialist, Level I 77	Radio/Television Broadcasting
Computer Helpdesk Specialist, Level I 78	Radio Broadcasting, Level I 127
Cybersecurity, Level I 75	Television/Radio Broadcasting, Level I 127
Information Security Specialist 75	TV News Videographer, Level I 127
IT Industry Certification Preparation Program 78	Welding Technology
Network Server & Cloud Administrator 79	Welding Technology, Level II 133
Software Development & Testing, Level I 78, 79	Structural , Level I 136
Web Design Basics 78	Industrial, Level I 136
Diesel	Farm & Ranch, Level I 134
Diesel Engine Specialist, Level I 81	Child Care. See Child Development Center
Diesel System Specialist, Level I 81	Child Development Center 42
Diesel Technician, Level II 80	Classroom Visitors 51
Electronics	Clubs, Student. See Student Organizations
Computer Electronics Technology, Level I 83	College Calendar 4
Industrial Control & Robotic Technology 85	Commencement 52
Network Professional Specialization, Level I 84	Community Non-Native Speakers 12
Networking and Network Security, Level I 84	Continuing Education Programs 196
Networking and Wireless Networking, Level I 85	Basic Peace Office Academy 197
Networking and Network Telephony, Level I 85	Basic Jail Course 197
Emergency Medical Technology (EMT)	Basic Telecommunicator Course 197
EMT-Paramedic, Level I 86	Truck Driving 197
Graphics and Printing Technology	Clinical Medical Assistant Training Program 198
Graphics and Printing, Level II 91	Certified Nurse Aid Training Program 198
Graphic Design, Level I 92	Licensed Massage Therapy 198
Press Operations, Level I 92	Pharmacy Technician 199
Heating, Air Conditioning, and Refrigeration	Plebotomy 200
Heating, AC, and Refrigeration, Level II 93	Copying Service 43
Commercial Heating, AC, and Refrigeration, Level I 94	Core Curriculum 54, 57
Residential Heating, AC, and Refrigeration, Level I 94	Course Descriptions
Hospitality Management	ACCT Accounting 135
Baking, Level I 98	AGAH Agriculture 135
Culinary Arts, Level I 97	AGCR Agriculture 135
Institutional Food Service Operations, Level I 99	AGEQ Agriculture 135
Property Management Advanced, Level I 98	AGMG Agriculture 136
Restaurant Operations (TDCJ only), Level I 98	AGRI Agriculture 136
Restaurant Skills, Level I 97	AIRP Aviation Science 136
Rooms Division, Level I 99	ANTH Anthropology 137
Food and Beverage Management, Level I 100	ARAB Arabic 138
Maintenance Technology	ARCE Computer Aided Drafting and Design 138
Building Trades, Level I 104	ARTC Graphics and Printing 138
Carpentry Trades, Level I 105	ARTS Arts 139
Construction Trades, Level I 105	AUMT Automotive Service and Repair 140
Residential Construction (Brady only) , Level I 105	AVIM Aviation Science 141
Mental Health Services	BCIS Computer Science 141
At Risk Youth Advanced, Level II 108	BIOL Biology 141
Basic Mental Health Professional, Level I 111	BMGT Business Administration and Management 142
Chemical Dependency Counseling, Level II 109	BUSG Business Administration and Management 142
Criminal Justice Addictions, Level II 110	BUSI Business Administration and Management 143
Substance Abuse Prevention Specialist 111	CBFM Maintenance Technology 143
Nursing	CDEC Child Development 143
Vocational Nursing, Level II 114	CETT Computer Electronics Technology 144
Office Technology	CHEF Hospitality Management 145
General Office Assistant, Level I (TDCJ only) 116	CHEM Chemistry 146
Medical Coding and Billing, Level I 119	CHIN Chinese 146
Medical Documentation Specialist, Level I 120	CJCR Criminal Justice 147
Medical Office Technology Professional Level I 118	CJLE Criminal Justice 147
Medical Office Technology Specialist, Level I 117	CJSA Criminal Justice 148
Medical Office Technology Support, Level I 118	CMSW Mental Health Services 150
Office Technology Professional, Level I 116	CNBT Maintenance Technology 150
	COMM Communications/Journalism 150
	COMM Radio/Television Broadcasting Communications 151



COSC Computer Science 151  
 CPMT Computer Electronics Technology 151  
 CRIJ Criminal Justice 152  
 CRPT Maintenance Technology 152  
 CSIR Computer Electronics 152  
 DAAC Mental Health Services 153  
 DEMR Diesel 153  
 DFTG Computer Aided Drafting and Design 154  
 DRAM Drama 155  
 DS-- Developmental Studies 156  
 DS-- English as a Second Language (ESL) 158  
 ECON Economics 159  
 EDUC Education 159  
 EECT Communications Electronics 159  
 ELMT Communications Electronics 160  
 ELPT Maintenance Technology 160  
 EMAP Public Administration/Homeland Security 160  
 EMSP Emergency Medical Technology 161  
 ENGL English 163  
 ENGR Engineering 164  
 ENVR Environmental Science 164  
 FIRT Fire Protection 164  
 FREN French 165  
 GEOG Geography 165  
 GEOL Geology 165  
 GERM German 165  
 GOVT Government 166  
 GRPH Graphics and Printing 166  
 HALT Agriculture 166  
 HAMG Hospitality Management 167  
 HART Heating, Air Conditioning and Refrigeration 167  
 HIND Hindi 168  
 HIST History 168  
 HITT Office Technology 169  
 HMSY Criminal Justice 169  
 HPRS Nursing 170  
 HRPO Business Administration and Management 170  
 HUMA Humanities 170  
 IFWA Hospitality Management 170  
 IMED Computer Science 171  
 INDO Indonesian 171  
 ITAL Italian 171  
 ITCC Electronics 171  
 ITNW Computer Science 172  
 ITNW Electronics 172  
 ITSC Computer Science 172  
 ITSE Computer Science 173  
 ITSW Computer Science 173  
 ITSY Computer Science 173  
 JAPN Japanese 174  
 KINE Kinesiology 174  
 KORE Korean 176  
 LGLA Paralegal/Legal Assistance 176  
 MATH Mathematics 177  
 MBST Maintenance Technology 178  
 MDCA Office Technology 178  
 MLAB Medical Lab Technician 178  
 MRKG Business Administration and Management 179  
 MRMT Office Technology 179  
 MSG Military Science Management (ROTC) 180  
 MUAP Music Applied 180  
 MUEN Music 181  
 MUSI Music 181  
 PASH Pashtu 182  
 PERS Persian-Iranian/Afghan 182  
 PFPB Maintenance Technology 182  
 PHIL Philosophy 182  
 PHYS Physical Science 183  
 POFI Office Technology 184  
 POFM Office Technology 184  
 POFT Office Technology 185  
 PORT Portuguese 185  
 PSTR Hospitality Management 186  
 PSYC Psychology 186

PSYT Mental Health Services 186  
 PUNJ Punjabi 187  
 RELE Real Estate 187  
 RNSG Nursing 188  
 RSTO Hospitality Management 189  
 RUSS Russian 190  
 SCWK Mental Health Services 190  
 SOCI Sociology 190  
 SOCW Mental Health Services 190  
 SPAN Spanish 191  
 SPCH Speech 191  
 TECA Child Development 192  
 TRVM Hospitality Management 192  
 TURK Turkish 192  
 URDU Urdu 192  
 VNSG Nursing - LVN 192  
 WDWK Maintenance Technology 194  
 WLDG Welding 145  
 Course Repeats 45, 49

## 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 17, 18  
     Aviation Science 15  
     Emergency Medical Technologies 17, 23  
     Medical Lab Technician 15  
     Mental Health Services 16  
     Paramedic Program 17, 23  
     Vocational Nursing 17, 22  
 Developmental Study Courses 49  
 Directory Information 52  
 Disability Support Services 39  
 Discipline 50  
 Discrimination 5  
 Dismissal 49  
 Distance Learning 6

## E

Email 51  
 Emeriti Faculty and Staff Members 209  
 English as a Second Language (ESL) 12  
 Equal Opportunity Policy 5  
 Evaluation of Previous Education and Training 40  
 Excessive Developmental Study Hours 53  
 Excessive Undergraduate Hours 53  
 Executive Officers 2

## F

Faculty 202  
 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, 28  
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 35  
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 4

Grade Designations 46

#### Grading Policy

Change of Grade (Appeal Process) 48  
Grading System 48  
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 53  
Honors 52

#### Grants

Federal PELL Grant 35  
Federal Supplemental Educational Opportunity Grant 35  
Texas Educational Opportunity Grant 35  
Texas Grant 35  
Federal College Work-Study 35

Grievances. *See* Equal Opportunity Policy

Guarantee for Job Competency 53

Guidance and Counseling 38

## H

Harassment and Discrimination 5  
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 3  
Honor Roll 49

#### Honor Societies

Phi Theta Kappa 50  
Sigma Kappa Delta 50  
Psi Beta Psychology National Honor Society 49  
Housing  
Residence Hall 42

## I

Information Release. *See* Directory Information

Installment Payment Plan 28

Institutional Purpose 4

International Student Services 11, 39

Intramural Sports 42

## J

Jeanne Clery Disclosure of Campus Security Policy and  
Campus Crime Statistics Act 5

## K

KNCT-TV & KNCT-FM 41

## L

Leadership 2  
Learning Resource Center 39  
Lending Library 39  
Library 43  
Loans 35  
Repayment 36

## M

Marketable Skills Achievement  
Child Development 64  
Computer-Aided Drafting & Design 82  
Maximum/Minimum Load 44  
Military Readmissions 9, 45  
Mission and Institutional Purpose 4

## N

Name Changes 51  
Natatorium and Physical Education Center 42

## O

Obligations to the College 50

## P

Parking 43  
Personnel Directory 201  
Phi Beta Psychology 50  
Phi Theta Kappa 50  
Placement Examinations 14  
Probation 49  
Probation, Suspension, and Dismissal Policies 48  
Program and Course Availability 5  
Programs of Study 55

## R

Readmission Requirements 8, 9  
Records Access (FERPA) 51  
Records Required 13  
Transcripts and Test Scores 13  
Refunds 28

Registration 14  
 Adding or Dropping Classes 15  
 Late Registration 15  
 New Student Registration 15  
 Official Enrollment 15  
 Skills Center Courses 15  
 Religious Holy Days 44  
 Remedial Studies. *See* Developmental Studies  
 Room & Board, and Deposits 27  
 College Housing Deposit 27  
 International Student Deposits with Application 12  
 Repeating a Course 49  
 Residence Hall 12, 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 30-31  
 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 44  
 Scholastic Honesty 50  
 Cheating 50  
 Collusion 50  
 Plagiarism 50  
 Semester Credit Hours 54  
 Service Area 6  
 Servicemembers Opportunity Colleges 41  
 Sigma Kappa Delta 49  
 Social Security Numbers 57  
 Statement on Harassment and Discrimination 5  
 Strategic Planning 4  
 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 39  
 Child Care Assistance 39  
 Disability Support Services 39  
 Evaluation of Previous Education and Training 40  
 Guidance and Counseling 38  
 International Student Services 39  
 Learning Resource Center 39  
 Lending Library 39  
 Testing Services 40  
 Transfer Counselor 39  
 Transcripts, CTC 39  
 Student Travel 41  
 Summons 50  
 Suspension 49

## 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) 13  
 Tests 15  
 Exemptions and Waivers 13  
 High School Students 9  
 Minimum Standards 14  
 Special Conditions due to Elimination of Certain TASP  
 Exemptions 14  
 Third Course Repeat 45  
 Title IX 5  
 Transcripts, CTC 39  
 Transfer Counselor 39  
 Transfer Students 8. *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, 28  
 Laboratory Fees 26  
 Other Fees 26  
 Room and Board, Residence Hall 27  
 Refunds of 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 6

# Central Texas College Around the World

as of June 2015

## 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 Campbell, KY  
Fort Knox, KY  
Fort Lee, VA  
Fort Leonard Wood, MO  
Fort Polk, LA  
Fort Richardson/Elmendorf AFB, AK  
Fort Riley, KS  
Fort Rucker, AL  
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  
Yokosuka, Japan

## 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





**FOR STUDENTS  
OF THE REAL WORLD.  
254.526.7161  
CTCD.EDU**