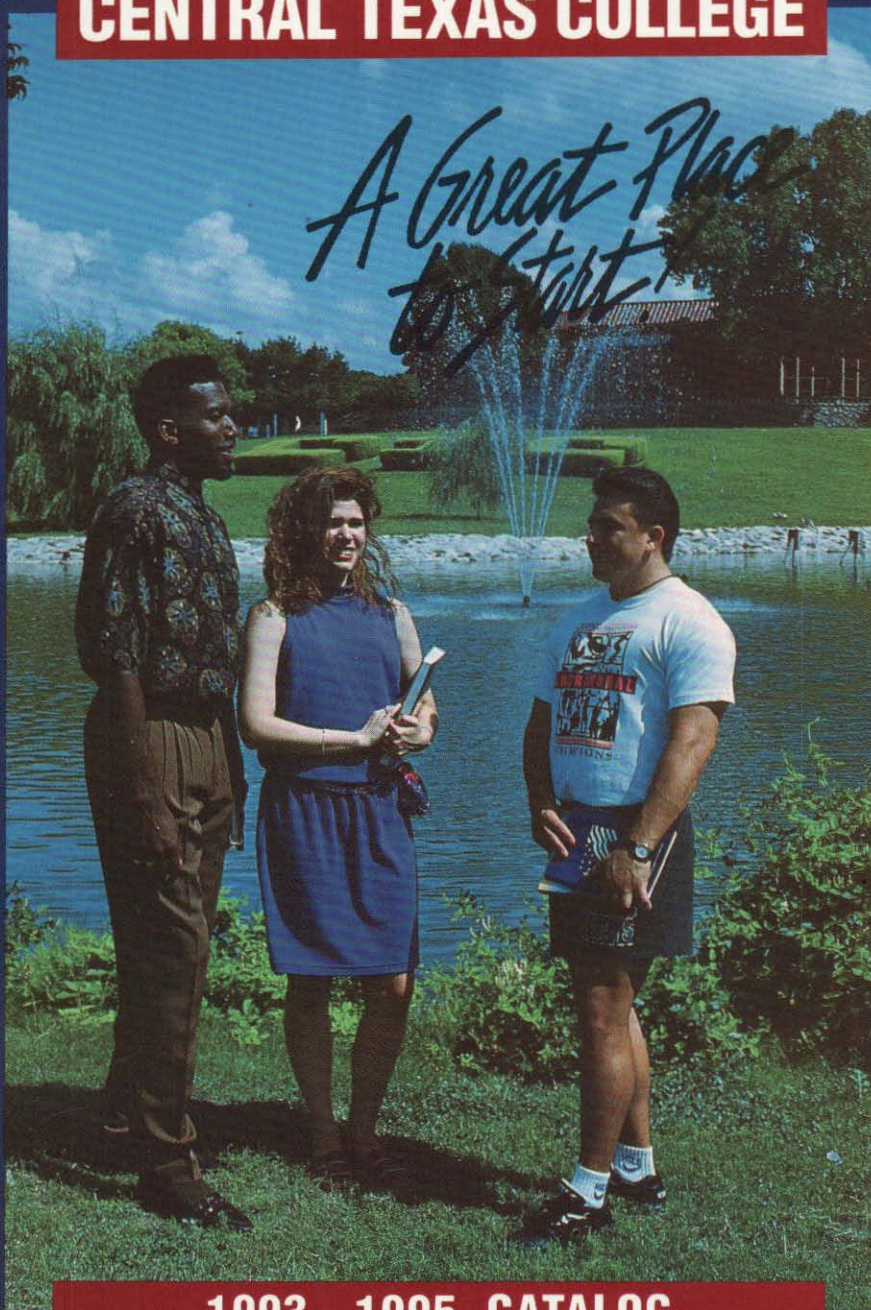


CENTRAL TEXAS COLLEGE

*A Great Place
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1993 - 1995 CATALOG

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| <u>SUBJECT</u> | <u>PERSON OR PLACE</u> | <u>TELEPHONE</u> |
|---|--------------------------------------|-------------------------|
| Adding or Dropping | Guidance & Counseling | 526-1104 |
| Books and Supplies | Bookstore | 526-1219 |
| Business Matters | Business Office | 526-1217 |
| Career Information | Guidance & Counseling | 526-1106 |
| Change of Name or Address | Records Office | 526-1131 |
| Class Schedules | Records Office | 526-1131 |
| Continuing Education | Continuing Education | 526-1104 |
| Counseling Service | Guidance & Counseling | 526-1104 |
| Credit by Examination | Testing Office | 526-1254 |
| Developmental Studies | Developmental Studies Dept. | 526-1210 |
| Evaluations | Guidance & Counseling | 526-1104 |
| Fees & Tuition | Business Office | 526-1217 |
| Financial Aid | Financial Aid Office | 526-1559 |
| Fort Hood Registration Info. | CTC Registration/Counseling Bldg 265 | 539-6621 |
| Grades | Records Office | 526-1131 |
| Graduation Requirements | Guidance & Counseling | 526-1226 |
| Handicap Assistance | Disability Support Services | 526-1339 |
| ID Cards | Student Services | 526-1258 |
| International Student Services | Guidance & Counseling | 526-1107 |
| Intramurals | Physical Education Dept. | 526-1495 |
| Job Information | Placement & Followup | 526-1106 |
| Learning Resource Center | LRC | 526-1344 |
| Library Services | Library | 526-1237 |
| Lost & Found | Campus Police | 526-1200 |
| Parking | Student Services/Campus Police | 526-1258/1200 |
| Postal Service | Mail Room | 526-1174 |
| Publicity | Public Information Office | 526-1223 |
| Registration | Records Office | 526-1133 |
| Residency (tuition & fees) | Records Office | 526-1131 |
| Security | Campus Police | 526-1200 |
| Single Parent/Homemaker Support Services | Single Parent/Homemaker Office | 526-1192 |
| Skills Center Counseling | Guidance & Counseling | 526-1104/1549 |
| Student Activities | Student Activities Office | 526-1250 |
| Student Employment | Placement & Followup | 526-1508/1106 |
| Student Government | Student Activities | 526-1151 |
| Student Organizations | Student Activities | 526-1250 |
| Substance Abuse | Substance Abuse Resource Center | 526-1166 |
| TASP | Guidance & Counseling | 526-1104 |
| Testing | Testing Office | 526-1254 |
| Transcripts | Transcript Office | 526-1173/1372 |
| Transfer Credit | Guidance & Counseling | 526-1104 |
| Tutoring | Project Mainstream | 526-1580 |
| Use of College Facilities | Student Services | 526-1258 |
| Veteran Services | VA Services | 526-1160 |
| Withdrawal from College | Records/Guidance & Counseling | 526-1131/1104 |
| Work Study Program | Financial Aid Office | 526-1559/1267 |

MAJOR CAMPUS ADDRESSES COLLEGE PROGRAMS

CENTRAL CAMPUS
CENTRAL TEXAS COLLEGE
P.O. Box 1800
Killeen, Texas 76540-9990
1-817-526-7161
1-800-792-3348

FORT HOOD CAMPUS
CENTRAL TEXAS COLLEGE
Dean, Fort Hood and
Service Area Campuses
P.O. Box 1800
Killeen, Texas 76540-9990
1-817-526-1328

SERVICE AREA CAMPUS
CENTRAL TEXAS COLLEGE
Dean, Fort Hood and
Service Area Campuses
P.O. Box 1800
Killeen, Texas 76540-9990
1-817-526-1206

CONTINENTAL CAMPUS
CENTRAL TEXAS COLLEGE
Office of the Dean
P.O. Box 1800
Killeen, Texas 76540-9990
1-814-526-1222/1368

NAVY CAMPUS
CENTRAL TEXAS COLLEGE
Office of the Dean
P.O. Box 1800
Killeen, Texas 76540-9990
1-817-526-1356

EUROPE CAMPUS
CENTRAL TEXAS COLLEGE
Office of the Dean
Alte Argonner Kaserne, Bldg. 451
Unit #20233
APO AE 09165
(Civilian) 06181-95060
(Military) 322-8871
(Civilian) Telefax 06181-950650

NAVY ATLANTIC CAMPUS
CENTRAL TEXAS COLLEGE
1301 East Little Creek Road, Suite 2
Norfolk, VA 23518
1-804-587-8873

NAVY PACIFIC CAMPUS
CENTRAL TEXAS COLLEGE
4250 Pacific Highway, Suite 128
San Diego, CA 92110
1-619-226-6626

PACIFIC FAR EAST CAMPUS
CENTRAL TEXAS COLLEGE
Office of the Dean
Office of Student Services
Office of Operations/Support Services
Office of Educational Programs
Camp Market - Building P-1770
Office of Payroll/Personnel
Campus Library
Camp Market - Building P-1530
Unit #15559
APO AP 96283-0618
(Civilian) 82-32-523-5110
(Civilian) Telefax 82-32-523-8554
(Military) 722-3814/3833 Dean, Support
Ed Programs
(Military) 722-3815 Student Services

CORRESPONDENCE AND INQUIRIES

Correspondence and inquiries should be addressed to the appropriate office, e.g., Admissions, Records, Financial Aid, etc., as listed in the catalog, at the location where the student currently attends. Records and transcript service for students currently enrolled in Pacific Far East or Europe will be provided by the appropriate Pacific Far East or Europe Campus. Students attending Continental, Air Force and Navy campus sites in locations other than Pacific Far East or Europe may request records and transcript services through the Central Campus Office.

Students should become familiar with the contents of this catalog and should bring their catalogs with them to the campus for degree planning and scheduling.

Board of Trustees



Back Row (Standing) left to right: Dr. James R. Anderson, Chancellor, Central Texas College; Mr. Don Armstrong, Killeen; Mrs Mary Kliewer, Vice President, Killeen; Mr. Guinn Fergus, Secretary, Harker Heights; Mr. Charles Baggett, Copperas Cove.

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Chancellor's Message

The Board of Trustees, the Administration, the Faculty and the Staff of Central Texas College have all pledged that you, our students, will always remain our first priority. We will never forget the special trust and confidence that you have placed in us to insure that the highest standards of educational excellence will always be the foundation of our institutional goals and objectives. As your community college, we take great pride in our ability to meet the educational needs of all of our students: the first-time enrollee, the military servicemember, the returned military veteran, the senior citizen, the educationally or economically disadvantaged, or those just wishing to pursue a college education. We will continue to rely on the wisdom gained from listening to students, those past and present, to the leaders of business and industry who provide the jobs so vital to our continued economic growth, and to the leadership at Fort Hood who understand the special educational needs of the military student.



The educational challenges that face us today are related to the enormous and dynamic impact that changing technology has and will continue to have on the work place and the ever increasing demands on the need for practical and useful knowledge that will prepare you for this environment. We place a high priority on ensuring that our curriculum, our laboratories and equipment, our libraries, and our faculty remain technically current and at the forefront of the base of knowledge in every program we offer.

In addition to these important programmatic considerations is the commitment to ensure that you, our students, are treated courteously, with dignity, and provided all of the student services in a cheerful, helpful manner that are your right to receive. You are important and we intend to treat you that way.

Lastly, we recognize that your decision to enroll in Central Texas College and pursue your educational objectives often entails some very real sacrifices both in time and money. We will never take your commitment for granted and pledge to assist in making your experience with Central Texas College enjoyable and rewarding.

Thank you.

James R. Anderson, Ph.D.
Chancellor

Central Texas College

Central Texas College District

Fifteenth

1993-1995

GENERAL CATALOG

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

Approved by
Texas Higher Education Coordinating Board
Texas Education Agency

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Report of Credit given by
American Association of Collegiate
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American Council On Education

and
Directory of Postsecondary Institutions, Volume 1
U.S. Department of Education

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Association of Texas Colleges and Universities
Broadcast Education Association
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National Association of Student Financial Aid Administrators
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Texas Public Community/Junior College Association
Texas Association of Collegiate Registrars and Admission Officers
Texas Association of Collegiate Veterans Program Officers
Texas Association of Student Financial Aid Administrators

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 Manager, Employment Services
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 Director, Purchasing
 Director, Adult Education, Service Area Campus
 System Registrar
 Manager, Payroll Services
 Vocational Counselor, Central Campus
 Internal Auditor
 Contract Administrator
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| Robert W. Liberty | Assistant Internal Auditor |
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| JoAnn Maxon | Manager, Duplicating Department |
| David McClure | Director, Placement and Follow-up |
| Martin O. Menn | Manager, System Software |
| Mark Meverden | Coordinator, Transfer Evaluator |
| Don Mikles | Dean, Central Campus |
| Shannon Mistr | Recruiter & Student Advisor |
| Renee Moore | Director, Student Services, Central Campus |
| Margaret Morris | Vocational Counselor, Central Campus |
| Bill Moss | Station Manager, KNCT-TV |
| Ted Muentzer | Evaluation Services, Fort Hood Campus |
| Carole Nielsen | Manager, Financial Reporting |
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| Terri K. O'Connor | Manager, Computer Operations |
| Fred J. Ostertag | Dean, Europe Campus |
| Sheila Sullivan Passwaters | Evaluation Services, Fort Hood |
| Mark A. Pollett | Director, Community Education, Service Area |
| Sherry L. Pollett | Director, Cash Management |
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| Steven F. Schroeder | Coordinator of Student Activities |
| Mary L. Simpson | Director, Vocational Curriculum Development |
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| James Young | Manager, Printing Department |
| Lillian I. Young | Director, Institutional Effectiveness |
| Linda Young | Manager, Residence Hall |
| Open | Director, Substance Abuse Resource Center |

Proposed Central Campus College Calendar

The following calendar displays major activity dates of the academic year. Not all activities are displayed here and students are cautioned to read bulletin boards and other announcements publishing dates of other scheduled academic and social activities.

Prior to each registration period, a detailed Schedule Bulletin is prepared, providing a final calendar of activities, registration procedures and schedules of course offerings. For administrative purposes, the Schedule Bulletin becomes the official calendar for the semester for which it is published.

This College Calendar addresses only Central Campus activities. Students attending Central Texas College at other locations should contact Central Texas College officials serving their locations.

FALL 1993

| | |
|---|----------------|
| New Student Registration | August 10-13 |
| Dormitory Open for Occupancy | August 27 |
| Classes Begin | August 30 |
| Labor Day (Holiday - No Classes) | September 6 |
| Last Day to Apply for Fall Graduation | October 1 |
| Veteran's Day (Holiday - No Classes) | November 11 |
| Thanksgiving (Holiday -No Classes) | November 25-26 |
| Final Exam Week | December 13-18 |

SPRING 1994

| | |
|---|-------------|
| New Student Registration | January 4-6 |
| Dormitory Open for Occupancy | January 13 |
| Martin Luther King Day (Holiday - No Classes) | January 17 |
| Classes Begin | January 19 |
| Presidents' Day (Holiday - No Classes) | February 21 |
| Last Day to Apply for Spring Graduation | February 4 |
| Spring Break | March 14-18 |
| Final Exam Week | May 11-17 |
| Graduation | May 20 |

SUMMER 1994

| | |
|---|-----------|
| New Student Registration | May 10-12 |
| Dormitory Open for Occupancy | May 27 |
| Memorial Day (Holiday - No Classes) | May 27 |
| Classes Begin (Su I and 11 wk) | May 30 |
| Last Day to Apply for Summer Graduation | June 10 |
| Independence Day (Holiday - No Classes) | July 4 |
| Final Exams Su I | July 5 |
| Classes begin Su II | July 6 |
| Final Exams 11 week and Su II Classes | August 12 |

FALL 1994

| | |
|---|----------------|
| New Student Registration | August 9-11 |
| Dormitory Open for Occupancy | August 26 |
| Classes Begin | August 29 |
| Labor Day (Holiday - No Classes) | September 5 |
| Last Day to Apply for Fall Graduation | October 2 |
| Veteran's Day (Holiday - No Classes) | November 11 |
| Thanksgiving (Holiday - No Classes) | November 24-25 |
| Final Exam Week | December 12-16 |

SPRING 1995

| | |
|---|-------------|
| New Student Registration | January 3-5 |
| Dormitory Open for Occupancy | January 12 |
| Martin Luther King Day (Holiday) | January 16 |
| Classes Begin | January 18 |
| Last Day to Apply for Spring Graduation | February 3 |
| Presidents' Day (Holiday - No Classes) | February 20 |
| Spring Break | March 13-17 |
| Final Exam Week | May 10-16 |
| Graduation | May 19 |

SUMMER 1995

| | |
|---|-----------|
| New Student Registration | May 9-11 |
| Dormitory Open for Occupancy | May 26 |
| Memorial Day (Holiday) | May 26 |
| Classes Begin (Su I and 11 wk) | May 29 |
| Last Day to Apply for Summer Graduation | June 12 |
| Final Exams Su I | July 3 |
| Independence Day (Holiday - No Classes) | July 4 |
| Classes begin Su II | July 5 |
| Final Exams 11 week and Su II Classes | August 11 |

CENTRAL CAMPUS

1993-95 Faculty

| | |
|--|---|
| Barbara Adams, Faculty (1988) NURSING Diploma: St. Joseph's Hospital, Phoenix, Arizona | Vocational Nursing |
| Wynona W. Alexander, Department Chairman (1969,1974) ART B.A., East Texas State University M.A., East Texas State University PhD., North Texas State University | Art |
| Exzelia O. Alfred, Faculty (1985) NURSING Diploma, Harlem Hospital School of Nursing B.S.N., Hunter College M.A., Teachers College, Columbia University M.Ed., Teachers College, Columbia University | Associate Degree Nursing |
| Mary V. Alfred, Faculty (1982) OFFICE ADMINISTRATION B. S., University of Central Texas M.S., University of Central Texas Additional graduate study, University of Texas at Austin | Office Administration |
| Tom Allen, Faculty (1993) SOCIAL AND BEHAVIORAL SCIENCES B.S., North Texas State University M.Th., Harding University | Philosophy |
| Janice R. Anderson, Faculty (1980, 1993) DEVELOPMENTAL STUDIES B.S., University of Georgia M.Ed., East Stroudsburg University Additional graduate study, University of Georgia | English-As-A-Second Language Intensive English |
| Gordon D. Bacon, Director, Child Development Center (1985) CHILD DEVELOPMENT B.A., Montana State University M.A., University of Montana | Child Development |
| Duane D. Beadle, Faculty (1990) INDUSTRIAL TECHNOLOGY A.A.S., Texas State Technical Institute | Automotive Technology |
| Gayle J. Blum, Faculty (1980) NURSING Diploma: Hillcrest School of Nursing B.S.N., University of Mary Hardin-Baylor M.S.N., Texas Woman's University | Associate Degree Nursing |

| | |
|---|---------------------------------|
| Bethelee Bodkin, Faculty (1984) NURSING Diploma: St. Elizabeth Hospital B.S.N., University of Texas at Austin M.S.N., University of Texas at Austin Additional graduate study, Texas A&M University | Nursing |
| John W. Brewer, Faculty (1978) INDUSTRIAL TECHNOLOGY B.S., University of Central Texas M.S., University of Central Texas | Air Conditioning |
| Betty Brown, Faculty (1989) NURSING B.S.N., University of Texas at Austin M.S., Troy State University Ph.D., Texas Woman's University | Associate Degree Nursing |
| Ruby Brown, Faculty (1988) NURSING A.S.N., Galveston College B.S.N., University of South Carolina M.Ed., Southern University A&M College M.S., Texas Woman's University | Associate Degree Nursing |
| B. Patrick Burns, Faculty (1992) COMMUNICATIONS B.S., West Virginia University M.A., George Mason University | English |
| Wayne L. Caldwell, Faculty (1974) OFFSET PRINTING A.A.S., Central Texas College | Offset Printing |
| Richard M. Carney, Faculty (1990) PHYSICAL EDUCATION B.S., Southwest Texas State University M.A., Southwest Texas State University | Physical Education |
| Bobby F. Chaney, Faculty (1987) OFFICE ADMINISTRATION B.A., Oglethorpe University M.S., Ed., University of Southern California | Office Administration |
| Elizabeth L. Cheatham, Faculty (1974) OFFICE ADMINISTRATION B.A., Louisiana Tech University M.B.A., Louisiana Tech University | Office Administration |
| Donna Chummey, Faculty (1990) SCIENCE B.S., Tarleton State University M.A.T., Tarleton State University | Chemistry |
| Charles C. Clark, Faculty (1982) INDUSTRIAL TECHNOLOGY A.A.S., Central Texas College | Diesel Mechanics |

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| Jerrie Kellar Cleaver, Faculty (1983, 1992) OFFICE ADMINISTRATION B.A., Baylor University M.S., University of Central Texas | Office Administration |
| Nancy Cody, Faculty (1992) NURSING B.S.N., University of Arkansas M.S., Central Michigan University | Vocational Nursing |
| Barbara C. Considine, Faculty (1980, 1990) DEVELOPMENTAL STUDIES B.A., Mansfield University | Mathematics |
| B. J. Cummings, Faculty (1982) INDUSTRIAL TECHNOLOGY A.A.S., Central Texas College | Auto Body |
| Sharon Davis, Faculty (1979, 1993) DEVELOPMENTAL STUDIES B.S.E., Central Missouri State University M.S., Central Missouri State University Additional graduate study, University of Missouri | Mathematics |
| Susan Davis, Faculty (1991) NURSING B.S.N., Texas Woman's University M.S., Texas Woman's University | Associate Degree Nursing |
| Pete B. Dennis, Asst. Chief Flight Instructor (1990) AVIATION SCIENCE B.S., University of Central Texas M.S., University of Central Texas | Aviation Science |
| Richard Diller, Faculty (1984) COMPUTER SCIENCE A.A.S., Central Texas College B.S., U.S. Military Academy M.S., U.S. Naval Post Graduate School | Computer Science |
| Charles P. Dolney, Associate Faculty (1986) INDUSTRIAL TECHNOLOGY B.S., University of Houston | Air Conditioning |
| Patricia Donahue, Faculty (1991) NURSING Diploma in Nursing, Los Angeles County Medical Center B.S.N., University of Mary Hardin-Baylor M.S., Texas Woman's University Additional graduate study, University of Texas at Austin | Associate Degree Nursing |
| Donald Donaldson, Department Coordinator (1985) INDUSTRIAL TECHNOLOGY A.A.S., Central Texas College | Automotive, Diesel, Welding, Auto Body Building Maintenance Trades Technology |
| Margaret Holt Duncan, Faculty (1990, 1992) COMMUNICATIONS B.A., Morehead State University M.A., The Ohio State University | Speech |

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|---|---------------------------------|
| Stanford P. Dyer, Faculty (1992) SOCIAL AND BEHAVIORAL SCIENCES B.A., Louisiana Tech M.A., Louisiana Tech Ph.D., Texas A&M University Additional graduate study, Sam Houston State University | History/Government |
| Paul G. Engelkirk, Faculty (1992) SCIENCE B.A., New York University M.S., Michigan State University Ph.D., Michigan State University | Microbiology |
| Alison Esparza, Faculty (1990) NURSING Diploma, St. Joseph's College of Nursing A.S., Solano Community College B.S., Sonoma State University M.H.A., Colorado University | Associate Degree Nursing |
| Mary C. Feild, Faculty (1973) OFFICE ADMINISTRATION B.A., Lamar University M.A., University of Texas at Austin | Office Administration |
| Michael R. Flynn, Faculty (1993) INDUSTRIAL TECHNOLOGY A.A.S. Central Texas College | Automotive |
| Ronald R. Fitz-Randolph, Faculty (1981) COMPUTER SCIENCE B.A., University of Oklahoma M.S., University of Central Texas | Computer Science |
| Dennis L. Ford, Faculty (1993) COMPUTER SCIENCE A.A.S., Central Texas College B.S., University of Central Texas M.S., University of Central Texas | Computer Science |
| Harriet Foster, Faculty (1983) NURSING B.S.N., University of Mary Hardin-Baylor | Vocational Nursing |
| John R. Frith, Faculty (1984, 1992) BUSINESS MANAGEMENT B.B.A. University of Georgia M.B.A. Auburn University M.S. Troy State University | Business/Real Estate |
| Robert Garner, Faculty (1988) COMMUNICATIONS A.A., McClennan Community College B.A., Baylor University M.A., Baylor University | Communications |

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|---|---------------------------------|
| James D. Gebhardt, <i>Chief Flight Instructor</i> (1978, 1981) | Aviation Science |
| AVIATION SCIENCE | |
| A.A.S., Central Texas College | |
| B.A.S., University of Mary Hardin-Baylor | |
| M.S., University of Central Texas | |
| Curtis Gibson, <i>Department Chairman</i> (1981, 1987) | Aviation Science |
| AVIATION SCIENCE | |
| A.A.S., Central Texas College | |
| B.S., University of Central Texas | |
| M.S., University of Central Texas | |
| Jane M. Gibson, <i>Faculty</i> (1979) | Foreign Language |
| COMMUNICATIONS | |
| B.A. Abilene Christian University | |
| M.A.T., Southwest Texas State University | |
| Donna S. Giebler, <i>Faculty</i> (1976, 1980) | Office Administration |
| OFFICE ADMINISTRATION | |
| B.S. Howard Payne University | |
| M.S. Ed., Howard Payne University | |
| Robert W. Grazinski, <i>Faculty</i> (1984, 1988) | Computer Science |
| COMPUTER SCIENCE | |
| A.A., University State of New York | |
| A.A.S., Central Texas College | |
| B.A., University of Central Texas | |
| M.S., University of Central Texas | |
| Audrie E. Hall, <i>Faculty</i> (1985) | Electronics |
| ELECTRONICS | |
| B.S., Lamar State University | |
| M.B.A., Stephen F. Austin University | |
| Timothy R. Hall, <i>Department Chairman</i> (1969, 1974) | Mathematics |
| MATHEMATICS | |
| B.A., Oklahoma State University | |
| M.S., West Texas State University | |
| William G. Handorf, <i>Faculty</i> (1969, 1976) | Psychology/Sociology |
| SOCIAL AND BEHAVIORAL SCIENCES | |
| A.A., Morton Junior College | |
| B.A., Northwestern University | |
| M.A., Northwestern University | |
| Ed.D., American University | |
| Brenda Hartman, <i>Faculty</i> (1993) | Accounting |
| BUSINESS ADMINISTRATION | |
| B.S., University of North Alabama | |
| M.B.A., Auburn University | |
| Elaine E. Hayes, <i>Department Chairman</i> (1986) | Associate Degree Nursing |
| NURSING | |
| B.S., Louisiana College | |
| M.S.N., The University of Texas at Austin | |
| Ed.D., Texas A & M University | |

- John L. Henderson, Faculty (1970)** **English**
 COMMUNICATIONS
 B.A., West Texas State University
 M.A., West Texas State University
 Ph.D., The University of Texas at Austin
- Jerry L. Herrick, Faculty (1979, 1989)** **Psychology**
 SOCIAL AND BEHAVIORAL SCIENCES
 B.A., Jacksonville State University
 M.A., University of Georgia
 C.A.G.S., Boston University
 Ed. D., Boston University
- Patrick K. Hidy, Faculty (1976)** **Biology**
 SCIENCE
 A.A.S., Phillips County Community College
 B.S., East Texas State University
 M.S., East Texas State University
- Christine N. Holden, Faculty (1990)** **Physical Education**
 INTRAMURAL DIRECTOR, PHYSICAL EDUCATION
 B.S., Southwest Texas State University
- Anna R. Holston, Faculty (1988)** **English**
 COMMUNICATIONS
 B.A., Paine College
 M.A., Pepperdine University
 M.A., Baylor University
- Kay D. Insogna, Faculty (1989)** **Mathematics**
 MATHEMATICS
 B.S., Stephen F. Austin State University
 M.S., Stephen F. Austin State University
- Nancy Isett, Faculty (1985)** **Art**
 ART
 B.A., University of Texas at Austin
 B.F.A., University of Texas at Austin
 M.F.A., University of Texas at Austin
- Jeanette Jost, Faculty (1978-89, 1992)** **Associate Degree Nursing**
 NURSING
 Diploma in Nursing, Scott and White Memorial
 Hospital School of Nursing
 B.S.N., University of Mary Hardin-Baylor
 M.S., University of Central Texas
 M.S.N., The University of Texas at Austin
- Jack L. Kinn, Faculty (1980)** **Computer Science**
 COMPUTER SCIENCE
 B.G.S., University of Nebraska at Omaha
 M.S.B.A., Boston University
- Sterling S. Kirkland, Faculty (1984)** **Building Trades**
 INDUSTRIAL TECHNOLOGY
 A.A.S., Central Texas College

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| Peter W. Knights, Faculty (1982) SCIENCE B.S., State University College at Oneonta, New York M.Ed., Texas A & M University | Geology |
| Dale Knox, Faculty (1987, 1989) DEVELOPMENTAL STUDIES B.A., Wichita State University M.S., Kansas State Teacher's College of Emporia | Mathematics |
| Billie J. Laney, Faculty (1970) SOCIAL AND BEHAVIORAL SCIENCES B.A., Southern Methodist University M.A., East Texas State University Ph.D., East Texas State University Additional graduate study, University of Central Texas | Psychology/Sociology |
| Gloria L. Lyons, Faculty (1974) NURSING B.S.N., Winston Salem University M.S.N., Texas Woman's University | Associate Degree Nursing |
| Jacqueline Mackey, Faculty (1992) NURSING A.A.S., Central Texas College B.S.N., University of Mary Hardin-Baylor | Vocational Nursing |
| Herbert J. Maglietta, Department Chairman (1974) DRAFTING & DESIGN B.S., Southwest Texas State University M.Ed., Southwest Texas State University | Drafting & Design |
| Kaye Marfell, Faculty (1992) NURSING B.S.N., South Dakota State University M.A., Webster University | Vocational Nursing |
| Lynn M. Marlow, Faculty (1988) OFFICE ADMINISTRATION B.S., Southwest Texas State University | Office Administration |
| Catherine M. Mason, Department Chairman (1976, 1978) CHILD DEVELOPMENT B.S., University of Central Texas M.S., Texas Woman's University | Child Development |
| Wilbur McBryde, Faculty (1991) SCIENCE B.A., Sul Ross University M.A., Sul Ross University | Biology |
| Robert H. McDonald, Director of Training Central Texas Regional Police Academy CRIMINAL JUSTICE A.A., Central Texas College B.S., University of Central Texas Additional graduate study, University of Central Texas | Criminal Justice |

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| John W. Moffitt, <i>Department Chairman</i> (1967, 1989) DEVELOPMENTAL STUDIES B.A., Southwest Texas State University M.A., Southwest Texas State University Graduate Study, University of Texas At Austin Additional graduate study, Nova University | Mathematics |
| Marilynn Neumann, <i>Faculty</i> (1990) NURSING B.S.N., University of Michigan M.S., University of Michigan M.A., University of Michigan B.S., Southwest Texas State University | Associate Degree Nursing |
| Pender B. Noriega, <i>Department Chairman</i> (1979) BUSINESS ADMINISTRATION B.A. Saint Leo College M.P.A. Golden Gate University D.B.A. Nova University | Banking/Business/Food Service Hotel/Motel/Legal Assistance Management/Marketing/Real Estate |
| Paula Olesen, <i>Faculty</i> (1992) NURSING Diploma, Mercy Hospital, Portland, Maine B.S.N., University of New Hampshire M.S.N., Boston University | Associate Degree Nursing |
| Marie B. Orman, <i>Lab Instructor</i> (1991) SCIENCE B.S., George Washington University M.Ed., University of Mary Hardin-Baylor | Biology |
| Keith A. Oswalt, <i>Associate Faculty</i> (1990) INDUSTRIAL TECHNOLOGY A.A.S., Central Texas College | Masonry |
| Roy R. Ponath, <i>Faculty</i> (1992) COMPUTER SCIENCE A.A.S., Central Texas College B.S., University of Central Texas | Computer Science |
| Donna Poteet, <i>MELT Coordinator</i> (1988) SCIENCE B.S., University of Texas Medical Branch at Galveston M.A., University of Houston/CLC | Medical Laboratory Technician |
| Syed G. Rabbani, <i>Faculty</i> (1991) SCIENCE B.SC., University of Dacca M.SC., University of Dacca M.S., Marquette University Ph.D., University of Arkansas | Physics |
| Gary R. Ragsdale, <i>Department Chairman</i> (1971) OFFICE ADMINISTRATION B.S. Abilene Christian University M.B.A., Abilene Christian University Ed.D., Arizona State University | Office Administration |

- Paula J. Ray, Faculty (1976, 1980)** **Biology**
 SCIENCE
 B.S., Kansas State University
 M.S., Kansas State University
 M.S., University of Central Texas
- Patricia Reid, Faculty (1980-89, 1991)** **Associate Degree Nursing**
 NURSING
 Diploma in Nursing, Jameson Memorial Hospital School of Nursing, Pennsylvania
 B.S.N., University of Mary Hardin-Baylor
 M.S., In Health Professions, Southwest Texas State University
- Shirley L. Robertson, Faculty (1981)** **Associate Degree Nursing**
 NURSING
 B.S., Texas Christian University
 M.S.N., University of Texas
 Additional graduate study, University of Texas at Austin
- D. Gail Robinson, Department Chairman (1973, 1990)** **Computer Science**
Associate Dean for Vocational Programs
 COMPUTER SCIENCE
 A.A.S., Central Texas College
 B.S., University of Central Texas
 M.S., University of Central Texas
- Max L. Rudolph, Director (1979)** **Telecommunications**
 TELECOMMUNICATIONS
 A.A.S., Central Texas College
 B.S., University of Central Texas
 M.S., University of Central Texas
- Gus D. Rummel, Department Chairman (1970)** **Computer Maintenance**
 ELECTRONICS
 B.S., University of Houston
 M.S., University of Central Texas
- Aida Sapp, Faculty (1988)** **Associate Degree Nursing**
 NURSING
 B.S.N., University of Mary Hardin-Baylor
 M.S.N., University of Texas at Austin
 Additional graduate study, University of Texas at Austin
- Joan Saxman, Faculty (1991)** **Associate Degree Nursing**
 NURSING
 B.S.N., University of Texas at San Antonio
 M.S.N., University of Texas at Austin
 Additional graduate study,
 University of Texas at Arlington
- Lisa M. V. Sebti, Faculty (1987, 1989)** **ESL/Foreign Language
Anthropology**
 DEVELOPMENTAL STUDIES
 B.A., Juniata College
 M.A., West Virginia University
 Additional graduate study,
 University of Texas at Arlington

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| Mourad M. Sebti, Faculty (1987, 1990) SOCIAL AND BEHAVIORAL SCIENCES 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 Additional graduate study, University of Texas at Arlington | Economics |
| Shanna Sibberson, Faculty (1987) NURSING A.A.S., Central Texas College B.S.N., University of Texas at Austin M.S.N., University of Texas at Austin | Associate Degree Nursing |
| Shane K. Simon, Faculty (1981) COMMUNICATIONS B.S., Southwest Texas State University M.A., Southwest Texas State University | Speech |
| Phyllis P. Sisson, Faculty (1982, 1990) DEVELOPMENTAL STUDIES B.A., University of Kentucky M.A., Bowie State College Additional graduate study, Baylor University | Reading |
| Randal C. Smedley, Asst. Chief Flight Instructor (1988) AVIATION SCIENCE A.A.S., Central Texas College B.S., University of Central Texas | Aviation Science |
| Noel T. Smith, Faculty (1971, 1993) TELECOMMUNICATIONS B.A., Baylor University M.Div., Southwestern Baptist Theological Seminary Additional graduate study, University of Central Texas | Telecommunications |
| Antonio V. Suarez-Barrio, Executive Dean, <i>Criminal Justice Division</i> (1973, 1986) CRIMINAL JUSTICE A.A., Yuba College B.S., University of Nebraska M.S., University of Central Texas M.C.J., University of Central Texas M.P.A., Nova University D.P.A., Nova University | Criminal Justice Division |
| Doris Louise Sutton, Faculty (1984) MATHEMATICS B.S., West Texas State University M.S., West Texas State University | Mathematics |

- Ella Teague, *Department Chairman* (1968, 1990)** **Physical Education**
 PHYSICAL EDUCATION
 B.S., Sul Ross State University
 M.Ed., Sul Ross State University
 L.P.C., State of Texas
- Dora Thrash, *Faculty* (1974)** **Associate Degree Nursing**
 NURSING
 B.S.N., Prairie View A & M
 M.S.N., Texas Woman's University
- H. Allan Tolbert, *Faculty* (1969, 1980)** **Mid-Management**
 BUSINESS MANAGEMENT
 B.S., Texas Tech University
 M.A., Texas Tech University
- Lavinia Trull, *Instructor* (1975, 1985)** **Agriculture**
 EQUINE MANAGEMENT
 A.S., Central Texas College
 B.S., University of Central Texas
- Gary D. Turner, *Faculty* (1991, 1992)** **Writing**
 DEVELOPMENTAL STUDIES
 B.A., Auburn University
 M.A., College of William and Mary
- Albert C. Waite, *Faculty* (1990)** **History, Government**
 SOCIAL AND BEHAVIORAL SCIENCES
 B.A., University of Maryland
 M.A., Niagara University
 Additional graduate study,
 University of Texas at Austin
- Timothy Walker, *Faculty* (1984)** **Welding**
 INDUSTRIAL TECHNOLOGY
 B.S., Tarleton State University
- Alta F. Walter, *Faculty* (1993)** **Associate Degree Nursing**
 NURSING
 A.A.S., McLennan Community College
 A.A., McLennan Community College
 B.S.N., University of Texas at Arlington
 M.S.N., University of Texas at Austin
- Henry R. Wessels, *Faculty* (1974, 1980)** **Aviation Science**
 AVIATION SCIENCE
 Diploma: Spartan School of Aeronautics
 A.A.S., Central Texas College
 B.A.S., University of Mary Hardin-Baylor
- Beverly J. Wickersham, *Faculty* (1976)** **English**
 COMMUNICATIONS
 B.A., Baylor University
 M.A., Sam Houston State University

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| Additional graduate study, University of Texas at Austin, Stephen F. Austin State University | |
| Dennis L. Williams, Faculty (1969) COMMUNICATIONS B.A., Texas Christian University M.A., Texas Tech University | English |
| Martha Williams, Faculty (1989) NURSING Diploma, University of Virginia Hospital School of Nursing A.A.S., Eastfield College | Vocational Nursing |
| Norman R. Williams, Department Chairman (1968) <i>Associate Dean for Academic Programs</i> (1993) SCIENCE B.S., Texas Tech University M.S. Texas Tech University | Biology |
| Raiford Williams, Department Chairman (1968) AGRICULTURE B.S., Sam Houston State University M.S., Sam Houston State University Ed.D., University of Missouri at Columbia | Agriculture |
| Kenneth J. Word, Faculty (1977) MATHEMATICS A.S., Central Texas College B.S., Southwest Texas State University M.A., Southwest Texas State University Ph.D., University of Texas at Austin | Mathematics |
| Donnie D. Yeilding, Department Chairman (1974, 1989) COMMUNICATIONS B.A., Stephen F. Austin State University M.Ed., Stephen F. Austin State University Ph.D., University of North Texas | English |
| Thomas D. Yeilding, Department Chairman (1976, 1990) SOCIAL AND BEHAVIORAL SCIENCES B.A., Hardin-Simmons University M.A., Hardin-Simmons University Ph.D., University of North Texas | History |
| James M. Young, Department Coordinator/Faculty (1975) PRINT SHOP TRADES A.A.S., Central Texas College | Printing |

(NOTE: Figures in parentheses indicate date of first appointment on the College staff and date of appointment to present position, respectively.)

STATEMENT OF PURPOSE

COLLEGE HISTORY

To provide increased opportunities in higher education, the voters of the Killeen and Copperas Cove Independent School Districts and the Nolanville Common School District created the Central Texas Union Junior College District in July, 1965. A \$2 million bond issue to construct and equip the campus followed in October, 1965. In January, 1966, Central Texas College opened its first offices in Killeen. In June of that same year, ground breaking ceremonies were held, and the first classes met in September 1967. The 560-acre campus, located on U.S. Highway 190 between Killeen and Copperas Cove, Texas, was dedicated "... to the service of the people..." on December 12, 1967, by the 36th President of the United States, Lyndon Baines Johnson.

From the beginning in 1967, Central Texas College has provided a wide variety of educational programs to meet the specific needs of its military neighbors at Fort Hood, Texas. Today the College serves the armed services across the nation and overseas. This commitment to provide extended educational opportunities carries the same thrust of dedication which has always been characteristic of Central Texas College. Academic and technical-vocational programs are offered by the College at over 200 locations throughout Europe and the Far East, as well as at military bases in the United States and to the United States Navy, Pacific and Atlantic Fleet.

Central Texas College initiated correspondence with the Commission on Colleges of the Southern Association of Colleges and Schools in 1966, received Candidate Status in 1967, was awarded initial accreditation in 1969, was reaffirmed in 1973 and again in 1984.

EDUCATIONAL OBJECTIVES

As a community college, Central Texas College seeks to attract and serve a widely diverse student population, ages 18-22 years old, as well as older adult learners with disparate educational goals. These goals include earning credit toward baccalaureate degrees through university-parallel courses, enhancing employability and promotability through occupational education and technology programs, improving the quality of life through continuing education courses, and improving basic literacy skills through developmental and remedial courses. Thus, Central Texas College must, of necessity, offer courses, programs, and services designed to facilitate students' attaining these educational goals while acquiring the skills, attitudes, and knowledge essential for them to become productive and contributing members of society.

The Central Texas College community is an aggregate of the types of individuals served and the conditions under which they are served, regardless of the geographic location. Central Texas College is a public, two year, open admissions, coeducational college that provides educational services to the central Texas area to include Fort Hood and a 12 county service area.

Central Texas College also provides worldwide educational programs and related services to business, industry, the U.S. military services, and to the employees of governmental agencies and their dependents.

Central Texas College provides the following:

- Traditional university parallel courses;
- One-year and two-year occupational education and technology programs;
- General education courses;
- Developmental studies;
- Non-credit continuing education courses, as well as service programs on cultural, civic, and other topics of community interest;
- Counseling and guidance services to assist students in defining goals, identifying abilities, and selecting appropriate courses. Placement services are provided to assist students in locating full-time and part-time jobs while they are attending college and to assist students in securing employment after graduation.

EDUCATIONAL PHILOSOPHY

The College seeks to provide a supportive and challenging environment in which the students can improve their basic intellectual skills, discover and develop their special aptitudes and insights, and equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

Central Texas College believes that education is an individual, evolutionary, and never ending process; that in a democracy, the well being of the individual, as well as the whole of society, depends upon the sound moral and educational development of its people; that education should accommodate each student's instructional needs, level of functioning, and learning style; and that educational programs should be student-centered, should reflect changing technology, incorporate a variety of delivery methods and be evaluated, revised and improved continuously. Further, Central Texas College recognizes that it must continually adapt to accommodate (1) increases in the body of knowledge, (2) changes in technology and the economy, and (3) the growing diversity among students. The institution also recognizes that the quality of education must be judged by its value to the students and the community.

Central Texas College is dedicated to providing high quality educational programs and services; to effectively managing its resources; to meeting the changing educational needs of the local, national and international community it serves; and to supporting cultural activities and assisting in economic development in the Central Texas area. Central Texas College will work with secondary educational institutions in the central Texas area and senior colleges in Texas to facilitate program and course articulation and student transfer.

GENERAL INFORMATION

THE CATALOG

This catalog is an official bulletin of Central Texas College containing policies, regulations, procedures, tuition and fees in effect at the time this catalog was published. The 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 Catalog.

Students are urged to study the contents of this catalog carefully, as they are responsible for observing the regulations contained herein.

Other official bulletins published by the College include the Continental and International Catalog describing policies, procedures, regulations, and fees for campuses outside the State of Texas, the Student Handbook, which includes the Institution's policies and regulations relating to student conduct and student activities at the Central Campus, and semester schedule bulletins.

PROGRAM AND COURSE AVAILABILITY

Programs of study displayed in this catalog are offered when sufficient interest indicates a level of enrollment required for program continuation. Students desiring to enter specific programs of study are advised to seek confirmation of program availability prior to their first registration.

The College further reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances require this action.

EQUAL OPPORTUNITY POLICY

Central Texas College is committed to its policy on equal educational opportunity and administration of its educational programs, activities, and employment without regard to color, race, religion, national origin, disability, age, or sex as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, the Vietnam Era Veteran's Assistance Act of 1974, the Americans with Disabilities Act of 1990, and Executive Orders 11246, as amended, and 11375.

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 the college are used to handle student grievances. When a student believes a condition or employee of the college is unfair or discriminatory, the student can appeal to the administrator in charge of that area. If you need assistance pursuing a grievance matter, contact the Director of Student Services, Central Texas College, Room 100, Roy J. Smith Student Center, (817) 526-1258.

STATEMENT ON HARASSMENT AND DISCRIMINATION

Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff and students should be aware that discrimination and harassment based on the age, ethnic background, family status, gender, handicap, national origin, race, religion, sexual orientation or veteran status of individuals or any other subgroup stereotyping or grouping within the College community are unacceptable. To fulfill its multiple missions as an institution of higher learning, Central Texas College encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

Individuals who believe they have experienced harassment or discrimination are encouraged to contact the appropriate offices within their respective units. Students should contact the Director of Student Services at 526-1258, faculty should contact the Deputy Chancellor of Texas Campuses at 526-1402, and staff should contact the Human Resources Department at 526-1157.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990.

Central Texas College, in compliance with the "Student Right-To-Know and Campus Security Act of 1990," publishes annual crime statistics three times a year in the College *Schedule Bulletin*. These statistics are provided for students' and employees' information.

ADMISSIONS AND REGISTRATION

GENERAL ADMISSION INFORMATION

Requests for application materials or questions concerning admission should be addressed to the Guidance and Counseling Office, P.O. Box 1800, Killeen, Texas 76540-9990.

Central Texas College is an open-door comprehensive community college. An open-door admission policy is maintained to ensure that all persons who may benefit from post-secondary education have the opportunity to enroll. New students will be admitted to the College providing all admission requirements are met.

Admission to the College does not guarantee admission to specific programs and courses. Departmental approval is required to register for certain courses, as published in the registration schedule.

Admission Requirements—All Students

Students who hold diplomas from accredited secondary (high) schools or GED equivalency certificates will be admitted to Central Texas College. Students transferring from another accredited college will be admitted if they are eligible to return to the institution last attended. Adults, veterans and military personnel who have not completed a high school program, but who are prepared to undertake post high school studies, may be admitted after providing official test scores from a list of approved tests authorized by the Department of Education. The list may be obtained from the Director of Testing.

NOTE: An adult, for purposes of admission, is defined as an individual 18 years of age or older.

Recommended Program for High School Students

High School students planning to attend Central Texas College are encouraged to use the College Preparatory Program or the Tech-Prep Program as preparation for entering transfer, technical, and Tech-Prep degree programs. These graduation programs have been approved by the Texas Board of Education. Copies of these programs are available from your high school counselor.

Ability To Benefit

Individuals who have not previously earned a high school diploma or GED are not eligible to enroll in college level course work until they have taken and successfully passed a Department of Education independently administered examination. Examination must have been taken within the past year.

Non-graduates seeking further information should contact the Office of Director of Testing, (817) 526-1254.

Placement Examinations

All students who have not completed three semester hours of college credit prior to Fall 1989 and have not completed the TASP Test will be required to take all portions of the Central Texas College Placement Test.

Returning students who have not previously completed the math and/or writing (to include the writing sample) sections of the Placement Test will be required to complete the applicable placement test prior to enrolling in ENGL 1301, ENGL 1309, MATH 1302, or higher, unless prerequisites have been successfully completed.

If students took the ACT or SAT test within the last five years and have completed three semester hours of college course work prior to Fall 1989, they may not need to take all of the Placement Test. They should bring their ACT or SAT scores and a copy of their transcript to the Guidance and Counseling Office (Student Services Building, Room 108), preferably before registration begins. A written essay may be required.

Admissions Procedures

Application for Admission and required documents should be submitted prior to registration for timely processing. Those submitted during registration will cause a delay in the registration process.

Steps for admission into a college credit program are as follows:

1. Obtain an Application for Admission form from the Guidance and Counseling Office. Complete and return the form to the CTC Records Office. Include Texas residency documentation. Completed Military Verification forms are required at the time of registration. See RESIDENCY CLASSIFICATION - Exceptions.
2. Arrange for official transcripts from previous schools (high school and college) to be sent to the CTC Records Office.
3. Submit appropriate test scores (TASP, ACT, SAT). Students who have not taken the TASP exam are required to take the College Placement Exam prior to enrolling in college level courses, unless they have satisfied placement requirements. Refer to Placement Examinations for further clarification.

4. Students will be notified of their acceptance for admission upon receipt of above information.
5. Arrange to visit with a counselor prior to registration.
6. Registration for classes will follow the dates listed in the calendar. Specific dates are listed in the Semester Schedule Bulletin which can be obtained from the Director of Student Services. Payment of tuition and fees is required at the time of registration. Completed military verification forms, when applicable, are required at the time of each registration.
7. Falsification of information will result in dismissal from the college.

RECORDS REQUIRED

Transcripts and Test Scores

Degree or certificate seeking students must ensure that all records of previous education are on file with the Records Office in order to fulfill admission requirements of Central Texas College.

1. **HIGH SCHOOL GRADUATES:** Degree or certificate seekers who have not previously completed 12 semester hours of course work from a regionally accredited college or university must submit high school transcripts.
2. **HIGH SCHOOL EQUIVALENCE GRADUATES:** Who have not previously completed 12 semester hours of course work from a regionally accredited college or university must submit High School General Education Development (GED) scores.
3. **COLLEGE TRANSFER STUDENTS:** Seeking certificates or degrees from Central Texas College must provide official transcripts for all regionally accredited college study before official degree plans are provided.
4. **INDIVIDUAL ADMISSIONS STUDENTS** (except transient students): Must provide official transcripts for all previous college study from accredited colleges or universities they previously attended. Non-high school/GED graduates must provide Department of Education approved test scores taken within the past year.
5. **TEXAS ACADEMIC SKILLS PROGRAM TEST SCORES:** Official copies of TASP Test scores sent directly from NES must be on file for all students requiring TASP testing prior to the accumulation of 9 semester hours of college credit.

NOTE: Students are responsible for requesting all official records to be forwarded directly from the issuing institution to the Central Texas College campus serving the student's location. Transcripts must bear original seal or mark and signature of the registrar to be acceptable. Under the provisions of the Family Education and Privacy Act, CTC will not release copies of transcripts received from other institutions.

Addresses are listed in the front of the catalog. If transcripts of previous education are issued to Central Texas College in a student's former name, without a social security number, Central Texas College cannot be responsible for properly identifying the document. Admission requirements have not been met until records required are on file with the appropriate campus records office.

All transcripts must be received prior to the end of the first semester or second 8-week term of enrollment. Grades will not be mailed to students who are on Admissions Hold for required transcripts.

Transient Students

Students not seeking a degree or certificate from Central Texas College are not required to provide previous education records unless required for Financial Aid or Veteran Affairs Services. Students who have completed TASP testing must request official TASP scores. Records will be required if student later elects to seek a diploma, certificate or evaluation and award of credit.

Readmission Requirements

Central Texas College students who have not enrolled for two years or more at the College must re-complete the admission process. Students who have attended other institutions during their absence from Central Texas College must provide transcripts from all institutions attended during the absence.

Early Admissions

Early admission offers the opportunity for high school seniors to earn college credits while concurrently enrolled in high school or during summer sessions after completion of junior year. Early admission is open to any high school senior, subject to the following conditions:

1. An Early Admission Form with the signatures of high school principal or counselor and parent or legal guardian must be submitted.
2. Student must provide an official high school transcript showing classification as a senior.
3. The student will be expected to adhere to all policies of the College and the high school to include attendance, and any testing requirements for regular admission to the College.

Students who meet the above criteria will be accepted at Central Texas College on individual approval to take one (1) course per semester or two (2) courses each summer session at Central Texas College. Credentials must be re-submitted each semester for early admission.

***NOTE:** Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program.

Credits earned prior to high school graduation may not transfer to some colleges.

INTERNATIONAL STUDENTS

INTERNATIONAL ADMISSION REQUIREMENTS (Texas Campuses Only): Sixty days prior to registration, in addition to completing Application and Admission requirements, international students must provide:

1. **IMMIGRANT AND REFUGEE STUDENTS:**
 - a. Immigrant Card, or
 - b. I-94 Departure Record
2. **NON-IMMIGRANT ALIEN STUDENTS:** (applies to all students holding visa category A-M issued by U.S. Immigration and Naturalization Service):
 - a. Official copy of transcript for last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and grade earned.
 - b. Official copy of transcript from each college or university attended. All foreign transcripts must be certified English translations to assist counselors in placement and evaluation procedures.

NOTE: Transcripts must bear original remark or seal and signature of the Registrar to be acceptable.

- c. Test of English as a Foreign Language (TOEFL): Minimum acceptable score is 450. Students scoring between 450 and 499 will be required to enroll in the Intensive English course if they do not successfully pass the reading and writing portions of the college placement test. Students scoring 500 and above will be placed in applicable courses based upon placement test scores.
- d. Financial Statement indicating sufficient funding for tuition, fees and personal expenses.
- e. Tuition Deposit-A deposit of \$500 must be on file with the Admissions Office prior to issuance of Form I-20. (\$100.00 is non-refundable should student fail to complete registration with

Central Texas College.) The original I-20 must be returned to Central Texas College before a refund is granted.

- f. **Dormitory Application and deposit:** A \$100.00 deposit is required before a reservation may be made for a student. If no charges are made against the deposit, upon graduation or termination a refund may be applied for by the student. Refund is given only if a written request is received 30 days prior to the first day of classes. Dorm charges do not include the semester breaks and Spring break. Students must make other arrangements.
 - g. **Compliance with all requirements and procedures established for visa category by U.S. Immigration and Naturalization Service.**
 - h. **International students must purchase medical insurance upon enrollment at Central Texas College.**
 - i. **Assistance in finding appropriate housing is available if dormitory space is filled.**
3. **INTERNATIONAL STUDENT TRANSFER (from within U.S.):** International students may transfer to Central Texas College provided they are eligible to return to schools previously attended and are currently in status with I.N.S. Transfer international students must provide to the Director of International Student Services:
- a. **Official transcripts**
 - b. **Financial statements**
 - c. **Letter of good standing from previous school**
 - d. **Copy of I-20**
 - e. **Student must follow all other Central Texas College requirements for transferring.**

International students wishing to apply to Central Texas College should address inquiries to the Director of International Student Services, who will provide forms and instructions to complete the requirements listed above.

DEPARTMENTAL ADMISSIONS REQUIREMENTS

CAREER PILOT STUDENTS

All career pilot students must pass FAA physical exams appropriate to their level of training prior to admission to flight training. Written evidence of FAA medical certification must be presented to the Department Manager at the time of pre-registration advisement for admission to this department.

MEDICAL LAB TECHNICIAN

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, admission to the Medical Laboratory Technician Program will be determined by:

1. **Application to the MLT Program**
2. **Transcripts of high school graduation or GED completion with a score of 40 or better.**
3. **Transcripts of previous college credits. It is the applicant's responsibility to make sure the school has received the transcripts, and copies of the transcripts should be sent to the MLT department.**
4. **Passing scores (220) on the math, reading, and writing placement examination. A copy of the results must be on file in the program office. A student who does not successfully complete the reading or writing section of the placement exam must successfully complete remedial courses and BIOL 1408 prior to entering MELT 1601.**

5. BIOL 1408 is a prerequisite for any student who has not completed a high school biology course prior to entering MELT 1601. CHEM 1405 is recommended for any student who has not completed a high school chemistry course. Students with previous college science credits will be exempt.
6. Two completed reference forms must also be on file.
7. Status form must be signed and on file stating the understanding of competitive status for clinical admission.
8. Personal interview with the program advisor. Call for an appointment when all of the above requirements have been met.
9. All transfer courses accepted in the MLT curriculum must have a grade of C or above. Science courses that are over 5 years old must be repeated.
10. Neither the college nor hospitals provide medical coverage or workmen's compensation for emergency illness or injury. Medical coverage is the responsibility of the student.
11. After a student has been accepted for admission, the following must be on record in the MLT office prior to the first day of class:
 - a. Copy of current immunizations
 - b. Proof of physical exam completed within the last 6 months signed by an M.D. or a D.O.
12. Students are admitted to the MELT 1601 course on a first come basis after other admission criteria have been met. Enrollment in MELT 1601 does not guarantee a position in the clinical portion of the program. When entering the MELT 1601 course, and subsequent courses, the student is in competitive status for admission to the clinical portion of the program.

Progression Requirements

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

1. Achievement of a grade of "C" or better in all courses in the curriculum, including academic and MLT courses.
2. Prerequisites to the Clinical Practicum I have been successfully completed. Prerequisites (with a grade of "C" or better) are:

| | |
|-----------|-----------|
| MELT 1601 | MELT 1402 |
| BIOL 2401 | BIOL 2402 |
| CHEM 1411 | CHEM 1412 |
| MATH 1302 | MISC 1450 |
3. Selection for acceptance to the clinical portion of the program will be made on a space available basis. The selection process is a function of the MLT advisory-selection committee. The following criteria will be used by the committee as a basis for their decision regarding admission:
 - a. Review of transcripts and courses currently in progress, specifically academic courses in biology, chemistry, math, and medical laboratory technology.
 - b. Personal interview with 2 members of the MLT selection committee.
 - c. There are a maximum of 10 positions available for clinical experience. The students with the 10 highest point values will be admitted to the clinical portion of the program. Two alternate positions will be assigned to the next two applicants.
4. Students will be notified by letter regarding their status for admission to the clinical practicum.
5. Current liability insurance once the student has been accepted into the clinical practicum.

Transfer Students

1. Must meet general admission requirements of Central Texas college and the MLT Department.
2. Must have a GPA of 2.5 or better.
3. Must present syllabi of science and MLT courses already completed.
4. Must present transcripts from all colleges attended.
5. May be requested to challenge certain MLT courses depending on the transcripts and syllabi evaluation.
6. Placement of students in MLT clinical practicums will depend upon availability and upon the recommendation of the MLT Selection Committee. Clinical admission process will be applicable.

Readmission Policy

1. Readmission to any MLT course is dependent upon availability of class openings after current class progression, but it is not automatic.
2. The student must complete the program within 4 calendar years of enrollment.
3. The student who does not successfully complete an MLT or Science course or who withdraws from the course with a failing average may apply for readmission only one time.
4. For readmission to the clinical portion of the program, the student must repeat the clinical admission process.
5. After a student has been accepted for readmission, the following must be on record in the MLT program office prior to the first day of class.
 - a. Proof of Physical Exam signed by an M.D. or a D.O. within the last 6 months.
 - b. Proof of current liability insurance.
 - c. Copy of current immunizations.

ASSOCIATE DEGREE NURSING PROGRAM

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

1. Application to the Nursing Program.
2. Transcripts of previous college credits. **It is the applicant's responsibility to make sure the school has received the transcripts.**
3. Completion of the courses prerequisite to NURI 1901 with a C or above:
Computer Science Elective
ENGL 1301
PSYC 2301

Also, a score on the math placement exam of 220 - or successful completion of DSMA 0303 or college level Algebra.

4. All transfer courses accepted in the Nursing curriculum must have a grade of C or above. Science courses that are over 5 years old must be repeated.
5. A personal interview with the Director of Nursing Program. Interviews are held on Tuesdays. Call for an appointment when transcripts have been received.

6. After a student has been accepted for admission, the following must be on record in the nursing office prior to the first day of class:
 - a. Proof of physical exam completed within the last 6 months signed by an M.D. or a D.O. Be sure that proof of required immunizations is documented on the form (MMR & DT).
 - b. CPR certification - BLS Course C.
7. Medical coverage is available for purchase through the college for emergency illness or injury.
8. Requests for admission or readmission for transfer students, challenge students, and former Central Texas College Nursing students will be prioritized as follows:
 - a. First priority: Former Central Texas College students with a passing average in previous nursing course.
 - b. Second priority: Challenge students ranked by grade on exam.
 - c. Transfer student with passing grades in previous nursing courses.
 - d. Former Central Texas College students or transfer students with a failing average.
9. The nursing program must be completed within 4 years of enrollment in NURI 1901 or its equivalent.
10. Any LVN who has failed any nursing course in any RN program may be admitted into the Bridging course (NURI 1401) provided:
 - a. Admission criteria are met.
 - b. Graduation from a State VN Board approved program following the nursing school failure.

Progression Requirements

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

1. Achievement of a grade of "C" or better in all courses in the curriculum, including academic and nursing courses.
2. Prerequisites to each nursing course have been successfully completed.
3. Achievement of the grade of Satisfactory in the clinical area.
4. Current CPR course C completion.
5. Current liability insurance.
6. Proof of Physical exam or diagnostic tests as recommended or required.

Transfer Students

1. Must meet general admission requirements of Central Texas College and the Nursing Department.
2. Must have a GPA of 2.5.
3. Must present syllabi of nursing courses already completed.
4. Must present a transcript from all colleges attended.
5. May be requested to challenge certain nursing courses.
6. Placement in nursing course will be dependent upon space availability and recommendations of the Admissions and Standards Committee.
7. Must complete the nursing program within 4 years of enrollment of NURI 1901 or its equivalent.
8. Transfer student nurses who have failed in another college or university nursing program are eligible to seek entry into the Central Texas College Department of Nursing if admission criteria are met. These SNs are admitted with the understanding that readmission following any Central Texas College Nursing Department failure will be denied.

Readmission Policy

1. Readmission to any nursing course is dependent upon availability of class openings **after current class progression** but is not automatic.
2. The student must complete the nursing program within 4 calendar years of enrollment in NURI 1901.
3. The student who does not successfully complete a nursing course or who withdraws from a nursing course with a failing average may apply for readmission to the Nursing program only one time. This applies to the following nursing courses: NURI 1901, 1902, 1101, 2903, 2102, 2904, 2101, 2103, and 1401. Failure of two nursing courses in one semester will result in ineligibility for readmission.
4. If a student has been readmitted following a nursing course failure and subsequently withdraws from a nursing course due to extenuating circumstances, that student may be readmitted if he or she withdrew in passing status.
5. Consideration for readmission of former students is based on the following:
 - a. Recommendation of previous nursing faculty.
 - b. Academic grade average and clinical evaluation.
 - c. Reason(s) for failure, if applicable.
 - d. Resolution of outside extenuating circumstances, if applicable.
 - e. Completion of remedial work and/or completion of corresponding Level 1 or Level 2 academic courses (if recommended).
 - f. The recommendation of the Admission and Standards Committee.
6. Selection of students for readmission is made in May and December.
7. Any student applying for readmission to the nursing department must request a formal meeting with and appear before the Admissions and Standards Committee to submit a written plan for success to be reviewed with the Committee, which may make recommendations related to this plan for success.
8. After a student has been accepted for readmission, the following must be on record in the nursing office prior to the first day of class.
 - a. Proof of Physical Exam signed by MD or DO within the last 6 months. This exam form must include proof of required immunizations.
 - b. Proof of CPR course completion - BLS Course C

Challenge Students

The challenge option is available for the following students:

1. Licensed Vocational Nurses (Texas License).
2. Transfer students from Diploma programs.
3. Transfer students from other ADN or BSN programs, if recommended. If interested in challenge option, make an appointment with Director of Nursing Program.

Bridging For LVN

Currently licensed LVNs may take a summer Bridging course after completion of six prerequisite courses and, if successful, complete the ADN program in two semesters. Contact the nursing department for further information.

VOCATIONAL NURSING PROGRAM

Admission Policy

The following must be completed prior to admission to the Vocational Nursing Program:

1. Application for the nursing program.
2. Evidence of high school graduation (transcript) or completion of GED with a score of 40 or above.
3. Completion of NET aptitude test with acceptable scores. Based on test scores, remedial work may be required.
4. A personal interview upon completion of applicant's file.

Readmission Policy

1. The student who does not successfully complete the Vocational Nursing program OR who withdraws from the course for any reason may be readmitted only one time.
2. The one year Vocational Nursing program must be restarted at the beginning if any course in the first half of the program is not completed successfully. If either quarter in the second half of the program is not completed successfully, the program may be restarted at the beginning of the third quarter. Persons involuntarily called to active military duty will be given high priority for readmission. The VN program must be completed within two years. Readmission is not guaranteed. The number of students readmitted may not exceed the number of open slots in any class.
3. Consideration for readmission is based on:
 - a. Academic grade average and clinical evaluation from previous admission.
 - b. Letter written by applicant including:
 1. personal reason for failure or non-completion
 2. how extenuating circumstances have been resolved
 3. a written plan for success
 - c. The recommendation of the Admission and Standards Committee, consisting of the vocational nursing instructors. An interview may be required.
4. Selection for readmission will be made as needed. Students seeking readmission will be given the following priority:
 - a. prior students in passing academic standing
 - b. prior students in failing academic standing
5. After an applicant has been accepted for readmission, he/she will follow standard nursing department policies found in the Vocational Nursing Student Handbook.
6. Professional liability insurance must be paid according to Nursing Department policy.

Progression Requirements

In order for the student to progress in the Vocational Nursing Program, the following requirements must be met:

1. A student must make 70.0% or higher in each course in the program and have a 70.0% or higher performance rating in each clinical area and campus laboratory.
2. If a student fails any course, with a grade less than 70.0%, the student will be dropped from the program.

Progress Records Furnished Student - All Nursing Students

1. Students are provided grades on examinations and periodic individual evaluation conferences are held.
2. Grades are provided at the completion of each major subject and clinical evaluations are provided to each student as required.
3. Transcripts are available upon written request by the student. Charges are listed in the catalog.
4. Upon completion of each term the following grading system for the Vocational Nursing Program is used:
 - P = Satisfactory mastery of the course (70% or higher)
 - N = Incomplete mastery of course competencies within the clock hours designated per term for course completion
 - XN = Administrative Termination (limited to internal reports, posted to the permanent academic record as the grade of N). To be used in reporting excessive absences to the Offices of Student Aid and other agencies
 - W = Official withdrawal from course in which enrolled

UNIFORM APPLICATION OF STANDARDS

The standards of College policy relative to the academic status of the student and all matters relating to the student are uniform at all locations served by Central Texas College. The subsequent sections of the catalog provide information required and unique to Texas campuses.

CENTRAL TEXAS COLLEGE TEXAS SERVICE LOCATIONS

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 College District at Fort Hood, Texas
- Service Area Campus operates satellite offices strategically located in eleven counties with offices in Brady, Burnet, Gatesville, Hamilton, Killeen, Lampasas and San Saba

REGISTRATION

New Student Pre-Registration Advisement

All first-time students are expected to participate in the new student registration process on Central Campus. This process includes academic counseling, schedule planning, registration, orientation and a discussion of the TASP program and its requirements and referral to other specialized services, such as Financial Aid and Veterans Services.

Students who have not satisfied placement requirements must take the Central Texas College Placement Exam or TASP Exam prior to registration. Schedule Bulletins containing necessary registration information are available at all registration and academic department offices.

WHEN TO REGISTER FOR CLASS

Registration Periods

Registration periods for regularly scheduled classes are tentatively scheduled in the college calendar published in this catalog. Specific times, dates, and class information are published separately in the schedule bulletin, distributed prior to each registration period.

Special registrations are conducted for classes offered at locations other than the Central Campus and for courses scheduled other than in the semester calendar. Details of special registration are published and distributed separately.

Registration for the self-paced certificate programs are on continuous registration. Students may enroll anytime, except during Spring Break, Christmas Holidays and other College holidays.

Late Registration

Students are permitted to register late as published in the Schedule Bulletin. A fee of \$10.00 is assessed to those registering after classes begin. Students who complete registration after courses begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up any assignments missed. No students are permitted to register after the scheduled late registration date.

Adding or Dropping Classes

Students wishing to register for additional courses or change course enrollments after registering must have approval of a counselor in the Guidance and Counseling Office. Students receiving financial aid or VA must also have their schedule change approved by that office. All schedule changes must be completed within the time specified by the college calendar. A \$5.00 fee will be assessed for changes made for the convenience of the student.

COURSE ADMISSION

To Be Officially Registered

Students must complete the published registration procedure each term, including payment of all tuition and fees, to gain admission to classes. Installment paying of tuition is not permitted. Students who withdraw are not entitled to remain in class on an unofficial basis.

COST OF CLASSES

Tuition and Fees

The State of Texas requires that each student provide substantiating documentation to affirm residency for tuition purposes. It also requires a student to sign an Oath of Residency.

In order to be eligible for resident tuition rates, a student must prove, to the satisfaction of the Admissions and Records Office, that he/she is entitled to be classified as a resident of Texas.

The responsibility of registering under the proper resident classification is that of the student, and questions concerning his/her right to classification as a resident of Texas must be clarified prior to the time of enrollment.

All tuition and fees are subject to change as approved by the Board of Trustees. All tuition and fees must be paid at the time of enrollment with the exception of fees for the Career Pilot Program, which may be paid in three monthly payments with the first payment due upon registration. A student is not officially registered until tuition payment is made in full. Until all financial obligations to the College have been satisfied, a student cannot register, graduate, or have a transcript issued.

SCHEDULE OF TUITION AND FEES

CENTRAL CAMPUS 1993-1995

Effective Date: Fall Semester 1993

TUITION *

| Semester Hours | Resident | Nonresident & International |
|----------------|----------|-----------------------------|
| 1 | \$54.00 | \$250.00 |
| 2 | \$54.00 | \$300.00 |
| 3 | \$54.00 | \$350.00 |
| 4 | \$72.00 | \$400.00 |
| 5 | \$90.00 | \$450.00 |
| 6 | \$108.00 | \$500.00 |
| 7 | \$126.00 | \$550.00 |
| 8 | \$144.00 | \$600.00 |
| 9 | \$162.00 | \$650.00 |
| 10 | \$180.00 | \$700.00 |
| 11 | \$198.00 | \$750.00 |
| 12 | \$216.00 | \$800.00 |
| 13 | \$234.00 | \$850.00 |
| 14 | \$252.00 | \$900.00 |
| 15 | \$270.00 | \$950.00 |
| 16 | \$288.00 | \$1,000.00 |
| 17 | \$306.00 | \$1,050.00 |
| 18 | \$324.00 | \$1,100.00 |

INDIVIDUALIZED INSTRUCTION

(Tuition in addition to above semester-hour tuition)

Aviation Maintenance \$75.00

Aviation Science *

ASCI 1200 \$740.00

ASCI 1201 \$1255.00

ASCI 1204 \$1870.00

ASCI 2204 \$2855.00

ASCI 2205 \$2370.00

ASCI 2206 \$1655.00

ASCI 2208 \$1605.00

ASCI 2209 \$3825.00

ASCI 2210 \$2230.00

ASCI 2211 \$2815.00

ASCI 2212 \$1360.00

ASCI 2213 \$3060.00

Criminal Justice

Firearms \$25.00

Food Service

FSMG 1401 \$30.00

FSMG 2401 \$30.00

FSMG 2402 \$30.00

Music: Piano and Voice

1 Semester Credit Hour \$105.00

2 Semester Credit Hours \$160.00

3 Semester Credit Hours \$175.00

Other Special Instruction

1 Semester Credit Hour \$50.00

2 Semester Credit Hours \$60.00

3 Semester Credit Hours \$75.00

Photography \$20.00

Physical Education

Bowling \$36.00

Fitness Center \$36.00

Golf \$22.00

Karate \$22.00

Welding

4 Semester Credit Hours \$25.00

5 Semester Credit Hours \$30.00

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

FEES *

| | |
|---|---------------------------|
| Building Fee, semester credit students (per semester credit hour) (does not apply to Fort Hood and Service Area Campuses) | \$3.00 |
| LABORATORY FEE (All Lab courses unless otherwise specified) | Min \$8.00 to Max \$72.00 |
| GED Testing | \$25.00 |
| Graduation | \$25.00 |
| Transcript and Records (per copy)*** (Mail or 24 hour service) | \$3.00 |
| Transcript and Records (immediate) | \$5.00 |
| Institutional Challenge Exam | \$50.00 |
| Preregistration Fee | \$10.00 |
| FAA Exam (one) | \$55.00 |
| FAA Exam (two) | \$80.00 |
| RETURN CHECK FEE | \$10.00 |
| Student I.D. or Meal Card Replacement (per card) | \$5.00 |
| Schedule Change Fees (per drop action) | \$5.00 |
| Late Registration Fee | \$10.00 |
| Late Payment Fee | \$100.00 |

RENT, ROOM & BOARD, AND DEPOSITS ~

| | |
|---|----------|
| International Student Deposit (\$100.00 non-refundable) | \$500.00 |
| Residence Hall Property Deposit | \$100.00 |
| College Housing Deposit | \$150.00 |

Campus Apartments (monthly rental)

| | |
|-----------------------------|----------|
| One-Bedroom Apartment | \$316.00 |
| Two-Bedroom Apartment | \$365.00 |

(There is an additional fee for electricity, billed monthly)

STUDENT RESIDENCE HALL ROOM & BOARD PLAN (per semester):

Fall & Spring Semester:

| | |
|---|-----------|
| Seven-Day Meal Plan, including tax (21 meals) | \$1579.00 |
| Five-Day Meal Plan, including tax (10 meals, Mon-Fri) | \$1208.00 |

Summer Semester: (11 Weeks)

| | |
|---|-----------|
| Seven-Day Meal Plan, including tax (21 meals) | \$1108.00 |
| Five-Day Meal Plan, including tax (10 meals, Mon-Fri) | \$861.00 |

SKILLS CENTER STUDENT ONLY, ROOM & BOARD PLAN (per month):

| | |
|--|----------|
| Seven-Day Meal Plan, including tax (21 meals) | \$475.00 |
| Five Day Meal Plan, including tax (10 meals per week, Mon-Fri) | \$404.00 |

| | |
|---|---------|
| Daily Occupancy Rate (with board) | \$19.00 |
| With Linens | \$24.00 |

| | |
|--|---------|
| Daily Occupancy Rate (without board) | \$8.00 |
| With Linens | \$15.00 |

| | |
|---|---------|
| Daily Meal Plan (3 meals a day) per day | \$11.00 |
|---|---------|

- * All tuition and fees are subject to change as approved by the Board of Trustees.
- ** Additional Career Pilot individualized instruction tuition may be paid in three monthly payments, the first payment is due at time of registration.
- *** Refund of overpayment of transcript and record fees will be made only upon written application of the student.
- ~ Rent, room & board charges are subject to change as approved by the Board of Trustees.
- Room and board must be paid in full upon entering the Residence Hall.
- Room reservation deposits are non-refundable
- Week of Spring Break is not included in cost of room and board.

REFUNDS

REFUNDS OF RENT, ROOM & BOARD, AND DEPOSITS

RENT—Refunded on a pro rata basis after deductions for repair, cleaning, etc.

DEPOSITS—Refunded after deduction for repair, cleaning, etc.

ROOM CHARGES—Non-refundable.

BOARD CHARGES—Refundable on pro rata basis.

REFUNDS OF TUITION AND FEES

No tuition refunds will be made except in the case of cancellation or official withdrawal from the College or from a course.

All refunds for tuition will be computed from the date Application for Withdrawal or Refund is filed with the Records Office (not from the date of last attendance) according to the following schedule:

1. Students who officially withdraw from the Institution shall have their tuition and mandatory fees refunded according to the following schedule:

Fall and Spring Semesters

| | |
|-----------------------------------|------|
| Prior to the first class day | 100% |
| During the first five class days | 80% |
| During the second five class days | 70% |
| During the third five class days | 50% |
| During the fourth five class days | 25% |
| After the fourth five class days | NONE |

Summer Semesters

| | |
|---|------|
| Prior to the first class day | 100% |
| During the first, second or third class day | 80% |
| During the fourth, fifth or sixth class day | 50% |
| After the sixth class day | NONE |

2. Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule:

Regular Session

| | |
|------------------------------------|------|
| During the first twelve class days | 100% |
| After the twelfth class day | NONE |

Summer Session

| | |
|----------------------------------|------|
| During the first four class days | 100% |
| After the fourth class days | NONE |

3. Tuition and fees paid directly to the Institution by Veterans Administration, Title IV (Financial Aid Programs), a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.
4. Adjusted tuition and fees schedules, based upon the above guidelines, will be utilized in determining refunds for students enrolled in courses which vary in length from the regular and summer sessions.

5. 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.
6. Class day count begins with the first day of instruction (the first calendar day of the term) and includes all weekdays, Monday through Friday, which are not designated College holidays.
7. First time students at Central Texas College using Title IV funding will have refund calculated at a pro-rata formula as required by Department of Education. Appropriate tuition and fees will be refunded to the Title IV program funding the enrollment.

REFUND POLICY NON-CREDIT COURSES

No tuition refunds will be made except in the case of course cancellation or official withdrawal from a course. The refund policy for non-credit courses offered by Central Texas College will be as follows:

1. All refunds will be processed on the basis of the date withdrawal form is filed with the Records Office.
2. For courses which meet for more than one class session, refunds of 100% of tuition and fees will be processed for students withdrawing prior to the second class meeting.
3. For courses which meet for only one class session, refunds of 100% will be made only if the application for refund withdrawal is filed with the Records Office prior to the beginning of the class.
4. 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.
5. Any exceptions to the above policy will require the approval of the appropriate Dean and the Director of Fiscal Management.

RESIDENCY CLASSIFICATION

Residency for tuition purposes is determined by State Law for state-supported colleges and is subject to change by the Texas Legislature. Students are responsible for providing documentation, as required by the Coordinating Board to establish their proper residency classification. Questions concerning residency should be directed to the Coordinator of Registration and Records or Registrar prior to registering. A student who knowingly falsely registers as a resident student is subject to disciplinary action. Students must notify Central Texas College of any change in their residency status.

Copies of the Rules and Regulations for Determining Residence Status, the Coordinating Board, Texas College and University System, may be obtained from the Coordinator of Registration and Records or the Registrar. Below is a summary of this publication.

Whenever a change in the student's status affecting his or her residency classification for tuition purposes occurs at Central Texas College, residency documentation must be provided. Students returning to Central Texas College who have been out at least 12 months must redocument residency.

Individuals Over 18

Individuals 18 years of age or older who move into the state, who are gainfully employed within the state for a period of 12 months prior to enrolling in a public institution of higher education, and who demonstrate a clear intent to become a Texas resident, are entitled to classification as residents. Students

enrolling in an institution of higher education prior to having resided in the state for 12 months immediately preceding time of enrollment will be classified as nonresidents for tuition purposes and will remain nonresidents until they have remained out of school for 12 consecutive months. A student classified as a nonresident retains that classification until he provides proof of residence to the Coordinator of Registration and Records or the Registrar.

Dependents Over 18 and Minors

The legal residence of dependent children and minors is usually that of the parents, or that of the parent with whom the individual spends the principal amount of time. Upon divorce of parents, residency of a minor is based on the residence of the parent who has legal custody or has claimed the minor for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment. For dependents over 18, residency is determined by the residency of the parent who claims the student for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment.

Citizens Of Other Countries

Aliens who are living in the United States under a visa permitting permanent residence have the same privilege of qualifying for Texas resident status for tuition purposes as a citizen of the United States. Aliens who are not permanent residents of the United States will be classified as foreign students.

Married Students

Marriage of a Texas Resident does not jeopardize the former's right to pay the resident tuition rate unless the resident has taken steps to claim the out-of-state residence of his or her spouse. A non-resident who marries a resident of Texas must establish his or her own residency by meeting the standard requirements.

Reclassification

Persons classified as nonresident students upon first enrollment in a public institution of higher education are presumed to be nonresidents for the period during which they continue as students. The presumption of "nonresident" is not a conclusive presumption, however, and facts such as full time employment, purchase of a homestead, and demonstration of a fixed intention to reside permanently in the state may be considered. Application for reclassification must be submitted prior to the official census date of the relevant term.

Exceptions

1. Persons in the military service and their dependents are classified as non-residents, but eligible to pay in-state tuition, provided they are assigned to a permanent duty station in Texas with the military service. To be entitled to pay resident tuition, such military personnel and their dependents shall submit at the time of each enrollment a statement from the Commanding Officer or Personnel Officer certifying that they are currently assigned to duty in Texas. Verification forms will be available at all Central Texas College registration locations and Education Centers.

NOTE: Military personnel who retire or separate from active duty in Texas, or who have been stationed in Texas for more than one year prior to separating, ARE NOT automatically considered residents for tuition purposes. Separated military personnel and their family members must have resided in Texas OTHER THAN AS STUDENTS for 12 months before their enrollment and after their discharge from the service, unless they have claimed Texas as their home of record for one year prior to their retirement or separation.

2. Individuals who purchase property in the state one year prior to enrollment are eligible for Texas residency status. Individuals who have owned property in the state for less than one year, but whose property is subject to the ad valorem tax by the college district, may receive a waiver permitting them to pay resident tuition from the date of purchase. Property ownership must be verified and proof from the tax office is required.

3. Nonresidents who receive an academic competitive scholarship of a least \$200 per academic year may pay resident tuition during the registration period in which the scholarship is in effect. The Coordinating Board, Texas College and University System, has established residency verification requirements which affect all new students claiming Texas residency and all Texas resident students who are not continuously enrolled. The Coordinating Board requires all students to respond to specific questions regarding residency, to submit substantiating documentation to affirm residency for tuition and to sign an Oath of Residency. The Coordinating Board requires that all student not connected with the military within the past year submit one or more of the following documents as proof of residency. Copies of these documents must remain on file in the student's record.

ALL DOCUMENTS MUST BE AT LEAST ONE YEAR OLD.

- Texas High School Transcript
- Texas College or University Transcript
- Employer statement of date of employment
- Permanent Driver's License (at least one year old)
- Texas Voter Registration
- Verification of in-district purchase of property
- Lease agreement which includes student's name and period leased
- Property Tax Statement
- Canceled checks from Texas Bank
- Utility bills
- Other third party documentation (notarized)

**Those unable to produce documentation will not be
eligible for in-state tuition rates.**

RECORDS ACCESS

STUDENT RECORDS

In compliance with the Family Educational Rights and Privacy Act of 1974, information classified as "directory information" may be disclosed to the general public without prior written consent from a student, unless the Central Texas College Records Office is notified in writing, by the student, prior to the 12th class day of Fall and Spring semesters, and the 4th class day of Summer semester. This statement of non-disclosure will be retained for one year after submission. Release of additional information pertaining to the student record must be authorized in writing by the student.

DIRECTORY INFORMATION

Name
Local address
Home address
Telephone number
Birth date
Major field of study
Dates of attendance
Degrees and awards received
Most recent previous educational agency or institution attended
Classification
Date of graduation

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

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

STUDENT SERVICES

COUNSELING

As a service to students and to the community, Central Texas College maintains a staff of professional counselors, in addition to faculty advisors in each instructional program.

The Counseling Center assists students in making decisions regarding their vocational, educational, and personal-social plans. As a part of this program, counselors assist in interpretation of tests, inventories, and occupational and educational information.

COURSE PLANNING

Proper planning of courses is important for each student in order to assure that individual objectives may be attained. Guidance in educational planning is available to students and prospective students through the Counseling Center, by appointment and at announced registration periods. Students who are undecided as to their major field of study should contact the Counseling Center for assistance in course planning before beginning the registration process. Students who have decided on a major field of study should contact the appropriate Department Advisor for assistance in course planning. A listing of Department Managers is published in the Student Schedule Bulletin. Final responsibility for a proper and successful educational venture rests with the student.

CAREER PLACEMENT SERVICES

The Career Placement Services Office provides career planning and placement services for students and alumni. Assistance is provided to help students determine their career choices through self-assessment and career information.

Employment assistance is provided to students and alumni seeking part-time and full-time employment while enrolled and upon graduation. Job listings are available for local and world wide job opportunities. Students may register for a national job bank KINEXUS sponsored by the College Placement Council or use a national resume referral service through the National College Placement Association.

Job search techniques, resume writing, and interview skills are provided on an individual basis or through seminars scheduled each semester.

Employment opportunity seminars, in addition to an annual Job Fair, provide an opportunity for employers to disseminate career information and recruit on campus. Representatives of business and industry seeking potential employees may contact the Placement Office for information, to arrange for an interview with students, to participate in the Job Fair, or to schedule an Employment Opportunity Seminar.

INTERNATIONAL STUDENT ADVISEMENT

Central Texas College maintains a special office and staff to assist non-resident alien students in matters related to their enrollment. Services include admissions assistance, academic counseling, and housing assistance. Central Texas College is not responsible for students' immigration status. It is the responsibility of the student to remain in status with INS.

Inquiries should be addressed to the Director of International Student Services at the Central Campus address listed in front of the catalog.

LEARNING RESOURCE CENTER

Individualized, self-paced instruction by open entry/open exit is available all year round. Texts, modules, audio-visuals, and supplies are dispensed from the Learning Resource Center. Classes are provided in the areas listed below:

- Adult Basic Education (ABE)
- General Education Development (GED)
- Mathematics and English preparation for College
- Mathematics and English instruction for nursing students

LIMITED ENGLISH PROFICIENCY TUTORING

- Tutoring services for Vocational/Technical students with limited English proficiency

PROJECT MAINSTREAM

Project Mainstream provides academic support for Central Texas College Skills Center vocational/technical students as well as Central Texas College applied science majors. Program briefings are presented to first time students in the new student orientation. Available services include:

- Tutors for vocational courses and pre-vocational courses
- Campus referral
- Monitoring of satisfactory progress
- Individual and group study skills instruction
- Workshops
 - _ Improving reading comprehension
 - _ Time management
 - _ Note-taking
 - _ Peer Counseling
- Refresher Math and English courses
- Textbook Lending Library

DISABILITY SUPPORT SERVICES

The Disability Support Services Program provides individualized assistance to persons who are physically or sensorially impaired. Documentation of the disability is required to receive services. Students are encouraged to explore and successfully pursue a wide range of educational training. Services offered are:

- Vocational counseling
- Mobility aide
- Assistive device loan service (tape recorders and visual aids)
- Direct liaison to state and national assistance agencies
- Textbooks on tape (per coordination with the Recording for the Blind Agency (RFB))
- Notetaker and reader service
- Reading machine for the visually impaired and learning disabled
- LD specialist
- Career exploration & guidance
- Classroom interpretation services for the deaf

- Classroom & testing accommodations
- Accessible parking for the mobility impaired
- Accessible classrooms
- Accessibility via Telecommunication Device for the Deaf (TDD) (817) 526-1378
- Sponsorship of the "We Can Do It Club"
- Priority registration
- IBM voice activated & laptop computers
- Library learning station (computer, monitor, & printer)

Most campus facilities are reasonably accessible. Where facilities are not accessible, Disability Support Services coordinates modification and/or accommodation with Director of Physical Plant. The accessible parking is provide for those persons who qualify under the provisions of Vernon's Texas Civil Statues.

TRANSPORTATION ASSISTANCE PROGRAM

- Free Services
- All Students-VOCATIONAL/TECHNICAL HAVE PRIORITY
- Special accommodations for disabled
- Pick-up points throughout the local area

SINGLE PARENT/HOMEMAKER/NON-TRADITIONAL CAREER SUPPORT SERVICES

The Single Parent/Homemaker and Non-Traditional Career Student Support Services provides assistance, support, and encouragement to persons who are finding barriers to remaining in school or who are coming to college after a long absence from formal education. Some services are available campus wide while others are limited to those persons of limited income who are enrolled in vocational/technical degree programs. Services offered include:

- Individual Counseling
- Career and Vocational Counseling
- Qualified Day-Care Funding Assistance
- Community/Social Service Agency Referral
- Workshops
- Textbook Loan
- Newsletters

TESTING SERVICES

Central Texas College provides an extensive testing program for interested students and residents of the area. For further information and testing dates, individuals may contact the Testing Office at the Central Campus address listed in the front of the catalog.

ENTRANCE EXAMINATIONS—The ACT (American College Test) is administered by Central Texas College on five national test dates each year. *It is recommended that all new students who have not previously taken the ACT or SAT (Scholastic Aptitude Test) take the ACT for guidance purposes.*

TEXAS ACADEMIC SKILLS PROGRAM EXAMINATION TASP—The “Certification Form” of the TASP Examination is uniformly administered state-wide six times each year. Students must submit applications for testing approximately one month prior to the date of administration. The cost of testing is \$26.00 which must be mailed with the application. Central Texas College serves as an official Texas Academic Skills Program Test site.

PLACEMENT TESTS—Those entering students who have not completed the Texas Academic Skills Program (TASP) examination will be required to take the Placement Test. The Placement Tests are offered year round and students are encouraged to complete testing prior to the published registration dates.

ADVANCED STANDING EXAMINATIONS—CLEP (College Level Examination Program) examinations, which are nationally prepared tests for students desiring to receive credit for knowledge already obtained, are administered by Central Texas College four days each month. By this means students may accelerate their college program and may take courses at the next higher level. To obtain credit, the student must pass the exam, apply for credit and have completed a minimum six semester hours of course work at Central Texas College with a minimum 2.0 G.P.A. Credit will not be awarded if student has previously been enrolled in the specific course.

HIGH SCHOOL EQUIVALENCY EXAMINATION—Central Texas College offers the GED (General Education Development) examination for those who have not completed a formal high school education.

INSTITUTIONAL CHALLENGE EXAMINATIONS—Students may request, through the appropriate Department Manager, permission to take challenge examinations for certain courses. An application for challenging a course must be completed and returned to the Testing Office with the appropriate non-refundable fee. The student will then coordinate with the Testing Office or department for the time and place to take the examination. Students must not have previously enrolled in the course for college level credit. Those who do not make grade “A” or “B” will not be permitted to repeat the challenge examination for that course at a later time. To obtain credit, the student must pass the examination with a grade of “A” or “B,” have completed a minimum six semester hours with a 2.0 grade point average, and submit an application for credit award.

TOEFL (INSTITUTIONAL TESTING PROGRAM)—Test of English as a Foreign Language is administered to all international students enrolled in Central Texas College ESL programs.

OTHER TESTS—Central Texas College also administers other tests as may be useful to people of the community. For a complete listing of available tests or additional information, students are invited to contact the Testing Office. Proctoring services are also available.

EVALUATION OF PREVIOUS EDUCATION

Transfer Students

Transfer of credit from regionally accredited colleges and universities may be accepted when the grade earned was “C” or higher and the course work applies to the student's curriculum. Passing grades lower than “C” may be considered for transfer in accordance with current evaluation procedures and curriculum requirements. Grades other than “A,” “B,” or “C” will not be accepted in transfer in major degree requirements.

Due to the rapid changes taking place in the technological field today, coursework taken in a major field of study or courses directly related to that major field may not be accepted in transfer to satisfy specific Associate in Applied Science degree requirements. Acceptance of course credit in transfer for the above mentioned programs must be approved by appropriate Departmental Managers when coursework was

completed seven years or longer before the student entered the Central Texas College program of study. The Computer Science and the Industrial Technology Departments do not normally accept courses taken over five years prior to entry into a Computer Science or Industrial Technology degree or certificate program.

Non-Traditional Education

Central Texas College recognizes that each student's educational needs, goals, and experiences are unique and that individuals are proficient in many areas of college work that are not formally documented on transcripts. It is the policy of the College to recognize non-traditional 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 non-traditional 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 non-traditional methods usually considered applicable toward a degree at Central Texas College are:

1. The Defense Activity for Non-Traditional Educational Support (DANTES) Courses and Subject Standardized Tests
2. College Level Examination Program (CLEP) - both the General Examination and Subject Examination
3. Institutional Course Challenge Examinations
4. Credit for military schools attended as recommended by the American Council on Education and recognized by Central Texas College
5. Credit for military service basic training
6. Military Job Training and Experience as recommended by the American Council on Education and recognized by Central Texas College
7. American College Testing Program (ACT)
8. College Board Admission Testing Program
9. Correspondence Extension Courses offered by accredited institutions which are members of the National University Extension Association
10. Other—To include certain types of civilian training, specialized testing, and work experience

Evaluation Procedures

Curriculum plans outlining accepted transfer and non-traditional credit as well as remaining requirements are available from the College, Military Education Centers, or the Navy Campus advisors upon the student's request.

Evaluation and final degree plans are provided upon receipt of all official transcripts and documents. Evaluated credit must be validated through successful completion ("C" grade or higher) of a minimum of six semester hours of traditional credit earned in the Central Texas College system. Students on financial hold will not be eligible for final evaluation of non-traditional educational experiences until the financial hold is cleared.

Application for evaluation and a final degree plan may be made by submitting an Evaluation Request form to Evaluations, Central Texas College, at the administrative office serving your area. Addresses are listed in the front of this catalog.

Evaluated credit awarded by Central Texas College applies to its programs of student and may transfer to other institutions according to the policies of the receiving institution. Students planning to transfer to other institutions should consult with those institutions regarding their policies on acceptance of evaluated credit.

Servicemembers Opportunity College

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

- Servicemembers and their family members share in the postsecondary educational opportunities available to other citizens
- Servicemembers and their family members are provided with appropriately accredited educational programs, courses, and services
- Flexibility of programs and procedures, particularly in admissions, counseling, credit transfer, course articulations, recognition of non-traditional learning experiences, scheduling, course format, and residency requirements, are provided to enhance access of servicemembers and their family members to undergraduate education programs

SOC Criteria

In support of SOC criteria and service to its military students and their family members, Central Texas College:

- Has designed a transfer program which minimizes loss of credit, avoids duplication of credit yet maintains program integrity
- Has established guidelines which follow the general principles of good practice outlined in the JOINT STATEMENT ON TRANSFER AND AWARD OF ACADEMIC CREDIT
- Accepts transfer credit earned from regionally accredited institutions consistent with servicemembers' and their family members' degree programs
- Requires only 25 percent of Central Texas College course work to meet residency requirements
- Recognizes as study in residence all credit coursework offered by the College, regardless of location
- Allows students to satisfy residency requirements with courses taken at the College at any time during their course of study
- Provides the Individualized Career Evaluation Process (ICEP) to assess learning equivalence and awards credit to qualified students for specialized military training and experience in accordance with the ACE GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED FORCES
- Provides the Individualized Career Evaluation Process (ICEP) which reflects the principles and guidelines set forth in the statement on AWARDING CREDIT FOR EXTRA INSTITUTIONAL LEARNING, and awards credit for non-traditional learning assessment programs

SOCAD/SOCNAV DEGREE COMPLETION AGREEMENT

All students can continue their Central Texas College degree programs regardless of location. Through the "credit bank" provisions of the Servicemembers Opportunity College, a student may study at any other regionally accredited college and apply the work toward Central Texas College degree requirements, as long as 15 semester hours or 25 percent of degree requirements with a minimum 2.0 GPA have been completed with Central Texas College, and the courses taken at other institutions satisfy the requirements of the Central Texas College degree program. Requests for SOCAD/SOCNAV-2 agreements should be addressed to the SOCAD/SOCNAV-2 Advisor at the administrative office serving the student's location. Addresses are listed in the front of this catalog.

Students no longer attending Central Texas College who previously completed the minimum residency and GPA requirements may request a SOCAD/SOCNAV-2 Agreement by writing to:

Central Texas College
Director, SOCAD/SOCNAV-2
P.O. Box 1800
Killeen, Texas 76540-9990

STUDENT ACTIVITIES

Social and cultural activities play an important part in the life of the college student. The Student Services Office and the Student Activities Office support and guide student development by providing opportunities for individual and group interaction, through student clubs, tournaments, dances, field trips, lake days, and other seasonal activities.

Roy J. Smith Student Center

The Roy J. Smith Student Center is the social center of the campus. The first floor contains the Bookstore, Cafeteria, Snack Bar, and the offices for Handicapped Student Services, Project Mainstream, Single Parent/Single Homemaker, and Student Services.

The Upper Student Center houses the Student Activities Office, the Student Government Association Office, a meeting room, a gameroom, a recreational center, television lounges and is the principal site for dances, parties, and club meetings.

Student Organizations

There are approximately 30 officially recognized student clubs and organizations at CTC. They offer a variety of activities and interests for the students, faculty and staff of the Main Campus, Fort Hood Campus, and Skills Center. *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, movies, picnics and barbecues, dances, 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 fundraisers must be cleared through the Student Activities Office at least two weeks prior to the event. Club sponsors must ensure that all club funds are deposited and disbursed properly through the club's on-campus Agency Fund Account or local bank account.*

CHILD DEVELOPMENT CENTER

Central Texas College has established a Child Development Center designed to serve as a laboratory in which College students can obtain practical experience in child care and early childhood education

programs. The Center, located on Clear Creek Road is licensed to care for 60 children. Members of the community, college students, faculty and staff are welcome to enroll their children in this program.

The Center meets the emotional, social, physical, and intellectual needs of children ages 2 1/2 - 5. The Center is accredited by the National Academy of Early Childhood Programs. Special activities are planned for the summer semester, including studies of other cultures and languages, crafts, gymnastics, water play and field trips. Children 2 1/2 - 7 years of age are accepted during this session.

FOOD SERVICE

Roy J. Smith Student Center (first floor)

Telephone: 817-526-1242
Hours: 8:00 am. to 5:00 pm
Snack Bar: As posted in the Snack Bar
Cafeteria: As posted in the Cafeteria

Residence Hall Students

The residence hall student population is served well-balanced and nutritional meals by a food service contractor hired by the College. A food service advisory committee composed of Central Texas College students, faculty, and staff provides a means whereby students are offered the opportunity to recommend changes. Hot and cold food, full meals or snacks, and beverages are available from the cafeteria or the snack bar located in the Roy J. Smith Student Center.

Each residence hall student is required to purchase one (1) of the two (2) meal plans:

1. Seven-day: 21 meals per week
2. Five-day: 10 meals per week, no Saturday or Sunday

On Saturday and Sunday the residence hall students using the seven day plan will take all meals from the Snack Bar. All other meals must be taken from the Cafeteria.

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 (\$5.00 charge for replacement) to identify the type of board plan purchased. **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 prior to eating. There is a \$20.00 charge to change a meal plan during the semester.

BOOKSTORE

The Campus Bookstore, located in the Student Center, carries new and used textbooks, supplies, tradebooks, and general merchandise. The Bookstore is owned and operated by the Central Texas College for the convenience of students, faculty and staff.

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, golf, bowling, 5K run, badminton and free throw/3-point competition are also provided.

Students from CTC's intramural sports programs also enter into competition with intramural participants from other colleges. The Lone Star Showdown Collegiate Basketball Championship, the Schick Super Hoop 3 on 3, the Texas ASA Collegiate Intramural Softball Championship, and Regional Collegiate Bowling Tournaments are some of the annual competitive events. A complete schedule of activities is available in the Intramural Office in the gymnasium.

GYMNASIUM

The Central Texas College gymnasium 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, treadmill and stairclimber, is also available. Physical Education staff members are available to issue equipment and assist students who wish to use the facilities.

CTC Identification cards are required for use of equipment and facilities.

HOUSING POLICY

Residence Hall

Central Texas College operates an air-conditioned co-ed Residence Hall for 120 full-time students. Part-time students are admitted on a space-available basis. Supervision is provided by a full-time Resident Manager who is responsible for daily operations and educational and social programming. 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 students' convenience during Thanksgiving 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 6 months in advance of the semester of expected enrollment at the college. Applications are honored by semester on a first-come first-served basis, with preference given to full-time students.

A non-refundable reservation deposit of \$100.00 is required with each room application. When the student has taken possession of his or her room, the reservation deposit will serve as a security/damage deposit for that student. The deposit is refundable when the student vacates the room, leaving it clean and undamaged, returns all keys, and has no outstanding balance on his/her account.

Residence Hall students are required to purchase a meal plan. The cost of room and board is determined by the student's choice of meal plan. The cost of the board plan does not include the intervals between the Spring, Summer, and Fall semester or Spring Break.

Room furnishings in the Residence Hall include beds, mattresses, chairs, study table, and individual storage compartments. Private telephone and cable television are available in each room at student's expense. Refrigerators and televisions are available for rent from the College.

Dormitory Pool

Located in the inside court of the Student Residence Hall is a large, in-ground swimming pool. The swimming pool is open to residents of the Residence Hall and residents of Married Student Housing and Staff. The pool is open from June 1 through September 30, weather and maintenance permitting. Pool hours are posted at the pool area along with rules and regulations for the pool. Lifeguards are not available and individuals swim at their own risk.

Students residing in Married Student Housing must use the gate entrance to the pool and present their pool pass as requested. Guests, and children under 13 years of age, must be accompanied by a housing resident.

Married Student Housing

Air-conditioned and carpeted student apartments located on campus are available for married couples and single parents with children. One and two-bedroom, furnished and unfurnished apartments are available for rent. Tenants are billed for electricity monthly. Private telephone and cable television are available in each apartment at the tenant's expense.

Those interested may apply through the Auxiliary Services Office. The Auxiliary Services Office is located in the Student Center.

Parking Facilities

Parking space is available to students who desire to bring their cars to the campus. Each student who drives and parks a car on campus will be required to register the car with the College. Vehicle registration is conducted throughout the semester during announced vehicle registration periods. For vehicle registration at other times, see the Student Handbook. Students, faculty and staff will be required to park in designated parking areas. Parking and traffic regulations are set forth in detail in the Student Handbook.

LIBRARY

The Oveta Culp Hobby Memorial Library is a beautifully appointed building dedicated to a native of Killeen who was the first Secretary of the Department of Health, Education and Welfare. This centrally located facility houses a collection of 75,000 hard-bound volumes, 85,000 volume equivalents on microfiche, 525 periodical subscriptions, and over 1000 audio-visual items. Library materials are arranged on open shelves interspersed with a variety of study facilities such as individual carrels, tables, and lounge furniture. Special facilities include group study rooms, photo reproduction of books and microformat, a learning center including microcomputers, and automated card catalog and periodical database systems.

COPYING SERVICE

Duplicating services may be purchased at the Library and Student Center, through coin-operated service. Copy service has been enhanced by the addition of magnetic card readers for the copiers at the Library and Student Center.

CENTRAL TEXAS COLLEGE FORT HOOD CAMPUS

The Fort Hood Campus offers five eight-week evening cycles per year. Twelve-week Saturday, four-week and noon time "brown bag" courses are also available. All Fort Hood Campus classes are open for active duty personnel and, on a space available basis, to family members, retirees, and those receiving VA benefits. Veterans should contact the Veterans Services Office at Central Campus prior to enrolling at Fort Hood.

The Fort Hood Campus Student Services Office at Building 212 has a full-time staff to provide academic counseling to meet the educational needs of the Fort Hood Community. Servicemembers can also register at Fort Hood for courses offered at main Campus .

Central Texas College Fort Hood Campus recognizes the unique nature of the military life-style and has committed itself to easing the transfer of credits, providing minimal residency requirements, and awarding credit for appropriate military training and experiences.

SERVICE AREA CAMPUS

Service Area Campus operates satellite offices, strategically located in an eleven county area, which provide college credit and non-credit courses to the citizens of Central Texas. In addition to the college courses offered to the community, the following services are provided by the Site Coordinator to facilitate the needs of the students: assistance with financial aid, career exploration, occupational and career testing, and other testing services as requested.

Central Texas College Personnel are located in each of the Service Area Campus offices located in Brady, Burnet, Gatesville, Hamilton, Lampasas and San Saba.

STUDENT FINANCIAL AID PROGRAMS

Central Texas College participates in numerous financial aid programs designed to assist students who demonstrate financial need. Students who participate in the various programs for financial aid must comply with the rules and regulations of the College, as well as those of the program itself, to retain eligibility for the programs. Federal regulations require financial aid recipients to make satisfactory progress toward their current degree objective. Academic transcripts are monitored and financial aid will be denied when a student falls within the probationary status as defined in the current College catalog.

Central Texas College participates in the following financial assistance programs:

Federal PELL Grant

The Federal PELL Grant is authorized by the Higher Education Act Amendments of 1972 to assist students in pursuing their first undergraduate degree. The intent of the Federal PELL Grant is to provide a foundation of financial assistance to supplement the cost of postsecondary education. The amount of the Federal PELL award is based on the actual cost of the student's education while attending Central Texas College. Applications are available in the Office of Student Aid.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant, authorized by the Higher Education Act Amendments of 1972, is available only to those students who demonstrate financial need. Grant awards and renewals are made on the basis of demonstrated financial need and satisfactory academic progress. To be considered for the Federal SEOG, a student must complete the Family Financial Statement from the needs analysis services of one of the central processing agencies. This form is available in the Office of Student Aid.

Texas Public Educational Grant

The TPEG is a State of Texas grant program available to students who are Texas residents and who demonstrate financial need. The student must be enrolled half-time (6 semester hours or more) to be considered for this grant. Application for the TPEG is the Family Financial Statement from the needs analysis services of one of the central processing agencies. This form is available in the Office of Student Aid.

Federal College Work-Study Program

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. To be considered for the Federal CWSP, a student must complete the family Financial Statement and the needs analysis services of one of the central processing agencies. This form is available in the Office of Student Financial Aid.

Federal Perkins Loan Program

Central Texas College participates in the Federal Perkins Loan Program as authorized by the National Defense Education Act of 1958. Interest rate on the loan is 5% per annum, beginning six months after the date on which the borrower ceases to carry at least 6 semester hours of coursework. The minimum repayment is \$30.00 per month with a maximum repayment period of ten years. Awards are based on financial need and academic performance. Interested students must complete the Family Financial Statement from the needs analysis services of one of the central processing agencies.

Federal Stafford Loans

An undergraduate student may borrow up to \$2,625 per academic year with an aggregate loan limit of \$17,250. These are loans obtained by the student from a lending agency outside the college such as a bank, savings and loan association, credit union, etc., which are insured by the Federal Government. The interest rate is 8% per annum simple interest. The Government will pay the interest charge while the student is enrolled at least half-time. Repayment begins six months after leaving school.

Interested students should obtain detailed information and application forms directly from lending institutions or the Office of Student Aid.

Loans must be repaid. Students who are awarded Stafford Loans (GSL) or Perkins Loans (NDSL), must attend a pre-loan counseling session. This session provides additional information about the loan programs such as monthly repayments, deferments, grace period and cancellations. The applicant will be advised of the disbursement procedures during the counseling session. Students receiving loans must advise the Office of Student Aid when leaving the college. Each student must have an exit interview regarding their rights, responsibilities, and loan payment scheduling.

The Central Texas College Scholarship Fund

Central Texas College annually awards several two-year \$2,000 scholastic scholarships to qualified high school students. Information regarding this scholarship program may be obtained from the Offices of Student Aid.

Inquiries concerning student financial aid should be sent to the Offices of Student Aid.

Satisfactory Progress

Central Texas College students who are receiving financial aid are required to make adequate progress toward a degree objective in order to remain eligible to receive financial aid.

The following Satisfactory Progress standards are applicable to all students who receive financial aid at Central Texas College.

- a. The maximum time frame for the completion of a degree program is the equivalent of six 12-week or 16-week semesters of full-time enrollment. This time frame includes the entire attendance history of a student regardless of whether financial aid was or was not received.
- b. The time frame for students enrolled full-time (enrolled in twelve or more credit hours) shall be no more than six 12-week or 16-week semesters of full-time enrollment to complete a degree program.

- c. Three-quarter time students (enrolled in nine to eleven credit hours) shall have eight 12-week or 16-week semesters of three-quarter time enrollment to complete a degree program.
- d. Half-time students (enrolled in six to eight credit hours) shall have twelve 12-week or 16-week semesters of half-time enrollment to complete a degree program.

Satisfactory progress can be met with any combination of full-time or part-time enrollment, including attendance during summer sessions. Students may refer to their degree plan, college catalog or see a counselor for further details regarding their specific academic program.

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 forces must be registered.

The law specifically requires that, in order to receive Title IV aid, all aid applicants are required to file a Statement of Registration Compliance.

VETERAN BENEFITS

Central Texas College's programs are approved for those who wish to attend and receive benefits under the Veterans Readjustment Benefits Act of 1966, Post-Vietnam Era Veterans Educational Assistance Program, the Veterans Educational Assistance Act of 1984, Chapter 106-Reservists Education Bill, Chapter 30—VA Education Bill of 1986, and family members qualified for VA Educational Benefits, Chapter 35.

Students attending with the aid of veteran benefits should inquire at the Office of Veteran Services, prior to registration, to obtain needed information relative to their enrollment and certification of attendance to the Veterans Administration. All new veteran students must furnish the Veteran Services Office an original copy of DD214 or a copy certified by the County Clerk. The veteran must also furnish certified copies of marriage certificates, divorce certificates, and family members' birth certificates, if applicable.

Students must provide an approved, signed degree plan to the Veteran Services Office prior to certification of their initial semester. Degree plans are available through the Counseling Office or through Departmental Advisors. Transfer students should have copies of all previous transcripts for initial counseling sessions. It is the student's 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.

Veterans should have military credit evaluated at the close of the first semester or upon successful completion of 12 semester hours and furnish the Veteran Services Office with a copy of the updated degree plan. Also, any transfer credits from prior education need to be evaluated before the close of the first semester and a copy of the updated degree plan furnished to the Veteran Services Offices.

Records of progress are kept by Central Texas College on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and non-veterans alike, at the end of each scheduled school term.

NOTE: Students must advise the Veterans Service Office each semester/term of courses in which they are enrolled.

MILITARY EDUCATION BENEFITS

Active duty military personnel may wish to attend Central Texas College under the military Tuition Assistance Program, which pays for 75% to 90% of tuition. Information and applications for military Tuition Assistance are available through Military Education Centers or Navy Campus offices.

VOCATIONAL REHABILITATION

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 Office (refers only to Texas campuses.)

COLLEGE POLICIES AND REGULATIONS

ACADEMIC POLICY

Academic Load

Students are responsible for determining the academic load they may successfully complete during each semester.

FULL-TIME: Students registering for 12 or more semester hours during fall or spring semesters are considered to be full-time students. Students who register for 8 or more semester hours during the ten-week summer session or 4 or more semester hours during the first or second summer session are considered to be full-time students.

NORMAL LOAD: The normal load for students wishing to complete degree requirements in two academic years is 15 to 18 semester hours per term.

MAXIMUM LOAD: Except as stipulated in a program of study, no student will be permitted to enroll in six academic courses or in more than 18 semester hours without the approval of the Campus Dean. The maximum load for a five-week session is 8 semester hours and the maximum credit that a student can earn during the entire summer session is 14 semester hours. Students enrolled in an eight-week session may take a maximum of 9 semester hours. The College reserves the right to limit the course load carried by any student.

MINIMUM LOAD: No minimum load is required.

NOTE: Students attending college with financial aid or veterans benefits assistance may be required to meet academic course load standards other than those noted above. Details should be obtained from the Office of Student Aid or the Veteran Services Office prior to registering for courses.

ATTENDANCE POLICY

Tardiness

Students are required to be in classrooms on time. Instructors may choose to lower a student's grade because of tardiness. Excessive tardiness, since it is disruptive to the educational process, may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action. Details can be found in the Student Handbook which is available at the Office of Student Services.

Class Attendance

Because absences for any reason negatively affect the learning process, the individual student, and the class, students are expected to attend all classes in which they are enrolled. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected, and the College reserves the right to deal at any time with individual cases of nonattendance.

- The effect of absences on grades is determined by the instructor.
- Excessive absences constitute cause for dropping a student from class; in such a case, the grade of "FN" may be given.
- In extreme cases the academic dean may suspend the student from the College.
- When absence from class is necessary for any reason, the student has the responsibility to arrange to make up assignments missed during the absence.
- The decision to allow a student to make up work following any absence rests solely with the instructor.
- Students who desire to be absent from classes for the observance of a religious holy day should submit a request to each instructor by the 15th calendar day after the first day of the semester. Although students will be excused from classes, they will be responsible for make-up of all work or tests missed. A "religious holy day" refers to a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

Excessive Absences

Absences from classes for any reason must not exceed College standards. Because objectives can vary from department to department and from course to course, the instructor shall inform students of specific course objectives at the initial class meeting. A student who is not meeting course objectives may be withdrawn from the course at the discretion of the instructor.

- Students who have not attended class by the 12th class day will be dropped by the instructor with a grade of "W."
- Students may be administratively withdrawn from any class when their absences exceed a total of four class meetings for a long semester, three class meetings for an eleven-week semester, eight-week semester, or for a six-week semester, and in the opinion of the instructor, they cannot satisfactorily complete the course. The final decision rests solely with the instructor.

The following specific rules apply to absences:

- Instructors are required to keep attendance records.
- Each faculty member will inform students of the attendance policy of the course at the initial class meeting.
- Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.
- Failure to meet the attendance requirements in a course may lower a grade for the semester or may result in failure of the course.
- An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.
- Only instructors can authorize an absence. Regardless of the reason for the absence, students are responsible for completing all course work covered during any absence.

Official Withdrawal Policy

It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund at the CTC Records Office or with a Central Texas College representative at the Military Education Center.

- The withdrawal form must be signed by the student.
- Application for Withdrawal will be accepted at any time prior to the completion of the 12th week of classes for 16-week courses.
- Application for Withdrawal will be accepted at any time prior to the completion of the 6th week of classes for 8-week courses.
- Application for Withdrawal will be accepted at any time prior to the completion of the 4th week of classes for 6-week courses.
- Students using Financial Aid, Military Tuition Assistance, VA benefits, or other than personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, students are referred to the Student Financial Aid Office or the Veteran Services Office. Military Tuition Assistance students are referred to the Military Education Center. Students must withdraw in person after receiving FA, MTA, or VA approval.
- A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

Texas Academic Skills Program

Based upon Texas Higher Education Coordinating Board (THECB) guidelines, TASP non-exempt students required to remediate based upon institutional placement or TASP score results will be withdrawn from all college level course work if they accumulate excessive absences and are administratively withdrawn from their developmental studies course(s).

Self-Paced Certificate Programs

In the self-paced certificate programs, if a student misses more than 25% of the time they have contracted for in a month's time, the student may be dropped for nonattendance and will be required to re-enroll for the class.

ARE YOU OFFICIALLY ENROLLED

Class Membership

The only way to become an official member of a class at Central Texas College is by following the established procedures for registering and paying tuition and fees. No person is officially enrolled until all charges have been paid in full. Installment payment of tuition is not permitted. When a student officially withdraws from a course, that person is not entitled to remain in class on an unofficial basis. Only those students who are officially enrolled have the privilege of attending classes.

YOUR CLASSIFICATION IS

FRESHMAN—with thirty semester hours or less of college level credit recorded on your permanent record.

SOPHOMORE—with thirty-one semester hours or more of college level credit recorded on your permanent record.

RESIDENT CREDIT

All Campuses

A student may earn an associate degree entirely through study at campuses outside the State of Texas or in combination with courses at the Texas Campuses. At least 15 semester hours must be earned by formal study at Central Texas College, regardless of campus location. Courses offered at all Central Texas College campuses meet the same academic standards and carry the same resident credit.

CREDIT TRANSFER

To Other Colleges and Universities

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. Credits earned at Central Texas College are transferable to other institutions in accordance with policies of the receiving institutions. Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of the receiving school for degree requirements and transfer policy.

Resolution Of Transfer Dispute

Generally, colleges and universities will accept general academic transfer courses (courses within the Texas Common Course Numbering System, see page 38.) In cases where a public institution of higher education does not accept a course or courses for transfer, the following procedure shall be followed to resolve the transfer dispute:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, that institution shall give written notice to the student and the other institution that the transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the Texas Higher Education Coordinating Board (THECB) rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student receives written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the THECB of the denial.
4. The Commissioner of the THECB or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

Both the Associate in Arts and Associate in Science degrees have been developed to accommodate transfer to senior colleges. All of the required curricular courses are equivalent to courses found in the current edition of the *Community College General Academic Course Guide Manual* and are approved by the THECB.

CREDIT TRANSFER LIMITS

Maximum Hours for Transfer To Other Colleges

As a general rule, senior colleges will accept a maximum of 66 semester hours of transfer credit from junior colleges. Students who plan to transfer should not take more than this number of hours unless they have written permission from the chosen senior college.

HOW TO CHOOSE COURSES

Common Course Numbers

In the past, transferring credits from one college to another meant trying to match comparable courses. Since every college had its own scheme for abbreviating its courses, this process was often complicated and time consuming for both students and advisers. In the common course numbering system, participating institutions in Texas have agreed to accept a standard numbering system for commonly transferred academic courses. The Texas Common Course Numbering Systems (TCCNS) will accomplish two purposes:

1. TCCNS will assist students in identifying which courses at one college will meet specific course requirements at another college;
2. TCCNS will assist college personnel in identifying courses with comparable content so that certain competencies can be expected upon completion of such courses.

The common course numbering system promotes the successful transfer of course work among colleges and universities in Texas, making the transfer process easier for students.

The courses with common numbers in this catalog have the course prefix and course number underlined. Converting to the common course numbering system required changing many course numbers. The old course numbers are in brackets following the course title as shown below:

HIST 2311 **Survey of Western Civilization I** **[HIST 1303]** **(3.0) Credit: 3**

It is important to know what courses are recognized as common at the school to which you plan to transfer. Use its catalog to gain an understanding of the system at that institution and check with the appropriate campus office if you have questions.

WHAT TO DO ABOUT COURSE PREREQUISITES

Course Out Of Sequence

Students who, for scheduling reasons, find it desirable to take an advanced course prior to completing the prerequisite must secure, in writing, approval from the department advisor prior to registering for the course. Approval does not release the student from final responsibility for satisfactorily completing all course requirements.

HOW YOU RECEIVE GRADES

Grade Reporting

Grades are assigned by faculty members based on attendance, class and laboratory performance, test scores and other departmental academic requirements. Students are encouraged to become familiar with each instructor's requirements for grades and class syllabus.

Grades are reported by two methods:

1. Grade Reports are mailed by the College to the student's address of record at the end of each term. This method of reporting grades permits students to judge their performance at the end of each term. Students are responsible for notifying the appropriate Central Texas College Records Office of change of address.
2. Transcripts are provided by the Records Office and are the official report of completed courses, grades, and credit awarded by the College. For information on ordering transcripts, see pages 45 and 46.

Grades and Point Average

The grading system at Central Texas College is as follows:

| Grades | Grade Points |
|---------------------------------|--------------|
| A — Superior | 4 |
| B — Above Average | 3 |
| C — Average | 2 |
| D — Passing, but Unsatisfactory | 1 |
| F — Failure | 0 |
| I — Incomplete | 0 |
| N — No Credit | 0 |
| P — Completed | 0 |
| W — Withdrawal | 0 |
| XN — Non Attendance | 0 |
| FN — Non-attendance | 0 |

Grade Designations

“D”

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

“F”

Failure may be awarded for lack of academic progress or failure to attend. “F” grades may not be removed with “W” or “I” grades. Students who elect to repeat a course for which they have received an “F” must re-register, pay full tuition and fees, and repeat the entire course.

“I”—Incomplete

An incomplete grade may be given in those cases where a student has completed the majority of the coursework, but because of personal illness, death in the immediate family, or military orders, is unable to complete all the requirements for a course. Notice of absence with supporting documentation may be required by the instructor. Students are requested to notify instructors in advance of absences whenever possible. The instructor makes the final decision concerning the granting of the incomplete grade.

In awarding the grade of “I,” the instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 90 days after the scheduled end of the class. It is the responsibility of the student to arrange with the instructor for the assignment of work necessary to complete the course and change the “I” grade within the time specified. An “I” grade cannot be removed by the grade of “W.” If a student elects to repeat the course, the individual must register, pay full tuition and fees, and repeat the entire course.

NOTE: In calculating the grade-point average for graduation or other purposes, the “I” grade is calculated as an “F.” Students must complete course requirements to remove the “I” within the period specified.

“N”—No Credit

The grade of “N” is reserved for use with developmental and designated non-traditional, modular courses and will be awarded 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 developmental and designated non-traditional, modular courses and will be awarded to students who have satisfactorily mastered all the course requirements. When used with credit-granting courses, earned credit hours will be displayed on the transcript. Quality points and grade point calculation are not computed.

“X”—Non-Attendance

The grade of “X” is reserved for use with developmental and designated non-traditional, modular courses and will be awarded to students who have failed to make satisfactory progress due to failure to attend.

“W”—Withdrawal

Students who officially withdraw will be awarded the grade of “W,” provided attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

Grade Point Averaging

A student's grade point average is calculated by dividing the total grade points by the total attempted semester hours. Grades of “W,” “N,” “P,” and “X” are not included in these calculations. Grades from developmental courses are not calculated.

Grades and Financial Aid

Students attending college with Military Tuition Assistance, financial aid, or VA benefits should be familiar with the requirements and possible obligations incurred, particularly upon receiving a grade of “F,” “I,” “W,” “N,” or “X.” For additional information, contact the Director of Student Aid Office.

Change Of Grades

Students who feel that there has been a computational error in grading must immediately contact the instructor to the course in question. Students must bring this matter to the attention of the instructor involved no later than 90 days after the end of the course in order for a grade change to be considered. Administrative personnel of Central Texas College are not authorized to change an instructor's grade.

Repeating A Course

The total hours earned toward a degree are not increased if a student repeats a course in which a passing grade has already been earned, although both grades remain on the transcript. Through repeating a course, only the last grade earned is utilized in computing the grade point average. Other colleges may compute the GPA in a manner different from Central Texas College. Honors designation at graduation considers all grades, including repeated courses. A student who repeats a course should notify the Records Office for recomputation of cumulative grade point average.

ACADEMIC STANDARDS

Student Responsibility

Students are expected to be aware of their grade point average. The method of calculation of grade point average is noted above. Students are encouraged to compute their grade point average frequently. Students are responsible for knowing whether or not they are eligible to continue in the College. An ineligible student who nevertheless registers in the College shall be withdrawn, and the student shall not receive special consideration for the plea of lack of knowledge of scholastic status. To aid the student, scholastic probation or suspension will be printed on the semester grade report. Students who receive grades below “C” (2.0) for any course should seek academic counseling to determine the causes of unsatisfactory work and receive recommendations for improving grades in subsequent classes.

Testing and Evaluating Students

The State of Texas mandates various testing programs for students attending public colleges; and the Commission on Colleges of the Southern Association of Colleges and Schools, the regional accrediting body for postsecondary degree-granting institutions in Texas and throughout the south, requires that accredited institutions establish adequate procedures for evaluating the effectiveness of their instructional programs and the achievement of their educational goals. In carrying out these responsibilities, Central Texas College may require such testing of its students or conduct such other programs of evaluation as may be required by law or deemed necessary or appropriate at the sole discretion of the faculty and administration. Such tests or programs of evaluation may be initiated, implemented, or administered at any time without prior notice to or the approval of any student who is enrolled or who is planning to enroll in Central Texas College.

The Texas Academic Skills Program (TASP)

The Texas Education Code, Sec.51.306, states that all students "who enter public institutions of higher education in the fall 1989 and thereafter must be tested for reading, writing, and mathematical skills." This includes all "...full-time and part-time freshmen enrolled in a certificate or degree program...," any non-degree students prior to the "accumulation of nine or more (college) credit hours or the equivalent," and "...any transfer students with fewer than 60 semester credit hours or the equivalent who have not previously taken the tests."

A student may not "...enroll in any upper division course (the) completion of which would give the student 60 or more semester credit hours or the equivalent until the student's test results meet or exceed the minimum standard in all test scores."

The Texas Academic Skills Program (TASP) is required to ensure that students enrolled in Texas public colleges possess the minimum academic skills and aptitude needed to perform in general college-level course work. TASP includes a testing component designed to identify and provide diagnostic information about the reading, writing, and mathematics skills of each student. Since the TASP examination is not intended for placement in a specific college course, the examination scores, with other pertinent information such as high school grades, ACT or SAT scores, and institutional placement examination scores, may be used to ensure the proper placement of the student in reading, writing, and mathematics courses.

Students required to take the TASP test must do so before accumulating nine college-level semester credit hours or the equivalent. Pre-collegiate courses, such as developmental or remedial English and mathematics, are not counted in calculating the semester credit hours for meeting the testing requirement.

Based on the level of the students' skills as reflected on the English and mathematics sections of the ACT or the verbal and quantitative sections of the SAT, students planning to enroll are required to take the essay portion of the college placement test and should seek advice from the College on the best time to take the TASP test, e.g., before or after an opportunity has been provided to review or obtain any necessary developmental or remediation courses in reading, writing, and mathematics.

For information on who must take the TASP test and to obtain a copy of the TASP Registration Bulletin, students should contact the Counseling Office at Central Texas College or the university they are currently attending or are planning to attend. The TASP test fee will be paid by the students.

**Performance on the TASP test will not be used
as a condition of admission.**

HONOR ROLL

Students whose scholastic achievement is outstanding are notified by letter of the "Dean's Honor Roll." The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college level credit taken concurrently during the regular semester or 8 semester hours of college level credit taken during the summer semester.

HONOR SOCIETIES

Epsilon Delta Pi: Students who have completed at least 15 semester hours, which includes at least 6 semester hours in computer science, and who meet the scholastic requirements may apply for membership in Epsilon Delta Pi, a national honor society in the computer sciences.

Phi Theta Kappa: Students who have completed 30 semester hours of college credit (at least 12 hours at Central Texas College), who are currently enrolled in at least 6 semester hours, and who meet the scholastic requirements of the Sigma Iota Chapter may be eligible for membership in Phi Theta Kappa, National Honor Fraternity of American Junior Colleges.

GRADE REQUIREMENTS

Minimum For Satisfactory Progress

GRADUATION—requires an overall grade point average (GPA) of 2.0, to include a minimum 2.0 at Central Texas College. Associate Degree Nursing students must have no grades lower than a "C" (70) to receive the Applied Science Degree in Nursing and to be recommended by the Nursing Department Chairman for eligibility to apply for the State Board Exam. Associate degrees in Arts, Science, or Applied Science require a "C" for each course in the major. Graduation GPA includes all Central Texas College grades and grades in transfer courses accepted toward the degree.

SATISFACTORY PROGRESS—Students at Central Texas College must achieve a 2.0 cumulative GPA to maintain satisfactory progress toward graduation.

IF YOU DON'T MAKE THE GRADE

During The First Seven Semester Hours

Students who fail to maintain a 2.0 cumulative GPA during their initial 7 semester hours will be notified of unsatisfactory progress and required to participate in an academic counseling session prior to re-enrollment.

After The First Seven Semester Hours

Students who fail to maintain a 2.0 cumulative grade point average after the first 7 semester hours will be placed on **ACADEMIC PROBATION** during the next term in which they register.

PROBATION—Students who fail to achieve a 1.0 grade point average during any term after the first 7 semester hours will be placed on academic probation if their cumulative grade point average is not 2.0 or above. Academic probation will be removed for students who achieve a 2.0 or better grade point average during their term of probation, and whose cumulative grade point average is 2.0 or better. Students who fail to achieve a 2.0 grade point average during their semester of probation will be placed on **SUSPENSION** and cannot register for classes until completion of requirements for returning to class, which are listed below.

SUSPENSION will also be imposed for those students who fail to achieve a 1.0 grade point average during any term (except upon completion of the first 7 semester hours, at which time probation will be imposed) if their cumulative grade point average is below 2.0.

Students on suspension who achieve a 2.0 or better grade point average during their term of suspension, and whose cumulative grade point average is 2.0 or higher, will be removed from suspension. Students on suspension who achieve a 2.0 or better grade point average during their term of suspension, but whose cumulative grade point average is below 2.0, will be placed on probation. Students on suspension who fail to achieve a 2.0 grade point average during their term of suspension will remain on suspension.

A student suspended for the first time may petition the college to re-enter the next semester. For a student who receives a **second** suspension, the mandatory suspension period is one sixteen-week semester or two eight-week terms. A **third** suspension requires the student to remain suspended from the college for two consecutive sixteen-week semesters or four eight-week terms.

In the self-paced certificate program, a student will be placed on probation after receiving the second consecutive "N" grade. The student will be required to see a counselor for academic advisement.

In the self-paced certificate program, a student will be placed on suspension after receiving the fourth consecutive "N" grade. The student may petition the college for re-entry after the first suspension. If a second suspension occurs, the student will remain suspended for 30 days.

NOTE: Suspended students who receive financial aid or VA benefits are reported to the Financial Aid Office or to the Veterans Administration, and must meet financial aid or VA requirements prior to the reinstatement of their financial aid or VA benefits.

HOW YOU MAY RETURN

Return To Class After Probation

Students on probation must sign a probation agreement and receive re-entry counseling.

Return To Class After Suspension

Students who have been suspended may be permitted to re-enter the college on an individual petition basis. Students granted re-entry must complete a re-entry petition agreement, have three counseling sessions during the term, complete courses (including remedial or developmental courses) as directed by the counselor, and provide the counseling office with written proof that they are maintaining required academic standards on each visit.

CLASSROOM VISITORS

Visitors In Class

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 small children in class. Parents must make arrangements for the care of their children during class meetings. College policy does not permit a student to audit courses.

REGULATIONS GOVERNING STUDENT ACTIVITIES

STUDENT RESPONSIBILITIES

Address Change

All correspondence from Central Texas College to the student will be to the address provided on the application for admission. Any address changes must be made in writing to the Records Office. Students are responsible for all communication mailed to the last address on file.

Name Changes

Individuals must provide their legal name on their Application for Admission as it is the name that will appear on their official student record. To change a legal name to a new legal name, the student must submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, the student must present a copy of the marriage certificate. A female student who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name, must present a divorce decree or signed court order showing restoration of the maiden name or other names. A notarized affidavit must be provided prior to processing the name change. Name change documents and affidavits must be submitted to the Records Office.

Falsification Of Records

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

Hazing, Disruptive Activities

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

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 will be considered examples of scholastic dishonesty:

1. *Plagiarism*—The taking of passages from the writing of others without giving proper credit to the sources.
2. *Collusion*—(a) using another's work as one's own, or (b) working together with another person in the preparation or work, unless such joint preparation is specifically approved in advance by the instructor.
3. *Cheating*—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.

DRUG AND ALCOHOL ABUSE

Students are admitted to Central Texas College for the purpose of educational, social, and personal enhancement. As students, they have rights and privileges, as prescribed by State and Federal Constitutions, statutes, and policies of the Board of Trustees of the College District. With these rights and privileges, students also have certain duties and responsibilities essential for creating an environment where all students can learn how to live productive, fulfilling lives. Substance and alcohol abuse disrupts this environment and threatens not only the lives and well being of students, faculty and staff but also the potential for education, social, and personal enhancement. It is, therefore, important for all members of the college community to take responsibility for preventing substance and alcohol abuse.

In recognition of the problems associated with substance and alcohol 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 poses to the college community.

Central Texas College is committed to providing comprehensive drug education and prevention programs as well as early intervention and referral services. In support of this commitment, Central Texas College has established the Substance Abuse Resource Center in the Student Services Building on Central Campus to provide information and assistance to the college community. Through this program, Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and substance abuse. Information relating to drug and alcohol abuse at Central Texas College locations outside of Texas will be provided at individual campus sites.

To ensure compliance with applicable institutional, state and federal guidelines relating to the illegal use of illicit drugs and the abuse of alcohol, Central Texas College annually distributes an information flyer to all employees and students which addresses:

- Standards of conduct
- Legal sanctions
- Health risks
- Counseling options
- Disciplinary action

Those individuals seeking further information should contact the Substance Abuse Resource Center or the Central Texas College site representative.

STUDENT DISCIPLINE

Students are admitted to Central Texas College for the purpose of educational, social, and personal enhancement. Each student has rights, privileges, duties and responsibilities, as prescribed by State and Federal Constitutions and statutes and policies of the Governing Board of the Institution. These rights and responsibilities are outlined in the official Student Handbook.

Students who do not adhere to the college disciplinary policies outlined in the Student Handbook will be subject to disciplinary action by the Director of Student Services or a Disciplinary Committee.

If disciplinary action is taken, a student will be afforded due process and the right to appeal. Details can be found in the Student Handbook which is available in the office of the Director of Student Services.

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 from an administrative office 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.

HOW TO OBTAIN TRANSCRIPTS

Transcripts Ordering

Student records are considered confidential. Convenient forms for ordering transcripts are available from the Records Office.

The first transcript is issued free of charge. Graduates are provided an information transcript free of charge upon graduation. The fee of \$3.00 for all other transcripts must accompany the written request signed by

the student. There is an additional cost for less-than-24 hour service. Requests for transcripts will be honored as soon as possible in the order of receipt. During peak periods, such as graduation, end of semester and registration, additional time will be needed to process a request. Telephone requests will not be honored. It is not acceptable to send or receive facsimile (FAX) transcripts.

The transcript of College work is an official copy of the student's permanent record bearing the College seal and official signature. Transfer credits from other colleges are not listed on the Central Texas College transcript. Students should request transcripts directly from other colleges attended, if the coursework is needed.

Requests for transcripts must be addressed to the Records Office at the Central Campus address listed in the front of this catalog. Transcript requests should include full name, social security number, date of birth, and last month, year, and location of attendance as well as the complete address to which the transcript is to be sent.

The registrar may deny a student's transcript request if the student has an outstanding obligation to the College. The obligation may be due to a library fine, parking ticket, bad check, non-repayment of financial aid or failure to comply with admissions requirements.

NOTE: Records of students attending branch campuses are maintained at branch campus offices until the branch campus Director of Student Services is informed by the student in writing that the student has moved. Academic records are then transferred to the office at Killeen, Texas.

NOTE: Transcripts may be provided only upon the written request of the students.

CERTIFICATE AND DEGREE REQUIREMENTS

WHAT DEGREES ARE OFFERED

Central Texas College confers the Associate in Arts, the Associate in Science, the Associate in Applied Science, or the Associate in General Studies degrees upon students who have successfully completed all the minimum and specific requirements for graduation. The minimum requirements for each degree are listed below. To earn a degree, students must also complete the specific degree requirements in the curriculum plan for their major field of study as shown in the programs of study. Except for the Associate in General Studies Degree, students may not use the minimum requirements listed below to "tailor" their own degrees. It is the student's responsibility to apply for the degree. Each degree candidate must earn a minimum of 25% of course work in traditional study at Central Texas College. No designation of a program discipline will be written on the face of any Central Texas College degree or certificate.

A person may be awarded one degree from Central Texas College. Students wishing to be awarded a second degree must satisfy all requirements for the second degree, including at least 12 additional semester hours of traditional courses in residence at Central Texas College after degree requirements have been met. This requirement is in addition to those requirements already completed for the award of the first degree. The Associate in General Studies Degree may not be awarded more than once to any student.

MINIMUM REQUIREMENTS FOR

Associate In Arts Degree

Students should coordinate with the senior college to which they intend to transfer to ensure that the courses they take at Central Texas College will fulfill graduation requirements there. To receive an Associate in Arts degree students must complete a minimum of 64 semester hours which must include:

1. Twelve semester hours of communications to include a, b and c:
 - a. ENGL 1301 and 1302
 - b. Three semester hours of ENGL 2322, 2323, 2326, 2327, 2331 or 2332
 - c. Three semester hours of speech
2. Three semester hours of humanities or fine arts (see page)
3. Three semester hours of mathematics, MATH 1314 or higher
4. HIST 1301 and 1302
5. GOVT 2301 and 2302
6. Eight semester hours of foreign language (1411, 1412 sequence)
7. Eight semester hours of natural science
8. Four semester hours of physical education from activity courses
9. A minimum of three semester hours of computer instruction (see page)
10. A minimum of 25 percent of semester hours credit earned within the Central Texas College System
11. All required courses in the major as listed in the college catalog
12. Satisfy a, b, and c:
 - a. A minimum overall grade point average of 2.0 ("C" average)
 - b. A minimum of 2.0 ("C") on each course in the major
 - c. A minimum of 2.0 ("C") with Central Texas College
13. A passing grade on all sections of the "Certificate Form" of the TASP test ^{1*}
14. Meeting all other College and departmental requirements

In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts Degree requirements when approved by the appropriate Department Chair.

^{1*} This does not apply to any student who has earned three or more semester credit hours of college credit prior to the Fall Semester of 1989.

Associate In Science Degree

Students should coordinate with the senior college to which they intend to transfer to ensure that the courses they take at Central Texas College will fulfill graduation requirements there. To receive an Associate in Science degree, students must complete a minimum of 64 semester hours which must include:

1. Twelve semester hours of communications to include a, b and c:
 - a. ENGL 1301 and 1302
 - b. Three semester hours of ENGL 2311, 2322, 2323, 2326, 2327, 2331 or 2332
 - c. Three semester hours of speech
2. Three semester hours of humanities or fine arts (see page)
3. HIST 1301 and 1302
4. GOVT 2301 and 2302
5. Twelve semester hours of laboratory science (I and II sequence)
6. A minimum of three semester hours of computer instruction (see page)
7. Six semester hours of mathematics, MATH 1314 or higher
8. Four semester hours of physical education from activity courses
9. A minimum of 25 percent semester hours of credit earned within the Central Texas College System
10. All required courses in the major as listed in the college catalog
11. Satisfy a, b, and c:
 - a. A minimum overall grade point average of 2.0 ("C" average)
 - b. A minimum of 2.0 ("C") on each course in the major
 - c. A minimum of 2.0 ("C") with Central Texas College
12. A passing grade on all sections of the "Certificate Form" of the TASP test ²
13. Meeting all other College and departmental requirements

In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor's degree differ from those listed above, changes can be made in the Associate in Science Degree requirements when approved by the appropriate Department Chair.

Associate In General Studies Degree

Students planning to attend a senior college should coordinate with the senior college to which they intend to transfer to ensure that the courses they take at Central Texas College will fulfill graduation requirements there. To receive an Associate in General Studies degree students must complete a minimum of 64 semester hours which must include:

1. Communications to include either a or b:
 - a. ENGL 1301 and three semester hours of oral communications
 - b. ENGL 1309
2. Three semester hours of humanities or fine arts (see page)
3. Three semester hours of mathematics, MATH 1314 or higher

²This does not apply to any student who has earned three or more semester credit hours of college credit prior to the Fall Semester of 1989.

4. HIST 1301 and 1302
5. GOVT 2301 and 2302
6. Three semester hours of computer instruction (see page)
7. Two semester hours of physical education from activity courses
8. If the major is kinesiology, music, journalism, or commercial art, all required courses in the major as listed in the College catalog must be completed
9. A minimum of 25 percent of semester hours credit earned within the Central Texas College System
10. A minimum of overall grade point of 2.0 ("C" average), to include a minimum 2.0 ("C" average) on all courses taken with Central Texas College
11. Meeting all other College and departmental requirements

In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor's degree differ from those listed above, changes can be made in the Associate in General Studies Degree requirements when approved by the appropriate Department Chair.

Associate In Applied Science Degree

Students must complete the specific degree requirements in the curriculum plan for their major field as shown in the program of study. The curriculum consist of a minimum of 64 semester hours and will include:

1. Communications to include either a or b:
 - a. ENGL 1301 and three semester hours of oral communications
 - b. ENGL 1309
2. Three semester hours of humanities or fine arts (see page)
3. Three semester hours of mathematics, MATH 1314 or higher, except for the Associate Degree Nursing program
4. Three semester hours of social or behavioral science (see page)
5. Three semester hours of computer instruction (see page)
6. A minimum of 36 semester hours of technical courses in the major or a closely related field
7. A minimum of 25 percent of semester hours credit earned within the Central Texas College System
8. All required courses in the major as listed in the college catalog
9. Satisfy a, b, and c:
 - a. A minimum overall grade point average 2.0 ("C" average)
 - b. A minimum of 2.0 ("C") on each course in the major
 - c. A minimum of 2.0 ("C") with Central Texas College
10. A passing grade on all sections of the "Certificate Form" of the TASP test ³
12. Meeting all other College and departmental requirements

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

³This does not apply to any student who has earned three or more semester credit hours of college credit prior to the Fall Semester of 1989.

GRADUATE GUARANTEE PROGRAM

Transfer Credit

Central Texas College guarantees to its Associate in Arts and Associate in Science students who have met the requirements for the degree, beginning May 1992, and thereafter, that course credits will transfer to other public-supported Texas colleges or universities, provided the following conditions are met:

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at Central Texas College.
2. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Transferability refers to courses in a written transfer degree plan in the student's file.
4. Only college-level courses with Community College Academic Course Guide Manual-approved numbers are included in this guarantee.

If all the above conditions are met, and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Dean of Student Services at Central Texas College within ten days of notice of the transfer credit denial so the "transfer dispute resolution" process can be initiated.

If credit denial is not resolved, Central Texas College will allow the student to take tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution, within a one-year period from the granting of the degree at Central Texas College. The graduate is responsible for payment of any fees, books, or other course-related expenses associated with the alternate course or courses.

Guarantee for Job Competency

If a recipient of an Associate in Applied Science degree or Certificate of Completion is judged by his or her employer to be lacking in technical job skills identified as exit competencies for his or her degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skills training by Central Texas College under the conditions of the guarantee policy.

Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate in Applied Science degree or Certificate of Completion in May 1992 or later in a technical, vocational, or occupational program identified in the college's General Catalog.
2. The graduate must have completed requirements for the Associate in Applied Science degree or Certificate of Completion with the Central Texas College system, with a minimum of 75 percent of credits earned at Central Texas College, and must have completed the degree or certificate within a five-year time span.
3. Graduates must be employed full-time in an area directly related to the program concentration as certified by the Director of Placement and Follow-Up.
4. Employment must commence within 12 months of graduation.
5. 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.
6. The employer, graduate, Dean of Student Services, Director of Placement and Follow-Up, and appropriate Department Chair will develop a written educational plan for retraining.

7. 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.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against Central Texas College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the Graduate Guarantee Program may be initiated by the graduate by contacting the Dean of Student Services within 90 days of the graduate's initial employment.

Certificate Of Completion

A Certificate of Completion will be awarded to students who fulfill the curricular requirements of special courses and programs. Minimum residency, TASP, and GPA as listed for degree programs are required.

Transferability Of Courses

Students are urged to consult the catalog of the institution to which they may transfer for the detailed information concerning coursework transfer. This catalog should be used by students as the basis for course planning. Courses taken in Developmental Studies will not satisfy degree requirements at the receiving institution.

Developmental Studies

The developmental studies courses offered by the College are designed to provide a means for students to remove specific deficiencies or provide refresher coursework prior to enrolling in academic, occupational, or technical programs.

Students on academic probation or suspension may be required to complete developmental studies courses to satisfy probation or suspension re-admission requirements.

**Developmental studies courses may not be used
to satisfy degree requirements and cannot be counted
in the grade point average at Central Texas College.**

WHEN ARE CERTIFICATES AND DEGREES AWARDED?

Central Texas College awards certificates and degrees each year in May, August, and December.

HOW TO APPLY FOR A CERTIFICATE OR DEGREE

Requests for Certificate and Requests for Degree, with appropriate non-refundable fees, must be submitted to the Counseling Office by:

| | DEADLINE |
|---------------------------------------|-----------------|
| Fall Semester for December Graduation | October 1st |
| Spring Semester for May Graduation | February 1st |
| Summer Semester for August Graduation | June 10th |

NOTE: All College entrance and course requirements must be complete prior to a certificate or degree award. Request for Certificate or Request for Degree received from students who have not completed

course requirements, and who are not enrolled in the remaining courses by the date specified above, will not be processed. Official transcripts or GED scores from previously attended institutions, if applicable, must be on file in the Central Texas College Records Office by the above dates.

Any student who fails to file by the above listed graduation deadlines will be processed in the next degree order time frame. NO STUDENT will be denied a graduation appointment. The graduation date on the certificate or degree must conform to the dates listed above.

Students applying for graduation who do not complete remaining degree requirements on or about the graduation date will be declared non-graduates and will not be eligible for graduation fee reimbursement. Students declared non-graduates will be required to reapply for graduation and pay appropriate graduation fees as published in the catalog.

Replacing A Lost Certificate or Degree

If a certificate or degree has been lost, stolen or damaged, a Request For Replacement may be obtained at the Career Guidance Center or from the Dean of Student Services. An appropriate fee is required to replace a certificate or degree.

WHEN IS COMMENCEMENT HELD

Graduation

Central Texas College holds one consolidated graduation exercise annually, at the end of the Spring Semester. Degrees and certificates will be awarded three times a year for students who are unable to attend the annual graduation exercise.

Graduation Exercises

All students applying for a degree or certificate which is to be awarded at the end of the Spring Semester are expected to measure for cap and gown to participate in graduation exercises.

HONORS

Graduation With Honors

Candidates for degrees for Central Texas College may graduate with HIGHEST HONORS or HONORS based on the following criteria:

1. To graduate with HONORS, a candidate must have a 3.5 grade point average on a 4.0 scale with no grades below "B" on all course work taken. In computing the candidate's grade point average for HONORS, the grades in all courses taken at Central Texas College as well as courses transferred from other accredited institutions of higher learning are included. A repeated course will not clear the graduate for HONORS; however, the GPA will reflect only the repeated course in the final GPA.
2. In any graduating class, the student(s) with the highest grade point average and who meets all other requirements above will be designated as graduating with HIGHEST HONORS.
3. Public recognition for graduating with HONORS or HIGHEST HONORS is conferred only when the student participates in the formal commencement ceremonies.
4. To qualify for HONORS consideration, students must have earned a minimum of 30 semester hours of traditional study with Central Texas College. Grades of "P" will not be considered when determining the minimum 30 semester hour residency requirement.

PROGRAMS OF STUDY

Program Offerings

Curriculum plans for various degrees and certificates are listed alphabetically. Course descriptions for all courses offered are listed in numerical and alphabetical order. Many of the curricula presented on the following pages have been designed for students who wish to transfer to a senior college or university. College counselors are available to assist the student in choosing from these suggested curricula or in working out special arrangements to meet particular educational plans. 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. Students who plan to transfer to a senior college or university and are taking courses that lead to an associate in arts or an associate in science degree should refer to the degree requirements on page 54.

Although academic counseling is available, it remains the responsibility of each student to determine the major area of study, the senior college or university to which the student wishes to transfer, and the required courses and their prerequisites.

Program and Course Availability

Programs of study displayed in this catalog are offered when sufficient interest indicates a level of enrollment required for program continuation. Students desiring to enter specific programs of study are advised to seek confirmation of program availability prior to their first registration.

Not all courses are available every semester due to the specialized nature of the course content, equipment requirement, or facility availability. Students must consult the class schedule published each term for courses offered. The College reserves the right to cancel offered courses when insufficient enrollment or other circumstances require this action.

Prerequisite Courses

Students should be familiar with the course descriptions. If the course description indicates a prerequisite, the prerequisite should be met prior to registering for the advanced course.

Example: ENGL 1302 - Composition and Rhetoric II requires that ENGL 1301 Composition and Rhetoric I be successfully completed prior to registering for ENGL 1302.

Students who cannot schedule prerequisites must obtain prior approval to enroll in these courses from their department advisor or counselor. Failure to obtain approval could result in loss of credit toward the degree.

Semester Credit Hours

One semester hour of credit represents one hour of lecture class time or usually two hours of laboratory class time per week for 16 weeks. Lecture and lab proportions may vary depending on the nature of the course. The relationship of lecture and lab is included in parentheses with each course description. For example, (3-0) for a 3-semester-hour course means there are 3 lecture hours per week for one 16-week semester and no lab hours required; (2-4) means there are 2 lecture hours and 4 lab hours per week for the same 16-week semester. This weekly requirement will be adjusted as necessary to compensate for terms/sessions/semesters with lengths other than 16 weeks.

Technical Electives

Technical electives are courses designed to strengthen the major area of the student's program.

Approved Electives

Approved electives are courses which, although not specifically related to the major, are designed to broaden the student's exposure to various disciplines considered supportive of the program's objectives.

Special Selection

Many programs of study have a humanities/fine arts and social/behavioral science selection. Some courses can be used as either a humanities/fine arts or social/behavioral science elective. The student may designate which selection these courses satisfy. The special selections are listed below.

Humanities/Fine Arts Electives

- ANTH 2351 Cultural Anthropology
- ART. (all ART. courses except ART. 2313, 2314)
- Foreign Language courses
- GEOG 1302 Cultural Geography
- GEOG 1303 World Regional Geography
- HIST 2311 and 2312 Survey of Western Civilization I and II
- Music courses (MUSI)
- Literature courses to include ENGL 1302 when it is not used to satisfy the English requirement
- Philosophy courses to include Religion (PHIL)
- SPCH 2341 Performance of Literature

Social/Behavioral Science Electives

- ANTH 2301 Physical Anthropology
- ANTH 2341 Cultural Anthropology
- ECON 2301 Macroeconomics
- ECON 2302 Microeconomics
- CRIJ 1307 Crime in America
- AGRI 2317 Introduction to Agriculture Economics
- Geography courses (except GEOG 1301)
- Government courses (GOVT)
- History courses (HIST)
- Psychology courses (PSYC)
- Sociology courses (SOCI)

Computer Science/Microcomputer Technology Electives

- Computer Science courses (COSC)
- Microcomputer Technology courses (MISC)
- Word Processing courses (WOPO)
- AGRI 1309 Computers in Agriculture
- CMET 1403 Computer Systems & Operational Programming
- CMET 2402 Computer Circuit Analysis
- CMET 2411 Theory of Interface Devices
- DRDS 2410 Computer-Aided Drafting I
- DRDS 2411 Computer-Aided Drafting II
- FRMG 2309 Computers in Agriculture

ACCOUNTING TECHNOLOGY

Two-Year Associate in Applied Science Degree

(Offered only at selected locations)

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-----------------------------|--------|-----------------|-------------|----------------------------------|--------|
| ACTE | 1301 | Principles of Accounting I | 3 | ACTE | 1302 | Principles of Accounting II | 3 |
| <u>BUSI</u> | <u>1301</u> | Introduction to Business | 3 | ELCT* | | Approved elective | 3 |
| <u>MATH</u> | <u>1342</u> | Elementary Statistics | 3 | MGMT | 1305 | Introduction to Management | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | MGMT | 1309 | Income Tax | 3 |
| COSC | 1300 | Computer Info Processing | | <u>SPCH</u> | <u>1321</u> | Business & Professional Speaking | 3 |
| or | | | | PHED | | Physical Education | 1 |
| MISC | 1450 | Microcomputers for Business | 3-4 | | | | |
| PHED | | Physical Education | 1 | | | | |
| | | | 16-17 | | | | 16 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|-------------|-------------------------------|--------|
| ACTE | 2309 | Fundamentals of Accounting III | 3 | ACTE | 2310 | Fundamentals of Accounting IV | 3 |
| MGMT | 2305 | Business Law I | 3 | MGMT | 2306 | Business Law II | 3 |
| ACTE | 2305 | Basics of Managerial Accounting | 3 | ACTE** | | Accounting elective | 3 |
| ACTE | 2311 | Accounting and Financial Information Systems I | 3 | <u>ENGL</u> | <u>2311</u> | Technical Writing | 3 |
| ELCT† | | Humanities/Fine Arts | 3 | ELCT†† | | Social/Behavioral Science | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 16 | | | | 16 |
| | | | | | | | |
| TOTAL HOURS | | | | | | | 64-65 |

* Approved Electives: ECON 2301, 2302; FIBA 2306; MGMT 1304, 1306, 1307, 2301, 2302; OADM 1309, or 2307.

** Accounting Electives: ACTE 2306 or LEGA 2404.

† Humanities/Fine Arts Selection: See page 54.

†† Social/Behavioral Science Selection: See page 54.

ADMINISTRATIVE SECRETARIAL

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|---|--------|-----------------|------|--|--------|
| OADM* | 1301 | Beginning Shorthand | 3 | WOPO* | 1304 | Intermediate Information Processing Applications | 3 |
| WOPO* | 1303 | Beginning Keyboarding/Data Entry | 3 | OADM* | 1302 | Intermediate Shorthand | 3 |
| OADM | 1305 | Records Management | 3 | OADM | 1306 | Office Functions | 3 |
| OADM | 1309 | Business Mathematics and Calculating Machines | 3 | OADM | 1308 | Business Correspondence | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | WOPO | 1307 | Word Processing/Transcription | 3 |
| WOPO | 1101 | MS-DOS: An Introduction | 1 | PHED | | Physical Education | 1 |
| | | | 16 | | | | 16 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

ADMINISTRATIVE SECRETARIAL (Cont.)

SECOND YEAR

| First Semester | | Credit | Second Semester | | Credit |
|----------------|------|---------------------------------|-----------------|---------------------------|-----------|
| MATH | | | WOPO 2303 | Office Automation | 3 |
| WOPO | 2302 | <u>MATH 1314, 1324, or 1342</u> | OADM 2305 | Office Accounting II | 3 |
| | | Advanced Information | OADM 2307 | Automated Office | |
| | | Processing Applications | | Management | 3 |
| OADM | 2304 | Office Accounting I | | <u>SPCH 1315 or 1321</u> | 3 |
| ELCT | | Elective | SPCH | Humanities/Fine Arts | 3 |
| ELCT** | | OADM, WOPO, MGMT | ELCT† | Social/Behavioral/Science | 3 |
| | | or MISC | ELCT†† | | |
| | | 3-4 | | | |
| | | 15-16 | | | 18 |
| TOTAL HOURS | | | | | 65-66 |

* Levels of shorthand and keyboarding will be determined by the students' previous training in these skills and/or by placement tests.

** Electives or selections must be approved by the department manager. Courses leading toward general, medical, or legal secretarial programs may be chosen with department approval.

† Humanities/Fine Arts Selection: See page 54.

†† Social/Behavioral Science Selection: See page 54.

Level #1: Student may apply for a Certificate of Completion upon satisfactory completion of the following courses: OADM 1305, 1306, 1308, 1309, 2304, 2305, 2307, WOPO 1101, 1303, 1304, and 1307.

Level #2: Student may apply for a Certificate of Completion, General Secretarial, upon satisfactory completion of all courses listed in the first year.

ADMINISTRATIVE SECRETARIAL

Advanced Certificate

Two-Year Certificate of Completion

FIRST YEAR

| First Semester | | Credit | Second Semester | | Credit |
|----------------|------|--|-----------------|-----------------------------------|-----------|
| WOPO | 1101 | MS-DOS: An Introduction | ENGL** | English Selection | 3 |
| WOPO* | 1303 | Beginning Keyboarding/ Data Entry | WOPO 1102 | Word Perfect: An Introduction | 1 |
| | | | WOPO* 1304 | Intermediate Information | |
| OADM | 1308 | Business Correspondence | | Processing Appl. | 3 |
| OADM | 1309 | Business Mathematics and Calculating Machines | WOPO 1307 | Word Processing/ Transcription | 3 |
| | | | | | |
| OADM | 1305 | Records Management | OADM* 1302 | Intermediate Shorthand | 3 |
| OADM* | 1301 | Beginning Shorthand | OADM 1306 | Office Functions | 3 |
| | | 16 | | | 16 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

ADMINISTRATIVE SECRETARIAL ADVANCED CERT. (Cont.)

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|--|--|--------|-----------------|------|-----------------------------------|--|--------|
| WOPO | 1104 | LOTUS 1-2-3: An Introduction I | | | WOPO | 1109 | Database Appl. | | 1 |
| WOPO | 2302 | Advanced Information Processing Applications | | 3 | WOPO | 2304 | Automated Accounting | | 3 |
| OADM | 2304 | Office Accounting I | | 3 | OADM | 2305 | Office Accounting II | | 3 |
| WOPO | 2308 | Information System Internship I | | 3 | OADM | 2307 | Automated Office Mgmt. | | 3 |
| ELCT | | Elective | | 3 | WOPO | 2303 | Office Automation | | 3 |
| ELCT** | | OADM or WOPO | | 3 | WOPO | 2309 | Information Systems Internship II | | 3 |
| | | | | 16 | | | | | 16 |
| TOTAL HOURS | | | | | | | | | 64 |

* Levels of shorthand and keyboarding will be determined by the student's previous training in these skills and/or by placement tests.

** Electives or selections must be approved by the department manager. Courses leading toward general, medical, or legal secretarial programs may be chosen with department approval.

AGRICULTURE PROGRAMS AGRICULTURE PRODUCTION

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--------------------------|--------|-----------------|------|---------------------------|--------|
| FRMG | 1304 | Animal Health | 3 | AGRI | 1151 | The Agriculture Industry | 1 |
| FRMG | 1308 | Forage and Pasture Crops | 3 | FRMG | 1302 | Range Management | 3 |
| AGRI | 1419 | Animal Husbandry | 4 | FRMG | 1303 | Soil Science | 3 |
| BIOL** | 1408 | General Biology | 4 | FRMG | 1305 | Vegetable Production | 3 |
| ENGL | 1379 | Communications Skills | 3 | AGRI | 1327 | Poultry Science | 3 |
| | | | 17 | ELCT† | | Social/Behavioral Science | 3 |
| | | | | PHED | | Physical Education | 1 |
| | | | | | | | 17 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|------------------------|--------|-----------------|-------------|--------------------------|--------|
| <u>AGRI</u> | <u>2313</u> | Entomology | 3 | <u>AGRI</u> | <u>2304</u> | Agriculture Mechanics II | 3 |
| <u>AGRI</u> | <u>2330</u> | Wildlife Management | 3 | <u>FRMG</u> | <u>2306</u> | Livestock Marketing | 3 |
| <u>AGRI</u> | <u>2303</u> | Agriculture Mechanic I | 3 | <u>ELCT*</u> | | Approved elective | 3 |
| <u>FRMG</u> | <u>2303</u> | Feeds and Feeding | 3 | <u>AGRI</u> | <u>1415</u> | Horticulture | 4 |
| <u>FRMG</u> | <u>2307</u> | Livestock Production | 3 | <u>MATH</u> | <u>1342</u> | Elementary Statistics | 3 |
| *** | | Computers Selection | 3 | <u>ELCT††</u> | | Humanities/Fine Arts | 3 |
| | | | 18 | | | | 19 |
| TOTAL HOURS | | | | | | | 71 |

* Electives must be approved by the department manager.

** If the student desires, BIOL 1409 may be substituted.

*** AGRI 1309 or FRMG 2309

† Social/Behavioral Science Selection: See page 54.

†† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

AGRICULTURE PROGRAMS AGRICULTURE SCIENCE

Two-Year Associate in Science Degree

This is a suggested curriculum. See page 48 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-----------------------------|--------|-----------------|-------------|-------------------------------|--------|
| <u>AGRI</u> | <u>1419</u> | Animal Husbandry | 3 | <u>AGRI</u> | <u>1307</u> | Agronomy | 3 |
| <u>AGRI</u> | <u>2317</u> | Introduction to Agriculture | | <u>ELCT*</u> | | Approved Agriculture | |
| | | Economics | 3 | | | elective | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | <u>BIOL</u> | <u>1408</u> | General Biology | 4 |
| <u>HIST</u> | <u>1301</u> | History of the U.S. to 1877 | 3 | <u>ENGL</u> | <u>1302</u> | Composition & Rhetoric II | 3 |
| <u>MATH</u> | <u>1314</u> | College Algebra | 3 | <u>HIST</u> | <u>1302</u> | History of the U.S. from 1877 | 3 |
| <u>PHED</u> | | Physical Education | 1 | <u>AGRI</u> | <u>1131</u> | The Agriculture Industry | 1 |
| | | | | <u>PHED</u> | | Physical Education | 1 |
| | | | 16 | | | | 18 |

Second Year

| First Semester | | | Credit | Second Semester | | | Credit | |
|----------------|-------------|-------------------------|--------|-----------------|----------------------|--------------------------|-------------|----|
| <u>AGRI</u> | <u>2313</u> | Entomology | 3 | <u>ELCT*</u> | Approved Agriculture | | | |
| <u>SCIE*</u> | | Laboratory Science | 4 | | elective | | 3 | |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | 3 | <u>ENGL**</u> | English | | 3 | |
| <u>MATH</u> | <u>1316</u> | Trigonometry | 3 | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 | |
| <u>SPCH</u> | <u>1321</u> | Business & Professional | | <u>SCIE*</u> | Laboratory Science | | 4 | |
| | | Speaking | 3 | <u>AGRI</u> | <u>1309</u> | Computers in Agriculture | 3 | |
| <u>PHED</u> | | Physical Education | 1 | <u>PHED</u> | Physical Education | | 1 | |
| | | | 17 | | | | 17 | |
| | | | | | | | TOTAL HOURS | 69 |

* Electives must be approved by the department manager.

** English courses include ENGL 2322, 2323, 2326, 2327, 2331, or 2332.

Students should check requirements of the institution to which they intend to transfer.

AGRICULTURE PROGRAMS AGRICULTURE TECHNOLOGY

Two-Year Certificate of Completion

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--------------------------|--------|-----------------|-------------|----------------------|--------|
| <u>AGRI</u> | <u>2330</u> | Wildlife Management | 3 | <u>FRMG</u> | <u>1302</u> | Range Management | 3 |
| <u>FRMG</u> | <u>1304</u> | Animal Health | 3 | <u>FRMG</u> | <u>1303</u> | Soil Science | 3 |
| <u>FRMG</u> | <u>1308</u> | Forage and Pasture Crops | 3 | <u>FRMG</u> | <u>1305</u> | Vegetable Production | 3 |
| <u>ELCT*</u> | | Approved elective | 3 | <u>AGRI</u> | <u>1327</u> | Poultry Science | 3 |
| | | | 12 | | | | 12 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

AGRICULTURE PROGRAMS AGRICULTURE TECHNOLOGY (Cont.)

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit | |
|----------------|-------------|------------------------|--|--------|-----------------|-------------|--------------------------|--|-------------|----|
| FRMG | 2303 | Feeds and Feeding | | 3 | FRMG | 2306 | Livestock Marketing | | 3 | |
| FRMG | 2307 | Livestock Production | | 3 | FRMG | 2401 | Food Preservation | | 4 | |
| <u>AGRI</u> | <u>2303</u> | Agriculture Mechanic I | | 3 | <u>AGRI</u> | <u>2304</u> | Agriculture Mechanics II | | 3 | |
| ELCT | | FRMG selection | | 3 | <u>AGRI</u> | <u>1415</u> | Horticulture | | 4 | |
| | | | | 12 | | | | | 12 | |
| | | | | | | | | | TOTAL HOURS | 50 |

* Must be approved by the department manager.

AGRICULTURE PROGRAMS ANIMAL (BOVINE) TECHNOLOGY

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|----------------------|--------|-----------------|------|---------------------|--------|
| FRMG | 1304 | Animal Health | 3 | FRMG | 1302 | Range Management | 3 |
| FRMG | 2303 | Feeds and Feeding | 3 | FRMG | 2306 | Livestock Marketing | 3 |
| FRMG | 2307 | Livestock Production | 3 | FRMG | 2401 | Food Preservation | 4 |
| <u>AGRI</u> | <u>1419</u> | Animal Husbandry | 4 | ELCT | | FRMG Elective | 3 |
| <u>AGRI</u> | <u>2313</u> | Entomology | 3 | | | | 13 |
| | | | 16 | TOTAL HOURS | | | 29 |

AGRICULTURE PROGRAMS ANIMAL (EQUINE) MANAGEMENT

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-------------------------|--------|-----------------|-------------|---------------------------|--------|
| FRMG | 1304 | Animal Health | 3 | FRMG | 1307 | Intermediate Horsemanship | 3 |
| FRMG | 1306 | Elementary Horsemanship | 3 | <u>AGRI</u> | <u>1307</u> | Agronomy | 3 |
| <u>AGRI</u> | <u>1419</u> | Animal Husbandry | 4 | ELCT† | | Social/Behavioral Science | 3 |
| <u>BIOL*</u> | <u>1408</u> | General Biology | 4 | <u>MATH</u> | <u>1342</u> | Elementary Statistics | 3 |
| ENGL | 1379 | Communications Skills | 3 | <u>AGRI</u> | <u>1309</u> | Computers in Agriculture | 3 |
| | | | 17 | <u>AGRI</u> | <u>1131</u> | The Agriculture Industry | 1 |
| | | | | PHED | | Physical Education | 1 |
| | | | | | | | 17 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

AGRICULTURE PROGRAMS ANIMAL (EQUINE) MANAGEMENT (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|----------------------|--------|-----------------|-------------|--------------------------|--------|
| FRMG | 2304 | Horse Production | 3 | FRMG | 1302 | Range Management | 3 |
| FRMG | 2307 | Livestock Production | 3 | FRMG | 2303 | Feeds and Feeding | 3 |
| FRMG | 2308 | Animal Breeding | 3 | FRMG | 2305 | Advanced Equitation | 3 |
| <u>AGRI</u> | <u>2313</u> | Entomology | 3 | <u>AGRI</u> | <u>2304</u> | Agriculture Mechanics II | 3 |
| ELCT†† | | Humanities/Fine Arts | 3 | ELCT** | | Elective | 3 |
| ELCT** | | Elective | 3 | | | | |
| | | | 18 | | | | 15 |
| | | | | TOTAL HOURS | | | 67 |

* If the student desires, BIOL 1409 may be substituted.

** Electives: AGRI 1327, FRMG 1303, 1305, 2305, 2401, or other courses approved by the department manager.

† Social/Behavioral Science Selection: See page 54.

†† Humanities/Fine Arts Selection: See page 54.

AIR CONDITIONING & REFRIGERATION

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|-------------|---|--------|
| AIRC | 1400 | Basic Air Conditioning & Refrigeration Theory | 4 | AIRC | 1406 | Electricity for Air Conditioning & Refrigeration II | 4 |
| AIRC | 1401 | Electricity for Air Conditioning & Refrigeration I | 4 | AIRC | 1407 | Mechanical Refrigeration Systems | 4 |
| AIRC | 1403 | Heating Systems | 4 | ELCT* | | Computer Science/Micro-computer Technology | 3 |
| MATH | | <u>MATH 1314</u> or higher | 3 | ENGL | 1379 | Communications Skills | 3 |
| PHED | | Physical Education | 1 | <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | |
| | | | | or | | | |
| | | | | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 |
| | | | 16 | | | | 17 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|-------------|---|--------|
| AIRC | 2400 | Electricity for Air Conditioning & Refrigeration III | 4 | AIRC | 2402 | Commercial Refrigeration | 4 |
| AIRC | 2401 | Advanced Air Conditioning & Refrigeration Theory | 4 | AIRC | 2404 | Troubleshooting Air Cond. & Refrigeration Systems | 4 |
| AIRC | 2403 | Commercial Air Conditioning Systems I | 4 | AIRC | 2406 | Commercial Air Conditioning Systems II | 4 |
| AIRC | 2405 | Heat Pumps I | 4 | AIRC | 2407 | Heat Pumps II | 4 |
| ELCT** | | Humanities/Fine Arts | 3 | <u>SPCH</u> | <u>1321</u> | Business and Professional Speaking | 3 |
| | | | 19 | | | | 19 |
| | | | | TOTAL HOURS | | | 71 |

* Computer Science/Microcomputer Technology Selection: See page 54.

** Humanities/Fine Arts Selection: See page 54.

Level #1: Students may apply for a Certificate of Completion upon satisfactory completion of the following courses: AIRC 1400, 1401, 1403, 1406, 1407, 2400, 2404, 2405.

Level #2: Students may apply for a Certificate of Completion upon satisfactory completion of all AIRC prefix courses.

Underlined numbers are common course numbers. See page 38.

APPLIED MANAGEMENT

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|---|--------|--|--------|
| <u>BUSI 1301</u> Introduction to Business | 3 | <u>ECON 1303</u> Consumer Economics | 3 |
| ENGL* English | 3 | ENGL* English | 3 |
| MATH Math 1314 or higher | 3 | MGMT** Management | 3 |
| MGMT 1305 Introduction to Management | 3 | SPCH* Speech | 3 |
| MGMT 1306 Human Relations | 3 | ELCT*** Computer Science/Micro-computer Technology | 3 |
| PHED Physical Education | 1 | PHED Physical Education | 1 |
| | 16 | | 16 |

SECOND YEAR

| First Semester | Credit | Second Semester | Credit |
|--|--------|--|--------|
| <u>ACCT† 2301</u> Principles of Accounting I | 3 | ELCT†† Social/Behavioral Science | 3 |
| MGMT 2302 Personnel Management | 3 | MGMT~ 2303 Law & Legal Assistance | 3 |
| MGMT 2309 Supervision | 3 | MGMT 2310 Personnel Counseling | 3 |
| ELCT†† Humanities/Fine Arts | 3 | MGMT** Sophomore Management Selection(s) | 3 |
| MGMT** Management Selection(s) | 3 | MGMT** Sophomore Management Selection(s) | 3 |
| PHED Physical Education | 1 | PHED Physical Education | 1 |
| | 16 | | 16 |
| | | TOTAL HOURS | 64 |

* ENGL 1301, 1302, 1379, 2311; SPCH 1315, 1321.

** MGMT 1158, 1301, 1302, 1303, 1304, 1307, 1308, 1309, 1381, 1382, 1383, 1384, 1385, 1386, 2151, 2152, 2161, 2162, 2164, 2300, 2304, 2305, 2306, 2307, 2312, 2314, 2315, 2351, 2354, 2381, 2382, 2383, 2384, 2385, 2386; BUSI 1307; COSC 1300, 1403, 1405; OADM 1308, 2307; PSYC 2301; REAE 1301, 2304, or 2305.

*** Computer Science/Microcomputer Technology Selection: See page 54.

† ACCT 2301 can be substituted with OADM 2304 or HMMG 2304.

†† Humanities/Fine Arts and Social/Behavioral Science Selections: See page 54.

~ MGMT 2303 can be substituted with REAE 2305 or LEGA 2302.

APPLIED MANAGEMENT WITH TECHNICAL OPTIONS

Two-Year Associate in Applied Science Degree

Option 1. Computer Science

(Offered only at selected locations)

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|--|--------|--|--------|
| MGMT 1305 Introduction to Management | 3 | MGMT 1301 Organization & Management | 3 |
| COSC 1403 Introduction to Computer Science & Programming | 4 | MGMT 1304 Work Organization | 3 |
| COSC 1405 Computer Concepts & Analysis | 4 | COSC 1406 Computer Organization & Architecture | 4 |
| ENGL 1379 Communications Skills | 3 | COSC ** Computer Science/Micro-computer Technology | 3 |
| MATH Math 1324 or 1342 | 3 | SPCH 1315 Public Speaking | 3 |
| PHED Physical Education | 1 | PHED Physical Education | 1 |
| | 18 | | 17 |

Underlined numbers are common course numbers. See page 38.

(Continued on next page)

APPLIED MANAGEMENT WITH TECHNICAL OPTIONS (Cont.)

SECOND YEAR

| First Semester | Credit | Second Semester | Credit |
|---|-----------|---|-----------|
| MGMT 2302 Personnel Management | 3 | MGMT 2312 Fundamentals of Systems Management | 3 |
| MGMT 2303 Law and Legal Assistance | 3 | COSC 2402 Syst. in the MIS Environment | 4 |
| COSC* 1404 COBOL Programming | 4 | <u>ACCT</u> <u>2302</u> Principles of Accounting II | 3 |
| COSC** Computer Science Micro-computer Technology | 3 | ELCT† Social/Behavioral Science | 3 |
| <u>ACCT</u> 2301 Principles of Accounting I | 3 | ELCT†† Humanities/Fine Arts | 3 |
| | 16 | | 16 |
| | | TOTAL HOURS | 68 |

* COSC 2409 may be substituted

** COSC 1401, 1407, 2404, 2405; MISC 1450, 1451, 1454, or 2453.

† Social/Behavioral Science Selection: See page 54.

†† Humanities/Fine Arts Selection: See page 54.

APPLIED MANAGEMENT WITH TECHNICAL OPTIONS

Two-Year Associate in Applied Science Degree

OPTION 2. MICROCOMPUTER TECHNOLOGY

(Offered only at selected locations)

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|--|-----------|--|-----------|
| MGMT 1305 Introduction to Management | 3 | MGMT 1301 Organization & Management | 3 |
| MISC 1420 Word Processing for Microcomputers | 4 | MGMT 1304 Work Organization | 3 |
| MISC 1450 Microcomputers for Business | 4 | MISC 1405 Computer Concepts and Analysis | 4 |
| ENGL 1379 Communications Skills | 3 | MISC 1451 Introduction to Micro-computer Programming | 4 |
| MATH 1324 or 1342 | 3 | <u>SPCH</u> <u>1321</u> Business & Professional Speaking | 3 |
| PHED 1324 or 1342 | 1 | PHED 1324 or 1342 Physical Education | 1 |
| | 18 | | 18 |

SECOND YEAR

| First Semester | Credit | Second Semester | Credit |
|--|-----------|---|-----------|
| MGMT 2302 Personnel Management | 3 | MGMT 1306 Human Relations | 3 |
| MGMT 2305 Business Law I | 3 | ELCT* Computer Science/Micro-computer Technology | 4 |
| <u>ACCT</u> <u>2301</u> Principles of Accounting I | 3 | <u>ACCT</u> <u>2302</u> Principles of Accounting II | 3 |
| MISC 1430 Spreadsheets for Microcomputers | 4 | ELCT† Social/Behavioral Science | 3 |
| MISC 1440 Database for Microcomputers | 4 | ELCT†† Humanities/Fine Arts (Soph.) | 3 |
| | 17 | | 16 |
| | | TOTAL HOURS | 68 |

* Any MISC or COSC course for which prerequisites are completed.

† Social/Behavioral Science Selection: See page 54.

†† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

ART

Two-Year Associate in Arts Degree

This is a suggested curriculum. See page 47 for degree requirements.

FIRST YEAR

| First Semester | | Credit | Second Semester | | Credit |
|------------------|---|--------|------------------|---|--------|
| ARTS | Two courses from <u>ARTS 1303, 1311, 1316, and 2323</u> | 6 | ARTS | Two courses from <u>ARTS 1304, 1312, 1317, and 2324</u> | 6 |
| <u>ENGL</u> 1301 | Composition & Rhetoric I | 3 | <u>ENGL</u> 1302 | Composition & Rhetoric II | 3 |
| <u>HIST</u> 1301 | History of the U.S. to 1877 | 3 | <u>HIST</u> 1302 | History of the U.S. from 1877 | 3 |
| LANG 1411 | Beginning Foreign Language | 4 | LANG 1412 | Foreign Language | 4 |
| PHED | Physical Education | 1 | PHED | Physical Education | 1 |
| | | 17 | | | 17 |

SECOND YEAR

| First Semester | | Credit | Second Semester | | Credit |
|------------------|---|--------|------------------|--|--------|
| ARTS | One course, sophomore level | 3 | ARTS | One course, sophomore level | 3 |
| ELCT | <u>ENGL 2322, 2323, 2326, 2327, or 2332</u> | 3 | ELCT | <u>SPCH 1318, 1321 or 2333</u> | 3 |
| ELCT | Natural Science elective | 3 | ELCT* | Natural Science elective | 3 |
| MATH | Math 1314 or higher | 3 | ELCT* | Computer Science/Micro-computer Technology | 4 |
| <u>GOVT</u> 2301 | State and Federal Government I | 3 | <u>GOVT</u> 2302 | State and Federal Government II | 3 |
| PHED | Physical Education | 1 | PHED | Physical Education | 1 |
| | | 16 | | | 17 |
| | | | | TOTAL HOURS | 67 |

* Computer Science/Microcomputer Technology Selection: See page 54.

Students should check the catalog of the institution to which they plan to transfer for particular art courses.

If German is taken the first year, beginning French or Spanish may be taken the second year.

AUTO BODY REPAIR TECHNICIAN

Two-Year Certificate of Completion

FIRST YEAR

| First Semester | | Credit | Second Semester | | Credit |
|----------------|----------------------------------|--------|-----------------|---------------------------------------|--------|
| TIAB 1400 | Auto Body Shop Procedures | 4 | TIAB 1403 | Auto Body Welding II | 4 |
| TIAB 1401 | Auto Body Glass, Hardware & Trim | 4 | TIAB 1404 | Basic Auto Body Refinishing | 4 |
| TIAB 1402 | Auto Body Welding I | 4 | TIAB 1405 | Minor Auto Body Repairs | 4 |
| | | 12 | TIAB 2406 | Auto Body Fiberglass & Plastic Repair | 4 |
| | | | | | 16 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

AUTO BODY REPAIR TECHNICIAN (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|------|------------------------|--------|
| TIAM | 1406 | Automotive Brake Systems | 4 | TIAM | 1405 | Automotive Air | 4 |
| TIAM | 2407 | Automotive Steering & Suspension Systems | 4 | TIAB | 2409 | Major Auto Body Repair | 4 |
| TIAB | 2407 | Advanced Auto Body Refinishing | 4 | | | | |
| TIAB | 2408 | Auto Body Mechanical & Electrical Services | 4 | | | | |
| | | | 16 | | | | 8 |
| | | | | | | TOTAL HOURS | 52 |

Courses must be taken in the sequence shown above unless approved by the department coordinator.

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

AUTOMOTIVE BODY REPAIR

Two-Year Associate Degree in Applied Science

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--------------------------|--------|-----------------|------|---------------------------|--------|
| INDU | 1400 | Industrial Fundamentals | 4 | ATBR | 1408 | Roughing and Alignment II | 4 |
| ATBR | 1403 | Roughing and Alignment I | 4 | ATBR | 1409 | Auto Body Welding II | 4 |
| ATBR | 1405 | Auto Body Welding I | 4 | ATBR | 1410 | Auto Body Painting Funda. | 4 |
| ATBR | 1407 | Auto Body Fundamentals | 4 | ATBR | 1411 | Automotive Glass | 4 |
| PHED | | Physical Education | 1 | MATH | | MATH 1314 or higher | 3 |
| | | | 17 | | | | 19 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|------------------------------|--------|-----------------|------|--|--------|
| ATBR | 2401 | Panel Repair & Replacement | 4 | ATBR | 2400 | Major Vehicle Damage Repair | 4 |
| ATBR | 2406 | Frame Repair & Alignment | 4 | ATBR | 2404 | Advanced Auto Body Painting | 4 |
| AUTO | 2405 | Steering & Suspension System | 4 | ELCT* | | Computer Science/Micro-computer Technology | 4 |
| ENGL | 1379 | Communications Skills | 3 | ELCT** | | Humanities/Fine Arts | 3 |
| GOVT | 2301 | State & Federal Govt. I | | SPCH | 1321 | Business & Professional Speaking | 3 |
| or | | | | | | | |
| GOVT | 2302 | State & Federal Govt. II | | | | | |
| | | | 18 | | | | 18 |
| | | | | | | TOTAL HOURS | 72 |

* Computer Science/Microcomputer Technology Selection: See page 54.

** Humanities/Fine Arts Selection: See page 54.

Students may apply for a Certificate of Completion upon satisfactory completion of all ATBR, AUTO, and INDU prefix courses.

Underlined numbers are common course numbers. See page 38.

AUTOMOTIVE SERVICE AND REPAIR

Two-Year Associate Degree in Applied Science

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-------------------------------------|--------|-----------------|------|--|--------|
| INDU | 1400 | Industrial Fundamentals | 4 | AUTO | 1405 | Automotive Air Conditioning | 4 |
| AUTO | 1401 | Basic Engines | 4 | AUTO | 1407 | Brake Systems | 4 |
| AUTO | 1402 | Basic Electrical and Test Equipment | 4 | AUTO | 1408 | Standard Transmissions and Transaxles | 4 |
| MATH | | <u>MATH 1314</u> or higher | 3 | ENGL | 1379 | Communications Skills | 3 |
| PHED | | Physical Education | 1 | ELCT* | | Computer Science/Micro-computer Technology | 3 |
| | | | 16 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--------------------------------|--------|-----------------|-------------|--|--------|
| AUTO | 2404 | Ignition, Starting, & Charging | 4 | AUTO | 2403 | Automatic Transmissions and Transaxles | 4 |
| AUTO | 2405 | Steering & Suspension Systems | 4 | AUTO | 2406 | Engine Diagnosis and Emission | 4 |
| AUTO | 2408 | Advanced Engine Service | 4 | AUTO | 2411 | Automotive Advanced Tech. | 4 |
| AUTO | 2410 | Fuel Systems & Injection | 4 | ELCT** | | Humanities/Fine Arts | 3 |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | | <u>SPCH</u> | <u>1321</u> | Business & Professional Speaking | 3 |
| or | | | | | | | |
| <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 | | | | |
| | | | 19 | | | | 18 |
| | | | | TOTAL HOURS | | | 71 |

* Computer Science/Microcomputer Technology Selection: See page 54.

** Humanities/Fine Arts Selection: See page 54.

Level #1: Students may apply for a Certificate of Completion upon satisfactory completion of the following courses: INDU 1400, AUTO 1402, 1405, 1407, 1408, 2404, 2406, and 2410.

Level #2: Students may apply for a Certificate of Completion upon satisfactory completion of all AUTO, and INDU prefix courses.

AUTOMOTIVE TECHNICIAN

Two-Year Certificate of Completion

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|------|------------------------------|--------|
| TIAM | 1400 | Automotive Shop Procedures, Tools, & Equipment | 4 | TIAM | 1303 | Automotive Auxiliary Systems | 3 |
| TIWL | 1308 | Industrial Shop Welding Procedures | 3 | TIAM | 1404 | Automotive Fuel Systems | 4 |
| TIAM | 1301 | Automotive Fundamentals | 3 | TIAM | 1405 | Automotive Air Conditioning | 4 |
| TIAM | 1502 | Automotive Electrical Systems | 5 | TIAM | 1406 | Automotive Brake Systems | 4 |
| | | | 15 | | | | 15 |

Underlined numbers are common course numbers. See page 38.

(Continued on next page)

AUTOMOTIVE TECHNICIAN (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|-----------|-----------------|------|---|-----------|
| TIAM | 2407 | Automotive Steering & Suspension Systems | 4 | TIAM | 2511 | Automotive Computer Systems | 5 |
| TIAM | 2408 | Automotive Standard Power Trains | 4 | TIAM | 2512 | Automotive Engine Diagnosis, Tune-Up, and Emissions | 5 |
| TIAM | 2409 | Automotive Automatic Power Trains | 4 | | | | |
| TIAM | 2410 | Automotive Engine Service | 4 | | | | |
| | | | 16 | | | | 10 |
| | | | | | | TOTAL HOURS | 56 |

Courses must be taken in the sequence shown above unless approved by the department coordinator.

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

AVIATION MAINTENANCE TECHNOLOGY

Two-Year Associate in Applied Science Degree

(Offered only at selected locations)

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|------------------------------|-----------|-----------------|----------------------------|---|-----------|
| AVMT | 1201 | Maintenance Publications-G | 2 | AVMT | 1203 | Aircraft Drafting-G | 2 |
| AVMT | 1202 | Weight and Balance-G | 2 | AVMT | 1204 | Airframe Materials and Corrosion Controls-G | 2 |
| AVMT | 1305 | Basic Aircraft Electricity-G | 3 | AVMT | 1306 | Aircraft Finishes-A | 3 |
| ENGL | 1379 | Communications Skills | 3 | AVMT | 1402 | Sheet Metal Structures-A | 4 |
| <u>PHYS</u> | <u>1305</u> | Survey of Physics | 3 | AVMT | 2303 | Airframe Inspection-A | 3 |
| | | | | MATH | <u>MATH 1314</u> or higher | | 3 |
| | | | 13 | | | | 17 |

| Summer Semester | | | Credit |
|-----------------|------|-----------------------------|----------|
| AVMT | 2304 | Aircraft Fuel Systems-A | 3 |
| AVMT | 2402 | Hydraulics and Pneumatics-A | 4 |
| | | | 7 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|-----------|-----------------|------|--|-----------|
| AVMT | 2305 | Aircraft Instrument Systems-A | 3 | AVMT | 2404 | Powerplant Maintenance Reciprocating Engines-P | 4 |
| AVMT | 2306 | Engine Electrical Systems-P | 3 | AVMT | 2405 | Engine Fuel Systems-P | 4 |
| AVMT | 2307 | Engine Lubrication and Cooling Systems-P | 3 | AVMT | 2406 | Aircraft Propellers-P | 4 |
| AVMT | 2403 | Aircraft Electrical Systems-A | 4 | AVMT | 2407 | Powerplant Maintenance Turbine Engines-P | 4 |
| | | | 13 | | | | 16 |

AVMT courses are designated: G - General, A - Airframe, P - Powerplant.

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

AVIATION MAINTENANCE TECHNOLOGY (Cont.)

| Summer Semester | | Credit |
|-----------------|---------------------------|--------|
| ELCT* | Social/Behavioral Science | 3 |
| ELCT** | Humanities/Fine Arts | 3 |
| | | 6 |

TOTAL HOURS 72

* Social/Behavioral Science Selection: See page 54.

** Humanities/Fine Arts Selection: See page 54.

AVIATION SCIENCE

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--------------------------|--------|-----------------|-------------|---------------------------|--------|
| ASCI* | 1200 | Flight - Basic | 2 | ASCI* | 1201 | Flight - Private | 2 |
| ASCI* | 1301 | Aircraft Science | 3 | ASCI* | 1306 | Meteorology | 3 |
| ASCI* | 1403 | Air Navigation | 4 | <u>ENGL</u> | <u>1302</u> | Composition & Rhetoric II | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | <u>SPCH</u> | <u>1315</u> | Public Speaking | 3 |
| <u>MATH</u> | <u>1314</u> | College Algebra | 3 | ELCT | ** | Approved elective | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 16 | | | | 15 |

| Summer Semester | | | Credit |
|-----------------|------|-------------------------|--------|
| ASCI* | 1204 | Flight - Intermediate | 2 |
| ASCI* | 1305 | Advanced Air Navigation | 3 |
| ASCI* | 2318 | Propulsion Systems | 3 |
| | | | 8 |

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|--------------------------|--|--------|-----------------|---------------------------|--------------------------|--|--------|
| ASCI* | 2204 | Flight - Instrument | | 2 | ASCI* | 2205 | Flight Commercial | | 2 |
| ASCI* | 2301 | Aerodynamics | | 3 | ASCI* | 2300 | Commercial Ground School | | 3 |
| ASCI* | 2407 | Instrument Ground School | | 4 | ASCI* | 2303 | Air Transportation | | 3 |
| | | | | | MISC*** | Microcomputer Selection | | | 4 |
| PHYS | 1305 | Survey of Physics | | 3 | ELCT†† | Social/Behavioral Science | | | 3 |
| ELCT† | | Humanities/Fine Arts | | 3 | | | | | |
| | | | | 15 | | | | | 15 |
| | | | | | | TOTAL HOURS | | | 69 |

* Students may apply for a Certificate of Completion upon satisfactory completion of these courses.

** Business or Management elective

*** Microcomputer Selection: MISC 1450 or MISC 1451

† Humanities/Fine Arts Selection: See page 54.

†† Social/Behavioral Science Selection (Geography preferred): See page 54.

ASCI 2210 and ASCI 2211 are substitutes for ASCI 2204 and ASCI 2205 for Rotary Wing Transition Students.

Underlined numbers are common course numbers. See page 38.

BARBER PROFESSIONAL BARBER-STYLIST SCIENCE

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---|--------|-----------------|------|--------------------------------|--------|
| BARB | 1601 | Introduction to Hair Design | 6 | BARB | 1603 | Intermediate Barber-Styling I | 6 |
| BARB | 1602 | Basic Barber-Styling | 6 | BARB | 1604 | Intermediate Barber-Styling II | 6 |
| | | | 12 | | | | 12 |
| Third Semester | | | Credit | | | | |
| BARB | 2601 | Advanced Barber-Styling | 6 | | | | |
| BARB | 2602 | Advanced Barber-Styling, Barber Law & Shop Mgmt. | 6 | | | | |
| | | | 12 | | | | |
| TOTAL HOURS | | | | | | | 36 |

Certificate of Completion awarded upon satisfactory completion.

BARBER PROFESSIONAL BARBER-STYLIST SCIENCE INSTRUCTOR

Two-Year Certificate of Completion

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---|--------|-----------------|------|--------------------------------|--------|
| BARB* | 1601 | Introduction to Hair Design | 6 | BARB* | 1603 | Intermediate Barber-Stylist I | 6 |
| BARB* | 1602 | Basic Barber-Styling | 6 | BARB* | 1604 | Intermediate Barber-Styling II | 6 |
| | | | 12 | | | | 12 |
| Third Semester | | | Credit | | | | |
| BARB* | 2601 | Advanced Barber-Styling | 6 | | | | |
| BARB* | 2602 | Advanced Barber-Styling, Barber Law & Shop Mgmt. | 6 | | | | |
| | | | 12 | | | | |

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|----------------------------|--|--------|-----------------|------|--------------------------------|--|--------|
| BARB | 2604 | Introduction to Instructor | | 6 | BARB | 2606 | Intermediate Barber Instructor | | 6 |
| | | Orientation | | 6 | BARB | 2607 | Advanced Barber Instructor | | 6 |
| BARB | 2605 | Basic Barber Instructor | | 6 | | | | | |
| | | | | 12 | | | | | 12 |
| | | | | | | | TOTAL HOURS | | 60 |

* Students may apply for a Certificate of Completion upon satisfactory completion of these courses.

Underlined numbers are common course numbers. See page 38.

BIOLOGY

Two-Year Associate in Science Degree

This is a suggested curriculum. See page 48 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-----------------------------|-----------|-----------------|-------------|-------------------------------|-----------|
| BIOL | <u>1408</u> | General Biology I | 4 | BIOL | <u>1409</u> | General Biology II | |
| CHEM | <u>1411</u> | General Chemistry I | 4 | | or | | |
| ENGL | <u>1301</u> | Composition & Rhetoric I | 3 | BIOL | <u>1411</u> | General Botany | 4 |
| HIST | <u>1301</u> | History of the U.S. to 1877 | 3 | CHEM | <u>1412</u> | General Chemistry II | 4 |
| MATH | <u>1314</u> | College Algebra | 3 | ENGL | <u>1302</u> | Composition & Rhetoric II | 3 |
| PHED | | Physical Education | 1 | HIST | <u>1302</u> | History of the U.S. from 1877 | 3 |
| | | | | MATH | <u>1316</u> | Trigonometry | 3 |
| | | | | PHED | | Physical Education | 1 |
| | | | 18 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|---|-----------|-----------------|-------------|--------------------------|-----------|
| BIOL | <u>2428</u> | Vertebrate Zoology | 4 | BIOL | <u>1424</u> | Plant Taxonomy | 4 |
| CHEM | <u>2423</u> | Organic Chemistry I | 4 | CHEM | <u>2425</u> | Organic Chemistry II | 4 |
| COSC | <u>1403</u> | Intro to Computer Science and Programming | 4 | GOVT | <u>2302</u> | State & Federal Govt. II | 3 |
| ENGL | <u>2311</u> | Technical Writing | 3 | ELCT | | Humanities/Fine Arts | 3 |
| GOVT | <u>2301</u> | State & Federal Govt. I | 3 | SPCH | <u>1315</u> | Public Speaking | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 19 | | | | 18 |
| | | | | | | TOTAL HOURS | 73 |

Students should check requirements of the institution to which they intend to transfer as requirements may vary.

BUILDING MAINTENANCE TRADES

One-Year Certificate of Completion

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--------------------------|-----------|-----------------|-------------|---------------------------------------|-----------|
| TIBT | <u>1301</u> | Basic Shop Skills | 3 | TIBT | <u>1307</u> | Basic Wiring | 3 |
| TIBT | <u>1302</u> | Basic Carpentry | 3 | TIBT | <u>1308</u> | Air Conditioning & Maintenance | 3 |
| TIBT | <u>1303</u> | Carpentry and Insulation | 3 | | | | |
| TIBT | <u>1304</u> | Roofing and Floors | 3 | TIBT | <u>1309</u> | Plumbing Repairs I | 3 |
| TIBT | <u>1405</u> | Cabinets | 4 | TIBT | <u>1310</u> | Plumbing Repairs II | 3 |
| TIBT | <u>1306</u> | Paint/Wall Coverings | 3 | TIBT | <u>1411</u> | Basic Masonry & Concrete Applications | 4 |
| | | | | TIWL | <u>1308</u> | Industrial Shop Welding Procedures | 3 |
| | | | 19 | | | | 19 |
| | | | | | | TOTAL HOURS | 38 |

Courses must be taken in the sequence shown above unless approved by the department coordinator.

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

Underlined numbers are common course numbers. See page 38.

BUSINESS ADMINISTRATION

Two-Year Associate in Arts Degree

This is a suggested curriculum. See page 47 for degree requirements.

FIRST YEAR

| First Semester | | Credit | Second Semester | | Credit |
|------------------|--|--------|------------------|---|--------|
| SCIE | Biology, Chemistry, Physics or Geology | 4 | SCIE | Biology, Chemistry, Physics, or Geology | 4 |
| <u>HIST 1301</u> | History of the U.S. to 1877 | 3 | <u>HIST 1302</u> | History of the U.S. from 1877 | 3 |
| <u>ENGL 1301</u> | Composition & Rhetoric I | 3 | <u>ENGL 1302</u> | Composition & Rhetoric II | 3 |
| MATH* | Mathematics Selection | 3 | <u>BUSI 1301</u> | Introduction to Business | |
| <u>PSYC 2301</u> | Introduction to Psychology | 3 | or | | |
| PHED | Physical Education | 1 | MGMT 1305 | Introduction to Management | 3 |
| | | | ELCT† | Humanities/Fine Arts | 3 |
| | | | PHED | Physical Education | 1 |
| | | 17 | | | 17 |

SECOND YEAR

| First Semester | | Credit | Second Semester | | Credit |
|------------------|----------------------------|--------|------------------|---|--------|
| <u>ECON 2301</u> | Macroeconomics | 3 | <u>ACCT 2302</u> | Principles of Accounting II | 3 |
| <u>ACCT 2301</u> | Principles of Accounting I | 3 | ELCT†† | Computer Science/Microcomputer Technology | 4 |
| <u>ENGL**</u> | English Selection | 3 | <u>GOVT 2302</u> | State & Federal Govt. II | 3 |
| <u>GOVT 2301</u> | State & Federal Govt. I | 3 | <u>ECON 2302</u> | Microeconomics | 3 |
| ELCT*** | Approved Elective | 3 | SPCH | <u>SPCH 1315 or 1321</u> | 3 |
| PHED | Physical Education | 1 | PHED | Physical Education | 1 |
| | | 16 | | | 17 |
| | | | | TOTAL HOURS | 67 |

* Mathematics courses include MATH 1314, 1316, 1324, 1342, 1348, 2313, 2314, or 2315. Since senior college math requirements vary widely, students should consult the four-year institution they plan to attend.

** English courses include ENGL 2322, 2323, 2326, 2327, 2331, or 2332.

*** Business, Management, Office Administration, Social Science or other related electives must be approved by the Business/Management Departments.

† Humanities/Fine Arts Selection: See page 54.

†† Computer Science/Microcomputer Technology Selection: See page 54.

BUSINESS MANAGEMENT

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | Credit | Second Semester | | Credit |
|------------------|-------------------------------|--------|-----------------|---|--------|
| MGMT 1306 | Human Relations | 3 | MGMT 1304 | Work Organization | 3 |
| <u>ENGL 1301</u> | Composition and Rhetoric I | 3 | MGMT 1308 | Small Business Management | 3 |
| MATH* | Mathematics Selection | 3 | OADM 1309 | Business Mathematics & Calculating Machines | 3 |
| ELCT | <u>BUSI 1301</u> or MGMT 1305 | 3 | MISC 1450 | Microcomputers for Business | 4 |
| SPCH | <u>SPCH 1315 or 1321</u> | 3 | ELCT | Elective | 3 |
| PHED | Physical Education | 1 | PHED | Physical Education | 1 |
| | | 16 | | | 17 |

Underlined numbers are common course numbers. See page 38.

(Continued on next page)

BUSINESS MANAGEMENT (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|--------------------|----------------------------|--|--------|--------------------|-----------------------------|-------------|--------|
| ELCT | MGMK 1401 or 2316 | | 3-4 | ELCT | MGMK 1402 or 2317 | | 3-4 |
| MGMT | MGMT 2305 or 2306 | | 3 | MGMT 2309 | Supervision | | 4 |
| MGMT 2302 | Personnel Management | | 3 | <u>ECON 2302</u> | Microeconomics | | 3 |
| <u>ECON 2301</u> | Macroeconomics | | 3 | <u>ACCT** 2302</u> | Principles of Accounting II | | 3 |
| <u>ACCT** 2301</u> | Principles of Accounting I | | 3 | ELCT*** | Humanities/Fine Arts | | 3 |
| | | | | ELCT | Elective | | 1 |
| | | | 15-16 | | | | 17-18 |
| | | | | | | TOTAL HOURS | 67 |

* Mathematics Selection: MATH 1314, 1324, or 1342.

** OADM 2304 or OADM 2305 can be substituted.

*** Humanities/Fine Arts Selection: See page 54.

BUSINESS MANAGEMENT

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|------------------|-----------------------------------|--|--------|-----------------|-----------------------------------|-------------|--------|
| MGMT 1304 | Work Organization | | 3 | MGMT 2302 | Personnel Management | | 3 |
| MGMT 1305 | Introduction to Management | | 3 | MGMT 2309 | Supervision | | 3 |
| MGMT 1306 | Human Relations | | 3 | MGMT | MGMT 2305 or 2306 | | 3 |
| MGMK 1308 | Small Business Management | | 3 | SPCH | <u>SPCH 1315 or 1321</u> | | 3 |
| <u>ENGL 1301</u> | Composition & Rhetoric I | | 3 | MISC 1450 | Microcomputers for Business | | 4 |
| ELCT | FASH/FIBA/MGMT/ MGMK/REAE/MISC | | 3 | ELCT | FASH/FIBA/MGMT/ MGMK/REAE/MISC | | 3 |
| | | | 18 | | | | 19 |
| | | | | | | TOTAL HOURS | 37 |

CHEMISTRY

Two-Year Associate in Science degree

This is a suggested curriculum. See page 48 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|-------------------|--|--|--------|------------------|--------------------------------|--|--------|
| <u>CHEM 1411</u> | General Chemistry I | | 4 | <u>CHEM 1412</u> | General Chemistry II | | 4 |
| <u>MATH* 1316</u> | Trigonometry | | 3 | <u>MATH 1348</u> | Analytic Geometry | | 3 |
| <u>ENGL 1301</u> | Composition & Rhetoric I | | 3 | <u>HIST 1302</u> | History of the U.S. from 1877 | | 3 |
| <u>HIST 1301</u> | History of the U.S. to 1877 | | 3 | <u>ENGL 1302</u> | Composition & Rhetoric II | | 3 |
| <u>SPCH 1315</u> | Public Speaking or Humanities/Fine Arts | | 3 | MISC 1450 | Microcomputers for Business | | 4 |
| PHED | Physical Education | | 1 | PHED | Physical Education | | 1 |
| | | | 17 | | | | 18 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

CHEMISTRY (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-------------------------|--------|-----------------|-------------|--------------------------|--------|
| <u>CHEM</u> | <u>2423</u> | Organic Chemistry I | 4 | <u>CHEM</u> | <u>2425</u> | Organic Chemistry II | 4 |
| <u>MATH</u> | <u>2313</u> | Calculus I | 3 | <u>PHYS</u> | <u>2426</u> | Modern Physics II | 4 |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | 3 | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 |
| <u>ENGL</u> | <u>2311</u> | Technical Writing | 3 | <u>ELCT**</u> | | Humanities/Fine Arts | 3 |
| <u>PHYS</u> | <u>2425</u> | Modern Physics I | 3 | <u>MATH</u> | <u>2314</u> | Calculus II | 3 |
| <u>PHED</u> | | Physical Education | 1 | <u>PHED</u> | | Physical Education | 1 |
| | | | 17 | | | | 18 |
| | | | | TOTAL HOURS | | | 70 |

* Students deficient in mathematics must take college algebra. This course should be taken during the summer term prior to the freshman year.

** Humanities/Fine Arts Selection: See page 54.

Students should check requirements of the institution to which they intend to transfer as requirements may vary.

COMMERCIAL ART

A Two Year Associate in General Studies Degree

This is a suggested curriculum. See pages 48 & 49 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-----------------------------|--------|-----------------|----------------------------|-------------------------------|--------|
| <u>ENGL</u> | <u>1301</u> | Composition and Rhetoric I | 3 | <u>SPCH</u> | <u>SPCH 1315 or 2341</u> | | 3 |
| <u>ARTS</u> | <u>1316</u> | Drawing I | 3 | <u>ARTS</u> | <u>1317</u> | Drawing II | 3 |
| <u>ARTS</u> | <u>2323</u> | Figure Drawing I | 3 | <u>ARTS</u> | <u>1311</u> | Design 2-D | 3 |
| <u>HIST</u> | <u>1301</u> | History of the U.S. to 1877 | 3 | <u>HIST</u> | <u>1302</u> | History of the U.S. from 1877 | 3 |
| <u>ELCT*</u> | | Approved elective | 3 | <u>MATH</u> | <u>MATH 1314 or higher</u> | | 3 |
| <u>PHED</u> | | Physical Education | 1 | <u>PHED</u> | | Physical Education | 1 |
| | | | 16 | | | | 16 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|--------------------------|------------------------------|--------|-----------------|-------------|--|--------|
| <u>ENGR</u> | <u>1301</u> | Engineering Graphics | 3 | <u>ARTS</u> | <u>2314</u> | Advertising & Illustration II | 3 |
| <u>ARTS</u> | <u>2313</u> | Advertising & Illustration I | 3 | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | 3 | <u>ELCT†</u> | | Computer Science/Micro-computer Technology | 4 |
| <u>ELCT***</u> | | Approved elective | 3 | <u>ELCT***</u> | | Art elective | 3 |
| <u>ELCT</u> | <u>ARTS 2316 or 2367</u> | | 3 | <u>ELCT***</u> | | Approved elective | 3 |
| <u>PHED</u> | | Physical Education | 1 | | | | 16 |
| | | | 16 | TOTAL HOURS | | | 64 |

* ARTS 1303, 1304, or 2356 recommended.

** Computer Generated Graphics recommended. (as available)

*** Electives approved by the Department Chair.

† Computer Science/Microcomputer Technology Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

COMMUNICATIONS ELECTRONICS TECHNOLOGY

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|--|--------|---|--------|
| CMET* 1400 Electronics and Computer Skills | 4 | CMET* 1403 Computer Systems & Operational Programming | 4 |
| CMET* 1401 Digital Circuits | 4 | <u>MATH</u> <u>1314</u> College Algebra | 3 |
| ELTE* 1401 Electrical Circuits I | 4 | ELTE* 1402 Electrical Circuits II | 4 |
| CMET 1402 Computer Systems | 4 | ELTE* 1403 Solid State Electronics | 4 |
| | | ENGL* 1379 Communications Skills | 3 |
| | 16 | | 18 |

SECOND YEAR

| First Semester | Credit | Second Semester | Credit |
|-------------------------------------|--------|-------------------------------------|--------|
| CMET 1409 CRT Systems | 4 | ELTE 2407 Communications Circuit II | 4 |
| ELTE 1404 Communications Circuits I | 4 | ELTE 2412 Circuit and Systems | 4 |
| ELTE 2406 Integrated Devices | 4 | ELCT†† Humanities/Fine Arts | 3 |
| ELCT† Social/Behavioral Science | 4 | CMET 2408 Digital Communications | 4 |
| ELCT** Approved technical elective | 3 | ELCT*** Academic elective | 3 |
| | 19 | | 18 |
| | | TOTAL HOURS | 71 |

* Students may apply for a Certificate of Completion upon satisfactory completion of these courses.

** Selected course must be approved by the Department Chair: CMET 2411, ELTE 2405, ELTE 2103 & 2303, ELTE 2409, ELTE 2411, or ELTE 2421.

*** Elective from one of the following: agriculture, art, business, communications, engineering, mathematics, music, science, social science.

† Social/Behavioral Science Selection: See page 54.

†† Humanities/Fine Arts Selection: See page 54.

COMMUNICATIONS ELECTRONICS TECHNOLOGY

One-Year Certificate of Completion

INSTALLATION TECHNICIAN OPTION

| First Semester | Credit | Second Semester | Credit |
|---|--------|--|--------|
| CMET 1400 Electronics & Computer Skills | 4 | CMET 1402 Computer Systems | 4 |
| ELTE 1405 Principles of Electricity & Electronics | 4 | ELTE 2401 Personal Mobile Communications Systems | 4 |
| ELTE 1408 Auto Sound Systems | 4 | ELCT* Elective | 4 |
| ELCT* Elective | 4 | ELCT* Elective | 4 |
| | 16 | | 16 |
| | | TOTAL HOURS | 32 |

* Electives must be chosen to enhance the mobil or home installation environment. Selections include; ELTE 1406, 1407, 2403, 2404, 2405, CMET 1405, 1406, 2403, 2404, or 2405.

Underlined numbers are common course numbers. See page 38.

COMMUNICATIONS ELECTRONICS TECHNOLOGY

One-Year Certificate of Completion

TV SHOP TECHNICIAN OPTION

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-------------------------------|--------|-----------------|------|--------------------|--------|
| CMET | 1400 | Electronics & Computer Skills | 4 | CMET | 1409 | CRT Systems | 4 |
| CMET | 1401 | Digital Circuits | 4 | ELTE | 2412 | Circuits & Systems | 4 |
| ELTE | 1405 | Principles of Electricity | | ELCT* | | Elective | 4 |
| | | & Electronics | 4 | ELCT* | | Elective | 4 |
| ELCT* | | Elective | 4 | ELCT* | | Elective | 4 |
| | | | 16 | | | | 16 |
| TOTAL HOURS | | | | | | | 32 |

* Electives must be chosen to enhance the mobil or home installation environment. Selections include; ELTE 1406, 1407, 2403, 2404, 2405, CMET 1405, 1406, 2403, 2404, or 2405.

COMPUTER ELECTRONICS TECHNOLOGY

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---------------------------------|--------|-------------------------|------|--|--------|
| CMET* | 1400 | Electronics and Computer Skills | 4 | CMET* | 1403 | Computer Systems & Operational Programming | 4 |
| CMET* | 1401 | Digital Circuits | 4 | <u>MATH</u> <u>1314</u> | | College Algebra | 3 |
| ELTE* | 1401 | Electrical Circuits I | 4 | ELTE* | 1402 | Electrical Circuits II | 4 |
| CMET | 1402 | Computer Systems | 4 | ELTE* | 1403 | Solid State Electronics | 4 |
| | | | 16 | ENGL* | 1379 | Communications Skills | 3 |
| | | | | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---------------------------|--------|-----------------|------|--|--------|
| CMET | 1409 | CRT Systems | 4 | CMET | 2404 | Computer System: Diagnosis & Maintenance | 4 |
| CMET | 2402 | Computer Circuit Analysis | 4 | ELTE | 2412 | Circuit and Systems | 4 |
| CMET | 1405 | LAN | 4 | ELCT†† | | Humanities/Fine Arts | 3 |
| ELTE | 2406 | Integrated Devices | 4 | ELCT** | | Approved technical elective | 4 |
| ELCT† | | Social/Behavioral Science | 3 | ELCT*** | | Academic elective | 3 |
| | | | 19 | | | | 18 |
| TOTAL HOURS | | | | | | | 71 |

* Students may apply for a Certificate of Completion upon satisfactory completion of these courses.

** Selected course must be approved by the Department Chair: CMET 1404, CMET 2405, CMET 2406, CMET 2408, ELTE 2103 & 2303, ELTE 2409, ELTE 2411, and ELTE 2421.

*** Elective from one of the following: agriculture, art, business, communications, engineering, mathematics, music, science, social science.

† Social/Behavioral Science Selection: See page 54.

†† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

COMPUTER ELECTRONICS TECHNOLOGY ROBOTICS OPTION

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-------------------------------|--------|-----------------|------|--|--------|
| CMET* | 1400 | Electronics & Computer Skills | 4 | CMET* | 1403 | Computer Systems and Operational Programming | 4 |
| CMET* | 1401 | Digital Circuits | 4 | MATH | 1314 | College Algebra | 3 |
| CMET | 1402 | Computer Systems | 4 | ELTE* | 1402 | Electrical Circuits II | 4 |
| ELTE* | 1401 | Electrical Circuits I | 4 | ELTE* | 1403 | Solid State Electronic | 4 |
| | | | | ENGL | 1379 | Communications Skills | 3 |
| | | | 16 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-----------------------------------|--------|-----------------|------|-----------------------------|--------|
| CMET | 2405 | Tendon Control and Implementation | 4 | CMET | 2406 | Robotic Implementation | 4 |
| CMET | 1409 | CRT Systems | 4 | ELTE | 2412 | Circuits and Systems | 4 |
| CMET | 2411 | Theory of Interface Devices | 4 | ELCT** | | Approved technical elective | 4 |
| ELTE | 2406 | Integrated Devices | 4 | ELCT†† | | Humanities/Fine Arts | 3 |
| ELCT† | | Social/Behavioral/Science | 3 | ELCT*** | | Academic Elective | 3 |
| | | | 19 | | | | 18 |
| | | | | | | TOTAL HOURS | 71 |

* Student may apply for a Certificate of Completion upon satisfactory completion of these courses.

** Selected course must be approved by Department Chair: CMET 1404, CMET 2405, CMET 2408, ELTE 2103 & 2303, ELTE 2409, ELTE 2411, ELTE 2421.

*** Elective from one of the following: agriculture, art, business, communications, engineering, music, science, social science.

† Social/Behavioral Science Selection: See page 54.

†† Humanities/Fine Arts Selection: See page 54.

COMPUTER OPERATOR

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-------------------------------|--------|-----------------|------|--|--------|
| COSC | 1400 | Computer Science Fundamentals | 4 | COSC | 1406 | Computer Organization & Architecture | 4 |
| COSC | 1401 | Computer Operations | 4 | COSC | 2403 | Operating Systems & Job Control Language | 4 |
| MISC | 1450 | Microcomputers for Business | 4 | COSC/MISC | | Elective | 4 |
| OADM | 1305 | Records Management | 3 | COSC/MISC | | Elective | 4 |
| | | | 15 | | | | 16 |

Underlined numbers are common course numbers. See page 38.

COMPUTER SCIENCE BUSINESS PROGRAMMER/ANALYST

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--|--------|-----------------|------|--------------------------------------|--------|
| COSC | 1403 | Introduction to Computer Science & Programming | 4 | COSC | 1404 | COBOL Programming | 4 |
| COSC | 1405 | Computer Concepts and Analysis | 4 | COSC | 1406 | Computer Organization & Architecture | 4 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | MISC | 1461 | Operating Systems | 4 |
| MATH | | <u>MATH 1314</u> or higher | 3 | COSC/MISC | | Technical elective | 4 |
| PHED | | Physical Education | 1 | | | | |
| | | | 15 | | | | 16 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|-------------|----------------------------------|--------|
| COSC | 2403 | Operating Systems & Job Control Language | 4 | COSC | 2401 | Advanced Cobol | 4 |
| COSC | 2404 | Machine Language Operations | 4 | MISC | 2456 | C Language Programming I | 4 |
| COSC/MISC | | Technical Elective | 4 | COSC | | Sophomore Technical elective | 4 |
| ACCT* | | Accounting | 3 | <u>SPCH</u> | <u>1321</u> | Business & Professional Speaking | 3 |
| ELCT** | | Social/Behavioral Science | 3 | ELCT*** | | Humanities/Fine Arts | 3 |
| | | | 18 | | | | 18 |
| | | | | TOTAL HOURS | | | 67 |

* Accounting Selection: WOPO 2304, OADM 2304, ACCT 2301.

** Social/Behavioral Science Selection: See page 54.

*** Humanities/Fine Arts Selection: See page 54.

COMPUTER SCIENCE INFORMATION TECHNOLOGY OPTION

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|------------------------------------|--------|-----------------|------|------------------------------|--------|
| COSC | 1401 | Computer Operations | 4 | MISC | 1400 | Microcomputer Fundamentals | 4 |
| MISC | 1420 | Word Processing for Microcomputers | 4 | MISC | 1440 | Data base for Microcomputers | 4 |
| MISC | 1430 | Spreadsheets for Microcomputers | 4 | MISC | 1460 | Desk Top Publishing | 4 |
| MISC | 1450 | Microcomputers for Business | 4 | MISC | 1461 | Operating Systems | 4 |
| PHED | | Physical Education | 1 | | | | |
| | | | 17 | | | | 16 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

COMPUTER SCIENCE INFORMATION TECHNOLOGY OPTION (Cont.)

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit | |
|----------------|-------------|--------------------------|--|--------|-----------------|-------------|----------------------------|--|-------------|----|
| COSC | 2490 | Computer Resource Mgmt. | | 4 | COSC | 2409 | Field Projects | | 4 | |
| MISC | 2454 | Data Communications & | | | COSC/MISC | | Technical elective | | 4 | |
| | | Networking | | 4 | MATH | | <u>MATH 1314</u> or higher | | 3 | |
| ACCT* | | Accounting | | 3 | ELCT*** | | Social/Behavioral Science | | 3 | |
| ENGL | <u>1301</u> | Composition & Rhetoric I | | 3 | <u>SPCH</u> | <u>1321</u> | Business & Professional | | | |
| ELCT** | | Humanities/Fine Arts | | 3 | | | Speaking | | 3 | |
| | | | | 17 | | | | | 17 | |
| | | | | | | | | | TOTAL HOURS | 67 |

* Accounting Selection: WOPO 2304, OADM 2304, ACCT 2301.

** Humanities/Fine Arts Selection: See page 54.

*** Social/Behavioral Science Selection: See page 54.

COMPUTER SCIENCE NETWORK SYSTEMS ADMINISTRATOR OPTION

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--|--------|-----------------|------|--------------------------------------|--------|
| COSC | 1405 | Computer Concepts & Analysis | 4 | COSC | 1406 | Computer Organization & Architecture | 4 |
| MISC | 1451 | Introduction to Micro-computer Programming | 4 | MISC | 1461 | Operating Systems | 4 |
| ENGL | <u>1301</u> | Composition & Rhetoric I | 3 | COSC/MISC | | Technical elective | 4 |
| MATH | | <u>MATH 1314</u> or higher | 3 | ELCT* | | Social/Behavioral Science Selection | 3 |
| PHED | | Physical Education | 1 | ELCT | | Elective | 3 |
| | | | 15 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|----------------------------|--------|-----------------|-------------|---|-------------|
| COSC | 2490 | Computer Resource Mgmt. | 4 | COSC | 2492 | Network Installation, Service, & Support | 4 |
| COSC | 2491 | Network Management | 4 | COSC | 2493 | Network Architectures, Standards, & Protocols | 4 |
| ENGL | <u>2311</u> | Technical Writing | 3 | COSC | 2409 | Field Projects | 4 |
| ACCT | <u>2301</u> | Principles of Accounting I | 3 | SPCH | <u>1321</u> | Business & Professional Speaking | 3 |
| ELCT** | | Humanities & Fine Arts | 3 | | | | 15 |
| | | | 17 | | | | TOTAL HOURS |
| | | | | | | | 65 |

* Social/Behavioral Science Selection: See page 54.

** Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

CONSUMER ELECTRONICS TECHNOLOGY

Two-Year Associate in Applied Science Degree

(Offered only at selected locations)

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-------------------------------|--------|-----------------|-------------|--|--------|
| CMET* | 1400 | Electronics & Computer Skills | 4 | CMET | 1403 | Computer Systems and Operational Programming | 4 |
| CMET | 1401 | Digital Circuits | 4 | | | | |
| <u>MATH</u> | <u>1314</u> | College Algebra | 3 | <u>MATH</u> | <u>1316</u> | Trigonometry | 3 |
| ELTE | 1401 | Electrical Circuits I | 4 | ELTE | 1402 | Electrical Circuits II | 4 |
| ENGL | 1379 | Communications Skills | 3 | ELTE | 1403 | Solid State Electronic | 4 |
| | | | | ELCT† | | Humanities/Fine Arts | 3 |
| | | | 18 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-----------------------------------|--------|-----------------|------|------------------------------------|--------|
| CMET | 1409 | CRT Systems | 4 | COES | 2409 | Advanced TV Servicing | 4 |
| COES | 2408 | CATV & Audio Distribution Systems | 4 | CMET** | 2403 | Interfacing Techniques | 4 |
| ELTE | 2406 | Integrated Devices | 4 | ELTE | 2409 | Electronic Systems Troubleshooting | 4 |
| ELCT†† | | Social/Behavioral Science | 3 | ELCT | *** | Computer Maintenance Electronics | 4 |
| | | | 15 | | | | 16 |
| | | | | | | TOTAL HOURS | 67 |

* The department manager may substitute ELTE 1303 for CMET 1400.

** If student so desires, ELTE 2103 and ELTE 2303 may be substituted.

*** Selected course must be approved by department manager or authorized Central Texas College personnel according to the student need: ELTE 2301, 2402, 2405, 2408; CMET 2408.

† Humanities/Fine Arts Selection: See page 54.

†† Social/Behavioral Science Selection (Geography preferred): See page 54.

COSMETOLOGY

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|------|--|--------|
| COSM | 1601 | Orientation & Introduction to Cosmetology | 6 | COSM | 1603 | Intermediate Cosmetology, Manicuring, & Hair Removal | 6 |
| COSM | 1602 | Basic Cosmetology | 6 | COSM | 1604 | Intermediate Cosmetology and Skin Care | 6 |
| | | | 12 | | | | 12 |
| Third Semester | | | Credit | | | | |
| COSM | 2605 | Advanced Cosmetology | 6 | | | | |
| COSM | 2606 | Preparation for the State Board & Advanced Cosmetology | 6 | | | | |
| | | | 12 | | | | |

TOTAL HOURS 36

Underlined numbers are common course numbers. See page 38.

COSMETOLOGY INSTRUCTOR OPTION

Certificate of Completion

Credit

| | | | |
|------|------|------------------------|-----------|
| COSM | 2301 | Instructor Orientation | 3 |
| COSM | 2801 | Clinic Management | 8 |
| COSM | 2802 | Classroom Teaching | 8 |
| | | | 19 |

TOTAL HOURS 19

CRIMINAL JUSTICE

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|------------------------------------|-----------|-----------------|------|--|-----------|
| CRIJ | 1301 | Intro to Criminal Justice | 3 | CRIJ | 1201 | Defensive Tactics | 2 |
| CRIJ | 1304 | The Courts and Criminal Procedures | 3 | CRIJ* | | Criminal Justice Options (three courses) | 9 |
| CRIJ | 1307 | Crime in America | 3 | ENGL** | | English elective | 3 |
| CRIJ | 1308 | Fundamentals of Criminal Law | 3 | ELCT | | Criminal Justice elective | 3 |
| ENGL | 1301 | Composition & Rhetoric I | 3 | | | | |
| PHED | 1130 | Physical Conditioning | 1 | | | | |
| | | | 16 | | | | 17 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|----------------------------|-----------|-----------------|------|--|-----------|
| CRIJ | 2101 | Emergency Medical Aid | 1 | CRIJ | 2201 | Firearms | 2 |
| CRIJ | 2304 | Juvenile Procedures | 3 | PSYC | 2301 | Introduction to Psychology | 3 |
| GOVT | 2301 | State & Federal Govt. I or | | SPCH | 1321 | Business & Professional Speaking | 3 |
| GOVT | 2302 | State & Federal Govt. II | 3 | ELCT*** | | Humanities/Fine Arts Selection | 3 |
| SOCI | 1301 | Introduction to Sociology | 3 | ELCT† | | Computer Science/Micro-computer Technology | 3 |
| MATH | | MATH 1314 or higher | 3 | ELCT | | Elective | 3 |
| PHED | | Physical Education | 1 | | | | |
| ELCT | | Criminal Justice elective | 3 | | | | |
| | | | 17 | | | | 17 |
| | | | | | | TOTAL HOURS | 67 |

Students may apply for a Certificate of Completion upon satisfactory completion of CRIJ 1301, 1302, 1303, 1304, 1307, 1308, 1309, 2201, and a CRIJ Elective.

* Criminal Justice Options: Students who plan to major in Law Enforcement may take the first three courses listed and those intending to major in Corrections may take the last two on the list plus one other course from the list. Those who prefer a more general Criminal Justice curriculum may take any three of the five courses listed below:

1. CRIJ 1309 Police Systems and Practices
2. CRIJ 1302 Criminal Investigation I
3. CRIJ 1303 Legal Aspects of Law Enforcement
4. CRIJ 1306 Correctional Systems & Practices
5. CRIJ 1314 Community Resources in Corrections

** ENGL 1302 or 2311 (Technical Writing)

*** Humanities/Fine Arts Selection: See page 54.

† Computer Science/Microcomputer Technology Selection: See page 54.

Students planning to complete a baccalaureate degree in Criminal Justice/Law Enforcement should declare a major and develop a degree plan which will meet the transfer requirements of the college of their choice as soon as it can be determined.

Underlined numbers are common course numbers. See page 38.

CRIMINAL JUSTICE CORRECTIONS OPTION

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|------------------------------------|--------|-----------------|------|------------------------------------|--------|
| CRIJ | 1301 | Intro to Criminal Justice | 3 | CRIJ | 1201 | Defensive Tactics | 2 |
| CRIJ | 1304 | The Courts and Criminal Procedures | 3 | CRIJ | 1306 | Correctional Systems and Practices | 3 |
| CRIJ | 1307 | Crime in America | 3 | CRIJ | 1314 | Community Resources in Corrections | 3 |
| CRIJ | 1308 | Fundamentals of Criminal Law | 3 | CRIJ* | | Criminal Justice (two courses) | 6 |
| ENGL | 1301 | Composition & Rhetoric I | 3 | ENGL** | | English | 3 |
| PHED | 1130 | Physical Conditioning | 1 | | | | 17 |
| | | | 16 | | | | |

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|---------------------------|--|--------|-----------------|------|--|--|--------|
| CRIJ | 2101 | Emergency Medical Aid | | 1 | CRIJ | 2201 | Firearms | | 2 |
| CRIJ | 2304 | Juvenile Procedures | | 3 | PSYC | 2301 | Introduction to Psychology | | 3 |
| GOVT | 2301 | State & Federal Govt. I | | | SPCH | 1321 | Business & Professional Speaking | | 3 |
| or | | | | | ELCT*** | | Humanities/Fine Arts | | 3 |
| GOVT | 2302 | State & Federal Govt. II | | 3 | ELCT† | | Computer Science/Micro-computer Technology | | 3 |
| SOCI | 1301 | Introduction to Sociology | | 3 | ELCT | | Elective | | 3 |
| MATH | | MATH 1314 or higher | | 3 | | | | | |
| PHED | | Physical Education | | 1 | | | | | |
| ELCT | | Criminal Justice elective | | 3 | | | | | |
| | | | | 17 | | | | | 17 |
| | | | | | TOTAL HOURS | | | | 67 |

* Criminal Justice Selections: any two from CRIJ 1302, 1303, and 1309.

** ENGL 1302 or 2311 (Technical Writing)

*** Humanities/Fine Arts Selection: See page 54.

† Computer Science/Microcomputer Technology Selection: See page 54.

Students planning to complete a baccalaureate degree in Criminal Justice/Law Enforcement should declare a major and develop a degree plan which will meet the transfer requirements of the college of their choice as soon as it can be determined.

DATA CONTROL SPECIALIST

One-Year Certificate of Completion

| First Semester | | | | Credit | Second Semester | | | | Credit | |
|----------------|------|-------------------------------|--|--------|-----------------|------|------------------------------------|--|-------------|-------|
| COSC | 1400 | Computer Science Fundamentals | | 4 | MISC | 1420 | Word Processing for Microcomputers | | 4 | |
| COSC | 1401 | Computer Operations | | 4 | MISC | 1440 | Data Base for Microcomputers | | 4 | |
| MISC | 1450 | Microcomputers for Business | | 4 | OADM | 1305 | Records Management | | 3 | |
| WOPO | 1303 | Beginning Keyboard/Data Entry | | 3 | COSC/MISC | | Elective | | 3-4 | |
| | | | | 15 | | | | | 14-15 | |
| | | | | | | | | | TOTAL HOURS | 29-30 |

Underlined numbers are common course numbers. See page 38.

DIESEL MECHANICS

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|------|--------------------------------------|--------|
| INDU | 1400 | Industrial Fundamentals | 4 | DIEM | 1404 | Standard Power Trains | 4 |
| DIEM | 1401 | Diesel Engine Fundamentals | 4 | DIEM | 1406 | Diesel Starting and Charging Systems | 4 |
| DIEM | 1405 | Diesel Engine Auxiliary Systems | 4 | AUTO | 1407 | Brake Systems | 4 |
| ELCT* | | Computer Science/Micro-computer Technology | 3 | MATH | | <u>MATH 1314</u> or higher | 3 |
| ENGL | 1379 | Communications Skills | 3 | PHED | | Physical Education | 1 |
| | | | 18 | | | | 16 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|-------------|---------------------------------|--------|
| DIEM | 2400 | Hydraulic Systems Fundamentals and Service | 4 | DIEM | 2403 | Diesel Engine Overhaul | 4 |
| DIEM | 2406 | Diesel Fuel Injection Systems | 4 | DIEM | 2404 | Automatic Power Trains | 4 |
| DIEM | 2407 | Diesel Engine Cylinder Head Service | 4 | DIEM | 2405 | Advanced Diesel Engine Service | 4 |
| SPCH | 1321 | Business & Professional Speaking | 3 | AUTO | 2405 | Steering and Suspension Systems | 4 |
| ELCT** | | Humanities/Fine Arts | 3 | <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | |
| | | | 18 | or | | | |
| | | | | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 |
| | | | | | | | 19 |
| | | | | TOTAL HOURS | | | 71 |

* Computer Science/Microcomputer Technology Selections: See page 54.

** Humanities/Fine Arts Selections: See page 54.

Students may apply for a Certificate of Completion upon satisfactory completion of all DIEM, AUTO and INDU prefix courses.

DIESEL TECHNICIAN

One-Year Certificate of Completion

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|------|--|--------|
| TIDM | 1401 | Shop Procedures, Tools, and Equipment | 4 | TIDM | 1404 | Diesel Engine Support Systems | 4 |
| TIWL | 1308 | Industrial Shop Welding Procedures | 3 | TIDM | 1505 | Diesel Fuel Injection Systems | 5 |
| TIDM | 1302 | Diesel Engine Fund. & Operating Principles | 3 | TIDM | 2506 | Diesel Engine Troubleshooting, Diagnosis and Tune-up | 5 |
| TIDM | 1303 | Diesel Electrical Systems | 3 | | | | 14 |
| | | | 13 | | | | |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

DIESEL TECHNICIAN (Cont.)

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|-----------------------------------|---|--------|-----------------|------|-------------------------------|---|--------|
| TIDM | 2307 | Diesel Cylinder Head Repair | 3 | | TIDM | 2412 | Steering & Suspension Systems | 4 | |
| TIDM | 2408 | Industrial Hydraulics Technology | 4 | | TIAM | 1405 | Automotive Air Conditioning | 4 | |
| TIDM | 2309 | Heavy Duty Standard Power Trains | 3 | | TIDM | 2513 | Diesel Engine Rebuild | 5 | |
| TIDM | 2310 | Heavy Duty Automatic Power Trains | 3 | | | | | | |
| TIDM | 2411 | Brake Systems | 4 | | | | | | |
| | | | | 17 | | | | | 13 |
| | | | | | | | TOTAL HOURS | | 57 |

Courses must be taken in the sequence shown above unless approved by the department coordinator. This is a self-paced, open-entry program.

DRAFTING & DESIGN

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|-------------|------------------------|---|--------|-----------------|-------------|-----------------------|---|--------|
| <u>ENGR*</u> | <u>1304</u> | Engineering Graphics | 3 | | <u>ENGR*</u> | <u>1305</u> | Descriptive Geometry | 3 | |
| DRDS | 1401 | Pictorial Drafting | 4 | | DRDS | 1403 | Machine Drawing | 4 | |
| DRDS | 1402 | Technical Illustration | 4 | | DRDS | 1404 | Structural Drafting | 4 | |
| TMTH | 1301 | Technical Mathematics | 3 | | ENGL | 1379 | Communications Skills | 3 | |
| | | | | 14 | ELCT | | Elective | 3 | |
| | | | | | | | | | 17 |

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|---------------------------|-----|--------|-----------------|------|----------------------------|-----|--------|
| DRDS | 2401 | Pipe Drafting | 4 | | DRDS | 2403 | Electronic Drafting | 4 | |
| DRDS | 2402 | Architectural Drafting | 4 | | DRDS | 2405 | Civil Design Drafting | 4 | |
| DRDS | 2410 | Computer-Aided Drafting I | 4 | | DRDS | 2411 | Computer-Aided Drafting II | 4 | |
| ELCT** | | Approved elective | 3-4 | | ELCT†† | | Social/Behavioral Science | 3-4 | |
| ELCT† | | Humanities/Fine Arts | 3 | | | | | | |
| | | | | 18-19 | | | | | 15-16 |
| | | | | | | | TOTAL HOURS | | 64-66 |

* DRDS 1405 may be substituted for ENGR 1304 and DRDS 1406 may be substituted for ENGR 1305.

** Electives: DRDS 1301, 1303, 1400, 2404, 2406; ARTS 1316; OPRT 1301 or other elective approved by the department manager.

† Humanities/Fine Arts Selection: See page 54.

†† Social/Behavioral Science Selection: See page 54.

Continental and International sites may substitute DRDS 2404 for DRDS 2410 and a computer science or microcomputer course for DRDS 2411.

Students may apply for a certificate of completion upon satisfactory completion of ENGR 1304, 1305; DRDS 1401, 1402, 1403, 1404, and TMTH 1301.

Underlined numbers are common course numbers. See page 38.

EARLY CHILDHOOD PROFESSIONS

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---|--------|-----------------|------|---|--------|
| CHDV | 1301 | Fundamentals of Early Childhood Education | 3 | CHDV | 1305 | Instructional Aids | 3 |
| CHDV | 1303 | Curriculum Resources | 3 | CHDV | 1310 | Growth and Development of Children | 3 |
| CHDV | 1309 | Child Guidance and Group Management | 3 | CHDV | 1324 | Safety, Health, & Nutrition | 3 |
| CHDV | 2303 | Managing Child Care Centers | 3 | CHDV | 1327 | Families and Communities in a Multicultural World | 3 |
| ENGL | 1301 | Composition & Rhetoric I | 3 | CHDV | 1406 | Learning Environments I | 4 |
| | | | 15 | | | | 16 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---|--------|-----------------|------|---|--------|
| CHDV | 1408 | Learning Environments II | 4 | CHDV | 2101 | Child Development Seminar | 1 |
| CHDV | 2301 | The Child with Special Needs | 3 | CHDV | 2305 | Advanced Math and Science for Early Childhood | 3 |
| ELCT* | | Computer Science/Microcomputer Technology | 3-4 | CHDV | 2402 | Special Projects | 4 |
| ELCT | | <u>SPCH 1315 or 1321</u> | 3 | CHDV | 2409 | Learning Environments III | 4 |
| MATH | | <u>MATH 1314</u> or higher | 3 | ELCT** | | Social/Behavioral Science | 3 |
| | | | 16-17 | ELCT*** | | Humanities/Fine Arts | 3 |
| | | | | | | | 18 |
| | | | | TOTAL HOURS | | | 65-66 |

* Computer Science/Microcomputer Technology Selection: See page 54.

** Social/Behavioral Science Selection: See page 54.

*** Humanities/Fine Arts Selection: See page 54.

EARLY CHILDHOOD PROFESSIONS ADMINISTRATOR'S CREDENTIALS

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---|--------|-----------------|------|------------------------------------|--------|
| CHDV | 1301 | Fundamentals of Early Childhood Education | 3 | CHDV | 1310 | Growth and Development of Children | 3 |
| CHDV | 1303 | Curriculum Resources | 3 | CHDV | 1324 | Safety, Health & Nutrition | 3 |
| CHDV | 1309 | Child Guidance & Group Management | 3 | CHDV | 2304 | Management Techniques for Managers | 3 |
| CHDV | 2303 | Managing Child Care Centers | 3 | CHDV | 2402 | Special Projects | 4 |
| ENGL* | | English Selection | 3 | ELCT** | | Approved Elective | 3 |
| | | | 15 | | | | 16 |
| | | | | TOTAL HOURS | | | 31 |

* English Selection: ENGL 1301 or 1379

** Approved Elective: COSC 1300 or PHED 1306

Underlined numbers are common course numbers. See page 38.

EARLY CHILDHOOD PROFESSIONS CHILD DEVELOPMENT ASSOCIATE

Certificate of Completion

Credit

| | | | |
|------|------|---|-----------|
| CHDV | 1301 | Fundamentals of Early Childhood Education | 3 |
| CHDV | 1303 | Curriculum Resources | 3 |
| CHDV | 1309 | Child Guidance & Group Management | 3 |
| CHDV | 1322 | Introduction to Center Management | 3 |
| CHDV | 2402 | Special Projects | 4 |
| | | | 16 |

TOTAL HOURS 16

Upon completion of this Certificate, students will have completed the requirements to apply for the National Child Development Associate (CDA) Credential.

EARLY CHILDHOOD PROFESSIONS SPECIAL CHILD OPTION

One-year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---|-----------|-----------------|------|---|-----------|
| CHDV | 1301 | Fundamentals of Early Childhood Education | 3 | CHDV | 1303 | Curriculum Resources | 3 |
| CHDV | 1306 | Physical Development & Disorders in Children | 3 | CHDV | 1307 | Techniques for Child Guidance-Special Child | 3 |
| CHDV | 1327 | Families and Communities in a Multicultural World | 3 | CHDV | 1310 | Growth and Development of Children | 3 |
| CHDV | 2301 | The Child with Special Needs | 3 | CHDV | 1324 | Safety, Health, & Nutrition | 3 |
| ENGL* | * | English | 3 | | | | 12 |
| | | | 15 | | | | 12 |

TOTAL HOURS 27

* English Selection: ENGL 1301 or 1379

EARLY CHILDHOOD PROFESSIONS ADVANCED TECHNOLOGY/TECH-PREP PLAN

Two-Year Associate in Applied Science Degree

PREREQUISITES (Bridging Courses)

Credit

| | | | |
|------|------|---|-----------|
| CHDV | 1303 | Curriculum Resources | 3 |
| CHDV | 1322 | Introduction to Center Operations | 3 |
| CHDV | 1501 | Introduction to Early Childhood Education | 5 |
| | | | 11 |

TOTAL HOURS 11

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

EARLY CHILDHOOD PROFESSIONS ADVANCED TECHNOLOGY/TECH-PREP PLAN (Cont.)

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|--|-----------|---|--------------|
| CHDV 1310 Growth and Development of Children | 3 | CHDV 1309 Child Guidance and Group Management | 3 |
| CHDV 1324 Safety, Health, & Nutrition | 3 | CHDV 1327 Families and Communities in a Multicultural World | 3 |
| CHDV 1406 Learning Environment I | 4 | CHDV 1408 Learning Environments II | 4 |
| ENGL 1301 Composition & Rhetoric I | 3 | ELCT* Computer Science/Micro-computer Tech. Selec. | 3-4 |
| ELCT Elective | 3 | ELCT <u>SPCH 1315 or 1321</u> | 3 |
| | 16 | | 16-17 |

SECOND YEAR

| First Semester | Credit | Second Semester | Credit |
|--|-----------|----------------------------------|--------------|
| CHDV 2301 The Child with Special Needs | 3 | <u>BIOL 1408</u> General Biology | 4 |
| CHDV 2409 Learning Environments III | 4 | **** Specializations | 13-16 |
| MATH <u>MATH 1314</u> or higher | 3 | | |
| ELCT** Social/Behavioral Science | 3 | | |
| ELCT*** Humanities/Fine Arts | 3 | | |
| | 16 | | 17-20 |
| | | TOTAL HOURS | 76-80 |

* Computer Science/Microcomputer Technology Selection: See page 54.

** Social/Behavioral Science Selection: See page 54.

*** Humanities/Fine Arts Selection: See page 54.

**** Specializations: Administration - CHDV 2303, 2304, 2410, OADM 2304, MGMK 1308
Special Needs - To be determined
School Aide - To be determined

Students may apply for a Certificate of Completion upon satisfactory completion of all child development courses in the first year and CHDV 2301 and 2409.

EMERGENCY MEDICAL TECHNICIAN

Certificate of Completion
(Offered only at selected locations)

LEVEL I

Credit

| | | |
|-----------|--|-----------|
| EMET 1402 | Emergency Medical Technician-Ambulance | |
| or | | |
| EMET 1403 | Emergency Medical Technician-Recertification | 4 |
| ELCT * | Approved Elective | 11 |
| | | 15 |
| | TOTAL HOURS | 15 |

* EMET 1201, 1302, 1303, 1304, 1305, 2101, 2301, 2302, or 2303.

For this certificate, only six hours will be accepted as evaluated credit.

Underlined numbers are common course numbers. See page 38.

EMERGENCY MEDICAL TECHNICIAN

Two-Year Associate in Applied Science Degree

(Offered only at selected locations)

LEVEL II

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|---|--------|---|--------|
| EMET 1201 Emergency Medical Technician Supplemental | 2 | MGMT 1306 Human Relations | 3 |
| EMET 1402 Emergency Medical Technician-Ambulance | 4 | EMET 1302 Military Medicine | 3 |
| ENGL 1301 Composition & Rhetoric I | 3 | ELCT** Computer Science/Micro-computer Technology | 3 |
| MGMT 1305 Introduction to Management | 3 | PHED Physical Education | 1 |
| MATH* Mathematics Selection | 3 | ELCT*** Humanities/Fine Arts | 3 |
| PHED Physical Education | 1 | ELCT† Approved elective | 3 |
| | 16 | | 16 |

Students may apply for a Certificate of Completion upon satisfactory completion of the first year requirements.

SECOND YEAR

| First Semester | Credit | Second Semester | Credit |
|--|--------|---|--------|
| EMET 2101 Introduction to Paramedic | 1 | EMET 2302 Emergency Medical Center Management | 3 |
| EMET 2301 Disaster Planning | 3 | EMET 2303 Psychology of Emergencies | 3 |
| ACCT†† 2301 Principles of Accounting I | 3 | ENGL 2311 Technical Writing | 3 |
| MGMT 2302 Personnel Management | 3 | ACCT†† 2302 Principles of Accounting II | 3 |
| MGMT 2309 Supervision | 3 | ELCT*** Social/Behavioral Science | 3 |
| SPCH SPCH 1315 or 1321 | 3 | ELCT† Approved Elective | 3 |
| | 16 | | 18 |
| | | TOTAL HOURS | 66 |

* Mathematics Selection: MATH 1314 or 1324.

** Computer Science/Microcomputer Technology Selection: See Page 54.

*** Humanities/Fine Arts Selection and Social/Behavioral Science Selection: See page 54.

† Approved Elective: EMET 1303, 1304, 1305, 1403, PSYC 2301, MGMT 1301 or BIOL 2401.

Non-military students may select an EMET elective.

†† OADM 2304 and 2305 may be substituted.

ENGINEERING

Two-Year Associate in Science Degree

This is a suggested curriculum. See page 48 for degree requirements.

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|------------------------------------|--------|---|--------|
| ENGR 1304 Engineering Graphics | 3 | ENGR 1305 Descriptive Geometry | 3 |
| MATH 1348 Analytic Geometry | 3 | MATH 2314 Calculus II | 3 |
| MATH 2313 Calculus I | 3 | ENGL 1302 Composition & Rhetoric II | 3 |
| ENGL 1301 Composition & Rhetoric I | 3 | SCIE* Biology, Chemistry, Physics, or Geology | 4 |
| PHED Physical Education | 1 | PHED Physical Education | 1 |
| | 17 | COSC/MISC COSC 1403 or MISC 1451 | 4 |
| | | | 18 |

Underlined numbers are common course numbers. See page 38.

(Continued on next page)

ENGINEERING (Cont.)

SECOND YEAR

| First Semester | | Credit | Second Semester | | Credit | | | |
|----------------|-------------|-----------------------------|-----------------|-------------|--------------------------|-------------------------------|-------------|----|
| <u>HIST</u> | <u>1301</u> | History of the U.S. to 1877 | 3 | <u>HIST</u> | <u>1302</u> | History of the U.S. from 1877 | 3 | |
| ENGL** | | English | 3 | SPCH | <u>SPCH 1315 or 1321</u> | | 3 | |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | 3 | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 | |
| ELCT*** | | Humanities/Fine Arts | 3 | <u>PHYS</u> | <u>2426</u> | Modern Physics II | 4 | |
| <u>PHYS</u> | <u>2425</u> | Modern Physics I | 4 | ELCT | | Elective | 3 | |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 | |
| | | | 17 | | | | 17 | |
| | | | | | | | TOTAL HOURS | 69 |

* Students should check the senior college catalog of the institution to which they plan to transfer for specific Science and English requirements. Variations occur with different institutions.

** English courses include ENGL 2322, 2323, 2326, 2327, 2331 and 2332.

*** Humanities/Fine Arts Selection: See page 54.

ENGLISH

Two-Year Associate in Arts

This is a suggested curriculum. See page 47 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|---|--------|-----------------|-------------|--|--------|
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | <u>ENGL</u> | <u>1302</u> | Composition & Rhetoric II | 3 |
| <u>MATH</u> | <u>1314</u> | College Algebra | 3 | <u>MATH</u> | <u>1316</u> | Trigonometry | 3 |
| LANG* | 1411 | Beginning French I, German I, or Spanish I | 4 | LANG* | 1412 | Beginning French II, German II, or Spanish II | 4 |
| SCIE* | | Biology, Chemistry, Physics, or Geology | 4 | SCIE* | | Biology, Chemistry, Physics, or Geology | 4 |
| <u>HIST</u> | <u>1301</u> | History of the U.S. to 1877 | 3 | <u>HIST</u> | <u>1302</u> | History of the U.S. from 1877 | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 18 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit | |
|----------------|-------------|--|--------|-----------------|-------------|---|-------------|----|
| ENGL** | | English | 3 | ENGL** | | English | 3 | |
| LANG | 2311 | Intermediate French I, German I, or Spanish I | 3 | LANG | 2312 | Intermediate French II, German II, or Spanish II | 3 | |
| <u>SPCH</u> | <u>1315</u> | Public Speaking | 3 | MISC | 1450 | Microcomputers for Business | 4 | |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | 3 | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 | |
| ELCT*** | | Humanities/Fine Arts | 3 | ELCT | | Elective | 3 | |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 | |
| | | | 16 | | | | 17 | |
| | | | | | | | TOTAL HOURS | 69 |

* Check particular foreign language and science requirements of institution where student wishes to transfer.

** English courses include ENGL 2322, 2323, 2326, 2327, 2331 and 2332.

*** Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

ENVIRONMENTAL SCIENCE

Two-Year Associate in Science Degree

This is a suggested curriculum. See page 48 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-----------------------------|-----------|-----------------|-------------|-------------------------------|-----------|
| ENGL | 1301 | Composition & Rhetoric I | 3 | ENGL | 1302 | Composition & Rhetoric II | 3 |
| CHEM | 1411 | General Chemistry I | 4 | CHEM | 1412 | General Chemistry II | 4 |
| BIOL | 1408 | General Biology I | 4 | BIOL* | | Biology | 4 |
| MATH | 1314 | College Algebra | 3 | HIST | 1302 | History of the U.S. from 1877 | 3 |
| HIST | 1301 | History of the U.S. to 1877 | 3 | ELCT*** | | Humanities/Fine Arts | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 18 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--------------------------|--------|-----------------|-------------|--------------------------|--------|
| <u>GEOL</u> | <u>1403</u> | Physical Geology | 4 | <u>PHYS</u> | <u>1413</u> | Environmental Science | 4 |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | 3 | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 |
| <u>COSC</u> | <u>1403</u> | Introduction to Computer | | <u>BIOL</u> | <u>2421</u> | Microbiology | 4 |
| | | Science & Programming | 4 | <u>ENGL</u> | <u>2311</u> | Technical Writing | 3 |
| <u>ENGL**</u> | | English | 3 | <u>PHED</u> | | Physical Education | 1 |
| <u>PHED</u> | | Physical Education | 1 | | | | |
| | | | 15 | | | | 15 |
| | | | | | | | |
| TOTAL HOURS | | | | | | | 66 |

* Biology Selection: BIOL 1409, 1411, or 1413.

** English Selection: ENGL 2322, 2323, 2326, 2327, 2331, or 2332.

*** Humanities Selection: GEOG 1302, 1303, or ANTH 2351.

Recommended Electives: Calculus I & Calculus II, Quantitative Analysis, Trigonometry and/or Analytic Geometry, Physics I & II, Microeconomics or Macroeconomics, Fortran (Programming Course).

ENVIRONMENTAL SCIENCE TECHNOLOGY

Two-Year Certificate of Completion

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|----------------------------|-----------|-----------------|-------------|-----------------------------|-----------|
| ENGL | 1301 | Composition and Rhetoric I | 3 | ENGL | 1302 | Composition and Rhetoric II | 3 |
| CHEM | 1411 | General Chemistry I | 4 | CHEM | 1412 | General Chemistry II | 4 |
| BIOL | 1408 | General Biology I | 4 | BIOL* | | Biology | 4 |
| MATH | 1314 | College Algebra | 3 | ECON | 2302 | Microeconomics | 3 |
| | | | 14 | | | | 14 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-----------------------------|--------|-----------------|-------------|-----------------------|--------|
| <u>GEOL</u> | <u>1403</u> | Physical Geology | 4 | <u>PHYS</u> | <u>1413</u> | Environmental Science | 4 |
| <u>CHEM</u> | <u>1419</u> | Applied Organic | 4 | <u>GEOL</u> | <u>1305</u> | Environmental Geology | 4 |
| MISC | 1450 | Microcomputers for Business | 4 | <u>BIOL</u> | <u>2421</u> | Microbiology | 4 |
| <u>SPCH</u> | <u>1315</u> | Public Speaking | 3 | <u>ENGL</u> | <u>2311</u> | Technical Writing | 3 |
| | | | 15 | | | | 15 |
| TOTAL HOURS | | | | | | | 58 |

* Biology Selection: BIOL 1409, 1411, or 1413.

Underlined numbers are common course numbers. See page 38.

FINANCE AND BANKING

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--------------------------|--------|-----------------|------|--------------------------|--------|
| FIBA | 1301 | Banking Principles | 3 | FIBA | 2303 | Marketing for Bankers | 3 |
| FIBA | 1302 | Money and Banking | 3 | FIBA | 2304 | Consumer Lending | 3 |
| FIBA | 1305 | Law & Banking Principles | 3 | MGMT | | MGMT 2305 or 2306 | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | ECON | | <u>ECON 2301 or 2302</u> | 3 |
| ELCT | | FIBA 1401 or | | SPCH | | <u>SPCH 1315 or 1321</u> | 3 |
| | | MGMK 2316 | 4-3 | ELCT | | FIBA/MGMT/MGMK/ | |
| ELCT | | FIBA/MGMT/MGMK/ | | | | REAE/MISC | 4-3 |
| | | REAE/MISC | 4-3 | | | | |
| | | | 20-18 | | | | 19-18 |
| | | | | | | TOTAL HOURS | 39-36 |

FINANCE AND BANKING

Two-year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-------------------------------|--------|-----------------|------|-----------------------------|--------|
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | FIBA | 1301 | Banking Principles | 3 |
| MATH* | | Mathematics Selections | 3 | FIBA | 1302 | Money and Banking | 3 |
| SPCH | | <u>SPCH 1315 or 1321</u> | 3 | FIBA | 1305 | Law & Banking Principles | 3 |
| ELCT | | <u>BUSI 1301</u> or MGMK 1311 | 3 | MISC | 1450 | Microcomputers for Business | 4 |
| ELCT | | MGMT 1304 or 1306 | 3 | ELCT | | FIBA Elective | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 16 | | | | 17 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|----------------------------|--------|-----------------|-------------|-----------------------------|--------|
| FIBA | 2303 | Marketing for Bankers | 3 | FIBA | 2304 | Consumer Lending | 3 |
| <u>ACCT**</u> | <u>2301</u> | Principles of Accounting I | 3 | <u>ACCT**</u> | <u>2302</u> | Principles of Accounting II | 3 |
| MGMT | | MGMT 2305 or 2306 | 3 | ECON | | <u>ECON 2301 or 2302</u> | 3 |
| ELCT | | FIBA 1401 or | | ELCT | | FIBA 1402 or | |
| | | MGMK 2316 | 3-4 | | | MGMK 2317 | 3-4 |
| ELCT | | FIBA/REAE Elective | 3 | ELCT | | Humanities/Fine Arts | 3 |
| ELCT | | Elective | 1 | | | | |
| | | | 16-17 | | | | 15-16 |
| | | | | | | TOTAL HOURS | 64-65 |

* Mathematics Selection: MATH 1314, 1324, or 1342.

** OADM 2304 and OADM 2305 can be substituted.

Underlined numbers are common course numbers. See page 38.

FIRE PROTECTION TECHNOLOGY

Two-Year Associate in Applied Science Degree

(Offered only at selected locations)

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|---------------------------------|-----------|-----------------|-------------|----------------------------|-----------|
| FPRT | 1301 | Fundamentals of Fire Protection | 3 | FPRT | 1302 | Fire Prevention | 3 |
| FPRT | 1303 | Fire Protection Systems | 3 | FPRT | 1305 | Fire Administration II | 3 |
| FPRT | 1304 | Fire Administration I | 3 | FPRT | 1308 | Fire Service Chemistry II | 3 |
| FPRT | 1307 | Fire Service Chemistry I | 3 | MATH | | <u>MATH 1314</u> or higher | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | <u>SPCH</u> | <u>1315</u> | Public Speaking | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 16 | | | | 16 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-------------------------------|-----------|-----------------|------|--|-----------|
| FPRT | 2301 | Industrial Fire Protection I | 3 | FPRT | 2302 | Industrial Fire Protection II | 3 |
| FPRT | 2303 | Hazardous Material I | 3 | FPRT | 2306 | Fire & Arson Investigation | 3 |
| FPRT | 2305 | Building Codes & Construction | 3 | FPRT | 2404 | Fire Fighting Tactics and Strategy | 4 |
| ELCT* | | Humanities/Fine Arts | 3 | ELCT** | | Computer Science/Micro-computer Technology | 3 |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | | FPRT*** | | Elective | 3 |
| or | | | | | | | |
| <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 | | | | |
| <u>ENGL</u> | <u>2311</u> | Technical Writing | 3 | | | | |
| | | | 18 | | | | 16 |
| | | | | | | TOTAL HOURS | 66 |

* Humanities/Fine Arts Selections: See page 54.

** Computer Science/Microcomputer Technology Selections: See page 54.

*** FPRT 2304, 2308, 2309, 2310, 2314; CHEM 1411 or 1412 may be substituted for FPRT 1307 and 1308.

FOOD SERVICE MANAGEMENT

Two-Year Associate in Applied Science Degree

(Texas Campuses)

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|------------------------------|-----------|-----------------|-------------|---------------------------------------|--------------|
| FSMG* | 1302 | Nutrition | 3 | FSMG* | 1301 | Supervising Kitchen Administration | 3 |
| FSMG* | 1303 | Sanitation and Safety | 3 | FSMG* | 1305 | Food Purchasing | 3 |
| FSMG* | 1401 | Food Preparation and Serving | 4 | FSMG* | 1306 | Menu Planning | 3 |
| ELCT** | | MGMT/FSMG | 3 | <u>MATH</u> | <u>1342</u> | Elementary Statistics | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | ELCT** | | ACCT/FSMG/HMMG/MGMT/OADM Selection(s) | 3-4 |
| | | | 16 | <u>SPCH</u> | <u>1315</u> | Public Speaking | 3 |
| | | | | | | | 18/19 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

FOOD SERVICE MANAGEMENT (Cont.)

SECOND YEAR

| First Semester | Credit | Second Semester | Credit |
|---|--------|--|--------|
| FSMG* 2304 Hospitality Industry/ Sales Promotion | 3 | HMMG* 2304 Financial Management | 3 |
| FSMG* 2405 Management Practice I | 4 | FSMG* 2406 Management Practice II | 4 |
| HMMG* 2301 Hospitality Industry Law | 3 | HMMG 2309 Hospitality Industry Computer Systems | 3 |
| MISC 1450 Microcomputers for Business | 4 | ELCT† Humanities/Fine Arts | 3 |
| ELCT** MGMT/FSMG/ACCT/ HMMG/OADM | 3-4 | ELCT†† Social/Behavioral Science | 3 |
| 17-18 | | 16 | |
| | | TOTAL HOURS 67-69 | |

- * Students may apply for a Certificate of Completion upon satisfactory completion of these courses.
- ** Elective Options: Food Service Management Selections: FSMG 1300, 1304, 1308, 2150, 2151, 2201, 2250, 2251, 2252, 2353, 2355, 2356, 2401, 2402, 2452, OR 2453. Accounting, Hotel/Motel Management and Management Selections: ACCT 2301, 2302; HMMG 1300, 1302, 1303, 1305, 1308, 2306; MGMT 1305, 1308, 2101, 2164, 2302, 2304, 2310; OADM 2304, 2305.
- † Humanities/Fine Arts Selection: See page 54.
- †† Social/Behavioral Science Selection: See page 54.

FOREIGN LANGUAGE

Two-Year Associate in Arts Degree

This is a suggested curriculum. See page 47 for degree requirements.

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|---|--------|--|--------|
| ENGL 1301 Composition & Rhetoric I | 3 | ENGL 1302 Composition & Rhetoric II | 3 |
| LANG 1411 Beginning French I, German I, or Spanish I | 4 | HIST 1302 History of the U.S. from 1877 | 3 |
| MATH 1301 MATH 1314 or higher | 3 | LANG 1412 Beginning French II, German II, or Spanish II | 4 |
| HIST 1301 History of the U.S. to 1877 | 3 | ELCT*** Humanities/Fine Arts | 3 |
| SCIE* Biology, Chemistry, Physics, or Geology | 4 | SCIE* Biology, Chemistry, Physics or Geology | 4 |
| PHED Physical Education | 1 | PHED Physical Education | 1 |
| 18 | | 18 | |

SECOND YEAR

| First Semester | Credit | Second Semester | Credit |
|--|--------|---|--------|
| ENGL** English | 3 | ENGL** English | 3 |
| LANG 2311 Intermediate French I, German I, or Spanish I | 3 | LANG 2312 Intermediate French II, German II, or Spanish II | 3 |
| GOVT 2301 State & Federal Govt. I | 3 | GOVT 2302 State & Federal Govt. II | 3 |
| SPCH 1315 Public Speaking | 3 | MISC 1450 Microcomputers for Business | 4 |
| LANG* Second Language | 4 | LANG* Second Language | 4 |
| PHED Physical Education | 1 | PHED Physical Education | 1 |
| 17 | | 18 | |
| | | TOTAL HOURS 71 | |

- * Second language requirement varies with senior colleges. Check senior college catalog carefully.
- ** English Selection(s): ENGL 2322, 2323, 2326, 2327, 2331 or 2332.
- *** Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

GENERAL SECRETARIAL

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|------|---|--------|
| OADM* | 1301 | Beginning Shorthand | 3 | OADM* | 1302 | Intermediate Shorthand | 3 |
| OADM | 1305 | Records Management | 3 | OADM | 1306 | Office Functions | 3 |
| OADM | 1309 | Business Mathematics & Calculating Machines | 3 | OADM | 1308 | Business Correspondence | 3 |
| WOPO* | 1303 | Beginning Keyboarding/ Data Entry | 3 | WOPO* | 1304 | Intermediate Information Processing Applications | 3 |
| ENGL | 1301 | Composition and Rhetoric I | 3 | WOPO | 1307 | Word Processing/ Transcription | 3 |
| WOPO | 1101 | MS-DOS: An Introduction | 1 | PHED | | Physical Education | 1 |
| | | | 16 | | | | 16 |
| TOTAL HOURS | | | | | | | 32 |

* Levels of keyboarding and shorthand will be determined by the student's previous training in these skills and/or by placement test.

GENERAL STUDIES

Two-Year Associate in General Studies Degree

Students may select 34-37 Semester Credit hours from courses that fulfill the student's educational goals.

This is a suggested curriculum. See pages 48 & 49 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-----------------------------|--------|-----------------|------|--|--------|
| ENGL | 1301 | Composition & Rhetoric I | | SPCH | | Speech if ENGL 1301 taken | |
| or | | | | or | | | |
| ENGL | 1379 | Communications Skills | 3 | ELCT | | Student selection if ENGL 1379 taken | 3 |
| HIST | 1301 | History of the U.S. to 1877 | 3 | HIST | 1302 | History of the U.S. from 1877 | 3 |
| PHED | | Physical Education | 1 | MATH | | MATH 1314 or higher | 3 |
| ELCT | | Student selection | 9 | ELCT* | | Computer Science/Micro- computer Technology | 3 |
| | | | 16 | ELCT | | Student selection | 4 |
| | | | | | | | 16 |

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|-------------------------|--|--------|-----------------|------|--------------------------|--|--------|
| GOVT | 2301 | State & Federal Govt. I | | 3 | GOVT | 2302 | State & Federal Govt. II | | 3 |
| ELCT | | Student selection | | 12 | ELCT** | | Humanities/Fine Arts | | 3 |
| PHED | | Physical Education | | 1 | ELCT | | Student selection | | 10 |
| | | | | 16 | | | | | 16 |
| | | | | | TOTAL HOURS | | | | 64 |

* Computer Science/Microcomputer Technology Selections: See page 54.

** Humanities/Fine Arts Selection: See page 54.

Student must have a minimum of 15 semester credit hours within the Central Texas College System.

Underlined numbers are common course numbers. See page 38.

GEOLOGY

Two-Year Associate in Science Degree

This is a suggested curriculum. See page 48 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-----------------------------|-----------|-----------------|-------------|-------------------------------|-----------|
| GEOL | 1403 | Physical Geology | 4 | GEOL | 1404 | Historical Geology | 4 |
| MATH* | 1316 | †Trigonometry | 3 | MATH | 1348 | Analytic Geometry | 3 |
| HIST | 1301 | History of the U.S. to 1877 | 3 | HIST | 1302 | History of the U.S. from 1877 | 3 |
| CHEM | 1411 | General Chemistry I | 4 | CHEM | 1412 | General Chemistry II | 4 |
| ENGL | 1301 | Composition & Rhetoric I | 3 | ENGL | 1302 | Composition & Rhetoric II | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 18 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit | |
|----------------|-------------|--|-----------|-----------------|-------------|--------------------------|--------------------|-----------|
| PHYS | 1401 | College Physics I | 4 | PHYS | 1402 | College Physics II | 4 | |
| GOVT | 2301 | State & Federal Govt. I | 3 | GOVT | 2302 | State & Federal Govt. II | 3 | |
| MATH | 2313 | Calculus I | 3 | MATH | 2314 | Calculus II | 3 | |
| ENGL** | | English | 3 | SPCH | 1315 | Public Speaking | 3 | |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 | |
| COSC | 1403 | Introduction to Computer Science & Programming | 4 | ELCT*** | | Humanities/Fine Arts | 3 | |
| | | | 18 | | | | 17 | |
| | | | | | | | TOTAL HOURS | 71 |

* Students deficient in mathematics must take College Algebra. This course should be taken during the summer term prior to the freshman year.

** English courses include ENGL 2311, 2322, 2323, 2326, 2327, 2331, and 2332.

*** Humanities/Fine Arts Selection: See page 54.

Students should check the catalog of the institution to which they plan to transfer as requirements may vary.

HEALTH INFORMATION SPECIALIST MEDICAL RECORD CLERK

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--------------------------------|-----------|-----------------|-------------|--|-----------|
| TIOA | 1301 | Beginning Keyboarding | 3 | TIOA | 1310 | Medical Terminology and Transcription | 3 |
| TIHI | 1301 | Medical Office Procedures | 3 | TIOA | 1307 | Word Processing and Transcription | 3 |
| TIOA | 1303 | Information Processing | 3 | TIHI | 1302 | Medical Terminology and the Human Body | 3 |
| TIOA | 1304 | Communications Skills | 3 | TIOA | 1309 | Advanced Keyboarding and Formatting | 3 |
| TIOA | 1305 | Business Communications Typing | 3 | TIHI | 1303 | Medical Terminology in the Laboratory | 3 |
| | | | 15 | | | | 15 |

Underlined numbers are common course numbers. See page 38.

(Continued on next page)

HEALTH INFORMATION SPECIALIST MEDICAL RECORD CLERK (Cont.)

| Third Semester | | | Credit |
|----------------|------|-----------------------------------|-----------|
| TIHI | 1304 | Medical Terminology in Surgery | 3 |
| TIHI | 1305 | Medical Records Orientation | 3 |
| TIHI | 1306 | Medical Records Technology | 3 |
| TIHI | 1307 | Classification Systems | 3 |
| | | | 12 |

TOTAL HOURS 42

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

HEALTH INFORMATION SPECIALIST MEDICAL RECORD CLERK COOPERATIVE OPTION

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|-----------|-----------------|------|---|-----------|
| TIOA | 1301 | Beginning Keyboarding | 3 | TIOA | 1307 | Word Processing and Transcription | 3 |
| TIHI | 1301 | Medical Office Procedures | 3 | TIHI | 1302 | Medical Terminology and the Human Body | 3 |
| TIOA | 1303 | Information Processing | 3 | TIOA | 1309 | Advanced Keyboarding and Formatting | 3 |
| TIOA | 1304 | Communications Skills | 3 | TIHI | 1303 | Medical Terminology in the Laboratory | 3 |
| TIOA | 1305 | Business Communications Typing | 3 | TIHI | 1401 | Medical Records/Secretary Cooperative Training I | 4 |
| TIOA | 1310 | Medical Terminology and Transcription | 3 | | | | 16 |
| | | | 18 | | | | |

| Third Semester | | | Credit |
|----------------|------|--|-----------|
| TIHI | 1304 | Medical Terminology in Surgery | 3 |
| TIHI | 1305 | Medical Records Orientation | 3 |
| TIHI | 1306 | Medical Records Technology | 3 |
| TIHI | 1307 | Classification Systems | 3 |
| TIHI | 2401 | Medical Records/Secretary Cooperative Training II | 4 |
| | | | 16 |

TOTAL HOURS 50

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

Underlined numbers are common course numbers. See page 38.

HEALTH INFORMATION SPECIALIST MEDICAL SECRETARY

One-Year Certificate of Completion

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|---------------------------------------|--|-----------|-----------------|------|--|--|-----------|
| TIOA | 1301 | Beginning Keyboarding | | 3 | TIOA | 1307 | Word Processing and Transcription | | 3 |
| TIHI | 1301 | Medical Office Procedures | | 3 | TIHI | 1302 | Medical Terminology and the Human Body | | 3 |
| TIOA | 1303 | Information Processing | | 3 | TIOA | 1309 | Advanced Keyboarding and Formatting | | 3 |
| TIOA | 1304 | Communications Skills | | 3 | TIHI | 1303 | Medical Terminology in the Laboratory | | 3 |
| TIOA | 1305 | Business Communications Typing | | 3 | TIHI | 1304 | Medical Terminology in Surgery | | 3 |
| TIOA | 1310 | Medical Terminology and Transcription | | 3 | | | | | |
| | | | | 18 | | | | | 15 |
| | | | | | TOTAL HOURS | | | | 33 |

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

HEALTH INFORMATION SPECIALIST MEDICAL SECRETARY COOPERATIVE OPTION

One-Year Certificate of Completion

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|---|--|-----------|-----------------|------|--|--|-----------|
| TIOA | 1301 | Beginning Keyboarding | | 3 | TIOA | 1307 | Word Processing and Transcription | | 3 |
| TIHI | 1301 | Medical Office Procedures | | 3 | TIHI | 1302 | Medical Terminology and the Human Body | | 3 |
| TIOA | 1303 | Information Processing | | 3 | TIOA | 1309 | Advanced Keyboarding and Formatting | | 3 |
| TIOA | 1304 | Communications Skills | | 3 | TIHI | 1401 | Medical Records/Secretary Cooperative Training I | | 4 |
| TIOA | 1305 | Business Communications Typing | | 3 | | | | | |
| TIOA | 1310 | Medical Terminology and Transcription | | 3 | | | | | |
| | | | | 18 | | | | | 13 |
| Third Semester | | | | Credit | | | | | |
| TIHI | 1303 | Medical Terminology in the Laboratory | | 3 | | | | | |
| TIHI | 1304 | Medical Terminology in Surgery | | 3 | | | | | |
| TIHI | 2401 | Medical Records/Secretary Cooperative Training II | | 4 | | | | | |
| | | | | 10 | | | | | |
| | | | | | TOTAL HOURS | | | | 41 |

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

Underlined numbers are common course numbers. See page 38.

HOTEL/MOTEL MANAGEMENT

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|----------------------------|--------|-----------------|------|-----------------------------|--------|
| HMMG* | 1305 | Energy Management | 3 | HMMG* | 1300 | Food & Beverage Management | 3 |
| HMMG* | | HMMG 1302 or 1307 | | HMMG* | 1303 | Front Office Procedures | 3 |
| FSMG | 1401 | Food Preparation & Serving | 4 | FSMG | 1301 | Supervising Kitchen | |
| ENGL | <u>1301</u> | Composition & Rhetoric I | 3 | | | Administration | 3 |
| MATH | | <u>MATH 1314</u> or higher | 3 | FSMG | 1303 | Sanitation and Safety | 3 |
| | | | | FSMG | 1305 | Food Purchasing | 3 |
| | | | | ELCT** | | Hotel/Motel or Food Service | |
| | | | | | | Management elective | 3 |
| | | | 16 | | | | 18 |

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|-----------------------------|--|--------|-----------------|------|---------------------------|--|--------|
| HMMG | 2401 | Hotel/Motel Internship I | | 4 | HMMG* | 2301 | Hospitality Industry Law | | 3 |
| FSMG | 2304 | Hospitality Industry Sales | | | HMMG* | 2304 | Financial Management | | 3 |
| | | Promotion | | 3 | HMMG* | 2309 | Hospitality Industry | | |
| ELCT† | | Humanities/Fine Arts | | 3 | | | Computer Systems | | 3 |
| MISC | 1450 | Microcomputers for Business | | 4 | HMMG | 2402 | Hotel/Motel Internship II | | 4 |
| SPCH | | <u>SPCH 1315 or 1321</u> | | 3 | ELCT†† | | Social/Behavioral Science | | 3 |
| | | | | 17 | | | | | 16 |
| | | | | | TOTAL HOURS | | | | 67 |

* Student may apply for a Certificate of Completion upon satisfactory completion of these courses and one HMMG/FSMG elective.

** HMMG 1306, 1308, 2302, 2305, 2306, 2307, 2308; FSMG 1300, 1302, 1304, 1306, 1307, 1308, 2303, 2306, 2401, 2402; MGMT 1305 or 1308.

† Humanities/Fine Arts Selection: See page 54.

†† Social/Behavioral Science Selection: See page 54.

Students pursuing emphasis in specific areas must take the electives shown below:

Front Office Procedures HMMG 1306.

Marketing and Sales Promotion HMMG 1306 and HMMG 2307.

Food and Beverage Management HMMG 2308.

Housekeeping HMMG 2302.

Engineering and Facility Management HMMG 2305 and HMMG 2302.

INFORMATION CENTER SPECIALIST

One-Year Certificate of Completion

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|-----------------------------|--|--------|-----------------|------|------------------------------|--|--------|
| COSC | 1400 | Microcomputer Fundamentals | | 4 | MISC | 1440 | Data Base for Microcomputers | | 4 |
| MISC | 1420 | Word Processing for | | | MISC | 1460 | Desk Top Publishing | | 4 |
| | | Microcomputers | | 4 | MISC | 1461 | Operating Systems | | 4 |
| MISC | 1430 | Spreadsheets for | | | MISC | 2455 | Microcomputer Field Projects | | 4 |
| | | Microcomputers | | 4 | | | | | |
| MISC | 1450 | Microcomputers for Business | | 4 | | | | | |
| | | | | 16 | | | | | 16 |
| | | | | | | | TOTAL HOURS | | 32 |

Underlined numbers are common course numbers. See page 38.

INTERDISCIPLINARY STUDIES

Two-Year Associate in Arts Degree

This is a suggested curriculum. See page 47 for degree requirements.

FIRST YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|-------------|---|--|--------|-----------------|-------------|--|--|--------|
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | | 3 | <u>ENGL</u> | <u>1302</u> | Composition & Rhetoric II | | 3 |
| <u>HIST</u> | <u>1301</u> | History of the U.S. to 1877 | | 3 | <u>HIST</u> | <u>1302</u> | History of the U.S. from 1877 | | 3 |
| SCIE | | Biology, Chemistry, Physics, or Geology | | 4 | SCIE | | Biology, Chemistry, Physics, or Geology | | 4 |
| LANG | 1411 | Beginning French I, German I, or Spanish I | | 4 | LANG* | | Beginning French II, German II, or Spanish II | | 4 |
| ELCT | | Elective | | 3 | <u>SPCH</u> | <u>1315</u> | Public Speaking | | 3 |
| PHED | | Physical Education | | 1 | PHED | | Physical Education | | 1 |
| | | | | 18 | | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-----------------------------------|--------|-----------------|-------------|--------------------------|--------|
| ENGL** | | English | 3 | ENGL** | | English | 3 |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | 3 | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 |
| MATH | | <u>MATH</u> <u>1314</u> or higher | 3 | ELCT*** | | Computer Science/Micro- | |
| PSYC | <u>2301</u> | Introduction to Psychology | 3 | | | computer Technology | 3 |
| SOCL | <u>1301</u> | Introduction to Sociology | 3 | ELCT | | Elective | 3 |
| PHED | | Physical Education | 1 | ELCT | | Elective | 3 |
| | | | 16 | PHED | | Physical Education | 1 |
| | | | | | | | 16 |

TOTAL HOURS 68

* If German taken first year, Beginning French or Spanish may be taken second year.

** English courses include ENGL 2322, 2323, 2326, 2327, 2331, or 2332.

*** Computer Science/Microcomputer Technology Electives: See page 54.

NOTE: Students should enroll in electives that support their major and should coordinate with the institution to which they intend to transfer.

JOURNALISM

Two-Year Associate in General Studies Degree

This is a suggested curriculum. See pages 48 & 49 for degree requirements.

FIRST YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|-------------|-----------------------------|--|--------|-----------------|-------------|-------------------------------|--|--------|
| <u>COMM</u> | <u>1307</u> | Communications Media | | 3 | <u>COMM</u> | <u>2311</u> | News Gathering & Reporting | | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | | 3 | <u>ENGL</u> | <u>1302</u> | Composition & Rhetoric II | | 3 |
| <u>HIST</u> | <u>1301</u> | History of the U.S. to 1877 | | 3 | <u>HIST</u> | <u>1302</u> | History of the U.S. from 1877 | | 3 |
| <u>SPCH</u> | <u>1315</u> | Public Speaking | | 3 | <u>PSYC</u> | <u>2301</u> | Introduction to Psychology | | 3 |
| ELCT* | | Humanities/Fine Arts | | 3 | MISC | 1450 | Microcomputers for Business | | 4 |
| PHED | | Physical Education | | 1 | PHED | | Physical Education | | 1 |
| | | | | 16 | | | | | 17 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

JOURNALISM (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit | |
|----------------|-------------|---------------------------|--------|-----------------|-------------|------------------------------|-------------|----|
| ENGL** | | English Selection(s) | 3 | ENGL * | | English Selection(s) | 3 | |
| GOVT | <u>2301</u> | State & Federal Govt. I | 3 | GOVT | <u>2302</u> | State & Federal Govt. II | 3 | |
| ECON | <u>2301</u> | Macroeconomics | 3 | ECON | <u>2302</u> | Microeconomics | 3 | |
| SOCI | <u>1301</u> | Introduction to Sociology | 3 | SOCI | <u>1306</u> | Contemporary Social Problems | 3 | |
| MATH | | MATH 1314 or higher | 3 | ELCT | | Approved elective | 3 | |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 | |
| | | | 16 | | | | 16 | |
| | | | | | | | TOTAL HOURS | 65 |

* Humanities/Fine Arts Selection: See page 54.

** English courses include ENGL 2322, 2323, 2326, 2327, 2331, or 2332.

KINESIOLOGY (PHYSICAL EDUCATION)

Two-Year Associate in Science Degree

This is a suggested curriculum. See page 48 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|---------------------------------|-----------|-----------------|-------------|---------------------------------------|-----------|
| ENGL | <u>1301</u> | Composition & Rhetoric I | 3 | ENGL | <u>1302</u> | Composition & Rhetoric II | 3 |
| BIOL | <u>1408</u> | General Biology I | 4 | BIOL | <u>1409</u> | General Biology II | 4 |
| HIST | <u>1301</u> | History of the U.S. to 1877 | 3 | HIST | <u>1302</u> | History of the U.S. from 1877 | 3 |
| MATH | | MATH 1314 or higher | 3 | MATH | | MATH 1314 or higher | 3 |
| PHED | <u>1301</u> | Foundations of Physical Health | 3 | COSC | <u>1300</u> | Computer Information Processing | 3 |
| PHED | | Physical Education (Team Sport) | 1 | PHED | | Physical Education (Individual Sport) | 1 |
| | | | 17 | | | | 17 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit | |
|----------------|------|-------------------------|--------|-----------------|------|---------------------------|-------------|----|
| ENGL* | | English | 3 | ENGL* | | English Selection | 3 | |
| BIOL | 2401 | Human Anatomy | 4 | BIOL | 2402 | Human Physiology | 4 | |
| GOVT | 2301 | State & Federal Govt. I | 3 | GOVT | 2302 | State & Federal Govt. II | 3 | |
| PHED | 1308 | Sport Officiating | 3 | PHED | 1306 | Safety and First Aid | 3 | |
| SPCH** | | Speech | 3 | SOCI | 2301 | Introduction to Sociology | 3 | |
| PHED | 1130 | Physical Conditioning | 1 | PHED | 1138 | Rhythmic Aerobics | 1 | |
| | | | 17 | | | | 17 | |
| | | | | | | | TOTAL HOURS | 68 |

* English Selection: ENGL 2322, 2323, 2331, 2332, 2326, 2327.

** Speech Selection: SPCH 1321, 1318, 2333.

Underlined numbers are common course numbers. See page 38.

LAW ENFORCEMENT

Two-Year Associate in Applied Science Degree

(Offered only at selected locations)

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|--|--------|---|--------|
| LAWE 1301 Intro to Criminal Justice | 3 | LAWE 1201 Defensive Tactics | 2 |
| LAWE 1304 The Courts and Criminal Procedures | 3 | LAWE* 1302 Criminal Investigation I | 3 |
| LAWE 1307 Crime in America | 3 | LAWE* 1303 Legal Aspects of Law Enforcement | 3 |
| LAWE 1308 Fundamentals of Criminal Law | 3 | LAWE* 1309 Police Systems & Practices | 3 |
| <u>ENGL</u> 1301 Composition & Rhetoric I | 3 | ENGL** English | 3 |
| <u>PHED</u> 1130 Physical Conditioning | 1 | ELCT*** Law Enforcement | 3 |
| | 16 | | 17 |

SECOND YEAR

| First Semester | Credit | Second Semester | Credit |
|--|--------|---|--------|
| LAWE 2101 Emergency Medical Aid | 1 | LAWE 2201 Firearms | 2 |
| LAWE 2304 Juvenile Procedures | 3 | <u>PSYC</u> 2301 Introduction to Psychology | 3 |
| <u>GOVT</u> 2301 State & Federal Govt. I | | <u>SPCH</u> 1321 Business & Professional Speaking | 3 |
| or | | ELCT† Humanities/Fine Arts | 3 |
| <u>GOVT</u> 2302 State & Federal Govt. II | 3 | ELCT† Computer Science/Micro-computer Technology | 3 |
| <u>SOCI</u> 1301 Introduction to Sociology | 3 | ELCT*** Law Enforcement | 3 |
| MATH <u>MATH 1314</u> or higher | 3 | | |
| PHED Physical Education | 1 | | |
| ELCT Criminal Justice Elective | 3 | | |
| | 17 | | 17 |
| | | TOTAL HOURS | 67 |

* Law Enforcement Options: Students majoring in corrections may substitute LAWE 1306 and 1314 for any two of the following courses: LAWE 1302, 1303, and 1309.

** ENGL 1302 or 2311 (Technical Writing)

*** Electives: LAWE 1305, 1310, 1315, 2301, 2303, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315. EMET 1402 may be taken in place of a LAWE elective.

† Humanities/Fine Arts Selection: See page 54.

†† Computer Science/Microcomputer Technology Selection: See page 54.

Students planning to complete a baccalaureate degree in criminal justice/law enforcement should declare a major and develop a degree plan which will meet the transfer requirements of the college of their choice, as soon as it can be determined.

LEGAL ASSISTANT

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|--|--------|---|--------|
| LEGA 1401 Introduction to Paralegalism | 4 | LEGA 1306 Criminal Law | 3 |
| LEGA 1302 Legal Office Ethics and Management | 3 | LEGA 1307 Civil Litigation | 3 |
| LEGA 1304 Principles of Family Law | 3 | <u>MATH</u> 1324 Finite Mathematics | 3 |
| <u>ENGL</u> 1301 Composition & Rhetoric I | 3 | MISC 1420 Introduction to Word Processing Systems | 4 |
| <u>GOVT</u> 2301 State & Federal Govt. I | 3 | <u>ENGL</u> 1302 Composition & Rhetoric II | 3 |
| PHED Physical Education | 1 | PHED Physical Education | 1 |
| | 17 | | 17 |

Underlined numbers are common course numbers. See page 38.

(Continued on next page)

LEGAL ASSISTANT (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit | |
|----------------|------|------------------------------|--------|-----------------|--------------------------|------------------------|-------------|----|
| LEGA | 2302 | Contract Law | 3 | LEGA | 2405 | Wills, Trust & Probate | 4 | |
| LEGA | 2306 | Techniques of Legal Research | 3 | LEGA* | | Approved elective | 3 | |
| LEGA* | | Approved elective | 3 | LEGA* | | Approved elective | 3 | |
| ACCT | 2301 | Principles of Accounting I | 3 | SPCH | <u>SPCH 1315 or 1321</u> | | 3 | |
| GOVT | 2302 | State & Federal Govt. II | 3 | ELCT** | Humanities/Fine Arts | | 3 | |
| | | | 15 | | | | 16 | |
| | | | | | | | TOTAL HOURS | 65 |

* LEGA 1305, 1308, 1309, 1403, 2301, 2303, 2402, 2404.

** Humanities/Fine Arts Selection: See page 54.

MAINTENANCE TECHNOLOGY

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---|--------|-----------------|------|-----------------------|--------|
| INDU | 1400 | Industrial Fundamentals | 4 | AIRC | 1403 | Heating Systems | 4 |
| AIRC | 1400 | Basic Air Conditioning & Refrigeration Theory | 4 | MTNT | 1402 | Electricity | 4 |
| MTNT | 1401 | Carpentry I | 4 | ENGL | 1379 | Communications Skills | 3 |
| MATH | | <u>MATH 1314</u> or higher | 3 | WELD | 1401 | Beginning Gas Welding | 4 |
| PHED | | Physical Education | 1 | ELCT* | | Humanities/Fine Arts | 3 |
| | | | 16 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|-------------|----------------------------------|-------------|
| MTNT | 2402 | Carpentry II | 4 | MTNT | 2404 | Painting & Refinishing | 4 |
| MTNT | 2403 | Plumbing I | 4 | MTNT | 2410 | Plumbing II | 4 |
| AIRC | 1407 | Mechanical Refrigeration Systems | 4 | DRDS | 1303 | Architectural Blueprint Reading | 3 |
| ELCT** | | Computer Science/Micro-computer Technology | 3 | WELD | 1402 | Beginning Arc Welding | 4 |
| GOVT | 2301 | State & Federal Govt. I | | <u>SPCH</u> | <u>1321</u> | Business & Professional Speaking | 3 |
| or | | | | | | | |
| GOVT | 2302 | State & Federal Govt. II | 3 | | | | 18 |
| | | | 18 | | | | TOTAL HOURS |
| | | | | | | | 70 |

* Humanities/Fine Arts Selection: See page 54.

** Computer Science/Microcomputer Technology Selection: See page 54.

Students may apply for a Certificate of Completion upon satisfactory completion of all MTNT, AIRC, DRDS, WELD, and INDU prefix courses.

Underlined numbers are common course numbers. See page 38.

MAINTENANCE TECHNOLOGY MASONRY OPTION

Two-Year Associate in Applied Science Degree

(Offered at selected locations only)

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|------------------------------------|--------|---|--------|
| MTNT* 1401 Carpentry I | 4 | MTNT* 1412 Basic Masonry II | 4 |
| MTNT* 1411 Basic Masonry I | 4 | MTNT* 1413 Intermediate Masonry I | 4 |
| INDU* 1400 Industrial Fundamentals | 4 | ENGL 1379 Communications Skills | 3 |
| MATH <u>MATH 1314</u> or higher | 3 | ELCT** Computer Science/Micro-computer Technology | 3 |
| | | ELCT Approved elective | 3 |
| | 15 | | 17 |

SECOND YEAR

| First Semester | Credit | Second Semester | Credit |
|-----------------------------------|--------|---|--------|
| MTNT* 2402 Carpentry II | 4 | MTNT* 2416 Advanced Masonry II | 4 |
| MTNT* 2414 Intermediate Masonry I | 4 | <u>GOVT 2301</u> State & Federal Govt. I or | |
| MTNT* 2415 Advanced Masonry II | 4 | <u>GOVT 2302</u> State & Federal Govt. II | 3 |
| ELCT* Maintenance Technology | 4 | ELCT*** Humanities/Fine Arts | 3 |
| | | <u>SPCH 1321</u> Business & Professional Speaking | 3 |
| | | ELCT Approved elective | 3 |
| | 16 | | 16 |
| | | TOTAL HOURS | 64 |

* Students may apply for a Certificate of Completion upon satisfactory completion of these courses.

** Computer Science/Microcomputer Technology Selections: See page 54.

*** Humanities/Fine Arts Selections: See page 54.

MAINTENANCE TECHNOLOGY RESIDENTIAL CONSTRUCTION OPTION

Two-Year Associate in Applied Science Degree

(Offered at selected locations only)

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|--|--------|---|--------|
| MTNT 1214 Fundamentals of Masonry and Concrete I | 2 | MTNT 1215 Fundamentals of Masonry and Concrete II | 2 |
| MTNT 1401 Carpentry I | 4 | MTNT 2402 Carpentry II | 4 |
| MTNT 1402 Electricity I | 4 | MTNT 2403 Plumbing I | 4 |
| MTNT 2405 Foundations, Framing, and Roofing | 4 | MTNT 2404 Painting and Refinishing | 4 |
| <u>ENGL 1301</u> Composition & Rhetoric I | | MATH <u>MATH 1314</u> or higher | 3 |
| or | | | |
| ENGL 1379 Communications Skills | 3 | | |
| | 17 | | 17 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

MAINTENANCE TECHNOLOGY RESIDENTIAL CONSTRUCTION OPTION (Cont.)

SECOND YEAR

| First Semester | | | | Second Semester | | | |
|----------------|------|---|----------|-----------------|------|-----------------------------------|----------------|
| MTNT | 2408 | Mill Cabinetry Construction and Installation | Credit 4 | MTNT | 2406 | Building Materials and Estimating | Credit 4 |
| AIRC | 1400 | Basic Air Conditioning & Refrigeration Theory | 4 | AIRC | 1403 | Heating Systems | 4 |
| DRDS | 1303 | Architectural Blueprint Reading | 3 | MISC | ** | Microcomputer Technology | 3 |
| SPCH | | <u>SPCH 1315 or 1321</u> | 3 | ELCT | *** | Humanities/Fine Arts | 3 |
| ELCT* | | Social/Behavioral Science | 3 | ELCT | | Elective | 3 |
| | | | 17 | | | | 17 |
| | | | | | | | TOTAL HOURS 68 |

* Social/Behavioral Science Selection: See page 54.

** Computer Science/Microcomputer Technology Selection: See page 54.

*** Humanities/Fine Arts Selection: See page 54.

Students may apply for a Certificate of Completion upon satisfactory completion of all MTNT, AIRC, and DRDS courses.

MANAGEMENT AND MARKETING

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|----------------------------|--------|-----------------|------|------------------------------------|--------|
| MGMT | 1306 | Human Relations | 3 | MGMT | 1304 | Work Organization | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | MGMT | 1311 | Retail Management | 3 |
| MATH | | <u>MATH 1314</u> or higher | 3 | ELCT | | MGMT, FASH, SMMG, or BUSI elective | 3 |
| SPCH | | <u>SPCH 1315 or 1321</u> | 3 | MISC | 1450 | Microcomputers for Business | 4 |
| BUSI | <u>1301</u> | Introduction to Business | 3 | ELCT* | | Humanities/Fine Arts | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 16 | | | | 17 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|------------------------------------|--------|-----------------|-------------|------------------------------------|-------------------|
| MGMT | 2301 | Marketing Principles | 3 | ELCT** | | MGMK 1402 or 2317 | 3-4 |
| ELCT** | | MGMK 1401 or 2316 | 3-4 | ELCT | | MGMT, FASH, SMMG, or BUSI elective | 3 |
| MGMT | | MGMT 2305 OR 2306 | 3 | ELCT | | MGMT, FASH, SMMG, or BUSI elective | 3 |
| ELCT | | MGMT, FASH, SMMG, or BUSI elective | 3 | ECON | | <u>ECON 2301 or 2302</u> | 3 |
| <u>ACCT</u> | <u>2301</u> | Principles of Accounting I | 3 | <u>ACCT</u> | <u>2302</u> | Principles of Accounting II | 3 |
| ELCT | | Elective | 1 | | | | 15-16 |
| | | | 16-17 | | | | TOTAL HOURS 64-65 |

* Humanities/Fine Arts Selection: See page 54.

** If the requirement for 18 hours of sophomore level courses has not been met, students must take a three-hour sophomore level course from the electives.

Underlined numbers are common course numbers. See page 38.

MANAGEMENT AND MARKETING

One-Year Certificate of Completion

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|--------------------------|--|--------|-----------------|------|--------------------------|--|--------|
| MGMK | 1311 | Retail Management | | 3 | MGMT | 1306 | Human Relations | | 3 |
| MGMT | 1304 | Work Organization | | 3 | MGMT | 2301 | Marketing Principles | | 3 |
| ELCT | | MGMK 1401 or 2316 | | 4-3 | MISC | 1450 | Microcomputers | | |
| ENGL | 1301 | Composition & Rhetoric I | | 3 | | | for Business | | 4 |
| ELCT | | FASH/FIBA/MGMT/ | | | SPCH | | <u>SPCH 1315 or 1321</u> | | 3 |
| | | MGMK/REAE/MISC | | 3 | ELCT | | MGMT 2305 or 2306 | | 3 |
| ELCT | | FASH/FIBA/MGMT/ | | | ELCT | | FASH/FIBA/MGMT/ | | |
| | | MGMK/REAE/MISC | | 3 | | | MGMK/REAE/MISC | | 3 |
| | | | | 19-18 | | | | | 19 |
| | | | | | TOTAL HOURS | | | | 38-37 |

MATHEMATICS

Two-Year Associate in Arts or Science Degree

This is a suggested curriculum. See pages 47 & 48 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|------|---|--------|
| MATH | 1314 | College Algebra | 3 | MATH | 1348 | Analytic Geometry | 3 |
| MATH | 1316 | Trigonometry | 3 | ELCT* | | Science or Language elective selected from 1401-1402 sequence | 4 |
| ELCT* | | Science or Language elective selected from 1401-1402-1411 or 1412 sequence | 4 | COSC | 1403 | Introduction to Computer Science & Programming | 4 |
| ENGL | 1301 | Composition & Rhetoric I | 3 | ENGL | 1302 | Composition & Rhetoric II | 3 |
| HIST | 1301 | History of the U.S. to 1877 | 3 | HIST | 1302 | History of the U.S. from 1877 | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 17 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit | |
|----------------|-------------|-------------------------|--------|-----------------|-------------|--------------------------|-------------|-------|
| <u>MATH</u> | <u>2313</u> | Calculus I | 3 | <u>MATH</u> | <u>2314</u> | Calculus II | 3 | |
| ENGL** | | English | 3 | SPCH | | Speech 1315 or 1321 | 3 | |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | 3 | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 | |
| SCIE* | | Science elective | 3-4 | SCIE* | | Science elective | 3-4 | |
| ELCT*** | | Humanities/Fine Arts | 3 | ELCT | | Elective | 3 | |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 | |
| | | | 16-17 | | | | 16-17 | |
| | | | | | | | TOTAL HOURS | 67-69 |

* Choice of elective determines the degree.

** English courses include ENGL 2322, 2323, 2326, 2327, 2331 or 2332.

*** Humanities/Fine Arts Selection: See page 54.

To meet the requirement for 18 hours of sophomore courses, student must take a sophomore level speech or elective.

This curriculum is recommended for students pursuing either an Associate in Arts degree or an Associate of Science degree from Central Texas College. Freshman with adequate background may enroll in MATH 2313 (Calculus I) during the fall semester with the permission of the manager of the mathematics department.

Students should consult the catalog of the institution to which they plan to transfer for required or recommended courses.

Underlined numbers are common course numbers. See page 38.

MEDICAL LABORATORY TECHNICIAN

Two-Year Associate in Applied Science Degree

This is a suggested curriculum. See page 49 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|-----------------|------|--|--------|-----------------|------|-----------------------------|--------|
| MELT | 1601 | Introduction to Medical Lab Technician | 6 | MELT | 1402 | Hematology | 4 |
| BIOL* | 2401 | Human Anatomy | 4 | BIOL* | 2402 | Human Physiology | 4 |
| CHEM* | 1411 | General Chemistry I | 4 | CHEM* | 1412 | General Chemistry II | 4 |
| MATH | 1314 | College Algebra | 3 | MISC | 1450 | Microcomputers for Business | 4 |
| | | | 17 | | | | 16 |
| Summer Semester | | | Credit | | | | |
| MELT | 2502 | Clinical Practice I | 5 | | | | |
| | | | 5 | | | | |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-----------------------------|--------|-----------------|------|-----------------------|----------------|
| MELT | 2401 | Clinical Practice II | 4 | MELT | 2404 | Medical Micro. II | 4 |
| MELT | 2402 | Medical Microbiology II | 4 | MELT | 2405 | Clinical Chemistry | 4 |
| MELT | 2403 | Immunology/Immunohematology | 4 | MELT | 2406 | Clinical Practice III | 4 |
| ENGL | 1379 | Communications Skills | 3 | ELCT*** | | Humanities/Fine Arts | 3 |
| ELCT** | | Elective | 3 | | | | |
| | | | 18 | | | | 15 |
| | | | | | | | TOTAL HOURS 70 |

* Credit in science courses must have been received within 5 years prior to enrollment in MELT 1601.

** PSYC 2301 - Introduction to Psychology or SOCI 1301 - Introduction to Sociology

*** Humanities/Fine Arts Selection: See page 54.

Application must be submitted 30 days prior to enrollment.

Upon acceptance to the program, all requirements must be completed within four years.

After successful completion of this program and required comprehensive exams, graduates are eligible to take the National Board of Registry administered by the American Society of Clinical Pathologists.

MEDICAL TECHNOLOGY

Two-Year Associate in Science Degree

This is a suggested curriculum. See page 48 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-----------------------------|--------|-----------------|------|-------------------------------|--------|
| BIOL | 2401 | Human Anatomy | 4 | BIOL | 2402 | Human Physiology | 4 |
| CHEM | 1411 | General Chemistry I | 4 | CHEM | 1412 | General Chemistry II | 4 |
| ENGL | 1301 | Composition & Rhetoric I | 3 | ENGL | 1302 | Composition & Rhetoric II | 3 |
| HIST | 1301 | History of the U.S. to 1877 | 3 | HIST | 1302 | History of the U.S. from 1877 | 3 |
| MATH | 1314 | College Algebra | 3 | MATH | 1316 | Trigonometry | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 18 | | | | 18 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

MEDICAL TECHNOLOGY (Cont.)

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|-------------|--|--|--------|-----------------|-------------|--------------------------|--|-------------------|
| <u>BIOL</u> | <u>2421</u> | Microbiology | | 4 | <u>ENGL</u> | <u>**</u> | English Selection(s) | | 3 |
| <u>CHEM</u> | <u>2423</u> | Organic Chemistry I | | 4 | <u>CHEM</u> | <u>2425</u> | Organic Chemistry II | | 4 |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | | 3 | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | | 3 |
| <u>PHYS</u> | <u>1401</u> | College Physics I | | 4 | <u>ELCT</u> | | Humanities/Fine Arts | | 3 |
| <u>ELCT</u> | <u>*</u> | Computer Science/Micro-computer Technology | | 3 | <u>PHYS</u> | <u>1402</u> | College Physics II | | 4 |
| | | | | | <u>SPCH</u> | <u>1315</u> | Public Speaking | | 3 |
| <u>PHED</u> | | Physical Education | | 1 | <u>PHED</u> | | Physical Education | | 1 |
| | | | | 19 | | | | | 17 |
| | | | | | | | | | TOTAL HOURS 71-72 |

* Computer Science/Microcomputer Technology Selections: See Page .

** English Selection(s): English courses include ENGL 2311, 2322, 2323, 2326, 2327, 2331 or 2332.

MICROCOMPUTER TECHNOLOGY INFORMATION MANAGEMENT

Two-Year Associate in Applied Science Degree
(Offered only at selected locations)

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|------------------------------------|-----------|-----------------|-------------|------------------------------------|-----------|
| MISC | 1400 | Microcomputer Fundamentals | 4 | MISC | 1440 | Data Base for Microcomputers | 4 |
| MISC | 1420 | Word Processing for Microcomputers | 4 | MISC | 1451 | Intro to Microcomputer Programming | 4 |
| MISC | 1430 | Spreadsheets for Microcomputers | 4 | MISC | 1461 | Operating Systems | 4 |
| MISC | 1450 | Microcomputers for Business | 4 | MGMT | 1305 | Introduction to Management | 3 |
| PHED | | Physical Education | 1 | ENGL | 1301 | Composition & Rhetoric I | 3 |
| | | | 17 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit | |
|----------------|----------------------------|--|--------|------------------|------|----------------------------------|-------------|----|
| MISC/COSC | Technical elective | | 4 | MISC | 2301 | Information Center Mgmt. | 3 | |
| MATH | <u>MATH 1314</u> or higher | | 3 | MISC | 2402 | Systems in the MIS Environment | 4 | |
| ACCT* | Accounting | | 3 | MISC | 2454 | Data Communications & Networking | 4 | |
| ELCT** | Humanities/Fine Arts | | 3 | MISC/COSC | | Technical elective | 4 | |
| ELCT*** | Social/Behavioral Science | | 3 | <u>SPCH 1321</u> | | Business & Professional Speaking | 3 | |
| | | | 16 | | | | 18 | |
| | | | | | | | TOTAL HOURS | 69 |

* Accounting: WOPO 2304, OADM 2304, ACCT 2301.

** Humanities/Fine Arts Selection: See page 54.

*** Social/Behavioral Science Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

MICROCOMPUTER TECHNOLOGY PROGRAMMER ANALYST

Two-Year Associate in Applied Science Degree

(Offered only at selected locations)

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|---|--------|-----------------|------|--------------------------------------|--------|
| MISC | 1405 | Computer Concepts and Analysis | 4 | MISC | 1404 | COBOL Programming | 4 |
| MISC | 1451 | Introduction to Microcomputer Programming | 4 | MISC | 1406 | Computer Organization & Architecture | 4 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | MISC | 1454 | PASCAL Programming | 4 |
| MATH | | <u>MATH 1314</u> or higher | 3 | MISC | 1461 | Operating Systems | 4 |
| PHED | | Physical Education | 1 | | | | |
| | | | 15 | | | | 16 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---------------------------|--------|-----------------|-------------|----------------------------------|--------|
| MISC | 2456 | C Language Programming I | 4 | MISC | 2402 | Systems in the MIS Environment | 4 |
| MISC/COSC | | Technical elective | 4 | MISC | 2454 | Data Communications & Networking | 4 |
| MISC/COSC | | Technical elective | 4 | MISC/COSC | | Technical elective | 4 |
| ACCT* | | Accounting | 3 | <u>SPCH</u> | <u>1321</u> | Business & Professional Speaking | 3 |
| ELCT** | | Social/Behavioral Science | 3 | ELCT*** | | Humanities/Fine Arts | 3 |
| | | | 18 | | | | 18 |
| | | | | TOTAL HOURS | | | 67 |

* Accounting: WOPO 2304, OADM 2304, ACCT 2301.

** Social/Behavioral Science Selection: See page 54.

*** Humanities/Fine Arts Selection: See page 54.

MUSIC

Two-Year Associate in General Studies Degree

This is a suggested curriculum. See pages 48 & 49 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-----------------------------|--------|-----------------|-------------|-------------------------------|--------|
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | <u>SPCH</u> | <u>1315</u> | Public Speaking | 3 |
| MATH | | <u>MATH 1314</u> or higher | 3 | <u>HIST</u> | <u>1302</u> | History of the U.S. from 1877 | 3 |
| <u>HIST</u> | <u>1301</u> | History of the U.S. to 1877 | 3 | <u>MUSI</u> | <u>1182</u> | Class Piano II | |
| <u>MUSI</u> | <u>1181</u> | Class Piano I | | or | | | |
| <u>MUSI</u> | <u>1269</u> | Private Piano I | 1-2 | <u>MUSI</u> | <u>1270</u> | Private Piano II | 1-2 |
| <u>MUSI</u> | <u>1216</u> | Ear Training I | 2 | <u>MUSI</u> | <u>1217</u> | Ear Training II | 2 |
| <u>MUSI</u> | <u>1301</u> | Music Fundamentals | 3 | <u>MUSI</u> | <u>1302</u> | Music Theory | 3 |
| PHED | | Physical Education | 1 | <u>MUSI</u> | <u>1306</u> | Music Appreciation | 3 |
| | | | 16-17 | PHED | | Physical Education | 1 |
| | | | | | | | 16-17 |

Underlined numbers are common course numbers. See page 38.

(Continued on next page)

MUSIC (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--|--------|-----------------|-------------|---------------------------|--------|
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | 3 | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 |
| <u>ELCT*</u> | | Computer Science/Micro- Computer Technology | 4 | <u>MUSI</u> | <u>1270</u> | Private Piano II | |
| | | | | or | | | |
| <u>MUSI</u> | <u>1269</u> | Private Piano I | | <u>MUSI</u> | <u>2272</u> | Private Piano IV | |
| | | or | | or | | | |
| <u>MUSI</u> | <u>2271</u> | Private Piano III | | <u>MUSI</u> | <u>2370</u> | Advanced Private Piano II | 2-3 |
| | | or | | <u>MUSI</u> | <u>1309</u> | Music Literature II | 3 |
| <u>MUSI</u> | <u>2369</u> | Advanced Private Piano I | 2-3 | <u>MUSI</u> | <u>2312</u> | Advanced Harmony | 3 |
| <u>MUSI</u> | <u>1308</u> | Music Literature I | 3 | <u>ELCT**</u> | | Humanities/Fine Arts | 3 |
| <u>MUSI</u> | <u>2311</u> | Intermediate Harmony | 3 | <u>ELCT</u> | | Elective | 3 |
| | | | | <u>PHED</u> | | Physical Education | 1 |
| | | | 15-16 | | | | 18-19 |
| TOTAL HOURS | | | | | | | 64-68 |

* Computer Science/Microcomputer Technology Selections: See page 54.

*** Humanities/Fine Arts Selection: See page 54.

NURSING—ASSOCIATE DEGREE NURSING

Two-Year Associate in Applied Science Degree

FIRST YEAR

| Summer Session | | | Credit |
|----------------|-------------|--|-------------|
| <u>ENGL*</u> | <u>1301</u> | Composition & Rhetoric I | 3 |
| <u>ELCT*</u> | ** | Computer Science/Micro- computer Technology | 3-4 |
| <u>PSYC*</u> | <u>2301</u> | Introduction to Psychology | 3 |
| | | | 9-10 |

Score on the Math Placement Exam of 220 or
successful completion of DSMA 0303 or
college-level algebra.

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-------------------------|-----------|-----------------|-------------|----------------------------|-----------|
| <u>NURI</u> | <u>1901</u> | Fundamentals of Nursing | 9 | <u>NURI</u> | <u>1101</u> | Psychiatric Nursing I | 1 |
| <u>BIOL***</u> | <u>2401</u> | Human Anatomy | 4 | <u>NURI</u> | <u>1902</u> | Medical-Surgical Nursing I | 9 |
| | | | | <u>BIOL***</u> | <u>2402</u> | Human Physiology | 4 |
| | | | 13 | | | | 14 |

SECOND YEAR

| Summer Session | | | Credit |
|----------------|-------------|------------------------------|----------|
| <u>ELCT†</u> | | Humanities/Fine Arts | 3 |
| <u>PSYC</u> | <u>2308</u> | Child Growth & Development | 3 |
| <u>SPCH</u> | <u>1315</u> | Public Speaking | |
| or | | | |
| <u>SPCH</u> | <u>1318</u> | Interpersonal Communications | 3 |
| | | | 9 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

NURSING—ASSOCIATE DEGREE NURSING (Cont.)

SECOND YEAR (Cont.)

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-------------------------------|--------|-----------------|------|-----------------------------|-------------------|
| NURI | 2102 | Psychiatric Nursing II | 1 | NURI | 2904 | Medical-Surgical Nursing II | 9 |
| NURI | 2903 | Maternal Child Health Nursing | 9 | NURI | 2101 | Nursing Trends Seminar | 1 |
| <u>BIOL***</u> | <u>2421</u> | Microbiology | 4 | NURI | 2103 | Psychiatric Nursing III | 1 |
| | | | | PHED | | Physical Education | 1 |
| | | | 14 | | | | 12 |
| | | | | | | | TOTAL HOURS 71-72 |

* Prerequisite to NURI 1901.

** Computer Science/Microcomputer Technology Selection: See page 54.

*** Credit in science courses must have been received within 5 years prior to enrollment in NURI 1901.

† Humanities/Fine Arts Selection: See page 54.

NURSING—ASSOCIATE DEGREE NURSING FOR LICENSED VOCATIONAL NURSES

Two-Year Associate in Applied Science Degree

A course, NURI 1401 Bridging Course, is available for Licensed Vocational Nurses. Upon successful completion of NURI 1401, Licensed Vocational Nurses will receive credit for NURI 1101, 1901, and 1902.

FIRST YEAR

| Prerequisite to NURI 1401 | | | Credit | Required Courses to be Completed before Graduation | | | |
|--|-------------|---|--------|---|-------------|------------------------------|---|
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | <u>ELCT***</u> | | Humanities/Fine Arts | 3 |
| <u>ELCT*</u> | | Computer Science/Micro- computer Tech Selection | 3-4 | <u>SPCH</u> | <u>1315</u> | Public Speaking | |
| <u>BIOL**</u> | <u>2401</u> | Human Anatomy | 4 | or | | | |
| <u>BIOL**</u> | <u>2402</u> | Human Physiology | 4 | <u>SPCH</u> | <u>1318</u> | Interpersonal Communications | 3 |
| <u>PSYC</u> | <u>2301</u> | Introduction to Psychology | 3 | | | | |
| Score on the Math Placement | | | 17-18 | | | | 6 |
| Exam of 220 or successful completion of DSMA 0303 or college-level algebra. | | | | | | | |
| Summer Session Credit | | | | | | | |
| <u>PSYC</u> | <u>2308</u> | Child Growth & Development | 3 | | | | |
| NURI | 1401 | Bridging Course | 4 | | | | |
| | | Credit hours for NURI 1101, 1901, and 1902 upon completion of NURI 1401 | 15 | | | | |
| | | | 22 | | | | |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|-------------------------------|--------|-----------------|------|-----------------------------|-------------------|
| NURI | 2102 | Psychiatric Nursing II | 1 | NURI | 2904 | Medical-Surgical Nursing II | 9 |
| NURI | 2903 | Maternal Child Health Nursing | 9 | NURI | 2101 | Nursing Trends Seminar | 1 |
| <u>BIOL**</u> | <u>2421</u> | Microbiology | 4 | NURI | 2103 | Psychiatric Nursing III | 1 |
| | | | | PHED | | Physical Education | 1 |
| | | | 14 | | | | 12 |
| | | | | | | | TOTAL HOURS 71-72 |

* Computer Science/Microcomputer Technology Selection: See page 54.

** Credit in science courses must have been received within 5 years prior to enrollment in NURI 1901.

*** Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

NURSING—VOCATIONAL CLOCK HOUR PROGRAM

Certificate of Completion

Non-Credit

| Clock Hours | | | | Clock Hours | | | |
|-------------------|------|-----------------------|-----|-------------|------|------------------------|-------|
| CEVN | 0101 | Vocational Nursing I | 429 | CEVN | 0103 | Vocational Nursing III | 429 |
| CEVN | 0102 | Vocational Nursing II | 429 | CEVN | 0104 | Vocational Nursing IV | 438 |
| | | | 858 | | | | 867 |
| TOTAL CLOCK HOURS | | | | | | | 1,725 |

- CEVN 0101, 0102, 0103, 0104; Vocational Nursing I, II, III and IV 1725: Credit: 0
- This program satisfies the requirements established by the Board of Vocational Nurse Examiners. After successful completion of this program, graduates are eligible to take the licensing examination administered by the Texas State Board of Vocational Nurse Examiners.

OFFICE ASSISTANT

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|------|---|--------|
| WOPO* | 1303 | Beginning Keyboarding/ Data Entry | 3 | WOPO* | 1304 | Intermediate Information Processing Applications | 3 |
| OADM | 1309 | Business Mathematics and Calculating Machines | 3 | WOPO | 1307 | Word Processing and Transcription | 3 |
| MGMT | 1304 | Work Organization | 3 | OADM | 1305 | Records Management | 3 |
| MGMT | 1305 | Introduction to Mgmt. | 3 | OADM | 1308 | Business Correspondence | 3 |
| ENGL | 1301 | Composition & Rhetoric I | 3 | ELCT** | | OADM/WOPO/MGMT | 3 |
| WOPO | 1101 | MS-DOS: An Introduction | 1 | PHED | | Physical Education | 1 |
| | | | 16 | | | | 16 |
| TOTAL HOURS | | | | | | | 32 |

- * Levels of keyboarding will be determined by the student's previous training in these skills or placement tests.
- ** Elective must be approved by the department manager.

OFFICE MANAGEMENT

Two-year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--|-----------|-----------------|------|---|-----------|
| WOPO* | 1303 | Beginning Keyboarding/ Data Entry | 3 | WOPO | 1304 | Intermediate Information Processing Applications | 3 |
| OADM | 1309 | Business Mathematics and Calculating Machines | 3 | WOPO | 1307 | Word Processing and Transcription | 3 |
| MGMT | 1304 | Work Organization | 3 | OADM | 1305 | Records Management | 3 |
| MGMT | 1305 | Introduction to Management | 3 | OADM | 1308 | Business Correspondence | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | ELCT** | | OADM/WOPO/MGMT/ | 3 |
| WOPO | 1101 | MS-DOS: An Introduction | 1 | PHED | | Physical Education | 1 |
| | | | 16 | | | | 16 |

Students may apply for a Certificate of Completion upon satisfactory completion of the courses listed above.

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

OFFICE MANAGEMENT (Cont.)

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|-------------|---------------------------------|--|--------|-----------------|------|----------------------|--|--------|
| OADM | 2304 | Office Accounting I | | 3 | OADM | 2305 | Office Accounting II | | 3 |
| MGMT | 2305 | Business Law I | | 3 | OADM | 2307 | Automated Office | | |
| <u>SPCH</u> | <u>2303</u> | Business & Professional | | | | | Administration | | 3 |
| | | Speaking | | 3 | MGMT | 2302 | Personnel Management | | 3 |
| ELCT† | | Social/Behavioral Science | | 3 | MGMT | 2306 | Business Law II | | 3 |
| MATH | | <u>MATH 1314, 1324, or 1342</u> | | 3 | ELCT†† | | Humanities/Fine Arts | | 3 |
| PHED | | Physical Education | | 1 | ELCT** | | OADM/WOPO/MGMT | | 3 |
| | | | | 16 | | | | | 18 |
| | | | | | TOTAL HOURS | | | | 66 |

* Levels of keyboarding will be determined by the student's previous training in these skills or by placement test.

** Electives or selections approved by the department manager.

† Social/Behavioral Science Selection: See page 54.

†† Humanities/Fine Arts Selection: See page 54.

OFFICE MANAGEMENT

Advanced Certificate

Two-Year Certificate of Completion

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---|-----------|-----------------|------|--|-----------|
| WOPO | 1101 | MS-DOS: An Introduction | 1 | ENGL** | | English | 3 |
| WOPO* | 1303 | Beginning Keyboarding/ Data Entry | 3 | WOPO | 1102 | WordPerfect: An Introduction | 1 |
| OADM | 1308 | Business Correspondence | 3 | WOPO* | 1304 | Intermediate Information Processing Applications | 3 |
| OADM | 1309 | Business Mathematics and Calculating Machines | 3 | WOPO | 1307 | Word Processing/ Transcription | 3 |
| OADM | 1305 | Records Management | 3 | MGMT | 1304 | Work Organization | 3 |
| MGMT | 1305 | Introduction to Management | 3 | OADM | 1306 | Office Functions | 3 |
| | | | 16 | | | | 16 |

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|--|---|--------|-----------------|-----------------------------------|---|--|--------|
| WOPO | 1104 | LOTUS 1-2-3: An Introduction | 1 | WOPO | 1109 | Database Applications | 1 | | |
| WOPO | 2302 | Advanced Information Processing Applications | 3 | WOPO | 2304 | Automated Accounting | 3 | | |
| OADM | 2304 | Office Accounting I | 3 | OADM | 2305 | Office Accounting II | 3 | | |
| WOPO | 2308 | Information System Internship I | 3 | | | Management | 3 | | |
| MGMT | 2305 | Business Law I | 3 | MGMT** | | Management | 3 | | |
| MGMT | 2302 | Personnel Management | 3 | WOPO | 2309 | Information Systems Internship II | 3 | | |
| | | | | 16 | | | | | 16 |
| | | | | | TOTAL HOURS | | | | 64 |

* Levels of keyboarding will be determined by the student's previous training in these skills or by placement tests.

** Electives or selections must be approved by the department manager. Courses may lead toward general, medical, or legal secretarial programs upon department approval.

Underlined numbers are common course numbers. See page 38.

One-Year Certificate of Completion

This is a self-paced open-entry program.

One-Year Certificate of Completion

This is a self-paced open-entry program.

Underlined numbers are common course numbers. See page 38.

OFFSET PRINTING

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---|--------|-----------------|------|--|--------|
| OPRT* | 1301 | Introduction to Offset Printing | 3 | OPRT* | 1305 | Copy Preparation & Layout | 3 |
| OPRT* | 1302 | Camera and Darkroom Procedures, Stripping & Platemaking I | 3 | OPRT* | 2301 | Camera and Darkroom Procedures, Stripping & Platemaking II | 3 |
| OPRT* | 1303 | Offset Press Operation I | 3 | OPRT* | 2302 | Offset Press Operation II | 3 |
| OPRT* | 1304 | Bindery Operations I | 3 | OPRT | 1308 | Offset Printing Equipment Maintenance | 3 |
| OADM | 1303 | Beginning Typewriting | 3 | MISC | 1450 | Microcomputers for Business | 4 |
| | | | 15 | | | | 16 |
| | | | | TOTAL HOURS | | | 31 |

Level # 1 * Students may apply for a Certificate of Completion upon satisfactory completion of these courses.

Level # 2 Students may apply for a Certificate of Completion upon satisfactory completion of all OPRT courses listed above.

PHOTOGRAPHY

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-----------------------------|--------|-----------------|------|------------------------|--------|
| PHOT | 1401 | Introduction to Photography | 4 | PHOT | 1403 | Advanced Photography | 4 |
| PHOT | 1402 | Portrait Photography | 4 | PHOT | 1404 | Commercial Photography | 4 |
| TELE | 1406 | Television Film | 4 | PHOT | 1405 | Advanced Print Making | 4 |
| ENGL | 1379 | Communications Skills | 3 | PHOT | 2406 | Color Photography I | 4 |
| | | | 15 | | | | 16 |
| | | | | TOTAL HOURS | | | 31 |

PHOTOGRAPHY

Two-Year Associate in Applied Science Degree

(Offered only at selected locations)

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-----------------------------|--------|-----------------|------|---------------------------|--------|
| PHOT | 1401 | Introduction to Photography | 4 | PHOT | 1403 | Advanced Photography | 4 |
| PHOT | 1402 | Portrait Photography | 4 | PHOT | 1404 | Commercial Photography | 4 |
| ENGL | 1379 | Communications Skills | 3 | PHOT | 1405 | Advanced Print Making | 4 |
| MATH | | <u>MATH 1314</u> or higher | 3 | ELCT* | | Social/Behavioral Science | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 15 | | | | 16 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

PHOTOGRAPHY (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--------------------------|--------|-----------------|------|-----------------------------|--------|
| PHOT | 2403 | Portrait Retouching | 4 | PHOT | 2404 | Photographic Production | 4 |
| PHOT | 2406 | Color Photography I | 4 | PHOT | 2407 | Color Photography II | 4 |
| COMM | 1307 | Communications Media | 3 | OADM | 2304 | Office Accounting I | 3 |
| ELCT** | | Humanities/Fine Arts | 3 | MISC | 1450 | Microcomputers for Business | 4 |
| BUSI | 1301 | Introduction to Business | 3 | PHED | | Physical Education | 1 |
| PHED | | Physical Education | 1 | | | | |
| | | | 18 | | | | 19 |
| | | | | | | TOTAL HOURS | 68 |

† Social/Behavioral Science Selection: See page 54.

†† Humanities/Fine Arts Selection: See page 54.

POLICE ACADEMY CLOCK HOUR PROGRAM BASIC PEACE OFFICER TRAINING

One-Semester Certificate of Completion

| First Semester | | Clock Hours | |
|----------------|------|------------------------------|-----------------------|
| CEPO | 0107 | Basic Peace Officer Training | 400 |
| | | | 400 |
| | | | TOTAL CLOCK HOURS 400 |

Registration restricted to peace officers only.

PRE-MED

Two-Year Associate in Science Degree

This is a suggested curriculum. See page 48 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|-----------------|------|-----------------------------|--------|-----------------|------|-------------------------------|--------|
| BIOL | 1408 | General Biology I | 4 | BIOL | 1409 | General Biology II | 4 |
| CHEM | 1411 | General Chemistry I | 4 | CHEM | 1412 | General Chemistry II | 4 |
| ENGL | 1301 | Composition & Rhetoric I | 3 | ENGL | 1302 | Composition & Rhetoric II | 3 |
| HIST | 1301 | History of the U.S. to 1877 | 3 | HIST | 1302 | History of the U.S. from 1877 | 3 |
| MATH | 1314 | College Algebra | 3 | MATH | 1316 | Trigonometry | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 18 | | | | 18 |
| Summer Semester | | | Credit | | | | |
| ENGL* | | English | 3 | | | | |
| SPCH | 1315 | Public Speaking | 3 | | | | |
| | | | 6 | | | | |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

PRE-MED (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--|-----------|-----------------|-------------|--------------------------|-----------|
| <u>BIOL</u> | <u>2428</u> | Vertebrate Zoology | 4 | <u>CHEM</u> | <u>2425</u> | Organic Chemistry II | 4 |
| <u>CHEM</u> | <u>2423</u> | Organic Chemistry I | 4 | <u>GOVT</u> | <u>2302</u> | State & Federal Govt. II | 3 |
| <u>GOVT</u> | <u>2301</u> | State & Federal Govt. I | 3 | <u>ELCT**</u> | | Humanities/Fine Arts | 3 |
| <u>PHYS</u> | <u>1401</u> | Physics I | 4 | <u>PHYS</u> | <u>1402</u> | Physics II | 4 |
| <u>PHED</u> | | Physical Education | 1 | <u>PHED</u> | | Physical Education | 1 |
| <u>COSC</u> | <u>1403</u> | Introduction to Computer Science & Programming | 4 | | | | |
| | | | 20 | | | | 15 |
| | | | | | | TOTAL HOURS | 71 |

* English courses include ENGL 2322, 2323, 2326, 2327, 2331, and 2332.

** Humanities/Fine Arts Selection: See page 54.

Students should check with the institution to which they plan to transfer as requirements may vary.

PRINT SHOP TRADES

Certificate of Completion

| | | | Credit | | | | |
|-------------|-------------|--|-----------|--|--|--------------------|-----------|
| <u>TIPT</u> | <u>1301</u> | Basic Shop Skills, Layout Design & Composition | 3 | | | | |
| <u>TIPT</u> | <u>1302</u> | Offset Press Operations I | 3 | | | | |
| <u>TIPT</u> | <u>1303</u> | Offset Press Operations II | 3 | | | | |
| <u>TIPT</u> | <u>1304</u> | Offset Press Operations III | 3 | | | | |
| <u>TIPT</u> | <u>1305</u> | Offset Press Operations, Preventive Maintenance and Bindery Operations | 3 | | | | |
| | | | 15 | | | | |
| | | | | | | TOTAL HOURS | 15 |

Courses must be taken in the sequence shown above except as approved by the Department Coordinator.
This is a self-paced open-entry program.

PRINT TRADES MANAGEMENT

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|---|-----------|-----------------|-------------|---------------------------------------|-----------|
| <u>OPRT*</u> | <u>1301</u> | Introduction to Offset Printing | 3 | <u>OPRT*</u> | <u>1304</u> | Bindery Operations | 3 |
| <u>OPRT*</u> | <u>1302</u> | Camera and Darkroom Procedures, Stripping and Platemaking I | 3 | <u>OPRT*</u> | <u>1305</u> | Copy Preparation and Layout | 3 |
| <u>OPRT*</u> | <u>1303</u> | Offset Press Operation I | 3 | <u>OPRT*</u> | <u>1308</u> | Offset Printing Equipment Maintenance | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | <u>MATH</u> | | <u>MATH 1314</u> or higher | 3 |
| <u>OADM</u> | <u>1303</u> | Beginning Typewriting | 3 | <u>MGMT</u> | <u>1305</u> | Introduction to Management | 3 |
| | | | 15 | | | | 15 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

PRINT TRADES MANAGEMENT (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|--|-----------|-----------------|------|---------------------------------|-----------|
| OPRT* | 2301 | Camera and Darkroom Procedures, Stripping and Platemaking II | 3 | OPRT* | 2302 | Offset Press Operation II | 3 |
| | | | | MGMT | 2309 | Supervision | 3 |
| <u>SPCH</u> | <u>1321</u> | Business & Professional Speaking | 3 | ELCT*** | | Sophomore Humanities/ Fine Arts | 3 |
| MISC* | 1450 | Microcomputers for Business | 3 | ELCT | | Management/Business elective | 3 |
| MGMT | 1306 | Human Relations | 3 | ELCT | | Management elective | 3 |
| ELCT | | Management elective | 3 | PHED | | Physical Education | 1 |
| ELCT** | | Social/Behavioral Science | 3 | | | | |
| | | | 19 | | | | 16 |
| | | | | | | TOTAL HOURS | 65 |

* Students may apply for a Level 1 Certificate of Completion upon successful completion of these courses.

* Social/Behavioral Science Selection: See page 54.

** Humanities/Fine Arts Selection: See page 54.

Students may apply for a Level 2 Certificate of Completion upon successful completion of the courses required for the Level 1 Certificate and OADM 1303.

RADIO BROADCASTING

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|------------------------------|-----------|-----------------|------|-------------------------------|-----------|
| TELE | 1301 | Introduction to Broadcasting | 3 | TELE | 1305 | Broadcast Writing | 3 |
| TELE | 1402 | Beginning Radio Production | 4 | TELE | 1407 | Advanced Radio Production | 4 |
| TELE | 1405 | Radio-TV Announcing | 4 | TELE | 2408 | Telecommunications Internship | 4 |
| <u>COMM</u> | <u>2311</u> | News Gathering and Reporting | 3 | TELE | 2309 | Broadcast Operations | 3 |
| | | | 14 | | | | 14 |
| | | | | | | TOTAL HOURS | 28 |

REAL ESTATE

One-Year Certificate of Completion

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|---------------------------|-----------|-----------------|------|--|-----------|
| REAE | 1300 | Real Estate Mathematics | 3 | REAE | 2300 | Texas Real Estate Law: Earnest Money Contracts | 3 |
| REAE | 1301 | Real Estate Fundamentals | 3 | REAE | 2302 | Residential Real Estate Appraisal | 3 |
| REAE | 1302 | Real Estate Marketing | 3 | REAE | 2304 | Real Estate Finance | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | REAE | 2305 | Real Estate Law | 3 |
| SPCH | | <u>SPCH 1315 or 1321</u> | 3 | REAE | 2310 | Contracts II | 3 |
| ELCT | | FIBA/MGMT/MGMK/ REAE/MISC | 3 | ELCT | | FIBA/MGMT/MGMK REAE/MISC | 3 |
| | | | 18 | | | | 18 |
| | | | | | | TOTAL HOURS | 36 |

Underlined numbers are common course numbers. See page 38.

REAL ESTATE

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | Credit | Second Semester | | Credit |
|----------------|--------------------------------------|--------|-----------------|-----------------------------|--------|
| MGMT | MGMT 1304 or 1306 | 3 | REAE 1301 | Real Estate Fundamentals | 3 |
| ENGL | <u>1301</u> Composition & Rhetoric I | 3 | REAE 1302 | Real Estate Marketing | 3 |
| MATH | <u>MATH 1314, 1324, or 1342</u> | 3 | REAE | Real Estate elective | 3 |
| SPCH | <u>SPCH 1315 or 1321</u> | 3 | REAE | Real Estate elective | 3 |
| ELCT | <u>BUSI 1301</u> or MGMK 1311 | 3 | MISC 1450 | Microcomputers for Business | 4 |
| PHED | Physical Education | 1 | PHED | Physical Education | 1 |
| | | 16 | | | 17 |

SECOND YEAR

| First Semester | | Credit | Second Semester | | Credit |
|----------------|---|--------|-----------------|-----------------------------|--------|
| REAE 2300 | Texas Real Estate Law: Earnest Money Contracts | 3 | REAE 2304 | Real Estate Finance | 3 |
| REAE 2302 | Residential Real Estate Appraisal | 3 | ELCT | REAE 2402 or MGMK 2317 | 3-4 |
| ELCT | REAE 2401 or MGMK 2316 | 3-4 | ECON | <u>ECON 2301 or 2302</u> | 3 |
| MGMT | MGMT 2305 or 2306 | 3 | ACCT 2302 | Principles of Accounting II | 3 |
| ACCT 2301 | Principles of Accounting I | 3 | ELCT* | Humanities/Fine Arts | 3 |
| | | 15-16 | ELCT | Elective | 1 |
| | | | | | 16-17 |
| | | | TOTAL HOURS | | 64-65 |

* Humanities/Fine Arts Selection: See page 54.

SMALL GAS ENGINE REPAIR

Two-Year Associate in Applied Science Degree

(Offered only at selected locations)

FIRST YEAR

| First Semester | | Credit | Second Semester | | Credit |
|----------------|-------------------------|--------|-----------------|----------------------------|--------|
| INDU 1400 | Industrial Fundamentals | 4 | SGER 1407 | Small Gas Engine Service | 4 |
| SGER 1401 | Gas Engine Fundamentals | 4 | MATH | <u>MATH 1314</u> or higher | 3 |
| ENGL 1379 | Communications Skills | 3 | WELD 1402 | Beginning Arc Welding | 4 |
| WELD 1401 | Beginning Gas Welding | 4 | SGER* | SGER Selection | 4 |
| | | 15 | ELCT** | Humanities/Fine Arts | 3 |
| | | | | | 18 |

(Continued on next Page)

Underlined numbers are common course numbers. See page 38.

SMALL GAS ENGINE REPAIR (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|-----------------------------------|-----------|-----------------|------|--|-----------------------|
| SGER | 2402 | Chain Saw Service and Repair | 4 | SGER | 2311 | Shop Organization and Management | 3 |
| SGER | 2410 | Lawn and Garden Equipment Service | 4 | SGER | 2408 | Outboard Motor Service and Repair | 4 |
| WELD | 2407 | GTAW Welding (TIG) | 4 | OADM | 2304 | Office Accounting I | 3 |
| GOVT | | <u>GOVT 2301 or 2302</u> | 3 | ELCT*** | | Computer Science/Micro-computer Technology | 3 |
| SPCH | 1321 | Business & Professional Speaking | 3 | ELCT | | Elective | 3 |
| | | | 18 | | | | 16 |
| | | | | | | | TOTAL HOURS 67 |

* SGER 1409, 2407, or 2409.

** Humanities/Fine Arts Selection: See page 54.

*** Computer Science/Microcomputer Technology: See page 54.

Students may apply for a Certificate of Completion upon satisfactory completion of all SGER, OADM, WELD and INDU prefix courses.

SOCIAL SCIENCE

Two-Year Associate in Arts Degree

This is a suggested curriculum. See page 47 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|-----------|-----------------|------|---|-----------|
| ENGL | 1301 | Composition & Rhetoric I | 3 | ENGL | 1302 | Composition & Rhetoric II | 3 |
| HIST | 1301 | History of the U.S. to 1877 | 3 | HIST | 1302 | History of the U.S. from 1877 | 3 |
| LANG | 1411 | Beginning French I, German I, or Spanish I | 3 | LANG | 1412 | Beginning French II, German II, or Spanish II | 4 |
| SCIE | | Biology, Chemistry, Physics, or Geology | 4 | SCIE | | Biology, Chemistry, Physics, or Geology | 4 |
| MATH | 1314 | College Algebra | 3 | ELCT* | | Humanities/Fine Arts | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 18 | | | | 18 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|----------------------------|-----------|-----------------|------|---------------------------|-----------------------|
| ENGL** | | English | 3 | SPCH | | Speech elective | 3 |
| GOVT | 2301 | State & Federal Govt. I | 3 | GOVT | 2302 | State & Federal Govt. II | 3 |
| PSYC | 2301 | Introduction to Psychology | 3 | SOCI | 1301 | Introduction to Sociology | 3 |
| COSC | | Computer Science elective | 4 | ELCT | | Social Science elective | 3 |
| ELCT | | Sophomore Social Science | 3 | ELCT | | Elective | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 17 | | | | 16 |
| | | | | | | | TOTAL HOURS 69 |

* Humanities/Fine Arts Selection: See page 54.

** English courses include ENGL 2322, 2323, 2326, 2327, 2331, and 2332.

Underlined numbers are common course numbers. See page 38.

SPEECH

Two-Year Associate in Arts Degree

This is a suggested curriculum. See page 47 for degree requirements.

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|---|-----------|-----------------|-------------|--|-----------|
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | <u>ENGL</u> | <u>1302</u> | Composition & Rhetoric II | 3 |
| <u>HIST</u> | <u>1301</u> | History of the U.S. to 1877 | 3 | <u>HIST</u> | <u>1302</u> | History of the U.S. from 1877 | 3 |
| <u>LANG</u> | <u>1411</u> | Beginning French I, German I, or Spanish I | 4 | <u>LANG</u> | <u>1412</u> | Beginning French II, German II, or Spanish II | 4 |
| <u>SPCH</u> | <u>1315</u> | Public Speaking | 3 | <u>ELCT</u> | | Elective | 3 |
| <u>ELCT</u> | | Elective | 3 | <u>MATH</u> | <u>1314</u> | College Algebra | 3 |
| <u>PHED</u> | | Physical Education | 1 | <u>PHED</u> | | Physical Education | 1 |
| | | | 16 | | | | 17 |

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit | |
|----------------|------|--|--------|-----------------|------|---|-------------|----|
| ENGL* | | English | 3 | ENGL* | | English | 3 | |
| GOVT | 2301 | State & Federal Govt. I | 3 | GOVT | 2302 | State & Federal Govt. II | 3 | |
| SPCH | 2333 | Discussion | 3 | ELCT | | Any Speech elective | 3 | |
| SCIE** | | Biology, Chemistry, Physics, or Geology | 4 | MISC | 1450 | Microcomputers for Business | 4 | |
| ELCT*** | | Humanities/Fine Arts | 3 | SCIE** | | Biology, Chemistry, Physics or Geology | 4 | |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 | |
| | | | 18 | | | | 18 | |
| | | | | | | | TOTAL HOURS | 69 |

* English courses include ENGL 2322, 2323, 2326, 2327, 2331, and 2332.

** Check senior college catalog for specific science requirements.

*** Humanities/Fine Arts Selection: See page 54.

SUBSTANCE ABUSE COUNSELING

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|---------------------------------------|-----------|-----------------|-------------|--|-----------|
| <u>SBST*</u> | <u>1301</u> | Treatment of Substance Abuse | 3 | <u>SBST</u> | <u>1303</u> | Treatment Regimen | 3 |
| <u>SBST*</u> | <u>1302</u> | Assessment of Substance Abuse | 3 | <u>SBST</u> | <u>1305</u> | Treatment Documentation | 3 |
| <u>SBST</u> | <u>1304</u> | Basic Human Relations Facilitation | 3 | <u>SBST</u> | <u>1306</u> | Advanced Human Relations Facilitation | 3 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | <u>ENGL</u> | <u>1302</u> | Composition & Rhetoric II | 3 |
| <u>MATH</u> | | <u>MATH 1314</u> or higher | 3 | <u>PSYC</u> | <u>2301</u> | Introduction to Psychology | 3 |
| | | | 15 | | | | 15 |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

SUBSTANCE ABUSE COUNSELING (Cont.)

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit | |
|----------------|------|---|--------|-----------------|-------------|--|-------------|----|
| SBST | 2301 | Clinical Guidelines in Cross-Cultural Mental Health | 3 | SBST | 2303 | Neuropsychopharmacology and Drug Education | 3 | |
| SBST | 2302 | Treating the Co-Dependant/ Dysfunctional Family | 3 | SBST | 2601 | Clinical Practicum in Substance Abuse Counseling | 6 | |
| ELCT** | | Humanities/Fine Arts | 3 | ELCT | | Elective | 3 | |
| SPCH | | <u>SPCH 1315 or 1321</u> | 3 | <u>SOCI</u> | <u>2301</u> | Introduction to Sociology | 3 | |
| ELCT*** | | Computer Science/Micro-computer Technology | 3-4 | <u>SOCI</u> | <u>2306</u> | Marriage and the Family | 3 | |
| | | | 15-16 | | | | 18 | |
| | | | | | | | TOTAL HOURS | 64 |

* These courses can be substituted with SBST 1321 and SBST 1322.

** Humanities/Fine Arts Selection: See page 54.

*** Computer Science/Microcomputer Technology Selection: See page 54.

TELEVISION/RADIO BROADCASTING

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|-------------|------------------------------------|-----------|-----------------|------|-----------------------------------|-----------|
| TELE | 1301 | Introduction to Broadcasting | 3 | TELE | 1305 | Broadcast Writing | 3 |
| TELE | 1402 | Beginning Radio Production | 4 | TELE | 1406 | Electronic News Gathering | 4 |
| TELE | 1403 | Beginning Television Production | 4 | TELE | 1407 | Advanced Radio Production | 4 |
| <u>ENGL</u> | <u>1301</u> | Composition & Rhetoric I | 3 | TELE | 1408 | Advanced Television Production | 4 |
| <u>SPCH</u> | <u>1315</u> | Public Speaking | 3 | MATH | | <u>MATH 1314</u> or higher | 3 |
| | | | 17 | | | | 18 |

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|-----------------------------|--|--------|-----------------|-------------|-------------------------------|--|--------|
| TELE | 2304 | Broadcast Sales | | 3 | TELE | 2306 | Telecommunications Seminar | | 3 |
| TELE | 2407 | Electronic Field Production | | 4 | | | | | |
| TELE | 2309 | Broadcast Operations | | 3 | TELE | 2408 | Telecommunications Internship | | 4 |
| ELCT* | | Social/Behavioral Science | | 3 | <u>COMM</u> | <u>1307</u> | Communications Media | | 3 |
| ELCT** | | Humanities/Fine Arts | | 3 | MISC | 1450 | Microcomputers for Business | | 4 |
| PHED | | Physical Education | | 1 | PHED | | Physical Education | | 1 |
| | | | | | ELCT*** | | Approved elective | | 3 |
| | | | | 17 | | | | | 18 |
| | | | | | TOTAL HOURS | | | | 70 |

* Social/Behavioral Science Selection: See page 54.

** Humanities/Fine Arts Selection: See page 54.

*** Approved Elective: TELE 1405, 2301, 2307 or 2409.

Underlined numbers are common course numbers. See page 38.

TELEVISION/RADIO BROADCASTING CERTIFICATE

One-Year Certificate of Completion

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|------------------------------|--|--------|-----------------|------|---------------------------|--|--------|
| TELE | 1301 | Introduction to Broadcasting | | 3 | TELE | 1305 | Broadcast Writing | | 3 |
| TELE | 1402 | Beginning Radio Production | | 4 | TELE | 1406 | Electronic News Gathering | | 4 |
| TELE | 1403 | Beginning Television | | | TELE | 1407 | Advanced Radio Production | | 4 |
| | | Production | | 4 | TELE | 1408 | Advanced Television | | |
| TELE | 1405 | Radio/TV Announcing | | 4 | | | Production | | 4 |
| | | | | 15 | | | | | 15 |

| Third Semester | | | | Credit |
|----------------|------|-----------------------------|--|--------|
| TELE | 2304 | Broadcast Sales | | 3 |
| TELE | 2306 | Telecommunications Seminar | | 3 |
| TELE | 2407 | Electronic Field Production | | 4 |
| TELE | 2408 | Telecommunications | | |
| | | Internship | | 4 |
| TELE | 2309 | Broadcast Operations | | 3 |
| | | | | 17 |

TOTAL HOURS 47

TRAINING MANAGEMENT SYSTEMS

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|----------------------------|--|--------|-----------------|------|-------------------------|--|--------|
| MGMT | 1381 | Management of Performance | | | MGMT | 1385 | Analysis of Training | | |
| | | Oriented Training | | 3 | | | Requirements | | 3 |
| MGMT | 1383 | Evaluation of Instruction | | | MGMT* | | Training Management | | |
| | | and Training | | 3 | | | Electives | | 6 |
| MGMT | 1384 | Setting Objectives & Goals | | 3 | ELCT** | | Approved elective | | 3 |
| ENGL | 1379 | Communications Skills | | 3 | ELCT† | | Computer Science/Micro- | | |
| MATH | | <u>MATH 1314</u> or higher | | 3 | | | computer Technology | | 3 |
| PHED | | Physical Education | | 1 | PHED | | Physical Education | | 1 |
| | | | | 16 | | | | | 16 |

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|-------------------------------|--|--------|-----------------|-------------|-------------------------------|--|--------|
| MGMT | 2381 | Job Performance & | | | MGMT | 2384 | Assessing of Training | | |
| | | Motivation | | 3 | | | Standards, Goals & Objectives | | 3 |
| MGMT* | | Training Management electives | | 3 | MGMT * | | Training Management electives | | 3 |
| ELCT*** | | Soph. Management electives | | 3 | <u>SPCH</u> | <u>1321</u> | Business & Professional | | |
| ELCT† | | Humanities/Fine Arts | | 3 | | | Speaking | | 3 |
| ELCT** | | Approved Elective | | 3 | ELCT† | | Social/Behavioral Science | | 3 |
| PHED | | Physical Education | | 1 | ELCT** | | Approved elective | | 3 |
| | | | | 16 | PHED | | Physical Education | | 1 |
| | | | | | | | | | 16 |

TOTAL HOURS 64

* MGMT 1382, 1386, 1387, 1388, 1389, 2382, 2383, 2385, 2386.

** Approved Elective: MGMT 2150, 2151, 2161, 2162, 2255, 2256, 2257, 2257, 2259, 2351, 2358.

*** MGMT 2302, 2310, or BUSI 1307.

† Computer Science/Microcomputer Technology Selection: See page 54.

Social/Behavioral Science Selection: See page 54.

Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

WELDING

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | Credit | Second Semester | Credit |
|-----------------------------------|--------|------------------------------------|--------|
| INDU 1400 Industrial Fundamentals | 4 | WELD 1403 Intermediate Arc Welding | 4 |
| WELD* 1401 Beginning Gas Welding | 4 | WELD 1405 Advanced Gas Welding | 4 |
| WELD** 1402 Beginning Arc Welding | 4 | WELD 1406 Blueprint for Welders | 4 |
| MATH <u>MATH 1314</u> or higher | 3 | ENGL 1379 Communications Skills | 3 |
| | | PHED Physical Education | 1 |
| | 15 | | 16 |

SECOND YEAR

| First Semester | Credit | Second Semester | Credit |
|--|--------|---|--------|
| WELD 2401 Advanced Arc Welding | 4 | WELD 2404 Pipe II | 4 |
| WELD 2402 Pipe I | 4 | WELD 2406 Welding Fabrication and Layout | 4 |
| WELD 2407 GTAW Welding (TIG) | 4 | WELD 2408 GMAW Welding (MIG) | 4 |
| <u>GOVT 2301</u> State & Federal Govt. I | | ELCT† Humanities/Fine Arts | 3 |
| or | | <u>SPCH 1321</u> Business & Professional Speaking | 3 |
| <u>GOVT 2302</u> State & Federal Govt. II | 3 | | |
| ELCT*** Computer Science/Micro-computer Technology | 3 | | |
| | 18 | | 18 |
| | | TOTAL HOURS | 67 |

* WELD 1301 may be substituted.

** WELD 1302 may be substituted.

*** Computer Science/Microcomputer Technology Electives: See page 54.

† Humanities/Fine Arts Electives: See page 54.

Students may apply for a Certificate of Completion upon satisfactory completion of all WELD and INDU prefix courses.

WELDING TECHNOLOGY

A Certificate of Completion

| First Semester | Credit | Second Semester | Credit |
|--|--------|--|--------|
| TIWL 1300 Basic Shop Practices | 3 | TIWL 1305 Arc Welding, AWS Position 2G | 3 |
| TIWL 1401 Occupational Blueprint Reading | 4 | TIWL 1306 Arc Welding, AWS Position 3G | 3 |
| TIWL 1302 Oxy-Acetylene Welding/Cutting Procedures | 3 | TIWL 1307 Arc Welding, AWS Position 4G | 3 |
| TIWL 1303 Introduction to Arc Welding | 3 | TIWL 1408 Gas Metal Arc Welding (GMAW) (MIG) | 4 |
| TIWL 1304 Arc Welding, AWS Position 1G | 3 | | 13 |
| | 16 | | |

(Continued on next page)

Underlined numbers are common course numbers. See page 38.

WELDING TECHNOLOGY (Cont.)

| Third Semester | | | Credit |
|----------------|------|--|-----------|
| TIWL | 2409 | Gas Tungsten Arc Welding (GTAW) (TIG) | 4 |
| TIWL | 2410 | Beginning Pipe Welding | 4 |
| TIWL | 2411 | Advanced Pipe Welding | 4 |
| TIWL | 2412 | Welding Application | 4 |
| | | | 16 |

TOTAL HOURS 45

Courses must be taken in the sequence shown except as approved by the department coordinator.

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

WORD PROCESSING SPECIALIST

Two-Year Associate in Applied Science Degree

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--------------------------------------|--------------|-----------------|------|---|--------------|
| WOPO* | 1303 | Beginning Keyboarding/ Data Entry | 3 | WOPO** | 1304 | Intermediate Information Processing Applications | 3 |
| ENGL | 1301 | Composition & Rhetoric I | 3 | WOPO | 1307 | Word Processing/ Transcription | 3 |
| OADM | 2304 | Office Accounting | 3 | SPCH | | <u>SPCH 1315 or 1321</u> | 3 |
| OADM | 1305 | Records Management | 3 | ELCT | | OADM/WOPO/MISC | 3-4 |
| ELCT | | OADM/WOPO/MISC | 3-4 | OADM | 1308 | Business Correspondence | 3 |
| WOPO | 1101 | MS-DOS: An Introduction | 1 | | | | 15-16 |
| | | | 16-17 | | | | |

Students may apply for a Certificate of Completion upon satisfactory completion of all courses listed above.

SECOND YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|---|-----------|-----------------|------|-------------------------------------|-----------|
| WOPO | 2302 | Advanced Information Processing Applications | 3 | WOPO** | 2303 | Office Automation | 3 |
| WOPO | 2308 | Information System Internship I | 3 | WOPO | 2309 | Information System Internship II | 3 |
| MATH | | <u>MATH 1314, 1324, or 1342</u> | 3 | OADM | 2305 | Office Accounting II | 3 |
| ELCT† | | Humanities/Fine Arts | 3 | OADM | 2307 | Automated Office Mgmt. | 3 |
| ELCT*** | | Elective | 3 | ELCT†† | | Social/Behavioral Science | 3 |
| PHED | | Physical Education | 1 | PHED | | Physical Education | 1 |
| | | | 16 | | | | 16 |
| | | | | TOTAL HOURS | | | 64 |

* Levels of keyboarding will be determined by the student's previous training in these skills or by placement test. Students who receive advanced standing in keyboarding may select an approved elective to fulfill hour requirements.

** WOPO 2306 may be substituted.

*** Electives or selections must be approved by the department manager.

† Humanities/Fine Arts Selection: See page 54.

†† Social/Behavioral Science Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

WORD PROCESSING SPECIALIST

Advanced Certificate

Two-Year Certificate of Completion

FIRST YEAR

| First Semester | | | Credit | Second Semester | | | Credit |
|----------------|------|--|--------|-----------------|---------------------|---|--------|
| WOPO | 1101 | MS-DOS: An Introduction | 1 | ENGL** | English | | 3 |
| WOPO* | 1303 | Beginning Keyboarding/ Data Entry | 3 | WOPO | 1102 | WordPerfect: An Introduction | 1 |
| OADM | 1308 | Business Correspondence | 3 | WOPO* | 1304 | Intermediate Information Processing Applications | 3 |
| OADM | 1309 | Business Mathematics and Calculating Machines | 3 | WOPO | 1307 | Word Processing/ Transcription | 3 |
| OADM | 1305 | Records Management | 3 | ELCT*** | OADM/WOPO Selection | | 3 |
| ELCT*** | | OADM/WOPO Selection | 3 | OADM | 1306 | Office Functions | 3 |
| | | | 16 | | | | 16 |

SECOND YEAR

| First Semester | | | | Credit | Second Semester | | | | Credit |
|----------------|------|--|---|--------|-----------------|-----------------------------------|---|--|--------|
| WOPO | 1104 | LOTUS 1-2-3: An Introduction | 1 | WOPO | 1109 | Database Applications | 1 | | |
| WOPO | 2302 | Advanced Information Processing Applications | 3 | WOPO | 2304 | Automated Accounting | 3 | | |
| OADM | 2304 | Office Accounting I | 3 | OADM | 2305 | Office Accounting II | 3 | | |
| WOPO | 2308 | Information System Internship I | 3 | OADM | 2307 | Automated Office Mgmt. | 3 | | |
| ELCT† | | Humanities/Fine Arts | 3 | WOPO | 2303 | Office Automation | 3 | | |
| ELCT*** | | OADM/WOPO Selection | 3 | WOPO | 2309 | Information Systems Internship II | 3 | | |
| | | | | 16 | | | | | 16 |
| | | | | | TOTAL HOURS | | | | 64 |

* Levels of keyboarding will be determined by the student's previous training in these skills and/or by placement tests.

** English courses include ENGL 2322, 2323, 2326, 2327, 2331, and 2332.

*** Electives and selections must be approved by the department manager. Chosen courses may lead toward general, medical, or legal secretarial programs upon department approval.

† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 38.

COURSE DESCRIPTIONS

Accounting (ACCT)

ACCT 2301 Principles of Accounting I [ACCO 2403] (3-0) Credit: 3

An introduction to accounting with emphasis on the accounting cycle and accounting systems. Topics include cash transactions, receivables, inventories, assets, liabilities, and partnerships.

ACCT 2302 Principles of Accounting II [ACCO 2404] (3-0) Credit: 3

A continuation of ACCT 2301, accounting for corporations, analysis of financial statements, accounting for manufacturing operations and introductory managerial accounting concepts. Prerequisite: ACCT 2301

Accounting Technology (ACTE)

ACTE 1301 Principles of Accounting I [ACCT 1301] (3-0) Credit: 3

An introduction to accounting with emphasis on the accounting cycle and accounting systems. Topics include cash transactions, receivables, inventories, assets, liabilities, and partnerships.

ACTE 1302 Principles of Accounting II [ACCT 1302] (3-0) Credit: 3

A continuation of ACTE 1301, accounting for corporations, analysis of financial statements, accounting for manufacturing operations and introductory managerial accounting concepts. Prerequisite: ACTE 1301

ACTE 2305 Basics of Managerial Accounting (3-0) Credit: 3

A study of the methods by which accounting data are used by management in planning, coordination, and controlling the operations of a business. Measurement of financial position, analysis of financial statements, cost accumulation and analysis, budgeting, product costing, and quantitative decision techniques. Prerequisite: ACTE 1302.

ACTE 2306 Cost Accounting (3-0) Credit: 3

An introduction to the objectives and procedures of cost accounting and control for business firms. It covers the principles & methods of accounting for materials, direct labor, and the distribution of overhead expenses, as well as cost records, operating reports and budgetary control. Prerequisite: ACTE 1302.

ACTE 2309 Fundamentals of Accounting III (3-0) Credit: 3

A detailed study of financial accounting with emphasis on financial statements, current assets, current liabilities, property, plant and equipment, present value concepts, short term investments, and intangible assets. Prerequisite: ACTE 1302 with a minimum grade of C.

ACTE 2310 Fundamentals of Accounting IV (3-0) Credit: 3

Continuation of ACTE 2309. Long-term liabilities, corporate capital, accounting for leases and pensions, analysis of financial statements, sources and uses of funds, long-term investments, and price level impact on financial statements. Prerequisite: ACTE 2309.

ACTE 2311 Accounting & Financial Information Systems I (3-0) Credit: 3

Study of overall flow systems emphasizing financial data and computerized systems. It covers flow and logic concepts, developing meaningful control concepts and data reporting techniques. Prerequisite: ACTE 1302.

ACTE 2312 Accounting & Financial Information Systems II (3-0) Credit: 3

This course is a continuation of ACTE 2311. Prerequisite: ACTE 2311.

Agriculture (AGRI)

AGRI 1131 The Agriculture Industry [AGRI 1101] (2-0) Credit: 1
An overview of world agriculture, nature of the industry, resource conservation, and the American system, including production, distribution, and marketing.

AGRI 1307 Agronomy [AGRI 1302] (2-4) Credit: 3
Classification and distribution of farm crops, their use, production, and identification will be studied with emphasis being placed on those crops important in Texas. New crop improvement, value of rotation, use and need of fertilizer will be determined by soil testing. Meadow and pasture management will be practiced on the College farm. Weeds, plant diseases, and insect enemies will be discussed.

AGRI 1309 Computers In Agriculture [AGRI 2305] (2-2) Credit: 3
This course covers the use of computers in agricultural applications. It includes an introduction to programming languages, word processing, electronic spreadsheets, and agriculture software.

AGRI 1315 Horticulture - Home Gardening [2313] (2-2) Credit: 3
This course provides the students with the fundamental skills necessary for planting and maintaining gardens and lawns. Specific topics covered include soils, fertilizer, growing vegetables, landscaping, lawns, watering, compost, container gardening, shrubs, trees, pests, propagation and more.

AGRI 1327 Poultry Science [AGRI 1303] (2-2) Credit: 3
A basic course in poultry production involving breed, breeding, selection, feeding care, and management. Marketing is emphasized because it is a specialized industry.

AGRI 1415 Horticulture [AGRI 2401] (3-3) Credit: 4
Growth and structure of fruit, vegetable, and ornamental plants. Effect of environment on plant productions and principles and methods of propagation.

AGRI 1419 Animal Husbandry [AGRI 1401] (3-3) Credit: 4
An introductory survey course. Farm animals as a source of food, clothing, and labor. The place of livestock in farming and ranching. The value of heredity and breeding for improvement, importance of judging, pedigrees, and proper nutrition. The place and adaptation of each class of livestock: show ring classification, and market and slaughter classes.

AGRI 2301 Agriculture Power Units [AGRI 2312] (2-2) Credit: 3
Fundamentals of internal combustion engines gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel lubricating and cooling systems.

AGRI 2303 Agriculture Mechanics I [AGRI 2310] (2-2) Credit: 3
Basic farm skills in tool conditioning, sketching, carpentry, concrete, farm surveying, small engine repair, plumbing, and general farmstead maintenance.

AGRI 2304 Agriculture Mechanics II [AGRI 2311] (2-2) Credit: 3
A second course in farm shop skills for the agriculture student. Construction, repair and maintenance of farm machinery; covers metal work, including arc welding, oxy-acetylene welding, cutting, and soldering.

AGRI 2313 Entomology [AGRI 2301] (2-4) Credit: 3
This course covers control for insects which affect crops and livestock, identification and physical characteristics of insects, and safety factors to be observed in dealing with insecticides.

AGRI 2317 Intro to Agriculture Economics [AGRI 1304] (2-2) Credit: 3
Fundamental economic principles, including assembly, food production and processing, distribution, and agribusiness industries and their application to the problems of the agriculture industry.

AGRI 2330 Wildlife Management [AGRI 2304] (3-0) Credit: 3
This course covers the principles and practices used in the production improvement of wildlife resources and aesthetics, ecological and recreational uses of public and private lands.

Air Conditioning (AIRC)

AIRC 1201 Air Conditioning & Refrigeration Theory (1-2) Credit: 2 & Application I

This course deals with the basic physical principles of air conditioning and refrigeration equipment. Introduction to basic thermodynamics and physics that pertain to heat, temperatures, pressures, fluids and refrigerants. Mechanics that pertain to piping and the specialized tools needed for piping.

AIRC 1202 Air Conditioning & Refrigeration Theory (1-2) Credit: 2 Application II

Continuation of Air Conditioning and Refrigeration Theory and Applications I. Contents of this course include the identification of various types of air conditioning systems, compressors, metering devices and a service procedure for basic air conditioning and refrigeration system. Prerequisite: AIRC 1201.

AIRC 1400 Basic Air Conditioning & Refrigeration Theory (3-3) Credit: 4

This course introduces the student to basic thermodynamics-heat transfer, temperature-pressures, and characteristics of refrigerants; pressure-temperature relationships of refrigerants; the refrigeration cycle; major components of refrigeration systems and their relationship to each other. The use of temperature recording devices, special tools-manifold gauge set, charging station, vacuum and vacuum pump, refrigerant recovery equipment and micron gauges is covered.

AIRC 1401 Electricity for Air Conditioning and (3-3) Credit: 4 Refrigeration I

This course introduces the student to the basic concepts of electricity as they apply to air conditioning and refrigeration. It includes quantities, units, circuits, laws, measurements, alternating current fundamentals, magnetism, electron, magnetism, instruments, power, inductance, capacitance and transformers.

AIRC 1403 Heating Systems (3-3) Credit: 4

This course introduces the student to residential heating systems, natural gas, liquefied petroleum, electrical, oil, hydronic and special applications; emphasis will be placed on natural gas and electrically forced air systems, heat exchangers, gas circuits, air side, cabinet construction, sequencers, limits and heating elements. Corequisite: AIRC 1401.

AIRC 1406 Electricity for Air Conditioning (3-3) Credit: 4 & Refrigeration II

This course reviews the alternating current fundamentals, simple alternating current circuits, single-phase air conditioning circuits, three-phase circuits, single and three-phase transformers, three-phase induction motors, single-phase motors and motor control, generation, transmission, and distribution of electrical energy. Prerequisite: AIRC 1401.

AIRC 1407 Mechanical Refrigeration Systems (3-3) Credit: 4

This course provides the student with an in-depth study of mechanical refrigeration systems. The major components of a refrigeration system are examined to include compressors, evaporators, condensers, refrigerant flow control devices, interconnecting lines, driers, receivers and accumulators. The charging with refrigerants, air conditioning systems and refrigerant piping, the use of pressures in diagnosis of refrigeration circuit malfunctions are covered. Corequisite: AIRC 1400 and 1401.

AIRC 2400 Electricity for Air Conditioning (3-3) Credit: 4 & Refrigeration III

This course provides the student with the fundamentals of electrical testing and electrical troubleshooting of air conditioning and refrigeration circuits, circuit analysis and the repair or replacement of circuit components. Emphasis will be placed on air conditioning electrical systems. An overview of the single family residential wiring to include the construction of main and branch circuits is presented. Prerequisite: AIRC 1401 and 1406.

**AIRC 2401 Advanced Air Conditioning
& Refrigeration Theory**

(3-3) Credit: 4

This course will provide the student with an in-depth study of the basic principles of air conditioning design, heat load calculation, air distribution design, building components composition, and insulation. The student will construct ducts to include flex ducts and will install galvanized round pipe and equipment. Prerequisite: all AIRC 1400 courses.

AIRC 2402 Commercial Refrigeration

(3-3) Credit: 4

This course introduces the student to the different types of commercial refrigeration units and systems. Instruction is provided in controls and control circuits for commercial refrigeration. Heat loss and heat gain calculations for commercial applications, equipment selection, locating and piping procedures, and service procedures for different systems will be covered. Prerequisite: all AIRC 1400 course.

AIRC 2403 Commercial Air Conditioning I

(3-3) Credit: 4

This course is designed to cover heat transfer, heat loss and heat gain calculations as they apply to commercial heating and air conditioning. Instruction includes psychometrics of conditioned air, duct design and layout, equipment selection and location, shop drawings, controls and control circuits for automatic conditioning of air. Prerequisites: all AIRC 1400 courses.

**AIRC 2404 Troubleshooting Air Conditioning
& Refrigeration Systems**

(3-3) Credit: 4

This course will provide the student with an in-depth study of schematic wiring diagrams and electrical troubleshooting using the diagrams. Prerequisite: all AIRC 1400 courses.

AIRC 2405 Heat Pumps I

(3-3) Credit: 4

This course will introduce the student to heat pumps to include geothermal system, heating, cooling and defrost cycles, components, reversing valves, flow controls, accumulator piping, heat pump controls, system design, ground loop heat exchangers. Prerequisite: all AIRC 1400 courses.

AIRC 2406 Commercial Air Conditioning II

(3-3) Credit: 4

This course is a continuation of Commercial Air Conditioning I. It covers installation, operations of VAV systems, troubleshooting and repair of light commercial air conditioning, up to 25 tons capacity. Prerequisite: AIRC 2403.

AIRC 2407 Heat Pumps II

(3-3) Credit: 4

This course is a continuation of Heat Pumps I. It covers analysis of system operations, troubleshooting, service and repair. Prerequisite: AIRC 2405.

Anthropology (ANTH)

ANTH 2301 Physical Anthropology

(3-0) Credit: 3

Principles of physical anthropology, human evolution, race, heredity, the organic basis of culture, cultural history through the Paleolithic stage.

ANTH 2351 Cultural Anthropology [ANTH 2302]

(3-0) Credit: 3

Study of the human behavior (nations and societies) the world over, comparing and describing the cultural patterns of westernized industrial nations, Asiatic people, the Middle East, and today, the cultures of the emerging Third World nations. Also a study is made of the relationship of Cultural Anthropology to the other social sciences (Psychology, Sociology, History, etc.).

Applied Physics (APPH)

APPH 1350 Applied Physics I

(3-0) Credit: 3

This course is designed for students in technical areas who must be able to apply certain basic principles of physics to their career field. The course considers only certain areas of physics; especially mechanics, heat, fluids and the nature of matter.

APPH 1351 Applied Physics II**(3-0) Credit: 3**

This is a continuation of Applied Physics I for students in technical areas who must be able to apply certain basic principles of physics to their career field. This course covers wave motion, light electricity and magnetism, applied electronics and an introduction to nuclear energy. Prerequisite: APPH 1350.

Art (ARTS)**ARTS 1303 Art History I [ART. 1307]****(3-0) Credit: 3**

This course is survey of the major and minor arts from prehistoric times to the 14th century.

ARTS 1304 Art History II [ART. 1308]**(3-0) Credit: 3**

This course is a survey of the major and minor arts from the 14th century to the present.

ARTS 1311 Design: 2-D [ART. 1303]**(2-4) Credit: 3**

This course gives basic instruction in the elements and principles of design, with emphasis on the study of form and color theory. It is a study of design in two-dimensional formats.

ARTS 1312 Design: 3-D [ART. 1304]**(2-4) Credit: 3**

This course gives basic instruction in the principles and elements of design as applicable to three dimensional design problems.

ARTS 1316 Drawing I [ART. 1301]**(2-4) Credit: 3**

This course involves a study of the basic drawing skills including both abstraction and expressive drawing in charcoal, pencil, pen, wash, conte, and mixed media.

ARTS 1317 Drawing II [ART. 1302]**(2-4) Credit: 3**

This course continues the development of skills, application of drawing media, and personal expression explored in Drawing I. Prerequisite: ARTS 1316.

ARTS 1325 Drawing & Painting Media [ART. 2307]**(2-4) Credit: 3**

This is an introduction to materials and techniques of drawing and painting for non-Art majors.

ARTS 2311 Design: Computer Aided Art**(2-4) Credit: 3**

This course is designed primarily for the Commercial Art major, but can apply to Fine Art as well. The student will learn to use standard computer-aided techniques in creating and elaborating upon designs and in lettering production. Prerequisite: Computer Science Elective and ARTS 1311.

ARTS 2313 Advertising and Illustration I [ART. 2305]**(2-4) Credit: 3**

This course is an introduction to the basic processes, materials, and techniques of illustration, layout and commercial design, techniques, philosophy of aesthetics, and public accessibility.

ARTS 2314 Advertising and Illustration II [ART. 2306]**(2-4) Credit: 3**

This course is an advanced study of commercial art production. It continues principles covered in Advertising and Illustration I. Prerequisite: ARTS 2313.

ARTS 2316 Oil Painting I [ART. 2302]**(2-4) Credit: 3**

This course is an introduction to the techniques and materials of painting with oil-based paints.

ARTS 2317 Oil Painting II [ART. 2303]**(2-4) Credit: 3**

This course is a continuation of techniques explored in ART 2316 with emphasis on individual expression. Prerequisite: Art 2316.

ARTS 2323, 2324 Figure Drawing I & II [ART. 1305, 1306]**(2-4) Credit: 3,3**

These are life drawing courses which emphasize structure and action of the human figure.

ARTS 2326 Sculpture I [ART. 2317]**(2-4) Credit: 3**

This course is an introduction to sculpture making techniques including assemblage, carving and lost wax casting.

ARTS 2327 Sculpture II [ART. 2318]**(2-4) Credit: 3**

This course is a continuation of ARTS 2326, with emphasis on personal expression. Prerequisite: ARTS 2326.

- ARTS 2333 Printmaking [ART. 2301]** (2-4) Credit: 3
This introductory course covers the fundamentals and creative experimentation in etching, serigraphy and other printmaking media.
- ARTS 2336 Fiberarts I [ART. 2311]** (2-4) Credit: 3
This course involves a study of weaving, rug making, dying and paper making. Emphasis will vary from one semester to another.
- ARTS 2337 Fiberarts II [ART. 2312]** (2-4) Credit: 3
This course is a continuation of ARTS 2336. Emphasis will vary from semester to semester.
- ARTS 2341 Jewelry & Art Metals I [ART. 2313]** (2-4) Credit: 3
This course is an introduction to jewelry making and metal working techniques. Basic fabrication techniques are stressed.
- ARTS 2342 Jewelry & Art Metals II [ART. 2314]** (2-4) Credit: 3
This course is a continuation of jewelry making and metal working techniques. Lost wax casting and surface treatments are emphasized. Prerequisite: ARTS 2341.
- ARTS 2346 Ceramics I [ART. 2309]** (2-4) Credit: 3
This course is an introduction to making pottery by hand and/or wheel methods. Glazing and decoration techniques are also covered.
- ARTS 2347 Ceramics II [ART. 2310]** (2-4) Credit: 3
This course is a continuation of techniques of pottery making. Prerequisite: ARTS 2346.
- ARTS 2356 Photography I [ART. 1309]** (2-4) Credit: 3
This course is an introduction to the basics of photography. Technical information will include camera operation, black and white camera techniques, knowledge of chemistry, and presentation skills. Much emphasis will also be placed on design, history and contemporary trends as a means of developing and understanding of photographic aesthetics. Students will be asked to complete projects which address art, journalism and commercial photography.
- ARTS 2357 Photography II [ART. 2320]** (2-4) Credit: 3
This course extends the student's knowledge of technique and guides them in developing a personal outlook toward a specific application of the photographic process. Prerequisite: ARTS 2356
- ARTS 2366 Watercolor Painting [ART. 2304]** (2-4) Credit: 3
This course covers various techniques of painting in watercolor. It stresses color and composition in application of the medium.
- ARTS 2367 Acrylic Painting [ART. 2308]** (2-4) Credit: 3
This course covers the properties of color, theory of color and form, and technical procedures of the medium.
- ARTS 2371 Foundations of Art** (2-4) Credit: 3
This course is an introduction to the creative media. Enhancing artistic awareness and sensitivity through the creative and imaginative use of art material and tools is the focus of the course. Students will also be exposed to art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgement and growth.
- ARTS 2376 Problems in Contemporary Arts [ART. 2308]** (2-4) Credit: 3
This course is an examination of current concerns and practices in contemporary visual art. Recent historical influences, modern aesthetics, contemporary media and techniques, and public accessibility will be covered in classroom lectures and on site examinations of art and art production.

Automotive Body Repair (ATBR)

ATBR 1403 Roughing & Alignment I

(3-3) Credit: 4

This course is designed to provide the student with a fundamental working knowledge of the theory and application of damage analysis and reversal as it applies to minor body damage. Emphasis will be placed on damage classification and identification, proper tool selection and use for specific repairs, heat shrinking, metal finishing techniques, and the alignment of moveable body panels. Prerequisite or Corequisites: INDU 1400, ATBR 1407 or ATBR 1405.

ATBR 1405 Auto Body Welding I

(3-3) Credit: 4

This course is designed to provide the student with a working knowledge and practical skill development in the use of oxyacetylene welding equipment as it relates to auto body repair procedures. Emphasis will be placed on safety, equipment construction and function, types and preparation of joints, and welding procedures on body steel. Prerequisite or Corequisite: INDU 1400.

ATBR 1407 Auto Body Fundamentals

(3-3) Credit: 4

This course is designed to provide the student with basic skills in general body shop safety, hand and power tools use, measurement techniques, selection and use of repair materials, and nonmetal parts repair. Also covered in the course are details of both conventional and unitized body construction including parts nomenclature and methods of attachment. The student will also be introduced to general shop operation and to the methods of collision repair estimation. Prerequisite or Corequisite: INDU 1400.

ATBR 1408 Roughing & Alignment II

(3-3) Credit: 4

This is an advanced course designed to provide the student with further practical skill development in the correction of minor body damage and is an introduction to the repair of body structural damage. Emphasis will be placed on proper analysis and correction through the use of measurement techniques and hydraulic repair equipment. Prerequisites: ATBR 1403, 1405, 1407 and 1409.

ATBR 1409 Auto Body Welding II

(3-3) Credit: 4

This course is designed to provide the student with a working knowledge and practical skill development in the use of GMAW (MIG), resistance spot welder, and shielded metal arc welder as they relate to auto body repair. Emphasis will be placed on safety, equipment construction and function, joint preparation, and welding procedures on both mild and HSLA body steel. Prerequisite: ATBR 1405.

ATBR 1410 Auto Body Painting Fundamentals

(3-3) Credit: 4

This course is designed to provide the student with a basic knowledge and skills required in the painting of body panels. Emphasis will be placed on the proper use and care of the spray gun; surface preparation for different repair materials, sanding, masking, cleaning, compounding, preparation of refinished material, and recognition and correction of paint problems. Prerequisite or Corequisites: INDU 1400, ATBR 1407.

ATBR 1411 Automotive Glass

(3-3) Credit: 4

This course is designed to provide the student with a knowledge of the types of glass and weather sealing devices and service, and various types of power assist and minor electrical repair. Prerequisite or Corequisite: INDU 1400.

ATBR 2400 Major Vehicle Damage Repair

(3-3) Credit: 4

This course is a continuation of ATBR 2401 and 2406 and places emphasis on developing the skills involved in major vehicle damage repairs utilizing the latest techniques and equipment including body sectioning and the use of recycled parts. Prerequisite: All first year courses, ATBR 2401 and 2406.

ATBR 2401 Panel Repair and Replacement

(3-3) Credit: 4

This course places heavy emphasis on straightening and fitting panels and employs welding, dinging, bumping and alignment procedures. The use of body fillers, contour finishing and metal preparation are also included. Prerequisite: All first year courses.

ATBR 2404 Advanced Auto Body Painting (3-3) Credit: 4

This course is designed to increase the students knowledge and skills in auto body refinishing. Emphasis will be placed on the techniques and materials used in the spot repair of both enamels and lacquers; the use of color coat/clear coat systems, tinting and blending of spot repairs, stripe and accent painting, and complete vehicle refinishing. Prerequisite: ATBR 1407 and 1410.

ATBR 2406 Frame Repair & Alignment (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of the types of body frames, misalignment, alignment straightening, repair and the use of special equipment and measuring devices. Prerequisite: ATBR 1405, 1407 and 1408.

Automotive Service and Repair (AUTO)

AUTO 1150 Auto Maintenance Procedures (Elec & Body) (0.3-1) Credit: 1

Designed to teach the student to perform maintenance and troubleshooting on the electrical systems and body maintenance.

AUTO 1151 Auto Maintenance Procedures (Brakes) (0.3-1) Credit: 1

Provides the student with the knowledge and skills to maintain and troubleshoot the brake system as detailed in the service manual.

AUTO 1253 Operational Maintenance Course (0.5-2) Credit: 2

Course is designed to teach vehicle operators to perform maintenance and operate the M809 series 5-ton and unit generators.

AUTO 1254 Operators Training & Maintenance (2-2) Credit: 2

This course is designed to teach proper operation and maintenance of vehicles, includes forms, safety, accident forms, PMCS, and use of publications and includes NSC Defensive Driving.

AUTO 1255 Motor Sergeant's Maintenance Management (1.5-1) Credit: 2

Provides training in procedures and techniques of establishing, conducting, and evaluating standard maintenance programs for unit vehicles. Includes maintenance operations, organization management, controls, requirements, training and records.

AUTO 1401 Basic Engines (3-3) Credit: 4

This course is designed to provide the student with a knowledge of the fundamentals of internal combustion engines, emission controls and engine systems to include identification of components and basic operation. This course will place heavy emphasis on basic engine troubleshooting, repair and testing to determine engine mechanical condition. Prerequisite or Corequisite: INDU 1400.

AUTO 1402 Basic Electrical & Test Equipment (3-3) Credit: 4

This course will provide the student with a good understanding of basic electrical principles, electrical circuits, electrical diagrams, wiring repairs, lighting systems and electrical troubleshooting through the use of hands-on training. Emphasis will be placed on usage and interpretation of common test equipment. The student will also be able to test and diagnose the lead acid storage battery. Prerequisite or Corequisite: INDU 1400.

AUTO 1405 Automotive Air Conditioning (3-3) Credit: 4

A course designed to provide an understanding of the principles, design, construction, installation, and service procedures involved in automotive air conditioning, with special emphasis on system recharging and compressor service. Prerequisite or Corequisite: INDU 1400.

AUTO 1406 Engine Tune Up (2-4) Credit: 4

This course is designed to provide the beginning student with basic automotive skills involved in performing minor engine tune-ups. Emphasis will be placed upon the procedures to diagnose, adjust, and replace electrical, carburetor, and ignition system components. Prerequisite: AUTO 1401 and 1402.

AUTO 1407 Brake Systems**(3-3) Credit: 4**

A course designed to provide an understanding of the nomenclature, theory of operation and service procedures involved in the brake system. The use of the brake drum lathe, bleeder, and other equipment necessary to effect brake repairs will be taught with emphasis on power brake and dual brake systems. Training will also include principles on anti-skid brake systems and heavy duty systems. Prerequisite or Corequisite: INDU 1400

AUTO 1408 Standard Transmissions & Transaxles**(3-3) Credit: 4**

A course designed to provide an understanding of function, construction, operation, and maintenance of manual shift transmissions, transaxles, clutches, drive lines and differentials. Prerequisite or Corequisite: INDU 1400.

AUTO 2250 Operational Maintenance**(0.5-2) Credit: 2**

To familiarize the student with basic theories and principles of operational maintenance of military vehicles.

AUTO 2251 Power Generator Mechanics Course**(1.5-4.5) Credit: 2**

This course is designed to teach wheel vehicle mechanics the skills necessary to perform organizational maintenance on power generators. 1.5 KW through 10 KW.

AUTO 2402 Shop Organization & Management**(3-3) Credit: 4**

A course designed to provide information and actual experiences in shop management, customer relations, warranty provisions, service salesmanship, organization and layout, general business practices and in the use of time, rate, and parts manual. This course places special emphasis on established business principles and preparations for employment. Prerequisite: Sophomore standing.

AUTO 2403 Automatic Transmission & Transaxles**(3-3) Credit: 4**

A study of the theory of operation, construction and maintenance of automatic transmissions and transaxles, including locking torque converters and automatic overdrive. This course emphasizes the diagnosis, repair and overhaul techniques used in rebuilding transmissions. Prerequisite: AUTO 1408.

AUTO 2404 Ignition, Starting & Charging**(3-3) Credit: 4**

Provides a review of the basic electrical system. Course content includes the ignition system theory and service for the conventional, transistor, and computer controlled systems. Starting motor and charging systems theory, testing and service will also be included. Prerequisite: AUTO 1402.

AUTO 2405 Steering & Suspension Systems**(3-3) Credit: 4**

This course is designed to provide the student with an understanding of the function, theory of operation, maintenance, diagnosis and service procedures involved in the automotive steering and suspension systems. It includes wheels, tires, steering gears and linkages, wheel alignment factors, diagnosis, repair and alignment procedures on live automobiles. The course will also include principles of heavy duty suspension systems. Prerequisite or Corequisite: INDU 1400.

AUTO 2406 Engine Diagnosis & Emission**(3-3) Credit: 4**

A course designed to provide an understanding of engine troubleshooting procedures, utilizing conventional test equipment, engine oscilloscopes, exhaust gas analyzers and computer engine analyzers. Diagnostic adjustment and repair of engine emission control are included. Prerequisite: AUTO 1401, 1402, 1406, 2404, 2408 and 2410.

AUTO 2408 Advanced Engine Service**(3-3) Credit: 4**

This course covers a brief review of basic engines. Hands-on work will involve valve train and cylinder head service including valve grinding and guide repair. Included in this course will be the procedures necessary for the replacement of an engine shortblock assembly including necessary testing and adjustments. Prerequisite: AUTO 1401.

AUTO 1407 Brake Systems (3-3) Credit: 4

A course designed to provide an understanding of the nomenclature, theory of operation and service procedures involved in the brake system. The use of the brake drum lathe, bleeder, and other equipment necessary to effect brake repairs will be taught with emphasis on power brake and dual brake systems. Training will also include principles on anti-skid brake systems and heavy duty systems. Prerequisite or Corequisite: INDU 1400

AUTO 1408 Standard Transmissions & Transaxles (3-3) Credit: 4

A course designed to provide an understanding of function, construction, operation, and maintenance of manual shift transmissions, transaxles, clutches, drive lines and differentials. Prerequisite or Corequisite: INDU 1400.

AUTO 2250 Operational Maintenance (0.5-2) Credit: 2

To familiarize the student with basic theories and principles of operational maintenance of military vehicles.

AUTO 2251 Power Generator Mechanics Course (1.5-4.5) Credit: 2

This course is designed to teach wheel vehicle mechanics the skills necessary to perform organizational maintenance on power generators. 1.5 KW through 10 KW.

AUTO 2402 Shop Organization & Management (3-3) Credit: 4

A course designed to provide information and actual experiences in shop management, customer relations, warranty provisions, service salesmanship, organization and layout, general business practices and in the use of time, rate, and parts manual. This course places special emphasis on established business principles and preparations for employment. Prerequisite: Sophomore standing.

AUTO 2403 Automatic Transmission & Transaxles (3-3) Credit: 4

A study of the theory of operation, construction and maintenance of automatic transmissions and transaxles, including locking torque converters and automatic overdrive. This course emphasizes the diagnosis, repair and overhaul techniques used in rebuilding transmissions. Prerequisite: AUTO 1408.

AUTO 2404 Ignition, Starting & Charging (3-3) Credit: 4

Provides a review of the basic electrical system. Course content includes the ignition system theory and service for the conventional, transistor, and computer controlled systems. Starting motor and charging systems theory, testing and service will also be included. Prerequisite: AUTO 1402.

AUTO 2405 Steering & Suspension Systems (3-3) Credit: 4

This course is designed to provide the student with an understanding of the function, theory of operation, maintenance, diagnosis and service procedures involved in the automotive steering and suspension systems. It includes wheels, tires, steering gears and linkages, wheel alignment factors, diagnosis, repair and alignment procedures on live automobiles. The course will also include principles of heavy duty suspension systems. Prerequisite or Corequisite: INDU 1400.

AUTO 2406 Engine Diagnosis & Emission (3-3) Credit: 4

A course designed to provide an understanding of engine troubleshooting procedures, utilizing conventional test equipment, engine oscilloscopes, exhaust gas analyzers and computer engine analyzers. Diagnostic adjustment and repair of engine emission control are included. Prerequisite: AUTO 1401, 1402, 1406, 2404, 2408 and 2410.

AUTO 2408 Advanced Engine Service (3-3) Credit: 4

This course covers a brief review of basic engines. Hands-on work will involve valve train and cylinder head service including valve grinding and guide repair. Included in this course will be the procedures necessary for the replacement of an engine shortblock assembly including necessary testing and adjustments. Prerequisite: AUTO 1401.

AUTO 2410 Fuel Systems & Injection (3-3) Credit: 4
A course designed to provide an understanding of the principles, design and operation of automotive fuel systems. Carburetors, fuel pumps, fuel injection and computer controlled units will be covered. Hands-on work will include troubleshooting, repair and adjustment of these system as well as emission control devices. Prerequisite: AUTO 1401.

AUTO 2411 Automotive Advanced Technology (3-3) Credit: 4
Course is designed to provide the student with the information and knowledge to perform service on the new and emerging technologies in the automotive field. As new product technology is introduced by the manufacturers, this course will be updated to include these developments. Special emphasis will be placed upon computerized control developments and other vehicle design changes. Prerequisite: Sophomore standing and approval of the Department Manager.

Aviation Maintenance Technology (AVMT)

AVMT 1201 Maintenance Publications - G (2-2) Credit: 2
The basis of all maintenance is the proper use and interpretation of technical publication. This course deals with Federal Aviation Administration and manufacturers' publications. The student will be given instruction on the privileges and limitations of a mechanic according to FAR Part 65 and will also be given practical work with descriptions of aircraft work performed and the completion of required maintenance forms and records.

AVMT 1202 Weight and Balance - G (2-2) Credit: 2
Since weight and balance of aircraft are critical areas in maintenance, the student will be instructed on the weighing and computation of weight and balance of an aircraft. This course will also include basic physics principles and basic ground operations and servicing of aircraft to include starting, moving, securing aircraft and other service procedures.

AVMT 1203 Aircraft Drafting - G (2-2) Credit: 2
Since the beginning of any aircraft originates on the drafting board, the technician must be able to use drawings, blueprints, diagrams, charts, and graphs. This course prepares the student to draw sketches and finished drawings of repairs and alterations. In addition, instruction will be given on fabrication and installation of rigid and flexible lines and fittings.

AVMT 1204 Airframe Materials & Corrosion Control - G (2-2) Credit: 2
The course involves the proper use of cleaning and corrosion control materials that are used in aviation. Instruction will include the areas of identifying and selecting appropriate nondestructive testing methods; performing penetrant, chemical etching and magnetic particle inspection; performing basic heatbreaking processes; identifying and selecting aircraft hardware and materials; identifying and selecting cleaning materials; and actually performing aircraft cleaning and corrosion control.

AVMT 1305 Basic Aircraft Electricity - G (2-4) Credit: 3
This course is designed to introduce the student to the theory and practical applications of electricity. Topics of instruction include measuring voltage, current, resistance, continuity, leakage, capacitance, inductance and special applications of aircraft electrical circuits problems.

AVMT 1306 Aircraft Finishes - A (2-4) Credit: 3
This course covers the principles involved in service and repair of wood structures, selecting, testing, inspection, repairing and applying materials from fabric to fiberglass. In addition, painting, doping, applying trim and letters to the airframe on an aircraft are included.

AVMT 1320 A & P Mechanic General Course (3-0) Credit: 3
This course introduces an experienced mechanic to the very basics of aircraft maintenance. The course will include applying the principles of mathematics, physics and electricity to aircraft maintenance, solving weight and balance problems, selecting and using specifications from FAA Regulations, and identifying and properly employing materials and hardware commonly used in aircraft maintenance. Prerequisites: 18 months aircraft maintenance experience and FAA evaluation certification that the student is qualified to take the course to obtain the FAA powerplant or airframe rating.

AVMT 1402 Sheet Metal Structures - A (2-6) Credit: 4

This course covers the theory and practical applications of aircraft sheet metal structures. Instructional topics include sheet metal layout, hand forming, machine forming and bending, and the use of conventional and special rivets and fasteners. Inspection techniques and procedures of bonded structures, plastics, honeycomb structures, laminated sections, doors, and aircraft interior furnishings are covered in the course. Soldering, brazing, gas welding, and arc welding of all materials used in aircraft structures including magnesium, titanium, stainless steel and aluminum are included in this course. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2303 Airframe Inspection - A (2-4) Credit: 3

The objective of this course is to prepare the student to perform uniform conformity and airworthiness inspection on both rotary and fixed wing aircraft. This course also covers the alignment check of structures, assembling aircraft, balancing and rigging moveable surfaces, and the jacking of aircraft. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2304 Aircraft Fuel Systems - A (2-4) Credit: 3

This course covers the theory and practical experiences inspection, repair, and service of aircraft fuel systems that include fuel dump systems, fluid quantity indicators, fluid pressure and temperature indicators. Heating, cooling, pressurization systems, and oxygen equipment are also covered. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2305 Aircraft Instrument Systems - A (2-4) Credit: 3

This course is designed to instruct the student in the repair, inspection, servicing, and installation of heading, speed, altitude, time, temperature, pressure and position indicating systems, ice and rain control systems and the maintenance of fire protection systems. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2306 Engine Electrical Systems - P (2-4) Credit: 3

This course is designed to give instruction in the troubleshooting, repair, installation, and inspection of engine fluid rate of flow meters, temperature, pressure, and RPM indicators, fire detection and extinguishing systems, and the engine electrical systems that include wiring, controls, switches, indicators and protective devices. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2307 Engine Lubrication & Cooling Systems - P (2-4) Credit: 3

This course includes the identification and selection of lubricants as well as the repair, inspection, and troubleshooting of the components. It also covers the theory and practical applications of the repair, inspection, troubleshooting and servicing of cooling exhaust systems. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2308 Aircraft Airframe Course (3-0) Credit: 3

The Airframe course has been established to teach qualified aircraft mechanics the fundamentals of aircraft airframe maintenance. The course is sequenced to give the student instruction in all areas of aircraft structures and their components. Evaluation examinations will be administered periodically throughout the course. Prerequisite: 18 months aircraft maintenance experience and FAA evaluation certification that the student is qualified to take the course to obtain the FAA airframe rating and AVMT 1201.

AVMT 2309 Aircraft Powerplant & Systems (3-0) Credit: 3

The powerplant course has been established to teach qualified aircraft mechanics the fundamentals of aircraft powerplant maintenance. The course is sequenced to give the student instruction in all areas of powerplants and their components. Evaluation examinations will be administered periodically throughout the course. Prerequisite: 18 months aircraft maintenance experience and FAA evaluation certification that the student is qualified to take the course to obtain the FAA powerplant rating and AVMT 1201.

AVMT 2402 Hydraulics & Pneumatics - A (2-6) Credit: 4
This course includes the repair, inspection and servicing of hydraulic and pneumatic power systems. Practical experiences include the inspection, servicing, and repair of landing gear retraction systems, shock, struts, brakes, wheels, tires, and steering systems. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2403 Aircraft Electrical Systems - A (2-6) Credit: 4
This course is designed to prepare the student to perform inspection, maintenance, and repair of aircraft electrical systems, including wiring, controls, switches, and indicators involved with both alternating and direct current circuits. Also covered are the inspection and repair of the aircraft position and warning systems. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2404 Powerplant Maintenance Reciprocating Engines - P (2-6) Credit: 4
This course is designed to prepare the student to maintain, overhaul, repair, and inspect reciprocating engines from small, opposed powerplants to large, radial engines. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2405 Engine Fuel Systems - P (2-8) Credit: 4
This course covers the inspection, repair, servicing, and troubleshooting of fuel metering systems, fuel systems components, engine, ice and rain control systems, heat exchangers, superchargers, and overhauling carburetors. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2406 Aircraft Propellers - P (2-8) Credit: 4
Propellers are an integral part of the majority of aircraft, therefore, a great deal of study is devoted to this area. This course covers the repair, inspection, service, and troubleshooting of propeller synchronizing and ice controls, propeller control systems, fixed pitch, constant speed and propeller feathering and governing systems, removal and installation of propellers, balancing propellers and identifying and selecting proper propeller lubricants. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

AVMT 2407 Powerplant Maintenance Turbine Engines - P (2-6) Credit: 4
Designed to prepare the student in maintaining, repairing, rigging, overhauling and inspecting turbine engines. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

Aviation Science (ASCI) **Formerly Career Pilot**

ASCI 1200 Flight-Solo [CAPI 1200] (1-1) Credit: 2
Flight training to meet the requirements for solo flight. A minimum of 32 hours of instruction of which 13 hours are dual flight instruction and .5 hours are solo flight with 18.5 hours of oral instruction and briefings. This course is the first of two flight courses necessary to obtain the Private Pilot Certificate. Prerequisite: ASCI 1403 or concurrent enrollment; FAA Medical Certificate of at least a Class II and FAA Student Pilot Certificate (Must be obtained within two weeks of starting class.)

ASCI 1201 Flight-Private (1-2) Credit: 2
Examining Authority Flight Only - Flight training to finish meeting the requirements of Federal Aviation Regulations to obtain the Private Pilot Certificate. Instruction will consist of a minimum of 42 hours of which 10 are dual instruction, 19.5 is solo practice, 2 hours are in an approved ground trainer and 16.5 hours of oral instruction and briefings. This course, in conjunction with ASCI 1200, will more than meet the requirements for the issuance of the Private Pilot Certificate. Prerequisite: ASCI 1200 and completion of ASCI 1403 prior to completion of this course. FAA Student pilot Certificate with at least a Class II FAA Medical Certificate.

ASCI 1204 Flight-Intermediate [CAPI 1204] (1-3) Credit: 2

This is the first of two flight courses necessary to obtain the instrument rating on the certificate of a student who holds at least a Private Pilot Certificate with an airplane category. The flight training will consist of a minimum of 64 hours of instruction of which 13 hours are dual instruction in airplanes, 6 hours of instruction in an approved ground trainer, 30 hours of solo flight, and 15 hours of oral instruction and briefings. Prerequisites: At least a Private Pilot Certificate with an Airplane rating, 3 hours of instrument instruction, hold at least a Class II FAA Medical Certificate, and have completed or be concurrently enrolled in ASCI 1305 - Advance Air Navigation.

ASCI 1301 Aircraft Science [CAPI 1301] (3-0) Credit: 3

This course serves as an introduction to the study of several basic sciences in the aeronautical field, as applied to their theoretical and practical use in aircraft construction and design.

ASCI 1305 Advanced Air Navigation [CAPI 1305] (3-0) Credit: 3

The Federal Aviation Regulations covering the privileges, limitations and operations of a commercial pilot, basic aerodynamics and the principles of flight which apply to airplanes. Inspection and certification requirements will be covered and operating limitations, high altitude operations, physiological considerations, weight and balance computations, significance of the use of airplane performance speeds, cruise control, the Airman's Information Manual will be emphasized. Prerequisite: ASCI 1403.

ASCI 1306 Meteorology [CAPI 1306] (3-0) Credit: 3

Aviation meteorological phenomena affecting aircraft flight, interpretation of the basic concepts of temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing and fog. Analysis and use of weather data for flight planning and safe flying.

ASCI 1403 Air Navigation [CAPI 1403] (3-3) Credit: 4

The principles of flight, basics of air traffic control, weather facts, navigational procedures and airplane operation as are pertinent for the private pilot. Upon successful completion of this course, the student has sufficient knowledge to pass the FAA written examination of the Private Pilot Certificate.

ASCI 2204 Flight-Instrument [CAPI 2204] (1-3) Credit: 2

This is the second of two flight courses necessary to obtain the instrument rating on the certificate of a student who holds at least a Private Pilot Certificate with an airplane category. The flight training will consist of a minimum of 70 hours of instruction of which 23 hours of instruction are conducted in an airplane, 10 hours in an approved ground trainer, 25 hours of solo cross country, and 12 hours of oral instruction and briefings. Prerequisites: Hold at least a Private Pilot Certificate with an airplane category; Hold a Class II FAA Medical Certificate; have a minimum of 95 hours of flight experience of which 25 hours 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 complete ASCI 2407 before the end of this course.

ASCI 2205 Flight-Commercial [CAPI 2205] (1-3) Credit: 2

This course will be used to prepare the student for the Commercial Pilot Certificate with an airplane category. The training will consist of a minimum of 64 hours of which 10 hours of dual instruction will be in high performance aircraft, 5 hours of dual instruction in a primary trainer, 30 hours of solo practice of which 5 will be cross country in a high performance airplane, 5 hours of solo practice at night, 10 hours of solo cross country in a primary trainer, 10 hours of local solo, and 19 hours of oral instruction and briefings. Prerequisites: Hold at least a Private Pilot Certificate with airplane category and instrument rating; have at least 145 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 ASCI 2300 (Commercial Aviation) (Approved ground school must be completed prior to finishing ASCI 2205).

ASCI 2206 Multi-Engine Flight [CAPI 2206] (1-1) Credit: 2

This course of flight training leads to the FAA Multi-Engine Pilot Rating. This course is designed to give the advanced pilot a greater depth of aircraft experience. A minimum of 32 hours of instruction is provided, including 10 hours of dual flight, and 20 hours of oral instruction and briefing. Prerequisite: ASCI 2205 or a Commercial Pilot Certificate.

ASCI 2208 Instructor Rating [CAPI 2208] (2-2) Credit: 2
This flight course prepares the experienced pilot for the FAA Certified Flight Instructor Certificate for airplane. Includes 25 hours of dual flight and 39 hours of oral instruction and briefings. Prerequisite: Commercial Pilot Certificate.

ASCI 2209 Airline Transport Pilot [CAPI 2209] (1-2) Credit: 2
The Airline Transport Pilot Rating is the most comprehensive issued by the Federal Aviation Administration. Flight and ground training to qualify for the certificate is provided, which includes 25 hours of dual flight, two flight hours for the FAA Check Flight, and 21 hours of oral instruction and briefings. Prerequisites: First Class FAA Medical Certificate; Age 23; 1,500 hours of approved flight time; and Instrument Rating.

ASCI 2210 Commercial Transition Flight I [CAPI 2210] (1-3) Credit: 2
This is the first half of two courses to transition Commercial Rotorcraft Helicopter Pilots to Commercial Airplane Single Engine Land Rated Pilots. The course covers 64 hours of instruction which includes 20 hours of dual flight with two hours in the simulator, 25 hours of solo flight, and 17 hours of oral instruction and briefings. Prerequisite: FAA Commercial Rotorcraft Helicopter Rating, Class II FAA Medical and ASCI 2300 or concurrent enrollment.

ASCI 2211 Commercial Transition Flight II [CAPI 2211] (1-3) Credit: 2
A continuation of Commercial Transition Flight I to complete the requirements for a Commercial Single Engine Land Aircraft Rating. The course consists of 64 hours of instruction, which includes 20 hours of dual flight, of which 5 will be in the simulator and 5 hours in a complex aircraft, 25 hours of solo flight with 5 hours in a complex aircraft, and 19 hours of oral instruction and briefings. Prerequisite: ASCI 2210 and 2307 or concurrent enrollment.

ASCI 2212 Instrument Flight Instructor [CAPI 2212] (1-2) Credit: 2
A program of advanced flight training to prepare the experienced Instrument Pilot to pass the FAA requirements for the Instrument Flight Instructor Certificate for airplane. A minimum of 48 hours of instruction is provided, including 20 hours of dual flight and two hours of FAA check flight and 26 hours of oral instruction and briefings. Prerequisite: Certified Flight Instructor Certificate and Instrument Rating.

ASCI 2213 Multi-Engine Flight Instructor [CAPI 2213] (1-2) Credit: 2
This course is designed to prepare an applicant for the FAA Multi-Engine Flight Instructor Flight Test. A minimum of 48 hours of instruction is provided, including 20 hours of dual flight instruction and two hours of FAA check flight and 26 hours of oral instruction and briefings. Prerequisite: FAA Multi-Engine Rating and FAA Flight Instructor Single-Engine Land Rating.

ASCI 2214 Commercial Helicopter Rating [CAPI 2214] (1-3) Credit: 2
Additional Category Commercial Helicopter Rating Course. A minimum of 64 hours solo, and 13 hours oral instruction and briefings; and one hour for the FAA check flight. Prerequisite: FAA Commercial Pilot Rating Single-Engine Land.

ASCI 2215 Helicopter Instructor Rating [CAPI 2215] (2-2) Credit: 2
Course prepares a pilot that is helicopter rated for the FAA Certified Flight Instructor Certificate for helicopter. This course includes 39 hours of ground training and 25 hours of instructor training, which involves 20 hours of a dual flight in a helicopter, and 5 hours of practice ground instruction by the student. Prerequisite: Commercial Pilot Certificate with a helicopter category rating.

ASCI 2300 Commercial Ground School [CAPI 2300] (3-0) Credit: 3
This course covers air traffic control procedures pertaining to Commercial Pilot, aviation weather and advanced navigational procedures. Advanced flight maneuvers, low altitude enroute charts, approach plates, and Airman's Information Manual. Also, airplane performance factors on a high performance aircraft with retractable gear and flaps and constant speed propeller. Prerequisite: ASCI 1305.

ASCI 2301 Aerodynamics [CAPI 2301] (3-0) Credit: 3
This course covers the physical properties of air, airflow, standard atmosphere, forces on solids moving through air, lift, drag, planeform, air foil selection, and performance factors.

ASCI 2303 Air Transportation [CAPI 2303] (3-0) Credit: 3

The development and present status of air transportation, federal legislation, characteristics and classification of air carrier, the organization and functions of the FAA and the Civil Aeronautics Board are reviewed.

ASCI 2318 Propulsion Systems [CAPI 2318] (3-0) Credit: 3

Aircraft engine theory and principles of operation of various types of aircraft reciprocating engines. Consideration is also given to thermal, mechanical and volumetric efficiencies, superchargers, engine accessories, controls and instrumentation.

ASCI 2407 Instrument & Ground School [CAPI 2307] (3-3) Credit: 4

Basic radio fundamentals used by the pilot. A description and practical use of various radio aids to safe aerial navigation, including Very High Frequency Omni Direction Range (VOR), Instrument Landing System (ILS), Direction Finding (DF), and others. Charts and approach plates as adapted to the radio navigation, including the use of the Flight Information Manual and ATC procedures. Prerequisite: ASCI 2300.

Barber-Stylist Science [BARB]

BARB 1601 Introduction to Hair Design (4-12) Credit: 6

This is an introductory course in the field of barber-styling. Emphasizing the fundamentals of haircutting and related barber skills, it provides the student with a general orientation on the barbering profession, to include implements, shaving, bacteriology, sanitization and sterilization, the anatomy and physiology of hair and body tissues, hair and scalp disorders, and professional ethics. This is a 256 contact hour course.

BARB 1602 Barber-Styling (4-12) Credit: 6

This course focuses on the basic development of techniques for cutting mens' and boys' hair. It also introduces the student to the related skills of shampooing and rinsing, scalp and hair treatments, beards and mustaches, and cutting curly hair. This is a 256 contact hour course. Prerequisite: BARB 1601 or concurrent enrollment.

BARB 1603 Intermediate Barber-Styling I (4-12) Credit: 6

This course continues the development of haircutting techniques for men and boys, and introduces the student to the basics of haircutting and styling for women. This is a 256 contact hour course. Prerequisite: BARB 1602 or concurrent enrollment.

BARB 1604 Intermediate Barber-Styling II (4-12) Credit: 6

This course, while continuing to emphasize the haircutting and styling of both men's and women's hair, also covers the more technical aspects of cleansing, curling, dressing, shaping, straightening, waving and clipping. This is a 256 contact hour course. Prerequisite: BARB 1603 or concurrent enrollment.

BARB 2601 Advanced Barber-Styling (4-12) Credit: 6

This course refines the student's barbering techniques in all areas of hair styling. It also teaches the related skills of massage, bleaching and dyeing, manicuring, and fitting hair pieces. This is a 256 contact hour course. Prerequisite: BARB 1604 or concurrent enrollment.

BARB 2602 Advanced Barber-Styling, Barber Law, and Shop Management (4-12) Credit: 6

This course enables maximum application of the skills developed in BARB 2601. It covers Texas barber law, and places the student in a barbershop management role. This is a 256 contact hour course, and it completes the 1500 contact hour program required by the Texas Barbers State Board. Prerequisite: BARB 2601 or concurrent enrollment.

BARB 2604 Introduction to Instructor Orientation (4-12) Credit: 6

This course is an introduction to teaching barbering. It covers the methods and techniques used by the training instructor, and the materials equipment, various contracts, applications and examination forms used by the Texas State Board of Barber Examiners. This is a 256 contact hour course. Prerequisite: Certificate to practice barbering.

BARB 2605 Basic Barber Instructor (4-12) **Credit: 6**
The student will learn the rules and regulations of the College, how to prepare lessons plans, how to plan class lectures and presentations, how to prepare examinations, and the student will observe class lectures presented by licensed instructors and will also assist on practical training. This is a 256 contact hour course. Prerequisite: BARB 2604.

BARB 2606 Intermediate Barber Instructor (4-12) **Credit: 6**
The student will observe all class lectures, demonstrations and practical exercises and will prepare for the first class lecture. The student is required to prepare a special barber notebook with daily lesson plans and will also assist on practical training. This is a 256 contact hour course. Prerequisite: BARB 2605.

BARB 2607 Advanced Barber Instructor (4-12) **Credit: 6**
During this course the student shall conduct theory and practical classes and will prepare daily lesson plans and examinations on each lesson taught. The student will also assist on practical training. This is a 256 contact hour course. Prerequisite: BARB 2606.

Biology (BIOL)

BIOL 1308 Biological Science [BIOL 1301] (3-0) **Credit: 3**
A study of selected topics of biological science for the non science major. Topics include the cell concept, systems of the human body, aging, and introduction to genetics, evolution and ecology. (This course may be offered via television.)

BIOL 1408 General Biology I [BIOL 1401] (3-3) **Credit: 4**
Fundamental principles of living organisms, including chemical and physical properties of life, tissue organization and function, cellular processes, and genetics.

BIOL 1409 General Biology II [BIOL 1402] (3-3) **Credit: 4**
Fundamental concepts and mechanisms of the organ systems of both plants and animals. Includes ecology, adaptation, natural selection, and classification.

BIOL 1411 General Botany [BIOL 1403] (3-3) **Credit: 4**
The study of structure and function of plant cells, tissues, and organs. An evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed producing organisms. Plant reproductive and functional interactions with their environment and with humans. Selected laboratory exercises will complement the lecture topics.

BIOL 1413 General Zoology [BIOL 1404] (3-3) **Credit: 4**
A survey of important invertebrate and vertebrate groups of the animal kingdom emphasizing relevant biological concepts; includes laboratory experiments and dissections.

BIOL 1424 Plant Taxonomy [BIOL 2405] (3-3) **Credit: 4**
An introduction to the identification, classification, and evolutionary relationships of vascular plants with emphasis on flowering plants. The importance of herbaria, collection techniques, and construction and use of taxonomic keys will be included in both the lecture and laboratory. Prerequisite: BIOL 1411.

BIOL 2316 Genetics [BIOL 2303] (3-0) **Credit: 3**
The study of the physical basis of inheritance and the laws of heredity and variations. Genetic problems are emphasized. Human genetic dysfunctions and modern research in genetic control is discussed. Prerequisites: BIOL 1408 and 1409 or consent of instructor.

BIOL 2401 Human Anatomy [BIOL 1405] (3-3) **Credit: 4**
Basic human anatomy designed for nursing and pre-med students. Laboratory includes anatomical models and displays, audio-visual materials, experiments, and specimen dissection in the lab.

BIOL 2402 Human Physiology [BIOL 1406] (3-3) **Credit: 4**
Fundamental study of the chemical interrelationships of human systems. Digestion, respiration, excretion, muscular activities, reproduction, and metabolism are included. Basic physiological instruments and techniques are included in the lab. Prerequisite: BIOL 2401.

BIOL 2427 Microbiology [BIOL 2404] (3-3) Credit: 4
Fundamental principles of microbiology; includes study of morphology, physiology, and classification of microbes and their relations to soil, food, water, disease, and immunology. Designed for nursing and premed students.

BIOL 2428 Vertebrate Zoology [BIOL 2402] (3-3) Credit: 4
Structure, development, physiology, and natural history of the vertebrate animals; emphasis will be placed on North American forms; field trips are required at minimal student expense. Prerequisite: BIOL 1408, 1409 or consent of the instructor.

Business (BUSI)

BUSI 1301 Introduction to Business (3-0) Credit: 3
Provides overall picture of business operations; includes analysis of specialized fields within business organizations; identifies role of business in modern society.

BUSI 1307 Personal Finance [BUSS 2306] (3-0) Credit: 3
Personal and family accounts budgets, budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting, home ownership, wills trust plans.

Chemistry (CHEM)

CHEM 1406 Introduction to General Chemistry (3-3) Credit: 4
[CHEM 1404]

This course is designed primarily to satisfy the requirements of nursing students seeking a B.S. degree or background for physiology. The course covers the fundamentals of general and descriptive chemistry with applications from medicine, modern living, agriculture, etc. It is also suitable for non-science majors who need a laboratory science credit. It also serves as background for those who have no chemical background.

CHEM 1407 Physiological Chemistry [CHEM 2404] (3-3) Credit: 4
A study of organic and physiological chemistry for nursing students interested in the processes of life. Basic principles, nomenclature, principal reactions and methods of synthesis and the major classes of physiologically important compounds are studied. Prerequisite: CHEM 1406.

CHEM 1411 General Chemistry I [CHEM 1401] (3-4) Credit: 4
The first of two courses for science related majors, this course covers the basics of atomic and molecular structure, bonding, states of matter, solutions, and some descriptive chemistry. Emphasis is placed on solutions of chemical problems. Prerequisite: MATH 1314 or consent of instructor.

CHEM 1412 General Chemistry II [CHEM 1402] (3-4) Credit: 4
The second of two courses for science related majors, this course covers equilibrium processes, acid-base concepts, elementary thermodynamics and kinetics, electrochemistry, nuclear chemistry, and descriptive chemistry of some families of elements. Chemistry 1411 is a prerequisite.

CHEM 2423, 2425 Organic Chemistry I & II (3-4) Credit: 4,4
[CHEM 2401, 2402]

This course provides a thorough foundation in organic chemistry. A mechanistic approach is used. The student is introduced to planning a synthesis in lecture. The laboratory introduces students to basic techniques, synthesis of compounds and instrumental analysis. A course designed for science majors and minors. Prerequisite: CHEM 1411, 1412 or consent of the instructor. CHEM 2425 has a prerequisite of CHEM 2423.

BIOL 2427 Microbiology [BIOL 2404] (3-3) Credit: 4
Fundamental principles of microbiology; includes study of morphology, physiology, and classification of microbes and their relations to soil, food, water, disease, and immunology. Designed for nursing and premed students.

BIOL 2428 Vertebrate Zoology [BIOL 2402] (3-3) Credit: 4
Structure, development, physiology, and natural history of the vertebrate animals; emphasis will be placed on North American forms; field trips are required at minimal student expense. Prerequisite: BIOL 1408, 1409 or consent of the instructor.

Business (BUSI)

BUSI 1301 Introduction to Business (3-0) Credit: 3
Provides overall picture of business operations; includes analysis of specialized fields within business organizations; identifies role of business in modern society.

BUSI 1307 Personal Finance [BUSS 2306] (3-0) Credit: 3
Personal and family accounts budgets, budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting, home ownership, wills trust plans.

Chemistry (CHEM)

CHEM 1406 Introduction to General Chemistry (3-3) Credit: 4
[CHEM 1404]

This course is designed primarily to satisfy the requirements of nursing students seeking a B.S. degree or background for physiology. The course covers the fundamentals of general and descriptive chemistry with applications from medicine, modern living, agriculture, etc. It is also suitable for non-science majors who need a laboratory science credit. It also serves as background for those who have no chemical background.

CHEM 1407 Physiological Chemistry [CHEM 2404] (3-3) Credit: 4
A study of organic and physiological chemistry for nursing students interested in the processes of life. Basic principles, nomenclature, principal reactions and methods of synthesis and the major classes of physiologically important compounds are studied. Prerequisite: CHEM 1406.

CHEM 1411 General Chemistry I [CHEM 1401] (3-4) Credit: 4
The first of two courses for science related majors, this course covers the basics of atomic and molecular structure, bonding, states of matter, solutions, and some descriptive chemistry. Emphasis is placed on solutions of chemical problems. Prerequisite: MATH 1314 or consent of instructor.

CHEM 1412 General Chemistry II [CHEM 1402] (3-4) Credit: 4
The second of two courses for science related majors, this course covers equilibrium processes, acid-base concepts, elementary thermodynamics and kinetics, electrochemistry, nuclear chemistry, and descriptive chemistry of some families of elements. Chemistry 1411 is a prerequisite.

CHEM 2423, 2425 Organic Chemistry I & II (3-4) Credit: 4,4
[CHEM 2401, 2402]

This course provides a thorough foundation in organic chemistry. A mechanistic approach is used. The student is introduced to planning a synthesis in lecture. The laboratory introduces students to basic techniques, synthesis of compounds and instrumental analysis. A course designed for science majors and minors. Prerequisite: CHEM 1411, 1412 or consent of the instructor. CHEM 2425 has a prerequisite of CHEM 2423.

Child Development (CHDV)

CHDV 1301 Fundamentals of Early Childhood Education (2-2) Credit: 3

This course covers the history, philosophy, and ethics of child care, types of child care, facilities, laws and standards that are applicable to child care centers. Emphasis is placed on the responsibilities and duties of the child care worker. Experiences are gained in how to provide for the child's health needs and how to make the child care center a safe place for children.

CHDV 1303 Curriculum Resources (3-2) Credit: 3

This is a three hour credit course, which, taken concurrently with Introduction to Center Operations, articulates with Early Childhood Professions II. The second in a series of core courses, this course provides hands-on experience in selecting, preparing, and presenting discovery learning activities. The focus is on inexpensive teacher made materials. Includes planning and implementing developmentally appropriate learning activities in art, literature, music, movement, dramatic play, science, math, and manipulatives. Developing a curriculum which adapts to the needs of children with special needs, and includes a multicultural approach, is embraced.

CHDV 1305 Instructional Aids (2-2) Credit: 3

This course is designed to instruct child care personnel and teachers' aids in the proper operation of various types of audiovisual equipment and the handling of associated materials. Students will also become familiar with resources for free materials and how to construct simple training aids such as bulletin boards, mobiles, picture mounting and laminating.

CHDV 1306 Physical Development and Disorders in Children (2-2) Credit: 3

Normal motor development and techniques for screening young children for motor skills development. Methods and materials for assisting children with physical disabilities and for promoting activities of daily living.

CHDV 1307 Techniques for Child Guidance for the Special Child (2-2) Credit: 3

Normal development of emotional responses in children; understanding emotional behavior disorders in children; techniques for screening children for emotional difficulties; methods and materials for assisting children with emotional disabilities.

CHDV 1309 Child Guidance and Group Management (2-2) Credit: 3

This three hour credit course provides an examination of theoretical approaches to guidance; appropriate application; planning strategies; advanced observation techniques; site-based experiences; ethical problem solving; and teamwork skills in group management. Direct and indirect methods of guiding the individual child or group of children toward positive self esteem and self control are emphasized.

CHDV 1310 Growth and Development of Children (2-2) Credit: 3

This is a three hour lecture course which includes the examination of emotional, social, physical, and intellectual development of the child to puberty. Considers genetic and prenatal influences on the child; includes study of individual differences in ages and stages of development. Prerequisites: CHDV 1303, 1322, and 1501.

CHDV 1322 Introduction to Center Operations (3-2) Credit: 3

This is a three hour credit course, which, when taken concurrently with Curriculum Resources, articulates with Early Childhood Professions II. The third in a series of core courses, this course emphasizes roles and relationships of early childhood professionals in center based settings; licensing regulations; legislation and advocacy; career development and goal setting; family/care provider relationships; and management issues and policies.

CHDV 1324 Safety, Health, and Nutrition (2-2) Credit: 3

This is a three hour credit course which focuses on information, issues, procedures, and experiences related to the safety and health of a child in a care and education setting. Staff teamwork, ethical problem solving, and interpersonal relationship skills are incorporated in course objectives. Prerequisites: CHDV 1303, 1322, and 1501.

CHDV 1327 Families and Communities in a Multicultural World (2-2) Credit: 3

This course explores the factors that influence a child's development--culture, family, neighborhood, child care staff, and community. Includes professional development experiences in self understanding and leadership. Emphasizes strategies for utilizing parents and the community resources; parent education guidelines; ethical problem solving; and activities for building staff relationships and developing cross-cultural awareness and sensitivity.

CHDV 1406 Learning Environments I (3-2) Credit: 4

This is a four hour credit course which focuses on developmentally appropriate activities, guidance, and the environment for infant-toddler care. Provides for opportunities to maximize long-range development that occurs within the first three years of life, and includes writing daily and weekly activities and objectives. Staff team building and ethical problem solving are embedded in course objectives. Prerequisites: CHDV 1303, 1322, and 1501.

CHDV 1408 Learning Environments II (3-2) Credit: 4

This is a four hour credit course which centers on developmentally appropriate practice during the play years. It includes developing and designing interest centers and environments for discovery learning; scheduling and planning age appropriate activities; and writing daily and weekly activities and objectives. Staff team building and ethical problem solving are embedded in course objectives.

CHDV 1501 Introduction to Early Childhood Education (3-6) Credit: 5

This is a five hour credit course which articulates with Early Childhood Professions I. The first in a series of core courses, this course provides an introduction to theories and practices in early childhood care and education, and opportunities to observe children in a variety of settings. At the completion of this course, the student will demonstrate mastery at a beginning level in the competencies of the functional areas of: professionalism; child growth, development and learning; guidance and group management; curriculum development, content and implementation; family and community relations; safety, health, and nutrition; and program management.

CHDV 2101 Early Childhood Professions (1-0) Credit: 1

A course that deals with trends and advancements in Early Childhood . When used in the Child Development Associate Program, this course will provide instruction on preparing a portfolio and preparing for assessment.

CHDV 2301 The Child with Special Needs (2-2) Credit: 3

This is a three hour course which provides an overview of disabling conditions in children; emphasizes mainstreaming strategies; and includes curriculum planning, observation, and hands-on experiences with children in center settings. Problem solving activities and teamwork skills are embedded in course objectives. Prerequisite: CHDV 1310 or approval of the Department Manager.

CHDV 2303 Managing Child Care Programs (2-2) Credit: 3

This is the first of two courses in child care administration. It covers the practical aspects of managing a child care center, with emphasis on legal issues and applications; fiscal management; personnel planning, hiring, and staff development; physical plant responsibilities; program and enrollment policies; duties to parents; and program implementation.

CHDV 2304 Management Techniques for Directors (2-2) **Credit: 3**
This is the second of two courses in child care administration. It covers the theoretical aspects of managing child development programs. The main emphasis is placed on leadership styles, formulating and implementing staff development and program goals, problem solving, delegation and decentralization, increasing staff morale, preventing burnout, and theories of managing a child care center. Prerequisite: CHDV 2303 or approval of the Department Manager.

CHDV 2305 Advanced Math and Science in Early Childhood (2-2) **Credit: 3**
Emphasis is placed on strategies, activities, materials for teaching mathematical and science concepts and skills for early childhood. This course includes identifying, classifying, sequencing, ordering and predicting cause/effect relationship skills for preschool children. Science activities as presented will stimulate the child's cognitive growth. Methods are presented that will assist three to five year olds to discover information about their natural and manmade world. Prerequisite: CHDV 1303 or approval of the Department Manager.

CHDV 2402 Special Projects (1-15) **Credit: 4**
This course is designed to allow the advanced Child Development student the opportunity to undertake a project that involves working with preschool age children. The area of specialization would be selected and performed under the supervision of the instructor. Prerequisite: Sophomore standing in the Child Development program.

CHDV 2409 Learning Environments III (3-2) **Credit: 4**
This is a four hour credit course which focuses on the developmentally appropriate needs and characteristics of school-age children. It includes curriculum strategies for a population that experiences great changes in physical, mental, and social development; environmental planning; age appropriate materials and activities; guiding children in self management; and conflict resolution. Staff teamwork, ethical problem solving, and interpersonal relationship skills are incorporated in the course objectives.

CHDV 2410 Learning Environments IV (3-2) **Credit: 4**
This course addresses the unique curriculum planning needed in group home-based care and centers serving less than 10 children, includes strategies for developmentally appropriate proactive for mixed age groups, planning the environment, and ways to use mixed-age grouping to the children's advantage.

Communications (COMM) **[Formerly Journalism (JOUR)]**

COMM1307 Communications Media [JOUR 1301] (3-0) **Credit: 3**
Instruction in mass media of modern world. A survey of all mass media, their purposes, and their methods of operation.

COMM2311 News Gathering and Reporting [JOUR 1302] (3-0) **Credit: 3**
Instruction in the fundamental news gathering and writing techniques, interviewing techniques, and discussion of news sources and values.

Communications Electronics Technology (ELTE)

ELTE 1303 Assembly Methods (1-5) **Credit: 3**
A study of modern assembly methods and practices used in industry, including the design, layout, and construction of electronic apparatus.

ELTE 1401 Electrical Circuits I (3-3) **Credit: 4**
The first of a two course study of electrical circuitry. This course includes a study of the elementary principles of electricity. It includes coverage of DC topics such as elementary physics, Ohm's Law series and parallel resistive networks, and a power formula; and AC topics such as power generation, inductive and capacitive, waveform types, and voltage measurements. It also includes the study and use of analog and digital multimeter.

ELTE 1402 Electrical Circuits II (3-3) Credit: 4

The second course in the study of electrical circuitry. This course includes alternating current circuit topics such as single and polyphase systems, impedance calculation, resonant circuits, transformers, and an in-depth study of the use of the triggered-sweep oscilloscope. Prerequisite: ELTE 1401

ELTE 1403 Solid State Electronics (3-3) Credit: 4

A study of the active electronic devices (i.e., diodes, transistors, etc.) and their more common circuit applications. This course covers circuit design methods of simple power supplies, amplifiers, and switching circuits. This is a technical course requiring a working knowledge of simple algebra. Prerequisite or Corequisite: ELTE 1402.

ELTE 1404 Communications Circuits I (3-3) Credit: 4

A study of those basic circuits used throughout industry today. Prerequisite or Corequisite: ELTE 1403.

ELTE 1405 Principles of Electricity & Electronics (3-3) Credit: 4

An elementary study in the basic principles of DC & AC circuits with an introduction to semiconductor devices. This course covers only those fundamental concepts necessary for a student to understand the basic principles of TV and Radio servicing.

ELTE 1406 Mobile Security Systems (3-3) Credit: 4

A study of various types of electronic security systems, related sensors and control devices used in 12V systems. Emphasis will be placed on installation, testing and final performance evaluation.

ELTE 1407 Home Entertainment Systems (3-3) Credit: 4

A study of the basic operating principles, installation techniques, and preventative maintenance of stereo systems, CD players, video recorders, audio cassette decks, and equalizers.

ELTE 1408 Auto Sound Systems (3-3) Credit: 4

A study of speaker principles and systems, and amplifying and equalization networks, as used in automobile sound systems with emphasis on installation and final performance evaluation.

ELTE 2103 Individualized Research (1-0) Credit: 1

This course allows the student to prepare the backup and research that is necessary in order for the student to complete ELTE 2303. Approval of the Department Manager and 3rd semester student.

ELTE 2301 Broadcast Equipment Maintenance (1-6) Credit: 3

The operation, preventive maintenance procedures, and troubleshooting of modern day radio and television broadcast equipment. The course gives the student that much needed practical experience that can only be gained in a live station atmosphere. Prerequisite: ELTE 1404 and ELTE 2407 and approval of the Department Manager

ELTE 2303 Special Intensive Study (0-9) Credit: 3

An intensive study in the design, theory of operation, and construction techniques used in a project which holds special interest to the student and is in the field of his/her major. A student obtaining a second or third degree must repeat the course with emphasis and project related to the discipline in which the degree is to be awarded. The student must be eligible for graduation at the end of the semester in which this course is taken. Prerequisite: ELTE 2103 and the approval of the Department Manager and 4th semester student.

ELTE 2401 Personal Mobile Communications Systems (3-3) Credit: 4

This course covers the installation, operation, and final performance testing of cellular telephones, mobile telephones, CB and Marine radios.

ELTE 2402 Advanced Test Equipment (3-3) Credit: 4

Includes the use and normal user calibration techniques for all phases of Electronic Test Equipment from the very simple to the most advanced. Prerequisite: ELTE 1403.

ELTE 2403 Home Security Systems (3-3) Credit: 4

A study of various types of electronic security systems, related sensors and control devices used in modern homes, duplexes, and complex style apartment security systems.

ELTE 2404 CATV, MATV, and CCTV Systems (3-3) Credit: 4

A study of large scale TV cable systems, small scale master antenna systems and closed circuit surveillance systems. It includes the design, selection, configuration, installation, and troubleshooting.

ELTE 2405 Satellite Systems (3-3) Credit: 4

This course provides the student with the knowledge of operation and theory of Satellite Receiving Systems. The detailed theory covers such areas as transmission up linking, down linking, overall systems block diagram antennas and motor controllers, single and double conversion systems, receiver theory; operation of general troubleshooting procedures, L.N.A. and down converters. There is also emphasis placed on antenna installation and alignment procedures. The student will be responsible for setting up a complete system from antenna alignment to receiver hook up to a television set. Prerequisites: ELTE 1403 and 1404.

ELTE 2406 Integrated Devices (3-3) Credit: 4

An advanced study of the many types of IC's in use today. The course will include digital, linear, and LED type devices. Course will also include application and application design. Prerequisite: ELTE 1403 and CMET 1401

ELTE 2407 Communications Circuits II (3-3) Credit: 4

A study of communications circuits necessary for the successful acquisition of the FCC first class license. Prerequisite: ELTE 1403 and 1404.

ELTE 2408 Industrial Electronic Control Circuits (3-3) Credit: 4

A study of special purpose electronic control circuits and systems as applied by industry today. This course will include theory and operation, maintenance, diagnostic troubleshooting and repair of these special purpose circuits. Prerequisite: ELTE 1403.

ELTE 2409 Electronic Systems Troubleshooting (3-3) Credit: 4

This course includes theoretical and practical laboratory assignments in the study of techniques used in signal tracing and logical circuit diagnosis of different types of analog electronic systems. Prerequisite: CMET 1409.

ELTE 2410 Radio Systems (3-3) Credit: 4

An in-depth study of the circuitry, both discrete and integrated, used in today's AM and FM tuner amps, including both two and four channel multiplexing. Prerequisite: ELTE 1403.

ELTE 2411 Electronics Internship I (1-20) Credit: 4

This course consists of on-the-job electronics training that utilizes the principles, skills, and knowledge gained in the theoretical setting of the classroom. The student is employed at an approved work station under the supervision of the college electronics coordinator. Prerequisites: CMET 1400, CMET 1401, ELTE 1401 and Prerequisite or Corequisite: ELTE 1402 and ELTE 1403.

ELTE 2412 Circuits and Systems -Troubleshooting & Repair (3-3) Credit: 4

This course is an in-depth study of current troubleshooting and maintenance techniques for linear (analog) and digital electronics equipment including transducers, switching components, motors and generators (servo systems), control circuits, and special power supplies. Prerequisite: CMET 1409 and departmental manager approval.

ELTE 2421 Electronics Internship II (1-20) Credit: 4

This course is a continuation of Electronics Internship I. Prerequisite: ELTE 2411 and Prerequisite or Corequisite: CMET 1409.

Computer Electronics Technology (CMET)

CMET 1400 Electronics & Computer Skills (2-4) Credit: 4

This course is a study of modern electronics construction techniques, including the use of hand tools and fabrication equipment. It includes high reliability soldering, the production of printed circuit boards, cable and harness making, wire wrapping techniques, and other related skills.

CMET 1401 Digital Circuits**(3-3) Credit: 4**

This course provides a study of the basic gates and gating networks used in digital circuits and an intensive study of Boolean algebra as well as the theory and operation of flip-flops, registers, and counter circuits. It also covers numbering systems, arithmetical circuitry, and elements of control circuits.

CMET 1402 Computer Systems**(3-3) Credit: 4**

This is an introductory course covering the setup, operation, and basic preventive maintenance of a personal computer system. It will include an introduction to some basic software packages useful to the first-time computer owner.

CMET 1403 Computer Systems & Operational Programming **(3-3) Credit: 4**

This course provides a study of the theory of the operation of several computer systems, to include instructions, an introduction to logic diagrams, and circuit schematics, programming as a troubleshooting tool, and operational characteristics.

CMET 1404 Fundamentals of Robotics**(3-3) Credit: 4**

This course provides an introduction to terminology, theories, and technology involving all types of robotics and tendons, both general and industrial-oriented. Prerequisites: ELTE 1401, CMET 1401. Corequisite: ELTE 1403.

CMET 1405 Local Area Networks**(3-3) Credit: 4**

This course covers system design, configuration, operation, management, and troubleshooting of local and wide area networks.

CMET 1409 CRT Systems**(3-3) Credit: 4**

This is a study of the vertical and horizontal scanning circuits, video amplifiers, and other related circuits encountered in the most common video display systems. It includes theory of circuit operation and practical laboratory exercises in troubleshooting. Prerequisite: ELTE 1403 or ELTE 1405.

CMET 2402 Computer Circuit Analysis**(3-3) Credit: 4**

This course provides a comprehensive study of the clock and pulse generation circuit, waveshaping circuits, trigger and control circuits, and synchronization and counting circuits as well as other circuits used in modern computers. Prerequisites: CMET 1401 and CMET 1403.

CMET 2404 Computer System Diagnosis & Maintenance **(3-3) Credit: 4**

This course includes operation, preventive maintenance procedures, and troubleshooting of modern computer equipment, to include advanced diagnostic programming for the finding, documenting, and repairing computer malfunctions. It provides the much needed practical experience that can only be gained in a live computer atmosphere. Prerequisite: CMET 2402 or equivalent.

CMET 2405 Tendon Control and Implementation**(3-3) Credit: 4**

This is a study in the use of microprocessors to control both fluidic and pneumatic systems used in robotic and tendon type systems. It also includes the study of DC and AC motors and motor control for movement and positioning. Prerequisite: CMET 1404.

CMET 2406 Robotic Implementation**(3-3) Credit: 4**

This is a study in the acquisition, handling, and conversion of data for use in movement, detection, and voice synthesis in advanced robotic systems. Prerequisite: CMET 2405.

CMET 2408 Digital Communications**(3-3) Credit: 4**

This course is designed to allow students to become proficient in all aspects of digital communications. It begins with a concentrated investigation of digital modulation and transmission. The most common modulation schemes used in modern systems - FSK, PSK, and Quadrature Amplitude Modulation (Eight and Sixteen) will be covered in depth. Also included is a study of numerous data communications concepts, including transmission methods, circuits, topologies, error control mechanisms, and data formats. It provides a study of digital transmissions techniques, including PCM, MPA sampling, encoding, and companding. Time-division multiplexing, adaptive delta modulation PCM, and differential PCM are covered. The North American Digital Hierarchy for digital transmissions is outlined, including line encoding schemes, error detection/correction methods, and synchronization techniques. Prerequisites: CMET 1401 & ELTE 1403.

CMET 2410 Advanced Consumer Servicing (3-3) **Credit: 4**
This course includes the maintenance, alignment, and servicing of VCRs, camcorders, HiFi stereo sound systems and equipment. Prerequisite: CMET 1409

CMET 2411 Theory of Interface Devices (3-3) **Credit: 4**
This course is a study of the microprocessor and its interface with external memory, enhancements, and devices that make up a complete computer system. The course will also include the operation of these peripheral devices. Prerequisite: CMET 1403 and ELTE 1403.

Computer Science (COSC)

COSC 1100 Special Topics (0-3) **Credit: 1**
Recent developments and topics of current interest. May be repeated when topics vary.

COSC 1300 Computer Information Processing (3-0) **Credit: 3**
This is an up-to-date survey of computer hardware and software systems with developments that will provide the basis for further advancements in information processing. It provides a comprehensive overview of a computer--what it is, what it can and cannot do, how it operates, and how it may be instructed to solve problems. It covers terminology and examines the application of computers in a broad range of organizational settings and social environments. An overview of BASIC programming is provided. This is a computer literacy course for non-computer majors.

COSC 1400 Computer Science Fundamentals (3-3) **Credit: 4**
This provides the students with fundamental skills needed to design computer programs. Focus will be on problem analysis and developing algorithms for step-by-step solutions to problems. Students will learn to use an on-line editor to enter programs via a terminal in a hands-on environment. A high-level language will be used for programming and debugging.

COSC 1401 Computer Operations (3-3) **Credit: 4**
This provides students with a knowledge of the duties and responsibilities of a computer operator. Training is provided to develop the student's ability to work in a computer center.

COSC 1402 Advanced Operations Lab (1-15) **Credit: 4**
This course consists of supervised work in a computer center. The students learn to operate the computer and peripheral equipment. Prerequisite: COSC 1401. Corequisite: COSC 2403 and approval of the Department Chairman.

COSC 1403 Introduction to Computer Science & Programming (3-3) **Credit: 4**
Introductory programming course for Computer Science major. Problem solving, algorithm development, pseudo code, and flowcharting. A high-level language is covered in-depth through programming assignments.

COSC 1404 COBOL Programming (3-3) **Credit: 4**
Provides the student with skills and fundamentals in solving business data processing problems using COBOL. The student becomes effective in COBOL programming techniques involving sequential files, single and double dimension table handling, and control breaks. Prerequisite: COSC 1403.

COSC 1405 Computer Concepts and Analysis (3-3) **Credit: 4**
Provides the essential foundation for computer science majors in computer concepts, terminology, and business computer systems. Students will be introduced to word processor and spread sheet software.

COSC 1406 Computer Organization & Architecture (3-3) **Credit: 4**
A study of hardware and software characteristics of digital computers. Designed to give the student an understanding of how the fundamental principles by which computers work affect and govern programming techniques. Topics include data representation, machine instruction types, fetch and execution cycles, interrupt schemes, metaprograms, I/O handling, and assembler concepts. Prerequisites: (COSC 1403 and COSC 1405) or (COSC 1400 and COSC 1401).

- COSC 1407 RPG Programming (3-3) Credit: 4**
Report Program Generator, a problem oriented language involving fixed program logic, file description, input calculation, and output for practical business oriented problems. Prerequisite: COSC 1403.
- COSC 1408 AS/400 Concepts & Operations (3-3) Credit: 4**
An introduction to the concepts and operations of AS/400 hardware and software. Prerequisite: 8 semester hours computer courses.
- COSC 2110 Topics in Computer Science Laboratory (0-3) Credit: 1**
Laboratory for COSC 2310 when topic has a laboratory required. Prerequisite: Concurrent enrollment in COSC 2310.
- COSC 2310 Topics in Computer Science (3-0) Credit: 3**
Study of recent developments and topics of current interest in computer science. Prerequisite: 12 hours computer science or the approval of the Department Chairman.
- COSC 2401 Advanced COBOL (3-3) Credit: 4**
Offers the student of COBOL programming an in-depth study of the theory, programming techniques, and programming efficiencies that will be required of the commercial COBOL programmer. A thorough coverage is given to file design and the special features of ANSI COBOL language. Emphasis is placed on multi-dimensional table handling, searching and sorting techniques, and VSAM (Indexed) file manipulation. Structured design and programming will be stressed. Programming assignments will require detailed knowledge of necessary Job Control Language (JCL) for program execution. Prerequisites: COSC 1404, COSC 2403, and COSC 2404.
- COSC 2402 Systems In The MIS Environment (3-3) Credit: 4**
This course examines advanced systems including data base, distributed processing, teleprocessing, local area networks, management information systems and decision support systems. Emphasis will be placed on database management systems through the development of a data base project. Prerequisite: 12 semester hours Computer Science.
- COSC 2403 Operating Systems and Job Control Language (3-3) Credit: 4**
A study of computer operating system concepts including major software concepts including major software components and their functions. An in-depth coverage of Job Control Language and/or command language. Use of utilities for data set maintenance and manipulation of system control information. Prerequisites: (COSC 1404 and COSC 1406) or (COSC 1400, COSC 1401 and concurrent enrollment in COSC 1406).
- COSC 2404 Machine Language Operations (3-3) Credit: 4**
Assembly and machine language concepts. Emphasis onabend resolution and dump reading. Competencies will be developed through programming assignments. Prerequisite: COSC 1404 and COSC 1406.
- COSC 2405 Information Structures (3-3) Credit: 4**
Advanced programming techniques to include two and three dimensional arrays, linked lists, index structures, binary search, sorting techniques, direct access processing and subroutines. Programs will be written in a high-level language. Prerequisite: Eight semester hours programming.
- COSC 2406 Database Programming (3-3) Credit: 4**
A study of the DB2 relational database management system under MVS on an IBM mainframe. Topics include SQL, data manipulation, data definitions, and the Query Management Facility (QMF). Students will code application programs in COBOL with embedded SQL. Prerequisite: 16 semester hours of computer science including COSC 1404.
- COSC 2408 CICS Programming (3-3) Credit: 4**
An introduction to programming for the teleprocessing environment under CICS. Applications will be written and tested on-line. Prerequisites: COSC 1404 and 2404.
- COSC 2409 Field Projects (1-9) Credit: 4**
This course consists of practical applications in the field of computer science. It is designed to fit the career objectives of the student. Prerequisite: Approval of Department Chairman.

COSC 2410 Systems Analysis and Design**(3-3) Credit: 4**

Study of structured systems development using a computer-aided systems engineering (CASE) tool. Emphasis on tools and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. Prerequisite: COSC 1405 and eight semester hours of programming.

COSC 2490 Computer Resource Management**(3-3) Credit: 4**

This course covers the procurement, use and evaluation of computer resources including hardware, software, and people. Topics include capacity planning, upgrades, downsizing, choosing the correct hardware and software, compatibility, connectivity, and vendor versus in-house support. Prerequisite: MISC 1461.

COSC 2491 Network Management**(3-3) Credit: 4**

An in-depth study of LAN software designed to prepare individuals for the responsibility of being a LAN system manager. Students will learn to create workable directories, create scripts for a working environment, design menus for novice users, select applications, and set up network printing and backups. Prerequisite: MISC 1461.

COSC 2492 Network Installation, Service & Support**(3-3) Credit: 4**

A study of LAN hardware management. Students will set up various types of file servers and work stations, configure and install network boards, install multiple cabling systems, and be able to isolate, diagnose, and troubleshoot LANs. Students will gain practical experience configuring and installing LANs. Concurrent enrollment in COSC 2493 is required. Prerequisites: COSC 2490 and COSC 2491.

COSC 2493 Network Architectures, Standards & Protocols**(3-3) Credit: 4**

A practical introduction to the major industry networking and data communications standards and protocols. This hands-on course will guide students through the installation, maintenance, error detection, and internals of communications protocols. Connectivity between a wide variety of computer platforms will be stressed. Prerequisite: Concurrent enrollment in COSC 2492.

Consumer Electronics Technology (COES)**COES 2301 TV Shop Practices****(1-6) Credit: 3**

An in-depth study of basic procedures used in the modern TV shop. Includes record keeping, stocking and ordering procedures, shop management, and advanced techniques of TV repair. Prerequisite: CMET 1409, or equivalent.

COES 2408 CATV, MATV, & CCTV Systems**(3-3) Credit: 4**

A study of large scale TV cable systems, small scale master antenna systems and close circuit surveillance systems. It includes the design, selection, configuration, installation, and troubleshooting.

COES 2409 Advanced Television Servicing**(2-4) Credit: 4**

The operation and servicing of the more complicated television receiver circuits are covered in this course. Special attention is given to the use of techniques and equipment for the most economical solutions to difficult problems. Includes an introduction to transistorized and color television. Prerequisite: CMET

Cosmetology (COSM)**COSM 1601 Orientation and Introduction to Cosmetology****(4-12) Credit: 6**

This is an introductory course in the field of cosmetology. The course includes an orientation to cosmetology and the development of related skills, knowledge and attitudes necessary for a cosmetologist. Manicures, shampoos, basic bacteriology and PH are covered. The course also covers methods of haircutting, permanent waving, blowdrying, and use of the curling iron. This is a 256 contact hour course.

COSM 1602 Basic Cosmetology (4-12) Credit: 6

A continuation of COSM 1601. The course covers basic principles involved in the use of pincurls and rollers, and procedures used in performing fingerwaves and sets. The course also introduces the student to customer relations. This is a 256 contact hour course. Prerequisite: COSM 1601 or concurrent enrollment.

COSM 1603 Intermediate Cosmetology, Manicuring and Hair Removal (4-12) Credit: 6

A continuation of COSM 1602. The course covers intermediate permanent waving, intermediate manicuring, black hair care, and the study of skin cells and nail structure. The course also covers eyebrow arching, lash and eyebrow tinting, eye tabbing and hair removal. This is a 256 contact hour course. Prerequisite: COSM 1602 or concurrent enrollment.

COSM 1604 Intermediate Cosmetology and Skin Care (4-12) Credit: 6

This course will cover the theory, techniques and procedures involved in facial treatments. This course also covers color analysis, makeup and pedicures. The students practice the intermediate manipulative skills required for hairstyling, applying masks and makeup. This is a 256 contact hour course. Prerequisite: COSM 1603 or concurrent enrollment.

COSM 2301 Instructor Orientation (3-0) Credit: 3

This course is an introduction to teaching cosmetology. It covers the methods and techniques used by the training instructor, and the materials, equipment, various contracts, applications and examination forms used by the Texas Cosmetology Commission. The student will also learn the rules and regulations of the College, how to prepare lesson plans, how to plan class lectures and presentations, how to prepare examinations, and the student will observe class lectures presented by licensed instructors. This is a 48 contact hour course. Prerequisite: Cosmetology Operators License.

COSM 2605 Advanced Cosmetology (4-12) Credit: 6

A continuation of COSM 1604. This course will cover hair coloring and advanced techniques involved in permanent waving, styling and haircutting. This is a 256 contact hour course. Prerequisite: COSM 1604 or concurrent enrollment.

COSM 2606 Preparation for the State Board and Advanced Cosmetology (4-12) Credit: 6

A continuation of COSM 2605. This course will stress rules, regulations and preparation for the Texas Cosmetology Commission Licensing examination. This is a 256 contact hour course, and it completes the 1500 contract hour program required by Texas Cosmetology Commission. Prerequisite: COSM 2605 or concurrent enrollment.

COSM 2801 Clinic Management (8-12) Credit: 8

The student will observe all class lectures, demonstrations and practical exercises and will prepare for the first class lecture. The student is required to prepare a special cosmetology notebook with daily lesson plans. This is a 352 contact hour course. Prerequisite: COSM 2301 or concurrent enrollment.

COSM 2802 Classroom Teaching (8-14) Credit: 8

During this course the student instructor shall conduct theory and practical classes and will prepare daily lesson plan and examinations on each lesson taught. This is a 352 contact hour course. Prerequisite: COSM 2801 or concurrent enrollment.

Criminal Justice (CRIJ)

CRIJ 1201 Defensive Tactics (1-2) Credit: 2

This course is designed to provide the student with defensive and protective philosophies to better protect the public and criminal justice personnel against illegal force. Techniques of self-defense, safe arrest procedures, citizen contact, and proper prisoner transportation techniques, along with humane methods of handling disturbed persons, will be presented. The legal and humane use of limited force will be stressed at all times.

- CRIJ 1301 Introduction to Criminal Justice** (3-0) **Credit: 3**
History, development, and philosophy of law enforcement and criminal justice in a democratic society. Introduction and career orientation to the multifaceted agencies involved in the administration of criminal justice.
- CRIJ 1302 Criminal Investigation I** (3-0) **Credit: 3**
Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, case and trial preparation.
- CRIJ 1303 Legal Aspects of Law Enforcement** (3-0) **Credit: 3**
Police authority, responsibilities, constitutional constraints, law of arrest, search and seizure, police liability, examples of case law that currently affect police decisions will be reviewed.
- CRIJ 1304 The Courts and Criminal Procedures** (3-0) **Credit: 3**
The judiciary in the criminal justice system, structure of America Court System, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence and sentencing.
- CRIJ 1305 Traffic Law** (3-0) **Credit: 3**
This course is designed to cover all laws pertaining to the control and enforcement of traffic. The student is taught the use of spot maps and charts, the techniques of enforcement, and the maintenance of good public relations. An analysis of the Model Motor Vehicle Code is given.
- CRIJ 1306 Correctional Systems and Practices** (3-0) **Credit: 3**
Corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternate to institutionalization, treatment and rehabilitation, current and future issues.
- CRIJ 1307 Crime in America** (3-0) **Credit: 3**
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 1308 Fundamentals of Criminal Law** (3-0) **Credit: 3**
A study of the nature of criminal law, philosophical and historical development, major definition and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, criminal responsibility.
- CRIJ 1309 Police Systems and Practices** (3-0) **Credit: 3**
Analyses of the police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues facing police agencies.
- CRIJ 1310 Criminal Investigation II** (3-0) **Credit: 3**
Modern methods and skills required for criminal investigation, to include discovery methods, development and lifting latent fingerprints, criminal scene sketches, the use of plaster and silicone rubber for reproducing evidence at the crime scene, use of modern investigation aids, and techniques of criminal interviews. Prerequisite: CRIJ 1302.
- CRIJ 1311 Basic Polygraph Techniques** (3-0) **Credit: 3**
Designed to orient law enforcement students on the basics of polygraph techniques as they apply to case research and preparation, pretest procedures, polygraph usage in criminal investigations, legality concerning polygraph, and avenues of polygraphist career. Prerequisite: CRIJ 1302, 1303 or 1304.
- CRIJ 1312 Commissioned Security Officer Course** (2.5-5) **Credit: 3**
This course is designed to have the student meet the requirements specifically identified in the state of Texas Commissioned Security Officer Training Manual and the Provisions of the Private Investigators and Private Security Agencies Act, Article 4413 (29bb) V.A.C.S. as amended by 65th Texas legislature.
- CRIJ 1314 Community Resources in Corrections** (3-0) **Credit: 3**
An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues, and future trends in community treatment.

- CRIJ 2101 Emergency Medical Aid (1-1) Credit: 1**
This course will focus on the first aid fundamentals that will be helpful to patrol officers in the event of a first aid emergency situation. Procedures recommended by the American Red Cross will be used as guidelines for this course.
- CRIJ 2201 Firearms (1-2) Credit: 2**
This course is designed to introduce the student to the skills and techniques of firearms used in the protection of the public and criminal justice personnel. Students will fire various weapons under precision and police combat conditions. The importance of safe weapons handling and the danger of not adopting a mature attitude towards firearms will be stressed at all times. The intelligent, legal, and moral use of the police firearms will be emphasized at all stages of teaching and firing.
- CRIJ 2301 Probation and Parole (3-0) Credit: 3**
This course will provide the student with some understanding of the criminal evolution of corrections and explore with the student the many avenues into which the corrections field branches. Develops in each student a basic understanding of the various methods of corrections so that they may function efficiently in the field.
- CRIJ 2303 Criminal Justice Seminar (3-0) Credit: 3**
A problems course dealing with current criminal justice trends, issues, and literature. Prerequisite: Approval of the Department Manager. This course may be repeated for credit in courses dealing with different problems and issues.
- CRIJ 2304 Juvenile Procedures (3-0) Credit: 3**
The organization, functions and jurisdiction of juvenile agencies, the processing and detention of juveniles, case disposition, juvenile statutes and court procedures.
- CRIJ 2306 Traffic Planning and Administration (3-0) Credit: 3**
This course consists of the application of traffic problems from the administrative point of view, including traffic engineering, education, and enforcement at the supervisory level.
- CRIJ 2307 Penology (Jail Operation and Management) (3-0) Credit: 3**
A survey of the basic concepts of penal and correctional rationale as employed by criminal justice administrators. An overview of the operation and management principles of the institutional setting will be examined in-depth.
- CRIJ 2308 Patrol Administration (3-0) Credit: 3**
Discussion of the administration of surveys, special problems arising while the officer is on patrol, improvement in patrol methods, observation of persons and things, preventive techniques, methods of handling complaints, and the development of contacts.
- CRIJ 2309 Provost Marshal Operations (3-0) Credit: 3**
The principles of organization and administration as applied to the operational system of a military Provost Marshal's office as well as that of the Inspector General's. Practical training in the conduct of briefings, management, and attendant qualities of leadership, and some cases of dissident conditions which might impair role and mission of the dissident command.
- CRIJ 2310 Correctional Control and Administration (3-0) Credit: 3**
The course prepares the student to perform supervisory functions related to control of prisoners and contraband, segregation and accountability of prisoners, procedures required at correctional facility, emergency measures, prisoner privileges, and the records and reports of the detention center.
- CRIJ 2311 Advanced Security Officer Training (2.5-5) Credit: 3**
This course is designed to provide the student with increased working knowledge of security principles and procedures. The student will become familiar with each phase of security. Emphasis will be placed on the security problems as seen through the eyes of a security supervisor.

Dance (DANC)

DANC 2304 Dance Appreciation

(3-0) Credit: 3

This course provides a survey of primitive, classical, and contemporary dance and its relationship with cultural developments and other art forms.

Developmental Studies (DS--)

DSCO 0300 Developmental Communication

(1-2) Credit: 3

A course offered in a laboratory setting to improve reading comprehension and rate and word recognition. Specific areas of study include syllabication, phonetic analysis, context clues, word elements, sequence, setting, main ideas, drawing conclusions, and making inferences.

DSED 0101 Study Skills

(1-0) Credit: 1

Techniques of study such as time management, listening and note-taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources.

DSED 0300 College Study Skills

(3-0) Credit: 3

Designed for improvement of study systems. Emphasis is placed on high level study skills and the improvement of time management, effective listening and note taking, marking tests, learning through media, concentration, retention of information, and taking examinations.

DSED 0301 College Study Skills and TASP

(1-2) Credit: 3

This course is designed to provide an opportunity for students to learn and adopt new methods to become successful in school and life. Emphasis is placed on high level study skills and the improvement of time management, effective listening and note taking, learning through media, concentration, retention of information, taking examinations, creativity, and relationships in life.

DSLA 0300, 0301 English for International Students I and II (3-2) Credit: 3,3

Speaking and writing for students whose native language is not English. Intended to aid foreign students in attaining greater facility in the use of the English language. (Previously numbered ENGL 0303, 0304.)

DSLA 0310 Reading and Vocabulary I

(3-2) Credit: 3

This course is designed for speakers of languages other than English with TOEFL scores below 400. The primary objectives are to develop reading fluency, increase vocabulary, and to prepare the students to function in an academic environment.

DSLA 0314 Writing I

(3-2) Credit: 3

This course is designed for speakers of languages other than English with TOEFL scores below 400 and students with limited English proficiency. The objective is to develop writing skills, including organization of ideas and application of grammar necessary to form well-developed sentences and paragraphs.

DSLA 0315 Grammar I

(3-1) Credit: 3

This course is designed for speakers of languages other than English with TOEFL scores below 400. The objective of the intermediate-level grammar course is to develop standard English usage with emphasis on well-developed sentences.

DSLA 0316 Listening Comprehension I

(3-2) Credit: 3

This course is designed for speakers of languages other than English with TOEFL scores below 400. The primary objectives are to develop aural comprehension of specific conversational patterns in the areas of surface, implied, and inferred meaning.

DSLA 0317 Speaking I

(3-1) Credit: 3

This course is designed for speakers of languages other than English with TOEFL scores of 380 or below. The primary objectives are to move students from recognition of language to oral production. The emphasis is on pronunciation and dialog.

DSLA 0320 Reading and Vocabulary II (3-2) Credit: 3

This course is designed for speakers of languages other than English with TOEFL scores between 450 and 499. The objectives are to develop reading fluency and build vocabulary and prepare students to function in an academic environment. This course includes various techniques for becoming a better student in English.

DSLA 0321 Writing II (3-2) Credit: 3

This course is designed for speakers of languages other than English with TOEFL scores above 400. The objectives are to develop writing skills, standard English usage, organization of ideas and application of grammar.

DSLA 0322 Academic Listening & Speaking II (3-2) Credit: 3

This course is designed for speakers of languages other than English with TOEFL scores between 400 and 450. The objectives are to develop beginning note-taking and speaking skills which will prepare students to function in an academic environment.

DSLA 0332 Academic Listening & Speaking III (3-2) Credit: 3

This course is designed for speakers of languages other than English with TOEFL scores above 450. The primary objectives are to improve note-taking and oral reporting abilities which will prepare students for college level coursework.

DSMA 0100 Mathematics Laboratory I (0-1) Credit: 1

This course provides a setting for students to develop and expand mathematical skills in a laboratory setting under the guidance of an instructor. This laboratory may be used with any basic or developmental mathematics.

DSMA 0101 Basic Developmental Mathematics (1-1.5) Credit: 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.

DSMA 0102 Developmental Mathematics Lab (0-3) Credit: 1

This course provides a setting for students to develop and expand mathematical problem solving skills in structured environment under the tutelage of an instructor.

DSMA 0111 Basic Mathematics I (2-0) Credit: 1

This course covers basic arithmetic calculations such as adding, subtracting, multiplying, and dividing fractions, decimals, and integers.

DSMA 0112 Basic Mathematics II (2-0) Credit: 1

This course covers basic algebraic operations such as operations on real numbers, polynomials, linear equations, and factoring.

DSMA 0113 Basic Mathematics III (2-0) Credit: 1

This course is a continuation of Basic Mathematics II. It includes ratio and proportion, graphs, linear equations, inequalities, radical expressions and quadratic equations.

DSMA 0300 Developmental Mathematics I (5-1) Credit: 3

This developmental course includes adding, subtracting, multiplying, and dividing fractions, decimals, and integers, order of operations, percent, line graphs, bar graphs, pie graphs, pictographs, areas of plane figures, exponents, and an introduction to signed numbers and algebra. A laboratory is required.

DSMA 0301 Developmental Mathematics II (5-1) Credit: 3

Designed for students who need a review of fundamental algebraic operations. Topics include operations on real numbers, polynomials, linear equations, linear inequalities, factoring, graphing, and selected stated problems. (Previously numbered MATH 1300). A laboratory is required.

- DSMA 0302 Fundamentals of Mathematics I** (3-0) **Credit: 3**
 This course includes operations with common fractions, decimals and positive integers, order of operations, prime factorizations, greatest common factors, least common multiples, percents, and basic equations. Also included is an introduction to consumer and business applications, statistical graphing, and basic geometry.
- DSMA 0303 Developmental Mathematics IV** (5-1) **Credit: 3**
 This course presupposes the knowledge of DSMA 0301. Topics include operations with rational expressions, linear equations, systems of linear equations, radical expressions, complex numbers, quadratics and functions. A laboratory is required.
- DSMA 0304 Fundamentals of Mathematics II** (3-0) **Credit: 3**
 This course includes operations with real numbers, variable expressions, simple equations, polynomials, algebraic applications, factoring polynomials, and an introduction to graphs and linear equations.
- DSMA 0306 Intermediate Developmental Algebra I** (3-0) **Credit: 3**
 This course presupposes that the student has successfully completed Fundamentals of Mathematics II or has equivalent knowledge. Topics include a review of factoring, rational expression, radical expressions, complex numbers, radical equations, quadratics and the study of the parabola.
- DSMA 0307 Intermediate Developmental Algebra II** (3-0) **Credit: 3**
 This course presupposes that the student has successfully completed Intermediate Developmental Algebra I. Topics include the straight line, systems of equations and inequalities, determinants, functions and relations, inverses and composite functions, and an introduction to exponential and logarithmic functions.
- DSMA 0308 Pre-College Math** (3-0) **Credit: 3**
 This developmental course includes topics in mathematics to include arithmetic operations, basic algebraic concepts and notations, geometry and real and complex numbers systems. The course also covers relations and functions, inequalities, factoring, polynomials, rational expressions, and quadratics with an introduction to complex numbers, exponential and logarithmic function, determinants and matrices and sequences, and series.
- DSRE 0100 Developmental Reading Laboratory** (0-1) **Credit: 1**
 This course provides a setting for students to develop and expand reading skills in a structured environment under the tutelage of an instructor.
- DSRE 0101 Developmental Reading Laboratory** (0-1) **Credit: 1**
 This course helps prepare for college level academic work using varied instructional techniques to help students improve their proficiency in reading comprehension and rate, word recognition and vocabulary development.
- DSRE 0111 Basic Reading I** (1-0) **Credit: 1**
 This course improves reading skills, vocabulary, comprehension, and reading rate.
- DSRE 0112 Basic Reading II** (1-0) **Credit: 1**
 This is a continuation of Basic Reading I. It emphasizes vocabulary development, comprehension, and fluency.
- DSRE 0113 Basic Reading III** (1-0) **Credit: 1**
 This is a continuation of Basic Reading II.
- DSRE 0300 Developmental Reading I** (2-2) **Credit: 3**
 Designed for students who have difficulty reading college texts, specifically those who score below 200 on the reading section of the TASP or the Placement Test. Emphasizes word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills.
- DSRE 0301 Developmental Reading II** (2-2) **Credit: 3**
 Designed for students who have difficulty reading college texts, specifically those who score at least 200 on the reading section of the TASP or the Placement Test or pass DSRE 0300. Emphasizes vocabulary development, comprehension, fluency, and study and test-taking skills.

DSSP 0300 Developmental Speech (1-2) Credit: 3

An introductory course emphasizing structure and different techniques of presentation, as well as principles and methods of discussion. Designed to identify deficiencies and strengths, and to develop and improve interpersonal skills and the student's ability to communicate through effective speech.

DSWR 0111 Basic Writing I (1-0) Credit: 1

This course covers basic composition skills such as idea generation, organization, style, utilization or standard English, and revision.

DSWR 0112 Basic Writing II (1-0) Credit: 1

This course is a continuation of Basic Writing I. It emphasizes the correct use of grammar, organization and style.

DSWR 0113 Basic Writing III (1-0) Credit: 1

This course is a continuation of Basic Writing II.

DSWR 0301 Developmental Writing I (3-1) Credit: 3

A study of basic composition designed to aid the student in acquiring the writing skills needed for college level writing. Includes an intensive study of basic composition skills. Designed for students who score below 180 on the writing section and at least 200 on the reading section of the TASP Test or the Placement Test. Emphasizes paragraph writing, with attention given to grammar problems as they occur in the context of the paragraph. Intended for native English speakers or for those students who have made a score of 500 or more on the Test of English as a Foreign Language (TOEFL).

DSWR 0302 Developmental Writing II (3-1) Credit: 3

A study of basic composition designed to aid the student in acquiring the writing skills needed for college level writing. Designed for students who score between 180 and 220 on the TASP Test or Placement Test or pass DSWR 0301. Emphasizes essay writing, with attention given to grammar problems as they occur in the context of the essay.

DSWR 0303 Fundamentals of Writing I (3-0) Credit: 3

Fundamentals of Writing I is a course in basic writing skills at the sentence and paragraph level. Course includes instruction in basic grammar, sentence structure, punctuation, and other necessary skills leading to the proper construction of a paragraph.

DSWR 0304 Fundamentals of Writing II (3-0) Credit: 3

This course is a continuation of Fundamentals of Writing I and emphasizes composition skills at the paragraph and essay level. Includes a study of sentence-level grammar and punctuation, and presents the organizational skills needed to write a basic essay.

Diesel Mechanics (DIEM)

DIEM 1401 Diesel Engine Fundamentals (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of the fundamentals of the diesel engines. The development, uses, advantages/disadvantages, design, components, operating principles (2-stroke and 4-stroke cycle), diesel fuels, and the combustion process and exhaust emissions will be covered. Emphasis will be placed on operating principles and component function. The student will perform operational services, start and stop a diesel engine and identify engine components and systems. Prerequisite or Corequisite: INDU 1400.

DIEM 1404 Standard Power Trains (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of standard power trains. Theory of gears and torque, operating principles, troubleshooting and service of clutches, standard transmissions and transfer cases, drive lines, differential carriers and axles will be covered. Emphasis will be placed on operating principles, components and service. The student will disassemble, clean, inspect and reassemble clutches and transmissions. Prerequisite or Corequisite: INDU 1400.

DIEM 1405 Diesel Engine Auxiliary Systems (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine air induction and exhaust systems, cooling systems and lubrication systems. System design, operating principles, components, test equipment, and service will be covered. Emphasis will be placed on turbochargers, blowers, troubleshooting, component removal and replacement, test equipment and systems testing. The student will troubleshoot, test, remove, repair and replace components of auxiliary systems. Prerequisite or Corequisite: INDU 1400 and DIEM 1401.

DIEM 1406 Diesel Starting and Charging Systems (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine starting and charging systems. Principles of electricity, system design, operating principles, components, test equipment and service will be covered. Emphasis will be placed on basic electricity, troubleshooting, component removal and replacement, and systems testing. The student will troubleshoot, test, remove, repair and replace components of starting and charging systems. Prerequisite or Corequisite: INDU 1400, DIEM 1401 and DIEM 1405.

DIEM 2400 Hydraulic Systems Fundamentals & Service (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of hydraulics. Hydraulic principles, pumps, valves, circuits, fluids, cylinders and troubleshooting will be covered. Emphasis will be placed on hydraulic principles, basic control systems, and troubleshooting. The student will disassemble, clean, inspect, and reassemble hydraulic pumps, valves, and cylinders. The student will use hydraulic trainers to perform numerous practical exercises on hydraulic principles, control systems and troubleshooting. Prerequisite or Corequisite: INDU 1400.

DIEM 2403 Diesel Engine Overhaul (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine overhaul procedures. Engine disassembly, cleaning component inspection and measurements, special tools, reassembly, basic tune-up and run-in will be covered. Emphasis will be placed on component inspection and measurement and basic tune-up and run-in. The student will overhaul diesel engine. Prerequisite: All Diesel courses or approval of the Department Manager.

DIEM 2404 Automatic Power Trains (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of automatic power trains. Operating principles, troubleshooting and service of torque converters, transmissions, retarders and hydrostatic drives will be covered. Emphasis will be placed on torque converter and transmission service. The student will disassemble, clean, inspect, test and reassemble an automatic transmission. Prerequisite: DIEM 2400 and DIEM 1404 or AUTO 1408.

DIEM 2405 Advanced Diesel Engine Service (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine service procedures. Troubleshooting and diagnostics, test equipment, fuel injection pump and service, tune-up, governors, fuel pump and injector timing, and valve adjustment will be covered. Emphasis will be placed on tune-up, governor and rack adjustment, valve timing and fuel pump service and calibration. The student will perform a tune-up on various diesel engines, remove and install fuel injection pumps and injectors, adjust governors and disassemble, clean, inspect, reassemble and calibrate fuel injection pumps. New service and product update topics may be presented in this course. Prerequisite: DIEM 1401, 1405, 1406, 2406 and 2407.

DIEM 2406 Diesel Fuel Injection Systems (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine fuel systems. System designs, operating principles, troubleshooting and test equipment will be covered. Emphasis will be placed on test equipment and injector and nozzle service. The student will remove, test, disassemble, clean, repair, reassemble and install fuel injectors and nozzles. Prerequisite: DIEM 1401.

DIEM 2407 Diesel Engine Cylinder Head Service (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine cylinder head service. Design, component testing, measurements, test equipment and service equipment will be covered. Emphasis will be placed on valve, seat, and guide service and injector tube replacement. The student will remove, clean, service and reinstall a cylinder head. Prerequisite: DIEM 1401, 1405 and 2406.

DIEM 2409 Diesel Internship (1-20) **Credit: 4**
This course consists of on-the-job diesel mechanics training that utilizes the principles, knowledge and skills gained in the classroom and laboratory. The student is employed at an approved work site under the supervision of a College instructor/coordinator.

Drafting and Design (DRDS)

DRDS 1302 Blueprint Reading (2-2) **Credit: 3**
The fundamentals of blueprint reading and sketching as they apply to machine drawing.

DRDS 1303 Architectural Blueprint Reading (2-2) **Credit: 3**
The fundamentals of blueprint reading for the construction trades. This course includes familiarization with standard terms, sizes, estimations and commercial practices.

DRDS 1400 Fundamentals of Drafting (2-4) **Credit: 4**
An overview of drafting to include shape and size description lettering, geometric construction, multi-view projection dimensioning, pictorial drawings, copy reproduction, and the use of equipment essential to the field of drafting.

DRDS 1401 Pictorial Drafting (3-3) **Credit: 4**
A course mainly concerned with pictorials. Includes the theory of obliques and isometric drawings. Also covered are one and two point perspectives and shade and shadow applications. Prerequisite: ENGR 1304 or DRDS 1405 or concurrent enrollment.

DRDS 1402 Technical Illustration (3-3) **Credit: 4**
Introduction to pictorial drawings as used in industrial catalogs, assembly sheets, newspaper publications, and promotional literature. Work to be done in various media to include pencil, ink, transfer tapes, and air brush. Prerequisite: ENGR 1304, DRDS 1405, or DRDS 1401 or concurrent enrollment.

DRDS 1403 Machine Drawing (2-4) **Credit: 4**
Drawing and manufacturing processes; training in producing various kinds of advanced drawings; commercial practices, and economics; the use of standard parts, sizes, symbols and abbreviations. Prerequisites: ENGR 1304 or DRDS 1405, ENGR 1305 or DRDS 1406, DRDS 1401 or concurrent enrollment.

DRDS 1404 Structural Drafting (2-4) **Credit: 4**
A study of the AISC specifications and standards; structural theory and data, designing and detailing structural members and connections. Design and development of details and specifications for light industrial structures to include structural steel, pipe, and reinforced concrete rods. Prerequisite: DRDS 1405 or ENGR 1304, DRDS 1406 or ENGR 1305 or concurrent enrollment.

DRDS 1405 Technical Drafting (2-4) **Credit: 4**
Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projections drawings, geometry or graphical construction.

DRDS 1406 Applied Descriptive Geometry (2-4) **Credit: 4**
Involves point, line and plane relationships, auxiliary views, intersections, and flat pattern development. Emphasis is placed on practical solutions to realistic engineering problems relating to aerospace, mining and geology. Prerequisite: ENGR 1304 or DRDS 1405.

DRDS 2350 Applied Statics I (3-0) **Credit: 3**
A study of the principles of mechanics of rigid bodies in equilibrium with emphasis in the areas of friction, centroids, center of gravity and moments of inertia.

DRDS 2351 Applied Statics II (3-0) **Credit: 3**
A continuation of Applied Statics I. This course covers the application of knowledge and skills relative to the stability of structures and safe loads that can be carried by girders. Activities include computation of the center of gravity of an object when given the appropriate information, a discussion of the variety and strength of material used, and brief practices on designed equilibrium tools and mechanisms.

DRDS 2401 Pipe Drafting (2-4) Credit: 4

Design and detailing of pipe systems make use of standard practices and symbols; includes single line, double line, plan profile and isometric drawings of pipe systems. Prerequisite: Sophomore standing in the Drafting Program.

DRDS 2402 Architectural Drafting (2-4) Credit: 4

A study of the preparation of architectural plans, elevations, sections, site plans, various building details, room finish, door, and window schedules, and structural drawings. Prerequisite: Sophomore Standing in the Drafting Program.

DRDS 2403 Electronic Drafting (2-4) Credit: 4

A study of layout and preparation of finished electronic and electrical drawings stressing modern representation used for pictorial drawing, wiring and correction diagrams, printed circuits, control circuits, and schematic diagrams. Some review of lettering and mechanical drawing principles. Prerequisite: Sophomore standing in the Drafting Program.

DRDS 2404 Principles of Design (3-3) Credit: 4

Theory and practice of design as related to engineering and technology. Analysis in the areas of architecture, machine design, structural design, and product development. Prerequisite: Second semester Sophomore standing in the Drafting Program.

DRDS 2405 Civil Design Drafting (3-3) Credit: 4

Drafting problems and techniques in civil engineering projects including key maps, drainage, plans and profiles, typical roadway cross sections, earthwork, land development and surveying. Prerequisite: Second semester Sophomore standing in the Drafting Program.

DRDS 2406 Industrial Practice (2-4) Credit: 4

This course is designed to give specialized practice to the student in his major field of interest. The student will complete actual jobs for area industries to gain realistic experience in his chosen career. Prerequisite: Second semester Sophomore standing in the Drafting Program.

DRDS 2410 Computer-Aided Drafting I (2-4) Credit: 4

A course designed to introduce the computer to the student of drafting as another means of preparing detailed drawings. Emphasis is placed on equipment familiarization, graphics/terminal functions and the application of computer graphics to the development of drawings to the standards set by industry. Prerequisites: Sophomore standing in Drafting Program and approval of the Department Manager.

DRDS 2411 Computer-Aided Drafting II (2-4) Credit: 4

This course is a continuation of DRDS 2410. Emphasis will be placed on the use of the CADAM system as a design and problem-solving instrument. The student will select problems from the drafting field of his choice. Prerequisite: DRDS 2410 and approval of the Department Manager.

Drama (DRAM)

DRAM 2366 Motion Picture Art (3-0) Credit: 3

This course focuses on the development of motion picture; analyzing visual, aural, dramatic and narrative aspects of films. A survey of historical growth and sociological effect of film as an art is included.

Economics (ECON)

ECON 1303 Consumer Economics [BUSS 1302] (3-0) Credit: 3

A study of consumer goods and services as related to the home and family, problems and pitfalls associated therewith. This includes a study of family purchasing, advertising, commodity information, sales approaches from a consumer viewpoints and includes sources of advice and counseling. A course to permit the supervisor to better advise subordinates on economic problems.

ECON 2301 Macroeconomics**(3-0) Credit: 3**

Introduction to economic analysis, price-level changes, the creation of money, the Federal Reserve System and monetary policy, the national accounts, the consumption function, taxation, fiscal policy, public debts, the theory of economic growth and population problems, and foreign economic policy.

ECON 2302 Microeconomics**(3-0) Credit: 3**

Determination of relative prices, consumer demand analysis, the competitive firm; agricultural policy, the monopolistic firm, imperfect competition, business organization and government regulation, determinants of demand, the economic view of taxation and public expenditure, regional economics, international trade and finance.

Emergency Medical Technician (EMET)**EMET 1201 Emergency Medical Technician Supplemental (1-1) Credit: 2**

This course supplements the instruction and course content and types of didactic and practical experiences in EMET 1402. This course is in conjunction with EMET 1402, will meet and/or exceed the emergency medical service requirements for all states.

EMET 1302 Military Medicine**(2-2) Credit: 3**

This course increases the military medic's ability to provide pre-hospital care in an isolated environment and prepares the medic in military-specific subjects such as specialty extraction and evacuation; battlefield triage; nuclear, biological and chemical casualty management; preventive medicine; field hygiene and sanitation; as well as specific medical support procedures such as radio telephone. Portions of this course may be used to satisfy the National Registry requirements for continuing education. Prerequisite: EMET 1402 or equivalent in MOS 91A, 91B, 91C (Army), HM-0000, HM-8404 (Navy), 902 series (Air Force).

EMET 1303 First Responder**(2-1) Credit: 3**

This course prepares the first responder, or medically untrained, to be proficient in not only providing basic life support to victims of emergencies, but also in taking any actions necessary to minimize the patient's discomfort and prevent further injury. This course has been designed to meet the specifications of the Department of Transportation's First Responder Training Course.

EMET 1304 Drug and Alcohol Abuse**(3-0) Credit: 3**

This course discusses the physiological and psychological effects of drug and alcohol abuse on the individual, the family and on society. Students learn the symptoms of drug and alcohol abuse and how to recognize them in individuals. The course discusses the problems causing abuse and how to understand and help the user. The course also includes discussion of the organizations available for treatment of the user, their effectiveness and an evaluation of alternate treatment programs.

EMET 1305 Emergency Medical Seminar**(3-0) Credit: 3**

This course is designed to keep the Emergency Medical Technician abreast of new developments, trends, current major issues, legal professional concerns, and other important factors that have an impact upon the emergency medical field. This course may be repeated for credit.

EMET 1402 Emergency Medical Technician - Ambulance (2-5) Credit: 4

This course exposes the student to the didactic and practical experiences outlined in the 1986 Department of Transportation's NHTSA curriculum. All of the skills and knowledge elements necessary to deal with the broad spectrum of illness or injury in the pre-hospital phase of care are included.

EMET 1403 Emergency Medical Technician - Recertification (2-4) Credit: 4

Covers all didactic and practical experiences covered in courses EMET 1402, 1201, and 1302. Through National Registry approval this course provides the necessary continuing education, CPR, and refresher training requirements needed for national recertification. Prerequisite: EMET 1402 or certification as an EMT.

EMET 2101 Introduction to Paramedic**(1-0) Credit: 1**

This course provides an overview of the paramedic's roles in both civilian and military environments, the paramedic's function, legal responsibilities and career opportunities. Prerequisite: EMET 1402 or EMET 1403.

EMET 2301 Disaster Planning (3-0) Credit: 3

This course is designed to help administrators to prepare emergency operation plans and to train existing personnel to cope with a disaster if it should strike. The course provides valuable information on how to plan and prepare efficient responses to earthquake, floods, fires, nuclear attacks and other emergency situations. It includes elements of disaster preparation, organization of emergency operation plans, training of personnel, the emergency operations center and coordination with other organizations.

EMET 2302 Emergency Medical Center Management (3-0) Credit: 3

This course provides the student with an understanding of management theories and functions as they relate to the operations of an emergency medical center. Prerequisite: MGMT 1305.

EMET 2303 Psychology of Emergencies (3-0) Credit: 3

This course covers communicating with families involved in emergencies and the EMT's role in counseling. It also considers personality structures, defense mechanisms, and the developmental stages of man.

Engineering (Civil and General) (ENGR)

ENGR 1101 Introduction to Engineering (1-0) Credit: 1

Introduction to all engineering fields and the opportunities within the scope of professional work.

ENGR 1304 Engineering Graphics [ENGR 1301] (2-4) Credit: 3

Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projections drawing, geometry of graphical construction. Required for beginning engineering students.

ENGR 1305 Descriptive Geometry [ENGR 1302] (2-4) Credit: 3

Involves points, line and plane relationships, auxiliary views, intersections, and flat pattern development. Emphasis is placed on practical solutions to realistic engineering problems relating to aerospace, mining, and geology. Prerequisite: ENGR 1304.

English (ENGL)

ENGL 1301 Composition and Rhetoric I (3-0) Credit: 3

A study of the principles and techniques of written compositions including sentence structure, paragraph development, and paper organization. Also stresses the development of critical thinking as it applies to the textual analysis of expository prose.

ENGL 1302 Composition and Rhetoric II (3-0) Credit: 3

A continuation of ENGL 1301, emphasizing in more depth the principles and techniques of written compositions. Focus of compositions is on the development of critical thinking as it relates to the textual analysis of literary genres: the short story, poetry, drama, and the novel. Formal research paper is required. Prerequisite: Completion of ENGL 1301 with a grade of "C" or better, or equivalent.

ENGL 1313 College Reading [ENGL 1308] (2-1) Credit: 3

Designed for students who wish to improve their abilities in analytical reading critical thinking. Development of inferential and interpretive comprehension skills as well as higher levels skills in analysis, synthesis, and evaluation are stressed. Prerequisite: College level reading skills.

ENGL 1379 Communications Skills [ENGL 1309] (3-0) Credit: 3

Instruction in grammar and diction, writing expository papers, writing effective business correspondence and reports, and oral presentations.

ENGL 2311 Technical Writing [ENGL 2309] (3-0) Credit: 3

Study of writing in technical, scientific, and business fields; reports, proposals, and other papers. The course includes presentation of oral reports. Prerequisite: ENGL 1301 or experience with WordPerfect.

ENGL 2322 English Literature I [ENGL 2301] (3-0) Credit: 3

A survey of English literature from Beowulf through the eighteenth century. Prerequisite: ENGL 1301 and ENGL 1302, or equivalent.

ENGL 2323 English Literature II [ENGL 2302] (3-0) Credit: 3

A survey of English literature beginning with the pre-Romantic periods through the early twentieth century. Prerequisite: ENGL 1301 and ENGL 1302, or equivalent.

ENGL 2326 American Literature I [ENGL 2305] (3-0) Credit: 3

A survey of the major American writers from the Colonial Period to Whitman. Prerequisite: ENGL 1301 and ENGL 1302, or equivalent.

ENGL 2327 American Literature II [ENGL 2306] (3-0) Credit: 3

Survey of major American writers from Whitman to the present. Prerequisite: ENGL 1301 and ENGL 1302, or equivalent.

ENGL 2331 World Literature I [ENGL 2303] (3-0) Credit: 3

A survey of masterpieces of Western world literature from Homer through the Renaissance. Prerequisite: ENGL 1301 and ENGL 1302, or equivalent.

ENGL 2332 World Literature II [ENGL 2304] (3-0) Credit: 3

A survey of masterpieces of Western world literature from the Renaissance to the twentieth century. Prerequisite: ENGL 1301 and ENGL 1302, or equivalent.

Farm and Ranch Management (FRMG)

FRMG 1301 Wildlife Management (3-0) Credit: 3

An introduction to the wildlife and fishery resources of the United States, with special reference to Texas. The importance of plants and animals in our economic cultural life. An account of what has happened to North American wildlife, with considerations of specific plans and methods for its rehabilitation, maintenance, and increase.

FRMG 1302 Range Management (2-4) Credit: 3

Range Management for the southwestern part of the United States. Physical features affecting range conditions, problems in range management, administration and management of range lands, identification of major grasses and legumes.

FRMG 1303 Soil Science (2-4) Credit: 3

A basic course in soils in which principles of the physical, chemical and biological properties of the soil are covered. Soil fertility and testing are emphasized.

FRMG 1304 Animal Health (2-4) Credit: 3

Students will study the basics of internal and external parasites, principle diseases of livestock, identification and control of diseases and pests.

FRMG 1306 Elementary Horsemanship (2-4) Credit: 3

This course includes theoretical and laboratory instruction in the proper grooming, saddling, bridling, and mounting of the horse. Proper body posture and hand position of the rider are also covered. Additional topics of instruction include the anatomy of the horse and riding in western saddles.

FRMG 1307 Intermediate Horsemanship (2-4) Credit: 3

This course is a continuation of Elementary Horsemanship and includes the development of the balanced seat, hands and posture at the natural gaits of the western stock horse. Additional topics of instruction include the use of cavalletti, jumping, methods of transportation and care of horses while in transit. Prerequisite: FRMG 1306 or approval of the Department Manager.

FRMG 1308 Forage and Pasture Crops (2-4) Credit: 3

The production, management, and use of forage and pasture crops. The different crops used, their establishment and production will be included.

FRMG 2301 Farm Mechanics I (2-4) Credit: 3

Basic farm skills in tool conditioning, sketching, carpentry, concrete, farm surveying, small engine repair, plumbing, and general farmstead maintenance.

FRMG 2302 Farm Mechanics II**(2-4) Credit: 3**

A second course in farm shop skills for the agriculture student. Construction, repair and maintenance of farm machinery; covers metal work, including arc welding, oxy-acetylene welding, cutting and soldering.

FRMG 2303 Feeds and Feeding**(2-4) Credit: 3**

Chemical compositions of feed, nutrients, requirements of farm animals, utilization of feeds, formulating and balancing rations.

FRMG 2304 Horse Production**(2-4) Credit: 3**

This course includes theoretical and laboratory instruction in the history, evolution, breeding, and functions of the horse. Basic principles of equine nutrition, reproduction, inheritance, disease and parasite prevention and control, skeletal and muscular form, and functions of the horse are also covered. Additional topics of instruction include the proper care and handling of horses for work and for pleasure.

FRMG 2305 Advanced Equitation**(2-4) Credit: 3**

This course includes theoretical and laboratory instruction in stock seat equitation, western riding techniques, the judged arena and time events in horsemanship. Prerequisite: FRMG 1307 or approval by the Department Manager.

FRMG 2306 Livestock Marketing**(2-4) Credit: 3**

Areas of livestock production and consumption, problems of producers and consumers, study of the agencies concerned with processing and distribution of meat and by-products, slaughtering of livestock, future marketing, use of farm and ranch records and accounts.

FRMG 2307 Livestock Production**(2-4) Credit: 3**

The principles involved in and the practical application of breeding, feeding, care and management of cattle, swine, sheep, poultry, and rabbits. Fitting animals for livestock shows will also be included.

FRMG 2308 Animal Breeding**(2-4) Credit: 3**

This course includes theoretical and laboratory instruction in principles of genetics, kind of mating, horse selection, hybrid vigor, pedigree, artificial insemination, and pregnancy testing. Prerequisites: AGRI 1401, BIOL 1401 and BIOL 1402.

FRMG 2309 Computers in Agriculture**(2-2) Credit: 3**

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agriculture software.

FRMG 2401 Food Preservation**(3-3) Credit: 4**

The principles and practices involved in the processing and preservation of fruits, vegetables, and other food products. Units to be included are field selection, processing, freezing, canning, curing, and storing.

Fashion Merchandising (FASH)**FASH 1302 Introduction to Fashion Merchandising****(3-0) Credit: 3**

Introduction to Fashion Merchandising provides an overview and history of the fashion and apparel industry, its principles and procedures. The course analyzes the production, distribution, and marketing of fashion and apparel merchandise in today's economy. In addition, subjects include the importance of fashion to the community, the marketing structure of the fashion apparel business, technology, economics, social values, culture and merchandising management. Instructional emphasis is placed on the mid-level manager's role in the industry.

FASH 1303 Textiles, Colors and Design**(3-0) Credit: 3**

Textiles, Color and Design is a fashion and apparel course that focuses upon the rapidly changing technology of textiles and the ever increasing consumer markets. Other subjects include: the expanding home textile field, new generic fibers and finishes, new methods of computerized control of fabric construction, the new Federal Trade Commission's law on care labeling, and the Flammable Act. Emphasis is placed upon the manager's role in the textile merchandising function.

FASH 2304 Fashion Sales and Promotion (3-0) Credit: 3

This course addresses those activities that promote and stimulate the sale of fashion goods. It identifies what those activities are, how they are conducted, by whom and most important, why. Fashion Sales and Promotion is designed for the student whose career goals are in the field of management in the fashion apparel industry and retail marketing. Using demographics, psychographics, and attitudinal data, marketing is providing direction for both the merchandising and promotional division of today's retailers. These subjects are examined in the light of management's responsibility in the field. Prerequisite: FASH 1302.

FASH 2305 Fashion Buying and Merchandising (3-0) Credit: 3

This course is intended to develop an understanding of the techniques of inventory control, elements of profit and pricing, terms of sale, and sources of information concerning buying. Other topics include: selection of merchandise, responsibilities of buying agents, and management control of the merchandising function. Prerequisite: FASH 1302.

Finance and Banking(FIBA)

FIBA 1301 Banking Principles (3-0) Credit: 3

The fundamentals of bank functions presented in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. It reflects the radical changes in banking policy and practice which have occurred in recent years. Topics covered are banks and the monetary system, negotiable instruments, the relationship of the financial institution to its depositors, types of accounts, the deposit function, the payments function, loans and investments, other services (trusts, international and safe deposit), accounting and marketing, external and internal controls and the public service obligations of banks.

FIBA 1302 Money and Banking (3-0) Credit: 3

The economic principles most closely related to the subject of money and banking in a context of topics and interest to present and prospective financial institution management. The practical application of the economics of money and banking to the individual financial institution is stressed. Some of the subjects covered include structure of the commercial banking system; the nature and functions of money; banks and money supply; cash assets and liquidity management; investments, loans, earnings and capital; the Federal Reserve and its policies and operations, Treasury Department operations; and the changing international monetary systems.

FIBA 1303 Credit Department Management (3-0) Credit: 3

The primary objective of this course is to provide material which can be used by small and medium size financial institutions in strengthening their performance of the commercial lending function. It includes an analysis of the essential elements of the credit function, a discussion of key operations and training areas, and information on types of functional or departmental organization which can be used to carry out the required tasks.

FIBA 1304 Residential Mortgage Underwriting (3-0) Credit: 3

This course teaches the student the importance of the underwriting decision and how to logically evaluate both the borrower and the property. All elements that enter into the decision-making process are covered. Subjects include, but are not limited to: income analysis, financial statement analysis of self-employed person, fundamentals of residential property appraisal and property standards.

FIBA 1305 Law and Banking Principles (3-0) Credit: 3

This course serves as a guide to law and legal issues with special emphasis on the Uniform Commercial Code. Subjects include the sources and applications of banking law, torts and crimes, contracts, real and personal property, bankruptcy, and the legal implications of consumer lending. It is designed for entry level and office level personnel in the financial services industry who require an overview of the legal aspects of banking.

- FIBA 1401 Finance and Banking Internship I** (1-20) **Credit: 4**
 This course consists of on-the-job financial training that utilizes the principles, skills and knowledge gained in the theoretical setting of the classroom. The student is employed at an approved work station under the supervision of the college banking coordinator.
- FIBA 1402 Finance and Banking Internship II** (1-20) **Credit: 4**
 This course is a continuation of FIBA 1401. Prerequisite: FIBA 1401.
- FIBA 2301 Federal Regulations of Banking** (3-0) **Credit: 3**
 Some of the topics covered are agencies regulating financial institutions, bank characters, reports and examinations, federal limitations on financial operations, and the regulation of expansion. Emphasis is on supervision rather than the role of the Federal government as it directly influences the operations of financial institutions through fiscal and monetary policy decisions.
- FIBA 2302 Bank Management** (3-0) **Credit: 3**
 This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management's supervisory role.
- FIBA 2303 Marketing for Bankers** (3-0) **Credit: 3**
 This course covers the concepts and philosophies of marketing; marketing information, research and target; the marketing mix (product strategy, distribution strategy, advertising and sales promotion, personal selling and pricing strategy), and the methods of marketing planning.
- FIBA 2304 Consumer Lending** (3-0) **Credit: 3**
 Emphasizes the pragmatic "how-to" details of installment credit. Topics covered are principles of credit evaluation, open-end credit, marketing financial services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance and rate structure and yields.
- FIBA 2305 Investment Principles** (3-0) **Credit: 3**
 Covers the sources and uses of bank funds and the place of investment in the overall scheme of bank operations. Especially important are the relationships of investments to business and the unique functions, advantages and purpose served by a wide range of securities. Investment terminology is covered in detail.
- FIBA 2306 Analyzing Financial Statements** (3-0) **Credit: 3**
 This course includes characteristics of financial statements and financial statement analysis. Goals, methods and tools of analysis; analysis of profit and loss, accounts receivable, inventories and balance sheets, the relationship of balance sheet accounts to sales, and projected statements of cash budgets are studied. Prerequisite: ACCT 2301 or ACTE 1301.
- FIBA 2401 Finance and Banking Internship III** (1-20) **Credit: 4**
 This course is a continuation of FIBA 1402. Prerequisite: FIBA 1402.
- FIBA 2402 Finance and Banking Internship IV** (1-20) **Credit: 4**
 This course is a continuation of FIBA 2401. Prerequisite: FIBA 2401.

Fire Protection (FPRT)

- FPRT 1301 Fundamentals of Fire Protection** (3-0) **Credit: 3**
 History and philosophy of fire protection: review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and review of expanding future fire protection problems.
- FPRT 1302 Fire Prevention** (3-0) **Credit: 3**
 The objectives and views of inspection, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire prevention organization, public cooperation and image, recognition of fire hazards, insurance problems and legal aspects, development and implementation of systematic and

deliberate inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards.

FPRT 1303 Fire Protection Systems (3-0) Credit: 3

Study of the required standards for water supply, special hazards protections systems, automatic sprinklers and special extinguishing systems, automatic signaling and detection systems, rating organizations and underwriting agencies.

FPRT 1304 Fire Administration I (3-0) Credit: 3

An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire Service Leadership as viewed from the Company Officer's position.

FPRT 1305 Fire Administration II (3-0) Credit: 3

Study to include insurance rates and rating, preparation of budgets, administration and organization of training in the fire department; city water requirements, fire alarm and communication systems; importance of public relations, report writing and record keeping; measurement of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire department buildings.

FPRT 1307 Fire Service Chemistry I (3-0) Credit: 3

An introductory study to inorganic and organic chemistry, with emphasis on the metric systems, the periodic chart, water, oxygen, hydrogen, carbon, hydrocarbons, carbohydrates, and polymers.

FPRT 1308 Fire Service Chemistry II (3-0) Credit: 3

A continuation of FPRT 1307. Prerequisite: FPRT 1307.

FPRT 2301 Industrial Fire Protection I (3-0) Credit: 3

Specific concerns and safeguards related to business and industrial organization. A study of industrial fire brigade organization and development, plant layout, fire prevention programs, extinguishing factors and techniques, hazardous situation and prevention methods. Gaining cooperation between the public and private fire department organization. Study of elementary industrial fire hazards in manufacturing plants. Prerequisite: FPRT 1301.

FPRT 2302 Industrial Fire Protection II (3-0) Credit: 3

Development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends; deficiencies and possible solutions for industrial fire problems, role of insurance and other special organizations, an in-depth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstrations of new techniques, equipment and innovations. Prerequisite: FPRT 2301.

FPRT 2303 Hazardous Material I (3-0) Credit: 3

Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situations and most favorable methods of handling fire lighting and control.

FPRT 2304 Legal Aspects of Fire Protection (3-0) Credit: 3

A study of legal rights and duties, liability concerns and responsibilities of the fire department while carrying out their duties. Introduction and basic concepts of civil and criminal law, the Texas and Federal judicial structure, and city's liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning fire fighters, fire departments and municipalities.

FPRT 2305 Building Codes and Construction (3-0) Credit: 3

Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; reviews of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Codes.

FPRT 2306 Fire and Arson Investigation (3-0) Credit: 3

A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussions of law, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics. Prerequisite: FPRT 2305.

FPRT 2308 Hazardous Materials II (3-0) Credit: 3

Hazardous materials covering storage, handling laws, standards, and fire fighting techniques associated with chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radioactive materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to free-burning fire and explosion phenomena. Familiarization with radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials and operational procedures. Prerequisite: FPRT 2303.

FPRT 2309 Fire Safety Education (3-0) Credit: 3

A survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examinations and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks.

FPRT 2310 Marine Fire Protection (3-0) Credit: 3

This course covers the specific fire protection concerns of the maritime industry. It provides an in-depth study of the causes of fires, fire prevention, special fire fighting techniques, special equipment and fire safety as they relate to watercraft.

FPRT 2314 Fire Service Hydraulics (3-0) Credit: 3

This course covers the fundamental concepts needed to solve a broad range of fire protection hydraulic problems. It includes the measurements of water from flowing orifices; the characteristics of water flow through conduits; the pressure, volume and frictional characteristics of mobile and stationery fire pumps; the trajectory and patterns of fire streams; and the relationship between fixed and mobile fire suppression equipment.

FPRT 2404 Fire Fighting Tactics and Strategy (4-0) Credit: 4

Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground organization, problem solving related to fire ground decision making and attack tactics and strategy. Use of Manual Aid and large scale command problems. Prerequisite: Completion of, or registration therein of, all other required fire courses.

Food Service Management (FSMG)

FSMG 1300 Quantlty Food Production (3-0) Credit: 3

An introductory course in culinary skills. Covers basic institutional food preparation. Emphasizes the use of equipment and tools common to an institutional food service kitchen. Stresses the human relations challenges inherent to large food service programs.

FSMG 1301 Supervising Kitchen Administration (3-0) Credit: 3

A study of the supervisory procedures necessary to control food, beverage operations, including supervision of the preparation crew, with emphasis on weights and measure, portion control, converting standard recipes and production formulas. Secondary emphasis is placed on daily food production reports, taxes, reports to all levels of government, and the metric system.

FSMG 1302 Nutrition***(3-0) Credit: 3**

A study of dietary needs; the role of proteins, fats, carbohydrates, minerals, and vitamins; factors to be considered in proper selection and preparation of foods for maximum nutritional value. Students must pass the national certification examination to receive credit for this course.

FSMG 1303 Sanitation and Safety***(3-0) Credit: 3**

This course includes a study of personal cleanliness; sanitary practices in food preparation; cause; investigation and control of illness caused by food contamination; food storage and refrigeration; sanitation of dishes, equipment, and kitchens; cleansing materials, garbage and refuse disposal; safety precautions and accident prevention. Upon completion of this course, the student will have sufficient knowledge to pass the Educational Institute of National Restaurant Association (NRA) sanitation examinations. Students must pass the national certification examination to receive credit for this course.

FSMG 1304 Work Organization**(3-0) Credit: 3**

This course is designed to provide a general introduction and orientation to principles of job analysis, performance evaluation, job evaluation and salary administration, and how these affect the work situation. Work measurement and work standard techniques are studied, as well as flow processes and work distribution methods, quantity and quality control planning, and the current impact of governmental guidelines upon such procedures.

FSMG 1305 Food Purchasing**(3-0) Credit: 3**

Applied theory of food and beverage purchasing; factors affecting selections, standards, quality, and prices; techniques of receiving, storing, and issuing supplies, foods, and materials; applied theory of cost control, pricing and portions.

FSMG 1306 Menu Planning***(3-0) Credit: 3**

Basic factors of planning menus, variety and nutrition in menu planning, techniques of preparing attractive menus and maintaining budgetary control, types of menus for various public and private institutions. Students must pass the national certification examination to receive credit for this course. Prerequisite: FSMG 1302.

FSMG 1307 Meat Science***(3-0) Credit: 3**

An introduction course in raising, slaughtering, and packing meats, fish, and poultry, accompanied by an intensive study of wholesale and retail cuts of beef, veal, pork, and lamb. Emphasis is placed on the knowledge of grades, bone structure, muscle configuration, and appropriate cooking methods of hotel and restaurant meat cuts. Students must pass the national certification examination to receive credit for this course.

FSMG 1308 Restaurant Merchandising**(2-3) Credit: 3**

Sales promotion, interior decor, types and uniformity of service, food and beverage display, menu and room styling.

FSMG 1309 Short Order Food Preparation**(1-6) Credit: 3**

Short order food preparation is an introductory course that includes instruction on the basic equipment, tools and preparation techniques necessary to qualify a student to operate a short order food station sufficiently efficient to handle large numbers of customers in a short time.

FSMG 1401 Food Preparation and Serving**(3-0) Credits: 4**

This course is an introduction to techniques of food preparation. It includes the evaluation of the preparation of vegetables, pastries, oven dishes, soups, salads, meats, fish, and poultry. Techniques include the evaluation of experimental cookery, food marketing, food preservation, serving and table service. The laboratory portion will be accomplished through visits of local food service facilities, conducted and coordinated by the instructor. Prerequisite: FSMG 1303.

FSMG 1402 Basic Baking and Pastry Production**(2-6) Credit: 4**

This is an introductory course in baking and pastry production in a commercial food service establishment or in a bakery. Students learn how to properly use the tools and equipment used in baking and how to make breads, yeast-raised dough products, fired bakery products (donuts and crullers), variety pies, layer cakes and cupcakes, puff pastries, variety cookies, and how to decorate cakes and pastries. Prerequisite: FSMG 1303.

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| FSMG 2150 Food Purchasing and Financial Management | (1.3-1.3) | Credit: 1 |
| Preparing financial statements, food pricing, quality and quantity, purchasing, and controlling food costs. | | |
| FSMG 2151 Nutrition and Menu Planning | (1.5-1.5) | Credit: 1 |
| Nutrition and menu planning in the food service industry. | | |
| FSMG 2201 Food Service Terminology | (2-0) | Credit: 2 |
| This course is an introduction to the terminology utilized in the food service industry. | | |
| FSMG 2250 Advanced Culinary Skills | (1-3) | Credit: 2 |
| This course is designed to give fine points of culinary skills and theory. Preparation of classical food menus and the arts of serving foods. | | |
| FSMG 2251 Culinary Skills | (2-2) | Credit: 2 |
| Culinary Skills introduces the student to the methods, techniques, and terminology needed to effectively manage a quality food kitchen. | | |
| FSMG 2252 Nutrition and Physical Fitness | (2.5-0) | Credit: 2 |
| The relationship between proper nutrition and physical fitness. Lectures deal with calorie consumption, apathy, self-discipline, performance, and other character deficiencies as they relate to obesity and physical fitness. | | |
| FSMG 2303 Cafeteria Management* | (3-0) | Credit: 3 |
| This course points out the specific differences between an industrial cafeteria and conventional restaurant and explains how to cope with the unusual problems of industrial and institutional feeding. Students must pass the national certification examination to receive credit for this course. Prerequisite: FSMG 1301 or MATH selection. | | |
| FSMG 2304 Hospitality Industry Sales Promotion* | (3-0) | Credit: 3 |
| A course designed to develop an understanding of what must be done in order to bring the wheels of production and consumption in the United States into mesh. The business activities that direct the flow of goods and services from the producer to the ultimate consumer are analyzed. Coordination of personal selling, advertising, produce design, market research, and customer relations/services are the individual ingredients of sales promotion, and each is examined in detail. Advertising is studied as the force that creates prospects, converts these prospects into customers, and keeps customers returning and buying. Students must pass the national certification examination to receive credit for this course. | | |
| FSMG 2306 Layout and Design | (3-0) | Credit: 3 |
| Fundamentals of equipment layout for optimum production and operational efficiency. This course will include procedures to design and decorate remodeling projects. | | |
| FSMG 2353 Creative Cooking | (2-3) | Credit: 3 |
| Creative cooking is the art of combining creativity and design with superior food preparation and serving. The art of "Garde Manger" is taught. Prerequisite: FSMG 1303. | | |
| FSMG 2355 Kitchen Management and Food Servicing | (2.5-2.5) | Credit: 3 |
| This course introduces the student to the methods, techniques, and terminology needed to effectively manage a quality food kitchen. | | |
| FSMG 2356 Gourmet Cooking | (2-3) | Credit: 3 |
| Gourmet Cooking introduces the student to the art of cooking as practiced by professional master chefs. Prerequisite: FSMG 1303. | | |
| FSMG 2401 Classical Food Preparation | (3-3) | Credit: 4 |
| This course emphasizes the fine points of culinary skills and theory. Concentration on the preparation of menus. Responsibility of the Chef and Sous-Chef. | | |

FSMG 2402 Exhibition Work**(3-3) Credit: 4**

Taught in conjunction with Classical Food Preparation. This course is designed to assist the student in professional employment. The essence of exhibition, buffets, centerpieces, and the role of the Executive Chef will be emphasized. This course will include an exhibition planned and prepared by the student. Prerequisite: FSMG 1303.

FSMG 2405 Management Practice I***(1-20) Credit: 4**

This course consists of on-the-job management training that utilized the principles, skills, and knowledge gained in the theoretical setting of the classroom. The student is employed in an approved work station in the food service industry under the supervision of a College coordinator. Prerequisite: Sophomore standing and consent of the Department Manager.

FSMG 2406 Management Practice II***(1-20) Credit: 4**

This course consists of on-the-job management training that utilizes the principles, skills, and knowledge gained in the theoretical setting of the classroom. The student is employed in an approved work station in the food service industry under the supervision of a College Coordinator. Students must pass the national certification examination to receive credit for this course. Prerequisite: FSMG 2405 or HMMG 2401.

FSMG 2452 The Chef's Course**(2.5-2.5) Credit: 4**

This course is designed to develop a combination of good management practices, food preparation expertise and artistic creativity in laboratory exercises in food preparation. Students will be required to prepare and serve a buffet meal. Prerequisite: FSMG 1303 and 2401.

FSMG 2453 Dining Facility Management**(2.5-4) Credit: 4**

This course is designed to provide Food Service personnel the technical knowledge and skills to manage and operate a unit or consolidated dining facility under garrison or field conditions.

* Nationally certified courses.

French (FREN)**FREN 1411 Beginning French I [FREN 1401]****(4-2) Credit: 4**

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

FREN 1412 Beginning French II [FREN 1402]**(4-2) Credit: 4**

Elementary grammar is completed. Pronunciation, drill, and conversation based on reading are continued. Stress is given to everyday conversational phrases. Prerequisite: FREN 1411.

FREN 2311 Intermediate French I [FREN 2301]**(3-0) Credit: 3**

This course includes grammar review, composition, and reading of French masterpieces, with conversation based on material read. Prerequisite: FREN 1411, 1412 or two years of French in an accredited high school.

FREN 2312 Intermediate French II [FREN 2302]**(3-0) Credit: 3**

This course continues the drill on syntax as needed for reading, composition, and conversation. Prerequisite: FREN 2311.

Geography (GEOG)**GEOG 1300 Introduction to Geography [GEOG 1301]****(3-0) Credit: 3**

This is an introductory level course that combines physical and cultural geography using a regional approach. The course examines the physical environment of the earth and explains maps; covers man's adaptation to environmental extremes; and explores man's use of his environment, ranging from adaptation within a tribal culture to the highly modernized urban world.

GEOG 1301 Elements of Physical Geography [GEOG 2301]**(3-0) Credit: 3**

A course which examines the physical characteristics of the Earth's environment, using maps as a tool for expressing location and interrelationships. Principle topics to be discussed are the atmosphere and oceans, weather, climate, environments of earth materials and vegetation, land forms and their development.

GEOG 1302 Cultural Geography [GEOG 2302] (3-0) Credit: 3
A survey of human geography and the ways mankind adapts and reacts to his environment. Cultural is defined and the various aspects of culture are described and compared. Important topics to be discussed are population, health, livelihoods, communities, urbanization, organizational interaction (including economics and politics), present and future global problems.

GEOG 1303 World Regional Geography [GEOG 2303] (3-0) Credit: 3
The study of major developing and developed regions of the world stressing their similarities and differences, and their physical and cultural interrelationships. An additional emphasis is the diversity of ideas and practices to be found in those regions.

Geology (GEOL)

GEOL 1301 Earth Science [EASC 1301] (3-0) Credit: 3
A course designed for Education majors. This course covers the nature of the earth as revealed by geology, astronomy, meteorology, and other related physical sciences.

GEOL 1403 Physical Geology [GEOL 1401] (3-3) Credit: 4
Introductory course in the nature and properties of the material which make up the earth. Topics included are processes of glaciation, volcanism, weathering, and erosion. Modern theories such as plate tectonics are also studied. Field work, including the study of local rocks and minerals, is an integral part of the course.

GEOL 1404 Historical Geology [GEOL 1402] (3-3) Credit: 4
The course involves a study of the record of life forms that developed throughout geological time. It also covers the development of the earth from its cosmic beginning to current land forms. Principles of stratigraphy, paleontology, geologic time, plate tectonics, and hypotheses of earth origin are studied in the course. Field work, including the study of local fossil fauna, is an integral part of the course.

German (GERM)

GERM 1411 Beginning German I [GERM 1401] (4-2) Credit: 4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

GERM 1412 Beginning German II [GERM 1402] (4-2) Credit: 4
Elementary grammar is completed. Pronunciation, drill, and conversation based on reading are continued. Stress is given to everyday conversational phrases. Prerequisite: GERM 1411.

GERM 2311 Intermediate German I [GERM 2301] (3-0) Credit: 3
Includes grammar review, composition and practice in conversation, with readings in contemporary German writings, including short stories and some longer works, providing a conversational basis. Prerequisite: GERM 1411, GERM 1412 or two years of German in an accredited high school.

GERM 2312 Intermediate German II [GERM 2302] (3-0) Credit: 3
Continues the drill of syntax as needed for reading, composition and conversation. Prerequisite: GERM 2311.

Government (GOVT)

GOVT 2301 State and Federal Government I (3-0) Credit: 3
An introductory, survey course on various United States, Texas, and local government topics. This course includes study of the U.S. and Texas constitutions, federalism, local governments, elections in the nation, state and locally, civil liberties, and interest groups.

GOVT 2302 State and Federal Government II (3-0) Credit: 3
Introductory, survey course on various United States, Texas, and local government topics. This course includes studying institutions of the national and Texas governments, to include the executive, legislative, and judicial branches, the bureaucracy, and the public policy including defense and foreign relations as examples.

GEOG 1302 Cultural Geography [GEOG 2302] (3-0) Credit: 3

A survey of human geography and the ways mankind adapts and reacts to his environment. Cultural is defined and the various aspects of culture are described and compared. Important topics to be discussed are population, health, livelihoods, communities, urbanization, organizational interaction (including economics and politics), present and future global problems.

GEOG 1303 World Regional Geography [GEOG 2303] (3-0) Credit: 3

The study of major developing and developed regions of the world stressing their similarities and differences, and their physical and cultural interrelationships. An additional emphasis is the diversity of ideas and practices to be found in those regions.

Geology (GEOL)

GEOL 1301 Earth Science [EASC 1301] (3-0) Credit: 3

A course designed for Education majors. This course covers the nature of the earth as revealed by geology, astronomy, meteorology, and other related physical sciences.

GEOL 1403 Physical Geology [GEOL 1401] (3-3) Credit: 4

Introductory course in the nature and properties of the material which make up the earth. Topics included are processes of glaciation, volcanism, weathering, and erosion. Modern theories such as plate tectonics are also studied. Field work, including the study of local rocks and minerals, is an integral part of the course.

GEOL 1404 Historical Geology [GEOL 1402] (3-3) Credit: 4

The course involves a study of the record of life forms that developed throughout geological time. It also covers the development of the earth from its cosmic beginning to current land forms. Principles of stratigraphy, paleontology, geologic time, plate tectonics, and hypotheses of earth origin are studied in the course. Field work, including the study of local fossil fauna, is an integral part of the course.

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

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Elementary grammar is completed. Pronunciation, drill, and conversation based on reading are continued. Stress is given to everyday conversational phrases. Prerequisite: GERM 1411.

GERM 2311 Intermediate German I [GERM 2301] (3-0) Credit: 3

Includes grammar review, composition and practice in conversation, with readings in contemporary German writings, including short stories and some longer works, providing a conversational basis. Prerequisite: GERM 1411, GERM 1412 or two years of German in an accredited high school.

GERM 2312 Intermediate German II [GERM 2302] (3-0) Credit: 3

Continues the drill of syntax as needed for reading, composition and conversation. Prerequisite: GERM 2311.

Government (GOVT)

GOVT 2301 State and Federal Government I (3-0) Credit: 3

An introductory, survey course on various United States, Texas, and local government topics. This course includes study of the U.S. and Texas constitutions, federalism, local governments, elections in the nation, state and locally, civil liberties, and interest groups.

GOVT 2302 State and Federal Government II (3-0) Credit: 3

Introductory, survey course on various United States, Texas, and local government topics. This course includes studying institutions of the national and Texas governments, to include the executive, legislative, and judicial branches, the bureaucracy, and the public policy including defense and foreign relations as examples.

GOVT 2304 Introduction to Political Science [GOVT 1301] (3-0) Credit: 3
This course is designed to introduce the student to the general area of political science and to provide knowledge and understanding of political fundamentals, public law, political dynamics, public policy, theory and organization of the modern state, and international relations.

History (HIST)

HIST 1301 History of the United States to 1877 (3-0) Credit: 3
English colonization, the Revolution, adoption of the Constitution, growth of nationalism, cotton and the slavery problem, civil war.

HIST 1302 History of the United States from 1877 (3-0) Credit: 3
Reconstruction, new social and industrial problems, rise of the progressive movement, United States emergence as a world power, World War I, reaction and the New Deal, World War II, contemporary America.

HIST 2301 Texas History (3-0) Credit: 3
A survey of Texas from the Spanish exploration to the present.

HIST 2311 Survey of Western Civilization I [HIST 1303] (3-0) Credit: 3
An introductory, survey course from the rise of Near Eastern civilization to the conclusion of the French Revolution. Special emphasis is placed on the period 1500-1815. Topics covered include Ancient Times, the Middle Ages, the Renaissance, the Reformation, the Establishment of West-European leadership, the Transformation of Eastern Europe, the Enlightenment, the Scientific Revolution, the French Revolution.

HIST 2312 Survey of Western Civilization II [HIST 1304] (3-0) Credit: 3
An introductory, survey course from 1815 to the present with particular emphasis upon the twentieth century. Topics covered include the international impact of the French Revolution, Reaction vs. Progress, the Industrial Revolution, the Revolutions of 1848, the Rise of large Nation-States, European Imperialism, European Civilization 1870-1914, World War I and the Russian Revolution, Totalitarianism and World War II, the Contemporary World.

HIST 2370 International Relations and U.S. Foreign Policy (3-0) Credit: 3
[HIST 2301]

A study of international relationships and problems in world affairs; organization and processes used to arrive at foreign policy decisions of the United States; the elements of inter-national communist ideologies; and the evolution of American foreign policy since 1945.

HIST 2371, 2372 Military History I and II [HIST 2350, 2351] (3-0) Credit: 3,3
Courses designed to give the non-commissioned officer a concept of the development of the U.S. Army from pre-revolutionary days to the present, the effect of society on the structures and development of the Army, and the history of the development of tactics and strategies based on modern technology.

HIST 2373 U.S. Naval Heritage [HIST 2352] (3-0) Credit: 3
This course will enhance the student's appreciation and understanding of the American naval heritage. It will study the events, individuals, technological advances and schools of thought which have affected American naval development.

Hotel/Motel Management (HMMG)

HMMG1300 Food and Beverage Management (3-0) Credit: 3
This is an introductory course in food and beverage operation, with an introduction to purchasing, receiving, storage, preparation and service. §

HMMG1302 Hotel/Motel Organization and Administration (3-0) Credit: 3
This course includes management and organization of hotel industry, communications, accounting, personnel relations and administration, management of guests, and includes planning for today and tomorrow. §

- HMMG 1303 Front Office Procedures** (3-0) **Credit: 3**
This course includes hotel organization and services, front office salesmanship, cashiering, front office posting, accounting for guest charges, procedures and forms for accounting controls. §
- HMMG 1305 Energy Management** (3-0) **Credit: 3**
This course includes techniques that will save money through effective energy conservation methods. Energy management functions to be studied include energy problems facing the hospitality industry, and action plan for energy management, implementing an energy management program and energy management consisting of retrofit and design. §
- HMMG 1306 Convention Management and Service** (3-0) **Credit: 3**
This course defines the scope of various segments of the Convention Market, explains what is required to meet individual needs, and, most importantly, explores methods and techniques that lead to better service. §
- HMMG 1307 Tourism and the Hospitality Industry** (3-0) **Credit: 3**
Presents a comprehensive systems review of tourism, stressing the interrelationships and interdependencies of the various components elements. It explains from a marketing points of view, through practical real-life examples and applications, how tourism works and how it can be utilized by various businesses. §
- HMMG 1308 Hotel/Motel Security Management** (3-0) **Credit: 3**
This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security equipment and procedures, discusses guest protection and internal security for asset protection, and outlines OSHA regulations that apply to lodging properties. §
- HMMG 2301 Hospitality Industry Law** (3-0) **Credit: 3**
A study of the nature and scope of business law with emphasis on the hospitality industry. Licensing, civil rights, owner responsibility for safety and property loss of guests, rights of the owner, and history of contemporary hospitality law will be discussed. §
- HMMG 2302 Supervisory Housekeeping** (3-0) **Credit: 3**
This course includes organization of a housekeeping department of a hotel, job schedules, job breakdown, floor care, stain removal, fire inspection, purchasing records, equipment records, linen inventory and care, carpeting and care, and basic interior design. §
- HMMG 2304 Financial Management** (3-0) **Credit: 3**
Methods and application of financial management within combined food service facilities. Primary emphasis upon sales accountability and internal controls utilized within bar, dining room, and hotel operational area. Secondary emphasis on budgeting and forecasting with applications of effective labor/sales ratios. Prerequisite: FSMG 1301 or Math Selection. §
- HMMG 2305 Hotel/Motel Maintenance** (3-0) **Credit: 3**
This course includes a study of the organization, terms and concepts common to building maintenance. Maintenance functions to be studied include heating, plumbing, electrical, refrigeration and air conditioning, communications and signal system, kitchen equipment, fire prevention and protection, and elevator systems. §
- HMMG 2306 Recreational Services** (3-0) **Credit: 3**
This course includes the study of the needs of guest recreation and entertainment, space available for these activities, cost of operation and maintenance, layout and design and direct and indirect benefits. §
- HMMG 2307 Marketing of Hospitality Services** (3-0) **Credit: 3**
This course is designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for Hotel/Motel properties. Prerequisite: FSMG 2304. §
- HMMG 2308 Food and Beverage Controls** (3-0) **Credit: 3**
Covers the principles and procedures involved in an effective system of food, beverage, labor and sales income control. Emphasizes the development and use of standards and the calculation of actual costs. Prerequisite: FSMG 1300. §

HMMG2309 Hospitality Industry Computer Systems (3-0) Credit: 3

This course provides an overview of information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware and generic applications; focuses on computer-based property management systems for both front office and back office functions; and focuses on computer-based restaurant management systems for both service-oriented and management-oriented functions. §

HMMG2401 Hotel/Motel Internship I (1-20) Credit: 4

This course consists of on-the-job hotel/motel training that utilizes the principles, skills and knowledge gained in the theoretical setting of the classroom. The student is employed at an approved work station under the supervision of the College hotel/motel intern coordinator. Student must have Department Manager's permission to enroll. §

HMMG2402 Hotel/Motel Internship II (1-20) Credit: 4

This is a continuation of Hotel/Motel Internship I. Prerequisite: HMMG 2401. §

§ Students must pass the National Certification examination to receive credit for this course.

Humanities (HUMA)

HUMA 1315 Introduction to Fine Arts [FINA 1301] (3-0) Credit: 3

This is an introductory course designed to give the student a fundamental understanding of the creation and appreciation of diverse modes of expression through the visual and performing arts, within the context of Fine and Applied Arts.

Industrial Fundamentals (INDU)

INDU 1400 Industrial Fundamentals (3-3) Credit: 4

Required introductory course for students in all of the Industrial Technology curriculums except Air Conditioning. The course includes common hand and power tools, precision measuring devices, electrical test equipment, thread repair, special tools, soldering, bearings and seals, use of publications, basic shop math, and industrial trades safety. This course is a prerequisite or corequisite for all Industrial Technology AAS Degree curriculums except Air Conditioning.

Japanese (JAPN)

JAPN 1370 Introduction to Japanese [JAPN 1300] (3-0) Credit: 3

This course provides students with conversational and academic skills in basic "survival" Japanese by presenting the language in a practical, contextual setting. Grammar is reinforced by example with emphasis on understanding the structure and mastery of the structure in conversation.

JAPN 1311 Elementary Japanese I [JAPN 1301] (3-0) Credit: 3

Introduction to Japanese with attention given to conversation, grammar and the written forms. There will also be readings of simple texts dealing with Japanese life and culture.

JAPN 1312 Elementary Japanese II [JAPN 1302] (3-0) Credit: 3

Continuation of Japanese conversation, grammar and the written forms. Emphasis is on reading texts dealing with Japanese life and culture. Prerequisite: JAPN 1311.

JAPN 1411 Beginning Japanese I [JAPN 1401] (4-2) Credit: 4

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

JAPN 1412 Beginning Japanese II [JAPN 1402] (4-2) Credit: 4

Elementary grammar is completed. Pronunciation, drill, and conversation based on reading are continued. Stress is given to everyday conversational phrases. Prerequisite: JAPN 1411.

Law Enforcement (LAWE)

- LAWE 1201 Defensive Tactics** (1-2) Credit: 2
This course is designed to provide the student with defensive and protective philosophies to better protect the public and criminal justice personnel against illegal force. Techniques of self-defense, safe arrest procedures, citizen contact, and proper prisoner transportation techniques, along with humane methods of handling disturbed persons, will be presented. The legal and humane use of limited force will be stressed at all times.
- LAWE 1301 Introduction to Criminal Justice** (3-0) Credit: 3
History, development, and philosophy of law enforcement and criminal justice in a democratic society. Introduction and career orientation to the multifaceted agencies involved in the administration of criminal justice.
- LAWE 1302 Criminal Investigation I** (3-0) Credit: 3
Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, case and trial preparation.
- LAWE 1303 Legal Aspects of Law Enforcement** (3-0) Credit: 3
Police authority, responsibilities, constitutional constraints, law of arrest, search and seizure, police liability, examples of case law that currently affect police decisions will be reviewed.
- LAWE 1304 The Courts and Criminal Procedures** (3-0) Credit: 3
The judiciary in the criminal justice system, structure of America Court System, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence and sentencing.
- LAWE 1305 Traffic Law** (3-0) Credit: 3
This course is designed to cover all laws pertaining to the control and enforcement of traffic. The student is taught the use of spot maps and charts, the techniques of enforcement, and the maintenance of good public relations. An analysis of the Model Motor Vehicle Code is given.
- LAWE 1306 Correctional Systems and Practices** (3-0) Credit: 3
Corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternate to institutionalization, treatment and rehabilitation, current and future issues.
- LAWE 1307 Crime in America** (3-0) Credit: 3
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.
- LAWE 1308 Fundamentals of Criminal Law** (3-0) Credit: 3
A study of the nature of criminal law, philosophical and historical development, major definition and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, criminal responsibility.
- LAWE 1309 Police Systems and Practices** (3-0) Credit: 3
Analyses of the police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues facing police agencies.
- LAWE 1310 Criminal Investigation II** (3-0) Credit: 3
Modern methods and skills required for criminal investigation, to include discovery methods, development and lifting latent fingerprints, criminal scene sketches, the use of plaster and silicone rubber for reproducing evidence at the crime scene, use of modern investigation aids, and techniques of interviews and interrogations. Prerequisite: LAW 1302.
- LAWE 1314 Community Resources in Corrections** (3-0) Credit: 3
An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues, and future trends in community treatment.

LAWE 1315 Street Survival**(3-0) Credit: 3**

This course stresses the preparation, planning and appropriate reactions to hazardous situations for on-duty police officers. Students will gain awareness of the conditions which lead to personal injury and death. Instruction will be given to improve the student's tactical procedures and safeguards while performing police work.

LAWE 2101 Emergency Medical Aid**(1-1) Credit: 1**

This course will focus on the first aid fundamentals that will be helpful to patrol officers in the event of a first aid emergency situation. Procedures recommended by the American Red Cross will be used as guidelines for this course.

LAWE 2201 Firearms**(1-2) Credit: 2**

This course is designed to introduce the student to the skills and techniques of firearms used in the protection of the public and criminal justice personnel. Students will fire various weapons under precision and police combat conditions. The importance of safe weapons handling and the danger of not adopting a mature attitude towards firearms will be stressed at all times. The intelligent, legal, and moral use of the police firearms will be emphasized at all stages of teaching and firing.

LAWE 2301 Probation and Parole**(3-0) Credit: 3**

This course will provide the student with some understanding of the evolution of criminal corrections and explore with the student the many avenues into which the corrections field branches. Develops in each student a basic understanding of the various methods of corrections so that they may function efficiently in the field.

LAWE 2303 Criminal Justice Seminar**(3-0) Credit: 3**

A problems course dealing with current criminal justice trends, issues, and literature. Prerequisite: Approval of the Department Manager. This course may be repeated for credit in courses dealing with different problems and issues.

LAWE 2304 Juvenile Procedures**(3-0) Credit: 3**

The organization, functions and jurisdiction of juvenile agencies, the processing and detention of juveniles, case disposition, juvenile statutes and court procedures.

LAWE 2306 Traffic Planning and Administration**(3-0) Credit: 3**

This course consists of the application of traffic problems from the administrative point of view, including traffic engineering, education, and enforcement at the supervisory level.

LAWE 2307 Penology (Jail Operation and Management)**(3-0) Credit: 3**

A survey of the basic concepts of penal and correctional rationale as employed by criminal justice administrators. An overview of the operation and management principles of the institutional setting will be examined in-depth.

LAWE 2308 Patrol Administration**(3-0) Credit: 3**

Discussion of the administration of surveys, special problems arising while the officer is on patrol, improvement in patrol methods, observation of persons and things, preventive techniques, methods of handling complaints, and the development of contacts.

LAWE 2309 Provost Marshal Operations**(3-0) Credit: 3**

The principles of organization and administration as applied to the operational system of a military Provost Marshal's office as well as that of the Inspector General's. Practical training in the conduct of briefings, management, and attendant qualities of leadership, and some cases of dissident conditions which might impair role and mission of the dissident command.

LAWE 2310 Correctional Control and Administration**(3-0) Credit: 3**

The course prepares the student to perform supervisory functions related to control of prisoners and contraband, segregation and accountability of prisoners, procedures required at correctional facility, emergency measures, prisoner privileges, and the records and reports of the detention center.

LAW 2311 Anti-Terrorism**(3-0) Credit: 3**

This course explores the origins, philosophies, and current trends in worldwide terrorism and hostage taking incidents. Role playing exercises allow students to utilize all the course material in "hands-on" hostage negotiation situations.

LAW 2312 Homicide Investigation**(3-0) Credit: 3**

This course emphasizes the investigative process and teamwork required in analyzing the homicide crime scene. It addresses the roles of the various forensic disciplines in relation to the investigator as well as the functions of the crime laboratory. Additionally, students will learn how to analyze wounds and injuries in drawing conclusions about the cause of death.

LAW 2313 Illegal and Controlled Substances**(3-0) Credit: 3**

This course presents an in-depth approach to the medical and legal aspects on the topic of illegal and controlled substances. Students will learn how to identify dangerous drugs by their distinct characteristics and explain their effects on the human body. Most importantly, student will learn the theories and principles of drug law enforcement which will prepare them to bring a drug case successfully to prosecution.

LAW 2314 Organized Crime**(3-0) Credit: 3**

This course provides the student with information on the growth and development of organized crime and its effect on the majority of crimes committed in the U.S. today. Students will also learn about the different facets of organized crime and will analyze how the federal and state authorities are fighting it.

LAW 2315 Interviewing and Interrogation Techniques**(3-0) Credit: 3**

This course provides the student with an understanding of the communication process and the techniques for improving listening skills. This knowledge has a direct application for the police officer who must conduct interviews/interrogations on the job.

LAW 2318 Computer Theft**(3-0) Credit: 3**

This course discusses the types of computer crime, the methods that are used, the different categories of the perpetrators, the laws involved, methods of prevention and the future outlook. Prerequisites: COSC 1300 or higher or MISC 1451 or higher.

LAW 2350 First Responder**(3-0) Credit: 3**

This course covers health knowledge with regard to individual and group welfare. It is concerned with the principles and practices of first aid for the sick and injured for the non-medically trained individual. Emphasis is given to the preventive aspects as well as care following injury or illness.

Legal Assistant (LEGA)**LEGA 1302 Legal Office Ethics and Management****(3-0) Credit: 3**

This course will provide the ethical considerations applicable to the legal assistant; office organization, specialized bookkeeping, and accounting for attorneys' fees and billing procedures, scheduling and calendaring, legal research, management of personnel, proofreading, management of investigations and file preparation, legal drafting, management and organization procedures for specialized areas of law, special considerations with respect to attorney's trust account, preparation of law office forms, check list and files, and disbursement on behalf of clients.

LEGA 1304 Principles of Family Law**(3-0) Credit: 3**

The legal aspects of divorce and annulment separation, defense, custody, habeas corpus, support, alimony, tax consulting, out-of-state divorces and validity and jurisdiction service will be discussed. Students will receive a review analysis of separation and custody agreements, as well as the other documents involved in divorce proceedings.

LEGA 1305 Law of Real Property and Real Estate Transactions**(3-0) Credit: 3**

Study of the law of real property and in-depth survey of the more common types of real estate transactions and conveyances, such as deeds of trust, etc.; drafting problems involving projects related to the subject matter; study of the system for recording and search of public documents.

LEGA 1306 Criminal Law**(3-0) Credit: 3**

A study of the Texas Penal Code including definitions of various kinds of defenses and trial procedures; the United States Constitution as it pertains to criminal law; practice in drafting subpoenas, writs, briefs and other trial papers.

LEGA 1307 Civil Litigation**(3-0) Credit: 3**

This course is an overview of civil litigation in both state and federal court with particular emphasis on the areas in which a legal assistant can assist the trial attorney. Particular attention is paid to preparation for litigation (interviewing client and witnesses, reviewing public information), discovery proceedings (interrogatories, request for admissions, depositions and document production) pre-trial proceedings (motions to dismiss, motions for summary judgment, pre-trial orders), and trial (witnesses and exhibits). Attention is also devoted to practical techniques required to cope with protracted or complex litigation, including organization of pleadings, documents and depositions; preparation of summaries, chronologies and indices; and maintaining a complex file in an orderly manner. Mention is made of the legal theories involved in complex litigation (e.g., products liability, civil rights, securities and antitrust). Principal emphasis is on procedural techniques rather than substantive areas of law.

LEGA 1308 Consumer Protection and Bankruptcy**(3-0) Credit: 3**

A study of consumer law for the paralegal, business person, and consumer, of legislation and legal rights surrounding the purchase of consumer goods and services bought primarily for personal, family, or household purposes, to include the Consumer Credit Protection Act, the Uniform Consumer Credit Code, and the Fair Debt Collection practices Act, as well as a survey of federal and state deceptive trade practices act and automobile "lemon laws." Students will also learn the appropriate federal, state, and local administrative bodies to contact in case of consumer problems and some of the procedures involved. This course will also give an in-depth study of both debtor and creditor rights in debt relief and bankruptcy. No prerequisite required.

LEGA 1309 Military Law I**(3-0) Credit: 3**

An introduction to the military legal system for junior military legal clerks as well as civilian practitioners which deal with the military. Topics covered include the military Judge Advocate General's Corps organization and structure, the structure and operation of field offices, Staff Judge Advocates, Post Judge Advocates, and Command Judge Advocates. An introduction to the Uniform Code of Military Justice and appropriate military regulations that cover military law subjects is included. This course will also serve as an introduction to the practice of military justice, claims, legal assistance, administrative law, and civil law as practiced in a typical Staff Judge Advocate's Office.

LEGA 1401 Introduction to Paralegalism**(4-0) Credit: 4**

This course provides a general introduction to the law with emphasis on the role of the legal assistant. To give a Legal Assistant student the necessary legal background, topics to be covered include the American system of law (constitutional law, statutory law, criminal law and tort law); court systems; and court procedures. General concepts of law are introduced for students with no specific prior legal knowledge. This serves as the introductory course for the program of Legal Assistant.

LEGA 1403 Military Law II**(4-0) Credit: 4**

A more in-depth look at the operation and management of the military's Judge Advocate General's Corps. Detailed coverage of military justice, claims, legal assistance, administrative law, and civil law, with detailed review of the Uniform Code of Military Justice and appropriate military and federal regulations. Preparation of legal documents used in the military adds a practical aspect to the material, which will include charge sheets, claims forms, and administrative and disciplinary appeals.

LEGA 2301 Tort and Personal Injury**(3-0) Credit: 3**

A study of the fundamental principles of evidence and of the law of torts and insurance, including special research assignments related to the subject matter; consideration of the techniques of investigation involved in the lawyer's handling of tort and insurance claims and workmen's compensation; a study of the various forms of pleadings involved in commencing such claims in court actions. This course will also cover how to use cameras, tape recorders, video equipment and other investigative equipment, documenting cases and gathering evidence. Prerequisite: LEGA 2306.

LEGA 2302 Contract Law**(3-0) Credit: 3**

A study of the law of personal property, contracts, including those special forms related to the law of sales and credit transactions, special drafting problems of various instruments and legal research projects; and a survey of the Uniform Commercial Code and its effect on the course subject matter. Prerequisite: LEGA 1402.

LEGA 2303 Business Organizations**(3-0) Credit: 3**

A study of the formation and operation of corporations, partnerships, limited partnerships, business trusts and other business vehicles, including a survey of the fundamental principles of law applicable to each; special research projects related to the subject matter. Prerequisite: LEGA 1402.

LEGA 2402 Income Taxation and Legal Accounting**(3-3) Credit: 4**

Study of federal, state and local income taxation of individuals and taxpaying entities such as estates, trusts and corporations. Emphasis is placed on the preparation of basic tax returns and other tax-related documents. The course also includes a general introduction to accounting as it relates to legal problems. Prerequisites: LEGA 1402 and ACCO 2403 or 2404.

LEGA 2404 Legal Assistant Internship**(1-20) Credit: 4**

This course consists of on-the-job training in the legal field. It utilizes the principles, skills, and knowledge gained in the classroom. The student works at an approved work station under the supervision of the College coordinator. Prerequisite: LEGA 1302, 1304, 1306, 1307, 1401, 2405, and 2406 as a prerequisite or corequisite.

LEGA 2405 Wills, Trust and Probate**(3-3) Credit: 4**

The forms and principles of law for wills and trusts are covered. The organization and jurisdiction of the Texas Probate Court are studied. The administration of estates under Texas Probate Law is analyzed and estate and inheritance taxes are reviewed. Prerequisite: LEGA 1401 and LEGA 1402. 1301.

LEGA 2306 Techniques of Legal Research**(3-3) Credit: 3**

This course focuses on the importance of legal research as part of a legal assistant's responsibilities. It explores principles of legal research, kinds of law books, components of a law book, citations, reading and finding constitutional law, regulations, cases, law and statutory law. Students will learn how to use the various legal research tools such as indexes, digests, Shepard's, and treatises. Other sources of research, the federal and state codes and reports and administrative regulations will also be covered.

Maintenance Technology (MTNT)**MTNT 1214 Fundamentals of Concrete and Masonry I****(2-2) Credit: 2**

This course is an introduction to the use of concrete in the building trades industry. The student will learn safety procedures, proper use of tools and equipment, materials types and uses, basic blue print reading, materials estimating, and state and federal guidelines regulating the trade. Concrete construction techniques, setting of forms and reinforcement, various concrete mixes, and finishing techniques will also be covered.

MTNT 1215 Fundamentals of Concrete and Masonry II**(2-2) Credit: 2**

This course is a continuation of MTNT 1214. The student will learn the basic theories of masonry applications, choose materials, properly use tools and equipment, prepare and use mortar and do basic brick construction designs, complete simple walls and corners and care for and repair brick masonry. Prerequisite: MTNT 1214.

MTNT 1401 Carpentry I**(3-3) Credit: 4**

This course is designed to provide the student with an understanding of carpentry as a trade. Included are the use of special tools, measuring devices, wood types, building and concrete forms, framing, floor, wall and roof construction. Prerequisite or corequisite: INDU 1400.

MTNT 1402 Electricity**(3-3) Credit: 4**

This course is designed to provide the student with a working knowledge of the electrical installation, service and repair procedures for residential and light commercial buildings. Prerequisite or corequisite: INDU 1400.

MTNT 1411 Basic Masonry I (3-6) Credit: 4

This course is an introduction to the highly skilled craft of masonry and safety methods, practices and proper use of tools and equipment. The student will learn the names, uses, and maintenance of the basic masonry tools and equipment. A basic study of masonry materials and federal and state guidelines regulating the trade, safety, and building plans.

MTNT 1412 Basic Masonry II (3-5) Credit: 4

This course covers the theory and practical applications of the basic bricklaying techniques such as mortar making and spreading, setting courses and laying of brick. Prerequisite: MTNT 1411.

MTNT 1413 Intermediate Masonry I (3-6) Credit: 4

The student will learn the theory and practical applications of laying straight leads and walls using standard bonds, and the construction of piers. Use of plain and reinforced mortars will be emphasized. Prerequisite or corequisite: MTNT 1412.

MTNT 2402 Carpentry II (3-3) Credit: 4

This course is a continuation of MTNT 1401, with additional emphasis placed on cabinetry, exterior and interior trim and finish work, including door and hardware installation. Prerequisite: MTNT 1401.

MTNT 2403 Plumbing I (3-3) Credit: 4

This course covers the theory and practical application of plumbing maintenance, service and repair procedures for residential and light commercial buildings. Topics of study include plastic, copper, cast iron, galvanized pipe, cutting and joining. Prerequisite or corequisite: INDU 1400.

MTNT 2404 Painting and Refinishing (3-3) Credit: 4

This course covers the theory and practical application of painting and refinishing residential and light commercial buildings. Topics of study include various types of paint, preparation of surfaces, refinishing damaged and proper maintenance of finished surfaces. Prerequisite or corequisite: INDU 1400.

MTNT 2405 Foundations, Framing, and Roofing (3-3) Credit: 4

The student will be introduced to form fabrication, setting foundations, setting piers and castings and will practice framing and roofing residential buildings. Students will also have practical exercises in roofing. The course also covers modern placement methods of materials for structures and building layout systems. Prerequisite: MTNT 1401.

MTNT 2406 Building Materials and Estimating (3-3) Credit: 4

This course begins with a study of the manufacturing process, uses, and selection of building construction materials, and continues with exercises in estimating areas, volumes of concrete, foundations, linear and board foot requirements, wall framing, ceiling joist, roof rafter and sheathing material requirements. Prerequisite: MTNT 1401.

MTNT 2407 Interior-Exterior Finishing (3-3) Credit: 4

A study of interior and exterior finishing. The topics covered are cornice treatment, roof coverings, window installation and trim, exterior doors, frames and trim, exterior wall coverings which are typically applied by carpenters, insulation and vapor barriers, wall and ceiling coverings, finishing floors, stair finish, shelving and interior trim. The student will also learn the importance of truing areas where cabinets will be installed. Prerequisite or corequisite: MTNT 2405.

MTNT 2408 Mill Cabinetry Construction and Installation (3-3) Credit: 4

This course is designed to teach the student to plan operations, select lumber and perform a variety of operations and basic skills required in mill cabinetry. Students will receive practical experience in layout, construction, installation of cabinet work and applying plastic laminates. Prerequisite or corequisite: MTNT 2402.

MTNT 2409 Milling Machines (3-3) Credit: 4

Practical application in the basic skills in the set-up and operation of wood machines. The course also covers mass production of fine cabinetry and mill work and wood finishing. Prerequisite or corequisite: MTNT 2408.

MTNT 2410 Plumbing II**(3-3) Credit: 4**

This course is a continuation of MTNT 2403 Plumbing I with additional emphasis on "roughing-in" procedures. Course content will include hot and cold water systems, natural gas and propane piping, circulation systems, measuring and siting in accordance with established codes, cost estimating, and sprinkler systems. Also included are the procedures involved in cast iron pipe installation. Prerequisite: MTNT 2403.

MTNT 2414 Intermediate Masonry II**(3-5) Credit: 4**

This course is designed to develop the student's ability to lay brick to the line, alone and in group situations with maximum efficiency, safety and work quality. The theory and practice of special construction such as bond patterns, fire places, arches and lintels will be covered. Prerequisite: MTNT 1413 or consent of the Department Manager.

MTNT 2415 Advanced Masonry I and Blueprint Reading**(3-6) Credit: 4**

This course is designed to teach the student how to read masonry blueprints and the relationship with other trade construction features. Students will learn how to lay out and build masonry structures in compliance with the dimensional and material specifications of the blueprints. The student will use a blueprint to build masonry structures with the laying of brick, cement masonry units and rock. Prerequisite: MTNT 2414 or concurrent enrollment.

MTNT 2416 Advanced Masonry II and Estimating**(3-6) Credit: 4**

This course will teach the Masonry student the skills necessary to estimate the amount and cost of building material, mortar, equipment and other materials required to complete a given job. The student will also learn how to estimate man hours required and convert all of the above estimations into a monetary figure used in bidding and how to use estimation formulas. It also provides additional training in bricklaying. Prerequisite: MTNT 2415 or consent of the Department Manager.

Management (MGMT)**MGMT 1158 Training Manager's Workshop****(1.5-0) Credit: 1**

This course is designed for battalion and company commanders and S-3s for their training management duties and stresses training status, goals, priorities, resources and short and long term plans.

MGMT 1171 Personnel Counseling Seminar**(1-0) Credit: 1**

This course covers the major theories of counseling and the use of basic influence and attending skills.

MGMT 1301 Organization and Management**(3-0) Credit: 3**

Organizational structure can have considerable impact on the manner in which an organization functions. Students study the complex variables over which managers can exercise control to determine proper structure. While surveying management topics such as planning, decision-making, organizing, staffing and controlling, this course deals with how the organization must be structured to fit its environment and operation.

MGMT 1302 Safety (OSHA)**(3-0) Credit: 3**

A study of safety as it relates to the military, industrial and business communities. Special emphasis will be given the requirements of the Occupational Safety and Health Act as it affects management and employees.

MGMT 1303 Fundamentals of Industrial Management**(3-0) Credit: 3**

Application of the system's approach of the unification of all areas from human factors to environmental factors are covered, along with the manner and methods through which work can be simplified, yet made more meaningful and satisfying.

MGMT 1304 Work Organization**(3-0) Credit: 3**

This course is designed to provide a general introduction and orientation to principles of job analysis, performance evaluation, job evaluation and salary administration, and how these affect the work

situation. Work measurement and work standard techniques are studied, as well as flow process and work distribution methods, quantity and quality control planning and the current impact of governmental guidelines upon such procedures.

MGMT 1305 Introduction to Management (3-0) Credit: 3

This course is designed to give the student a knowledge and understanding of management theories and functions which are essential to the person planning a career in business or industry.

MGMT 1306 Human Relations (3-0) Credit: 3

This fundamental management course examines topics such as morale, motivation, communications, leadership, and change as they relate to managerial decision making.

MGMT 1307 Insurance (3-0) Credit: 3

Introduction to theory and practice of insurance, including life, fire, automobile and personal and business risk.

MGMT 1308 Small Business Management (3-0) Credit: 3

Methods and applications of financial management in a small business. Primary emphasis on internal controls and sales accountability. Secondary emphasis on budgeting, forecasting, effective sales/labor ratios, licensing requirements.

MGMT 1309 Income Tax (3-0) Credit: 3

Income tax legislation; present income tax law and regulations; treasury decisions, court decisions and departmental rulings; income tax problems and returns.

MGMT 1381 Management of Performance Oriented Training (2-0) Credit: 3
[MGMT 1201]

A course designed to provide a performance oriented approach of managing training in which the manager learns to establish performance oriented objectives, tests, and follow-up evaluations.

MGMT 1382 Briefing Techniques, Aids and Devices (2-1) Credit: 3
[MGMT 1202]

A course designed to provide the manager with the capability of employing proper briefing methods and to develop the skills required to produce briefing aids to include charts, graphs, posters, slides, filmstrip, transparencies, opaques, and other media.

MGMT 1383 Evaluation of Instruction and Training (2-1) Credit: 3
[MGMT 1203]

A course designed to provide the manager with the rationale, methods, and procedures for evaluation the effectiveness and efficiency of instruction training. Emphasis will be directed toward evaluating performance oriented training and developing the suggestions for improvement which can be provided to management.

MGMT 1384 Setting Objectives and Goals [MGMT 1204] (2-1) Credit: 3

A course designed to provide managers with the processes involved in defining objectives, determining desired goals, and analyzing performance training to enhance achievement of goals and objectives.

MGMT 1385 Analysis of Training Requirements [MGMT 1205] (2-1) Credit: 3

Designed to provide managers with techniques for determining organizational and personnel training requirements. Definition of needs and ensuring they are compatible with available resources will be stressed.

MGMT 1386 Professional Resource Management (2-0) Credit: 3
[MGMT 1206]

A course designed to provide managers with the capability to assist subordinates in the screening, selection, evaluation, and application of employee training programs.

- MGMT 1387 Professional Development of the Manager** (3-0) **Credit: 3**
[MGMT 1207]
 A course designed to equip leaders with skills necessary to provide assistance to subordinates in problem solving. Emphasis will be placed on effective, active and passive performance by leaders which will correct mistakes or reinforce good performance that will cause individuals to be motivated.
- MGMT 1388 The Training System Management [MGMT 1208]** (3-0) **Credit: 3**
 A course designed to provide managers with methods required to plan, organize, staff, influence, and control training. The main purpose will be develop a plan and employ limited resources to accomplish systems objectives.
- MGMT 1389 Managerial Theories [MGMT 1209]** (3-0) **Credit: 3**
 A course designed to provide examination of managerial theories to include management functions, decision-making skills, problem solving techniques, and performance standard oriented approaches to management.
- MGMT 2101 Stress Management** (1-0) **Credit: 1**
 This course identifies the factors causing stress, shows how to interpret the signs of stress and explains the basic fundamentals involved in the management of personal and organizational stress. The instruction covers the most common causes of stress in the work place and prescriptive measures that can be taken by the manager to obtain high performance and low stress levels within the organizational setting.
- MGMT 2102 Management Seminar** (1-0) **Credit: 1**
 A course that deals with trends, issues, advancements and literature in the management field.
- MGMT 2103 Time Management** (1-0) **Credit: 1**
 This course enables the student to understand the role time plays in one's personal and professional life and to perceive time as the one element that cannot be created in greater quantities. Instruction includes a study of the constraints that time places over individual lives and the techniques that managers and workers can employ to accommodate their goals.
- MGMT 2104 Income Tax** (1-0) **Credit: 1**
 This seminar is designed as a practical, hands-on approach to the basic fundamentals of income tax preparation for the individual to complete the Form 1040, 1040A, or the 1040EZ. Information for all aspects of this preparation will be provided in a general manner and will not delve into specific minutia of income tax law. The instructor will be able to answer most of the tax questions asked by the students. However, it must be realized that the instructor is not a tax attorney or an accountant. For specific legal advice concerning a complex tax questions, the student will be encouraged to seek professional assistance.
- MGMT 2105 Briefing Techniques, Aids and Devices** (1-0) **Credit: 1**
 A course designed to provide students with a review of instructional techniques, selection of contents of instruction, preparation of lesson plans and instructional devices or aids to provide a good learning environment.
- MGMT 2150 Trainers Workshop (TW)** (1.5-0) **Credit: 1**
- MGMT 2151 Platoon Trainer's Workshop** (1.5-0) **Credit: 1**
- MGMT 2152 Training Supervisor's Workshop** (1.5-0) **Credit: 1**
- MGMT 2161 Unit and Organizational Supply** (2.5-0) **Credit: 1**
 To provide the students the skills and knowledge to accomplish the duties required of units and organizational supply personnel.
- MGMT 2162 Personal Finance Management** (1.3-0) **Credit: 1**
 Develops an understanding of the personal business activities and actions that affect personal and family accounts, budgets, budgetary control, bank accounts, charge accounts, borrowing, buying and investing.

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| MGMT 2164 Army Personnel | (1-0) | Credit: 1 |
| This course is designed to provide the student with the knowledge of fundamental personnel management concepts used in industry, the Army and U.S. Civil Service. | | |
| MGMT 2172 Introduction to Management Theory | (1-0) | Credit: 1 |
| This course will help to increase the student's ability to relate to and manage personnel. Instruction is provided in management theories, functions and roles. Leadership abilities, motivation methods and time management will be emphasized. | | |
| MGMT 2173 Leadership Communication In Management | (1-0) | Credit: 1 |
| This course will provide communications skills, counseling techniques and stress management to enhance the student's ability to manage personnel effectively. | | |
| MGMT 2174 Supervisory Management | (1-0) | Credit: 1 |
| This course is designed to update the student's supervisory education and to prepare him/her for more complex problems whether they are economic, technical, professional, scientific or educational. | | |
| MGMT 2255 Platoon Trainer's Workshop | (2-0) | Credit: 2 |
| MGMT 2256 Training Supervisor's Workshop | (2-0) | Credit: 2 |
| Provide training management for the medium sized organization (battalion) to include long and short range plans, LRC, and ARTEP. | | |
| MGMT 2257 Trainer's Workshop (TW) | (2.3-0) | Credit: 2 |
| MGMT 2258 Training Manager's Workshop | (2-0) | Credit: 2 |
| Provide training management information for battalion sized units to include long and short range goals, training assets, money and allocations, and ARTEP standards. | | |
| MGMT 2259 Platoon Trainer's Workshop | (2.3-0) | Credit: 2 |
| Course provides management of training instruction at the platoon level, includes long and short range planning and ARTEP integrated training for small groups. | | |
| MGMT 2261 Leadership and Communications Seminar | (2-0) | Credit: 2 |
| Upon completion of this course the student will be able to better communicate with and supervise personnel. The student will have an increased interpersonal awareness, better interact in group situations, organize work and manage time better and will be able to reduce stress. | | |
| MGMT 2300 Credit and Collections | (3-1) | Credit: 3 |
| This course covers the elements of mercantile and consumer credit organization of a credit department, sources of credit information, collection tolls and procedures. | | |
| MGMT 2301 Marketing Principles | (3-0) | Credit: 3 |
| The study of marketing as an exchange relationship in public and private organizational concerns. Including an orientation of the different prevailing thoughts in marketing today including the historical, economic, consumer, and systems approaches. market research and market segmentation strategies are examined, as well as current government agency regulation concerning marketing practices. | | |
| MGMT 2302 Personnel Management | (3-0) | Credit: 3 |
| The dynamic role of management as it relates to personnel with emphasis on the management aspects important to the line executive or supervisor. Personnel functions and procedures are viewed in the light of management objectives while personnel management is treated as an active and dynamic process which is motivated by basic human drives. | | |
| MGMT 2303 Law and Legal Assistance | (3-0) | Credit: 3 |
| Nature and scope of the law, court system, law of contracts, principal and agent as relates to the military. Explanation of bailments, carriers, mortgages, securities, negotiable instruments, banks and banking, wills and estates. The procedures of obtaining and acquiring legal assistance for both military and civilian cases in or out of the continental limits of the United States of America are addressed. Emphasis is given on the knowledge required by the supervisor to counsel subordinates in the areas of law and legal assistance. | | |

- MGMT 2304 Labor-Management Relations** (3-0) Credit: 3
Labor relations aspects of personnel management are emphasized; selection and placement, discipline and morale, promotions, lay-offs, job evaluation, incentive systems, profit sharing, and the influence of collective bargaining and legislation on personnel policies. Methods used by organized labor and employers in industrial conflicts are covered.
- MGMT 2305 Business Law I** (3-0) Credit: 3
Nature and scope of law; court system; law of contracts; principal and agent; business organizations, including partnerships and corporation; Texas community property laws.
- MGMT 2306 Business Law II** (3-0) Credit: 3
Additional studies in law of business, dealing with bailments, carriers, mortgages, suretyships, negotiable instruments, banks and banking, wills and estates, sales, bankruptcy. No prerequisite is required for this course.
- MGMT 2307 Life Insurance** (3-0) Credit: 3
Principles of life insurance, business and personal use in insurance; classification and analysis of policies, reserve and policy values; organization and administration of life insurance companies.
- MGMT 2309 Supervision** (3-0) Credit: 3
A course designed to provide an understanding of planning work leadership, decision making, work problem solving, human behavior and personnel relations.
- MGMT 2310 Personnel Counseling** (3-0) Credit: 3
This course is designed to improve the listening and decision making skills of managers and supervisors to help employees achieve greater productivity and satisfaction in their jobs and quality of work life (QWL).
- MGMT 2312 Fundamentals of Systems Management** (3-0) Credit: 3
Introduction to the "systems" concept of management and integration of this concept with the more traditional "principles" approach. This course combines theory and application of systems management and focuses on systems as they exist in many fields such as education, law enforcement, military, industry, and a variety of nonprofit organizations.
- MGMT 2314 Ethics in Management** (3-0) Credit: 3
A study of the field of business management as it relates to major ethical theories. The course provides actual case studies in which ethical principles are used in solving today's business problems.
- MGMT 2315 Public Relations** (3-0) Credit: 3
A course designed to prepare the students for jobs in the business world covering various principles and processes of contemporary public relations as well as effective means of influencing the public. The course traces the origins of public relations and discusses current and future trends. It looks at public relations standards, a code of ethics, and public relations as a profession.
- MGMT 2316 Management Applications I** (1-5) Credit: 3
This course is a management laboratory that emphasizes management decision making skills that are necessary for the modern manager to successfully deal with resource problems in his/her place of business and career field. The course is designed for the student desiring to further his/her management training by applied learning techniques utilizing decision making case studies, computer-assisted models, or other instructional techniques. Prerequisite: Departmental consent.
- MGMT 2317 Management Applications II** (1-5) Credit: 3
Management Applications II is the second in a two-part management laboratory sequence that emphasizes management decision making skills for various business career fields. Instruction is individually tailored to meet the specific career needs of the student. The course is designed for the student desiring to further his/her management training by applied learning techniques utilizing decision making case studies, computer-assisted models, or other instructional techniques. Prerequisites: MGMT 2316 and departmental consent.

- MGMT 2318 Total Quality Management (3-0) Credit: 3**
This course is designed to provide an understanding of the total quality management methods and procedures necessary to produce quality products and services. Students will learn how to establish management controls that result in minimum deviation from desired standards, calculate the true costs of producing an inferior product, analyze symptoms of organizations that lack commitment to total quality management, and define the role of each level of management and of each employer.
- MGMT 2320 Business Operations (3-0) Credit: 3**
This course is an introduction and practical approach to small business operations and management. Subjects include the analysis of one's personal skills, experience, and expectations in starting a business; technical and managerial skills necessary to run a business profitably; market place statistics; gathering and analyzing data; purchasing and inventory; record-keeping; and product marketing. Other subjects include tax considerations for small business; revenue sources; and measures of profitability.
- MGMT 2321 Business Plan Development (3-0) Credit: 3**
This course 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 and promotional plan, and the development of a business financial plan. Students will prepare a business prospectus that will describe a business the students want to develop or expand.
- MGMT 2322 Salesmanship (3-0) Credit: 3**
This is a course in professional personal selling designed for those students who will most likely represent organizations that sell products to the public and other organizations.
- MGMT 2351 Advanced Leadership (3-0) Credit: 3**
Presents advanced leadership and management techniques, organizational goals, problem solving, communications and management of changes.
- MGMT 2354 Management Problems (3-0) Credit: 3**
This course is designed to develop and improve the soldier's skills to enable him/her to effectively execute the duties required of the military manager.
- MGMT 2358 Trainer's Workshop (TW) (2.5-0) Credit: 3**
This course provides management of training for the small unit, individual SQT and small group performance oriented training.
- MGMT 2381 Job Performance and Motivation [MGMT 2201] (3-0) Credit: 3**
A course designed to provide managers with the capability of applying approaches that influence employee job performance through the adoption of appropriate leadership and motivation techniques, and assessment of group and individual behavior patterns. Communication problem solving techniques in a changing society, as they affect the day-to-day efforts of subordinates, will also be explored.
- MGMT 2382 Individual Orientation Techniques [MGMT 2202] (3-0) Credit: 3**
A course designed to provide managers with the skills required to orient personnel in individual job tasks and to facilitate the continuity of the organization's functions.
- MGMT 2383 Group Orientation Techniques [MGMT 2203] (3-0) Credit: 3**
A course designed to develop managerial skills required in group training efforts. Emphasis is placed on integrating individual experiences into the group orientation efforts. Prerequisite: MGMT 2382.
- MGMT 2384 Assessing of Training Standards, Goals and Objectives [MGMT 2204] (3-0) Credit: 3**
A course designed to provide managers with the ability to establish realistic and relevant training standards. The relationship among organizational goals, training objectives, and training standards are emphasized to ensure continuity of effort. Personnel involved in the process and appropriate strategies and methodologies in the establishment of training standards are also stressed. Prerequisite: MGMT 1201.

MGMT 2385 Management Training Theory [MGMT 2295] (3-0) Credit: 3
This course provides the manager with a basic knowledge of management training theories and application of the aspects of training which influence effectiveness of management and the learning process.

MGMT 2386 Management Learning Strategies [MGMT 2206] (3-0) Credit: 3
This course is designed to provide managers with a systematic approach to training program development. Theoretical and empirical modes of learning and topics related to social problems affecting the design of instruction environments will be emphasized.

Management and Marketing (MGMK)

MGMK1101 Leadership Development I (1-1) Credit: 1

The purpose of this course is to develop an awareness of respect for education in marketing and distribution which will contribute to occupational competence, and to promote understanding and appreciation for the responsibility of citizenship in our free, competitive enterprise system. It is intended for students who are preparing themselves for careers in middle management, sales, advertising, finance, retailing, wholesaling, insurance, real estate, fashion merchandising, food service management, hotel/motel management, and other marketing-oriented occupations. Students will be expected to participate in a student vocational leadership organization, Junior Collegiate Distributive Education Clubs of America (DECA). (Approval of a Management and Marketing Coordinator is required for admission.)

MGMK1102 Leadership Development II (1-1) Credit: 1

This course is a continuation of MGMA 1101. Prerequisite: MGMA 1101 and consent of a Management and Marketing Coordinator.

MGMK1103 Leadership Development III (1-1) Credit: 1

This course is a continuation of MGMA 1102. Prerequisite: MGMA 1102 and consent of a Management and Marketing Coordinator.

MGMK1308 Small Business Management (3-0) Credit: 3

Methods and applications of financial management in a small business. Primary emphasis on internal controls and sales accountability. Secondary emphasis on budgeting, forecasting, effective sales/labor relations, and licensing requirements.

MGMK1311 Retail Management (3-0) Credit: 3

This course is for persons intending to develop careers in retailing or marketing as well as for those seeking an introduction to the field of retailing. It contains an overview of retailing - from the development and growth of retailing to an analysis of the consumer. The impact of innovation and competition on retail institutions is studied, as well as the influence of fashion, computers, and consumerism in the industry. Other subjects include: types of ownership, types of merchandise sold, the human and physical sides of store management, merchandising, selling, advertising, sales promotion, profit and pricing techniques.

MGMK1401 Management and Marketing I (1-20) Credit: 4

This course consists of on-the-job management training that utilizes the principles, skills and knowledge gained in the theoretical setting of the classroom. The student is employed at an approved work station under the supervision of the College Management and Marketing Coordinator.

MGMK1402 Management and Marketing II (1-20) Credit: 4

This is a continuation of Management and Marketing Internship I. Prerequisite: MGMA 1401.

MGMK2301 Marketing Principles (3-0) Credit: 3

This is an introductory course to the practices and principles of contemporary marketing. Instruction includes marketing planning and information, buyer behavior and market segmentation, product and service strategies, pricing strategies, distribution strategies, promotional strategies, and marketing in special settings. Instructional methods include lectures, discussions, and case study analysis.

MGMK2316 Management Applications I**(1-5) Credit: 3**

This course is a management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in his/her place of business and career field. The course is designed for the student desiring to further his/her management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. Prerequisite: Departmental consent.

MGMK2317 Management Applications II**(1-5) Credit: 3**

Management Applications II is the second in a two-part management laboratory sequence that emphasizes management decision-making skills for various business career fields. Instruction is individually tailored to meet the specific career needs of the student. The course is designed for the student desiring to further his/her management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. Prerequisite: MGMK 2316 and departmental consent.

MGMK2320 Business Operations**(3-0) Credit: 3**

This course is an introduction and practical approach to small business operations and management. Subjects include the analysis of one's personal skills, experience, and expectations in starting a business, technical and managerial skills necessary to run a business profitably, marketplace statistics, gathering and analyzing data, purchasing and inventory, record-keeping, and product marketing. Other subjects include tax considerations for small business, revenue sources, and measures of profitability. Members of the Students in Free Enterprise (SIFE) Organization that participate during the entire training program will receive credit for this course with the approval of the SIFE Fellow.

MGMK2321 Business Plan Development**(3-3) Credit: 3**

This course involves the development of 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 and promotional plan, and the development of a business financial plan. Students will prepare a business prospectus that will describe a business the student wants to develop or expand.

MGMK2401 Management and Marketing Internship II**(1-20) Credit: 4**

This course is a continuation of Management and Marketing Internship II. Prerequisite MGMK 1402.

MGMK2402 Management and Marketing Internship IV**(1-20) Credit: 4**

This course is a continuation of Management and Marketing Internship III. Prerequisite: MGMK 2401.

Mathematics (MATH)

MATH 1171 Basic Concepts of Statistics [MATH 1101]**(1.25-0) Credit: 1**

Basic Concepts of Statistics is a one semester hour course designed to present introductory statistical methods. Emphasis is placed on the theory of probability and basic understanding of statistical language and mathematical symbols used. This course will introduce the student to collection and tabulation of data, sampling, averages, probability and distribution.

MATH 1314 College Algebra [MATH 1302]**(3-0) Credit: 3**

Topics include theory of equations, exponential and logarithmic functions, systems of linear equations, matrices and determinants, arithmetic and geometric sequences, binomial theorem, permutations and combinations. This course is recommended for students intending to enroll in advanced mathematics courses. Prerequisite: DSMA 0303 or equivalent, or acceptable placement test score.

MATH 1316 Trigonometry [MATH 1303]**(3-0) Credit: 3**

Wrapping function, circular functions, trigonometric functions, polar coordinates, identities, applications to right triangles and oblique triangles, inverse functions, trigonometric equations. Prerequisite: DSMA 0303 or equivalent.

MATH 1324 Finite Mathematics [MATH 1305]**(3-0) Credit: 3**

Topics include linear systems, matrices, linear programming, set theory, counting theory, probability, statistics. Prerequisite: DSMA 0303 or equivalent.

MATH 1342 Elementary Statistics [MATH 1308] (3-0) Credit: 3
Collection and tabulation of data, bar charts, graphs, sampling, averages, dispersion, correlation, index numbers, normal curve, probability, inferential statistics, applications. Prerequisite: DSMA 0303 or equivalent.

MATH 1348 Analytic Geometry [MATH 1304] (3-0) Credit: 3
An algebraic treatment of straight lines, circles, parabolas, hyperbolas, ellipses. Transformation of coordinates, curve sketching, polar coordinates. Prerequisite: MATH 1316 or equivalent and MATH 1314.

MATH 2313 Calculus I (Fall) [MATH 2301] (3-0) Credit: 3
A first course in differential calculus. Prerequisite: MATH 1348 or equivalent or concurrent enrollment in MATH 1348.

MATH 2314 Calculus II (Spring) [MATH 2302] (3-0) Credit: 3
A first course in Integral Calculus. Prerequisite: MATH 2313 or equivalent.

MATH 2315 Calculus III (Summer) [MATH 2303] (3-0) Credit: 3
A further study of limits, functions, sequences, series, elementary differential equations, partial derivatives, multiple integrals, surface integrals. Prerequisite: MATH 2314 or equivalent.

MATH 2320 Differential Equations [MATH 2304] (3-0) Credit: 3
Fourier series, linear differential equations, Laplace transforms, and series solution, all with applications. Prerequisite: Math 2315.

Medical Laboratory Technician (MELT)

MELT 1402 Hematology (3-3) Credit: 4
That branch of medical laboratory science involving the morphology of blood and blood forming tissues. Included will be studies of normal and abnormal hematological states and coagulation studies. Prerequisite: MELT 1601.

MELT 1601 Introduction to Medical Laboratory Techniques (4-6) Credit: 6
This course will be a general introduction to Medical Laboratory Technology. It will include the following: instrumentation, urinalysis, phlebotomy, immunology, blood bank and microbiology.

MELT 2401 Clinical Practice II (1-17) Credit: 4
Clinical experience totaling 176 hours in an approved clinical facility and conference with instructor are required. Prerequisite: MELT 2502.

MELT 2402 Medical Microbiology I (3-3) Credit: 4
This course includes the morphology and relationship of pathogenic organisms in the human body. Primary emphasis will be placed on identification and isolation. Prerequisite: MELT 1601.

MELT 2403 Immunology & Immunohematology (3-3) Credit: 4
The science that deals with blood group antigens and antibodies. Included will be exercises involved in the detection of foreign antibodies in the patient. Blood grouping and Rh factor, cross matching blood for transfusions and illnesses associated with blood incompatibilities such as hemolytic diseases of the newborn. Suppression of antibody production with the use of products for preventive therapy will be studied. Prerequisite: MELT 1402.

MELT 2404 Medical Microbiology II (3-3) Credit: 4
Continuation of MELT 2402. It will also include parasitology and mycology. Primary emphasis will be placed on identification. Prerequisite: MELT 1601.

MELT 2405 Clinical Chemistry (3-3) Credit: 4
Designed to study blood chemistry covering vital organs of the body and their effect on the blood chemistry. Deals with chemical analysis of body fluids. Prerequisites: CHEM 1401, 1402, MELT 1601, MATH 1302.

MELT 2406 Clinical Practice III**(1-17) Credit: 4**

Clinical experience totaling 176 hours in an approved clinical laboratory, plus clinical conference with the laboratory director and/or instructor. Prerequisites: MELT 2402, 2403, and 2502.

MELT 2502 Clinical Practice I**(1-19) Credit: 5**

Clinical experience totaling 224 hours in an approved clinical facility and conference with instructor are required. Prerequisites: BIOL 1405, CHEM 1401, MATH 1302, MISC 1450.

Microcomputer Technology (MISC)**MISC 1131 Introduction to Unix****(1-0) Credit: 1**

An introduction to the fundamentals of Unix. Topics include an overview of system structure, file systems, shells, shell scripts, communications, system administration, and a comparison of UNIX and MS-DOS capabilities. Provides practical lab exercises by topic.

MISC 1141 MS-DOS Fundamentals**(1-1) Credit: 1**

A coverage of commonly used DOS commands and procedures. Introduces basic DOS concepts, disk preparation, storing and retrieving of information on disk, and file manipulation.

MISC 1306 Introduction to BASIC**(2-1) Credit: 3**

Offers an introduction to programming in BASIC for the student interested in using a computer at home, in a small business or as a tool in a subject area such as math or science. Applications will illustrate personal computing techniques. Introduction to programming for non-computer majors.

MISC 1400 Microcomputer Fundamentals**(3-3) Credit: 4**

Provides the student with fundamental skills needed in designing computer programs. Focus will be on problem analysis and developing algorithms for the step-by-step solution to problems. Students will learn to use a microcomputer under the MS-DOS operating system in a hands-on environment. A microcomputer language will be used for programming and debugging.

MISC 1403 Introduction to Computer Science and Programming**(3-3) Credit: 4**

Problem solving, algorithm development, pseudo code flow charting and a high level language are covered in-depth.

MISC 1404 COBOL Programming**(3-3) Credit: 4**

Provides the student with skills and fundamentals in solving business data processing problems using COBOL. The student becomes effective in COBOL programming techniques involving sequential files, single and double dimension table handling, and control breaks.

MISC 1405 Computer Concepts and Analysis**(3-3) Credit: 4**

Provides the essential foundation for computer science majors in computer concepts, terminology, and business computer systems. Students will be introduced to word processor and spread sheet software.

MISC 1406 Computer Organization & Architecture**(3-3) Credit: 4**

A study of hardware and software characteristics of digital computers. Designed to give the student an understanding of how the fundamental principles by which computers work affect and govern programming techniques. Topics include data representation, machine instruction types, fetch and execution cycles, interrupt schemes, metaprograms, I/O handling, and assembler concepts. Prerequisites: (MISC 1403 or MISC 1451) and (MISC 1405).

MISC 1420 Word Processing for Microcomputers**(3-3) Credit: 4**

An entry level course designed to teach the use of a current state-of-the-art word processor in a hands-on environment to include installation of word processor software.

MISC 1430 Spreadsheets for Microcomputers**(3-3) Credit: 4**

An entry level course designed to teach and use of a current state-of-the-art spreadsheet in a hands-on environment to include installation of spreadsheet software.

- MISC 1440 Data Base for Microcomputers** (3-3) **Credit: 4**
An entry level course designed to teach the use of a current state-of-the-art data base in a hands-on environment to include installation of data base software.
- MISC 1450 Microcomputers for Business** (3-3) **Credit: 4**
An introduction to the use of the microcomputer as a business tool. Designed specifically for the business oriented, this course will provide familiarity with the microcomputer and its use in the business sector. A hands-on introduction to the use of a word processor, spreadsheet, and database is provided. Types of hardware and software available for business will be studied.
- MISC 1451 Introduction to Microcomputer Programming** (3-3) **Credit: 4**
Introductory programming course for Microcomputer Technology Major. Problem solving, algorithm development, pseudo code and flow charting. A high level language is covered in-depth through programming assignments.
- MISC 1454 PASCAL Programming** (3-3) **Credit: 4**
A thorough coverage of Structured Programming. Emphasis on top-down programming and modular organization. Major topics to be covered include constants, variables, expressions, input and output, self-contained procedures, making decision (REPEAT-UNTIL, WHILE-DO and FOR loops), data types, arrays, character strings, records and set pointers, and disk files. Prerequisite: MISC 1451 or COSC 1403.
- MISC 1460 Desk-Top Publishing** (3-3) **Credit: 4**
Designed to provide the student with a working knowledge of desktop publishing. Taught in a hands-on environment. Prerequisite: MISC 1420 or MISC 1450.
- MISC 1461 Operating Systems** (3-3) **Credit: 4**
A study of microcomputer operating systems. Topics include commands, system configuration, batch files, directory and hard disk management. Prerequisite: 8 semester hours of computer courses.
- MISC 2301 Information Center Management** (3-0) **Credit: 3**
Defines the infrastructure of information centers and describes their role and responsibilities in terms of assisting professionals with varying degrees of computer knowledge in using computer technology in the performance of their job function. Prerequisite: MISC 1450.
- MISC 2302 Hardware/Software Selection and Acquisition** (3-0) **Credit: 3**
Selection and acquisition of hardware and software. Topics include capacity sizing of key hardware components, compatibility considerations, lease/purchase alternatives, in-house versus packaged software, documentation and training provided, vendor responsibilities and support, future up-grade capability to support growth, procurement proposals and contracting. Prerequisite: 12 semester hours of MISC courses or equivalent experience.
- MISC 2401 Advanced COBOL** (3-3) **Credit: 4**
Offers the student of COBOL programming an in-depth study of the theory, programming techniques, and programming efficiencies that will be required of the commercial COBOL programmer. A thorough coverage is given to file design and the special features of ANSI COBOL language. Emphasis is placed on multi-dimensional table handling, searching and sorting techniques, and indexed file manipulation. Structured design and programming will be stressed. Prerequisite: MISC 1404.
- MISC 2402 Systems in the MIS Environment** (3-3) **Credit: 4**
This course examines advanced systems including data base, distributed processing, teleprocessing, local area networks, management information systems and decision support systems. Emphasis will be placed on database management systems through the development of a data base project. Prerequisite: 12 semester hours of computer courses.
- MISC 2405 Information Structures** (3-3) **Credit: 4**
Advanced programming techniques to include two and three dimensional arrays, linked list, index structures, binary search, sorting techniques, direct access process, and subroutines. Programs will be written in a high-level language. Prerequisite: Eight semester hours of programming.

MISC 2453 Advanced BASIC Programming (3-3) Credit: 4

An in-depth study of advanced techniques for writing efficient and well designed commercial applications. Interactive and conversational programming techniques, to include data editing, menus, string manipulation. File handling will be emphasized. Prerequisite: MISC 1451 and one other programming language.

MISC 2454 Data Communications & Networking (3-3) Credit: 4

A study of data communications and networking of microcomputer systems. Topics include communications hardware and software, and Local Area Networks. Prerequisite: MISC 1461.

MISC 2455 Microcomputer Field Projects (1-9) Credit: 4

This course consists of practical applications in the field of microcomputers. It is designed to fit the career objectives of the student. Prerequisite: Approval of Department Chairman.

MISC 2456 C Language Programming I (3-3) Credit: 4

The use of C in application programming. Major topics include fundamental flow-control constructions, statement grouping, decision-making, looping with termination test at top (While, For) or bottom (Do), and case selection (Switch). Detailed use of functions with internal, external, and global variables. Address arithmetic and call by reference will also be covered. Prerequisite: COSC 2404 or MISC 1454.

MISC 2457 Programming with ADA* (3-3) Credit: 4

An introduction of the basic syntax and semantics of ADA programming language. The design and use of the language will be the general theme of the course while programming exercises will be used to illustrate specific implementations of the language structure. Emphasis will be on importance of style and linguistic considerations. Prerequisite: MISC 1454.

MISC 2458 C Language Programming II (3-3) Credit: 4

This course builds upon the skill attained in MISC 2456 C Language Programming I. Major topics include an analysis of searching and sorting algorithms pertaining to structures such as linked-lists; sparse memory management; and binary trees. Software engineering concepts and project management techniques are covered. Numerous programming exercises and projects are used to reinforce concepts. Prerequisite: MISC 2456.

* ADA is a registered trademark of the United States Department of Defense.

Music (MUSI)

MUSI 1141 Choir [MUSI 1107] (1-2) Credit: 1

This course is recommended to all music students, but it is open to all college students. Preparation for on-campus and public performances.

MUSI 1181 Class Piano I [MUSI 1101] (1-1) Credit: 1

Introduction to the keyboard, the study of Mikrokosmos Vol. 1 by Bartok, easy selections from the classic and contemporary piano literature. Scales on two octaves through two key signature. Memory work is emphasized throughout. One hour daily practice required. Prerequisite: Credit or enrollment in MUSI 1301 or 1302.

MUSI 1182 Class Piano II [MUSI 1102] (1-1) Credit: 1

A continuation of Class Piano I. Scales, chords and arpeggios on two octaves through two key signatures. Literature: Little Dances by Bach, a classic Sonatina, selections from the easy romantic and contemporary piano literature. Memory work is emphasized throughout. One hour daily practice required. Prerequisite: MUSI 1181 or consent of the instructor; credit or enrollment in MUSI 1301 or 1302.

MUSI 1183, 1184 Class Voice I & II [MUSI 1105, 1106] (1-1) Credit: 1,1

These courses are 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. Prerequisite: Credit or enrollment in MUSI 1301.

- MUSI 1216 Ear Training I [MUSI 1205]** (1-2) Credit: 2
 This course is designed to help the student develop the aural skills pertinent to proficiency in music theory. It includes the study and proper identification of melodic patterns, intervals and triads, and exercises in melodic dictation. Prerequisite: Credit or enrollment in MUSI 1301.
- MUSI 1217 Ear Training II [MUSI 1206]** (1-2) Credit: 2
 A continuation of Ear Training I. Sight singing, intervals, triads, and seventh chords, asymmetric and mixed meters. Exercises in melodic and harmonic dictation. Prerequisite: MUSI 1216 and credit or enrollment in MUSI 1302.
- MUSI 1269, 1270 Private Piano I & II [MUSI 1201-1202]** (0-2) Credit: 2, 2
 For students with considerable keyboard skill. Scales, chords and arpeggios on four octaves in all keys. Literature: Two- or Three-part Inventions by Bach, a Classic Sonata, selections from the romantic, impressionistic and modern piano literature. All work is to be memorized. One hour private lesson per week. Two hours daily practice required. Prerequisite: MUSI 2182 or audition, credit or enrollment in MUSI 1302, 2311, or 2312.
- MUSI 1281, 1282 Private Voice I & II [MUSI 1203-1204]** (0-2) Credit: 2, 2
 A continuation of the principles of Class Voice I and Class Voice II, with greater depth and concentration. Students learn to improve breath control, diction, and tone quality. The literature includes songs in English and Italian, and for more advanced students, German and French. Prerequisite: MUSI 1184 and/or audition; credit or enrollment in MUSI 1301 or 1302.
- MUSI 1301 Music Fundamentals** (2-1) Credit: 3
 An introduction to music through the audio-visual relative solmization method. Study of the pentatonic, modal and diatonic scales, key signatures, intervals, triads, cadences; introduction to four-part writing. Limited ear training and sight singing exercises and melodic dictation. Cadences on the keyboard.
- MUSI 1302 Music Theory** (2-1) Credit: 3
 A continuation of Music Fundamentals with an introduction to the harmonic materials of the 18th and 19th centuries. Harmonic progressions with root and inverted triads, the dominant seventh chord, secondary dominants, the sequence. Analysis of short works. Cadences and sequences on the keyboard. Prerequisite: MUSI 1301 or consent of the instructor.
- MUSI 1306 Music Appreciation [MUSI 1305]** (3-0) Credit: 3
 This course is designed for the music student as well as 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.
- MUSI 1308 Music Literature I [MUSI 2304]** (3-1) Credit: 3
 A survey of the development of music from the Ancient World to the present time, with an in-depth study of the music from the 15th through the 19th century. Principal forms, periods and composers and the literature of each of the historical periods.
- MUSI 1309 Music Literature II [MUSI 2305]** (3-1) Credit: 3
 A continuation of Music Literature I with an in-depth study of music in the periods of the late 19th and 20th centuries; the concurrent symphonic and concert literature of today; voice, choral, and instrumental organizations.
- MUSI 2271, 2272 Private Piano III & IV [MUSI 2201-2202]** (0-2) Credit: 2, 2
 Scales, chords and arpeggios on four octaves in all keys. Literature: WTC Preludes and Fugues by Bach, a classic Sonata or a standard Concerto, selections from the romantic, impressionistic and modern piano literature. All work is to be memorized. One hour private lesson per week. Two hours daily practice required. Prerequisite: MUSI 1270 and credit or enrollment in MUSI 2311.
- MUSI 2181 Class Piano III [MUSI 1103]** (1-1) Credit: 1
 Scales, chords and arpeggios on two octaves through three key signatures. Literature: Short Preludes by Bach, a classic Sonatina, selection from the romantic and contemporary piano literature. All work is to be memorized. One hour daily practice required. Prerequisite: MUSI 1182 or consent of the instructor, credit or enrollment in MUSI 1301, 1302 or 2311.

MUSI 2182 Class Piano IV [MUSI 1104] (1-1) Credit: 1

A continuation of Class Piano III. Scales, chords and arpeggios on two octaves through four key signatures. Literature: Short Preludes by Bach, a classic Sonatina, selection from the romantic and contemporary piano literature. All work is to be memorized. One hour minimum daily practice required. This course is a preparation for private piano and may be repeated until the student is ready to meet the entrance requirements for MUSI 1269. Prerequisite: MUSI 2181 or consent of the instructor, credit or enrollment in MUSI 1302, 2311 or 2312.

MUSI 2283, 2284 Private Voice III & IV [MUSI 2203-2204] (0-2) Credit: 2,2

A continuation of MUSI 1281 and 1282. More difficult songs from the classic and romantic literature, oratorio and operatic arias, modern French songs, 20th century American songs. One one-hour private lesson per week. Prerequisite: MUSI 1282 and credit or enrollment in MUSI 2311 or 2312.

MUSI 2303 Piano Pedagogy (2-1) Credit: 3

Open to music majors only. The study of piano teaching methods from the beginning through the intermediate grades. The development of technique, memory, style, and musicianship. The planning of a balanced repertoire, review and evaluation of piano literature. Laboratory includes supervised practice teaching. Prerequisite: Credit or enrollment in MUSI 2272 and 1302 or consent of the instructor.

MUSI 2311 Intermediate Harmony [MUSI 2306] (3-2) Credit: 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 dictation for the keyboard. Prerequisite: MUSI 1302.

MUSI 2312 Advanced Harmony [MUSI 2307] (3-2) Credit: 3

The study of harmony as an organizing element of the large-scale musical structure. Diatonic, chromatic and enharmonic modulations; the modulating sequence. Melody harmonization, analysis of larger works, harmonic dictation. Modulation to related and distant keys on the keyboard. Prerequisite: MUSI 2311.

MUSI 2369, 2370 Advanced Private Piano I & II (0-2) Credit: 3,3

Scales, chords and arpeggios on four octaves in all keys. Literature: Partitas, Suites or Preludes and Fugues by Bach, a Beethoven Sonata or a standard Concerto, romantic, impressionistic and modern selections. All work is to be memorized. One hour private lesson per week. Three hours daily practice required. Prerequisite: MUSI 2272 or audition, credit or enrollment in MUSI 2311 or 2312.

Nursing (NURI)

NURI 1101 Psychiatric Nursing I (1-1) Credit: 1

This course introduces the student to the care of the persons experiencing mental health problems. Emphasis is placed upon the nurse-patient relationship, the role of the nurse in the provision of care in various settings, and therapeutic communication techniques. Clinical Application is made in settings where people seek help for non-psychiatric health care problems. There is a one hour application seminar in this course. Prerequisite: NURI 1901. Corequisite: NURI 1902 or another clinical nursing course and permission of the Director.

NURI 1401 Bridging Course (3-4) Credit: 4

This course prepares LVNs for entry into the second year of the ADN program by meeting the knowledge and skill deficit needs of the individual. LVNs meeting the admission criteria will enhance their knowledge base and nursing skills through the study of the nursing process, therapeutic communications, conceptual framework of nursing practice, physical assessment, and selected needs of the psychiatric and medical surgical adult client. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, PSYC 2301, and computer science elective. Corequisite: PSYC 2308.

NURI 1901 Fundamentals of Nursing (4-20) Credit: 9

This course provides an overview of the health care field and the role of the nurse as a member of the health care team. Instruction is designed to assist the student in developing knowledge in the areas of

communication, interpersonal relations, growth and development, psychological aspects of patient care, health teaching, safety, asepsis technical skills, pharmacology, nursing math, nutrition nursing process, nursing history, trends, legal aspects of self evaluation. Area hospitals and health agencies and various community agencies provide opportunity for clinical experience and/or observation. Corequisite: BIOL 2401. Prerequisites: ENGL 1301, PSYC 2301 and computer science and mathematic elective.

NURI 1902 Medical-Surgical Nursing I (4-20) Credit: 9

This course is a development of knowledge, skills and attitudes necessary for planning, implementing and evaluating the nursing care of adult patients with medical and surgical problems in non-critical care areas. Includes special emphasis on perioperative nursing care of surgical patients. Content focuses on disease processes involving all body systems, diet therapy, pharmacology, communication, culture, ethnicity, religious aspects, prevention, rehabilitation, and math calculations of parenteral medications. Prerequisite: NURI 1901, BIOL 2401. Corequisite: BIOL 2402.

NURI 2101 Nursing Trends Seminar (1-0) Credit: 1

This course is designed to ease the transition from student to professional nurse status. This course will encompass the following: Legal and professional responsibilities, moral/ethical dilemmas of practice, employment issues, the health care delivery system, other current issues and trends. The seminar method is used throughout. Prerequisite: NURI 2903 and Corequisite: NURI 2904.

NURI 2102 Psychiatric Nursing II (1-1) Credit: 1

The focus of this course is on psychopathologies and the various nursing interventions appropriate for treatment. Emotional illness across all ages is included. There is a one hour application seminar in this course. Prerequisite: NURI 1901, 1902 and 1101. Corequisite: NURI 2903 or another clinical nursing course or permission of Director.

NURI 2103 Psychiatric Nursing III (0-4) Credit: 1

This course will center on clinical application of psychiatric nursing concepts in the care of persons seeking help for emotional/mental health problems. Students are guided in use of techniques of establishing, maintaining and terminating therapeutic nurse-patient/client relationships. A number of community facilities will be utilized for student's supervised clinical experience. Prerequisite: NURI 2102, 2903 and Corequisite: NURI 2904.

NURI 2903 Maternal & Child Health Nursing (4-20) Credit: 9

The parents, child, extended family and/or significant others are considered a unit in this course. Nursing care experience includes maternity care (antepartum, intrapartum, and postpartum), neonatal care, and pediatric care. The different needs of children related to developmental stages and pathological conditions are emphasized in pediatric nursing. In maternity, the focus is on the uncomplicated pregnancy, but complications are also included. Family planning, health teaching, and family adaptation to problems of daily living are also discussed. Prerequisite: NURI 1902, BIOL 2421 and PSYC 2303. Corequisite: BIOL 2402 and NURI 2102.

NURI 2904 Medical-Surgical Nursing II (4-20) Credit: 9

The course aids the student in developing skills in caring for groups of patients with more complicated medical-surgical nursing problems. The patient and significant others are considered in the planning and administering of nursing care by use of the nursing process in the hospital, planning for discharge and continuing care in the home or with other agencies. Experiences in team nursing will provide the student with the opportunity to function as a team member and to develop beginning skills of team leading. Lectures, seminar discussions, group work, audio-visual aids, simulated experience projects, independent research projects, and nursing conferences may be utilized in addition to clinical practice. Prerequisite: NURI 2903 and BIOL 2421.

Office Administration (OADM)

OADM 1131 Beginning Typing I (1.5-1.5) Credit: 1

A beginning course in touch typing. The course will emphasize mastery of machine parts and the keyboard.

- OADM 1133 Intermediate Typing I** (1.5-1.5) **Credit: 1**
A continuation of Beginning Typing II and Beginning Typewriting. Students will increase typing accuracy and speed. Prerequisite: OADM 1303 or 1232 or ability to type 25 WPM for five minutes with no more than five errors.
- OADM 1232 Beginning Typing II** (1.5-1.5) **Credit: 2**
A continuation of Beginning Typing I. Special emphasis will be placed on speed development. The course will include an introduction to letter writing, tabulating, and preparing manuscripts. Prerequisite: OADM 1131.
- OADM 1234 Intermediate Typing II** (1.5-1.5) **Credit: 2**
A continuation of Intermediate Typing I. Students will compose and type business letters, tabulations, and manuscripts of a more demanding nature. Prerequisite: OADM 1133.
- OADM 1301 Beginning Shorthand** (3-3) **Credit: 3**
An introduction of shorthand. Students will receive initial training in shorthand emphasizing reading, writing, theory principles, brief forms, and related activities.
- OADM 1302 Intermediate Shorthand** (3-3) **Credit: 3**
Students will continue shorthand training and reinforcement of theory. Prerequisite: OADM 1301 or equivalent.
- OADM 1303 Beginning Typewriting** (3-3) **Credit: 3**
A beginning course in touch typewriting for the mastery of machine parts and the keyboard. Special emphasis on speed development, including an introduction to letter writing, tabulating, and preparing manuscripts.
- OADM 1304 Intermediate Typewriting** (3-3) **Credit: 3**
A continuation of OADM 1303. Additional skills in terms of accuracy and speed will be evidenced by students. Composition and typing of business letters, tabulations, and manuscripts of a more demanding content will be instructed.
- OADM 1305 Records Management** (3-0) **Credit: 3**
This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods, procedures for the operation and control of manual and automated storage systems; rules for indexing, and principles for the selection of records equipment and supplies. Prerequisite: WOPO 1303.
- OADM 1306 Office Functions** (3-0) **Credit: 3**
Designed for the student who wishes to prepare for a career as an executive secretary. The following topics are covered: human relations skills, meetings and conferences, travel arrangements, information sources, mail handling, telephone techniques, receptionist duties, scheduling, and related office routines.
- OADM 1308 Business Correspondence** (3-0) **Credit: 3**
A course designed to teach effective business writing and to give practice in composing all types of business letters and reports. Keyboarding ability and sound background in English are strongly recommended.
- OADM 1309 Business Mathematics & Calculating Machines** (3-3) **Credit: 3**
Technique familiarization in the operation of the most commonly used office machines: computation; calculations; speed drills; percentages, discounts and net values, chain discounts, and business forms. Emphasis will be placed on business mathematics.
- OADM 1401 Administrative Secretarial Cooperative Training I** (1-20) **Credit: 4**
This course consists of on-the-job administrative secretarial training that utilizes the principles, skills, and knowledge gained in the setting of the classroom. The student is employed at an approved work station under the supervision of the Office Administration Department Coordinator.

OADM 2301 Advanced Shorthand (3-3) **Credit: 3**
Students will improve their ability to take dictation and transcribe mailable copy. Theory principles, brief form derivatives, vocabulary development, speed building, mailable transcription, and office style dictation will be emphasized. Prerequisite: OADM 1302 or equivalent.

OADM 2302 Advanced Typewriting (3-3) **Credit: 3**
This course includes advanced work in such specialized production as tabulation, inter-office correspondence, manuscripts, telegrams, legal forms, medical forms, special inter-office forms, and additional work on the arrangement of business letters with special features. Prerequisite: OADM 1303, 1304.

OADM 2304 Office Accounting I (3-3) **Credit: 3**
Elementary principles of accounting, journalization, posting, statements, special journals, subsidiary ledgers, payroll records, and payroll taxes. Special emphasis is placed on personal, family, and small business accounting systems.

OADM 2305 Office Accounting II (3-3) **Credit: 3**
Analysis and recording of business transactions, use of the journal and ledgers, trial balance and work sheets, adjusting and closing entries, accounting statements, introduction to partnership and corporate accounting, special journals and ledgers, business papers and business procedures relating to accounting voucher systems. Prerequisite: OADM 2304 or equivalent.

OADM 2307 Automated Office Management (3-0) **Credit: 3**
This course includes topics of instruction in office procedures, work simplification, selection and training of office workers, supervision, office etiquette and ethics, and an analysis of the responsibilities of the manager, secretary, clerk, and other office workers. The student is given an opportunity to relate knowledge, information and skills acquired in previous academic courses. Special emphasis is placed on the relationship of various systems that affect the modern office. Prerequisite: Sophomore standing or consent of the instructor.

OADM 2308 Office Occupations Internship (1-5) **Credit: 3**
The student will be provided a combination of occupationally related classroom instruction and on-the-job training in cooperation with offices within the Office Administration Department and other campus offices. Actual work training will be available in the following areas: keyboarding, filing, duplication, use of telephone, preparation of correspondence, voice transcription machine, record keeping, proofreading, etc.

OADM 2309 Office Administration Internship (1-5) **Credit: 3**
Students will be provided a combination of occupational related class work instruction and on-the-job training in cooperation with Office Administration Department and other campus offices. Students will demonstrate advanced competencies with work experiences in the following areas: taking dictation, keyboarding, letter composing, telephone procedures, filing; work scheduling, financial calculating, duplicating, transcribing from dictation equipment, etc.

OADM 2350 Machine Shorthand (3-3) **Credit: 3**
This course is an introduction to machine shorthand. It covers machine shorthand principles, abbreviations, derivatives, word lists, and operation of the machine. The students develop dexterity and keyboard mastery through writing practices and laboratory exercises.

OADM 2401 Administrative Secretarial Cooperative Training II (1-20) **Credit: 4**

This course is a continuation of the Administrative Secretarial Cooperative Training I. Prerequisite: OADM 1401.

Offset Printing (OPRT)

OPRT 1301 Introduction to Offset Printing (2-4) Credit: 3

This course offers the student an introduction to offset printing with a general survey of various printing processes and their uses in industry. The history of printing, the techniques involved in the production and distribution of printing materials, the kinds of printing industries, and printing terminology are included. It provides an introduction to all equipment and how each piece of equipment relates to the total plant operation.

OPRT 1302 Camera and Darkroom Procedures, Stripping and Platemaking I (2-5) Credit: 3

Basic camera operations and darkroom procedures including percentage size calculations, simple line shots, and film processing by the tray method. Basic techniques in the precise layout of simple line negative, halftones, and combinations. Selection of proper plates for specific jobs and the exposing and developing of plates.

OPRT 1303 Offset Press Operation I (2-4) Credit: 3

Basic theory and techniques in the operation of the small (duplicator) offset press, including the "offset principle," feeding all types of stock, image position, sheet delivery, and the maintaining of correct image density.

OPRT 1304 Bindery Operations (2-5) Credit: 3

Theory and operation of the paper cutter, paper drill, stitcher, collator and paper folder and basic binding techniques. This course also contains a study of the basic characteristics of paper and ink and the processes involved in the manufacture.

OPRT 1305 Copy Preparation & Layout (2-4) Credit: 3

A study of various methods of producing body and display type is conducted. Students are taught the operations for producing both body and display type and procedures for basic copy layout and pasteups. Prerequisite: OPRT 1301 or OPRT 1302.

OPRT 1308 Offset Printing Equipment Maintenance (2-5) Credit: 3

A thorough study of the adjustments, preventive maintenance and simple repair on darkroom, composing room, press room and bindery equipment. Prerequisite: OPRT 1301 or OPRT 1303.

OPRT 2301 Camera and Darkroom Procedures, Stripping and Platemaking II (2-5) Credit: 3

Advanced theory and techniques of line copy reproduction, with emphasis on halftone reproductions, including duotone color and multi-color stripping and plate processing of line copy. Prerequisite: OPRT 1302.

OPRT 2302 Offset Press Operation II (2-4) Credit: 3

Advanced offset press operation including printing of large solids, duotone and multi-color line copy. Students will train on more advanced equipment and improve the skills acquired in the previous offset press operation course. Prerequisite: OPRT 1303.

Peace Officer Training (CEPO)

CEPO 0107 Basic Peace Officer Training (300-100) Credit: 0

This course provides the training for entry level peace officers that has been directed by the Texas Commission on Law Enforcement Officer Standards and Education (admittance restricted to personnel sponsored by a police agency only).

Philosophy (PHIL)

PHIL 1301 Introduction to Philosophy [PHIL 2301] (3-0) Credit: 3

A general introduction to critical and reflective thinking as applied to the basic problems of existence and the meaning of human life and institutions; study of methods and types of evidence utilized by authority, intuition, revelation, reason and scientific methods, and a study of the nature of philosophy, including its relation to religion, science, and art.

PHIL 1304 World Religions [HIST 2304] (3-0) Credit: 3

A survey course dealing with the origins, tenets, and development of the major world religions. Deductive method used to understand religion as a phenomenon in man's life. Discussion of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

PHIL 2303 Logic (3-0) Credit: 3

Nature and methods of correct reasoning, deductive proof, inductive proof, fallacies, and arguments.

PHIL 2306 Introduction to Ethics [PHIL 2302] (3-0) Credit: 3

Study of basic principles of the normal life, with critical examination of traditional and current theories of the nature of goodness, happiness, duty, and freedom.

PHIL 2307 Introduction to Social and Political Philosophy (3-0) Credit: 3

Critical examination of the major theories concerning the organization of societies and government.

PHIL 2374 History and Philosophy of Judaism [PHIL 2304] (3-0) Credit: 3

A general survey of Old Testament as to origin, literature, and history with special study of the institutions, religions, and natural life of the Hebrew people.

PHIL 2375 History and Philosophy of the Early Christian Period [PHIL 2305] (3-0) Credit: 3

The course will consist of a survey of all the New Testament literature. The Synoptic Gospels, the Johanne Corpus, Acts, the Pauline Letters, and the General Epistles. Particular attention will be given to the methods and results of contemporary critical research in the New Testament studies. Thus, both primary sources (New Testament documents) and secondary literature on the New Testament will be used.

Photography (PHOT)

PHOT 1401 Introduction to Photography (3-2) Credit: 4

This course emphasizes the handling of small cameras, film exposure, processing, contact printing and basic enlarging. Flash and existing light photography is studied with new features, action photography, and storytelling photographs. Printing and composing photographs for publication are included.

PHOT 1402 Portrait Photography (3-2) Credit: 4

A study is made of fundamental lighting, camera techniques, posing, composition, processing, and printing as applied to portraiture. Experience in retouching negatives and prints, mounting and making storytelling pictures for fashion and advertising is provided. Prerequisite: PHOT 1401 or consent of instructor.

PHOT 1403 Advanced Photography (3-2) Credit: 4

The course includes elements of composition and film exposure development for specific gamma studies. Sensitometry, advanced photographic printing, characteristics of printing papers, processing for contrast, print balance, and toning are included. Principles of filters and lenses and advanced focusing techniques are studied. Prerequisite: PHOT 1401 or consent of instructor.

PHOT 1404 Commercial Photography (3-2) Credit: 4

A study is made of fundamental differences between commercial and advertising photography. Although both are studied, emphasis will be on the commercial level such as products, houses, factories, weddings, and part photography. Emphasis on what a commercial photographer does, how business is set up, what

equipment is needed, how clients are found, what prices are charged, and new trends in the field are reviewed. Prerequisites: PHOT 1401 and 1402, or consent of the instructor.

PHOT 1405 Advanced Print Making (3-2) Credit: 4

This course includes special instruction and laboratory work in advanced print making, mounting, display, toning and tinting, and special procedures in graphic techniques in print making with higher contrast materials. Preparation of a black and white portfolio is included. Prerequisites: PHOT 1402, 1403, 1404 or consent of instructor.

PHOT 2403 Portrait Retouching (3-2) Credit: 4

Portrait negatives retouched by the use of leads, dye and etching with special attention to the study of facial structure and demonstrations in printing and retouching negatives. Some color techniques included. Prerequisite: PHOT 1402.

PHOT 2404 Photographic Production (1-8) Credit: 4

The student prepares a portfolio of photographs for the mass media, business, education, government, industry and science for presentation to staff members and to prospective employers. Individualized projects. Prerequisites: PHOT 1401, 1402, 1404 and 2406.

PHOT 2406 Color Photography I (3-2) Credit: 4

Study of primary and secondary colors of light, color temperature, color compensations in film exposure, the making of color slides for visual education, theory of color negative systems and demonstrations of Type-C printing. Prerequisite: PHOT 1401.

PHOT 2407 Color Photography II (3-2) Credit: 4

Positive and negative color film processing, sensitometry, and color printing. Prerequisite: PHOT 2406.

Physical Education (PHED)

PHED 1100 Football & Basketball [PYED 1100] (1-2) Credit: 1

PHED 1101 Volleyball & Softball [PYED 1101] (1-2) Credit: 1

PHED 1102 Beginning Badminton [PYED 1102] (1-2) Credit: 1

PHED 1103 Beginning Bowling [PYED 1103] (1-2) Credit: 1

PHED 1104 Soccer [PYED 1104] (1-2) Credit: 1

PHED 1106 Beginning Swimming [PYED 1106] (1-2) Credit: 1

PHED 1107 Beginning Tennis [PYED 1107] (1-2) Credit: 1

PHED 1108 Beginning Golf [PYED 1108] (1-2) Credit: 1

PHED 1109 Basketball & Soccer [PYED 1109] (1-2) Credit: 1

PHED 1110 Karate [PYED 1110] (1-2) Credit: 1

PHED 1111 Roller Skating [PYED 1111] (1-2) Credit: 1

PHED 1112 Angling [PYED 1112] (1-2) Credit: 1

PHED 1113 Country Western Dance [PYED 1113] (1-2) Credit: 1

PHED 1114 Volleyball [PYED 1114] (1-2) Credit: 1

PHED 1115 Basketball [PYED 1115] (1-2) Credit: 1

PHED 1117 Hunting [PYED 1117] (1-2) Credit: 1

PHED 1118 Jogging [PYED 1118] (1-2) Credit: 1

PHED 1119 Racquetball [PYED 1119] (1-2) Credit: 1

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| PHED 1120 | Body Building [PYED 1120] | (1-2) | Credit: 1 |
| PHED 1123 | Advanced Bowling [PYED 2100] | (1-2) | Credit: 1 |
| PHED 1124 | Advanced Swimming [PYED 2101] | (1-2) | Credit: 1 |
| PHED 1125 | Intermediate Tennis [PYED 2102] | (1-2) | Credit: 1 |
| PHED 1126 | Advanced Golf [PYED 2103] | (1-2) | Credit: 1 |
| PHED 1127 | Tumbling [PYED 2104] | (1-2) | Credit: 1 |
| PHED 1128 | Figure Development [PYED 2105] | (1-2) | Credit: 1 |
| PHED 1129 | Advanced Badminton [PYED 2106] | (1-2) | Credit: 1 |
| PHED 1130 | Physical Conditioning [PYED 2108] | (1-2) | Credit: 1 |
| PHED 1131 | Aerobics [PYED 2109] | (1-2) | Credit: 1 |
| PHED 1132 | Varsity Athletics [PYED 2110] | (1-2) | Credit: 1 |
| PHED 1133 | Weight Training [PYED 2111] | (1-2) | Credit: 1 |
| PHED 1134 | Cycling [PYED 2113] | (1-2) | Credit: 1 |
| PHED 1135 | Archery [PYED 2114] | (1-2) | Credit: 1 |
| PHED 1136 | Figure Control [PYED 2115] | (1-2) | Credit: 1 |
| PHED 1138 | Rhythmic Aerobics [PYED 2119] | (1-2) | Credit: 1 |
| PHED 1139 | Modern Dance [PYED 2107] | (1-2) | Credit: 1 |
| PHED 1151 | Scuba Diving [PYED 2120] | (1-2) | Credit: 1 |

Instruction in and participation in scuba diving. Prerequisite: Demonstrated swimming skills.

PHED 1301 Foundations of Physical Education [PYED 1301](3-0) Credit: 3

A course which introduces the student to the fields of health, physical education, and recreation. Emphasis on the scope and organization of professional activities, opportunities and qualifications of the professional physical educator.

PHED 1304 Foundations of Health [PYED 1302] (3-0) Credit: 3

A fundamental course in principles and problems of healthy living. Emphasis on current information and thought to be applied to individual daily lives.

PHED 1306 Safety & First Aid [PYED 2302] (3-0) Credit: 3

Health, knowledge and practice with regard to individual and group welfare; personal hygiene; community health problems; communicable disease control and health organizations. Instruction in American National Red Cross first aid methods for emergency treatments of injuries and sudden illness.

PHED 1308 Sports Officiating [PYED 2301] (3-0) Credit: 3

Theory and practice in techniques of officiating. Officiating experience.

PHED 1336 Principles of Recreational Leadership [RECR 1302] (3-0) Credit: 3

A study of the development of skills and leadership ability in various program areas of recreation including boys clubs, city recreation and armed forces. It describes recreational leadership methods for selection and discusses the principles and problems of recreational supervision.

Physical Sciences (PHYS)

PHYS 1305 Survey of Physics [PHYS 1303] (3-0) Credit: 3

A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of classical and modern physics which are the foundation of everyday phenomena.

PHYS 1311 Survey of Astronomy [ASTR 1301] (3-0) Credit: 3

A non-mathematical approach to the solar system. Beginnings of astronomy, motions of celestial bodies, minor members of the solar system, atoms and light are studies. Planetarium and observatory used in class.

PHYS 1312 Descriptive Astronomy [ASTR 1302] (3-0) Credit: 3

A non-mathematical approach to the analysis of star light, stellar characteristics, stellar evolution, the sun, galactic characteristics, and cosmology are included. Planetarium and observatory used in class.

PHYS 1315 General Physical Science [GESC 1301] (3-0) Credit: 3

This is an introductory course for students who need to acquire a basic understanding of the philosophy and methods of science. Topics will be selected from various fields of physical science and will cover a review of the basic principles and theories.

PHYS 1401 College Physics I (3-3) Credit: 4

Fundamentals of classical mechanics, heat, and sound are discussed. This course is primarily for students who plan to major in medicine, dentistry, veterinary medicine, pharmacy, and for all other students needing a two semester course in physics. The course includes three hours of lecture and three hours of laboratory per week. Prerequisite: MATH 1316 or registration therein.

PHYS 1402 College Physics II (3-3) Credit: 4

A continuation of College Physics I, fundamentals of classical electricity, magnetism, light, wave-motion, atomic and nuclear physics are covered. Prerequisite: PHYS 1401 or consent of the instructor.

PHYS 1413 Environmental Science (3-3) Credit: 4

This is a one semester lab course designed for the non-science major. Emphasis is placed on a global approach to principles and problems in our environment. Topics include energy resources, air and water pollutants, environmental causes of cancer, pesticides and other toxic chemicals, solid and hazardous wastes, noise limits, crowding, land use and abuse, economic considerations and some governmental regulatory agencies. Lab includes methods of measurement, analysis and interpretation of environmental data.

PHYS 1415 Physical Science (3-3) Credit: 4

A course designed for non-science majors which survey topics from physics, chemistry, geology, astronomy, and meteorology. Lab includes experiments designed to demonstrate principles of the Physical Sciences.

PHYS 2425 Modern Physics I [PHYS 2401] (3-3) Credit: 4

Mechanics and heat for science majors and minors, and engineering majors. Vector algebra and calculus are used. The course includes three hours of lecture and three hours of laboratory per week. Prerequisite: MATH 2313 or registration therein.

PHYS 2426 Modern Physics II [PHYS 2402] (3-3) Credit: 4

Electricity, magnetism, wave-motion and light, an introduction to modern physics for science majors and minors, and engineering majors. Vector algebra and calculus are used. The course includes three hours of lecture and three hours of laboratory per week. Prerequisite: PHYS 2425 or equivalent.

Psychology (PSYC)

PSYC 2301 Introduction to Psychology (3-0) Credit: 3

Basic principles of human experience and behavior involving biological, environmental and sociological studies. An overview course including an introduction to the major studies of psychology.

PSYC 2306 Understanding Human Sexuality [PSYC 2307] (3-0) Credit: 3

The study of the physiological, sociological, and psychological aspects of human sexuality. Prerequisite: PSYC 2301, PSYC 2315, or consent of the instructor.

PSYC 2308 Child Growth and Development [PSYC 2303] (3-0) Credit: 3
The purpose of this course is to develop an understanding of children and to engender a real interest in them. Consideration is given to the human organism as it develops physically, mentally, emotionally and socially, from birth through adolescence.

PSYC 2315 Personality Adjustment [PSYC 2302] (3-0) Credit: 3
A study of psychological concepts and principles related to healthy personality and social adjustments.

PSYC 2316 Psychology of Personality [PSYC 2305] (3-0) Credit: 3
The study of various approaches to determinants, development, and assessment of personality. Prerequisite: PSYC 2301.

PSYC 2319 Social Psychology [PSYC 2306] (3-0) Credit: 3
The study of individual behavior within the social environment.

Real Estate (REAE)

REAE 1300 Real Estate Mathematics (3-0) Credit: 3
This course includes, but is not limited to, basic arithmetic skills and review of mathematical logic, percentage, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statements. In addition, there is an introduction to real estate investments and the basic mathematical skills needed by the successful real estate agent.

REAE 1301 Real Estate Fundamentals (3-0) Credit: 3
This course includes an overview of licensing requirements for a real estate broker and salesman, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics.

REAE 1302 Real Estate Marketing (3-0) Credit: 3
This course includes a study of real estate professionalism and ethics, characteristics of successful salesmen, time management, psychology of marketing, listing procedures, advertising, negotiating and closing, financing, and the Deceptive Trade Practices-Consumer Protection Act, as amended, and the Business & Commerce Code.

REAE 1303 Introduction to Residential Construction (3-0) Credit: 3
This course is a beginner's orientation to the concepts and terminology of residential construction including one-to-four family residential units. Topics include site analysis; foundation work; framing, interior and exterior walls; plumbing and electrical work; energy efficiency; roofing; paint and trim work; the role of architects, builders, and real estate brokers in the new home construction business; and other related topics. This course is accepted by the Texas Real Estate Commission as a "related" real estate course for license credit toward both the salesman's and broker's license. The course is also apropos for the general consumer public seeking an orientation to new home construction.

REAE 2300 Texas Real Estate Law: Earnest Money Contracts (3-0) Credit: 3

This course is approved by the Texas Real Estate Commission as a "core" real estate course that can be applied for credit toward both the real estate salesman's and broker's licenses. Contents include the required excerpts from Section 7A(3) of the Texas Real Estate License Act of 1975, as amended, including: legal concepts of real estate, land description, real property rights and estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of titles. In addition, there is thorough coverage of the Broker-Lawyer Committee Statement of Principles and detailed instruction in the actual preparation of all promulgated contract forms, with emphasis on those forms most commonly used.

REAE 2301 Real Estate Brokerage**(3-0) Credit: 3**

This is an examination of the law of agency; planning and organization; operational policies and procedures; recruiting, selection, and training of personnel; records and control; real estate firm analysis; expansion criteria; the causes of the success and failure of real estate firms; planning for operations; the management of sales activities; maximizing profits through control; meeting competition; and the search for professionalism. Prerequisite: REAE 1301 or consent of Department Manager.

REAE 2302 Residential Real Estate Appraisal**(3-0) Credit: 3**

This course is an explanation of the purposes and functions of appraisal; the social and economic determinants of value; appraisal case studies; cost; market data; income approaches to appraisal; final correlations; and reporting. The course also consists of discussions and case studies involving the nature of neighborhood analysis; land or site analysis and valuation; residential styles and utility; mortgage equity and discounted cash flow; and codes of ethics associated with the appraisal industry. Prerequisites: REAE 1301 or consent of Department Manager.

REAE 2303 Real Estate Property Management**(3-0) Credit: 3**

This is an explanation of the role of the property manager, landlord policies, operational guidelines; leases; lease negotiations; tenant relations; maintenance; reports; habitability laws; the Federal, State, and local Fair Housing Laws; an overview of the real estate market; the rising role of government in real estate; cyclic aspects of real estate; the marketing process in property management; the administrative processes necessary for success; and the operation and management of a property management firm. Prerequisite: REAE 1301 or consent of Department Manager.

REAE 2304 Real Estate Finance**(3-0) Credit: 3**

This course is an overview of monetary systems, primary and secondary money markets, sources of mortgage loans, Federal Government Procedures, closing costs, alternative financial instruments, loan applications-process and procedures, equal credit opportunity, the Community Reinvestment Act, and the Texas Housing Agency purpose and operations. This course also includes the history and background of real estate financing, money and interest rates, notes and mortgages, sources of mortgage money, property appraisal, analyzing borrowers, residential loan analysis, loan analysis of income properties, loan analysis of industrial, rural, and development properties, and settlement procedures. Prerequisite: REAE 1301 or consent of Department Manager.

REAE 2305 Real Estate Law**(3-0) Credit: 3**

This course consists of legal concepts of real estate, land descriptions real property rights, estates in land, contracts, encumbrances, foreclosures, recording procedures, evidence of title, an explanation as to how ownership is held, fixture and easements, conveyancing, acknowledgements, constructive notice, mortgages, closings, landlord and tenant relationships, regulation of real estate, and real estate taxation.

REAE 2306 Real Estate Seminar**(3-0) Credit: 3**

This course is a special subjects course that may vary in content with each offering. It is designed to provide a classroom setting in order to meet the changing needs in real estate education and training. Subjects may range from math, finance, law, contracts, construction, appraisal, property management, taxation, investments, interior decoration, site analysis, blueprint reading, microcomputer applications, and various other subjects. License applicants are instructed to inquire with the Mid-Management Department as to whether the Texas Real Estate Commission will accept credits toward license requirements.

REAE 2307 Income Property Appraisal**(3-0) Credit: 3**

This is an explanation of the purposes and functions of appraisal; the social and economic determinants of value; appraisal case studies; cost; market data; income approaches to appraisal; final correlations; and reporting. The course also consists of discussions and case studies pertaining to building material and equipment; building costs and estimates; accrued depreciation; gross income estimates; analysis of expense; rates in capitalization; straight and annuity capitalization; and reconciliation of value indications. Prerequisites: REAE 1301, REAE 2302 or consent of Department Manager.

REAE 2308 Real Estate Investments**(3-0) Credit: 3**

This course shall include an analysis of real estate investment, characteristics, techniques of investment analysis, time-values money, discounted and nondiscounted investment criteria, leverage, tax shelters, depreciation, and applications to property tax. In addition, a study of consumer investment alternatives to real estate and the customer/client counseling concerns for real estate investments will be covered. Prerequisites: REAE 1301, MATH 1307 or REAE 1300, REAE 2304, or approval of the Department Manager.

REAE 2309 Advanced Real Estate Finance**(3-0) Credit: 3**

This is an advanced course in real estate finance designed for the licensed real estate salesman or broker, entry level mortgage loan processor, general contractor, or real estate investor. Subjects include: monetary systems, primary and secondary markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity acts, community reinvestment act, and the Texas Housing Agency. In addition, students will receive an extensive amount of "Hands-on" training in qualification under-writing guidelines, closing costs, yield analysis, graduated payment mortgages, adjustable rate mortgages, and other variable rate programs. Prerequisites: REAE 2304, Real Estate Finance; and REAE 1300, Real Estate Math or equivalent.

REAE 2310 Real Estate Law: Contracts II**(3-0) Credit: 3**

This course is approved by the Texas Real Estate Commission as a "core" real estate course that can be applied for credit toward both the real estate salesman's and broker's license requirements. Contents include the required excerpts from the Texas Real Estate License Act, as amended, including legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of titles. In addition, there is thorough coverage of the Broker-Lawyer Committee State of Principles and detailed instruction in the actual completion of all promulgated contract forms, with an emphasis on those forms most commonly used. This course is designed to give the real estate student an advanced class on using earnest money contracts in accordance with generally accepted principles of form and salesmanship.

REAE 2401 Real Estate Internship I**(1-20) Credit: 4**

On-the-job training in the real estate profession that utilizes the principles, skills, and knowledge gained in the theoretical setting of the classroom. The student works at an approved work station under the supervision of a College coordinator. Prerequisite: Sophomore standing or consent of the Department Manager.

REAE 2402 Real Estate Internship II**(1-20) Credit: 4**

This course is a continuation of Real Estate Internship I. Prerequisite: REAE 2401 or consent of the Department Manager.

SKILLS CENTER COURSES

Auto Body Repair Technician (TIAB)

TIAB 1400 Auto Body Shop Procedures**(2-7) Credit: 4**

This course is designed to provide the student with instruction in auto body shop safety including the role of the Occupational Safety and Health Act (OSHA) and the Hazardous Communications Act. Instruction also includes the study of auto body construction in terms of design changes, assembly methods, and comparisons of conventional and unit-body vehicles. The identification and proper use of hand tools, power tools, special tools, and equipment is also covered. This course also introduces the student to the selection and use of body filler material, abrasives, and body sealers used in the repair industry. Basic shop math and the metric and U.S. Customary measurement system are studied. The student will also be instructed in the use of shop manuals and basic estimating procedures. Job seeking skills will also be emphasized.

TIAB 1401 Auto Body Glass, Hardware & Trim (3-3) Credit: 4

This course is designed to provide the student with instruction in the removal, replacement, and service of both stationary and movable automotive glass as well as related interior and exterior hardware such as manual and power lock mechanism and regulators. The removal, replacement, and/or repair of exterior and interior trim is also covered. Prerequisite: TIAB 1400 or consent of Department Coordinator.

TIAB 1402 Auto Body Welding I (3-3) Credit: 4

This course is designed to provide the student with instruction in the use of oxy-acetylene welding in auto body repair. Special emphasis will be placed on the safe handling and use of the equipment. Also covered will be the proper selection and set-up of the equipment, metal and joint preparation, welding techniques for joint design and position, cutting procedures, and personal safety. Prerequisite: TIAB 1401 or consent of the Department Manager.

TIAB 1403 Auto Body Welding II (3-3) Credit: 4

This course is designed to provide the student with instruction in the use of those electrical welding and cutting processes required in auto body repair. GMAW (MIG), resistance spot welding, and plasma arc cutting will be covered. Emphasis will be placed on safety, equipment selection and set-up, the design, preparation and fitting of weld joints, and the application of correct welding procedures to specific repair requirements. The welding of high strength steel is also covered. Prerequisite: TIAB 1402 or consent of the Department Coordinator.

TIAB 1404 Basic Auto Body Refinishing (2-6) Credit: 4

This course is designed to provide the student with instruction in the basic procedures and techniques required for vehicle refinishing, including the proper methods of surface preparation, material preparation, and common paint problem identification and correction. Also included is the study of the different types of refinishing materials available to the industry and their relationship to the type of repair requirements. Special emphasis will be placed on the proper use of the spray gun, pattern settings, pressure settings, and spraying techniques. Paint shop safety will be an integral part of the instruction. Prerequisite: TIAB 1403 or consent of the Department Manager.

TIAB 1405 Minor Auto Body Repairs (2-7) Credit: 4

This course is designed to provide the student with instruction in the identification and analysis of basic damage conditions as well as the roughing and shaping procedures on automotive sheet metal necessary to make satisfactory minor body repairs. Emphasis will also be placed on the alignment and adjustment of component parts such as doors, hoods, decklids, front sheet metal assemblies and bumpers. Prerequisite: TIAB 1404 or consent of the Department Coordinator.

TIAB 2406 Auto Body Fiberglass & Plastic Repairs (2-6) Credit: 4

This course is designed to provide the student with instruction in the repair of the non-metal panels used in auto body construction. Included in the course are the identification and use locations of non-metal parts; the selection of proper repair materials and methods for specific types of plastic and fiberglass panels; and the use of hot-air and airless plastic welders. Prerequisite: TIAB 1405 or consent of Department Coordinator.

TIAB 2407 Advanced Auto Body Refinishing (2-6) Credit: 4

This course is designed to provide the student with instruction in advanced practices and procedures necessary for the development of saleable skills in auto body refinishing. Included in the course is skill development in the areas of tinting and blending, two-toning, spot repair, panel repair, and complete vehicle refinishing. The refinishing of interior and exterior plastic and vinyl parts will be covered. The student will also receive instruction in refinishing estimation. Prerequisite: TIAB 2406 or consent of Department Coordinator.

TIAB 2408 Auto Body Mechanical and Electrical Services (3-3) Credit: 4

This course is designed to provide the student with instruction in the repair, replacement, and/or service of those mechanical or electrical systems that are subject to damage from a collision. Included in this course are drive train removal, reinstallation, and service, cooling system service and repair, exhaust

system service; and emission control systems. Also covered are basic electric theory, test equipment and use, wire and connector repair, and reading wiring diagrams and trouble-shooting trees. Prerequisite: TIAB 2407 or consent of Department Coordinator.

TIAB 2409 Major Auto Body Repair (2-7) **Credit: 4**

This course is designed to provide the student with instruction in the methods and equipment use required in the repair of more extensive panel damage as well as damage involving frame and body structures. Included in the course are the repair and replacement of exterior body panels, sectioning and the use of recycled parts, conventional frame and unibody repair, and corrosion protection of repaired areas. The procedures for writing a complete collision repair estimate will also be covered. Prerequisite: TIAB 2408 or consent of Department Coordinator.

SKILLS CENTER COURSES

Automotive Technician (TIAM)

TIAM 1301 Automotive Fundamentals (2-2) **Credit: 3**

This course provides the student with the basics of today's automobile. Automotive systems, operating principles of two and four stroke cycle gasoline engines, the combustion process and exhaust emissions will be covered. Emphasis will be placed on operating principles and component function. The student will identify automotive systems and components and explain their function. Prerequisite: TIAM 1400 or consent of Department Coordinator.

TIAM 1303 Automotive Auxillary Systems (2-4) **Credit: 3**

This course is designed to provide the student with a working knowledge of automotive air induction and exhaust systems, cooling systems and lubrication systems. System designs, operating principles, components, test equipment, and service will be covered. Emphasis will be placed on troubleshooting, component removal and replacement and systems testing. The student will troubleshoot, test, diagnose, remove, repair and replace components of auxiliary systems. Prerequisite: TIAM 1502 or consent of Department Coordinator.

TIAM 1400 Automotive Shop Procedures, Tools (3-5) **Credit: 4**

This course introduces the student to shop safety, basic first aid, OSHA and Hazardous Communications Act, shop mathematics and the US Customary and Metric measuring systems. Emphasis is placed on the proper use of common hand tools, power tools, precision measuring devices, special purpose tools and diagnostic tools and test equipment, and electrical test equipment. It also includes automotive terminology, service publications and shop work requests, cleaning methods and those items that are common to the automotive technician trade (gears, bearings, fasteners, belts, pulleys, fuels, lubricants, fluids and lines and fittings).

TIAM 1404 Automotive Fuel Systems (3-5) **Credit: 4**

This course is designed to provide the student with a working knowledge of automotive fuel systems. Carburetors, fuel pumps, filter systems, air fuel ratios, electronic fuel injection and computer controlled systems, and exhaust emission systems will be covered. The student will troubleshoot, diagnose, repair and adjust these systems. Prerequisites: TIAM 1303 or consent of Department Coordinator.

TIAM 1405 Automotive Air Conditioning (3-3) **Credit: 4**

This course is designed to provide the student with a working knowledge of automotive air conditioning systems. Operating principles, component and system design, trouble-shooting, diagnosis, and service will be covered. Emphasis will be placed on tools and test equipment, trouble-shooting, and system service. Prerequisite: TIAM 1400, 1301, 1303 and 1502, or TIAB 1400 and TIAB 2408, or TIDM 1401 and TIDM 1303 or consent of Department Coordinator.

TIAM 1406 Automotive Brake Systems (3-5) **Credit: 4**

This course provides the student with a working knowledge of automotive brake systems. Operating principles of drum, disc, and automotive brake systems, hydraulic brake systems service procedures, parking brake service, wheel cylinder and master cylinder service, and power assist systems service will

be covered. The student will use brake lathes and other equipment to troubleshoot, diagnose and repair brake systems. Prerequisite: TIAM 1400 and TIAM 1301 or TIAB 1400 or consent of Department Coordinator.

TIAM 1502 Automotive Electrical Systems (4-5) Credit: 5

This course is designed to provide the student with a working knowledge of automotive electrical systems. Principles of electricity, basic electronics, system designs, storage battery, ignition systems, operating principles, components, test equipment and service will be covered. Emphasis will be placed on basic electricity, wiring diagrams, troubleshooting, component removal and replacement, test equipment and systems testing. The student will troubleshoot, test, diagnose, remove, repair and replace components of ignition systems, starting and charging systems, and other electrical systems. Prerequisite: TIAM 1400 and TIAM 1301 or consent of Department Coordinator.

TIAM 2407 Automotive Steering and Suspension Systems (3-5) Credit: 4

This course provides the student with a working knowledge of automotive steering and suspension systems. It includes operating principles, components and their function, diagnosis, related tools and equipment, and service of wheels, manual and power steering systems, and suspension systems. Emphasis will be placed on computerized four wheel alignment and service of steering and suspension system components. Prerequisite: TIAM 1400 and TIAM 1301 or TIAB 1400 or consent of Department Coordinator.

TIAM 2408 Automotive Standard Power Trains (3-5) Credit: 4

This course is designed to provide the student with a working knowledge of standard power trains. Theory of gears and torque, operating principles, troubleshooting, service of clutches, standard transmissions, transfer cases, drive lines, differential, and axles will be covered. Emphasis will be placed on operating principles, components, diagnostics and service. The student will disassemble, clean, inspect and reassemble clutches and transmissions. Prerequisite: TIAM 1400 and TIAM 1301 or consent of Department Coordinator.

TIAM 2409 Automatic Power Trains (3-5) Credit: 4

This course is designed to provide the student with a working knowledge of automatic power trains. Operating principles, troubleshooting, and service of torque converters and transmissions will also be covered. Emphasis will be placed on transmission service. The student will disassemble, clean, inspect, test and reassemble an automatic transmission. Prerequisite: TIAM 1400, TIAM 1301 and TIAM 2408 or consent of Department Coordinator.

TIAM 2410 Automotive Engine Service (3-4) Credit: 4

This course is designed to provide the student with a working knowledge of automotive engine service procedures. It includes engine diagnostics, cylinder head service, and engine short block procedures. The student will service engine valve trains and use valve service equipment to service valves, guides, and cylinder heads. Prerequisites: TIAM 1400, TIAM 1301, and TIAM 1303 or consent of Department Coordinator.

TIAM 2511 Automotive Computer Systems (4-5) Credit: 5

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. Prerequisite: TIAM 2510 or consent of Department Coordinator.

TIAM 2512 Automotive Engine Diagnosis, Tune-Up and Emissions (3-6) Credit: 5

This course provides the student with a working knowledge of diagnosis, tune-up, and emission system service procedures. Emphasis will be placed on diagnosis and troubleshooting procedure and use of diagnostic equipment and engine analyzers. The student will troubleshoot, diagnose, and service automotive engine and emission systems, and perform engine tune-ups. Prerequisites: TIAM 2511 or consent of Department Coordinator.

SKILLS CENTER COURSES

Building Maintenance Trades (TIBT)

TIBT 1301 Basic Shop Skills (2-4) **Credit: 3**
This course covers shop safety precautions, use of hand and power tools, measuring tools, common fasteners and basic blueprint reading.

TIBT 1302 Basic Carpentry (2-4) **Credit: 3**
This course covers the types and uses of lumber and other building materials and teaches basic framing methods. Prerequisite: TIBT 1301 or consent of Department Manager.

TIBT 1303 Carpentry and Insulation (2-4) **Credit: 3**
This course covers thermal and acoustical insulation and interior and exterior construction and repair. Prerequisite: TIBT 1302 or consent of Department Manager.

TIBT 1304 Roofing & Floors (2-4) **Credit: 3**
This course covers types of roofing materials, flashing, preparation of areas, application of materials, and finishing work. Also included are the proper and safe use of tools used in the installation of different types of floor coverings and proper methods of floor installation and repair. Prerequisite: TIBT 1303 or consent of Department Manager.

TIBT 1306 Paint/Wall Covering (2-3) **Credit: 3**
This course covers preparation of work areas and surfaces; application of paints and finishes; application of wall coverings; and repair of paint and wall coverings. Prerequisite: TIBT 1301 or consent of Department Manager.

TIBT 1307 Basic Wiring (2-4) **Credit: 3**
This course covers safety codes, the use of electrical tools and materials, blueprint symbols, locating electrical problems and making electrical repairs. Prerequisite: TIBT 1301 or consent of Department Manager.

TIBT 1308 Air Conditioning & Maintenance (2-4) **Credit: 3**
This course covers the basics in operation, safety precautions, preventive maintenance, and minor repairs of heating and air conditioning systems. Prerequisite: TIBT 1307 or consent of Department Manager.

TIBT 1309 Plumbing Repairs I (2-3) **Credit: 3**
This course covers safety rules and practices, the use and care of plumbing tools, and introduction to plumbing codes, and how to use plastic, copper, steel and iron pipes and fittings. Prerequisite: TIBT 1301 or consent of Department Manager.

TIBT 1310 Plumbing Repairs II (2-2) **Credit: 3**
This course covers the types and uses of cast iron soil pipe and fittings and repairs to the water supply system, the drainage system, and the hot water system. Prerequisite: TIBT 1309 or consent of Department Manager.

TIBT 1405 Cabinets (2-6) **Credit: 4**
This course covers cabinet design, construction, installation of cabinets, cabinet repairs, and the installation of formica. Prerequisite: TIBT 1303 or consent of Department Manager.

TIBT 1411 Basic Masonry & Concrete Applications (2-7) **Credit: 4**
This course covers safety procedures in working with concrete, brick, and block in installation and repair. Included in the course is a working knowledge of mixing concrete materials, form construction, and foundation layout. Prerequisite: TIBT 1301 or consent of Department Manager.

SKILLS CENTER COURSES

Diesel Technician (TIDM)

TIDM 1302 Diesel Engine Fundamentals & Operating Principles (2-4) Credit: 3

This course is designed to provide the student with a working knowledge of the fundamentals of diesel engines, the development, uses, advantages/ disadvantages, design components, operating principles (2-stroke and 4-stroke cycle), diesel fuels, and the combustion process and exhaust emissions will be covered. Emphasis will be placed on operating principles and component function. The student will perform preoperational services, start and stop diesel engines, and identify engine components and systems and explain their functions. Prerequisite: TIDM 1401 or consent of Department Coordinator.

TIDM 1303 Diesel Electrical Systems (2-4) Credit: 3

This course is designed to provide the student with a working knowledge of diesel engine electrical systems. Principles of electricity, basic electronics, system designs, operating principles, components, test equipment and service will be covered. Emphasis will be placed on basic electricity, wiring diagrams, troubleshooting, component removal and replacement, test equipment and systems testing. The student will troubleshoot, test, diagnose, remove, repair and replace components of starting and charging systems and other electrical systems. Prerequisite: TIDM 1302 or consent of Department Coordinator.

TIDM 1401 Shop Procedures, Tools & Equipment (3-5) Credit: 4

This course introduces the student to shop safety, basic first aid, OSHA and Hazardous Communications Act, shop mathematics and the Customary and Metric measuring systems. Emphasis is placed on the proper use of common hand tools, power tools, precision measuring devices, special purpose tools and diagnostic tools and test equipment, and electrical test equipment. It also includes diesel terminology, service publications and shop work requests, cleaning methods and those items that are common to the diesel mechanics trade (gears, bearings, fasteners, belts, pulleys, fuels, lubricants, fluids and lines and fittings).

TIDM 1404 Diesel Engine Support Systems (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine air induction and exhaust system, cooling systems and lubrication systems. System designs, operating principles, components, test equipment, and service will be covered. Emphasis will be placed on turbo-chargers, blowers, troubleshooting, component removal and replacement and systems testing. The student will troubleshoot, tests, diagnose, remove, repair and replace components of auxiliary systems. Prerequisite: TIDM 1303 or consent of Department Coordinator.

TIDM 1505 Diesel Fuel Injection Systems (3-6) Credit: 5

This course is designed to provide the student with a working knowledge of mechanical and electronic diesel engine fuel injection systems operating principles, service and repair. System designs, fuel metering, governor types and operating principles, fuel supply systems and troubleshooting will be covered. Emphasis will be placed on operating principles, design, troubleshooting, and repair. The student will troubleshoot diesel fuel injection systems and remove, service, calibrate, and install fuel injectors and nozzles and pumps. Prerequisites: TIDM 1401 and TIDM 1302 or consent of Department Coordinator.

TIDM 2307 Diesel Cylinder Head Repair (2-4) Credit: 3

This course is designed to provide the student with a working knowledge of diesel engine cylinder head service. Design, component testing, measurements, test equipment and service equipment will be covered. Emphasis will be placed on diagnostics, valve, seat, and guide service and injector tube replacement. The student will remove, clean, service and reinstall a cylinder head. Prerequisites: TIDM 2506 or consent of Department Coordinator.

TIDM 2309 Heavy Duty Standard Power Trains (2-4) Credit: 3

This course is designed to provide the student with a working knowledge of standard power trains. Theory of gears and torque, operating principles, troubleshooting, service of clutches, standard transmissions,

transfer cases, drive lines, differential carriers, and axles will be covered. Emphasis will be placed on operating principles, components, diagnostics and service. The student will disassemble, clean, inspect and reassemble clutches and transmissions. Prerequisite: TIDM 1401 or consent of the Department Coordinator.

TIDM 2310 Heavy Duty Automatic Power Trains (2-4) Credit: 3

This course is designed to provide the student with a working knowledge of automatic power trains. Operating principles, troubleshooting and service of torque converters, transmissions, retarders and hydrostatic drives will be covered. Electronic controlled transmissions will also be covered. Emphasis will be placed on transmission service. The student will disassemble, clean, inspect, test and reassemble an automatic transmission. Prerequisites: TIDM 1401, TIDM, 2408, and TIDM 2309 or consent of the Department Coordinator.

TIDM 2408 Industrial Hydraulics Technology (3-5) Credit: 4

This course is designed to provide the student with a working knowledge of hydraulics. Hydraulic principles, pumps, valves, circuits, fluids, cylinders and troubleshooting will be covered. Emphasis will be placed on hydraulic principles, basic control systems, and troubleshooting. The student will disassemble, clean, inspect and reassemble hydraulic pumps, valves, and cylinders. The student will use hydraulic trainers to perform numerous practical exercises on hydraulic principles, control systems and troubleshooting. Prerequisite: TIDM 1401 or consent of the Department Coordinator.

TIDM 2411 Brake Systems (3-5) Credit: 4

This course introduces the student to the basics of standard and heavy duty brake systems by covering fundamentals and principles, related tools and equipment, and basic brake services to include the air, hydraulic, parking brake, and power assist systems. It also includes instruction on the diagnosis and repair of each system. Electronic automatic brake systems will also be covered. Prerequisites: TIDM 1401 or consent of Department Coordinator.

TIDM 2412 Steering & Suspension Systems (3-5) Credit: 4

This course introduces the student to the basics of standard and heavy duty steering and suspension systems. It includes fundamentals, related tools and equipment, basic services, and individual systems components. It also provides the student with skills to perform diagnostics and minor and major services on chassis, front suspension, and manual and power steering systems. Electronic systems will also be covered. Prerequisite: TIDM 1401 or consent of Department Manager.

TIDM 2506 Diesel Engine Troubleshooting (3-6) Credit: 5

This course is designed to provide the student with a working knowledge of diesel engine service procedures. Emphasis will be placed on diagnosis and troubleshooting, engine tune-up, governor and rack adjustment, valve and injector timing and using service manuals. The student will perform diagnostics and tune-ups on various diesel engines, and adjust governors. Prerequisite: TIDM 1505 or consent of Department Coordinator.

TIDM 2513 Diesel Engine Rebuild (3-6) Credit: 5

This course is designed to provide the student with a working knowledge of diesel rebuild procedures. Engine diagnostics, disassembly, cleaning, component inspection and measurements, special tools, reassembly, basic tune-up and run-in, and the use of dynamometers will be covered. Up-date technology will be included as it becomes available. Emphasis will be placed on rebuild procedures, component inspection and measurement and basic tune-up and run-in. The student will rebuild a diesel engine. Prerequisite: TIDM 2307 or consent of Department Coordinator.

SKILLS CENTER COURSES

Medical Records (TIHI)

TIHI 1301 Medical Office Procedures (0-6) Credit: 3

This course introduces the student to activities and personnel in health care facilities. The course covers basic receptionist skills such as telephone etiquette, mail processing, and appointment scheduling.

Human relations skills are studied as students learn to recognize and solve various office problems due to personality problems and poor human relations skills. The course also includes alphabetic and numerical filing as well as records control systems and the use of microfilming.

TIHI 1302 Medical Terminology and the Human Body (0-7) Credit: 3

This course begins terminology study of the body systems with terms from the musculoskeletal, digestive, reproductive and respiratory systems. Further study includes terms from the circulatory and nervous systems. In this course the student also continues transcription of medical dictation with reports from these systems. Prerequisite: TIOA 1310 or consent of Department Manager.

TIHI 1303 Medical Terminology in the Laboratory (0-7) Credit: 3

This course involves study of terminology from the endocrine, lymphatic, and integumentary systems. The student is also introduced to terminology relating to the practice of radiology, including radiological studies of the head, chest, breast, abdomen and skeletal system. The student begins study of terminology relating to the scientific laboratory including pathology and oncology. The student puts the terminology to practical use in the transcription of medical dictation with reports from these body systems, from radiology and from pathology. Prerequisite: TIHI 1302 or consent of Department Manager.

TIHI 1304 Medical Terminology in Surgery (0-7) Credit: 3

In this course the student begins study of medical terminology relating to general surgery including equipment, instruments, procedures, and anesthesiology. The student progresses to terms from pediatrics, psychology, psychiatry, plastic and thoracic surgery, urology and cardiology. The student puts the terminology to practical use in the transcription of medical dictation with reports from these medical specialties. Prerequisites: TIHI 1303 or consent of Department Manager.

TIHI 1401 Medical Records/Secretarial Cooperative Training I (1-20) Credit: 4

This course consists of on-the-job office and records training that utilizes the principles, skills, and knowledge gained in the setting of the classroom. The student is employed at an approved work station under the coordination of the Office Administration Department personnel.

TIHI 2401 Medical Records/Secretarial Cooperative Training II (1-20) Credit: 4

This course is a continuation of Medical Records/Secretarial Cooperative Training I. Prerequisite: TIHI 1401.

SKILLS CENTER COURSES

Office Occupations (TIOA)

TIOA 1301 Beginning Keyboarding (0-7) Credit: 3

A beginning course in touch typewriting for the mastery of machine parts and the keyboard. Special emphasis on speed development, including an introduction to letter writing, tabulating, and preparing manuscripts. The student progresses to a typing speed of 30 WPM with no more than 2 errors.

TIOA 1302 Office Procedures (0-6) Credit: 3

In this course, one learns the correct procedures for greeting and screening visitors and customers, placing and receiving telephone calls, and for processing incoming and outgoing mail. Human relations skills are studied as students learn to recognize and solve various office problems due to personality problems and poor human relations skills. This course also covers alphabetic and numerical filing as well as records control systems. Practice sets are used for filing and retrieving operations.

TIOA 1303 Information Processing (0-7) Credit: 3

This course presents a study of the concepts and functions of the microcomputer. Utilizing the microcomputer, the student will do keyboarding by touch as well as simple formatting of various forms of business and medical communications. The student progresses to a mastery of the computer keyboard at the rate of 35-40 WPM with no more than 2 errors. Prerequisite: TIOA 1301 or consent of Department Manager.

TIOA 1304 Communications Skills (0-6) Credit: 3

This course focuses on correct grammar, punctuation, spelling, capitalization, composition, and reference materials that are used in writing business letters and in preparation of medical reports and correspondence. It is designed to teach effective business writing and to provide practice in composing all kinds of business letters.

TIOA 1305 Business Communications Typing (0-7) Credit: 3

This course covers an introduction to and refinement of typing procedures used in business and medical correspondence. Focus is primarily on typing copies from script, rough draft, and machine dictation; proofreading for errors; centering typewritten material; and typing different letter styles to include technical, medical, and federal correspondence. Typing reports, manuscripts, various business and medical forms are also presented. The student progresses to a typing speed of 40 WPM with no more than 2 errors. Prerequisite: TIOA 1303 or consent of Department Manager.

TIOA 1306 Applied Business Mathematics (0-6) Credit: 3

The course is an introduction to the ten-key add listing machine and the electronic printing calculator to perform mathematical operations. Application of these operations will be used to do business problems.

TIOA 1307 Word Processing and Transcription (0-7) Credit: 3

This course covers an overview of word processing concepts and an introduction to WordPerfect 5.1. It introduces students to word processing equipment and provides hands-on experience to include keyboarding, editing, storing information, and printing. Machine transcription utilizing the microcomputer is accomplished. The student progresses to a typing speed of 45-50 WPM with no more than 3 errors. Prerequisite: TIOA 1303 and 1305, or consent of Department Manager.

TIOA 1308 Bookkeeping I (0-7) Credit: 3

A study of the accounting cycle in its simplest form is presented. The course material covers the basics of preparing journals, ledgers, and financial statements. Data processing and its influence and use in accounting are studied. Prerequisite: TIOA 1306 or consent of Department Manager.

TIOA 1309 Advanced Keyboarding and Formatting (0-7) Credit: 3

In this course, students will utilize the microcomputer to format more advanced business communications. More advanced WordPerfect features will be utilized to include advanced merging, creating macros and style sheets, headers and footers, and endnotes and footnotes. The student progresses to a typing speed of 55-60 WPM with no more than 5 errors. Prerequisite: TIOA 1307 or consent of Department Manager.

TIOA 1310 Medical Terminology and Transcription (0-6) Credit: 3

This course introduces the student to medical terminology through a study of prefixes, suffixes, root words, and abbreviations as well as terms ranging from anatomical to operative words. The study includes formation of plurals and abbreviations, surface anatomy, surgical positions, medications, and general anatomy. The student is introduced to transcription of medical dictation, including transcription of basic medical documents. Prerequisite: TIOA 1303 or consent of Department Manager.

TIOA 1311 Legal Terminology and Format (0-6) Credit: 3

In this course, an introduction to the legal field is presented. Emphasis is primarily on legal terminology and proper procedures for typing legal reports and documents. The microcomputer is utilized in creating various forms of legal documents. Prerequisite: TIOA 1303 or consent of Department Manager.

TIOA 1401 Office Occupations Cooperative Training I (1-20) Credit: 4

This course consists of on-the-job office and records training that utilizes the principles, skills, and knowledge gained in the setting of the classroom. The student is employed at an approved work station under the coordination of the Office Administration Department personnel.

TIOA 2401 Office Occupations Cooperative Training II (1-20) Credit: 4

This course is a continuation of Medical Records/Secretarial Cooperative Training I. Prerequisite: TIHI 1401.

SKILLS CENTER COURSES

Print Shop Trades (TIPT)

TIPT 1301 Basic Shop Skills, Layout Design and Composition (2-5) Credit: 3

This course covers identification and use of tools, safety, reproduction, legal restrictions, math applications, layout, camera operations, stripping processes, master preparation, and plate processing for use on an offset press. This course also includes the mechanics for producing the composed type for reproduction.

TIPT 1302 Offset Press Operations I (2-3) Credit: 3

This course covers the paper transport system, preparation of the water and ink system, and end of press run activities to include clean up of the AM 1250 press with chute and chain delivery systems.

Prerequisite: TIPT 1301 or consent of Department Manager.

TIPT 1303 Offset Press Operations II (2-5) Credit: 3

This course covers multi-color printing on a single and multi-color AM 1250 press and single and multi-color printing on the AM 1850 press. Prerequisites: TIPT 1302 or consent of Department Manager.

TIPT 1304 Offset Press Operations III (2-2) Credit: 3

This course covers the paper transport system, preparation of water and ink system and end of press run activities to include clean up of the A.B. Dick 360 press. Prerequisite: TIPT 1303 or consent of Department Manager.

**TIPT 1305 Offset Press Operation, Preventive Maintenance, (2-2) Credit: 3
and Bindery Operations**

This course covers offset printing press preventive maintenance. It also includes bindery operations to include: paper characteristics and identification, proper paper jogging and padding procedures, figuring paper cuts, and paper cutter operations. Prerequisite: TIPT 1304 or consent of Department Manager.

SKILLS CENTER COURSES

Welding Technology (TIWL)

TIWL 1300 Basic Shop Practices (2-3) Credit: 3

This course covers safety, basic first aid, OSHA, basic mathematics, US Customary and Metric measuring systems, precision measuring tools, the use of hand tools, power tools, blueprints, and welding symbols.

TIWL 1302 Oxy-Acetylene Welding/Cutting Procedures (2-4) Credit: 3

This course is an introduction to the Oxygen-Acetylene Welding/Cutting equipment and safety practices. The student will be shown and practice the safe use of the welding and cutting equipment. Special emphasis is placed upon a strict safety exam. Prerequisite: TIWL 1401 or consent of the Department Coordinator.

TIWL 1303 Introduction to Arc Welding (2-3) Credit: 3

This course is an introduction to the principles of arc welding. The student will be shown how to identify electrodes and set-up the shielded metal arc welding machine, and how to prepare the surface to be welded. Prerequisite: TIWL 1302 or consent of Department Coordinator.

TIWL 1304 Arc Welding A.W.S. Position 1G (2-4) Credit: 3

This course covers welding in the flat position with E6010, E6011 and E7018 Electrodes in accordance with the American Welding Society standards, position 1G. Prerequisite: TIWL 1303 or consent of the Department Coordinator.

TIWL 1305 Arc Welding A.W.S. Position 2G (2-4) Credit: 3

This course covers welding in the horizontal position using E6010, E6011, and 7018 electrodes in accordance with American Welding Society standards, position 2G. Prerequisites: TIWL 1304 or consent of the Department Coordinator.

TIWL 1306 Arc Welding A.W.S. Position 3G (2-4) **Credit: 3**
This course covers welding in the vertical position with E6010, E6011, and E7018 electrodes in accordance with the American Welding Society standards, position 3G. Prerequisite: TIWL 1305 or consent of Department Coordinator.

TIWL 1307 Arc Welding A.W.S. Position 4G (2-4) **Credit: 3**
This course covers welding in the overhead position with E6010, E6011, and E7018 electrodes in accordance with the American Welding Society standards, position 4G. Prerequisite: TIWL 1306 or consent of Department Coordinator.

TIWL 1308 Industrial Shop Welding Procedures (2-4) **Credit: 3**
This course provides practical and safe welding/cutting procedures to industrial shop applications necessary in the repair, fabrication and modifications to equipment and facilities. Course content includes welding safety, flame cutting, light metal welding, brazing and soldering, and basic shielded arc welding. Prerequisites: TIWL 1200 or TIAM 1400 or TIDM 1401 or TIBT 1411 or consent of the Department Coordinator.

TIWL 1401 Occupational Blueprint Reading (3-4) **Credit: 4**
This course introduces the student to blueprint reading as it applies to the welding industry. The student will learn to read and use welding blueprints, interpret welding symbols, identify sizes and shapes of metals, and use terms and abbreviations used in the welding industry. The student will prepare welding blueprints using AWS procedures. Prerequisite: TIWL 1300 or consent of Department Coordinator.

TIWL 1408 Gas Metal Arc Welding (GMAW) (MIG) (3-4) **Credit: 4**
This course introduces the student to the principles and practices of gas metal arc welding (GMAW)(MIG). Emphasis is placed on safety, equipment use, the different types of metal transfer, shielding gases, and welding in positions 1G, 2G, 3G, and 4G. Welding performance will be in accordance with the American Welding Society (AWS) Standards and Codes. Prerequisite: TIWL 1307 or consent of Department Coordinator.

TIWL 2409 Gas Tungsten Arc Welding(GTAW)(TIG) (3-4) **Credit: 4**
This course introduces the student to the principles and practices of gas tungsten arc welding (GTAW)(TIG). Emphasis is placed on safety, equipment use, and welding of aluminum, mild steel and stainless steel in positions 1G, 2G, 3G, and 4G. Welding performances will be in accordance with the American Welding Society (AWS) standards and Codes. Prerequisite: TIWL 1408 or consent of Department Coordinator.

TIWL 2410 Beginning Pipe Welding (3-4) **Credit: 4**
This course introduces the student to pipe welding. Emphasis is placed on welding in positions 1G, 2G, and 5G (vertical up) using E6010 and E7018 electrodes in accordance with the American Society of Mechanical Engineer's (ASME) Codes. Prerequisite: TIWL 2409 or consent of Department Coordinator.

TIWL 2411 Advanced Pipe Welding (2-7) **Credit: 4**
This course is a continuation of Beginning Pipe Welding. It includes welding in positions 5G (Vertical Down) and 6G (45 Degrees) using E6010 and E7018 electrodes in accordance with the American Society of Mechanical Engineers (ASME) Codes. Emphasis is placed on design and use of pipe templates and pipe certification. Prerequisites: TIWL 2410 or consent of Department Coordinator.

TIWL 2412 Welding Applications (3-4) **Credit: 4**
This course provides the student with practical "hand-on" experience in welding applications. The student will select a steel welding project, draw the necessary blueprints to AWS standards, and perform layout and welding operation to complete the project. Prerequisite: TIWL 2411 or consent of Department Coordinator.

Small Gas Engine Repair (SGER)

SGER 1401 Gas Engine Fundamentals (2-4) **Credit: 4**
A study of the fundamental principles and operation of the two and four-stroke air-cooled engine. Testing and maintenance procedures are performed on the ignition, compression, fuel, starting and lubrication systems of 2 HP and 8 HP engines. Prerequisite or corequisite: INDU 1400.

SGER 1407 Small Gas Engine Service (2-4) Credit: 4

This course provides the student with "hands-on" experience in the repair and overhaul of small gas engines. Emphasis will be placed on valve reconditioning, magnetos, and ignition repair, carburetor overhaul, crankshaft replacement and other types of service requirements. Prerequisite: SGER 1401.

SGER 1409 Motorcycle Service (2-4) Credit: 4

This course is designed to provide the student with the necessary skills to perform preventative maintenance, and an understanding of the theory and operation of two and four stroke motorcycle engines. Study will include the battery, electrical, fuel tune-up, drive-line and brake systems. Prerequisite: SGER 1401.

SGER 2311 Shop Organization & Management (3-0) Credit: 3

This course is designed to provide the student with an understanding of small engine repair business management. Areas of study include customer relations, warranty provisions, service, salesmanship, organization and shop lay-out, and the financial and operational aspects of managing a small engine repair business. Prerequisite: Sophomore standing.

SGER 2402 Chain Saw Service & Repair (2-4) Credit: 4

This course provides the student with the theory and repair skills necessary to service all types of modern chain saws. Areas of study will include preventative maintenance, chains, guide bars, sprockets, clutches, fuel, ignition and lubrication systems. Prerequisite: SGER 1401.

SGER 2407 Off-Road Small Engine Repair & Service (2-4) Credit: 4

This course provides the student with experiences in the maintenance and repair of mini-bikes, go-carts, snowmobiles, mobile generators, farm equipment and other small engine applications. Prerequisite: Sophomore standing.

SGER 2408 Outboard Motor Service & Repair (2-4) Credit: 4

This course is designed to provide the student with the necessary skills to disassemble, repair, and assemble outboard engines and lower drive units on various types of outboard engines. Special emphasis will be placed on the cooling, ignition and fuel systems, and the use of special tools, and service manuals. Prerequisite: Sophomore standing.

SGER 2409 Motorcycle Repair (2-4) Credit: 4

This course is designed to provide the student with the necessary skills to disassemble, repair, replace, and assemble motorcycle engines, drive train components, transmission, and suspension systems. Special emphasis will be placed on special tools and test equipment. Prerequisite: SGER 1409.

SGER 2410 Lawn & Garden Equipment Service (2-4) Credit: 4

This course is designed to provide the student with "hands-on" experience in the repair of all types of power lawn care units including lawn mowers, riding mowers, garden tractors, tillers and other similar small engine applications. Skills employed will utilize both oxygas and arc welding equipment when necessary. Prerequisite: SGER 1407, WELD 1401. Corequisite: WELD 1402.

Sociology (SOCI)

SOCI 1301 Introduction to Sociology [SOCI 2301] (3-0) Credit: 3

The study of human society, human behavior and personality as a product of group life, community organization, social change and current social problems.

SOCI 1306 Contemporary Social Problems [SOCI 2302] (3-0) Credit: 3

Identification and analysis of contemporary social problems, development of criteria for evaluating problems for social betterment.

SOCI 2301 Marriage and The Family [SOCI 2306] (3-0) Credit: 3

A study of problems in courtship, marriage, and family living as they relate to the social structure of American society.

SOCI 2336 Criminology [SOCI 2303] (3-0) Credit: 3

Cases and manifestations of delinquency, case studies of criminals and their social milieu; the offender and agencies of his adjustment; analysis and evaluation of penal methods.

Spanish (SPAN)

- SPAN 1411 Beginning Spanish I [SPAN 1401]** (4-2) Credit: 4
The study of Spanish grammar and development of vocabulary. Stresses conversation in Spanish.
- SPAN 1412 Beginning Spanish II [SPAN 1402]** (4-2) Credit: 4
A continuation of Beginning Spanish I, with continued emphasis on conversation. Prerequisite: SPAN 1411.
- SPAN 2311 Intermediate Spanish I [SPAN 2301]** (3-0) Credit: 3
Continued emphasis on conversation, correct pronunciation and correct writing. Reading from various Spanish-American authors. Prerequisites: SPAN 1411, 1412 or 2 years of Spanish at an accredited high school.
- SPAN 2312 Intermediate Spanish II [SPAN 2302]** (3-0) Credit: 3
Continues the readings from Spanish-American authors. Emphasizes grammar, composition, and conversation. Prerequisite: SPAN 2311 or equivalent.

Speech (SPCH)

- SPCH 1144 Forensic Activities** (1-0) Credit: 1
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.
- SPCH 1145 Forensic Activities** (1-0) Credit: 1
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.
- SPCH 1315 Public Speaking [SPCH 1301]** (3-0) Credit: 3
Research, composition, organization, and delivery of speeches for various purposes and occasions in a variety of communication situations.
- SPCH 1318 Interpersonal Communications [SPCH 2305]** (3-0) Credit: 3
Theory, examples and participation in exercises to improve effective one-to-one and small group communication.
- SPCH 1321 Business & Professional Speaking [SPCH 2303]** (3-0) Credit: 3
Theories and skills of speech communication as applied to business and professional situations. Includes participating in an interview, the preparation of a resume and cover letter, engaging in a problem solving discussion, and delivering speeches in public.
- SPCH 2144 Forensic Activities** (1-0) Credit: 1
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.
- SPCH 2145 Forensic Activities** (1-0) Credit: 1
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.
- SPCH 2333 Discussion [SPCH 2304]** (3-0) Credit: 3
Study of the principles of systematic investigation and reflective thinking as applied to discussion. Practice in discussion of current problems by use of various forms: round table, panel, sales conferences, committee, parliamentary and lecture-forum.
- SPCH 2341 Oral Performance of Literature [SPCH 1303]** (3-0) Credit: 3
Study and practice in the principles of the oral reading of literature. Stresses analyzing good literature and recreating the logical and emotional content for an audience. Also includes group oral interpretation.

Substance Abuse (SBST)

SBST 1301 Treatment of Substance Abuse (3-0) Credit: 3

An overview of the treatments utilized today in the arresting of substance abuse including conflict resolution, crisis intervention, physiological and psychological symptoms, diagnostic aids, treatment issues within the types of usage, group leadership philosophies, theories of the methods of treatment, cross-cultural issues, hereditary aspects.

SBST 1302 Assessment of Substance Abuse (3-0) Credit: 3

An overview and introduction to the assessment instruments, patient interview, personal history, personal profile, medical complications, degree of dependency and addiction, major treatment alternatives.

SBST 1303 Treatment Regimen (3-0) Credit: 3

An overview of the therapeutic regimen necessary to provide the best possible care available to the substance abuser in an inpatient and outpatient setting, centering around current short and long term therapeutic approaches such as behavior modification, token economies, medication therapy, reality therapy, rational emotive therapy, and self appraisal.

SBST 1304 Basic Human Relations Facilitation (2-2) Credit: 3

An overview and activity course designed to provide the student with the opportunity to explore self through experiential learning, centering around values clarification, decision making, personal reflective thinking, intensive listening, stress management, relaxation training, removing barriers to action, and contracting.

SBST 1305 Treatment Documentation (3-0) Credit: 3

An overview of the management of substance abuse clientele centering on the ability to complete the documentation necessary to obtain licensure as a Licensed Chemical Dependency Counselor, including the social history/profile, treatment plan, problem list, charting utilizing the SOAP format, making referrals, developing the aftercare plan and the discharge summary

SBST 1306 Advanced Human Relations Facilitation (2-2) Credit: 3

An overview and activity course designed to provide the student with the opportunity to develop and present experiential learning activities centering around personal development, values clarification, decision making, personal reflective thinking, intensive listening, stress management, relaxation training, removing barriers to action, and contracting; also includes the opportunity to develop verbal and nonverbal skills in growth and T-group activities. Prerequisites: SBST 1301, 1302, and 1303.

SBST 1321 Treatment of Substance Abuse (3-0) Credit: 3

An overview of the treatments utilized today in the arresting of substance abuse including conflict resolution, crisis intervention, physiological and psychological symptoms, diagnostic aids, treatment issues within the types of usage, group leadership philosophies, theories of the methods of treatment, cross-cultural issues, hereditary aspects.

SBST 1322 Assessment of Substance Abuse (3-0) Credit: 3

An overview and an introduction to the assessment instruments, patient interview, personal history, personal profile, medical complications, degree of dependency and addiction, major treatment alternatives.

SBST 2301 Clinical Guidelines in Cross-Cultural Mental Health (3-0) Credit: 3

An overview of the examination of relevant ethno-sociocultural factors, including ethnicity, family values, language, religion, race, and political ideology, centering on clinical issues with special ethnic groups, most of whom are considered minorities in the United States, including, but not limited to Afro-Americans, Mexican Americans, Puerto Ricans, Cubans, refugees from Southeast Asia, West Indians, and the handicapped.

SBST 2302 Treating the Co-Dependency/Dysfunctional Family (3-0) Credit: 3

An overview of the theoretical link between the childhood experience of living with a substance abuser resulting in disturbances in adult functioning, centering on the traumatic family environment of children

of substance abusers, symptoms of post-traumatic stress disorder, anxiety disorder, and depression.
Prerequisites: SBST 1301 and SBST 1302.

SBST 2303 Neuropsychopharmacology and Drug Education (3-0) Credit: 3

An overview of the classifications of drugs, uses, effects, synergism, potentiation, basic anatomy of the nervous system, physiology of the neuron, synaptic transmission, neurotransmitters, street drugs, addiction, dependency, and withdrawal.

SBST 2601 Clinical Practicum in Substance Abuse Counseling (2-17) Credit: 6

An opportunity to practice the techniques of counseling in a clinical setting utilizing the 12 core areas expressed by the Texas Commission on Alcohol and Drug Abuse (TCADA) and the materials learned in the course work in the program. Prerequisites: SBST 1301, 1302, 1303, and 1304.

Supermarket Management (SMMG)

SMMG 1301 Warehousing and Transportation (3-0) Credit: 3

A study of the purposes, daily activities and overall operations of the various departments in a food distribution center. The course will acquaint individual store officials with the total process of distributing food products through the wholesale and retail channels.

SMMG 1302 Store Security (3-0) Credit: 3

This course covers shoplifting, bad check detection and the forger, the check handling system, robbery and burglary prevention and riot control.

SMMG 2301 Inventory Procedures and Control (3-0) Credit: 3

Designed for those in supermarket management or related fields concerned with inventory control. Emphasis is upon order quantity formulas and systems, classification of inventory, development of inventory policies, and inventory simulations. Prerequisite: A mathematics selection or departmental approval.

SMMG 2305 Merchandising Non-Perishables (3-0) Credit: 3

This course presents store layout, shelf allocation, inventory control, pricing, and in-store display of all non-perishable commodities. It examines effective principles and practices of the merchandising functions.

SMMG 2306 Merchandising Perishables (3-0) Credit: 3

This course extends the appreciation of merchandising principles and practices to the wide spectrum of offerings. Emphasis is upon operations of the meat department, produce, frozen foods, and dairy products.

Tagalog (TAGA)

TAGA 1401 Beginning Tagalog I (3-3) Credit: 4

This course covers the fundamentals skills involved in comprehending, speaking, reading and writing Tagalog. It also includes basic vocabulary, grammatical structures and culture.

Mathematics, Technical (TMTH)

TMTH 1301 Technical Mathematics (3-0) Credit: 3

This course includes a study of algebra, trigonometric functions, graphs of trigonometric functions, solution of triangles and plane and solid geometry. Prerequisite: DSMA 0303 or permission of the Department Manager.

Television/Radio Broadcasting (TELE)

TELE 1301 Introduction to Broadcasting (3-0) Credit: 3

This is a survey course tracing the history of broadcasting from 1884 to the present. Besides history, the course will present information on comparative systems of broadcasting and on the basic operational

procedures of radio and television stations. Preparation for the FCC Restricted Operator's Permit is included in this course of study.

TELE 1305 Broadcast Writing (3-0) Credit: 3

This course covers the stylistic writing techniques as needed for commercial copy, promotional copy, and public service announcements. Practical experience will be available through College owned stations.

TELE 1402 Beginning Radio Production (3-3) Credit: 4

In this course the fundamental techniques and practices of production and programming are emphasized with a great deal of practical experience in an actual radio production facility. Production of commercials, and basic news will be studied. Each student will be trained to competently operate a radio control board, turntables, tape recorders, and CD players.

TELE 1403 Beginning Television Production (3-3) Credit: 4

This course is designed to give the student the fundamental skills in camera operation, microphone techniques, basic set design, basic graphics, and lighting. In addition, each student will participate in the production of live broadcasts from the college owned television stations and other live and taped productions. A basic study of the operation of a television station will be covered.

TELE 1405 Radio-Television Announcing (3-3) Credit: 4

This course covers the duties and responsibilities of the announcer, such as operation of audio console, announcing commercial copy, announcing station breaks, newscasting, interviewing, etc. Special emphasis is given in the areas of voice and diction and pronunciation. Practical experience will be offered through the use of College owned radio and television stations.

TELE 1406 Electronic News Gathering (3-3) Credit: 4

This course is designed to introduce the student to the fundamentals of videography with emphasis on television electronic news gathering. Basic picture composition, field lighting and audio techniques will be taught. Students will advance from small format camcorders to professional field cameras and edit group and individual video projects. Laboratory exercises will provide extensive hands-on training in the practical aspects of the electronic news gathering videographer.

TELE 1407 Advanced Radio Production (3-3) Credit: 4

Major emphasis in this course is advanced training in the production of radio commercials, promotion announcements, and radio dramas. An in-depth study of the programming formulas and different types of radio broadcasting is presented. Each student will be trained to competently operate a multitrack recorder and multitrack console. Prerequisite: TELE 1402 or approval of the Department Manager.

TELE 1408 Advanced Television Production (3-3) Credit: 4

This course offers advanced training in television production. Included will be experience as a camera operator, floor director, talent, lighting director, technical director, producer, graphics, video tape operator and audio engineer. Practical experience in television program production will be available through the use of College owned television stations. In addition, a critical look will be given to television programming techniques, types of station structure, and innovative technological breakthroughs. Prerequisite: TELE 1403 or approval of the Department Manager.

TELE 2301 Technical Aspects of Broadcasting (3-0) Credit: 3

This course will help the student develop a broad technical vocabulary and the basic understanding of the technical aspects of Telecommunications. Emphasis is placed on the study of operating fundamentals and the technical limitations of telecommunications systems. Broadcast technical standards and their rationale are a major part of the course. Limited emergency maintenance techniques for production personnel are also taught.

TELE 2304 Broadcast Sales (3-0) Credit: 3

This course is designed to give the student a working knowledge of broadcast time sales. Areas of study include sales call preparation, sales presentations, spot scheduling, client interviews, collections, rate cards, contracts, and sales promotions. Station ratings and their use in broadcast sales will also be studied. Prerequisite: TELE 1301 or approval of the Department Manager.

TELE 2306 Telecommunications Seminar (3-0) Credit: 3

This seminar is designed to allow the student of broadcasting to take an in-depth look at the industry he will soon serve. Individual investigation will be conducted on the current trends in broadcasting, major issues facing the broadcaster, and the importance of broadcasting in today's society. Considerable discussion on such issues as freedom of the press and the future of broadcasting will take place. This course will give the student an up-to-date and realistic perspective on his chosen industry. Prerequisite: Sophomore standing or approval of the Department Manager.

TELE 2307 Broadcast Station Management (3-0) Credit: 3

This course is an in-depth study of management responsibilities within the broadcast industry. Areas of study include personnel management, station budgets, profit and loss statements, network negotiations, and equipment purchases. Also included is a study of the Federal Communications Commission's rules and regulations pertaining to the overall operation of the broadcast station. Prerequisite: TELE 1301 or approval of the Department Manager.

TELE 2309 Broadcast Operations (3-0) Credit: 3

This course is designed to provide the student with an understanding and appreciation for the overall operation of radio and television stations as businesses. The relationship of the various departments of radio/TV stations and functions will be covered. Emphasis on how each department contributes to the economic condition of a station will be made. Prerequisite: TELE 1301.

TELE 2407 Electronic Field Production (3-3) Credit: 4

Electronic field production techniques are covered including field camera operations, electronic editing principles, remote audio and lighting techniques. Students assist television station staff with remote production assignments. Prerequisite: TELE 1406 or approval of the Department Manager.

TELE 2408 Telecommunications Internship (1-8) Credit: 4

The purpose of this course is to give each student an opportunity to receive practical experience in a specialized area of study. A student may choose his individual intern study from any of the following broadcast-related areas: graphic arts, set design, photography, cinematography, broadcast journalism, sales, radio production, television production, broadcast promotion, traffic and continuity. Prerequisite: TELE 1402 and 1403 or approval of the Department Manager.

TELE 2409 Telecommunications Projects (1-8) Credit: 4

The telecommunications projects will constitute an on-the-job training experience for all the students. The laboratory portion will place the student in responsible production positions for on-air broadcast activities on College owned radio or television stations. Each student will produce and direct at least three major TV or radio programs on a regularly scheduled basis. In conjunction with this practical training, the student will compile a daily log of his work experience for in-class discussion and criticism. Prerequisite: TELE 1402 and 1403 or approval of the Department Manager.

Vocational Nursing (CEVN)

CEVN 0101 Vocational Nursing I (429 Clock Hours) Credit: 0

This course consists of classroom instruction and clinical instruction and practice. This course introduces the student to the role of the vocational nurse. It also includes the history, trends, nursing ethics, and legal aspects of vocational nursing. In addition, it includes anatomy, physiology, microbiology, nutrition, pharmacology, and vocational nursing skills.

CEVN 0102 Vocational Nursing II (429 Clock Hours) Credit: 0

This course consists of classroom instruction and clinical instruction and practice. This course includes instruction on mental health, mental illness and part one of medical surgical nursing. Prerequisite: CEVN 0101.

CEVN 0103 Vocational Nursing III (429 Clock Hours) Credit: 0

This course consists of classroom instruction and clinical instruction and practice. This course covers the role of the vocational nurse in the care of obstetric and pediatric patients. Clinical experience will include

prenatal, labor and deliver, postpartum, newborn nursery and pediatrics in the hospital and out-patient clinics. Prerequisite: CEVN 0102.

CEVN 0104 Vocational Nursing IV (429 Clock Hours) Credit: 0

This course consists of classroom instruction and clinical instruction and practice. This course covers the second part of the medical-surgical nursing and provides opportunities for further development of knowledge, nursing judgement, complex nursing skills, and drug and nutritional therapies. Prerequisite: CEVN 0103.

Welding (WELD)

WELD 1250 Basic Oxy Welding (.2-2.3) Credit: 2

Instruction in selected types of weld joints and edge preparation includes safety requirements and maintenance of metal-working tools, supplies and equipment.

WELD 1251 Basic Arc Welding (.2-2.3) Credit: 2

Provides the student with basic arc welding skills, includes selection of electrodes, heat ranges, types of joints, edge preparation, shop safety and maintenance of equipment.

WELD 1301 Basic Gas Welding (1-2) Credit: 3

This course covers the theory and practice of oxyacetylene cutting and welding of metals in horizontal, vertical and overhead positions.

WELD 1302 Basic Arc Welding (1-2) Credit: 3

This course covers the theory and practice of electric arc welding. Welds will be made in all positions with various types of electrodes.

WELD 1401 Beginning Gas Welding (3-3) Credit: 4

Instruction will be conducted in oxyacetylene welding theory and practical application. Course of study will include use and operation of oxyacetylene cutting equipment. Safety and proper care of oxyacetylene equipment will be stressed. Prerequisite or Corequisite: INDU 1400 or consent of the Department Coordinator.

WELD 1402 Beginning Arc Welding (3-3) Credit: 4

Instruction will be conducted in the theory and practical application of Shielded Metal Arc Welding with various types of electrodes in flat and horizontal positions. Course of study to include AWS electrode classification. Prerequisite or Corequisite: INDU 1400 and WELD 1401 or consent of the Department Coordinator.

WELD 1403 Intermediate Arc Welding (3-3) Credit: 4

Instruction will be given in the practice of making Shielded Metal Arc Welds in all positions. Emphasis will be placed on preparing the student for certification in flat and horizontal positions with various types of electrodes. Prerequisite: WELD 1402.

WELD 1405 Advanced Gas Welding (3-3) Credit: 4

Instruction will be given on oxyacetylene welding in all positions and practical application of silver brazing and soft solder. Use of cutting machines will be included in the course of study. Prerequisite: WELD 1401.

WELD 1406 Blueprint for Welders (3-3) Credit: 4

This course covers the fundamentals of drawing interpretation as applied in the welding trade. Emphasis will be on welding symbols and their significance, familiarization with terms, sites, shapes and abbreviations.

WELD 2401 Advanced Arc Welding (3-3) Credit: 4

Instruction will be given in the practice of taking guided bend test, with and without the use of back-up strips, in all positions. Emphasis will be placed on preparing students for certification in all positions with various types of electrodes. Prerequisite: WELD 1403.

WELD 2402 Pipe I**(3-3) Credit: 4**

Intensive classroom and practical applications will be given in techniques used in the welding of rolled and fixed position pipe. Prerequisite: WELD 1403.

WELD 2404 Pipe II**(3-3) Credit: 4**

Classroom instruction to be given on development of layout templates. Practical instruction will place emphasis on preparing the student for certification test on pipe. Prerequisite: WELD 2402.

WELD 2406 Welding Fabrication & Layout**(3-3) Credit: 4**

Practical application of steel fabrication and general layout work. Blueprint reading of welding prints with welding symbols will be included. Prerequisite: WELD 1406 and 2401.

WELD 2407 GTAW Welding (TIG)**(3-3) Credit: 4**

This course provides instruction in the theory and practice of Gas Tungsten Arc Welding (GTAW) of aluminum. The course of study includes types of power sources, shielding gases and metals. Welding is performed using 1/16, 3/32, and 1/8 tungsten rod in all positions. Prerequisites: WELD 1402 and 1405.

WELD 2408 GMAW Welding (MIG)**(3-3) Credit: 4**

This course covers the theory and practice of Gas Metal Arc Welding (GMAW) of mild steel and aluminum. The course of study includes the study of the types of metal transfer and shielding gases used in these processes. Welding will be performed in the 1, 2, 3, and 4G positions using .035 wirefeed. Prerequisite: WELD 1402 or ATBR 1409.

Word Processing (WOPO)**WOPO1101 MS-DOS: An Introduction****(1-5) Credit: 1**

A 24-hour basic introduction to the structure and operation of IBM and IBM compatible microcomputer systems. For professional, managerial, administrative and clerical personnel who will use but are not familiar with IBM and IBM compatible microcomputer systems. Instruction consists of short lecture/demonstrations and hands-on practice with actual equipment. Topics include IBM microcomputer system components and operating/controlling the system with MS-DOS.

WOPO1102 WordPerfect: An Introduction**(1-5) Credit: 1**

A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics covered: the basic WordPerfect program; document formatting, text entry, spell check, thesaurus, outlining, footnoting, merging letters, document saving, retrieving, and editing; WordPerfect directory/files management; printer/font selection and control; and printing documents.

WOPO1103 Microsoft Word: An Introduction**(1-5) Credit: 1**

A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on with lecture; includes demonstration, discussion/question/answer sessions. Topics covered: overview of word processing; structure of Microsoft Word program; document formatting, text entry, retrieving, editing and printing document files; directory/files management; merging and printer/font selection and control.

WOPO1104 LOTUS 1-2-3: An Introduction**(1-5) Credit: 1**

A 24-hour course introducing participants to the worksheet and graphics capabilities of LOTUS 1-2-3 applications software. For professional, managerial, administrative, or financial analyst personnel with prior microcomputer experience who need budgetary, financial, or other computer database supported information portrayal/analysis capabilities. Instruction consists of short lecture/demonstrations and hands-on practice. Includes discussion/question/answer sessions using practice exercises and examples. Topics include: LOTUS operating menus, worksheet design, creation, mathematical functions, protecting, storage, retrieval, moving, copying, editing, data manipulation, graphics development, LOTUS macros, on-line Helps, tutorials and references.

WOPO1105 WordStar/Mail Merge (1-1) Credit: 1

A 30-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics include: overview of WordStar structure; defining files; document formatting, text entry; creating form letters using Mail Merge; saving, retrieving, and editing document files; WordStar directory/files management; printer/font selection and control; and printing.

WOPO1106 Enable: An Introduction (1-1) Credit: 1

A 30-hour course for professional, managerial, administrative, and financial analyst personnel having no prior microcomputer experience. A hands-on, minimum lecture approach using actual equipment. Includes discussion/question/answer sessions based upon instructor furnished practice exercises and examples. Topics include: Microcomputer system components, operation, and care; integrated software, the ENABLE applications modules; spreadsheet concepts, database management and word processing; graphics; and telecommunications operations.

WOPO1107 Spreadsheet Applications (1-.5) Credit: 1

A 24-hour course introducing participants to the worksheet and graphics capabilities of spreadsheet applications software. For professional, managerial, administrative or financial analyst personnel with prior microcomputer experience who need budgetary, financial, or other computer database supported information portrayal/analysis capabilities. Instruction consists of short lecture/demonstrations and hands-on practice. Includes discussion/question/answer sessions using practice exercises and examples. Topics include: Spreadsheet operating menus, worksheet design, creation, mathematical functions, protecting, storage, retrieval, moving, copying editing, data manipulation, graphics development, spreadsheet macros, on-line Helps, tutorials and references.

WOPO1108 Word Processing Applications (1-.5) Credit: 1

A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics include: overview of word processing structure of word processing program; defining files; document formatting, text entry, retrieving, and editing and printing documents files; directory/files management; merging and printer/font selection and control.

WOPO1109 DataBase Applications (1-.5) Credit: 1

A 24-hour course introducing participants to the capabilities of a database structure. Hands-on with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics include: how to create, edit, browse, sort, search, and delete a database structure. In addition, participants will learn how to modify an existing structure, create a report, and how to change or replace fields using a search criteria.

WOPO1303 Beginning Keyboarding/Data Entry (3-3) Credit: 3

A beginning course in the fundamentals and techniques of keyboarding and data entry on personal computers. Special emphasis on speed development, including an introduction to letter writing, tabulating, and preparing manuscripts.

WOPO1304 Intermediate Information Processing Applications (3-3) Credit: 3

A continuation of WOPO 1303. Additional skills in terms of accuracy and speed will be evidenced by students in utilizing personal computers. Composition and typing of business letters, tabulations and manuscripts of more demanding content will be instructed. Prerequisite: WOPO 1303 or consent of the department manager.

WOPO1305 Applicational Software (3-3) Credit: 3

A course for professional, managerial, administrative, and financial analyst personnel having no prior microcomputer experience. A hands-on lecture/lab approach using actual equipment. Includes discussion/question-answer sessions based upon instructor-furnished practice exercises and examples. Topics include: Microcomputer system components, operating/controlling the system with MS-DOS; spreadsheet operating menus, worksheet design and creation, mathematical functions, graphics development, spreadsheet macros, and data manipulation; overview of the word processing program's structure, defining files, document formatting, text entry, retrieving, editing and printing document files, merging, printer control, and font selection.

WOPO 1307 Word Processing/Transcription (3-3) Credit: 3

This course is designed to train students in the theory of word processing. It introduces the student to word processing facilities and equipment. It provides hand-on experience with word processing equipment to include processing, editing, storing information, printing devices, formatting, type style, and paragraphing. Transcribing machines are utilized in conjunction with information creation. Prerequisite: Minimum typing skills of 40 WPM.

WOPO 1401 Word Processing Cooperative Training I (1-20) Credit: 4

This course consists of on-the-job word processing training that utilizes the principles, skills, and knowledge gained in the setting of the classroom. The student is employed at an approved work station under the coordination of the Office Administration Department personnel.

WOPO 2302 Advanced Information Processing Applications (3-3) Credit: 3

This course includes advanced work in such specialized production as tabulation, inter-office correspondence, manuscripts, legal forms, medical forms, special inter-office forms, and additional work on the arrangement of business letters with special features. Personal computers and applicable softwares are used extensively in preparing students to be highly productive office employees. Prerequisites: WOPO 1304 or equivalent.

WOPO 2303 Office Automation (3-3) Credit: 3

The students will work with advanced problems utilizing hands-on experience with information processing facilities and equipment. Hands-on experience includes the following: editing, storing, printing, formatting, computing and networking. A thorough study of present and future systems, i.e., interchangeability and adaptability of software. Prerequisite: 6 WOPO hours or equivalent.

WOPO 2304 Automated Accounting (3-3) Credit: 3

Elementary principles of accounting, such as journalization, posting, statements, special journals; subsidiary ledgers will be studied utilizing software packages. Special emphasis is placed on personal, family and small business accounting systems. Prerequisite: OADM 2304.

WOPO 2306 Information Systems and Applications (3-3) Credit: 3

This course is designed to give secretarial, clerical, management, and word processing students an insight into the present and future office environment with regard to the current trend towards automation. Through class discussion, individual and/or group projects, research and input from various speakers from related areas of private industry, students will become aware of the impact of current trends toward automation in the office as well as related business fields. Prerequisite: 12 WOPO hours or equivalent.

WOPO 2308 Information System Internship I (2-4) Credit: 3

The student will be provided a combination of occupationally related classroom instruction and on-the-job training in cooperation with offices within the Office Administration Department. Actual work training will be available in following areas: information processing, filing, duplication, use of telephone, preparation of correspondence, voice transcription machine, record keeping, proofreading, etc.

WOPO 2309 Information System Internship II (2-4) Credit: 3

Students will be provided a combination of occupationally related class work instruction and on-the-job training in cooperation with Office Administration offices. Students will demonstrate advanced competencies with work experiences in the following areas: taking dictation, information processing, letter composing, telephone procedures, filing work scheduling, financial calculating, duplication, transcribing from dictation equipment, etc.

WOPO 2310 Word Processing Center Management (3-0) Credit: 3

This course covers the factors that influence work efficiency and human behavior in the information processing center environment. This course includes a consideration of systems limitations and capabilities, work flow, system security, scheduling, managerial theories, system evaluation, human relations, and supervision. Prerequisite: Sophomore standing or the consent of the instructor.

WOPO 2401 Word Processing Cooperative Training II (1-20) Credit: 4

This course is a continuation of Word Processing Cooperative Training I. Prerequisite: WOPO 1401.

CONTINUING EDUCATION

The purpose of non-credit programs is to meet the continuing education requirements of the community at large. To achieve this purpose, organized programs are provided in response to anticipated and expressed needs. Classes generally provide training for the individual. However, special interests groups can also be accommodated within the scope and philosophy of the program. Classes are geared to the changing requirements of local business and industry. There is no limit to the number or variety of courses available. Classes are offered in vocational areas, general interest, and the arts. Area employees and businessmen are periodically consulted for recommendations as to the types of vocational courses needed.

Additional information may be obtained by contacting Continuing Education at 526-1104.

Animal & Plant Care

Landscaping
Gardening
Dog Obedience

Arts & Crafts

Needlepoint
Cake Decorating
Flower Arranging

Business & Management

Bookkeeping
Real Estate
Tax Preparation
Securities & Investments
Insurance
Customer Service
Business Writing Skills

Dance & Exercise

Country & Western Dancing
Ballroom Dancing
Slimnastics

Driver Education

Under 18 Drivers Education
Remedial Drivers Education
Defensive Driving Education

Microcomputers

Fundamentals
Word Processing
Database
Spreadsheet
Basic Programming

Personal Development

Preparation for ACT
Preparation for TASP
Stress Management
Conversational Spanish
Study Skills

Special Interest

Microwave Cooking
Interior Decorating
Babysitting Training
Sign Language

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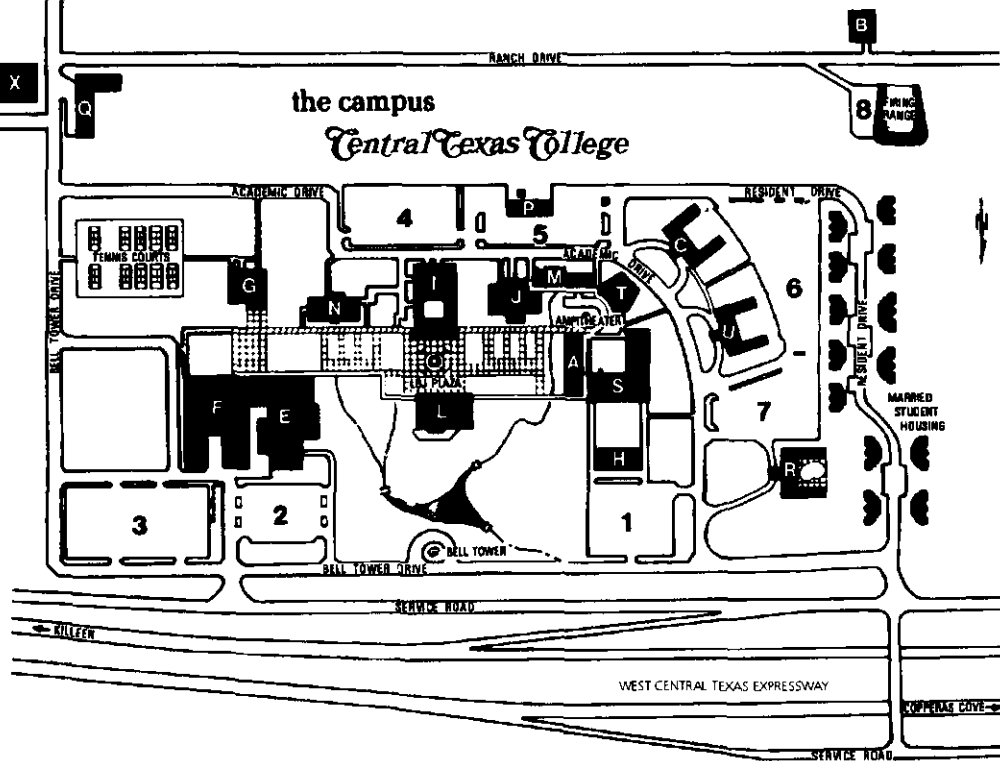
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Important Campus Locations

- A** (Bldg. 104) Academic
- B** (Bldg. 110) Farm & Ranch Management
- C** (Bldg. 111) Systems Services
- D** (Bldg. 136) University of Central Texas
- E** (Bldg. 101) Engineering Arts Technology
- F** (Bldg. 118) Vocational Skills Center
- G** (Bldg. 103) Physical Education
- H** (Bldg. 108) Administration
- I** (Bldg. 106) Student Center
- J** (Bldg. 112) Fine Arts
- L** (Bldg. 102) Library
- M** (Bldg. 109) Telecommunications
- N** (Bldg. 113) Nursing
- P** (Bldg. 107) Power Plant/Campus Police
- Q** (Bldg. 122) Physical Plant
- R** (Bldg. 120) Student Residential Hall
- S** (Bldg. 105) Science
- T** (Bldg. 121) Computer Science
- U** (Bldg. 119) Student Services
- W** (Bldg. 117) Child Development Center
- X** (Bldg. 139) Administrative Computer Center



Parking Lots Designated by Numbers

