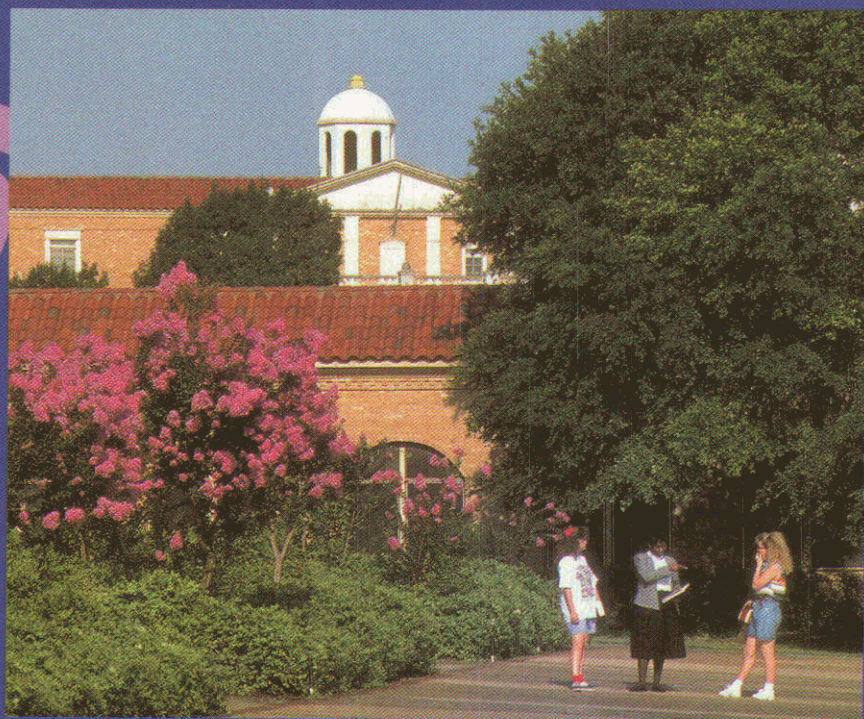


CENTRAL TEXAS COLLEGE



CATALOG 1995-1997

Changing lives one degree at a time

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
1-817-526-1222/1368

NAVY CAMPUS

CENTRAL TEXAS COLLEGE
Office of the Dean
P.O. Box 1800
Killeen, Texas 76540-9990
1-817-526-1356
1-800-792-3348 (Out of State)
1-800-223-4760 (In State)

EUROPE CAMPUS

CENTRAL TEXAS COLLEGE
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, Virginia 23518
1-804-587-8873
1-800-457-2619

NAVY PACIFIC CAMPUS

CENTRAL TEXAS COLLEGE
4250 Pacific Highway, Suite 128
San Diego, California 92110
1-619-226-6626
1-800-784-5470

PACIFIC FAR EAST CAMPUS

CENTRAL TEXAS COLLEGE
Office of the Dean
Office of Student Services
Office of Operations/Support Services
Office of Educational Programs
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

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.

CORRESPONDENCE AND INQUIRIES

Correspondence and inquiries should be addressed to the appropriate office, e.g., Admissions, Records, Student Financial Assistance, 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.

CENTRAL TEXAS COLLEGE

Central Texas College District

Sixteenth

1995-1997

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

Listed in

Report of Credit given by American Association of Collegiate Registrars and Admissions Officers
Accredited Institutions of Postsecondary Education American Council On Education
Directory of Postsecondary Institutions, Volume 1 U.S. Department of Education

Member of

American Association of College Admissions Counselors, American Association of Collegiate Registrars and Admissions Officers, American Association of Community and Junior Colleges, Association of Texas Colleges and Universities, Broadcast Education Association, National Association of Veteran Program Administrators, National Association of Student Financial Aid Administrators, Servicemembers Opportunity College, Southern Association of Collegiate Registrars and Admissions Officers, Texas Association of Broadcast Educators, Texas Public Community/Junior College Association, Texas Association of Collegiate Registrars and Admission Officers, Texas Association of Collegiate Veterans Program Officers, and Texas Association of Student Financial Aid Administrators

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BOARD OF TRUSTEES



Photo by DeHart Photography

Back Row (Standing) left to right: Mr. Charles Baggett, Mrs. Mary Kiewer, Dr. James R. Anderson, Mr. Don Armstrong, Mrs. Mary Ann Kelley,

Front Row (Seated) left to right: Mr. Riley Simpson, Mrs. Margaret Bay, Mrs. Mari Meyer.

Margaret A. Bay
President
Harker Heights, Texas

Charles B. Baggett
Treasurer
Copperas Cove, Texas

Riley J. Simpson
Copperas Cove, Texas

Mari M. Meyer
Harker Heights, Texas

Mary H. Kiewer
Vice President
Killeen, Texas

Mary Ann Kelley
Secretary
Harker Heights, Texas

Don R. Armstrong
Killeen, Texas

EXECUTIVE OFFICERS

James R. Anderson
Chancellor
B.B.A., Michigan State University
M.B.A. Florida State University
Ph.D., Florida State University

Robert C. Farrell
Deputy Chancellor for Resource Management
B.S., Tarleton State University
Certified Public Accountant

Alvin Ornstein
Executive Director, College Development
B.S., University of Omaha
M.S., Air Force Institute of Technology
Ohio State University

E.H. Shemwell
Deputy Chancellor for Campus Operations
B.S., Washington State University
M.S., George Washington University

Ben H. Wickersham
Deputy Chancellor for Educational Program and Support Services
A.A., Kilgore College
B.S., East Texas State University
M.S., East Texas State University
Additional Graduate Study:
Texas A&M University
University of Texas at Austin

CHANCELLOR'S MESSAGE

The Board of Trustees, the Administration, the Faculty, and the Staff of Central Texas College have all pledged that students will always be our first priority. We will never forget the special trust and confidence placed in us to ensure 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 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 understands the special educational needs of the military student.



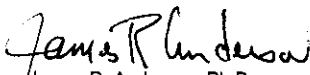
Photo by DeHart Photography

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 library holdings, and most importantly 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 our commitment to ensure that every student is treated courteously, with dignity, and provided all academic services in a cheerful, helpful manner. Every student is important and we intend to treat each of 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

PERSONNEL

William C. Alexander	Dean, Guidance and Counseling
Lois A. Anderson	Dean, Continental Campus
Jose Aponte	Coordinator, Disability Support Services
Gordon D. Bacon	Director, Child Care Center
James D. Barton	Director, Accounting
Carolyn Beadle	Director, TDCJID and Gatesville
B. W. Beebe	Director, Business Services
Stan Benoit	Assistant Director, Financial Aid
Betty Bowling	Coordinator, Single Parent/Homemaker
Betty Broadhurst	Director, Evaluation Services
Olivia Bruno	Supervisor, Payroll
Wauneta Cannon	Grants Manager
Laurelyn Carlisle	Dean, Instructional Services
Thomas Carter, Ph.D.	Dean, API
Al Castillo	Manager, Technical Services
Suzzette Chapman	Assistant to the Chancellor for Administration
Mary Civello	Director, Employment Services
Valerie Coddington	Director, Continuing Education
Reymundo Consemiu	Director, Substance Abuse Resource Center
G. Robert Criswell	Dean, Student Services
Regina Curry	Director, Affirmative Action/EEO
Robert Dent	Director, Student Services, Fort Hood Campus
Douglas Enterkin	Director, Student Services, Gatesville
George Erskine	Director, Testing Services
Jose A. Fajardo	General Manager, KNCT-TV/FM
Bridgette Flynt	Director, Records, Central Campus
Carmen Foster	Coordinator, Evaluation Services
Kelli Fram	Director, Public Information
Coreen Fuller	Coordinator, Learning Disability Services
Robert D. Garvin	Coordinator, Institutional Research
Tanya Gibson	Manager, Accounts Receivable
Lorriè Hammer	Assistant Internal Auditor
Lois Hanson	Director, College Programs, Fort Hood Campus
Liz Helbing	Manager, Bookstore
Joe Hogan	Coordinator, Technical Publications/Campus Security
Virginia Jicha	Coordinator, U.S. Embassy Programs
Ben Julson	Director, ASEP Programs, Fort Hood Campus
Bob Kamstra	Director, Materials Management
Daniel Karppi	Director, Student Life Activities
Doretha King	Director, Adult Education, Service Area Campus
Lillian Kroeger	System Registrar

Billie Kunkel	Director, Payroll Services
Anne M. LaMere	Internal Auditor
Maxine Lettman	Contract Administrator
Mary Levandovsky	Director, Student Support Services
Robert W. Liberty	Budget Management and Assistant Comptroller
Jim Lindley	General Counsel
S. Margaret Lyons	Assistant Director, Library Services
Barbara A. Maples	Director, Employee Benefits and Risk Management
Don Martin	Dean, Pacific Far East Campus
Gail Max	Coordinator of Student Activities
JoAnn Maxon	Manager, Printing
David McClure	Director, Career Planning and Placement
Martin O. Menn	Manager, System Software
Mark Meverden	Coordinator, Transfer Evaluations
Don Mikles	Dean, Central Campus
Margaret Morris	Vocational Counselor, Central Campus
Traudi Nicholson	Coordinator, Registration, Fort Hood Campus
Carole Nielsen	Manager, Financial Reporting
James C. Nixon	Dean, Fort Hood and Service Area Campuses
Jim O'Brien	Director, Facilities Management
Terri K. O'Connor	Manager, Computer Operations
David Orwig	Chief of Police
Fred J. Ostertag	Dean, Europe Campus
Faith Palmer	Manager, Accounts Payable
Mark Plasterer	Coordinator, Audio-Visuals
Mark A. Pollett	Director, Community Education, Service Area
Sherry L. Pollett	Director, Cash Management
Marky Price	Director, Recruitment and Retention
Elaine Riley	Coordinator, Skills Center Counseling
Judyann Robinson	Coordinator, Risk Management
Bernice Seawood	Coordinator, Auxiliary Services
Noel H. Schnitz	Dean, Library Services
Annabelle L. Smith	Director, Offices of Student Aid
Maria C. Arevalo-Vargas	Director, International Student Services
Annette Vassaur	Director, Project PASS
Leo Welsh	Director, Human Resources Management Division
Bill Wheeler	Director, Pension Plan
Ted Woehl	Comptroller
Jim M. Yeonopolus	Assistant Deputy Chancellor, Campus Operations/Dean, Navy Campus
Lillian I. Young	Director, Institutional Effectiveness
Linda Young	Manager, Residence Hall

COLLEGE CALENDAR

PROPOSED SCHEDULE FOR CENTRAL CAMPUS 1995-1997

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. The following calendars displays major activity dates of the academic years. 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.

FALL 1995

New Student Registration	August 14-18
Registration	August 21-25
Dormitory Open for Occupancy	August 27
Classes Begin	August 28
Labor Day (No Classes)	September 4
Last Day to Apply for Fall Graduation	October 2
Veteran's Day (No Classes)	November 10
Thanksgiving (No Classes)	November 23-24
Final Exam Week	December 11-16

SPRING 1996

New Student Registration	January 2-5
Registration	January 8-12
Martin Luther King Day (Holiday)	January 15
Dormitory Open for Occupancy	January 16
Classes Begin	January 17
Last Day to Apply for Spring Graduation	February 1
Presidents' Day (No Classes)	February 19
Spring Break (No Classes)	March 11-15
Final Exam Week	May 8-14
Graduation	May 18

SUMMER 1996

New Student Registration	May 7-9
Registration	May 20-24
Dormitory Open for Occupancy	May 26
Memorial Day (Holiday)	May 27
Classes Begin (Summer I and 11 Week)	May 28
Make-up Class for Memorial Day Holiday	June 7
Last Day to Apply for Summer Graduation	June 10
Final Exams (Summer I)	July 2
Classes begin (Summer II)	July 3
Independence Day (No Classes)	July 4-5
Final Exams (Summer II and 11 Week)	August 7-10

FALL 1996

New Student Registration	August 12-16
Registration	August 19-23
Dormitory Open for Occupancy	August 25
Classes Begin	August 26
Labor Day (No Classes)	September 2
Last Day to Apply for Fall Graduation	October 1
Veteran's Day (No Classes)	November 11
Thanksgiving (No Classes)	November 28-29
Final Exam Week	December 9-14

SPRING 1997

New Student Registration	January 6-10
Registration	January 13-17
Martin Luther King Day (Holiday)	January 20
Dormitory Open for Occupancy	January 21
Classes Begin	January 22
Last Day to Apply for Spring Graduation	February 3
President's Day (No Classes)	February 17
Spring Break (No Classes)	March 17-21
Final Exam Week	May 12-16
Graduation	May 17

SUMMER 1997

New Student Registration	May 20-22
Registration	May 27-30
Memorial Day (Holiday)	May 26
Dormitory Open for Occupancy	June 1
Classes Begin (Summer I and 11 Week)	June 2
Last Day to Apply for Summer Graduation	June 10
Independence Day (No Classes)	July 4
Final Exams (Summer I)	July 8
Classes Begin (Summer II)	July 9
Final Exams (Summer II and 11 Week)	August 6-9

FACULTY

CENTRAL CAMPUS

Barbara Adams, Faculty (1988)

NURSING

Vocational Nursing

Diploma: St. Joseph's Hospital, Phoenix, Arizona

Wynona W. Alexander, Department Chair (1969, 1974)

ART/MUSIC

Art/Music

B.A., East Texas State University

M.A., East Texas State University

Ph.D., North Texas State University

Exzelia O. Alfred, Faculty (1985)

NURSING

Associate Degree Nursing

Diploma, Harlem Hospital School of Nursing

B.S.N., Hunter College

M.A., Teachers College, Columbia University

M.Ed., Teachers College, Columbia University

Mary V. Alfred, Faculty (1982)

OFFICE ADMINISTRATION

Office Administration

B.S., University of Central Texas

M.S., University of Central Texas

Additional graduate study, University of Texas at Austin

Tom Allen, Faculty (1993)

SOCIAL & BEHAVIORAL SCIENCES

Philosophy

B.S., North Texas State University

M.Th., Harding University

Janice R. Anderson, Faculty (1980, 1993)

DEVELOPMENTAL STUDIES

English as a Second Language/

Intensive English

B.S., University of Georgia

M.Ed., East Stroudsburg University

Additional graduate study, University of Georgia

Gordon D. Bacon, Director, Child Development Center (1985)

EARLY CHILDHOOD PROFESSIONS

Early Childhood Professions

B.A., Montana State University

M.A., University of Montana

Gayle J. Blum, Faculty (1980)

NURSING

Associate Degree Nursing

Diploma: Hillcrest School of Nursing

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

M.S.N., Texas Woman's University

Johnny H. Boardman, Faculty (1988)

AVIATION SCIENCE

Aviation Science

A.A.S., Central Texas College

B.S., University of Central Texas

M.S., University of Central Texas

Beth Bodkin, Faculty (1984)

NURSING

Associate Degree 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

John W. Brewer, Department Chair (1978)

AIR CONDITIONING

Air Conditioning

B.S., University of Central Texas

M.S., University of Central Texas

Betty Brown, Faculty (1989)

NURSING

Associate Degree Nursing

B.S.N., University of Texas at Austin

M.S., Troy State University

Ph.D., Texas Woman's University

Ruby Brown, Faculty (1988)

NURSING

Associate Degree 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

Richard M. Carney, Faculty (1990)

PHYSICAL EDUCATION

Physical Education

B.S., Southwest Texas State University

M.A., Southwest Texas State University

Naomi Carroll, Faculty (1994)

NURSING

Nursing

B.S.N., California State College

M. N., University of California

Bobby F. Chaney, Faculty (1987)

OFFICE ADMINISTRATION

Office Administration

B.A., Oglethorpe University

M.S., Ed., University of Southern California

Elizabeth L. Cheatham, Faculty (1974)

OFFICE ADMINISTRATION

Office Administration

B.A., Louisiana Tech University

M.B.A., Louisiana Tech University

Donna Chumme, Faculty (1990)

SCIENCE

Chemistry

B.S., Tarleton State University

M.A.T., Tarleton State University

Charles C. Clark, Faculty (1982)

INDUSTRIAL TECHNOLOGY

Diesel Mechanics

A.A.S., Central Texas College

Jerrie Kellar Cleaver, Faculty (1983, 1992)

OFFICE ADMINISTRATION

Office Administration

B.A., Baylor University

M.S., University of Central Texas

Nancy Cody, Faculty (1992)

NURSING

Vocational Nursing

B.S.N., University of Arkansas

M.S., Central Michigan University

David L. Coleman, Faculty (1995)

COMPUTER SCIENCE

Computer Science

A.A.S., Central Texas College

B.S., University of Central Texas

M.S., University of Central Texas

Barbara C. Considine, Faculty (1980, 1990)

DEVELOPMENTAL STUDIES

Mathematics

B.A., Mansfield University

B. J. Cummings, Faculty (1982)

INDUSTRIAL TECHNOLOGY

Auto Body

A.A.S., Central Texas College

Sharon Davis, Faculty (1979, 1993)

DEVELOPMENTAL STUDIES

Mathematics

B.S.E., Central Missouri State University

M.S., Central Missouri State University

Additional graduate study, University of Missouri

Susan Davis, Faculty (1991)

NURSING

Associate Degree Nursing

B.S.N., Texas Woman's University

M.S., Texas Woman's University

Richard Diller, Faculty (1984)

COMPUTER SCIENCE

Computer Science

A.A.S., Central Texas College

B.S., U.S. Military Academy

M.S., U.S. Naval Post Graduate School

Patricia Donahue, Faculty (1991)

NURSING

Associate Degree Nursing

Diploma: 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

Donald Donaldson, Department Chair (1985)

INDUSTRIAL TECHNOLOGY

Automotive/Auto Body/Maintenance Technology/

Barber/Cosmetology/Diesel/Fire Protection/Print

Shop Trades/Small Gas Engine Repair/Welding

A.A.S., Central Texas College

Pamela Drever, Faculty (1995)

NURSING

Nursing

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

M.S., University of Central Texas

Lovie Dunn, Faculty (1994, 1995)

OFFICE ADMINISTRATION

Office Administration

A.A.S., Central Texas College

B.S., University of Central Texas

Stanford P. Dyer, Faculty (1992)

SOCIAL AND BEHAVIORAL SCIENCES

History/Government

B.A., Louisiana Tech

M.A., Louisiana Tech

Ph.D., Texas A&M University

Additional graduate study, Sam Houston State University

Paul G. Engelkirk, Faculty (1992)

SCIENCE

Microbiology

B.A., New York University

M.S., Michigan State University

Ph.D., Michigan State University

Alison Esparza, Faculty (1990)

NURSING

Associate Degree Nursing

Diploma: St. Joseph's College of Nursing

A.S., Solano Community College

B.S., Sonoma State University

M.H.A., Colorado University

- Mary C. Feild, Faculty (1973)**
OFFICE ADMINISTRATION
Office Administration
 B.A., Lamar University
 M.A., University of Texas at Austin
- Michael R. Flynn, Faculty (1993)**
INDUSTRIAL TECHNOLOGY
Automotive
 A.A.S. Central Texas College
- Ronald R. Fitz-Randolph, Faculty (1981)**
COMPUTER SCIENCE
Computer Science
 B.A., University of Oklahoma
 M.S., University of Central Texas
- Dennis L. Ford, Faculty (1993)**
COMPUTER SCIENCE
Computer Science
 A.A.S., Central Texas College
 B.S., University of Central Texas
 M.S., University of Central Texas
- Harriet Foster, Faculty (1983)**
NURSING
Vocational Nursing
 B.S.N., University of Mary Hardin-Baylor
- John R. Frith, Department Chair (1984, 1994)**
BUSINESS ADMINISTRATION & LEGAL SERVICES
Banking/Business/Food Service/Hotel-Motel/ Legal Assistance/Management/Marketing/Real Estate
 B.B.A. University of Georgia
 M.B.A. Auburn University
 M.S. Troy State University
 Additional graduate study, NOVA, Southeastern University
- James D. Gebhardt, Chief Flight Instructor (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, Department Chair (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, Faculty (1979)**
COMMUNICATIONS
Foreign Language
 B.A., Abilene Christian University
 M.A.T., Southwest Texas State University
- Robert W. Grazinski, Department Chair (1984, 1995)**
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
- Dawn Green, Faculty (1994)**
CHEMICAL DEPENDENCY COUNSELING
Chemical Dependency
 B.A., Saint Leo College
 M.A., Hampton University
- Audrie E. Hall, Faculty (1985)**
ELECTRONICS
Electronics
 B.S., Lamar State University
 M.B.A., Stephen F. Austin University
- Timothy R. Hall, Department Chair (1969, 1974)**
MATHEMATICS
Mathematics
 B.A., Oklahoma State University
 M.S., West Texas State University
- William G. Handorf, Faculty (1969, 1976)**
SOCIAL & BEHAVIORAL SCIENCES
Psychology/Sociology
 A.A., Morton Junior College
 B.A., Northwestern University
 M.A., Northwestern University
 Ed.D., American University
- Elaine E. Hayes, Department Chair (1986)**
NURSING
Associate Degree Nursing
 B.S., Louisiana College
 M.S.N., University of Texas at Austin
 Ed.D., Texas A&M University
- John L. Henderson, Faculty (1970)**
COMMUNICATIONS
English
 B.A., West Texas A&M University
 M.A., West Texas A&M University
 Ph.D., University of Texas at Austin

Jerry L. Herrick, Faculty (1979, 1989)
SOCIAL & BEHAVIORAL SCIENCES
Psychology
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)
SCIENCE
Biology
A.A.S., Phillips County Community College
B.S., East Texas State University
M.S., East Texas State University
Additional graduate study, Texas A&M University

Christine N. Holden, Faculty (1990)
PHYSICAL EDUCATION/INTRAMURAL SPORTS
Physical Education
B.S., Southwest Texas State University
M.Ed., Tarleton State University

Anna R. Holston, Faculty (1988)
COMMUNICATIONS
English
B.A., Paine College
M.A., Pepperdine University
M.A., Baylor University
Additional graduate study, Baylor University

Jami J. Hughes, Faculty (1991, 1994)
COMMUNICATIONS
Speech/Theater
B.F.A., Sam Houston State University
M.F.A., Louisiana State 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

Ray S. Ivans, Faculty (1993)
BUSINESS MANAGEMENT
Business/Real Estate
B.S., University of New Mexico
M.B.A., Tarleton State University

Jeanette Jost, Faculty (1978, 1992)
NURSING
Chemical Dependency Counseling
Diploma: 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., 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

Peter W. Knightes, Faculty (1982)
SCIENCE
Geology/Geography/Astronomy
B.S., State University College at Oneonta,
New York
M.Ed., Texas A&M University
Additional graduate study, Texas A&M University

Dale Knox, Faculty (1987, 1989)
DEVELOPMENTAL STUDIES
Mathematics
B.A., Wichita State University
M.S., Kansas State Teacher's College of Emporia

Billie J. Laney, Faculty (1970)
SOCIAL & BEHAVIORAL SCIENCES
Psychology/Sociology
B.A., Southern Methodist University
M.A., East Texas State University
Ph.D., East Texas State University
Additional graduate study, University of Central
Texas

Jamie Lingsch, Faculty (1994)
NURSING
Nursing
B.S.N., Texas Woman's University
M.S.N., University of Texas at Arlington

Cynthia D. Long, Faculty (1995)
OFFICE ADMINISTRATION
Office Administration
B.B.A., Tarleton State University
M.B.A., Tarleton State University
M.L.S., Sam Houston State University

Gloria L. Lyons, Faculty (1974)
NURSING
Associate Degree Nursing
B.S.N., Winston Salem University
M.S.N., Texas Woman's University

- Jacqueline Mackey, Faculty (1992)**
NURSING
Vocational Nursing
 A.A.S., Central Texas College
 B.S.N., University of Mary Hardin-Baylor
- Herbert J. Maglietta, Department Chair (1974)**
Associate Dean, Vocational/Technical Programs
 (1995)
DRAFTING & DESIGN
Drafting & Design
 B.S., Southwest Texas State University
 M.Ed., Southwest Texas State University
- Kaye Marfell, Faculty (1992)**
NURSING
Vocational Nursing
 B.S.N., South Dakota State University
 M.A., Webster University
- Judy Marshall, Lab Supervisor (1986)**
EARLY CHILDHOOD PROFESSIONS
Early Childhood Professions
 B.S., Howard Payne University
- Catherine M. Mason, Department Chair (1976, 1978)**
EARLY CHILDHOOD PROFESSIONS
Early Childhood Professions
 B.S., University of Central Texas
 M.S., Texas Woman's University
- Wilbur McBryde, Faculty (1991)**
SCIENCE
Biology
 B.A., Sul Ross University
 M.A., Sul Ross University
- Robert H. McDonald, Director of Training**
Central Texas Regional Police Academy
CRIMINAL JUSTICE
Criminal Justice
 A.A., Central Texas College
 B.S., University of Central Texas
 Additional graduate study, University of Central Texas
- Roger Miller, Faculty (1995)**
INDUSTRIAL TECHNOLOGY
Automotive Technology
 A.A.S., Central Texas College
- John W. Moffitt, Department Chair (1967, 1989)**
DEVELOPMENTAL STUDIES
Mathematics
 B.A., Southwest Texas State University
 M.A., Southwest Texas State University
 Graduate Study, University of Texas at Austin
 Additional graduate study, Nova University
- Susanne D. Morales, Faculty (1993, 1994)**
DEVELOPMENTAL STUDIES
Writing
 B.A., Southwest Texas State University
 B.A., California State University, Sacramento
 Guest studentship, Paedagogische Hochschule, Flensburg
 M.Ed., Southwest Texas State University
- Marilynn Neumann, Faculty (1990)**
NURSING
Associate Degree Nursing
 B.S.N., University of Michigan
 B.S., Southwest Texas State University
 M.S., University of Michigan
 M.A., University of Michigan
- Robin Oaks, Faculty (1992)**
COMPUTER SCIENCE
Computer Science
 A.A.S., Temple Junior College
- Paula Olesen, Faculty (1992)**
NURSING
Associate Degree Nursing
 Diploma: Mercy Hospital, Portland, Maine
 B.S.N., University of New Hampshire
 M.S.N., Boston University
- Marie B. Orman, Lab Instructor (1991)**
SCIENCE
Biology
 B.S., George Washington University
 M.Ed., University of Mary Hardin-Baylor
- Keith A. Oswalt, Faculty (1990)**
INDUSTRIAL TECHNOLOGY
Building Trades
 A.A.S., Central Texas College
- Roy R. Ponath, Faculty (1992)**
COMPUTER SCIENCE
Computer Science
 A.A.S., Central Texas College
 B.S., University of Central Texas
- Donna Poteet, MELT Coordinator (1988)**
SCIENCE
Medical Laboratory Technician
 B.S., University of Texas Medical Branch at Galveston
 M.A., University of Houston/CLC

Syed G. Rabbani, Faculty (1991)

SCIENCE

Physics

B.S.C., University of Dacca

M.S.C., University of Dacca

M.S., Marquette University

Ph.D., University of Arkansas

Gary R. Ragsdale, Department Chair (1971)

OFFICE ADMINISTRATION

Office Administration

B.S., Abilene Christian University

M.B.A., Abilene Christian University

Ed.D., Arizona State University

Paula J. Ray, Faculty (1976, 1980)

SCIENCE

Biology

B.S., Kansas State University

M.S., Kansas State University

M.S., University of Central Texas

Patricia Reid, Faculty (1980-89, 1991)

NURSING

Associate Degree Nursing

Diploma: Jameson Memorial Hospital School of

Nursing, Pennsylvania

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

M.S., In Health Professions, Southwest Texas State
University

Rhonda Riggan, Faculty (1993, 1995)

SCIENCE

Biology

B.S.E., Henderson State University

M.S.E., Henderson State University

Shirley L. Robertson, Faculty (1981)

NURSING

Associate Degree Nursing

B.S., Texas Christian University

M.S.N., University of Texas

Additional graduate study, University of Texas at
Austin

Gus D. Rummel, Department Chair (1970)

ELECTRONICS

Electronics Technology

B.S., University of Houston

M.S., University of Central Texas

Steven W. Salvato, Faculty (1995)

SCIENCE

Chemistry

B.S., Angelo State University

M.S., University of Tennessee

Aida Sapp, Faculty (1988)

NURSING

Associate Degree Nursing

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

M.S.N., University of Texas at Austin

Ph.D., University of Texas at Austin

Joan Saxman, Faculty (1991)

NURSING

Associate Degree 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. Volle-Sebti, Faculty (1987, 1993)

COMMUNICATIONS

Foreign Language/Anthropology

B.A., Juniata College

M.A., West Virginia University

Additional graduate study, University of Texas at
Arlington

Mourad M. Sebti, Faculty (1987, 1990)

SOCIAL & BEHAVIORAL SCIENCES

Economics

B.S., University of Aix-Marseilles, France

M.S., University of Aix-Marseilles, France

Post-Master's Degree, University of Caen, France

M.B.A., West Virginia University

Additional graduate study, University of Texas at
Arlington

Duane Sexton, Faculty (1994)

INDUSTRIAL TECHNOLOGY

Air Conditioning

A.A.S., Texas State Technical Institute

**Gene Silverblatt, Department Coordinator (1982,
1994)**

LEGAL SERVICES

Legal Assistant

B.A., Dickinson College

J.D., University of Dayton

Post Doctorate Studies graduate TSAGSA, VA
Legal Services

Shane K. Simon, Faculty (1981)

COMMUNICATIONS

Speech

B.S., Southwest Texas State University

M.A., Southwest Texas State University

Additional graduate study, University of Mary
Hardin-Baylor, Baylor University

- Mary L. Simpson, Faculty (1980, 1993)**
COMMUNICATIONS
English
 B.A., William Carey College
 M.Ed., Tarleton State University
 Additional graduate study, University of Mary
 Hardin-Baylor
- Phyllis P. Sisson, Faculty (1982, 1990)**
DEVELOPMENTAL STUDIES
Reading
 B.A., University of Kentucky
 M.A., Bowie State College
 Additional graduate study, Baylor University
- Lynn Skaggs, Faculty (1994)**
SOCIAL & BEHAVIORAL SCIENCES
Psychology/Sociology
 B.S., University of North Texas
 M.S., Texas Christian University
- Randal C. Smedley, Asst. Chief Flight Instructor (1988)**
AVIATION SCIENCE
Aviation Science
 A.A.S., Central Texas College
 B.S., University of Central Texas
- Marie Smith, Faculty (1993)**
BUSINESS ADMINISTRATION
Accounting
 B.A., University of Texas
 M.S., University of North Texas
 Certified Public Accountant
- Noel T. Smith, Department Chair (1971, 1994)**
TELECOMMUNICATIONS
Telecommunications
 B.A., Baylor University
 M.D., Southwestern Baptist Theological Seminary
 Additional graduate study, University of Central
 Texas, Baylor University, and Texas A&M
 University
- Antonio V. Suarez-Barrio, Department Chair (1973, 1986)**
CRIMINAL JUSTICE
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
- Doris Louise Sutton, Faculty (1984)**
MATHEMATICS
Mathematics
 B.S., West Texas State University
 M.S., West Texas State University
- 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)**
NURSING
Associate Degree Nursing
 B.S.N., Prairie View A&M
 M.S.N., Texas Woman's University
- H. Allan Tolbert, Faculty (1969, 1980)**
BUSINESS MANAGEMENT
Mid-Management
 B.S., Texas Tech University
 M.A., Texas Tech University
- Lavinia Trull, Instructor (1975, 1985)**
EQUINE MANAGEMENT
Agriculture
 A.S., Central Texas College
 B.S., University of Central Texas
- Gary D. Turner, Faculty (1991, 1992)**
DEVELOPMENTAL STUDIES
Writing
 B.A., Auburn University
 M.A., College of William and Mary
- Edward L. Wagner, Faculty (1993, 1994)**
DEVELOPMENTAL STUDIES
Mathematics
 B.S., Southern University
 M.A., Webster University
 B.S. and M.S., Louisiana Tech University
 Ph.D., Trinity Theological Seminary
- Albert C. Waite, Faculty (1990)**
SOCIAL & BEHAVIORAL SCIENCES
History/Government
 B.A., University of Maryland
 M.A., Niagara University
 Additional graduate study, University of Texas at
 Austin

Timothy Walker, Faculty (1984)
INDUSTRIAL TECHNOLOGY
Welding
B.S., Tarleton State University

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)
COMMUNICATIONS
English
B.A., Baylor University
M.A., Sam Houston State University
Additional graduate study, University of Texas at Austin, Stephen F. Austin State University, and Sul Ross State University

Dennis L. Williams, Faculty (1969)
COMMUNICATIONS
English
B.A., Texas Christian University
M.A., Texas Tech University

Martha Williams, Faculty (1989)
NURSING
Vocational Nursing
Diploma, University of Virginia Hospital School of Nursing
A.A.S., Eastfield College

Norman R. Williams, Department Chair (1968)
Associate Dean for Academic Programs (1993)
SCIENCE
Biology
B.S., Texas Tech University
M.S., Texas Tech University

Ralford Williams, Department Chair (1968)
AGRICULTURE
Agriculture
B.S., Sam Houston State University
M.S., Sam Houston State University
Ed.D., University of Missouri at Columbia

Kenneth J. Word, Faculty (1977)
MATHEMATICS
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

Donnie D. Yelding, Department Chair (1974, 1989)
COMMUNICATIONS
English
B.A., Stephen F. Austin State University
M.Ed., Stephen F. Austin State University
Ph.D., University of North Texas

Thomas D. Yelding, Department Chair (1976, 1990)
SOCIAL & BEHAVIORAL SCIENCES
History
B.A., Hardin-Simmons University
M.A., Hardin-Simmons University
Ph.D., University of North Texas

James M. Young, Department Coordinator/Faculty (1975)
PRINT SHOP TRADES
Printing
A.A.S., Central Texas College

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

STATEMENT OF PURPOSE

HISTORY

In 1965, the citizens of central Texas joined together to authorize the building of a community college that would serve Bell, Coryell, Lampasas, Mills, and seven other central Texas counties as well as Fort Hood and the correctional facilities in Gatesville. The campus was constructed on 560 acres of land donated by Fort Hood through the Department of Education and with funds supplied through a local \$2 million bond. Central Texas College, under Section 130.04 of the Texas Education Code, opened its doors with an initial enrollment of 2,068 students in the fall of 1967. The number of students and the location of offerings has steadily increased since that time. Central Texas College has maintained its accredited status with the Southern Association of Colleges and Schools since first being awarded accreditation in 1968, and was reaffirmed most recently in December 1994.

CTC initiated on-site programs on Fort Hood in 1970 and in Europe in 1974. CTC's success at Fort Hood and Europe led to the explosive expansion of CTC's locations, including Fort Leonard Wood (Missouri), South Korea, and the Atlantic and Pacific Fleets in 1976. By the early 1980s, CTC offered programs to military personnel stationed in the Pacific Command, Alaska, and Panama as well as throughout the continental United States. This expansion occurred locally as well with the initiation of instructional programs and services for the Texas Department of Corrections in Gatesville in 1976.

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

Students enrolled in CTC may select a degree plan from Associate of Arts degree programs, Associate of Science degree programs, Associate in Applied Science degree programs, or Associate in General Studies. In addition, students choosing to earn a certificate may enroll in any of the more than 40 certificate programs. Campuses within the Central Texas College District may offer the full range of degree programs and services or only those identified through local needs assessments. CTC also provides a wide range of education and training opportunities for those students who do not select a degree or certificate option.

Committed to serving all students, CTC provides comprehensive programs and services for special populations: disability support services, single parent/homemaker support services, and nontraditional career support services as well as tutoring and transportation assistance. To meet the occupational training needs, Central Texas College offers a variety of professional development and job-related skills programs, such as basic literacy skills, leadership skills, foreign language skills and occupational skills programs.

VISION

It is Central Texas College's vision to be the best possible community college in which to study and work. We want to offer each student and employee the opportunity to grow, learn, and succeed. We want our graduates to be able to compete in a global economy, make intelligent consumer choices, and exercise their rights and responsibilities as citizens. We want to celebrate our diversity while remaining united in our pursuit of excellence through continuous improvement. We want to meet the challenges of the future with students, employees, and community members working together toward the common goals of availability, accessibility, and quality in education.

MISSION AND PURPOSE

Central Texas College is a two-year, open admissions institution which provides educational opportunities to students locally, nationally, and internationally. CTC offers vocational, technical, and academic courses leading to certification or associate degrees. CTC offers remedial and compensatory education, adult and continuing education, and workforce development training programs. CTC provides services and programs that facilitate student achievement and address the necessary needs of our military and civilian communities. CTC encourages institutional research and effective resource management. CTC insists upon excellence in all instructional, organizational, and operational areas.

The purpose of CTC is to provide:

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

PHILOSOPHY

Central Texas College, in meeting the educational and training needs of students in our key service populations and our civilian and military communities, is committed to:

- the belief in the worth and dignity of the individual.
- excellence in teaching and learning.
- open-door policies for meeting individual needs through a wide range of educational goals.
- a vision of community as a place to be served and a climate to be created.
- implementing the highest standards of ethical professional practice.
- effective stewardship of public trust and resources.
- offering programs that are student centered, reflect increases in the body of knowledge and changes in technology and economy, and are revised and improved continuously.
- addressing the cultural, racial, and ethnic diversity of students, employees, and community.

GOALS

Goal 1: To Provide Instruction

Central Texas College shall provide quality instructional programs that will prepare students to fully participate in educational, occupational, economic, and social opportunities. These include certificate and/or degree programs in general education and occupational and technology; university transfer; developmental education; adult and continuing education; skills training and workforce development programs; special and enrichment education; and adult literacy and basic skills education.

Objective 1: To provide and update curricula district-wide that foster student goal attainment, meet changing requirements, reflect changes in instructional technology, and incorporate development of SCANS and communication skills.

Objective 2: To employ and retain faculty who, at a minimum, meet the qualification requirements set by accrediting associations and regulatory bodies.

Objective 3: To meet the educational, occupational, and developmental needs of a diverse student population.

Goal 2: To Conduct Institutional Research

Central Texas College shall improve instructional and administrative processes and outcomes through research, demonstration projects, creative local initiatives, and well-thought-out technological innovations.

Objective 1: To maintain institutional and program accreditation and approval.

Objective 2: To evaluate continuously programs, services, processes, and personnel and use the results of such evaluation to improve programs, services, processes, and activities.

Goal 3: To Provide Public Service

Central Texas College shall assist its communities through instructional programs tailored to their needs; economic development, technical support, and proposal/grant development services; support of cultural activities; employee participation in community activities; and other related cooperative efforts.

Objective 1: To cooperate with communities in meeting their educational, economic, and cultural needs.

Objective 2: To promote the institution as a partner with the community it serves.

Goal 4: To Provide Institutional Support and Ancillary Operations

Central Texas College shall provide the direction; control; educational support services (including student development services, library services, instructional services, etc.); resource management services; and other services and resources as may be required by the institution to accomplish its mission.

Objective 1: To use effectively and efficiently the human, fiscal, and physical resources of the institution.

Objective 2: To promote equal access and equal opportunity.

Objective 3: To provide educational and training opportunities for employees that foster professional growth.

Objective 4: To maintain an organizational structure and culture that supports responsive decision making; creates a positive work environment; and assures compliance with regulations, laws, and mandates.

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 the *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 Campuses 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 Campuses 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.

FORT HOOD CAMPUS

The Fort Hood Campus offers five eight-week evening terms 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 benefits from the Office of Student Financial Assistance. Financial aid and veteran students should contact the Office of Student Financial Assistance at Central Campus prior to enrolling at Fort Hood.

The Fort Hood Campus Student Services Office at Building 265 has a full-time staff to provide academic advisement to meet the educational needs of the Fort Hood Community. Servicemembers can also register at Fort Hood for courses offered at Central Campus.

Central Texas College Fort Hood Campus recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of credits and awarding credit for appropriate military training and experiences.

SERVICE AREA CAMPUS

The CTC 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 each 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.

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 gender 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 does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable federal laws and regulations. The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and the ADA relating to students is Bill Alexander, dean, Guidance and Counseling; the designated coordinator for employment of faculty and staff is Leo F. Welsh, director, Human Resource Management.

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 Life Activities, 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, disability, 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 Life Activities at 817/526-1258, faculty should contact the Deputy Chancellor for Campus Operations at 817/526-1781, and staff should contact the Human Resources Department at 817/526-1157.

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 Central Campus *Schedule Bulletin*. These statistics are provided for students' and employees' information.

Central Texas College is committed to providing a safe environment and minimizing risk for students to enter campus and pursue their academic studies and personal development. Students are expected to share in the responsibility alongside employees to provide a safe campus by reporting unsafe conditions, potential safety/health hazards, and accidents/injuries to their instructors or directly to the Risk Management Office. Central Texas College is considered a public school under Texas law, and is therefore immune to liability for personal injury and/or property damage that students may sustain while on campus. Students enter campus (to include parking their vehicles) at their own risk and responsibility.

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 admissions 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 admissions requirements are met.

Federal law prohibits institutions from making preadmission inquiries about disabilities. Any information received regarding disabilities will not adversely affect admissions decisions. If you require special services or accommodations because of a disability, you should notify **Disability Support Services, Building 106, Room 102, 817/526-1339 TDD 817/526-1378, or Learning Disability Services, Building 106, Room 107, 817/526-1195**. This voluntary self-identification allows Central Texas College to prepare appropriate support services to facilitate your learning. This information will be kept in strict confidence and has no effect on your admission to this College. Appropriate documentation of the disability will be required.

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.

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. The examination must have been taken within the past year.

Students applying for Financial Aid must have a high school diploma or GED. Non-graduates should contact the Office of Student Financial Assistance for further details.

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

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.

Placement Examinations

All students who have not completed three semester hours of college-level 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 within the last two years will be required to complete the applicable placement test prior to enrolling in ENGL 1301 and 1312; MATH 1314, 1324, and 1342.

Students entering the Skills Center Open Entry Self-Paced Certificate, Barber or Cosmetology Programs are currently exempt from the TASP and Placement test.

Students entering the Barber and Cosmetology program who do not have a High School Diploma nor a GED Equivalency Certificate must take the Nelson Denny Exam. Students should contact the Industrial Technology Department in the Vocational Skills Center Building 118, Room 17 for further information.

Students entering the Skills Center Open Entry Self-Paced Certificate programs must take the Skills Center Diagnostic Tests unless they meet exemption criteria established by Skills Center Policy.

If special accommodations are needed, contact Disability Support Services at 817/526-1339 or Learning Disability Services at 817/526-1195 prior to taking the Placement Test.

New International Students (non-immigrants) and Community Foreign Students (Resident aliens) whose native language is not English are required to take the CELT-Comprehensive English Language Test prior to registration. This requirement applies to prospective students without TOEFL scores or with TOEFL scores below 500.

Admission Procedures

Application for Admission and required documents should be submitted prior to registration for timely processing. **All applications must be submitted 24 hours prior to registration.**

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.
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, TAAS). 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 Life Activities. 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.

Admission to Skills Center Self-Paced Certificate, Barber and Cosmetology programs:

The admission/registration process for these programs differs slightly from those for the regular college credit programs in that registration is done on a daily basis.

Self-paced Certificate: Students interested in enrolling in a self-paced certificate program should contact a Skills Center Counselor in the Vocational Skills Center Building 118, Room 14 or the Industrial Technology Department, Room 17.

Barber/Cosmetology: Students interested in enrolling in the Barber or Cosmetology programs should contact the Industrial Technology Department in the Vocational Skills Center Building 118, Room 17.

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 coursework 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 coursework 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-level 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 eight-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.

Transfer Students

Transfer of credit from regionally accredited colleges and universities may be accepted when the grade earned was "C" or higher and the coursework applies to 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," or "CR" 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 College officials when coursework was completed five years or longer before the student entered the Central Texas College program of study.

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 students to earn college credits while concurrently enrolled in high school or during summer sessions. Early admission is open to selected high school students, 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.
3. The student will be expected to adhere to all policies of the College and the high school to include attendance, TASP laws and regulations, 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.

COMMUNITY FOREIGN STUDENTS

Community foreign students (immigrants/resident aliens/"Green Card" holders) who have already completed credit hours at CTC and new English-speaking students who do not plan to enroll in ESL-DSLA courses should follow the regular registration process.

Community foreign students who do not speak English fluently and want to enroll in the English as a Second Language Program-DSLA courses must take the CELT (Comprehensive English Language Test) for appropriate placement into the ESL program.

INTERNATIONAL STUDENTS

Ninety days prior to registration, prospective international students planning to register at a CTC Texas campus must provide all of the items listed below. Each required form must be filled out completely before any action will be taken on an application. The I-20 form will not be issued to you until admission has been granted.

Any prospective student holding visa category A-M issued by the U.S. Immigration and Naturalization Service will be classified as a non-immigrant alien and must submit the following documentation/items to apply for admission at CTC:

1. CTC Application for Admission. All items on the form must be completed
2. Record of Previous Education. Applicants must submit:
 - Official copy of transcript for the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and grades earned.
 - Official copy of transcript for each college or university attended. All foreign transcripts must be certified English translations. Transcripts must also have original remark or seal and signature(s) to be acceptable.
3. CTC International Student Application for Admission. All items on the form must be completed.

4. International Student Statement of Understanding. Read carefully all the statements and conditions and sign and date the form.
5. Notarized CTC Sponsor's Statement for International Students. Applicants must have a sponsor who is required to certify the availability of financial resources adequate to support student expenses at the school. Funds may come from sponsoring agencies, scholarships, the applicant's family, or any dependable source.
All items on the form must be completed and the sponsor's signature must be notarized. This form is not acceptable without an official seal.
6. Sponsor Bank Letter/Statement. The applicant's sponsor is required to provide a bank letter or statement showing the availability of funds to cover student expenses which will be incurred during the first year at CTC, exclusive of travel expenses. CTC estimates a student's average cost for an academic term of 12 months will be US \$11,000. The letter/statement required must show available funds in U.S. dollars. Statements with figures in foreign currencies are not acceptable.
7. Two Passport-Sized Photographs.
8. Proof of Health/Accident Insurance for each academic term will be required at the time of registration. If foreign insurance policies are used, they must have all information translated into English, including the expiration date. The health/accident insurance policy must cover students while attending CTC and the policy must offer a maximum medical expense benefit limit of no less than \$100,000.
9. TOEFL Scores (Optional). Students without TOEFL scores or scores below 500 will be required to take the Comprehensive English Language Test (CELT) for appropriate placement.
10. Required Deposits:
 - \$500 Tuition deposit, to accompany CTC application documents. This deposit will be applied to the tuition cost when the student enrolls for the first semester at CTC.
 - \$100 Residence Hall deposit, only if applying to stay in the Residence Hall.

NOTE: In the event that the visa is denied or the student is unable to attend for any other reason, 80% of the tuition deposit (\$400) will be refunded, provided CTC receives the original I-20 form and a written request for refund. The other 20% will not be returned since it pays for processing the forms.

Any request for a refund of Residence Hall deposit should be sent in writing at least 30 days before classes begin; otherwise the deposit is non-refundable.

Additional Requirements for International Transfer Students

In addition to the requirements for all applicants, student who wish to transfer from another school within the U.S. must submit the following:

1. Certification of Good Standing from previous school. The applicant must complete the front part of this form. The foreign student advisor in the school the student last attended should complete the back before sending the form to the CTC International Student Services Department.
2. Photocopy of I-20 form issued by previous school. The applicant transferring to CTC must provide a photocopy of the I-20 form issued by the school currently or last attended.

Residence Hall Application Process

1. Residence Hall Application. All items must be completed, a picture must be attached, and the form must be signed and dated.
2. Physical Examination of Residence Hall Student. This form is to be completed by an examining physician.
3. Required Deposit of \$100 mentioned above. Early arrival is required for new international students for pretesting and registration. Students must be prepared to pay \$25 per day, excluding meals, to stay in the Residence Hall during the week before classes begin. Room and Board fees do not cover the week prior to the beginning of classes.

Only when all three items above are submitted is the student placed on the Residence Hall waiting list, which does not guarantee assignment of room. Applicants should check status of application with the Residence Hall Manager.

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. An *International Student Handbook* is also available for detailed information.

DEPARTMENTAL ADMISSIONS REQUIREMENTS

Aviation Science

All Aviation Science 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 Chair at the time of pre-registration advisement for admission to this department.

English as a Second Language

The English as a Second Language (ESL) Program, also known as the DSLA Program, is a 14-course program divided into beginning, intermediate, and advanced level courses which students take over three semesters. Students with no TOEFL scores or scores under 500 initially pretest in listening, grammar, and vocabulary for appropriate placement into required DSLA courses. This individualized course placement ensures that students do not waste time taking courses they do not need. The ESL program includes courses in grammar, writing, reading, listening, speaking, TOEFL preparation, and orientation to college and the United States.

Medical Lab Technician

Admission Policy

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 five 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 six 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	1314	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 two members of the MLT selection committee.
 - c. There are a maximum of ten positions available for clinical experience. The students with the ten 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 four 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 six months.
 - b. Proof of current liability insurance.
 - c. Copy of current immunizations.

Associate Degree Nursing

Admission Policy

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

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

Scores of 270 on the math portion of the TASP; 220 on the placement examination, or successful completion of DSMA 0303 or college-level algebra.
4. An overall 2.5 on a 4.0 scale in all college work, both transfer courses and work earned at CTC, that will be used on the nursing degree plan.
5. All transfer courses accepted in the nursing curriculum must have a grade of C or above. Science courses that are over five years old must be repeated.
6. A personal interview with the Director of Nursing. Interviews are held on Tuesdays. Call for an appointment when transcripts have been received.
7. 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 and DT).
 - b. Proof of CPR completion—BLS-HCP.
8. Neither the College nor hospitals provide medical coverage or workers compensation for emergency illness or injury. Medical coverage is the responsibility of the student.
9. 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 courses.
 - b. Second priority: Challenge students ranked by grade on exam.
 - c. Third priority: Transfer student with passing grades in previous nursing courses.
 - d. Fourth priority: Former Central Texas College students or transfer students with a failing average.
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 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 four 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 student nurses 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 four 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 1101, 1401, 1901, 1902, 2101, 2102, 2103, 2903, and 2904. 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 Admissions and Standards Committee.
6. Selection of students for readmission will be 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 M.D. or D.O. within the last six months. This exam form must include proof of required immunizations.
 - b. Proof of CPR course completion - BLS-HCP

Challenge Students

The challenge option is available for the following students:

- Licensed Vocational Nurses (Texas License);
- Transfer students from Diploma programs; and
- Transfer students from other ADN or BSN programs, if recommended.

If interested in challenge option, make an appointment with the Director of Nursing.

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

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.

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.

Transfer Students

For those transferring from an ADN or BSN program:

1. These students must meet the current entrance requirements of the Central Texas College vocational nursing program, which include application to the nursing program, evidence of high school diploma or GED, and personal interview with the coordinator. NET aptitude tests are not required. Academic courses equivalent to current requirements will be transferred; the last nursing course taken must have been completed within the last three years. Courses equivalent to level I are:

Anatomy	3-4 semester hours
Introduction to Psychology	3 semester hours
Fundamentals of Nursing	9 semester hours

The student must have earned at least a "C" in all transfer courses.

2. The student must submit:
 - a letter of status from the previous school;
 - a complete description of the nursing courses taken;
 - evidence of maintaining a "C" (2.0 GPA) at previous school;
 - two references from former instructors regarding clinical performance;
 - proof of completion of AHA CPR, Course C;
 - physical examination by a licensed physician is required prior to enrollment in the program; and
 - proof of current liability insurance.
3. The PVA Course may be challenged.
4. Applicants for transfer may be asked to verify previous learning by written examination and/or practical demonstration in the learning laboratory.
5. The student may transfer in only at the beginning of Level II, CEVN 0102.

For those transferring from another vocational/practical nursing program:

Applicants will be judged on an individual basis by the Vocational Nursing Admissions and Standards Committee. Application for transfer must be submitted 90 days prior to starting in the program. All other admission policies apply.

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 vocational nursing program may be restarted at the beginning of the level where the student was unsuccessful or withdrawn, unless it is determined by the Admissions and Standards Committee that it would be in the student's best interest to repeat the previous level(s). The vocational nursing program must be completed in 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; and
 3. a written plan for success.
 - c. The recommendation of the Admissions 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.

Progress Records

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. Fees 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 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; and
- Service Area Campus which 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

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 the Office of Student Financial Assistance.

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.

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 is continuous. 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 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 fee will be assessed for changes made for the convenience of the student.

Official Enrollment

Students must complete the published registration procedure each term, including payment of all tuition and fees, to gain admission to classes. No person is officially enrolled until all charges have been paid in full. Installment paying of tuition is not permitted. Students who withdraw are not entitled to remain in class on an unofficial basis. Only those students who are officially enrolled may attend classes.

Residency Requirements

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.

TUITION AND FEES

TUITION SCHEDULE FOR 1995-1997*

Effective Date: Spring Semester 1996—Central & Service Area Campuses; Term III—Fort Hood Campus

Semester Hours	Resident	Nonresident and International
1	\$57.00	\$250.00
2	\$57.00	\$300.00
3	\$57.00	\$350.00
4	\$76.00	\$400.00
5	\$95.00	\$450.00
6	\$114.00	\$500.00
7	\$133.00	\$550.00
8	\$152.00	\$600.00
9	\$171.00	\$650.00
10	\$190.00	\$700.00
11	\$209.00	\$750.00
12	\$228.00	\$800.00
13	\$247.00	\$850.00
14	\$266.00	\$900.00
15	\$285.00	\$950.00
16	\$304.00	\$1,000.00
17	\$323.00	\$1,050.00
18	\$342.00	\$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.

** Additional Aviation Science individualized instruction tuition may be paid in three monthly payments, the first payment is due at time of registration.

FEES *

Technology Fee (per semester credit hour)	\$3.00
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. \$24.00
Specialized Instructional Fees vary depending upon program	Min. \$8.00 to Max. \$150.00
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
FAA Exam (PVT-COMM AMEL, CFII)	\$100.00
FAA Exam (Initial CFI)	\$150.00
Return Check Fee	\$25.00
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 and BOARD, AND DEPOSITS ~

International Student Deposit (\$100.00 non-refundable)	\$500.00
Residence Hall Property Deposit	\$100.00
College Housing Deposit	\$200.00

Campus Apartments (monthly rental)

One-Bedroom Apartment	\$340.00
Two-Bedroom Apartment	\$390.00

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

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

Fall and Spring Semester:

Five-Day Meal Plan, including tax (15 meals, Mon-Fri)	\$1326.00
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Summer Semester: (11 Weeks)

Five-Day Meal Plan, including tax (15 meals, Mon-Fri)	\$939.00
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SKILLS CENTER STUDENT ONLY, ROOM and BOARD PLAN (per month):

Five Day Meal Plan, including tax (15 meals per week, Mon-Fri)	\$427.00
Daily Occupancy Rate (with board) (3 days maximum)	\$20.00
Daily Occupancy Rate (without board) (3 day maximum)	\$13.00
Early Occupancy (without board) (per day)	\$25.00

When the Board Plan is not in effect (holidays, spring break, etc.), the following rates per student apply:

a. Minimum of 10 students (per day)	\$14.00
b. Minimum of 20 students (per day)	\$12.00
c. Minimum of 30 students (per day)	\$9.75

- 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.

- * All tuition and fees are subject to change as approved by the Board of Trustees.
- ** Additional Aviation Science 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 and board charges are subject to change as approved by the Board of Trustees.

REFUNDS

Rent, Room and 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 and Board Charges—Non-refundable.

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:

Fall and Spring Semesters

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

Summer Semesters

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.

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.

Pro Rata Refund

The 1992 Reauthorization of the Higher Education Act requires an institution to have a fair and equitable refund policy for students who received federal aid or whose parents borrowed under the Federal PLUS program. Equitable means that the policy must be consistent with the standards approved by the Department of Education.

A fair and equitable refund policy will provide a refund of at least the largest amount under:

- applicable state law;
- pro rata, for any student attending Central Texas College for the first time whose date of withdrawal is at or before the 60 percent (nine weeks into a 16 week semester) point in the period of enrollment for which the student has been charged. (Pro rata means a refund of the amount that was charged by the institution for the time that remains if a student withdraws on or before the ninth week of classes.)

According to the federal regulations, refunds must be credited to the federal program in the following order:

1. Federal Family Education Loan Programs (Stafford, Unsubsidized, PLUS);
2. Federal Perkins Loan Program;
3. Federal Pell Grant;
4. Federal SEOG;
5. Other Title IV Programs; and
6. Finally, the student.

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

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 Director of 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 Records Office or the Registrar. A summary of this publication follows.

Whenever a change occurs in the student's status affecting his or her residency classification for tuition purposes 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 Director of 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 permanent residents of the United States (community foreign students) can be classified as a resident for tuition purposes, if they meet the requirements for Texas residency.

Aliens who are in the United States with a non-immigrant visa (F-1 student visa; J-1 exchange student; B-1, B-2 tourist visa, etc.) do not qualify for Texas residency status for tuition purposes. Non-immigrants or nonresident aliens will be classified as international 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 nonresident 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, 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 and required documents for reclassification must be submitted prior to registration 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.
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.
4. 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 students not connected with the military within the past year submit one or more of the following documents as proof of residency:
 - Texas High School Transcript
 - Texas College or University Transcript
 - Employer statement of date of employment in Texas
 - Texas 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 a Texas Bank
 - Utility bills
 - Other third party documentation (notarized)

All documents must be at least one year old and the students name must be on the document. Copies of these documents must remain on file in the student's record.

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

STUDENT SERVICES

GUIDANCE AND COUNSELING

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

The Guidance and Counseling Office 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 Guidance and Counseling Office by appointment and at announced registration periods. Students who are undecided as to their major field of study should contact the Guidance and Counseling Office for assistance in course planning before beginning the registration process. Students who have decided on a major field of study should contact the appropriate department chair for assistance in course planning. A listing of department chairs is published in the *Schedule Bulletin*. Final responsibility for a proper and successful educational experience rests with the student.

CAREER PLANNING AND PLACEMENT SERVICES

The Career Planning and Placement Services Office provides career planning and employment assistance services for students and alumni. Prospective students and currently enrolled students can receive assistance to determine their career choices and educational planning through self-assessments and career information.

Career Information:

- Computerized Career Guidance Program (DISCOVER)
- Career files
- Video tapes

Employment Assistance:

- Job listings worldwide
- Part-time/full-time job referrals
- Job bulletin boards
- Resume referral
- Employer files and directories
- Job fair/job opportunities/seminars

Job Search Training

- Seminars
- Video tapes
- Reference library
- Resume writing assistance
- Interview techniques
- Video taped "mock interviews"

Educational Planning

- Computerized search for colleges/universities
- Printed information on vocational/technical schools
- Two-year colleges

TRANSCRIPTS

Student records are considered confidential. Convenient forms for ordering transcripts are available from the Records Office and transcripts may be provided only upon written request of the student. The first transcript is issued free of charge. Graduates are provided an information transcript free of charge upon graduation. The fee of \$3 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 requests. 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 Europe and Pacific Far East Campuses are maintained at branch campus offices in Germany and Korea until the branch campus is informed by the student in writing that the student has moved. Academic records are then transferred to the Records Office at the Central Campus in Killeen, Texas.

INTERNATIONAL STUDENT SERVICES

Services include admissions assistance, placement into the English as a Second Language Program (ESL-DSLA courses), registration, orientation, academic and social counseling, preparation for departure, immigration regulations advising, and housing assistance. Central Texas College is not responsible for students' immigration status. It is the responsibility of the student to remain in status with the Immigration and Naturalization Service (INS).

Inquiries must be addressed to the Director of International Student Services at the Central Campus address listed in the front of the *Catalog*.

LEARNING RESOURCE CENTER

Individualized, self-paced instruction by open entry/open exit is available year round. Texts, modules, audiovisuals, 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, reading, and English preparation for college; and
- mathematics and reading instruction for nursing students.

LIMITED ENGLISH PROFICIENCY TUTORING

Tutoring services at no charge for Vocational/Technical students with limited English proficiency

PROJECT PASS (Partners in Academic Success Services)

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

- free tutorial assistance for CTC "declared major" students;
- textbook lending library for vocational/technical students;
- free study skills workshops
 - Stress Management
 - Time Management
 - Note taking and Reading College Textbooks
 - Test Taking/Test Anxiety
 - Building Self-Esteem
 - Term Paper Tips;
- academic success seminar - 6 week non-credit study skills seminar; and
- math refresher workshops.

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 assistance on a temporary basis;
- assistive device loan service (tape recorders, visual aids, spell checkers, and language masters);
- 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 (book-wise and KRM for the blind);
- sign language interpretation services for the deaf;
- test proctoring;
- career exploration and guidance;
- classroom and 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 and laptop computers;
- library learning station (computer, monitor, and printer); and
- computer magnification system to assist the visually impaired.

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

LEARNING DISABILITY SUPPORT SERVICES

- Individual compensatory skill development
- Referrals
- Informal assessment or screening
- Study skills assistance
- Remediation/tutoring for learning disabled students
- Accommodation assessment
- Use of Language Master, Kurzweil Reading Machine

TRANSPORTATION ASSISTANCE PROGRAM

- Free Services
- All CTC students
- Special accommodations for disabled
- Pick-up points throughout the local area

SINGLE PARENT/HOMEMAKER SUPPORT SERVICES

Single Parent/Homemaker 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;
- child care funding assistance for qualified applicants;
- community/social service agency referral;
- workshops;
- textbook loan; and
- newsletter.

GENDER EQUITY PROJECT

The Central Texas College Gender Equity Project is designed to assist students who are enrolled in nontraditional majors successfully achieve their educational goals. Some services are available campus-wide, while others are limited to those persons of limited income who are enrolled in nontraditional vocational/technical degree programs. Services offered include:

- career guidance information;
- workshops;
- project newsletter;
- support group; and
- qualified day care funding assistance.

For a list of current nontraditional majors, contact Student Support Services.

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 are encouraged to contact the Testing Office at the Central Campus address listed in the front of the *Catalog*.

Entrance Examinations—The ACT (American College Test) is administered by Central Texas College on 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 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 examination will be required to take the Placement Test. Placement Tests are offered year round and students are encouraged to complete testing prior to the published registration dates.

Advanced Standing Examinations—CTC administers College Level Examination Program (CLEP) examinations, which are nationally prepared tests for students desiring to receive credit for knowledge already obtained, 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 of six semester hours of course work at Central Texas College with a minimum 2.0 GPA. Credit will not be awarded if student has previously been enrolled in the specific course. Students must submit a written request before credit will be awarded.

High School Equivalency Examination—Central Texas College offers the General Education Development (GED) examination for those who have not completed a formal high school education.

Institutional Challenge Examinations—Students may request, through the appropriate department chair, permission to take challenge examinations for certain courses. An application for challenging a course must be completed and returned to the Testing Office with the appropriate 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 a request for evaluation.

Test of English as a Foreign Language (TOEFL) (Institutional)—An unofficial form of the Test of English as a Foreign Language (ESL) is administered to all international and community foreign students taking the TOEFL Preparation course (ESL/DSL Program) who wish to practice the test.

English Language Pretests—Azar's Grammar Pretest and the vocabulary and listening sections of the Comprehensive English Language Test (CELT) are administered once a month to all non-English or limited-English speakers for placement into the English as a Second Language Program or for screening before administering the CTC Placement Test.

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

EVALUATION OF PREVIOUS EDUCATION

Nontraditional 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 nontraditional learning experiences and to award College credit in all cases where such credit is appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP).

The purpose of ICEP is to systematically correlate business, industry, government, and military education received by nontraditional methods with institutional curricular requirements.

All students, including military and former military personnel, are eligible for credit consideration based upon documentation of their previous learning experiences.

The nontraditional methods usually considered applicable toward a degree at Central Texas College are:

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

Evaluation Procedures

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

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

Application for evaluation and a final certificate/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 study 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 (SOC)

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 - 2 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; and
- flexibility of programs and procedures, particularly in admissions, counseling, credit transfer, course articulations, recognition of nontraditional learning experiences, scheduling, course format, and residency requirements, are provided to enhance access of servicemembers and their family members to undergraduate education programs.

SOC Criteria

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

- has designed a transfer program which minimizes loss of credit, avoids duplication of credit yet maintains program integrity;
- has established guidelines which follow the general principles of good practice outlined in the Joint Statement on Transfer and Award of Academic Credit;
- accepts transfer credit earned from regionally accredited institutions consistent with servicemembers' and their family members' degree programs;
- requires only 25 percent of Central Texas College coursework to meet residency requirements;
- recognizes as study in residence all credit coursework offered by CTC, regardless of location;
- allows students to satisfy residency requirements with courses taken at CTC at any time during their course of study;
- provides the Individualized Career Evaluation Process (ICEP) to assess learning equivalence and awards credit to qualified students for specialized military training and experience in accordance with the ACE Guide to the Evaluation of Educational Experiences in the Armed Forces; and
- 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 nontraditional learning assessment programs.

SOCAD-2/SOCNAV-2 DEGREE COMPLETION AGREEMENT

All students can continue their Central Texas College certificate/degree programs regardless of location, through the "credit bank" provisions of the Servicemembers Opportunity College. A student may study at any other regionally accredited college and apply the work toward Central Texas College certificate/degree requirements. Students must complete at least 25 percent of degree requirements with a minimum 2.0 GPA at Central Texas College. Courses taken at other institutions must satisfy the course requirements of the Central Texas College degree programs. SOCAD-2/SOCNAV-2 agreements may be issued after the completion of at least six semester hours of coursework with a 2.0 GPA or six semester hours of "C", "P", or higher at Central Texas College. These should be requested from the administrative office serving the student's location. Addresses are listed in the front of this *Catalog*.

Students no longer at a Central Texas College location should contact the following:

Central Texas College
Director, SOCAD-2/SOCNAV-2
P.O. Box 1800
Killeen, TX 76540-9990
800/792-3348, Extension 1374

Students completing certificate/degree requirements utilizing credits from other institutions should contact the above address for advance approval of specific courses. Please allow sufficient time for the approval.

CAMPUS LIFE

Social and cultural activities play an important part in the life of the college student. The Student Life Activities Office supports and guides student development by providing opportunities for individual and group interaction, through student organizations, tournaments, field trips, and other social and seasonal activities.

The Roy J. Smith Student Center is the social and recreational center of the campus. The first floor contains the Campus Bookstore, cafeteria, snack bar, and the offices for Disability Support Services, Learning Disability Support Services, Project PASS, Auxiliary Services, Single Parent/Displaced Homemaker Support Services, and Student Life Activities.

The Upper Student Center houses the office of the Coordinator of Student Activities, the Student Government Association Office, a meeting room, a game room, a recreational center, a television lounge, and is the principal site for parties and student organization meetings.

STUDENT ORGANIZATIONS

There are approximately 20 officially recognized student clubs and organizations at CTC. They offer a variety of activities and interests for students, faculty, and staff. Student organizations include political, social, special interest, and recreational interests, along with international student clubs, honor societies, and religious organizations. Their activities include discussion meetings, guest speakers, movies, picnics and barbecues, fund raising activities, and field trips.

All student organizations and activities must conform to the educational objectives and administrative regulations of Central Texas College as stated in official documents and the *Student Organization and Sponsors Handbook*. All activities and fund-raisers must be cleared through the Student Life Activities Office at least two weeks 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.

STUDENT ROLE IN DECISION MAKING

In accordance with its goal of providing quality educational services to all students, Central Texas College recognizes the importance of utilizing student input regarding instructional program and support services to ensure that the needs of the students continue to be met.

Students have many opportunities to actively participate in the College's decision-making processes through the Student Government Association, CTC Foundation, Strategic Planning Council, and various advisory committees. In addition, student input is requested through surveys, instruments that comprise an integral part of Central Texas College's self-study and strategic planning procedures.

Results from these evaluations are compiled and analyzed to identify specific areas in which changes are indicated and to plan appropriate topics for professional development workshops.

Providing opportunities for student input in decision-making processes, Central Texas College strives to ensure that its students become leaders in their professions and communities.

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

The Central Texas College food service facilities, housed in the Roy J. Smith Student Center, are managed and maintained by an independent contractor. Their aim is to serve well-balanced and nutritional meals at the lowest cost. The cafeteria line provides full meals or a la carte entrees Monday through Friday.

The snack bar offers fast food grill items, snacks, and beverages seven days a week. Both facilities are open to the public. Commuter meal cards are available for purchase from the Food Service Office.

Students and employees are encouraged to make suggestions or recommend changes regarding the CTC food service through the Food Service Advisory Committee, comprised of students, faculty, and staff.

Each residence hall student is required to purchase the five day, 15 meal plan. The board plan begins on the first day of classes and ends on the last day of the semester. The board plan is valid for use only by the purchaser. Each student will be issued a picture I.D. card (\$5 charge for replacement). The meal card must be presented to the cashier before each meal. Students who leave their meal cards in the residence hall will be required to either pay for meals or go back and get their card prior to eating.

BOOKSTORE

The Campus Bookstore, located in the Student Center on the Central Campus, carries new and used textbooks, supplies, tradebooks, and general merchandise 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 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.

HEALTH SERVICES

The College does not employ a nurse or physician. However, first aid kits are available in the Office of Student Life Activities (Student Center Building 106, Room 100) or the Campus Police Office (Administrative Computer Center Building 139, Room 202). Further information is available in the *Student Handbook*.

HOUSING

Residence Hall

Central Texas College operates an air-conditioned co-ed Residence Hall for 120 full-time students. Certain rooms have been equipped for mobility impaired students. Supervision is provided by a full-time Residence Hall 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 CTC's Thanksgiving break and Spring break.

Requests for information about the Residence Hall or an application for a room should be addressed to the Residence Hall Manager. Room requests are accepted up to six months in advance of the semester of expected enrollment at CTC. Applications are honored by semester on a first-come first-served basis.

A non-refundable reservation deposit of \$100 is required with each room application. When the student has taken possession of his or her room, the reservation deposit becomes a security/damage deposit for that student. Upon written request, the security/damage deposit is refundable when the student vacates the room provided that the student leaves the room clean and undamaged, returns all keys, and has no outstanding balance on his or her account.

The cost of living in the Residence Hall includes both room and board. The board plan begins on the first scheduled class day and ends on the last scheduled day of final exams. The board plan does not include the days during either the Thanksgiving break or Spring break. In the event a student leaves the Residence Hall prior to the end of the semester, room and board charges are not refundable.

Married Student Housing

Air-conditioned and carpeted student apartments located on the Central Campus are available for married couples and single parents with children. One and two-bedroom, unfurnished apartments are available for rent. Tenants are billed for electricity monthly. Local telephone is provided at no charge and cable television is available in each apartment at the tenant's expense. Long distance charges are the responsibility of the tenant.

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

PARKING

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 registration periods. At other times, vehicles may be registered at the Campus Police office in Building 139 (Administrative Computer Center). Students, faculty, and staff will be required to park in designated parking areas. Parking and traffic regulations are set forth in detail in the Central Campus *Student Handbook*.

LIBRARY

The Oveta Culp Hobby Memorial Library, located at the center of the Central Campus, is dedicated to a Killeen native, the first director of the Women's Army Corps, and the first Secretary of the Department of Health, Education, and Welfare. The Library's mission is to acquire, organize, preserve, and provide access to print and non-print materials and information in order to meet the instructional requirements, research needs, and social concerns of the Central Texas College District. The Library, which serves as a major resource center for the surrounding area, contains a collection of 120,000 volumes, 500 periodical subscriptions, and 1,000 audio-visual items. Special facilities include group study rooms, photo reproduction of books and microform, a microcomputer lab, an automated card catalog, and periodical databases.

COPYING SERVICE

Duplicating services may be purchased at the Library, Student Center, and Nursing and Science Building through coin-operated service.

STUDENT FINANCIAL ASSISTANCE

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 CTC, as well as those of the program itself, to retain eligibility for the programs. Federal regulations require financial aid recipients to make satisfactory progress toward their current certificate/degree objective. Academic transcripts are monitored and financial aid will be denied when a student falls within the probationary status as defined in the current CTC *Catalog*. Texas Campus Deadlines for application for financial aid are:

Fall:	August 1
Spring:	December 1
Summer:	May 1

Applications will be accepted and processed after these dates, but students may experience delays in receiving eligible funds for registration and books. All applications will be processed in order of receipt in the Office of Student Financial Assistance.

Central Texas College participates in electronic filing of financial aid applications. Bring or mail the application with copies of appropriate tax returns to the Office of Student Financial Assistance. Processing time should take six to ten working days depending upon number of applications received. Inquiries concerning student financial aid should be sent to the Office of Student Financial Assistance.

Satisfactory Progress Standards

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.

1. 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.
2. 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.
3. 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.
4. 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 may be met with any combination of full-time or part-time enrollment, including attendance during summer sessions. Students may refer to their degree plan, *College Catalog*, or see an advisor or 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.

GRANTS

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. Free applications for Federal Student Aid (FAFSA) forms are available in the Office of Student Financial Assistance.

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 FAFSA. This form is available in the Office of Student Financial Assistance.

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 (six semester hours or more) to be considered for this grant. Application for the TPEG is the FAFSA. This form is available in the Office of Student Financial Assistance.

WORK-STUDY

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 FAFSA. This form is available in the Office of Student Financial Assistance.

LOANS

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 six semester hours of coursework. The minimum repayment is \$30 per month with a maximum repayment period of ten years. Awards are based on financial need and academic performance. Interested students must complete the FAFSA.

Federal Stafford Loans

An undergraduate student may borrow up to \$2,625 during their freshman standing (0-29 credit hours on the student's Central Texas College degree plan) and \$3,500 during their sophomore standing (30-60 credit hours on the student's Central Texas College degree plan). These loans are obtained by the student from a lending agency outside the College such as a bank, savings and loan association, or credit union which participates in the Federal Family Student Loan Program. The government will pay the interest charge while the student is enrolled at least half-time. Repayment begins six months after leaving school.

To obtain a Stafford Student Loan, applicants must maintain a minimum 2.0 grade point average each enrollment period. A minimum cumulative 2.0 grade point average is also required. If the grade point average falls below the minimum requirement, participation will be denied until such time as the grade point average has been raised to the minimum standing. Students must complete the FAFSA. Interested students should obtain detailed information and application forms directly from lending institutions or the Office of Student Financial Assistance.

Repayment

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

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 Office of Student Financial Assistance.

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 copies of marriage certificates, divorce certificates, and family members' birth certificates, if applicable.

Students must provide an approved, signed certificate/degree plan to the Veteran Services Office prior to certification of their initial semester. Certificate/degree plans are available through the Guidance and Counseling Office or through departmental advisors. Transfer students should have copies of all previous transcripts for initial counseling sessions. It is 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 Office of Veteran Services 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 CTC 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 Commission Office (refers only to Texas campuses.)

CENTRAL TEXAS COLLEGE FOUNDATION

Scholarships

There are a number of scholarships available to students which have been established by the generosity and thoughtfulness of individuals, families, business and industry, community civic organizations, CTC student clubs, the CTC faculty, and College employees. These scholarships are awarded throughout the academic year and publicized by the CTC Foundation Office prior to each semester. All students are eligible to apply for a scholarship including graduating seniors from area high schools.

General Scholarship Fund Awards

Academic Competitive

Amount:	\$2,500 per year; \$250 each
Number per year:	Ten
Primary emphasis:	Academic achievement

CTC Central Campus

Amount:	\$1,000 per year; \$250 each
Number per year:	Four
Primary emphasis:	Financial Need

CTC Fort Hood Campus

Amount:	\$500 per year; \$100 each
Number per year:	Five
Primary emphasis:	NCO and Soldier of the Year Competition

CTC Service Area

Amount:	\$500 per year; \$125 each
Number per year:	Four
Primary emphasis:	Financial Need

Memorial Scholarships

J. E. Alexander

Amount: \$500; \$250 per year for two years
Number per year: Two
Primary emphasis: Carpentry/Skills Training

Frankie Baggett

Amount: \$250 per year
Number per year: One
Primary emphasis: Nursing

Helen M. Bigham

Amount: \$1,000; \$500 per year for two years
Number per year: One
Primary emphasis: Nursing

Agnes Haug

Amount: \$250 per year
Number per year: One
Primary emphasis: Nursing

Edward B. Jasuta, Jr.

Amount: \$200 per year
Number per year: One
Primary emphasis: Telecommunications

Dr. Ray Stan Laney

Amount: \$200 per year
Number per year: One
Primary emphasis: Business /Management

Lovett Ledger

Amount: \$200 per year
Number per year: One
Primary emphasis: Financial Need

David O'Neill

Amount: \$200 per year
Number per year: One
Primary emphasis: Career Aviation

Eugene Rorie, Jr.

Amount: \$250 per year
Number per year: One
Primary emphasis: Financial Need

Colley Kane Smith

Amount: \$200 per year
Number per year: One
Primary emphasis: Graduating Ellison High School Student

Eugene J. Smith

Amount: \$250 per year
Number per year: One
Primary emphasis: Financial Need

Roy J. Smith

Amount: \$250 per year
Number per year: One
Primary emphasis: Business /Management

William Christopher Wilson

Amount: \$250 per year
Number per year: One
Primary emphasis: Criminal Justice

Other Named and Endowed Scholarships

Recipients, Golden Deeds Award

Amount: \$250 per year
Number per year: One
Primary emphasis: Community Service

Kyle and Betsy Hilliard

Amount: \$250 per year
Number per year: One
Primary emphasis: Nursing

Local Heroes

Amount: \$200 per year
Number per year: One
Primary emphasis: Killeen Police, Fire or EMS personnel

Frank W. Mayborn

Amount: \$1000 for two years
Number per year: One
Primary emphasis: Journalism

Metroplex Hospital Nursing

Amount: \$250 per year
Number per year: One
Primary emphasis: Nursing

O'Connell Robertson

Amount: \$150 per year
Number per year: One
Primary emphasis: Financial Need

Roy Reynolds

Amount: \$200 per year
Number per year: One
Primary emphasis: Business / Management

Jane and Sid Wieser

Amount: \$500, \$250 per year for two years
Number per year: Two (Spring and Fall Semesters)
Primary emphasis: Skills Training

ACADEMIC POLICIES

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 eight or more semester hours during the ten-week Summer session or four 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 16 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 eight 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 term may take a maximum of nine semester hours. The College reserves the right to limit the course load carried by any student.
- **Minimum Load:** No minimum load is required (**NOTE:** International students must maintain a minimum load of 12 semester hours during Fall and Spring semester in compliance with INS regulations.)

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 Financial Assistance 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 Life Activities.

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 CTC reserves the right to deal at any time with individual cases of nonattendance.

- The effect of absences on grades is determined by the instructor.
- Excessive absences constitute cause for dropping 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 end of the first week 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.

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 coursework covered during any absence.

Excessive Absences

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

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, the sixth week of classes for eight-week courses, or the fourth week of classes for six-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 Office of Student Financial Assistance or the Veteran Services Office. Military Tuition Assistance students are referred to the Military Education Center. Students must withdraw in person after receiving financial aid, Military Tuition Assistance, or Veterans Assistance 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 (TASP)

Based upon Texas Higher Education Coordinating Board (THECB) guidelines, TASP non-exempt students required to remediate based upon TASP score results will be withdrawn from all college-level coursework 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 will be dropped for nonattendance and will be required to re-enroll for the class.

STUDENT CLASSIFICATION

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

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 25% 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 CTC are transferable to other institutions in accordance with policies of the receiving institutions. Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of the receiving school for degree requirements and transfer policy.

Resolution Of Transfer Dispute

Generally, colleges and universities will accept general academic transfer courses (courses within the Texas Common Course Numbering System, see page 39). 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.

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 advisors. 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) accomplishes two purposes:

1. TCCNS assists students in identifying which courses at one college will meet specific course requirements at another college; and
2. TCCNS assists 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 as shown below:

HIST 2311

Survey of Western Civilization I

(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.

Taking a 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.

GRADING POLICY

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 class syllabus and requirements for grades.

Grades are reported by two methods:

1. Grade Reports are mailed by CTC 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 Transcript Office and are the official report of completed courses, grades, and credit awarded by CTC. For information on ordering transcripts, see page 23.

Grading System

The grading system at Central Texas College is as follows:

Grades		Grade Points
A	- Superior	4
B	- Above Average	3
C	- Average	2
D	- Passing, but Unsatisfactory	1
F	- Failure	0
I	- Incomplete	0
N	- No Credit	0
P	- Completed	0
W	- Withdrawal	0
XN	- Nonattendance	0
FN	- Nonattendance	0
Y	- Incomplete	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 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 overridden 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 replaced 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 replace the "I" within the period specified.

"N"—No Credit

The grade of "N" is reserved for use with developmental and designated nontraditional, 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 nontraditional, 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 nontraditional, 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.

"Y"—Incomplete

Designated for developmental courses only.

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," "X," and "Y" 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," "X," or "Y." For additional information, contact the Director of the Office of Student Financial Assistance.

Change Of Grades

Students who feel that there has been a computational error in grading must immediately contact the instructor of 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 certificate/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. When a course is repeated, 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 to Know GPA

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 advisement to determine the causes of unsatisfactory work and receive recommendations for improving grades in subsequent classes.

Testing and Evaluating

The State of Texas mandates various testing programs for students attending public colleges; 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 other such programs of evaluation as may be required by law or deemed necessary or appropriate at the

sole discretion of the faculty and administration. Such tests or programs of evaluation may be initiated, implemented, or administered at any time without prior notice to or the approval of any student who is enrolled or who is planning to enroll in Central Texas College.

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 coursework. 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 along with other pertinent information such as high school grades, ACT, SAT, or TAAS 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 Guidance and 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. TASP payment vouchers are available on a limited basis in the Office of Student Financial Assistance. Financial need must be demonstrated to receive the voucher.

**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 eight semester hours of college-level credit taken during the Summer semester. Students completing 12 or more semester hours of college-level credit during two consecutive eight-week terms with a grade point average of 3.5 or higher receive Honor Roll status.

HONOR SOCIETIES

Epsilon Delta Pi

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

Phi Theta Kappa

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

GRADUATION GRADE REQUIREMENTS

To graduate from CTC, a student is required to have an overall grade point average (GPA) of 2.0, to include a minimum 2.0 at Central Texas College. Associate degree nursing students must have no grades lower than a "C" (70) to receive the Applied Science Degree in Nursing and to be recommended by the Nursing Department Chair for eligibility to apply for the State Board Exam. Associate degrees in Arts, Science, 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. Students at Central Texas College must achieve a 2.0 cumulative GPA to maintain satisfactory progress toward graduation.

PROBATION AND SUSPENSION POLICIES

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

Probation

Students who fail to maintain a 2.0 cumulative grade point average after the first seven semester hours will be placed on academic probation during the next term in which they register if their cumulative grade point average is less than 2.0.

Students who fail to achieve a 2.0 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 they complete the requirements for returning to class, which follows.

Suspension

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

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 self-paced certificate programs, students 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 third 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.

Suspension/probation students who receive financial aid or VA benefits are reported to the Office of Student Financial Assistance or to the Veterans Administration, and must meet financial aid or VA requirements prior to the reinstatement of their financial aid or VA benefits. Students attending self-paced certificate programs under VA educational benefits are limited one repeat of a course in the certificate. If more than one course must be repeated, the student will not be certified for VA benefits for the repeat of the course.

Returning to Class

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

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 Guidance and Counseling Office with written proof that they are maintaining required academic standards on each visit.

Academic Fresh Start

Central Texas College provides its students the "right to an academic fresh start." Through this option, Central Texas College students are permitted to apply for "forgiveness" of coursework completed ten or more years prior to the starting date of the semester in which they apply for "Academic Fresh Start."

For more information, contact the Office of Student Services. Students using VA educational benefits must contact the Veterans Services Office.

CLASSROOM VISITORS

Permission to visit a class may be granted by the Campus Dean. Such permission carries with it permission to listen and observe, but not to enter into class discussion or laboratory work. Permission to visit is not to be considered auditing on a full-time basis, nor will permission be granted to allow 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.

STUDENT RESPONSIBILITIES

ADDRESS CHANGES

All correspondence from Central Texas College to the student will be mailed to the address provided on the application for admission. Any address changes must be made in writing to the 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.

RECORDS ACCESS

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.

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 AND 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 Student Life Activities.

SCHOLASTIC HONESTY

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

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. Therefore, it is important for all members of the College community to take responsibility for preventing substance and alcohol abuse.

In recognition of the problems associated with 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 pose to the college community.

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

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 the 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, counseling options, legal sanctions, disciplinary action, and health risks.

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

STUDENT DISCIPLINE

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

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.

CERTIFICATE AND DEGREE REQUIREMENTS

DEGREES 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 follow. 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 to "tailor" their own degrees. It is the student's responsibility to apply for the degree and pay the appropriate fee by the application deadline listed elsewhere in this *Catalog*. Each degree candidate must earn a minimum of 25% of coursework 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.

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.

TECH PREP AND ADVANCED MASTERY CERTIFICATION

Central Texas College participates in the Texas state-wide Tech Prep initiative. The Tech Prep degree curriculum awards credit to entering freshmen whose high school has entered into an articulation agreement with CTC and has a TEA approved articulation plan. Central Texas College will award college credit to those students who have successfully graduated from an approved high school tech prep graduation plan and have completed six semester hours in residency at the Central Campus. Additionally the student has the option of receiving advanced mastery certification by completing the appropriate courses as specified by the post secondary degree plan.

Central Texas College has developed with independent school districts, and received approval by the Texas Higher Education Coordinating Board, the following Associate Degrees with Advanced Mastery Certification in:

- Automotive Service and Repair
- Criminal Justice
- Diesel Mechanics
- Early Childhood Professions
- Maintenance Technology
- Welding

Currently Pending Coordinating Board Approval:

- Administrative Secretarial
- Agriculture Production
- Automotive Body Repair
- Management and Marketing
- Print Trades Management
- Telecommunications

CERTIFICATES OF COMPLETION

A Certificate of Completion will be awarded to students who fulfill the curricular requirements of special courses and programs. Minimum residency requirement is 25% or 12 semester hours, whichever is greater. Unless the student is in a TASP waived certificate program, all sections of the TASP test must be passed. GPA requirements are the same as degree programs.

DEGREE REQUIREMENTS

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 degree 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, 2327, 2328, 2332, or 2333.
 - c. Three semester hours of speech;
2. Three semester hours of humanities or fine arts (see page 54);
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 54);
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 ("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 test¹; and
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 degree 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, 2327, 2328, 2332, or 2333.
 - c. Three semester hours of speech;
2. Three semester hours of humanities or fine arts (see page 54);
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 54);
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 ("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 test²; and
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 that senior college to ensure that the courses they take at Central Texas College will fulfill degree 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 1312;
2. Three semester hours of humanities or fine arts (see page 54);
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 54);
7. Two semester hours of physical education from activity courses;
8. If the major is 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; and
12. A passing grade on all sections of the "Certificate Form" of the TASP test.³

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 degree plan for their major field as shown in the program of study. The degrees 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 1312;
2. Three semester hours of humanities or fine arts (see page 54);
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 54);
5. Three semester hours of computer instruction (see page 54);
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 ("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 test³; and
11. 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.

NOTE: 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.

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 Career Planning and Placement.
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 Career Planning and Placement, 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.

GRADUATION

Application for Certificate or Degree

Central Texas College awards certificates and degrees each year in May, August, and December. Requests for Certificate and Requests for Degree, with appropriate non-refundable fees, must be submitted to the Guidance and 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

All College entrance, course, and degree requirements must be completed prior to a certificate or degree award. Official transcripts or GED scores from previously attended institutions, if applicable, must be on file in the Central Texas College Records Office before the certificate or degree is issued.

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 forfeit fee. Students declared non-graduates will be required to reapply for graduation and pay appropriate graduation fees as published in this *Catalog*.

Students applying for a Skills Center self-paced program Certificate of Completion must apply through the Skills Center Counseling Office in the Vocational Skills Center Building 118, Room 14.

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 Guidance and Counseling Office. An appropriate fee is required to replace a certificate or degree.

Commencement

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—May, August, and December. All students who expect to graduate with a degree or certificate at the end of the Spring semester must be measured for their cap and gown in order to participate in the ceremony.

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 coursework taken. In computing the candidate's grade point average for honors, the grades in all courses taken at Central Texas College as well as courses transferred from other accredited institutions of higher learning are included. 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 ceremony.
4. To qualify for honors, 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 LISTINGS

Curriculum plans for various degrees and certificates are listed alphabetically on the following pages. Course descriptions for all courses offered are listed in alpha-numeric order by course prefix. Many of the curricula presented on the following pages have been designed for students who wish to transfer to a senior college or university. College counselors and advisors are available to assist the student in choosing from these suggested programs 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 pages 48 and 49.

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 *Schedule Bulletin* published each term for courses offered. The College reserves the right to cancel offered courses when insufficient enrollment or other circumstances require such 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.

For 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 chair. Failure to obtain approval could result in loss of credit toward their 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 three lecture hours per week for one 16-week semester and no lab hours required; (2-4) means there are two lecture hours and four 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 ELECTIVES

Many programs of study have Humanities/Fine Arts and Social/Behavioral Science elective courses that can be used to justify elective requirements. Some courses can be used as either a Humanities/Fine Arts or Social/Behavioral Science elective as stated below. The special electives are listed below.

Humanities/Fine Arts Electives

<u>ANTH</u>	<u>2351</u>	Cultural Anthropology
<u>ARTS</u>	(all ARTS courses except ARTS 2313, 2314, 2356, and 2357)	
<u>DANC</u>	<u>2304</u>	Dance Appreciation
<u>DRAM</u>	<u>2366</u>	Motion Picture Art
Foreign Language courses		
<u>GEOG</u>	<u>1302</u>	Cultural Geography
<u>GEOG</u>	<u>1303</u>	World Regional Geography
<u>HIST</u>	<u>2311 and 2312</u>	Survey of Western Civilization I and II
<u>HIST</u>	<u>2381</u>	African-American History
<u>HUMA</u>	<u>1315</u>	Introduction to Fine Arts
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)		
<u>SPCH</u>	<u>2341</u>	Oral Performance of Literature

Social/Behavioral Science Electives

<u>AGRI</u>	<u>2317</u>	Introduction to Agriculture Economics
<u>ANTH</u>	<u>2301</u>	Physical Anthropology
<u>ANTH</u>	<u>2351</u>	Cultural Anthropology
<u>ECON</u>	<u>2301</u>	Macroeconomics
<u>ECON</u>	<u>2302</u>	Microeconomics
<u>CRIJ</u>	<u>1307</u>	Crime in America

Geography courses (except GEOG 1302 and 1303)

Government courses (GOVT)

History courses (HIST)

Psychology courses (PSYC)

Sociology courses (SOC)

Computer Science/Microcomputer Technology Electives

Computer Science courses (COSC)

Microcomputer Technology courses (MISC)

Word Processing courses (WOPO)

<u>AGRI</u>	<u>1309</u>	Computers in Agriculture
<u>CMET</u>	<u>1403</u>	Computer Systems and Operational Programming
<u>CMET</u>	<u>2402</u>	Computer Circuit Analysis
<u>CMET</u>	<u>2411</u>	Theory of Interface Devices
<u>DRDS</u>	<u>2410</u>	Computer-Aided Drafting I
<u>DRDS</u>	<u>2411</u>	Computer-Aided Drafting II
<u>FRMG</u>	<u>2309</u>	Computers in Agriculture

ACCOUNTING TECHNOLOGY

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*		Elective	3
<u>MATH</u>	<u>1342</u>	Elementary Statistics	3	MGMT	1305	Introduction to Management	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	MGMT	1309	Income Tax	3
COSC	1300	Computer Information Processing		<u>SPCH</u>	<u>1321</u>	Business and 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**		Elective		3
ACTE	2311	Accounting and Financial Information Systems I		3	<u>ENGL</u>	<u>2311</u>	Technical Writing		3
ELCT†		Humanities/Fine Arts Selection		3	ELCT††		Social/Behavioral Science Selection		3
PHED		Physical Education		1	PHED		Physical Education		1
				16					16
					Total Hours				64-65

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

** Accounting Electives: ACTE 2306, 2312.

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

ADMINISTRATIVE SECRETARIAL

Advanced Certificate

Two-Year Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
WOPO	1101	MS-DOS: An Introduction	1	ENGL**		English Selection	3
WOPO*	1303	Beginning Keyboarding/ Data Entry	3	WOPO	1102	Word Perfect: 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	OADM*	1302	Intermediate Shorthand	3
OADM*	1301	Beginning Shorthand	3	OADM	1306	Office Procedures and Applications	3
			16				16

Second Year

First Semester			Credit	Second Semester			Credit
WOPO	1104	LOTUS 1-2-3: An Introduction	1	WOPO	1109	Data 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 Management	3
WOPO	2303	Office Automation	3	WOPO	2309	Information Systems Internship II	3
			13				13
				Total Hours			58

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

** Electives or selections approved by Department Chair. Courses may be chosen leading toward general, medical, or legal secretarial programs upon department approval.

Underlined numbers are common course numbers. See page 39.

ADMINISTRATIVE SECRETARIAL

Associate in Applied Science Degree and Advanced Mastery Certification Option

Students successfully completing an Administrative Secretarial Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

First Year

First Semester	Credit	Second Semester	Credit
OADM* 1301 Beginning Shorthand	3	WOPO* 1304 Intermediate Information	3
WOPO* 1303 Begin. Keyboarding/Data Entry	3	Processing Applications	3
OADM 1305 Records Management	3	OADM 1306 Office Procedures & Applic.	3
OADM 1309 Business Mathematics and Calculating Machines	3	OADM* 1302 Intermediate Shorthand	3
ENGL English Selection	3	OADM 1308 Business Correspondence	3
WOPO 1101 MS-DOS: An Introduction	1	WOPO 1307 Word Processing/Transcript	3
	16	PHED Physical Education	1
			16

Second Year

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

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

** Electives or selections approved by Department Chair. Courses may be chosen leading toward general, medical, or legal secretarial programs upon department approval.

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion - Level One

(Offered at limited sites only)

Student may apply for a Certificate of Completion, General Office Assistant, upon satisfactory completion of all the following courses: OADM 1305, 1306, 1308, 1309, 2304, 2305, 2307; WOPO 1101, 1303, 1304, and 1307.

Certificate of Completion - Level Two

General Secretarial

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

Advanced Mastery Certification

Advanced Mastery Certification will be awarded upon completion of the degree and the following courses: TIOA 1310; TIHI 1302, 1303, 1305.

Underlined numbers are common course numbers. See page 39.

AGRICULTURE ANIMAL (BOVINE) TECHNOLOGY

One-Year Certificate of Completion

First Year

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	FRMG	2403	Agricultural Internship	4
			16				17
				Total Hours			33

AGRICULTURE ANIMAL (EQUINE) MANAGEMENT

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 Selection	3
<u>BIOL*</u>	<u>1408</u>	General Biology	4	<u>MATH</u>	<u>1342</u>	Elementary Statistics	3
<u>ENGL</u>	<u>1312</u>	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

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 Selection	3	ELCT**		Elective	3
ELCT**		Elective	3				15
			18	Total Hours			67

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

** Electives: AGRI 1315, 1327; FRMG 1303, 2305, 2401, or other courses approved by the Department Chair.

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

AGRICULTURE PRODUCTION

Associate in Applied Science Degree and Advanced Mastery Certification Option

Students successfully completing an Agriculture Production Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

First Year

First Semester	Credit	Second Semester	Credit
FRMG 1301 Wildlife Management	3	<u>AGRI</u> 1131 The Agriculture Industry	1
FRMG 1304 Animal Health	3	FRMG 1302 Range Management	3
FRMG 1308 Forage and Pasture Crops	3	FRMG 1303 Soil Science	3
<u>AGRI</u> 1419 Animal Husbandry	4	<u>AGRI</u> 1315 Horticulture - Home Gardening	3
<u>BIOL</u> ** 1408 General Biology	4	<u>AGRI</u> 1327 Poultry Science	3
		ELCT†† Social/Behavioral Science Selection	3
		PHED Physical Education	1
	17		17

Second Year

First Semester	Credit	Second Semester	Credit
FRMG 2303 Feeds and Feeding	3	FRMG 2302 Farm Mechanics II	3
FRMG 2307 Livestock Production	3	FRMG 2306 Livestock Marketing	3
FRMG 2301 Farm Mechanics I	3	FRMG 2309 Computers in Agriculture	3
<u>AGRI</u> 2313 Entomology	3	<u>AGRI</u> 1415 Horticulture	4
<u>ENGL</u> 1312 Communications Skills	3	<u>MATH</u> 1342 Elementary Statistics	3
ELCT* Elective	3	ELCT† Humanities/Fine Arts Selection	3
	18		19
		Total Hours	71

* Electives must be approved by the Department Chair.

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

† Humanities/Fine Arts Selection: See page 54.

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

Advanced Mastery Certification

Advanced Mastery Certification will be awarded upon completion of the degree and the following courses: AGRI 1307, 2317; and ACCT 2301; or OADM 2304.

Underlined numbers are common course numbers. See page 39.

AGRICULTURE SCIENCE

Associate in Science Degree and Advanced Mastery Certification Option

Students successfully completing an Agriculture Science Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

First Year

First Semester			Credit	Second Semester			Credit
<u>AGRI</u>	<u>1419</u>	Animal Husbandry	4	<u>AGRI</u>	<u>1307</u>	Agronomy	3
<u>AGRI</u>	<u>2317</u>	Introduction to Agriculture Economics	3	<u>ELCT*</u>		Approved Agriculture Elective	3
<u>ENGL</u>	<u>1301</u>	Composition and 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 and 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
			17	<u>PHED</u>		Physical Education	1
							18

Second Year

First Semester			Credit	Second Semester			Credit
<u>AGRI</u>	<u>2313</u>	Entomology	3	<u>ELCT*</u>	Approved Agriculture Elective	3	
<u>SCIE*</u>		Laboratory Science	4	<u>ENGL**</u>	English Selection	3	
<u>GOVT</u>	<u>2301</u>	State & Federal Government I	3	<u>GOVT</u>	<u>2302</u> State and Federal Govt II	3	
<u>MATH</u>	<u>1316</u>	Trigonometry	3	<u>SCIE*</u>	Laboratory Science	4	
<u>SPCH</u>	<u>1321</u>	Business & Professional 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	

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

* Electives must be approved by the Department Chair.

** English Selection(s): English courses include ENGL 2322, 2323, 2327, 2328, 2332, or 2333.

Advanced Mastery Certification

Advanced Mastery Certification will be awarded upon completion of the degree and the following courses: AGRI 2330, 1415; or CHEM 1411; and ACCT 2301

Underlined numbers are common course numbers. See page 39.

AGRICULTURE TECHNOLOGY

Two-Year Certificate of Completion

First Year

First Semester		Credit	Second Semester		Credit
<u>AGRI</u>	<u>2330</u> Wildlife Management	3	FRMG	1302 Range Management	3
FRMG	1304 Animal Health	3	FRMG	1303 Soil Science	3
FRMG	1308 Forage and Pasture Crops	3	<u>AGRI</u>	<u>1315</u> Horticulture - Home Gardening	3
ELCT*	Approved Elective	3	<u>AGRI</u>	<u>1327</u> Poultry Science	3
		12			12

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	FRMG	2403 Agricultural Internship	4
			Total Hours		54

* Must be approved by the Department Chair.

Underlined numbers are common course numbers. See page 39.

AIR CONDITIONING & REFRIGERATION

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 Tech. Selec.	3
MATH		MATH 1314 or higher	3	ENGL	<u>1312</u>	Communications Skills	3
PHED		Physical Education	1	GOVT	<u>2301</u>	State & Federal Government I	
				or			
				GOVT	<u>2302</u>	State & Federal Government II	3
			16				17

Second Year

First Semester			Credit	Second Semester			Credit
AIRC	2400	Electricity for Air Conditioning & Refrig. III	4	AIRC	2402	Commercial Refrigeration	4
AIRC	2401	Advanced Air Conditioning & Refrigeration Theory	4	AIRC	2404	Troubleshooting Air Conditioning & Refrig. Sys.	4
AIRC	2405	Heat Pumps I	4	ELCT†		Humanities/Fine Arts Selection	3
AIRC	2403	Commercial Air Conditioning Systems		AIRC	2407	Heat Pumps II	4
				SPCH	<u>1321</u>	Business and Professional Speaking	3
or							
AIRC	2409	Air Conditioning & Refrigeration Internship	4				
			16				18
						Total Hours	67

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion - Level One

(Offered at TDC sites only)

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

Certificate of Completion - Level Two

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

Underlined numbers are common course numbers. See page 39.

APPLIED MANAGEMENT

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
BUSI	<u>1301</u>	introduction to Business	3	ECON	<u>1303</u>	Consumer Economics	3
ENGL*		English Selection(s)	3	ENGL*		English Selection(s)	3
MATH		<u>MATH 1314</u> or higher	3	MGMT**		Management Selection(s)	3
MGMT	1305	Introduction to Management	3	SPCH*		Speech Selection(s)	3
MGMT	1306	Human Relations	3	ELCT†††		Computer Science/Micro-	
PHED		Physical Education	1			computer Tech. Selec.	3
				PHED		Physical Education	1
			16				16

Second Year

First Semester			Credit	Second Semester			Credit
ACCT***	2301	Principles of Acct. I	3	ELCT††	Social/Behavioral Science		
MGMT	2302	Human Resource Management	3		Selection		3
MGMT	2309	Supervision	3	MGMT****	2303	Law and Legal	
ELCT†		Humanities/Fine Arts Selection	3		Assistance		3
MGMT**		Management Selection(s)	3	MGMT	2310	Personnel Counseling	3
PHED		Physical Education	1	MGMT**		Sophomore Management	
						Selection(s)	3
				MGMT**		Sophomore Management	
						Selection(s)	3
				PHED		Physical Education	1
			16				16
						Total Hours	64

* ENGL 1301, 1302, 1312, 2311; SPCH 1315, 1321

** MGMT 1158, 1301, 1302, 1303, 1304, 1307, 1308, 1309, 1381, 1382, 1383, 1384, 1385, 1386, 2101, 2151, 2152, 2161, 2162, 2164, 2300, 2301, 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

*** ACCT 2301 may be substituted with OADM 2304 or HMMG 2304.

**** MGMT 2303 may be substituted with REAE 2305 or LEGA 2302.

† Humanities/Fine Arts Selection: See page 54.

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

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

Underlined numbers are common course numbers. See page 39.

APPLIED MANAGEMENT WITH TECHNICAL OPTION COMPUTER APPLICATIONS

Associate in Applied Science Degree

(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	1400	Microcomputer Fundamentals	4	MGMT	1304	Work Organization	3
MISC	1450	Microcomputers for Business	4	MISC	1430	Spreadsheets for Microcomps.	4
ENGL	<u>1312</u>	Communications Skills	3	MISC	1440	Data Base for Microcomputers	4
MATH		<u>MATH 1324 or 1342</u>	3	<u>SPCH</u>	<u>1321</u>	Business and Professional	
PHED		Physical Education	1			Speaking	3
				PHED		Physical Education	1
			18				18

Second Year

First Semester			Credit	Second Semester			Credit
MGMT	2305	Business Law I	3	MGMT	1306	Human Relations	3
MGMT	2302	Human Resource Management	3	ELCT*		Computer/Microcomputer	
<u>ACCT</u>	<u>2301</u>	Principles of Accounting I	3			Elective	4
MISC	1461	Operating Systems	4	<u>ACCT</u>	<u>2302</u>	Principles of Accounting II	3
MISC	2402	Systems in the MIS		ELCT†		Humanities/Fine Art Selection	3
		Environment	4	ELCT††		Social/Behavioral Science	
			17			Elective	3
							16
				Total Hours			69

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

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

ART

Associate in Arts Degree

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

First Year

First Semester		Credit	Second Semester		Credit
ARTS	Two courses from <u>ARTS 1303</u> , <u>1311</u> , <u>1316</u> , or <u>2323</u>	6	ARTS	Two courses from <u>ARTS 1304</u> , <u>1312</u> , <u>1317</u> , and <u>2324</u>	6
<u>ENGL</u>	<u>1301</u> Composition and Rhetoric I	3	<u>ENGL</u>	<u>1302</u> Composition and 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 Foreign Language	4	<u>LANG*</u>	<u>1412</u> 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, 2327,</u>			ELCT	<u>SPCH 1318, 1321, or 2341</u>		3
	<u>2328, or 2332</u>		3	ELCT	Natural Science Elective		3
ELCT	Natural Science Elective		3	ELCT†††	Computer Science/Micro-		
MATH	<u>MATH 1314</u> or higher		3		computer Tech. Selec.		4
<u>GOVT</u>	<u>2301</u> State & Federal Government I		3	<u>GOVT</u>	<u>2302</u> State & Federal Government II		3
PHED	Physical Education		1	PHED	Physical Education		1
			16				17
Total Hours							67

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

* LANG: see course selections under GERM, SPAN, FREN, and JAPN. If German is taken the first year, beginning French or Spanish may be taken the second year.

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

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
				TIAB	2406	Auto Body Fiberglass & Plastic Repair	4
			12				16

Second Year

First Semester			Credit	Second Semester			Credit
TIAM	2407	Automotive Steering & Suspension Systems	4	TIAM	1405	Automotive Air Conditioning	4
TIAB	2407	Advanced Auto Body Refinishing	4	TIAB	2409	Major Auto Body Repair	4
TIAB	2408	Auto Body Mechanical & Electrical	4	TIAM	1406	Automotive Braking Systems	4
			12	or			
				ATBR	2409	Auto Body Internship	4
							12
						Total Hours	52

Courses must be taken in the sequence shown above except as approved by the Department Chair.
This is a self-paced open-entry program.

Underlined numbers are common course numbers. See page 39.

AUTOMOTIVE BODY REPAIR

Associate in Applied Science Degree and Advanced Mastery Certification Option

Students successfully completing an Automotive Service and Repair Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

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 Fundamentals	4
ATBR	1407	Auto Body Fundamentals	4	ATBR	1411	Automotive Glass	4
ELCT		Free Elective	1	MATH		<u>MATH 1314</u> or higher	3
			17				19

Second Year

First Semester			Credit	Second Semester			Credit
ELCT†		Humanities/Fine Arts Selection	3	ATBR	2400	Major Vehicle Damage Repair	4
ATBR	2406	Frame Repair and Alignment	4	ATBR	2404	Advanced Auto Body Painting	4
AUTO	2405	Steering & Suspension Systems	4	ELCT†††		Computer Science/Micro-computer Tech. Selec.	4
ENGL	<u>1312</u>	Communications Skills	3				
GOVT	<u>2301</u>	State & Federal Government I		SPCH	<u>1321</u>	Business and Professional Speaking	3
or				ATBR	2401	Panel Repair and Replacement	
GOVT	<u>2302</u>	State & Federal Government II	3	ATBR	2409	Auto Body Internship	4
			17				19
				Total Hours			72

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of all ATBR, AUTO, and INDU prefix courses. (Students must complete ATBR 2401 and 2409.)

Advanced Mastery Certification

Students may select the following options to the AAS degree to receive Advanced Mastery Certification:

Automotive Service and Repair - AUTO 1402, 1405, and 2404

Diesel Mechanics - DIEM 2400, 2405, and 2406

Business Management - MGMT 1304, 1306, 1308, and 2320

Underlined numbers are common course numbers. See page 39.

AUTOMOTIVE SERVICE AND REPAIR

Associate in Applied Science Degree and Advanced Mastery Certification Option

Students successfully completing an Automotive Service and Repair Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

First Year

First Semester	Credit	Second Semester	Credit
AUTO 1400 Shop Fundamentals	4	AUTO 1411 Automotive Computer Sys.	4
AUTO 1301 Automotive Systems	3	AUTO 1405 Automotive Air Conditioning	4
AUTO 1402 Basic Electrical and Test Equip	4	AUTO 1407 Brake Systems	4
MATH <u>MATH 1314</u> or higher	3	AUTO 1408 Standard Transmissions and Transaxles	4
SPCH <u>1321</u> Business and Professional Speaking	3	ENGL <u>1312</u> Communications Skills	3
	17		19

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 & Emission	4
ELCT††† Computer Science/Micro-computer Tech. Selec.	4	ELCT Elective	3
AUTO 2410 Fuel Systems & Injection	4	ELCT† Humanities/Fine Art Selection	3
GOVT <u>2301</u> State & Federal Government I		AUTO 2408 Advanced Engine Service	
or		or	
GOVT <u>2302</u> State & Federal Government II	3	AUTO 2409 Automotive Internship	4
	18		18
		Total Hours	72

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion - Level One

(Offered at limited sites only)

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

Certificate of Completion - Level Two

Students may apply for a Certificate of Completion upon satisfactory completion of ALL AUTO prefix courses. (Students must complete AUTO 2408 and 2409.)

Advanced Mastery Certification

Student may select the following options to the AAS degree to receive Advanced Mastery Certification:

Auto Body Repair - ATBR 1407, 1410, and 1411

Diesel Mechanics - DIEM 2400, 2405, and 2406

Business Management - MGMT 1304, 1306, 1308, and 2320

Underlined numbers are common course numbers. See page 39.

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	1401	Automotive Fundamentals	4	TIAM	1405	Automotive Air Conditioning	4
TIAM	1502	Automotive Electrical Systems	5	TIAM	2511	Automotive Computer Systems	5
			16				16

Second Year

First Semester				Credit	Second Semester				Credit
TIAM	1406	Automotive Brake Systems		4	TIAM	2512	Automotive Engine Diagnosis		5
TIAM	2407	Automotive Steering and Suspension Systems		4	TIAM	2410	Tune-Up and Emissions		
TIAM	2408	Automotive Standard Power Trains		4	TIAM	2410	Automotive Engine Service		4
TIAM	2409	Automotive Automatic Power Trains		4	or	AUTO*	2409	Automotive Internship	
				16					9
Total Hours									57

- * Prerequisite: Satisfactory completion of ALL other TIAM prefix courses or approval of the Department Chair. Courses must be taken in the sequence shown above except as approved by the Department Chair. This is a self-paced open-entry program.

AVIATION MAINTENANCE TECHNOLOGY

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 & Corrosion Controls-G	2
AVMT	1305 Basic Aircraft Electricity-G	3	AVMT	1306 Aircraft Finishes-A	3
ENGL	<u>1312</u> Communications Skills	3	AVMT	1402 Sheet Metal Structures-A	4
PHYS	<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 Engines-P	4
		13			16

Summer Semester		Credit
ELCT†	Humanities/Fine Arts Selection	3
ELCT††	Social/Behavioral Science Selection	3
		6

Total Hours 72

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

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

AVIATION SCIENCE

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 and Rhetoric II	3
<u>ENGL</u>	<u>1301</u> Composition and 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
PHYS	<u>1305</u>	Survey of Physics	3	ELCT††	Social/Behavioral Science		
ELCT†		Humanities/Fine Arts Selection	3		Selection		3
			15	ELCT††††	Microcomputer Selection		4
				Total Hours			15
							69

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

** Business or Management Elective

† Humanities/Fine Arts Selection: See page 54.

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

†††† Microcomputer Selections: MISC 1450 or 1451.

Certificate of Completion

- * Students may apply for a Certificate of Completion upon satisfactory completion of ALL ASCI courses.

Underlined numbers are common course numbers. See page 39.

BARBER

PROFESSIONAL BARBER-STYLIST SCIENCE

A One-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 and Shop Management	6			
		12			
Total Hours					36

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 and Shop Management	6			
		12			

Second Year

First Semester			Credit	Second Semester			Credit
BARB	2604	Introduction to Instructor Orientation	6	BARB	2606	Intermediate Barber Instructor	6
BARB	2605	Basic Barber Instructor	6	BARB	2607	Advanced Barber Instructor	6
			12				12
Total Hours							60

Underlined numbers are common course numbers. See page 39.

BIOLOGY

Associate in Science Degree

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

First Year

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

Second Year

First Semester		Credit	Second Semester		Credit
<u>BIOL</u>	<u>2428</u>	Vertebrate Zoology	<u>BIOL</u>	<u>1424</u>	Plant Taxonomy
<u>CHEM</u>	<u>2423</u>	Organic Chemistry I	<u>CHEM</u>	<u>2425</u>	Organic Chemistry II
<u>COSC</u>	<u>1403</u>	Intro to Computer Science	<u>GOVT</u>	<u>2302</u>	State & Federal Government II
		and Programming	<u>ELCT</u> †		Humanities/Fine Arts Selection
<u>ENGL</u>	<u>2311</u>	Technical Writing	<u>SPCH</u>	<u>1315</u>	Public Speaking
<u>GOVT</u>	<u>2301</u>	State & Federal Government I	<u>PHED</u>		Physical Education
<u>PHED</u>		Physical Education			
		19			18
				Total Hours	73

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

† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 39.

BUILDING MAINTENANCE TRADES

A One-Year Certificate of Completion

First Year

First Semester		Credit	Second Semester		Credit
TIBT	1400 Basic Shop Skills	4	TIBT	1404 Roofing and Floors	4
TIBT	1401 Basic Masonry/Concrete Applications	4	TIBT	1405 Cabinets I	4
TIBT	1402 Basic Carpentry	4	TIBT	1406 Cabinets II	4
TIBT	1403 Carpentry and Insulation	4	TIBT	1407 Paint/Wall Coverings	4
		16			16

Third Semester

TIBT	1408 Basic Wiring	4
TIBT	1409 Plumbing Repairs I	4
TIBT	1410 Plumbing Repairs II	
or		
MTNT	2419 Maintenance Technology Internship	4
		12

Total Hours 44

Courses must be taken in the sequence shown above except as approved by the Department Chair.
This is a self-paced open-entry program.

BUSINESS ADMINISTRATION

Associate in Arts Degree

This is a suggested curriculum. See page 48 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
HIST	<u>1301</u> History of the U.S. to 1877	3	HIST	<u>1302</u> History of the U.S. from 1877	3
ENGL	<u>1301</u> Composition and Rhetoric I	3	ENGL	<u>1302</u> Composition and Rhetoric II	3
MATH*	<u>MATH 1314</u> or higher	3	BUSI	<u>1301</u> Introduction to Business	
PSYC	<u>2301</u> Introduction to Psychology	3	or		
PHED	Physical Education	1	MGMT	<u>1305</u> Introduction to Management	3
			ELCT†	Humanities/Fine Arts Selection	3
			PHED	Physical Education	1
		17			17

Second Year

First Semester		Credit	Second Semester		Credit
ECON	<u>2301</u> Macroeconomics	3	ACCT	<u>2302</u> Principles of Accounting II	3
ACCT	<u>2301</u> Principles of Accounting I	3	ELCT†††	Computer Science/Micro-computer Tech. Selec.	4
ENGL**	English Selection	3	GOVT	<u>2302</u> State & Federal Government II	3
GOVT	<u>2301</u> State & Federal Government I	3	ECON	<u>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

* Since senior college math requirements vary widely, it is the student's responsibility to consult with the four-year institution he/she is planning to attend.

** English courses include ENGL 2322, 2323, 2327, 2328, 2332, or 2333.

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

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

BUSINESS MANAGEMENT

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 and Rhetoric I	3	MGMK	1308	Small Business Management	3
MATH		<u>MATH 1314, 1324, or 1342</u>	3	OADM	1309	Business Mathematics and 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

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	3
MGMT	2302	Human Resource Management	3	<u>ECON</u>	<u>2302</u>	Microeconomics	3
<u>ECON</u>	<u>2301</u>	Macroeconomics	3	<u>ACCT*</u>	<u>2302</u>	Principles of Accounting II	3
<u>ACCT*</u>	<u>2301</u>	Principles of Accounting I	3	ELCT†		Humanities/Fine Arts Selection	3
			15-16	ELCT		Elective	1
							16-17
				Total Hours			64-66

* OADM 2304 and 2305 may be substituted.

† Humanities/Fine Arts Selection: See page 54.

BUSINESS MANAGEMENT

One-Year Certificate of Completion

First Year

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

Underlined numbers are common course numbers. See page 39.

CHEMICAL DEPENDENCY COUNSELING

Associate in Applied Science Degree

First Year

First Semester	Credit	Second Semester	Credit
CDCP 1301 Introduction to Chemical Dependency Treatment	3	CDCP 1305 Drug Education	3
CDCP 1302 Assessment of Chemical Dependency	3	CDCP 1306 Chemical Dependency Issues in Special Populations	3
CDCP 1303 Theories of Chemical Dependency Treatment	3	CDCP 1307 Cultural Issues in Chemical Dependency Treatment	3
CDCP 1304 Basic Counseling Skills in Chemical Dependency Treatment	3	<u>SOCI</u> 1301 Introduction to Sociology	3
<u>ENGL</u> 1301 Composition and Rhetoric I	3	PHED Physical Education	1
<u>PSYC</u> 2301 Introduction to Psychology	3	PSYC* Psychology Selection	3
	18		16

Second Year

First Semester	Credit	Second Semester	Credit
CDCP 2301 Chemical Dependency Issues in the Dysfunctional Family	3	MATH <u>MATH 1314</u> or higher	3
CDCP 2302 Individual Counseling in Chemical Dependency Treatment	3	ELCT††† Computer Science/Micro-computer Tech. Selec.	4
CDCP 2303 Group Counseling in Chemical Dependency Treatment	3	CDCP* 2401 Clinical Practicum	4
<u>SOCI</u> 2301 Marriage and the Family	3	ELCT Elective	3
PHED Physical Education	1	ELCT† Humanities/Fine Arts Selection	3
SPCH <u>SPCH 1315 or 1321</u>	3		
	16		17
		Total Hours	67

* Upon approval of the Department Chair.

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion - Level One

Students may apply for a Certificate of Completion upon satisfactory completion of a minimum of three of the following CDCP courses: CDCP 1301, 1302, 1303, 1304, 1305, 1306, 1307, and a maximum of three of the following: PSYC 2301; SOCI 2301; and PSYC selection.

Certificate of Completion - Level Two

Students may apply for an Advanced Certificate of Completion upon satisfactory completion of the following courses: CDCP 1301, 1302, 1303, 1304, 1305, 1306, 1307, 2301, 2302, 2303, 2401; ENGL 1301; PSYC 2301 and PSYC selection; SOCI 1301 and 2301; SPCH 1315 or 1321.

Underlined numbers are common course numbers. See page 39.

CHEMISTRY

Associate in Science Degree

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

First Year

First Semester			Credit	Second Semester			Credit
<u>CHEM</u>	<u>1411</u>	General Chemistry I	4	<u>CHEM</u>	<u>1412</u>	General Chemistry II	4
<u>MATH*</u>	<u>1316</u>	Trigonometry	3	<u>MATH</u>	<u>1348</u>	Analytic Geometry	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	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>ENGL</u>	<u>1302</u>	Composition and Rhetoric II	3
<u>SPCH</u>	<u>1315</u>	Public Speaking	3	<u>MISC</u>	<u>1450</u>	Microcomputers for Business	4
<u>PHED</u>		Physical Education	1	<u>PHED</u>		Physical Education	1
			17				18

Second Year

First Semester			Credit	Second Semester			Credit
CHEM	2423	Organic Chemistry I	4	CHEM	2425	Organic Chemistry II	4
MATH	2313	Calculus I	3	PHYS	2426	Modern Physics II	4
GOVT	2301	State & Federal Government I	3	GOVT	2302	State & Federal Government II	3
ENGL	2311	Technical Writing	3	ELCT†		Humanities/Fine Arts Selection	3
PHYS	2425	Modern Physics	4	MATH	2314	Calculus II	3
PHED		Physical Education	1	PHED		Physical Education	1
			18				18
Total Hours							71

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

* 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.

Underlined numbers are common course numbers. See page 39.

COMMERCIAL ART

Associate in General Studies Degree

This is a suggested curriculum. See pages 49-50 for degree requirements.

First Year

First Semester			Credit	Second Semester			Credit
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	SPCH	<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
ELCT*		Approved Elective	3	MATH	<u>MATH 1314</u> or higher		3
PHED		Physical Education	1	PHED	Physical Education		1
			16				16

Second Year

First Semester			Credit	Second Semester			Credit
<u>ENGR</u>	<u>1304</u>	Engineering Graphics	3	<u>ARTS</u>	<u>2314</u>	Advertising and Illustration II	3
<u>ARTS</u>	<u>2313</u>	Advertising and Illustration I	3	<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3
<u>GOVT</u>	<u>2301</u>	State and Federal Government I	3	ELCT†††		Computer Science/Micro-	
ELCT***		Approved Elective	3			computer Tech. Selec.	4
ELCT	<u>ARTS 2316 or 2367</u>		3	ELCT**		Art Elective	3
PHED		Physical Education	1	ELCT***		Approved Elective	3
			16				16
						Total Hours	64

* ARTS 1303, 1304, 1312, 2311, 2356, or 2357 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 39.

COMMUNICATIONS

Associate in Arts Degree

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

First Year

First Semester			Credit	Second Semester			Credit
<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>COMM</u>	<u>1307</u>	Communications Media	3	<u>COMM</u>	<u>2311</u>	News Gathering & Reporting I	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>ENGL</u>	<u>1302</u>	Composition and 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>MISC</u>	<u>1450</u>	Microcomputers for Business	3	<u>MISC</u>	<u>1460</u>	Desk Top Publishing	4
<u>PHED</u>		Physical Education	1	<u>PHED</u>		Physical Education	1
			17				18

Second Year

First Semester			Credit	Second Semester			Credit
<u>SCIE</u>		Biology, Chemistry, Physics, or Geology	4	<u>SCIE</u>		Biology, Chemistry, Physics, or Geology	4
<u>COMM</u>	<u>2315</u>	News Gathering & Reporting II	3	<u>COMM</u>	<u>2305</u>	Editing, Layout and Design	3
<u>GOVT</u>	<u>2301</u>	State & Federal Government I	3	<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3
<u>MATH</u>		<u>MATH 1314</u> or higher	3	<u>SPCH</u>	<u>1315</u>	Public Speaking	3
<u>ELCT†</u>		Humanities/Fine Arts Selection	3	<u>ELCT*</u>		Literature	3
<u>COMM</u>	<u>2129</u>	Newspaper Publications III	1	<u>PHED</u>		Physical Education	1
<u>PHED</u>		Physical Education	1				17
			18				70
				Total Hours			

* English Electives include: ENGL 2322, 2223, 2327, 2328, 2332, 2333.

† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 39.

COMMUNICATIONS ELECTRONICS TECHNOLOGY

Associate in Applied Science Degree

First Year

First Semester	Credit	Second Semester	Credit
CMET 1400 Electronics & Computer Skills	4	CMET 1403 Computer Systems & Operational Programming	4
CMET 1401 Digital Circuits	4	<u>MATH 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
		<u>ENGL 1312</u> 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 Selection	3
ELCT†† Social/Behavioral Science Selection	3	CMET 2408 Digital Communications	4
ELCT* Approved Technical Elective	4	ELCT** Academic Elective	3
	19		18
		Total Hours	71

* Selected course approved by the Department Chair: CMET 2411, ELTE 2103, 2303, 2401, 2405, 2409, 2411, and 2421.

** Elective from one of the following: Agriculture, Art, Business, Communications, Engineering, Mathematics, Music, Science, or Social Science.

† Humanities/Fine Arts Selection: See page 54.

†† Social Behavioral Science Selection: See page 54.

Underlined numbers are common course numbers. See page 39.

COMPUTER ELECTRONICS TECHNOLOGY

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
				<u>ENGL</u>	<u>1312</u>	Communications Skills	3
			16				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 Selection	3
ELTE	2406	Integrated Devices	4	ELCT**		Approved Technical Elective	4
ELCT††		Social/Behavioral Science Selection	3	ELCT***		Academic Elective	3
			19				18
				Total Hours			71

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of these courses: CMET 1400, 1401, 1403; ELTE 1401, 1402, 1403; ENGL 1312 and one approved elective.

** Elective Selection approved by the Department Chair: CMET 1404, 2400 (or 2200 and 2201), 2405, 2406, 2408; ELTE 2103, 2303, 2409, 2411, and 2421.

*** Elective from one of the following: Agriculture, Art, Business, Communications, Engineering, Mathematics, Music, Science, or Social Science.

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

COMPUTER SCIENCE BUSINESS PROGRAMMER/ANALYST

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 & Analysis	4	COSC	1406	Computer Organization & Architecture	4
ENGL	<u>1301</u>	Composition & Rhetoric I	3	MISC	1461	Operating Systems	4
MATH		<u>MATH 1314</u> or higher	3	ELCT**		COSC/MISC Tech 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
ELCT**		COSC/MISC Tech Elective	4	ELCT		COSC Sophomore-level Technical Elective	4
ELCT*		ACCT Elective Selection	3	<u>SPCH</u>	<u>1321</u>	Business & Professional Speaking	3
ELCT††		Social/Behavioral Science Selection	3	ELCT†		Humanities/Fine Arts Selection	3
			18				18
				Total Hours			67

* ACCT Elective Selection includes WOPO 2304; OADM 2304; ACCT 2301.

** COSC/MISC Technical Elective Selection includes COSC 1409, 2494, and MISC 2460.

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

COMPUTER SCIENCE INFORMATION TECHNOLOGY OPTION

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

Second Year

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

* ACCT Elective Selections include 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 39.

COMPUTER SCIENCE NETWORK SYSTEMS ADMINISTRATOR OPTION

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 Microcomputer Programming	4	MISC	1461	Operating Systems	4
<u>ENGL</u>	<u>1301</u>	Composition & Rhetoric I	3	ELCT		COSC/MISC Tech 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, and Support	4
COSC	2491	Network Management	4	COSC	2493	Network Architectures, Standards, & Protocols	4
<u>ENGL</u>	<u>2311</u>	Technical Writing	3	COSC	2409	Field Projects	4
<u>ACCT</u>	<u>2301</u>	Principles of Accounting I	3	<u>SPCH</u>	<u>1321</u>	Business & Professional Speaking	3
ELCT†		Humanities/Fine Arts Selection	3				15
			17				Total Hours 65

† Humanities/Fine Arts Selection: See page 54.

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

COMPUTER SCIENCE COMPUTER OPERATOR One-Year Certificate of Completion

First Year

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	ELCT		COSC/MISC Tech Elective	4
OADM	1305	Records Management	3	ELCT		COSC/MISC Tech Elective	4
			15				16
							Total Hours 31

Underlined numbers are common course numbers. See page 39.

COMPUTER SCIENCE DATA CONTROL SPECIALIST

One-Year Certificate of Completion

First Year

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 Keyboarding/ Data Entry	3	COSC/MISC		Elective	3-4
			15				14-15
Total Hours							29-30

COMPUTER SCIENCE INFORMATION CENTER SPECIALIST

One-Year Certificate of Completion

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	1460	Desk Top Publishing	4
MISC	1430	Spreadsheets for Microcomputers	4	MISC	1461	Operating Systems	4
MISC	1450	Microcomputers for Business	4	MISC	2455	Microcomputer Field Projects	4
			16				16
Total Hours							32

Underlined numbers are common course numbers. See page 39.

CONSUMER ELECTRONICS TECHNOLOGY

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 & Operational Programming	4
CMET 1401 Digital Circuits	4		
<u>MATH</u> 1314 College Algebra	3	<u>MATH</u> 1316 Trigonometry	3
ELTE 1401 Electrical Circuits I	4	ELTE 1402 Electrical Circuits II	4
ENGL 1312 Communications Skills	3	ELTE 1403 Solid State Electronics	4
		ELCT† Humanities/Fine Arts Selection	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	ELTE 2103 Individualized Research	1
ELTE 2406 Integrated Devices	4	ELTE 2303 Special Intensive Study	3
ELCT†† Social/Behavioral Science Selection	3	ELTE 2409 Electronic Systems Troubleshooting	4
	15	ELCT** Computer Maintenance Electronics	4
			16
		Total Hours	67

* Student may substitute ELTE 1303.

** Selected course must be approved by department chair: ELTE 2301, 2402, 2405, 2408, CMET 2408.

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

COSMETOLOGY

One-Year Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
COSM	1601	Orientation and 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 and Advanced Cosmetology	6				
			12				
Total Hours							36

COSMETOLOGY INSTRUCTOR OPTION

Certificate of Completion

First Year

First Semester			Credit		
COSM	2301	Instructor Orientation	3		
COSM	2801	Clinic Management	8		
COSM	2802	Classroom Teaching	8		
			19		
				Total Hours	19

Underlined numbers are common course numbers. See page 39.

CRIMINAL JUSTICE

Associate in Applied Science Degree and Advanced Mastery Certification Option

Students successfully completing a Criminal Justice Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

First Year

First Semester	Credit	Second Semester	Credit
CRIJ 1301 Intro to Criminal Justice	3	CRIJ 1201 Defensive Tactics	2
CRIJ 1304 The Courts & Criminal Proced.	3	CRIJ* Criminal Justice Option (three courses)	9
CRIJ 1307 Crime in America	3	ENGL <u>ENGL 1302 or 2311</u>	3
CRIJ 1308 Fundamentals of Criminal Law	3	ELCT Criminal Justice Elective	3
ENGL <u>1301</u> Composition and Rhetoric I	3		
PHED <u>1130</u> 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 <u>2301</u> State & Federal Government I or GOVT <u>2302</u> State & Federal Government II	3	SPCH <u>1321</u> Business and Professional Speaking	3
SOCI <u>1301</u> Introduction to Sociology	3	ELCT† Humanities/Fine Arts Selection	3
MATH <u>MATH 1314</u> or higher	3	ELCT††† Computer Science/Micro- computer Tech. Selec.	3
PHED Physical Education	1	ELCT Elective	3
ELCT Criminal Justice Elective	3		
	17		17
		Total Hours	67

As early as possible, 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.

* Criminal Justice Options:

Students intending to major in Law Enforcement may take CRIJ 1309, 1302, and 1303.

Students intending to major in Corrections may take CRIJ 1306, 1314, and (1302, 1303, or 1309).

Students who prefer a more general Criminal Justice curriculum may take any three from CRIJ 1302, 1303, 1306, 1309, or 1314.

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion

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.

Advanced Mastery Certification

Advanced Mastery Certification will be awarded upon completion of the degree and twelve hours of the following courses: CRIJ 1302, 1305, 1309, 1310, 1312, 1314, 2301, 2306, 2308, 2310, 2311, or 2409 - IF NOT ALREADY TAKEN FOR ELECTIVE CREDIT.

Underlined numbers are common course numbers. See page 39.

CRIMINAL JUSTICE CORRECTIONS OPTION

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 Selections (two courses)	6
ENGL	1301	Composition and Rhetoric I	3	ENGL		<u>ENGL 1302 or 2311</u>	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	<u>PSYC</u>	<u>2301</u>	Introduction to Psychology	3
<u>GOVT</u>	<u>2301</u>	State & Federal Government I		<u>SPCH</u>	<u>1321</u>	Business and Professional Speaking	3
or				ELCT†		Humanities/Fine Arts Selection	3
<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3	ELCT†††		Computer Science/Micro-computer Tech. Selec.	3
<u>SOCI</u>	<u>1301</u>	Introduction to Sociology	3	ELCT		Elective	3
MATH		<u>MATH 1314</u> or higher	3				
PHED		Physical Education	1				
ELCT		Criminal Justice Elective	3				
			17				17
Total Hours							67

As early as possible, 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.

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

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

DIESEL MECHANICS

Associate in Applied Science Degree and Advanced Mastery Certification Option

Students successfully completing a Diesel Mechanic Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep Criteria.

First Year

First Semester			Credit	Second Semester			Credit
INDU	1400	Industrial Fundamentals	4	DIEM	1404	Standard Power Trans	4
DIEM	1301	Diesel Engine Fundamentals	3	DIEM	1406	Diesel Starting and Charging Systems	4
DIEM	1405	Diesel Engine Auxiliary Systems	4	AUTO	1407	Brake Systems	4
ENGL	1312	Communication Skills	3	MATH		<u>MATH 1314</u> or higher	3
ELCT†††		Computer Science/Micro-computer Tech. Selec.	3	SPCH	1321	Business and Professional Speaking	3
			17				18

Second Year

First Semester			Credit	Second Semester			Credit
DIEM	2400	Hydraulic Systems Fundamentals and Service	4	DIEM	2404	Automatic Power Train	4
DIEM	2406	Diesel Fuel Injection Systems	4	AUTO	2405	Steering and Suspension Systems	4
DIEM	2407	Diesel Cylinder Head Service	4	DIEM	2405	Advanced Diesel Engine Service	4
ELCT		Elective	3	DIEM	2403	Diesel Engine Overhaul	
ELCT†		Humanities/Fine Arts Selection	3	or			
			18	DIEM	2409	Diesel Internship	4
				<u>GOVT</u>	2301	State & Federal Government I	
				or			
				<u>GOVT</u>	2302	State & Federal Government II	3
							19
				Total Hours			72

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of all DIEM, AUTO, and INDU prefix courses. (Students must complete DIEM 2403 and 2409.)

Advanced Mastery Certification

Students may select the following options to the AAS degree to receive Advanced Mastery Certification:

Automotive Service and Repair - AUTO 1402, 1405, and 2404

Auto Body Repair - ATBR 1407, 1410, and 1411

Business Management - MGMT 1304, 1306, 1308, and 2320

Underlined numbers are common course numbers. See page 39.

DIESEL TECHNICIAN

Two-Year Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
TIDM	1401	Shop Procedures Tools & 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 Fundamentals & Operating Principles	3	TIDM	2506	Diesel Engine Troubleshooting, Diagnosis & Tune-up	5
TIDM	1405	Diesel Electrical Systems	4				
			14				14

Second Year

First Semester			Credit	Second Semester			Credit
TIDM	2307	Diesel Cylinder Head Repair	3	TIDM	2412	Steering and Suspension Systems	4
TIDM	2408	Industrial Hydraulics	4	TIAM	1405	Automotive Air Conditioning	4
TIDM	2409	Heavy Duty Standard Power Trains	4	TIDM	2513	Diesel Engine Rebuild	5
TIDM	2410	Heavy Duty Automatic Power Trains	4	or			
TIDM	2411	Brake Systems	4	DIEM	2409	Diesel Internship	4
			19				13-12
						Total Hours	60-59

Courses must be taken in the sequence shown above except as approved by the Department Chair.
This is a self-paced open-entry program.

DRAFTING AND DESIGN COMPUTER-AIDED DRAFTING (CAD)

Associate in Applied Science Degree

First Year

First Semester	Credit	Second Semester	Credit
ENGR* 1304 Engineering Graphics	3	ENGR* 1305 Descriptive Geometry	3
DRDS 1402 Technical Illustration	4	DRDS 1403 Machine Drawing	4
DRDS 1404 Structural Drafting	4	DRDS 1410 Computer-Aided Drafting I	4
TMTH 1301 Technical Mathematics	3	ENGL 1312 Communications Skills	3
		ELCT Elective	3
	14		17

Second Year

First Semester	Credit	Second Semester	Credit
DRDS 2402 Architectural Drafting	4	DRDS 2401 Pipe Drafting	4
DRDS 2403 Electronic Drafting	4	DRDS 2405 Civil Design Drafting	4
DRDS 2411 Computer-Aided Drafting II	4	DRDS 2406 Industrial Practice	4
ELCT** Approved Elective	3-4	ELCT†† Social/Behavioral Science Selection	3-4
ELCT† Humanities/Fine Arts Selection	3		15-16
	18-19		64-66
		Total Hours	64-66

- * Selected locations may substitute DRDS 1405 for ENGR 1304 and DRDS 1406 for ENGR 1305.
- ** Approved Electives: DRDS 1303, 1400, 2404, 2406; ARTS 1316; MISC 1450; or other elective approved by the Department Chair.
- † Humanities/Fine Arts Selection: ANTH 2351; ARTS courses (except ARTS 2313, 2314); LANG courses; GEOG 1302, 1303; HIST 2311, 2312; SPCH 2341; MUSI; PHIL (to include religion); and Literature courses.
- †† Social/Behavioral Science Selection: AGRI 2317; ANTH 2301, 2351; ECON 2301, 2302; CRIJ 1307; HIST; GOVT; PSYC; SOCI; and GEOG (except GEOG 1301) courses.

Certificate of Completion

Students may apply for a certificate of completion upon satisfactory completion of ENGR 1304, 1305; DRDS 1402, 1403, 1404, 1410; and TMTH 1301.

DRAFTING AND DESIGN

GRAPHIC ART TECHNOLOGY OPTION

Certificate of Completion
(Offered only at selected locations)

First Year

First Semester			Credit	Second Semester			Credit
GART	1401	Elementary Design	4	GART	1405	Production Art II	4
GART	1402	Introduction to Desk Top Publishing	4	GART	1406	Graphic Design I	4
GART	1403	Production Art I	4	GART	1407	Typographic Design	4
GART	1404	Advanced Desk Top Publishing	4	GART	1408	Graphic Design II	4
			16				16
				Total Hours			32

Underlined numbers are common course numbers. See page 39.

EARLY CHILDHOOD PROFESSIONS

Associate in Applied Science Degree and Advanced Mastery Certification Option

Students successfully completing an Early Childhood Professions Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

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, and Nutrition	3
<u>ENGL 1301</u> Composition and Rhetoric I	3	CHDV 1327 Families & Communities in Multicultural World	3
CHDV 2303 Managing Child Care Centers	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 Early Childhood Professions (Seminar)	1
CHDV 2301 The Child with Special Needs	3	CHDV 2305 Advanced Math and Science for Early Childhood	3
ELCT††† Computer Science/Micro-computer Tech. Selec.	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† Humanities/Fine Arts Selection	3
		ELCT†† Social/Behavioral Science Selection	3
	16-17		18
		Total Hours	65-66

- † Humanities/Fine Arts Selection: See page 54.
 †† Social/Behavioral Science Selection: See page 54.
 ††† Computer Science/Microcomputer Technology Selection: See page 54.
 CHDV 1328 and 2314 may substitute for any two CHDV courses upon Department Chair approval.

Certificate of Completion

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.

Advanced Mastery Certification

Students may select the following options to the AAS degree to receive Advanced Mastery Certification:
 Administration - CHDV 2304, 2410; OADM 2304; MGMK 1308
 Special Needs - CHDV 1306, 1307

Underlined numbers are common course numbers. See page 39.

EARLY CHILDHOOD PROFESSIONS ADMINISTRATOR'S CREDENTIALS

One-Year Certificate of Completion

First Year

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, and Nutrition	3
CHDV	1309	Child Guidance and Group Management	3	CHDV	2304	Management Techniques for Managers	3
CHDV	2303	Managing Child Care Centers	3	CHDV	2402	Special Projects	4
ENGL	<u>ENGL 1301 or 1312</u>		3	ELCT*	Approved Elective		3
			15				16
						Total Hours	31

* COSC 1300 or PHED 1306

EARLY CHILDHOOD PROFESSIONS CHILD DEVELOPMENT ASSOCIATE

Certificate of Completion

First Year

First Semester			Credit
CHDV	1301	Fundamentals of Early Childhood Education	3
CHDV	1303	Curriculum Resources	3
CHDV	1309	Child Guidance and Group Management	3
CHDV	2303	Managing Child Care Centers	3
CHDV	2402	Special Projects	4
			16
			Total Hours

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

Underlined numbers are common course numbers. See page 39.

EARLY CHILDHOOD PROFESSIONS INTERGENERATIONAL PROFESSIONS OPTION

One-Year Certificate of Completion

First Year

First Semester		Credit	Second Semester		Credit
PSYC	2314 Life Span Development	3	CHDV	1328 Management: Intergenerational Professions	3
CHDV	1324 Safety, Health, and Nutrition	3	CHDV	1327 Families and Communities in Multicultural World	3
CHDV	1303 Curriculum Resources	3	CHDV	2101 Early Childhood Seminar	1
			CHDV	2314 Program Planning and Implementation	3
		9			10
				Total Hours	19

EARLY CHILDHOOD PROFESSIONS SPECIAL CHILD OPTION

One-Year Certificate of Completion

First Year

First Semester		Credit	Second Semester		Credit
CHDV	1301 Fundamentals of Early Childhood Education	3	CHDV	1303 Curriculum Resources	3
CHDV	1306 Physical Development and Disorders in Children	3	CHDV	1307 Techniques for Child Guidance	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, and Nutrition	3
ENGL	<u>ENGL 1301 or 1312</u>	3			
		15			12
				Total Hours	27

Underlined numbers are common course numbers. See page 39.

EDUCATION

Associate in Arts Degree

This is a suggested curriculum. See page 48 for degree requirements.
(Offered only at selected locations)

First Year

First Semester			Credit	Second Semester			Credit
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>ENGL</u>	<u>1302</u>	Composition and 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
<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
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 Selection(s)	3	ENGL***		English Selection(s)	3
<u>GOVT</u>	<u>2301</u>	State & Federal Government I	3	<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3
MATH		<u>MATH 1314</u> or higher	3	ELCT†††		Computer Science/Micro- computer Tech. Selec.	3
<u>PSYC</u>	<u>2301</u>	Introduction to Psychology	3	ELCT*		Elective	3
<u>SOCI</u>	<u>1301</u>	Introduction to Sociology	3	ELCT*		Elective	3
PHED		Physical Education	1	PHED		Physical Education	1
			16				16
						Total Hours	68

* Students should check requirements of the institution to which they intend to transfer as requirements may vary. Students should choose electives that support their major.

** If German is taken during the first year, Beginning French or Spanish may be taken during the second semester.

*** English Selection(s) include: ENGL 2322, 2323, 2327, 2328, 2332, or 2333.

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

Underlined numbers are common course numbers. See page 39.

EMERGENCY MEDICAL TECHNICIAN

Certificate of Completion

(Offered only at selected locations)

First Semester		Credit
EMET	1502 Emergency Medical Technician-Ambulance	
or		
EMET	1403 Emergency Medical Technician-Recertification	4-5
ELCT*	Approved Electives	11
Total Hours		15-16

- * Approved Electives: EMET 1302, 1303, 1304, 1305, 2101, 2301, 2302, and 2303.
For this certificate, only six hours will be accepted as evaluated credit.

EMERGENCY MEDICAL TECHNICIAN

Certificate of Completion

Non-Credit

First Semester		Clock Hours
CEHM	0102 Emergency Medical Technician	124
Total Clock Hours		124

EMERGENCY MEDICAL TECHNICIAN

Associate in Applied Science Degree

(Offered only at selected locations)

First Year

First Semester			Credit	Second Semester			Credit
EMET	1502	Emergency Medical Technician-Ambulance	5	MGMT	1306	Human Relations	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	EMET	1302	Military Medicine	3
MGMT	1305	Introduction to Management	3	ELCT†††		Computer Science/Micro-computer Tech. Selec.	3
MATH		<u>MATH 1314 or 1324</u>	3	ELCT†		Humanities/Fine Arts Selection	3
PHED		Physical Education	1	ELCT*		Approved Elective	3
				PHED		Physical Education	1
			15				16

Second Year

First Semester			Credit	Second Semester			Credit
EMET	2101	Introduction to Paramedic	1	EMET	2302	Emergency Medical Center	
EMET	2301	Disaster Planning	3			Management	3
ACCT**	2301	Principles of Accounting I	3	EMET	2303	Psychology of Emergencies	3
MGMT	2302	Human Resource Management	3	ENGL	2311	Technical Writing	3
MGMT	2309	Supervision	3	ACCT**	2302	Principles of Accounting II	3
SPCH		SPCH 1315 or 1321	3	ELCT††		Social/Behavioral Science	
						Selection	3
				ELCT*		Approved Elective	3
			16				18
						Total Hours	65

* Approved Electives: 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.

† Humanities/Fine Arts Selection: See page 54.

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

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

Underlined numbers are common course numbers. See page 39.

ENGINEERING

Associate in Science Degree

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

First Year

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

Second Year

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

* English Electives include: ENGL 2322, 2323, 2327, 2328, 2332, 2333.

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

† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 39.

ENGLISH

Associate in Arts

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

First Year

First Semester			Credit	Second Semester			Credit
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>ENGL</u>	<u>1302</u>	Composition and Rhetoric II	3
<u>MATH</u>	<u>1314</u>	College Algebra	3	<u>MATH</u>	<u>1316</u>	Trigonometry	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
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
<u>ENGL*</u>		English Elective	3	<u>ENGL*</u>		English Elective	3
<u>LANG**</u>	<u>2311</u>	Intermediate French I, German I, or Spanish I	3	<u>LANG**</u>	<u>2312</u>	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 Government I	3	<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3
<u>ELCT†</u>		Humanities/Fine Arts Selection	3	<u>ELCT</u>		Elective	3
PHED		Physical Education	1	PHED		Physical Education	1
			16				17
						Total Hours	69

* English Electives include: ENGL 2322, 2323, 2327, 2328, 2332, 2333.

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

† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 39.

ENVIRONMENTAL SCIENCE

Associate in Science Degree

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

First Year

First Semester			Credit	Second Semester			Credit
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>ENGL</u>	<u>1302</u>	Composition and Rhetoric II	3
<u>CHEM</u>	<u>1411</u>	General Chemistry I	4	<u>CHEM</u>	<u>1412</u>	General Chemistry II	4
<u>BIOL</u>	<u>1408</u>	General Biology I	4	<u>BIOL</u>	<u>1409, 1411, or 1413</u>		4
<u>MATH</u>	<u>1314</u>	College Algebra	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>MISC</u>	<u>1450</u>	Microcomputers for Business	3
<u>PHED</u>		Physical Education	1	<u>PHED</u>		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 Government I	3	<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3
<u>ELCT</u> †		Humanities/Fine Arts Selection	3	<u>CHEM</u>	<u>2401</u>	Analytical Chemistry	4
<u>SPCH</u>	<u>1315</u>	Public Speaking	3	<u>ENGL</u>	<u>2311</u>	Technical Writing	3
<u>PHED</u>		Physical Education	1	<u>PHED</u>		Physical Education	1
<u>ELCT</u> *		Elective	3				
			17				15
							Total Hours
							68

* Recommended Electives include MATH 2313, 2314, 1316 and/or 1348; PHYS 1401, 1402; ECON 2301, 2302; COSC 1400 or 1403.

† Humanities/Fine Arts Selection: GEOG 1302, 1303; or ANTH 2351.

Underlined numbers are common course numbers. See page 39.

ENVIRONMENTAL SCIENCE TECHNOLOGY

Two-Year Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>ENGL</u>	<u>2311</u>	Technical Writing	3
<u>CHEM</u>	<u>1411</u>	General Chemistry I	4	<u>CHEM</u>	<u>1412</u>	General Chemistry II	4
<u>BIOL</u>	<u>1408</u>	General Biology I	4	<u>BIOL</u>	<u>BIOL 1409 or 1413</u>		4
<u>MATH</u>	<u>1314</u>	College Algebra	3	<u>PHYS</u>	<u>1413</u>	Environmental Science	4
<u>MISC</u>	<u>1450</u>	Microcomputers for Business	4				
			18				15

Second Year

First Semester			Credit	Second Semester			Credit
<u>GEOL</u>	<u>1403</u>	Physical Geology	4	<u>ECON</u>	<u>2302</u>	Microeconomics	3
<u>CHEM</u>	<u>1407</u>	Physiological Chemistry	4	<u>CHEM</u>	<u>2401</u>	Analytical Chemistry	4
<u>BIOL</u>	<u>1411</u>	Botany	4	<u>BIOL</u>	<u>2421</u>	Microbiology	4
<u>SPCH</u>	<u>1315</u>	Public Speaking	3	<u>MATH</u>	<u>1342</u>	Elementary Statistics	3
			15				14
						Total Hours	62

Underlined numbers are common course numbers. See page 39.

FINANCE AND BANKING

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
ENGL	<u>1301</u>	Composition and Rhetoric I	3	FIBA	1301	Banking Principles	3
MATH		<u>MATH 1314, 1324 or 1342</u>	3	FIBA	1302	Money and Banking	3
SPCH		<u>SPCH 1315 or 1321</u>	3	FIBA	1305	Law and Banking Principles	3
ELCT		<u>BUSI 1301 or MGMK 1311</u>	3	MISC	1450	Microcomputers for Business	4
ELCT		MGMT 1304 or MGMT 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
ACCT*	<u>2301</u>	Principles of Accounting I	3	ACCT*	<u>2302</u>	Principles of Accounting II	3
MGMT		MGMT 2305 or MGMT 2306	3	ECON		<u>ECON 2301 or 2302</u>	3
ELCT		FIBA 1401 or MGMK 2316	4-3	ELCT		FIBA 1402 or MGMK 2317	4-3
ELCT		FIBA/REAE Elective	3	ELCT†		Humanities/Fine Arts Selection	3
ELCT		Elective	3				
			18-19				15-16
				Total Hours			66-68

* ACCT 2301 and 2302 may be substituted with OADM 2304 and 2305.

† Humanities/Fine Arts Selection: See page 54.

FINANCE AND BANKING

One-Year Certificate of Completion

First Year

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 and Banking Principles	3	MGMT		MGMT 2305 or 2306	3
ENGL	<u>1301</u>	Composition and Rhetoric I	3	ECON		<u>ECON 2301 or 2302</u>	3
ELCT		FIBA 1401 or MGMK 2316	3-4	SPCH		<u>SPCH 1315 or 1321</u>	3
ELCT		FIBA/MGMT/MGMK/REAE/ MISC	3-4	ELCT		FIBA/MGMT/MGMK/REAE/ MISC	3-4
			18-20				18-19
				Total Hours			36-39

Underlined numbers are common course numbers. See page 39.

FIRE PROTECTION TECHNOLOGY

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 and 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 and Arson Investigation	3
FPRT 2305 Building Codes & Construction	3	FPRT 2404 Fire Fighting Tactics and Strategies	4
ELCT† Humanities/Fine Arts Selection	3	ELCT††† Computer Science/Micro-computer Tech. Selec.	3
<u>GOVT</u> <u>2301</u> State & Federal Government I		FPRT** Elective	3
or			
<u>GOVT</u> <u>2302</u> State & Federal Government II	3		
<u>ENGL</u> <u>2311</u> Technical Writing	3		
	18		
		Total Hours	66

* CHEM 1406 may be substituted for FPRT 1307.

** FPRT Electives include: FPRT 2304, 2308, 2309, 2310, and 2314.

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

FOOD SERVICE MANAGEMENT

Associate in Applied Science

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
MGMT	1306 Human Relations	3	<u>MATH</u>	<u>1342</u> Elementary Statistics	3
<u>ENGL</u>	<u>1301</u> Composition and Rhetoric I	3	ELCT*	Elective	3-4
			<u>SPCH</u>	<u>1315</u> Public Speaking	3
		16			18-19

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	ELCT**	ACCT/OADM/MATH	3-4
MISC	1450 Microcomputers for Business	4	ELCT†	Humanities/Fine Arts Selection	3
ELCT*	Elective	3-4	ELCT††	Social/Behavioral Science Selection	3
		17-18			16-17
				Total Hours	67-70

* Elective Selections include: FSMG 1300, 1304, 1307, 1308, 2150, 2151, 2201, 2250, 2251, 2252, 2353, 2355, 2356, 2401, 2402, 2452, or 2453; ACCT 2301, 2302; HMMG, 1300, 1302, 1303, 1305, 1308, 2306; MGMT 1305, 1308, 2101, 2164, 2302, 2304, 2310; ENGL 1302, 1313, or 2311.

** Elective Selections include: OADM 1309, 2304; ACCT 2301; or MATH 1314 or higher (excluding 1342).

*** Selected locations may substitute MGMT 1304 and FSMG 2303 for FSMG 2405 and 2406.

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of the following courses:

FSMG 1301, 1302, 1303, 1305, 1306, 1401, 2304, 2405, 2406; and HMMG 2301 and 2304.

FOREIGN LANGUAGE

Associate in Arts 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 and Rhetoric I	3	ENGL	<u>1302</u>	Composition and Rhetoric II	3
LANG	<u>1411</u>	Beginning French I, German I, or Spanish I	4	HIST	<u>1302</u>	History of the U.S. from 1877	3
MATH	<u>MATH 1314</u>	or higher	3	LANG	<u>1412</u>	Beginning French II, German II, or Spanish II	4
HIST	<u>1301</u>	History of the U.S. to 1877	3	ELCT†		Humanities/Fine Arts Selection	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 Selection	3	ENGL**		English Selection	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 Government I	3	GOVT	2302	State & Federal Government 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

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

** English Electives include: ENGL 2322, 2323, 2327, 2328, 2332, and 2333.

† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 39.

GENERAL STUDIES

Associate in General Studies Degree

This is a suggested curriculum. See pages 49-50 for degree requirements.

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

First Year

First Semester		Credit	Second Semester		Credit
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	SPCH*	SPCH Selection	
or			or		
<u>ENGL</u>	<u>1312</u>	Communications Skills	ELCT**	Elective	3
<u>HIST</u>	<u>1301</u>	History of the U.S. to 1877	<u>HIST</u>	<u>1302</u> History of the U.S. from 1877	3
<u>PHED</u>		Physical Education	<u>MATH</u>	<u>MATH 1314</u> or higher	3
<u>ELCT**</u>		Electives	<u>ELCT**</u>	Electives	4
			<u>ELCT†††</u>	Computer Science/Micro-computer Tech. Selec.	3
		16			16

Second Year

First Semester		Credit	Second Semester		Credit
<u>GOVT</u>	<u>2301</u>	State & Federal Government I	<u>GOVT</u>	<u>2302</u>	State & Federal Government II
<u>ELCT**</u>		Electives	<u>ELCT†</u>		Humanities/Fine Arts Selection
<u>PHED</u>		Physical Education	<u>ELCT**</u>		Electives
		16			16
				Total Hours	64

* If ENGL 1301 is taken, student must complete SPCH requirement. If ENGL 1312 is taken, student may substitute an elective.

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

† Humanities/Fine Arts Selection: See page 54.

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

GEOLOGY

Associate in Science Degree

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

First Year

First Semester			Credit	Second Semester			Credit
<u>GEOL</u>	<u>1403</u>	Physical Geology	4	<u>GEOL</u>	<u>1404</u>	Historical Geology	4
<u>MATH*</u>	<u>1316</u>	Trigonometry	3	<u>MATH</u>	<u>1348</u>	Analytic Geometry	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>CHEM</u>	<u>1411</u>	General Chemistry I	4	<u>CHEM</u>	<u>1412</u>	General Chemistry II	4
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>ENGL</u>	<u>1302</u>	Composition and 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 Government I	3	GOVT	2302	State & Federal Government II	3
MATH	2313	Calculus I	3	MATH	2314	Calculus II	3
ENGL**		English Elective	3	SPCH	1315	Public Speaking	3
PHED		Physical Education	1	PHED		Physical Education	1
COSC	1403	Intro to Computer Science and Programming	4	ELCT†		Humanities/Fine Arts Selection	3
			18				17
						Total Hours	71

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

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

** English Electives include: ENGL 2311, 2322, 2323, 2327, 2328, 2332, and 2333.

† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 39.

HEALTH INFORMATION SPECIALIST MEDICAL RECORDS

Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
TIOA	1301	Fundamentals of Keyboarding	3	TIOA	1310	Fundamentals of Medical Terminology & Transcription	3
TIHI	1301	Medical Office Orientation	3				
TIOA	1303	Beginning Word Processing	3	TIOA	1307	Word Processing and Transcription	3
TIOA	1314	Business English Fundamentals	3				
TIOA	1316	Information and Records Management	3	TIHI	1302	Medical Terminology and the Human Body	3
				TIHI	1308	Health Information Practicum I	3
			15				12

Second Year

First Semester			Credit	Second Semester			Credit
TIHI	1303	Medical Terminology in Radiology & the Laboratory	3	TIOA	1315	Integrated Software Applications	3
TIHI	1304	Specialized Medical Terminology	3	TIHI	1306	Medical Record Technology	3
TIHI	1310	Computerized Medical Office Practice Management	3	TIHI	1307	Classification Systems	3
TIOA	1305	Business Correspondence	3	TIHI	1309	Health Information Practicum II	3
			12				12
						Total Hours	51

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

Certificate of Completion - Basic

Student may apply for a Basic Certificate of Completion upon satisfactory completion of ALL first year courses.

Certificate of Completion - Advanced

Student may apply for an Advanced Certificate of Completion upon satisfactory completion of ALL first and second year courses.

Underlined numbers are common course numbers. See page 39.

HEALTH INFORMATION SPECIALIST MEDICAL SECRETARY

Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
TIHI	1301	Medical Office Orientation	3	TIOA	1310	Fundamentals of Medical Terminology & Transcription	3
TIOA	1301	Fundamentals of Keyboarding	3	TIOA	1307	Word Processing and Transcription	3
TIOA	1303	Beginning Word Processing	3	TIHI	1302	Medical Terminology and the Human Body	3
TIOA	1314	Business English Fundamentals	3	TIHI	1308	Health Information Practicum I	3
TIOA	1316	Information and Records Management	3				12
			15				

Second Year

First Semester			Credit	Second Semester			Credit
TIHI	1303	Medical Terminology in Radiology & the Laboratory	3	TIOA	1315	Integrated Software Applications	3
TIHI	1304	Specialized Medical Terminology	3	TIOA	1313	Advanced Word Processing	3
TIHI	1310	Computerized Medical Office Practice Management	3	TIHI	1309	Health Information Practicum II	3
TIOA	1305	Business Correspondence	3				9
			12				48
				Total Hours			

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

Certificate of Completion - Basic

Student may apply for a Basic Certificate of Completion upon satisfactory completion of ALL first year courses.

Certificate of Completion - Advanced

Student may apply for an Advanced Certificate of Completion upon satisfactory completion of ALL first and second year courses.

Underlined numbers are common course numbers. See page 39.

HOTEL/MOTEL MANAGEMENT

Associate in Applied Science Degree

First Year

First Semester			Credit	Second Semester			Credit
HMMG		HMMG 1302 or 1307	3	HMMG	1300	Food and Beverage Mgmt	3
MGMT	1306	Human Relations	3	HMMG	1303	Front Office Procedures	3
FSMG	1401	Food Preparation and Serving	4	FSMG	1301	Supervising Kitchen Admin	3
ENGL	1301	Composition and Rhetoric I	3	FSMG	1303	Sanitation and Safety	3
MATH	1342	Elementary Statistics	3	FSMG	1305	Food Purchasing	3
ELCT**		Elective	3-4	ELCT		Elective	3
			19-20				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	ELCT*		ACCT/OADM/MATH	3-4
ELCT†		Humanities/Fine Arts Selection	3	HMMG	2402	Hotel/Motel Internship II	4
MISC	1450	Microcomputers for Business	4	ELCT††		Social/Behavioral Science	
SPCH		SPCH 1315 or 1321	3			Selection	3
			17				16-17
				Total Hours			70-72

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

Emphasis

Electives

Front Office Procedures

HMMG 1306

Marketing and Sales Promotion

HMMG 1306 and HMMG 2307

Food and Beverage Management

HMMG 2308

Housekeeping

HMMG 2302

Engineering & Facilities Management

HMMG 2305 and 2302

* ACCT/OADM/MATH Elective Selection includes: ACCT 2301; OADM 1309, 2304; MATH 1314 or higher (excluding 1342).

** Elective Selection includes: HMMG 1305, 1306, 1308, 2302, 2305, 2306, 2307, 2308; FSMG 1300, 1302, 1304, 1306, 1307, 1308, 2303, 2306, 2401, 2402; MGMT 1305 or 1308; ENGL 1302, 1313, 2311

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of the following courses and one HMMG/FSMG electives: HMMG 1302 or 1307, and 1300, 1303, 2301, 2304, 2401.

Underlined numbers are common course numbers. See page 39.

INTERDISCIPLINARY STUDIES

Associate in Arts Degree

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

First Year

First Semester			Credit	Second Semester			Credit
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>ENGL</u>	<u>1302</u>	Composition and 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>SCIE*</u>		Biology, Chemistry, Physics, or Geology	4	<u>SCIE*</u>		Biology, Chemistry, Physics, or Geology	4
<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>ELCT*</u>		Elective	3	<u>SPCH</u>	<u>1315</u>	Public Speaking	3
<u>PHED</u>		Physical Education	1	<u>PHED</u>		Physical Education	1
			18				18

Second Year

First Semester			Credit	Second Semester			Credit
ENGL***		English Selection(s)	3	ENGL***		English Selection(s)	3
<u>GOVT</u>	<u>2301</u>	State & Federal Government I	3	<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3
MATH		<u>MATH</u> 1314 or higher	3	ELCT†††		Computer Science/Micro-computer Tech. Selec.	3
PSYC	<u>2301</u>	Introduction to Psychology	3	ELCT*		Elective	3
SOCI	<u>1301</u>	Introduction to Sociology	3	ELCT*		Elective	3
PHED		Physical Education	1	PHED		Physical Education	1
			16				16
						Total Hours	68

* Students should check requirements of the institution to which they intend to transfer as requirements may vary. Students should choose electives that support their major.

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

*** English Selection(s) include: ENGL 2322, 2323, 2327, 2328, 2332, or 2333.

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

Underlined numbers are common course numbers. See page 39.

KINESIOLOGY (Physical Education)

Associate in Science Degree

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

First Year

First Semester			Credit	Second Semester			Credit
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>ENGL</u>	<u>1302</u>	Composition & Rhetoric II	3
<u>BIOL</u>	<u>1408</u>	General Biology I	4	<u>BIOL</u>	<u>1409</u>	General Biology II	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
MATH		<u>MATH 1314</u> or higher	3	MATH		<u>MATH 1314</u> or higher	3
<u>PHED</u>	<u>1301</u>	Foundations of Physical Health	3	COSC	1300	Computer Information Processing	3
PHED		Physical Education (Team Sport)	1	PHED		Physical Education (Indiv. Sport)	1
			17				17

Second Year

First Semester			Credit	Second Semester			Credit
ENGL*	English Selection		3	ENGL*	English Selection		3
BIOL	<u>2401</u> Human Anatomy		4	BIOL	<u>2402</u> Human Physiology		4
GOVT	<u>2301</u> State & Federal Government I		3	GOVT	<u>2302</u> State & Federal Government II		3
PHED	<u>1308</u> Sport Officiating		3	PHED	<u>1306</u> Safety and First Aid		3
SPCH**	Speech Selection		3	SOCI	<u>1301</u> Introduction to Sociology		3
PHED	1130 Physical Conditioning		1	PHED	1138 Rhythmic Aerobics		1
			17				17
Total Hours							68

* English Selection: ENGL 2322, 2323, 2327, 2328, 2332, or 2333.

** Speech Selection: SPCH 1321 or 1318.

Underlined numbers are common course numbers. See page 39.

LAW ENFORCEMENT

Associate in Applied Science Degree

(Offered only at Selected Locations)

First Year

First Semester			Credit	Second Semester			Credit
LAWE	1301	Introduction to Criminal Justice	3	LAWE	1201	Defensive Tactics	2
LAWE	1304	The Courts and Criminal Procedures	3	LAWE*		Law Enforcement Option Elective	3
LAWE	1307	Crime in America	3	LAWE*		Law Enforcement Option Elective	3
LAWE	1308	Fundamentals of Criminal Law	3	LAWE*		Law Enforcement Option Elective	3
ENGL	1301	Composition and Rhetoric I	3	LAWE*		Law Enforcement Option Elective	3
PHED		Physical Education	1	ENGL		<u>ENGL 1302 or 2311</u>	3
				ELCT**		Law Enforcement Option Elective	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	PSYC	2301	Introduction to Psychology	3
GOVT	2301	State & Federal Government I		SPCH	1321	Business and Professional Speaking	3
or				ELCT†		Humanities/Fine Arts Selection	3
GOVT	2302	State & Federal Government II	3	ELCT†††		Computer Science/Micro-computer Tech. Selec.	3
SOCI	1301	Introduction to Sociology	3	ELCT**		Law Enforcement Elective	3
MATH		<u>MATH 1314</u> or higher	3				
PHED		Physical Education	1				
ELCT**		Law Enforcement Elective	3				
			17				17
				Total Hours			67

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.

Certificate of Completion

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

* Law Enforcement Options:

Students intending to major in Law Enforcement may take LAW 1302, 1303, or 1309.

Students intending to major in Corrections may take LAW 1306 and one of the following: LAW 1302, 1303, or 1309.

Students who prefer a more general Law Enforcement curriculum may take any three from LAW 1302, 1303, 1306, or 1309.

** Law Enforcement Elective Selections include: LAW 1310, 1315, 2301, 2303, 2306, 2308, 2310, 2312, 2313, 2314, 2315; and EMET 1502.

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

LEGAL ASSISTANT

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>	<u>1324</u>	Finite Mathematics	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	MISC	1420	Word Processing for Microcomputers	4
<u>GOVT</u>	<u>2301</u>	State & Federal Government I	3	<u>ENGL</u>	<u>1302</u>	Composition and Rhetoric II	3
PHED		Physical Education	1	PHED		Physical Education	1
			17				17

Second Year

First Semester				Credit	Second Semester				Credit
LEGA	2302	Contract Law and the U.C.C.		3	LEGA	2405	Wills, Trust, and 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	ELCT†		Humanities/Fine Arts Selection		3
GOVT	2302	State & Federal Government II		3	SPCH		SPCH 1315 or 1321		3
				15					16
					Total Hours				65

* Approved Elective Selection includes: LEGA 1305, 1308, 1309, 1403, 2301, 2303, 2307, 2401, and, 2404.

† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 39.

MAINTENANCE TECHNOLOGY

Associate in Applied Science Degree and Advanced Mastery Certification Option

Students successfully completing a Maintenance Technology Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

First Semester			Credit	Second Semester			Credit
INDU	1400	Industrial Fundamentals	4	AIRC	1401	Electricity for Air Conditioning & Refrigeration I	4
AIRC	1400	Basic Air Conditioning & Refrigeration Theory	4	MTNT	1402	Electricity	4
MTNT	1401	Carpentry I	4	ENGL	1312	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 Selection	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	1403	Heating Systems	4	WELD	1402	Beginning Arc Welding	4
ELCT†††		Computer Science/Micro-computer Tech. Selec.	4	<u>SPCH</u>	<u>1321</u>	Business and Professional Speaking	3
<u>GOVT</u>	<u>2301</u>	State & Federal Government I		DRDS	1303	Architectural Blueprint Reading	3
or				or			
<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3	MTNT	2419	Maintenance Technology Internship	4
			19				18-19
				Total Hours			71-72

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of ALL MTNT, AIRC, WELD, INDU, and DRDS (if selected) prefix courses.

Advanced Mastery Certification

Students may select the following options to the AAS degree to receive Advanced Mastery Certification:

Welding - WELD 1403, 1405, and 2407

Air Conditioning - AIRC 1406, 1407, and 2400

Business Management - MGMT 1304, 1306, 1308, and 2320

Underlined numbers are common course numbers. See page 39.

MAINTENANCE TECHNOLOGY MASONRY OPTION

Associate in Applied Science Degree

(Offered only at select locations)

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	<u>1312</u>	Communications Skills	3
MATH		<u>MATH 1314</u> or higher	3	ELCT†††		Computer Science/Micro-computer Tech. Selec.	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 and Estimating	4
MTNT	2414	Intermediate Masonry II	4	GOVT	<u>2301</u>	State & Federal Government I or	
MTNT	2415	Advanced Masonry I and Blueprint Reading	4	or			
ELCT		Maintenance Tech Elective	4	GOVT	<u>2302</u>	State & Federal Government II	3
				ELCT†		Humanities/Fine Arts Selection	3
				SPCH	<u>1321</u>	Business and Professional Speaking	3
				ELCT		Approved Elective	3
			16				16
						Total Hours	64

† Humanities/Fine Arts Selections: See page 54.

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

Certificate of Completion - Level One

Student may apply for a Level-One Certificate of Completion upon satisfactory completion of these courses: MTNT 1411, 1412, 1413, 2414, 2415, and 2416.

Certificate of Completion - Level Two

Students may apply for a Level-Two Certificate of Completion upon satisfactory completion of these courses: MTNT 1401, 1411, 1412, 1413, 2402, 2414, 2415, 2416; INDU 1400.

Underlined numbers are common course numbers. See page 39.

MAINTENANCE TECHNOLOGY RESIDENTIAL CONSTRUCTION OPTION

Associate in Applied Science Degree

(Offered only at selected locations)

First Year

First Semester			Credit	Second Semester			Credit
MTNT	1214	Fundamental 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	4	MTNT	2403	Plumbing I	4
MTNT	2405	Foundations, Framing, and Roofing	4	MTNT	2404	Painting and Refinishing	4
ENGL		<u>ENGL 1301 or 1312</u>	3	MATH		<u>MATH 1314</u> or higher	3
			17				17

Second Year

First Semester			Credit	Second Semester			Credit
MTNT	2408	Mill Cabinetry Construction and Installation	4	MTNT	2406	Building Materials and Estimating	4
AIRC	1400	Basic Air Conditioning and Refrig. Theory	4	AIRC	1403	Heating Systems	4
DRDS	1303	Architectural Blue Print Reading	3	ELCT†††		Computer Science/Micro-computer Tech. Selec.	3
SPCH		<u>SPCH 1315 or 1321</u>	3	ELCT†		Humanities/Fine Arts Selection	3
ELCT††		Social/Behavioral Science Selection	3	ELCT		Elective	3
			17				17
Total Hours							68

† Humanities/Fine Arts Selection: See page 54.

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

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

Certificate of Completion

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

Underlined numbers are common course numbers. See page 39.

MANAGEMENT AND MARKETING

Associate in Applied Science

and Advanced Mastery Certification Option

Students successfully completing a Management and Marketing Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

First Year

First Semester		Credit	Second Semester		Credit
MGMT	1306 Human Relations	3	MGMT	1304 Work Organization	3
ENGL	1301 Composition and Rhetoric I	3	MGMK	1311 Retail Management	3
MATH	<u>MATH 1314, 1324, or 1342</u>	3	ELCT	MGMT/SMMG/BUSI Select	3
BUSI	1301 Introduction to Business	3	MISC	1450 Microcomputers for Business	4
SPCH	SPCH 1315 or 1321	3	ELCT†	Humanities/Fine Arts Selection	3
PHED	Physical Education	1	PHED	Physical Education	1
		16			17

Second Year

First Semester			Credit	Second Semester			Credit
MGMT	2301	Marketing Principles	3	MGMK	MGMK 1402 or 2317		4-3
MGMK		MGMK 1401 or 2316	4-3	ELCT	MGMT/SMMG/BUSI Select		3
MGMT		MGMT 2305 or 2306	3	ELCT	MGMT/SMMG/BUSI Select		3
ELCT		MGMT/SMMG/BUSI Select	3	ECON	ECON 2301 or 2302		3
ACCT*	2301	Principles of Accounting I	3	ACCT*	2302	Principles of Accounting II	3
ELCT		Elective	3				
			18-19				15-16
				Total Hours			66-68

* OADM 2304 and 2305 and any one course from WOPO 1101-1105 may be substituted.

† Humanities/Fine Arts Selection: See page 54.

Advanced Mastery Certification

Students may select the following options to the AAS degree to receive Advanced Mastery Certification:

Finance and Banking - FIBA 1301, two FIBA electives

Real Estate - REAE 1301, 1304, and one REAE elective

Business Management - MGMT 1305, 1308, and OADM 1309

MANAGEMENT AND MARKETING

Certificate of Completion

First Year

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 for Business	4
ELCT		FIBA/MGMT/MGMK/REAE/MISC	3	SPCH		SPCH 1315 or 1321	3
ELCT		FIBA/MGMT/MGMK/REAE/MISC	3	ELCT		MGMT 2305 or 2306	3
ENGL	1301	Composition & Rhetoric I	3	ELCT		FIBA/MGMT/MGMK/REAE/MISC	3
			18-19				19
				Total Hours			38-37

Underlined numbers are common course numbers. See page 39.

MATHEMATICS

Associate in Arts or Science Degree

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

This curriculum is recommended for students pursuing either an Associate in Arts degree or an Associate in Science degree from Central Texas College.

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

First Year

First Semester			Credit	Second Semester			Credit
<u>MATH</u>	<u>1314</u>	College Algebra	3	<u>MATH</u>	<u>1348</u>	Analytic Geometry	3
<u>MATH</u>	<u>1316</u>	Trigonometry	3	<u>ELCT*</u>		Science or Language	4
<u>ELCT*</u>		Science or Language	4	<u>COSC</u>	<u>1403</u>	Introduction to Computer Science & Programming	4
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>ENGL</u>	<u>1302</u>	Composition and 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>PHED</u>		Physical Education	1	<u>PHED</u>		Physical Education	1
			17				18

MEDICAL LABORATORY TECHNICIAN

Associate in Applied Science Degree

This is a suggested curriculum. See page 50 for degree requirements.

First Year

First Semester		Credit	Second Semester		Credit
MELT	1601 Introduction to Medical Laboratory Technician	6	MELT	1402 Hematology	4
BIOL*	2402 Human Physiology	4	BIOL*	2401 Human Anatomy	4
CHEM*	1411 General Chemistry I	4	CHEM	1412 General Chemistry II	4
MATH	1314 College Algebra	3	MISC	1450 Microcomputer for Business	4
		17			16

Summer Session		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 Microbiology II	4
MELT	2402 Medical Microbiology I	4	MELT	2405 Clinical Chemistry	4
MELT	2403 Immunology/ Immunohematology	4	MELT	2406 Clinical Practice III	4
		12			12

Summer Session		Credit
ENGL	1312 Communications Skills	3
ELCT†	Humanities/Fine Arts Selection	3
ELCT	PSYC 2301 or SOCI 1301	3
		9

Total Hours 71

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

† 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 Pathologist.

Underlined numbers are common course numbers. See page 39.

MEDICAL TECHNOLOGY

Associate in Science Degree

First Year

First Semester			Credit	Second Semester			Credit
<u>BIOL</u>	<u>2401</u>	Human Anatomy	4	<u>BIOL</u>	<u>2402</u>	Human Physiology	4
<u>CHEM</u>	<u>1411</u>	General Chemistry I	4	<u>CHEM</u>	<u>1412</u>	General Chemistry II	4
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>ENGL</u>	<u>1302</u>	Composition and 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>MATH</u>	<u>1314</u>	College Algebra	3	<u>MATH</u>	<u>1342</u>	Elementary Statistics	3
PHED		Physical Education	1	PHED		Physical Education	1
			18				18

Second Year

First Semester			Credit	Second Semester			Credit
<u>BIOL</u>	<u>2421</u>	Microbiology	4	<u>ENGL</u>	<u>2311</u>	Technical Writing	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 Government I	3	<u>GOVT</u>	<u>2302</u>	State & Federal Government II	3
<u>PHYS</u>	<u>1401</u>	College Physics I	4	<u>PHYS</u>	<u>1402</u>	College Physics II	4
<u>MISC</u>	<u>1450</u>	Microcomputers for Business	4	<u>SPCH</u>	<u>1315</u>	Public Speaking	3
PHED		Physical Education	1	PHED		Physical Education	1
			20				18
				Total Hours			74

Underlined numbers are common course numbers. See page 39.

MICROCOMPUTER TECHNOLOGY INFORMATION MANAGEMENT

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 Microcomp	4
MISC	1420	Word Processing for Microcomputers	4	MISC	1451	Introduction to Microcomputer Programming	4
MISC	1430	Spreadsheets for Microcomp	4	MISC	1461	Operating Systems	4
MISC	1450	Microcomputers for Business	4	MGMT	1305	Introduction to Management	3
PHED		Physical Education	1	<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3
			17				18

Second Year

First Semester			Credit	Second Semester			Credit
ELCT		COSC/MISC Tech Elective	4	MISC	2301	Information Center Management	3
MATH		<u>MATH 1314</u> or higher	3	MISC	2402	Systems in the MIS Environment	4
ELCT*		ACCT Elective Selection	3	MISC	2454	Data Communications & Networking	4
ELCT†		Humanities/Fine Arts Selection	3	ELCT		COSC/MISC Tech Elective	4
ELCT††		Social/Behavioral Science Elective	3	<u>SPCH</u>	<u>1321</u>	Business & Professional Speaking	3
			16				18
				Total Hours			69

* ACCT Elective Selection includes WOPO 2304; OADM 2304; and ACCT 2301

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

MICROCOMPUTER TECHNOLOGY PROGRAMMER ANALYST

Associate in Applied Science Degree

(Offered only at selected locations)

First Year

First Semester			Credit	Second Semester			Credit
MISC	1405	Computer Concepts & Analysis	4	MISC	1404	COBOL Programming	4
MISC	1451	Introduction to Microcomputer Programming	4	MISC	1406	Computer Organization & Architecture	4
ENGL	<u>1301</u>	Composition and 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
ELCT		COSC/MISC Tech Elective	4	MISC	2454	Data Communications & Networking	4
ELCT		COSC/MISC Tech Elective	4				
ELCT*		ACCT Selection	3	ELCT		COSC/MISC Tech Elective	4
ELCT††		Social/Behavioral Science Selection	3	SPCH	<u>1321</u>	Business & Professional Speaking	3
			18	ELCT†		Humanities/Fine Arts Selection	3
							18
				Total Hours			67

* ACCT Elective Selection includes WOPO 2304; OADM 2304; and ACCT 2301.

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

MILITARY SCIENCE MANAGEMENT

Associate in Applied Science Degree

(Offered only at selected locations)

First Year

First Semester			Credit	Second Semester			Credit
MILS*	1101	Military Science I	1-2	MILS	1102	Fundamentals of Leadership	1
MILS	1301	U.S. Heritage, Mission, and Organization	3	MILS	2101	Stress Management	1
MILS	1300	Military Organization & Staff Functions	3	MILS*	1201	Military Science II	2
MILS	1202	Briefing Techniques, Aids, and Devices	2	MILS	1203	Professionalism and Responsibility	2
MGMT	1204	Setting Objectives and Goals	2	MGMT	1205	Analysis of Training Requirements	2
MILS		Lower Level MILS Elective	2	<u>MATH</u>	<u>1342</u>	Elementary Statistics	3
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>SPCH</u>	<u>1321</u>	Business and Professional Speaking	3
PHED		Physical Education	1	ELCT†		Humanities/Fine Arts Selection	3
				PHED		Physical Education	1
			17-18				18

Second Year

First Semester			Credit	Second Semester			Credit
MILS	2211	Job Performance and Motivation	2	MILS	2206	Management Learning Strategies	2
MILS*	2201	Military Science III	2	MILS	2351	Advanced Leadership	3
MILS	1207	Professional Development of the Manager	2	MILS	2354	Management Problems	3
MILS**		MILS Elective	3	MILS	2103	Time Management	1
<u>GEOG***</u>	<u>1302</u>	Cultural Geography	3	ELCT****		MILS or MGMT Elective	3
ELCT		MILS or MGMT Elective	3	WOPO	1101	Introduction to MS-DOS	1
PHED		Physical Education	1	WOPO	1102	Introduction to WordPerfect	1
				WOPO	1104	Introduction to Lotus 123	1
				PHED		Physical Education	1
			16				16

Total Hours 67-68

* May substitute MILS 1106, 1107, 1210, 1211, 1212, or 1213

** MILS 2371, 2372, 2373; HIST 2370

*** May substitute any foreign language or PHIL 2303.

**** Approved Electives: MILS 1105, 1108, 1204, 1205, 1208, 1209, 2109, 2202, 2203, 2204, 2205, 2207, 2208, 2209, 2210, 2261, 2301, 2309, 2372; and MGMT 1206, 1305, 2309, 2310

Underlined numbers are common course numbers. See page 39.

NURSING ASSOCIATE DEGREE NURSING

Associate in Applied Science Degree

First Year

Prerequisites to NURI 1901		Credit
<u>ENGL</u>	<u>1301</u> Composition and Rhetoric I	3
<u>ELCT</u> †††	Computer Science/Micro-computer Tech. Selec.	3-4
<u>PSYC</u>	<u>2301</u> Introduction to Psychology	3
<u>MATH</u> **		9-10

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 Selection	3
<u>PSYC</u>	<u>2308</u> Child Growth & Development	
or		
<u>PSYC</u> ***	<u>2314</u> Life Span Development	3
<u>SPCH</u>	<u>SPCH 1315 or 1318</u>	3
		9

First Semester		Credit	Second Semester		Credit
<u>NURI</u>	<u>2102</u> Psychiatric Nursing II	1	<u>NURI</u>	<u>2904</u> Medical-Surgical Nursing II	9
<u>NURI</u>	<u>2903</u> Maternal Child Health Nursing	9	<u>NURI</u>	<u>2101</u> Nursing Trends Seminar	1
<u>BIOL</u> *	<u>2421</u> Microbiology	4	<u>NURI</u>	<u>2103</u> Psychiatric Nursing III	1
			<u>PHED</u>	Physical Education	1
		14			12
			Total Hours		71-72

* Credit in Science courses must have been received within 5 years prior to enrollment in NURI 1901.

** Students are required have a score of 220 on the Math Placement Exam, or successful completion of DSMA 0303, or College-Level Algebra.

*** Required effective Fall 1997

† Humanities/Fine Arts Selection: See page 54.

††† Computer Science/Microcomputer Technology Selection: MISC 1420, 1450; WOPO 1303, 1304, or 1305.

Underlined numbers are common course numbers. See page 39.

NURSING ASSOCIATE DEGREE NURSING NURSING FOR LICENSED VOCATIONAL NURSES

Associate in Applied Science Degree

First Year

Prerequisites to NURI 1401			Credit	Course to be completed prior to Graduation			Credit
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	ELCT†		Humanities/Fine Arts Selection	3
ELCT†††		Computer Science/Micro-computer Tech. Selec.	3-4	SPCH		<u>SPCH 1315 or 1318</u>	3
<u>BIOL**</u>	<u>2401</u>	Human Anatomy	4				
<u>BIOL**</u>	<u>2402</u>	Human Physiology	4				
<u>PSYC</u>	<u>2301</u>	Introduction to Psychology	3				
MATH***							
			17-18				6

Summer Session		Credit
<u>PSYC</u>	<u>2308</u> Child Growth & Development	
or		
<u>PSYC****</u>	<u>2314</u> Life Span Development	3
NURI*	1401 Bridging Course	4
	(NURI 1101, 1901, 1902)	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
			14	PHED		Physical Education	1
							12
				Total Hours			71-72

* NURI 1401 is a bridging Course, available to Licensed Vocational Nurses. Upon successful completion, Licensed Vocational Nurses will receive credit for NURI 1101, 1901, and 1902.

** Credit in Science courses must have been received within 5 years prior to enrollment in NURI 1401.

*** Students are required to have a score of 220 on the Math Placement Exam, or successful completion of DSMA 0303, or College-Level algebra.

**** Required effective Fall 1997.

† Humanities/Fine Arts Selection: See page 54.

††† Computer Science/Microcomputer Technology Selection: MISC 1420, 1450; WOPO 1303, 1304, or 1305.

Underlined numbers are common course numbers. See page 39.

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

This is a one-year non-credit Vocational Nursing Program that satisfies the requirements established by the Board of Vocational Nurse Examiners. After successful completion of this program, the graduate is eligible to take the licensing examination administered by Texas State Board of Vocational Nurse Examiners.

NURSING-NURSES AIDE

Certificate of Completion

Non-Credit

				Clock Hours
CENA	0101	Nurse Aide in Long-term Care Facilities		80
Total Hours				80

Following completion, individuals are eligible to take the Nurse Aide Registry examination administered by the Texas Department of Health.

Underlined numbers are common course numbers. See page 39.

OFFICE INFORMATION SYSTEMS

Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
TIOA	1301	Fundamentals of Keyboarding	3	TIOA	1316	Information and Records Management	3
TIOA	1302	Business Office Orientation	3	TIOA	1307	Word Processing and Transcription	3
TIOA	1303	Beginning Word Processing	3	TIOA	1306	Applied Business Mathematics	3
TIOA	1314	Business English Fundamentals	3	TIOA	1317	Principles of Accounting	3
TIOA	1305	Business Correspondence	3	TIOA	1318	Office Information Systems Practicum I	3
			15				15

Second Year

First Semester			Credit	Second Semester			Credit
TIOA	1310	Medical Terminology and Transcription	3	TIOA	1320	Automated Accounting	3
TIOA	1311	Legal Terminology and Transcription	3	TIOA	1321	Office Procedures and Applications	3
TIOA	1315	Integrated Software Applications	3	TIOA	1319	Office Information Systems Practicum II	3
TIOA	1313	Advanced Word Processing	3				9
			12				51
				Total Hours			

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

Certificate of Completion - Basic

Student may apply for a Basic Certificate of Completion upon satisfactory completion of ALL first year courses.

Certificate of Completion - Advanced

Student may apply for an Advanced Certificate of Completion upon satisfactory completion of ALL first and second year courses.

Underlined numbers are common course numbers. See page 39.

OFFICE MANAGEMENT

Associate in Applied Science Degree and Advanced Mastery Certification Option

Students successfully completing an Office Management Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

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 and Rhetoric I		3	ELCT**	OADM/WOPO/MGMT			
WOPO	1101	MS-DOS: An Introduction		1		Selection			3
					PHED	Physical Education			1
				16					16

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 Administration	3
SPCH	1321	Business & Professional Speaking	3	MGMT	2302	Human Resource Management	3
ELCT††		Social/Behavioral Science Selection	3	MGMT	2306	Business Law II	3
MATH		<u>MATH 1314, 1324, or 1342</u>	3	ELCT†		Humanities/Fine Arts Selection	3
PHED		Physical Education	1	ELCT**		OADM/WOPO/MGMT Selection	3
			16				18
						Total Hours	66

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

** Elective Selections approved by Department Chair. Courses may be chosen leading toward general, medical, or legal secretarial programs upon department approval.

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion - Level One

Student may apply for a Certificate of Completion, General Office Assistant, upon satisfactory completion of ALL first year courses.

Advanced Mastery Certification

Advanced Mastery Certification will be awarded upon completion of the following courses: ACCT 2301, 2302; and WOPO 2304

Underlined numbers are common course numbers. See page 39.

OFFICE MANAGEMENT-ADVANCED CERTIFICATE

Certificate of Completion

First Year

First Semester	Credit	Second Semester	
Credit			
WOPO 1101 MS-DOS: An Introduction	1	ENGL <u>ENGL 1301, 1302, or 1312</u>	3
WOPO* 1303 Beginning Keyboarding/ Data Entry	3	WOPO 1102 Word Perfect: 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 Procedures and Applications	3
	16		16

Second Year

First Semester	Credit	Second Semester	Credit
WOPO 1104 LOTUS 1-2-3: An Introduction	1	WOPO 1109 Data 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 Management	3
MGMT 2305 Business Law I	3	WOPO 2309 Information Systems Internship II	3
	13		13
		Total Hours	58

- * Level of keyboarding will be determined by the student's previous training in this skill and/or by placement tests.

OFFSET PRINTING

One-Year Certificate of Completion

First Semester			Credit	Second Semester			Credit
OPRT	1401	Introduction to Offset Printing	4	OPRT	1405	Copy, Preparation & Layout	4
OPRT	1402	Camera, Stripping, and Platemaking	4	OPRT	2401	Advanced Camera Stripping and Platemaking	4
OPRT	1403	Offset Press Operation I	4	OPRT	2402	Offset Press Operation II	4
OPRT	1404	Bindery Operation I	4	OPRT	1408	Offset Printing Equipment Maintenance	4
WOPO	1303	Beginning Keyboarding/ Data Entry	3	MISC	1450	Microcomputers for Business	4
			19				20
				Total Hours			39

PARAMEDIC - CLOCK HOUR PROGRAM

Certificate of Completion

Non-Credit

			Clock Hours				Clock Hours
CEHM	0115	Paramedic Phase I	108	CEHM	0117	Paramedic Phase III	238
CEHM	0116	Paramedic Phase II	233	CEHM	0118	Paramedic Phase IV	121
			341				359
				Total Clock Hours			700

Underlined numbers are common course numbers. See page 39.

PHOTOGRAPHY

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
MATH <u>MATH 1314</u> or higher	3	PHOT 1405 Advanced Print Making	4
<u>ENGL 1312</u> Communications Skills	3	ELCT†† Social/Behavioral Science Selection	3
PHED Physical Education	1	PHED Physical Education	1
	15		16

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
<u>COMM 1307</u> Communications Media	3	OADM 2304 Office Accounting I	3
ELCT† Humanities/Fine Arts Selection	3	MISC 1450 Microcomputers for Business	4
<u>BUSI 1301</u> Introduction to Business	3	PHED Physical Education	1
PHED Physical Education	1		
	18		16
		Total Hours	65

† Humanities/Fine Arts Selection: See page 54.

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

Underlined numbers are common course numbers. See page 39.

POLICE ACADEMY CLOCK HOUR PROGRAM

BASIC PEACE OFFICER TRAINING*

One Semester Certificate of Completion

First Semester

Clock Hours

CEPO 0107 Basic Peace Officer Training

560
Total Hours 560

* Registration restricted to peace officers only.

PRE-MED

Associate in Science Degree

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

First Year

First Semester	Credit	Second Semester	Credit
<u>BIOL</u> 1408 General Biology I	4	<u>BIOL</u> 1409 General Biology II	4
<u>CHEM</u> 1411 General Chemistry I	4	<u>CHEM</u> 1412 General Chemistry II	4
<u>ENGL</u> 1301 Composition and Rhetoric I	3	<u>ENGL</u> 1302 Composition and 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
<u>MATH</u> 1314 College Algebra	3	<u>MATH</u> 1316 Trigonometry	3
<u>PHED</u> Physical Education	1	<u>PHED</u> Physical Education	1
	18		18

Summer Semester

<u>ENGL</u> *	English Selection	3
<u>SPCH</u> 1315	Public Speaking	3
		6

Second Year

First Semester	Credit	Second Semester	Credit
<u>BIOL</u> 2428 Vertebrate Zoology	4	<u>CHEM</u> 2425 Organic Chemistry II	4
<u>CHEM</u> 2423 Organic Chemistry I	4	<u>GOVT</u> 2302 State and Federal Government II	3
<u>GOVT</u> 2301 State & Federal Government I	3	<u>ELCT</u> † Humanities/Fine Arts Selection	3
<u>PHYS</u> 1401 Physics I	4	<u>PHYS</u> 1402 Physics II	4
<u>PHED</u> Physical Education	1	<u>PHED</u> Physical Education	1
<u>COSC</u> 1403 Introduction to Computer Science & Programming	4		
	20		15
		Total Hours	71

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

* English Selection includes: ENGL 2322, 2323, 2327, 2328, 2332, or 2333.

† Humanities/Fine Arts Selection: See page 54.

Underlined numbers are common course numbers. See page 39.

PRINT SHOP TRADES

Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
TIPT	1401	Basic Shop Skills, Layout, Design, and Composition	4	TIPT	1405	Offset Press Operations II	4
TIPT	1402	Desk Top Publishing	4	TIPT	1306	Offset Press Operations III	3
TIPT	1403	Offset Press Operations I	4	TIPT	1307	Preventive Maintenance and Bindery	3
TIPT	1404	Advanced Camera	4	TIPT	1308	Advanced Bindery	3
				TIPT	1409	Print Shop Applications	
				or			
				OPRT	2409	Printing Internship	4
			16				17
						Total Hours	33

Course must be taken in the sequence shown above except as approved by the Department Chair.

Certificate of Completion - Level One

Student may apply for a Level-One Certificate of Completion after satisfactory completion of TIPT 1306, 1307, 1401, 1403, and 1405.

Certificate of Completion - Level Two

Student may apply for a Level-Two Certificate of Completion after satisfactory completion of ALL courses in the program. (Students must complete TIPT 1409 or OPRT 2409.)

Underlined numbers are common course numbers. See page 39.

PRINT TRADES MANAGEMENT

Associate in Applied Science Degree with Advanced Mastery Certification

Students successfully completing a Print Trades Management Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

First Year

First Semester			Credit	Second Semester			Credit
OPRT	1401	Introduction to Offset Printing	4	OPRT	1404	Bindery Operations	4
OPRT	1402	Camera, Stripping, and Platemaking	4	OPRT	1405	Desk Top Publishing	4
OPRT	1403	Offset Press Operation I	4	OPRT	1408	Offset Printing Equipment Maintenance	4
ENGL	1301	Composition and Rhetoric I	3	MATH		MATH 1314 or higher	3
WOPO	1303	Beginning Keyboarding/ Data Entry	3	MGMT	1305	Introduction to Management	3
			18				18

Second Year

First Semester			Credit	Second Semester			Credit
OPRT	2401	Advanced Camera, Stripping, and Platemaking	4	OPRT	2402	Offset Press Operations II	4
SPCH	1321	Business and Professional Speaking	3	MGMT	2309	Supervision	3
MISC	1450	Microcomputers for Business	4	ELCT†		Humanities/Fine Arts Selection	3
MGMT	1306	Human Relations	3	ELCT		Management Elective	3
GOVT		<u>GOVT 2301 or 2302</u>	3	PHED		Physical Education	1
ELCT		Elective	1	ELCT		Management/Business Elective	3
			18	or			
				OPRT	2409	Printing Internship	4
							17-18
				Total Hours			71-72

† Humanities/Fine Arts Selection: See page 54.

Certificate of Completion - Level One

(Offered at limited sites only)

Students may apply for a Certificate of Completion, Offset Printing, upon satisfactory completion of OPRT 1401, 1402, 1403, 1404, 1405, 1408, 2401, and 2402 (32 hours).

Certificate of Completion - Level Two

Students may apply for a Certificate of Completion, Offset Printing, upon satisfactory completion of OPRT 1401, 1402, 1403, 1404, 1405, 1408, 2401, 2402; WOPO 1303; and MISC 1450 (39 hours).

Advanced Mastery Certification

Students must select one of the following options to the AAS degree to receive Advanced Mastery Certification:

Arts - ARTS 1311, 1312, 2313, and 2314

Computer Science - MISC 1420, 1430, and 1460

Business Management - MGMT 1304, 1308, 2320, and 2322

Underlined numbers are common course numbers. See page 39.

RADIO BROADCASTING

One-Year Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
TELE	1301	Introduction to Telecommunications	3	TELE	1305	Writing for Broadcasting and Media	3
TELE	1402	Beginning Radio Production	4	TELE	1407	Advanced Audio Production	4
TELE	1405	Announcing & Performance for Radio & Television	4	TELE	2408	Telecommunications Internship	4
<u>COMM</u>	<u>2311</u>	News Gathering & Reporting I	3	TELE	2309	Broadcast & Cable Operations	3
			14				14
Total Hours							28

Underlined numbers are common course numbers. See page 39.

REAL ESTATE

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 and Rhetoric I	3	REAE	1302 Real Estate Marketing	3
MATH	<u>MATH 1314, 1324, or 1342</u>	3	REAE	1304 Real Estate Law: Agency	3
SPCH	<u>SPCH 1315 or 1321</u>	3	REAE	REAE 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	4-3
ELCT	REAE 2401 or MGMK 2316	4-3	ECON	<u>ECON 2301 or 2302</u>	3
MGMT	MGMT 2305 or 2306	3	ELCT	Elective	1
ACCT*	<u>2301</u> Principles of Accounting I	3	ACCT*	<u>2302</u> Principles of Accounting II	3
		16-15	ELCT†	Humanities/Fine Arts Selection	3
					16-17
			Total Hours		66-64

* OADM 2304 and 2305 may be substituted.

† Humanities/Fine Arts Selection: See page 54.

REAL ESTATE

One-Year Certificate of Completion

First Year

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
SPCH	<u>SPCH 1315 or 1321</u>	3	REAE	2305 Real Estate Law	3
ENGL	<u>1301</u> Composition and Rhetoric I	3	REAE	2310 Contracts II	3
REAE	1304 Real Estate Law: Agency	3	ELCT	FIBA/MGMT/MGMK/REAE/ MISC	3
		18			18
			Total Hours		36

Underlined numbers are common course numbers. See page 39.

SMALL GAS ENGINE REPAIR

Associate in Applied Science

(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
<u>ENGL</u>	<u>1312</u> Communications Skills	3	WELD	1402 Beginning Arc Welding	4
WELD	1401 Beginning Gas Welding	4	ELCT†	Humanities/Fine Arts Selection	3
PHED	Physical Education	1	SGER	2311 Shop Organization and Management	3
		16			17

Second Year

First Semester		Credit	Second Semester		Credit
SGER	2402 Chain Saw Service and Repair	4	SGER	2410 Lawn and Garden Equipment Service	4
SGER	2408 Outboard Motor Service and Repair	4	SGER	2413 Large Air Cooled Engines	4
SGER	2412 Motion Drive Systems	4	MGMT	1308 Small Business Management	3
<u>GOVT</u>	<u>2301</u> State & Federal Government I		ELCT†††	Computer Science/Micro-computer Tech. Selec.	3
or			<u>SPCH</u>	<u>1321</u> Business and Professional Speaking	3
<u>GOVT</u>	<u>2302</u> State & Federal Government II	3			17
ELCT	Elective	3			68
		18			
				Total Hours	68

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of ALL SGER, MGMT, WELD, and INDU prefix courses.

Underlined numbers are common course numbers. See page 39.

SOCIAL SCIENCE

Associate in Arts Degree

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

First Year

First Semester			Credit	Second Semester			Credit
<u>ENGL</u>	<u>1301</u>	Composition and Rhetoric I	3	<u>ENGL</u>	<u>1302</u>	Composition and 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>SCIE*</u>		Biology, Chemistry, Physics, or Geology	4	<u>SCIE*</u>		Biology, Chemistry, Physics, or Geology	4
<u>MATH</u>	<u>1314</u>	College Algebra	3	<u>ELCT†</u>		Humanities/Fine Arts Selection	3
<u>PHED</u>		Physical Education	1	<u>PHED</u>		Physical Education	1
			18				18

Second Year

First Semester			Credit	Second Semester			Credit
ENGL**		ENGL Selection	3	ELCT		SPCH Selection	3
GOVT	2301	State & Federal Government I	3	GOVT	2302	State & Federal Government II	3
PSYC	2301	Introduction to Psychology	3	SOCI	1301	Introduction to Sociology	3
ELCT†††		Computer Science/Micro-computer Tech. Selec.	4	ELCT††		Social/Behavioral Science Selection	3
ELCT***		Social Science	3	ELCT		Elective	3
PHED		Physical Education	1	PHED		Physical Education	1
			17				16
				Total Hours			69

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

** English Elective Selections include: ENGL 2322, 2323, 2327, 2328, 2332, 2333.

*** Social Science Elective Selection should be made from sophomore-level courses.

† Humanities/Fine Arts Selection: See page 54.

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

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

Underlined numbers are common course numbers. See page 39.

SPEECH

Associate in Arts Degree

First Year

First Semester			Credit	Second Semester			Credit
ENGL	<u>1301</u>	Composition & Rhetoric I	3	ENGL	<u>1302</u>	Composition & Rhetoric II	3
HIST	<u>1301</u>	History of the US to 1877	3	HIST	<u>1302</u>	History of the US from 1877	3
LANG*	<u>1411</u>	Beginning French I, German I, or Spanish I	4	LANG*	<u>1412</u>	Beginning French II, German II, or Spanish II	4
SPCH	<u>1315</u>	Public Speaking	3	ELCT*		Elective	3
ELCT*		Elective	3	MATH	<u>1314</u>	College Algebra	3
PHED		Physical Education	1	PHED		Physical Education	1
			17				17

Second Year

First Semester			Credit	Second Semester			Credit
ENGL**		English Selection	3	ENGL**		English Selection	3
GOVT	<u>2301</u>	State & Federal Govt I	3	GOVT	<u>2302</u>	State & Federal Govt II	3
SPCH	<u>2341</u>	Oral Performance of Literature	3	SPCH	<u>1318</u>	Interpersonal Communications	3
SCIE*		Biology, Chemistry, Physics, or Geology	4	MISC	1450	Microcomputers for Business	4
ELCT†		Humanities/Fine Arts Selection	3	SCIE*		Biology, Chemistry, Physics or Geology	4
PHED		Physical Education	1	PHED		Physical Education	1
			17				18
				Total Hours			69

* Students should check requirements of the institution to which they intend to transfer as requirements may vary. Students should choose electives that will support their major.

** English courses include ENGL 2322, 2323, 2327, 2328, 2332, and 2333.

† Humanities/Fine Arts Selection: See page 54.

TELEVISION/RADIO BROADCASTING CERTIFICATE

One Year Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
TELE	1301	Introduction to Telecommunications	3	TELE	1305	Writing for Broadcasting and Media	3
TELE	1402	Beginning Radio Production	4	TELE	1406	Introduction to Field Production	4
TELE	1403	Beginning Television Production	4	TELE	1407	Advanced Audio Production	4
TELE	1405	Announcing & Performance for Radio & Television	4	TELE	1408	Advanced Television Production	4
			15				15

Second Year

Third Semester			Credit
TELE	2304	Broadcast Sales	3
TELE	2306	Telecommunications Seminar	3
TELE	2407	Advanced Field Production	4
TELE	2408	Telecommunications Internship	4
TELE	2309	Broadcast and Cable Operations	3
			17
			</

Underlined numbers are common course numbers. See page 39.

TELEVISION/RADIO/TELECOMMUNICATIONS

Associate in Applied Science Degree Production or Performance Emphasis and Advanced Mastery Certification Option

Students successfully completing a Television/Radio/Telecommunications Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

First Year

First Semester	Credit	Second Semester	Credit
TELE 1301 Intro to Telecommunications	3	TELE 1305 Writing for Broadcast & Media	3
TELE 1402 Beginning Radio Production	4	TELE 1407 Advanced Audio Production	
TELE 1403 Beginning Television Production	4	or	
TELE 1406 Intro to Field Production	4	TELE 1405 Announcing and Performance for Radio & Television	4
SPCH 1315 Public Speaking	3	TELE 1408 Advanced Television Production	4
		ENGL 1301 Composition and Rhetoric I	3
		MATH MATH 1314 or higher	3
		PHED Physical Education	1
	18		18

Second Year

First Semester	Credit	Second Semester	Credit
TELE 2309 Broadcast & Cable Operations		TELE 2409 Telecommunications Projects	4
or		TELE 2408 Telecommunications Internship	4
TELE 2306 Telecommunications Seminar	3	TELE 2311 Advertising & Promotions for Telecommunications Majors I	
TELE 2407 Advanced Field Production	4	or	
ELCT Elective	3	TELE 2304 Broadcast Sales	3
MISC 1450 Microcomputers for Business	4	ELCT† Humanities/Fine Arts Selection	3
ELCT* COMM Selection	3	ELCT†† Social/Behavioral Science Selection	3
		PHED Physical Education	1
	17		18
		Total Hours	71

* Communications Elective Selection includes: COMM 1307 and 2311

† Humanities/Fine Arts Selection: See page 54.

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

Advanced Mastery Certification

Advanced Mastery Certification will be awarded upon completion of the following courses: TELE 2310, and two Advanced Telecommunications Electives.

Underlined numbers are common course numbers. See page 39.

TELEVISION/RADIO/TELECOMMUNICATIONS

Associate in Applied Science Degree

Technical Emphasis - Option 1

First Year

First Semester			Credit	Second Semester			Credit
ELTE	1401	Electrical Circuits I	4	ELTE	1402	Electrical Circuits II	4
CMET	1401	Digital Circuits	4	ELTE	1403	Solid State Electronics	4
TELE	1402	Beginning Radio Production	4	TELE	2401	Technical Aspects of Broadcasting I	4
TELE	1403	Beginning Television Production	4	TELE	1406	Intro to Field Production	4
SPCH	1315	Public Speaking	3	MATH		MATH 1314 or higher	3
			19				19

Second Year

First Semester			Credit	Second Semester			Credit
TELE	2402	Technical Aspects of Broadcasting II	4	TELE	2310	Telecommunications Independent Study Project	3
TELE	2309	Broadcast and Cable Operations	3	TELE	2408	Telecommunications Internship	4
TELE	2409	Telecommunications Project I	4	ELCT		Elective	3
ENGL	1301	Composition and Rhetoric I	3	ELCT††		Social/Behavioral Science Selection	3
ELCT†		Humanities/Fine Arts Selection	3	ELCT†††		Computer Science/Micro-computer Tech. Selec.	3
			17	PHED		Physical Education	1
				Total Hours			72

† Humanities/Fine Arts Selection: See page 54.

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

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

Underlined numbers are common course numbers. See page 39.

TELEVISION/RADIO/TELECOMMUNICATIONS

Associate in Applied Science Degree

Multi-Media Emphasis - Option 2

First Year

First Semester			Credit	Second Semester			Credit
ARTS	<u>1311</u>	Design 2-D	3	ARTS	<u>2313</u>	Advertising & Illustration I	3
ENGL	<u>1301</u>	Composition and Rhetoric I	3	TELE	<u>2311</u>	Advertising & Promotions for Telecommunications Majors I	3
TELE	1406	Intro to Field Production	4				
TELE	1403	Beginning Television Production	4	TELE	1408	Advanced Television Production	4
MISC	1450	Microcomputers for Business	4	MISC	1460	Desk Top Publishing	4
				<u>SPCH</u>	<u>1315</u>	Public Speaking	3
			18				17

Second Year

First Semester			Credit	Second Semester			Credit
ARTS	<u>2314</u>	Advertising & Illustration II	3	TELE	2408	Telecommunications Internship	4
MISC	2460	Multimedia Applications	4	TELE	2409	Telecommunications Projects	
TELE	1407	Advanced Audio Production	4	or			
TELE	1305	Writing for Broadcasting and Media	3	MISC	2455	Microcomputer Field Projects	4
TELE	2312	Advertising & Promotions for Telecommunications Majors II	3	ELCT††		Social/Behavioral Science Selection	3
PHED		Physical Education	1	ELCT		Elective	3
			18	MATH		<u>MATH 1314</u> or higher	3
				PHED		Physical Education	1
							18
				Total Hours			71

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

Underlined numbers are common course numbers. See page 39.

TRAINING MANAGEMENT SYSTEMS

Associate in Applied Science Degree

(Offered only at selected locations)

First Year

First Semester			Credit	Second Semester			Credit
MGMT	1381	Management of Performance Oriented Training	3	MGMT	1385	Analysis of Training Requirements	3
MGMT	1383	Evaluation of Instruction and Training	3	MGMT*		Training Management Elective	6
MGMT	1384	Setting Objectives and Goals	3	ELCT**		Approved Elective	3
ENGL	<u>1312</u>	Communications Skills	3	ELCT†††		Computer Science/Micro-computer Tech. Selec.	3-4
MATH		<u>MATH 1314</u> or higher	3	PHED		Physical Education	1
PHED		Physical Education	1				
			16				16-17

Second Year

First Semester			Credit	Second Semester			Credit
MGMT	2381	Job Performance and Motivation	3	MGMT	2384	Assessing of Training Standards, Goals, & Objectives	3
MGMT*		Training Management Elective	3	MGMT*		Training Management Elective	3
ELCT***		Sophomore Management Elective	3	<u>SPCH</u>	<u>1321</u>	Business and Professional Speaking	3
ELCT†		Humanities/Fine Arts Selection	3	ELCT††		Social/Behavioral Science Selection	3
ELCT**		Approved Elective	3	ELCT**		Approved Elective	3
PHED		Physical Education	1	PHED		Physical Education	1
			16				16
				Total Hours			64-65

* Training Management Electives include: MGMT 1382, 1386, 1387, 1388, 1389, 2382, 2383, 2385, and 2386

** Approved Electives: MGMT 2150, 2151, 2161, 2162, 2255, 2256, 2257, 2258, 2259, 2351, and 2358.

*** Sophomore Management Electives include: MGMT 2302, 231; or BUSI 1307.

† Humanities/Fine Arts Selection: See page 54.

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

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

Underlined numbers are common course numbers. See page 39.

TRANSPORTATION TECHNOLOGY

Associate in Applied Science Degree

(Offered only at selected locations)

First Year

First Semester		Credit	Second Semester		Credit
ENGL*	<u>ENGL 1301 or 1312</u>	3	ELCT*	<u>SPCH 1315 or ENGL 2311</u>	3
MATH	<u>MATH 1314 or 1342</u>	3	OADM 2305	Office Accounting I	
OADM	2304 Office Accounting I		or		
or			<u>ACCT</u>	<u>2302</u> Principles of Accounting II	3
<u>ACCT</u>	<u>2301</u> Principles of Accounting I	3	TRAN	1303 Economics of Transportation I	3
TRAN	1301 Introduction to Transportation	3	TRAN	1304 Interstate Commerce & Practice	3
TRAN	1302 International Trade	3	MGMT	1306 Human Relations	3
PHED	Physical Education	1	PHED	Physical Education	1
		16			16

Second Year

First Semester				Credit	Second Semester				Credit
MGMT	2302	Human Resource Management	3	MGMT	2309	Supervision	3		
TRAN	2301	Economics of Transportation II	3	TRAN	2304	Traffic Management II	3		
TRAN		Transportation Elective	3	TRAN	2302	Transportation Law and			
TRAN	2303	Traffic Management I	3			Regulation	3		
TRAN	2311	Transportation Marketing	3	TRAN		Transportation Elective	3		
ELCT†††		Computer Science/Micro-		ELCT††		Social/Behavioral Science			
		computer Tech. Selec.	3			Selection	3		
				ELCT†		Humanities/Fine Arts Selection	3		
			18				18		
						Total Hours	68		

* If student completes ENGL 1301, then SPCH 1315 must be taken. If student completes ENGL 1312, either SPCH 1315 or ENGL 2311 may be taken.

† Humanities/Fine Arts Selection: See page 54.

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

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

Underlined numbers are common course numbers. See page 39.

WELDING TECHNOLOGY

Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
TIWL	1300	Basic Shop Practices	3	TIWL	1305	Arc Welding, AWS	
TIWL	1401	Occupational Blueprint Reading	4			Position 2G	3
TIWL	1302	Oxyacetylene Welding/Cutting Procedures	3	TIWL	1306	Arc Welding, AWS	
TIWL	1303	Introduction to Arc Welding	3			Position 3G	3
TIWL	1304	Arc Welding, AWS		TIWL	1307	Arc Welding, AWS	
		Position 1G	3			Position 4G	3
			16	TIWL	1408	Gas Metal Arc Welding (GMAW) (MIG)	4
							13

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	
or			
WELD	2409	Welding Internship	4
			16

Total Hours 45

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

Courses must be taken in the sequence shown above unless approved by the Department Chair.

Underlined numbers are common course numbers. See page 39.

WELDING

Associate in Applied Science Degree and Advanced Mastery Certification Option

Students successfully completing a Welding Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

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	Blueprinting for Welders	4
MATH		<u>MATH 1314</u> or higher	3	PHED		Physical Education	1
ELCT		Elective	3	<u>ENGL</u>	<u>1312</u>	Communications Skills	3
			18				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	<u>SPCH</u>	<u>1321</u>	Business & Professional		
WELD	2407	GTAW Welding (TIG)		4			Speaking		3
ELCT†††		Computer Science/Micro-			WELD	2408	GMAW Welding (MIG)		4
		computer Tech. Selec.		3	ELCT†		Humanities/Fine Arts Selection		3
<u>GQVT</u>	<u>2301</u>	State & Federal Government I			WELD	2406	Welding Fabrication & Layout		
or					or				
<u>GQVT</u>	<u>2302</u>	State & Federal Government II		3	WELD	2409	Welding Internship		4
									18
				18					
					Total Hours				70

† Humanities/Fine Arts Selection: See page 54.

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

Certificate of Completion

Students may apply for a Certificate of Completion upon satisfactory completion of ALL WELD and INDU prefix courses.

Advanced Mastery Certification

Students may select the following options to receive Advanced Mastery Certification:

Welding - WELD 1403, 1405, and 2407

Air Conditioning - AIRC 1406, 1407, and 2400

Business Management - MGMT 1304, 1306, 1308, and 2320

Underlined numbers are common course numbers. See page 39.

WORD PROCESSING SPECIALIST

Associate In Applied Science Degree with Advanced Mastery Certification

Students successfully completing a Word Processing Specialist Tech-Prep High School program will be awarded CTC credit for those articulated courses which meet the Tech-Prep criteria.

First Year

First Semester			Credit	Second Semester			Credit
WOPO	1101	MS-DOS: An Introduction	1	SPCH	SPCH 1315 or 1321		3
WOPO*	1303	Beginning Keyboarding/ Data Entry	3	ELCT**	OADM/WOPO Selection		3
OADM	2304	Office Accounting I	3	WOPO*	1304	Intermediate Information Processing Appl.	3
ENGL		English Selection	3	WOPO	1307	Word Processing/Transcription	3
OADM	1305	Records Management	3	OADM	1308	Business Correspondence	3
ELCT**		OADM/WOPO Selection	3				
			16				15

Second Year

First Semester			Credit	Second Semester			Credit
MATH		MATH 1314 or higher	3	OADM	2305	Office Accounting II	3
WOPO	2302	Advanced Information Processing Applications	3	OADM	2307	Automated Office Management	3
WOPO	2308	Information Systems Internship I	3	WOPO	2303	Office Automation	3
ELCT†		Humanities/Fine Arts Selection	3	WOPO	2309	Information Systems Internship II	3
ELCT**		Elective	3	ELCT††		Social/Behavioral Science Selection	3
PHED		Physical Education	1	PHED		Physical Education	1
			16				16
						Total Hours	63

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

** Elective Selection must be approved by the Department Chair.

† Humanities/Fine Arts Selection: See page 54.

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

NOTE: Humanities/Fine Arts Selection OR Social/Behavioral Science Selection must be sophomore level.

Certificate of Completion - Word Processing Operator

Students may apply for a Certificate of Completion, Word Processing Operator, after satisfactory completion of ALL first year courses.

Advanced Mastery Certification

Advanced Mastery Certification will be awarded upon completion of the following courses: TIOA 1310; TIHI 1302, 1303, 1305, 1306, 1307.

Underlined numbers are common course numbers. See page 39.

WORD PROCESSING SPECIALIST

Two-Year Certificate of Completion

First Year

First Semester			Credit	Second Semester			Credit
WOPO	1101	MS-DOS: An Introduction	1	ENGL		English Selection	3
WOPO*	1303	Beginning Keyboarding/ Data Entry	3	WOPO	1102	Word Perfect: An Introduction	1
OADM	1308	Business Correspondence	3	WOPO*	1304	Intermediate Information Processing Appl.	3
OADM	1309	Business Mathematics and Calculating Machines	3	WOPO	1307	Word Processing/ Transcription	3
OADM	1305	Records Management	3	OADM	1306	Office Procedures and Applications	3
ELCT**		OADM/WOPO Selection	3				13
			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 Management	3
ELCT		Elective	3	WOPO	2303	Office Automation	3
			13	WOPO	2309	Information System Internship II	3
							16
				Total Hours			58

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

** Elective Selections approved by Department Chair. Courses may be chosen leading toward general, medical, or legal secretarial programs upon department approval.

COURSE DESCRIPTIONS

(ACCT) ACCOUNTING

ACCT 2301 Principles of Accounting I (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 (3-0) Credit: 3

A continuation of ACCT 2301 including accounting for corporations, analysis of financial statements, accounting for manufacturing operations, and introductory managerial accounting concepts. Prerequisite: ACCT 2301.

(ACTE) ACCOUNTING TECHNOLOGY

⇒ **ACTE 1301 Principles of Accounting I (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 (3-0) Credit: 3**

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, coordinating, 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 (3-0) Credit: 3**

Study of overall flow systems emphasizing financial data and computerized systems. It covers flow and logic concepts, development of 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.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(AGRI) AGRICULTURE

AGRI 1131 The Agriculture Industry (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 (2-4) Credit: 3

Classification and distribution of farm crops, their use, production, and identification will be studied with emphasis placed on those crops important in Texas. New crop improvement, value of rotation, and use/ 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 (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 (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, fertilizers, growing vegetables, landscaping, lawns, watering, compost, container gardening, shrubs, trees, pests, propagation, and more.

AGRI 1327 Poultry Science (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 (3-3) Credit: 4

Growth and structure of fruit, vegetable, and ornamental plants. Environmental effects on plant production and principles/methods of propagation.

AGRI 1419 Animal Husbandry (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 (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 (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 (2-2) Credit: 3

A second course in farm shop skills for the agriculture student. Construction, repair and maintenance of farm machinery. Covers metalwork including arc welding, oxyacetylene welding, cutting, and soldering.

AGRI 2306 Flowers and Plants Used in Interior Design (2-2) Credit: 3

Topics covered include the history and principles of floral design as well as the use of floral art in society. In addition, floral design techniques, line form, textures, rhythm, proportion, visual impact, color, and aesthetic appreciation of flowers and plants will be explained.

AGRI 2313 Entomology (2-4) Credit: 3

This course covers control of insects which affect crops and livestock, identification and physical characteristics of insects, and safety factors to be observed in dealing with insecticides.

AGRI 2317 Introduction to Agriculture Economics (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 (3-0) Credit: 3

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

(AIRC) AIR CONDITIONING

⇒ **AIRC 1201 Air Conditioning & Refrigeration Theory & Application I** (1-2) **Credit: 2**

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 pertaining to piping and the specialized tools needed for piping.

⇒ **AIRC 1202 Air Conditioning & Refrigeration Theory & Application II** (1-2) **Credit: 2**

Continuation of AIRC 1201. This course includes the identification of various types of air conditioning systems, compressors, metering devices and a service procedure for basic air conditioning and refrigeration systems. 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 measuring devices and special tools (manifold gauge set, charging station, vacuum and vacuum pump, and micron gauge) is covered.

AIRC 1401 Electricity for Air Conditioning & Refrigeration I (3-3) **Credit: 4**

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, electromagnetism, instruments, power, inductance, capacitance and transformers.

AIRC 1403 Heating Systems (3-3) **Credit: 4**

This course introduces the student to residential, natural gas, liquefied petroleum, and electrical heating systems. 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 & Refrigeration II (3-3) **Credit: 4**

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; and 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. Charging with refrigerants, household refrigeration and air conditioning systems and refrigerant piping, and the use of pressures in diagnosis of refrigeration circuit malfunctions are also covered. Corequisites: AIRC 1400 and 1401.

AIRC 2400 Electricity for Air Conditioning & Refrigeration III (3-3) **Credit: 4**

This course will provide the student with an in-depth study of schematic wiring diagrams and electrical troubleshooting using diagrams. Prerequisites: All AIRC 1400-series courses.

AIRC 2401 Advanced Air Conditioning & Refrigeration Theory (3-3) **Credit: 4**

This course provides 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, including flex ducts, and install galvanized round pipe and equipment. Prerequisites: All AIRC 1400-series 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 gain calculations for commercial applications, equipment selection, locating and piping procedures, and service procedures for different systems will be covered. Prerequisites: All AIRC 1400-series courses.

AIRC 2403 Commercial Air Conditioning (3-3) Credit: 4

This course is designed to cover heat transfer and heat loss/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. It covers installation, operations of VAV systems, troubleshooting and repair of light commercial air conditioning up to 10-ton capacity.

AIRC 2404 Troubleshooting Air Conditioning & Refrigeration Systems (3-3) Credit: 4

This course provides the student with the fundamentals of electrical testing and troubleshooting of air conditioning and refrigeration circuits, circuit analysis, and repair/replacement of circuit components. Emphasis will be placed on air conditioning electrical systems. An overview of single-family residential wiring including the construction of main and branch circuits is presented. Prerequisites: AIRC 1401 and 1406.

AIRC 2405 Heat Pumps I (3-3) Credit: 4

This course will introduce the student to heat pumps including geothermal systems; heating, cooling, and defrost cycles; components; reversing valves; flow controls; accumulator piping; heat pump controls; system design; and ground loop heat exchangers. Prerequisites: All AIRC 1400-series courses.

AIRC 2407 Heat Pumps II (3-3) Credit: 4

This course is a continuation of AIRC 2405, Heat Pumps I. It covers analysis of system operations, troubleshooting, service, and repair. Prerequisite: AIRC 2405.

AIRC 2409 Air Conditioning and Refrigeration Internship (1-20) Credit: 4

This course consists of on-the-job Air Conditioning and Refrigeration training that utilizes the principles, knowledge, and skills gained in the classroom and laboratory. The student is required to work with a local contractor 20 hours per week.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(ANTH) ANTHROPOLOGY

ANTH 2301 Physical Anthropology (3-0) Credit: 3

Principles of physical anthropology, human evolution, race, heredity, the organic basis of culture, and cultural history through the Paleolithic stage.

ANTH 2351 Cultural Anthropology (3-0) Credit: 3

Study of 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 emerging Third World nations. A study is also made of the relationship of Cultural Anthropology to the other social sciences (Psychology, Sociology, History, etc.).

(APPH) APPLIED PHYSICS

⇒ 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 provides an introduction to nuclear energy. Prerequisite: APPH 1350.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(ARTS) ART

- ARTS 1303 Art History I** (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** (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** (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** (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** (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** (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 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** (2-4) Credit: 3
This course is an in-depth study of current concerns and practices in the visual arts including contemporary media and techniques, philosophy of aesthetics, and public accessibility.
- ARTS 2314 Advertising and Illustration II** (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** (2-4) Credit: 3
This course is an introduction to the techniques and materials used in oil-based painting.
- ARTS 2317 Oil Painting II** (2-4) Credit: 3
This course is a continuation of techniques explored in ARTS 2316 with emphasis on individual expression. Prerequisite: ARTS 2316.
- ARTS 2323, 2324 Figure Drawing I & II** (2-4) Credit: 3, 3
These are life drawing courses which emphasize structure and action of the human figure.
- ARTS 2326 Sculpture I** (2-4) Credit: 3
This course is an introduction to sculpturing techniques including assemblage, carving, and lost wax casting.
- ARTS 2327 Sculpture II** (2-4) Credit: 3
This course is a continuation of ARTS 2326 with emphasis on personal expression. Prerequisite: ARTS 2326.
- ARTS 2333 Print Making** (2-4) Credit: 3
This introductory course covers the fundamentals and creative experimentation in etching, serigraphy, and other print-making media.
- ARTS 2336 Fiberarts I** (2-4) Credit: 3
This course involves the study of weaving, rug making, dyeing, and paper making. Emphasis will vary from one semester to another.

ARTS	2337	Fiberarts II	(2-4)	Credit: 3
This course is a continuation of ARTS 2336. Emphasis will vary from one semester to another.				
ARTS	2341	Jewelry & Art Metals I	(2-4)	Credit: 3
An introduction to jewelry-making and metalworking techniques. Basic fabrication techniques are stressed.				
ARTS	2342	Jewelry & Art Metals II	(2-4)	Credit: 3
A continuation of jewelry-making and metalworking techniques. Lost wax casting and surface treatments are emphasized. Prerequisite: ARTS 2341.				
ARTS	2346	Ceramics I	(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	(2-4)	Credit: 3
This course is a continuation of pottery-making techniques. Prerequisite: ARTS 2346.				
ARTS	2356	Photography I	(2-4)	Credit: 3
An introduction to the basics of photography. Technical information will include camera operation, black and white camera techniques, knowledge of chemistry, and presentation skills. Much emphasis will also be placed on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Students will be asked to complete projects which address art, journalism, and commercial photography.				
ARTS	2357	Photography II	(2-4)	Credit: 3
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	(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	(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 materials 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 judgment and growth.				
ARTS	2376	Problems in Contemporary Arts	(2-3)	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.				

(ASCI) AVIATION SCIENCE

ASCI	1200	Flight-Solo	(1-1)	Credit: 2
Flight training to meet the requirements for solo flight. A minimum of 32 hours of instruction of which 13 are dual flight instruction, .5 is solo flight, and 18.5 are 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 flight instruction, 19.5 are solo practice, 2 are in an approved ground trainer, and 16.5 are 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 (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 are dual flight instruction in airplanes, 6 are instruction in an approved ground trainer, 30 are solo flight, and 15 are oral instruction and briefings. Prerequisites: Minimum of a Private Pilot Certificate with an Airplane rating, 3 hours of instrument instruction, hold at least a Class II FAA Medical Certificate, and completion or concurrent enrollment in ASCI 1305.
- ASCI 1301 Aircraft Science (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 (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 (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 safety.
- ASCI 1403 Air Navigation (3-3) Credit: 4**
The principles of flight, basics of air traffic control, weather facts, navigational procedures and airplane operation pertinent to 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 (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 are conducted in an airplane, 10 are in an approved ground trainer, 25 are solo cross-country, and 12 are oral instruction and briefings. Prerequisites: Hold at least a Private Pilot Certificate with an Airplane category; hold a Class II FAA Medical Certificate; a minimum of 95 hours of flight experience of which 25 were solo cross-country since the Private Pilot Certificate was issued; 20 hours of instrument instruction of which no more than 10 were in an approved ground trainer; have completed or will complete ASCI 2407 before the end of this course.
- ASCI 2205 Flight-Commercial (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 are dual flight instruction in a high-performance aircraft; 5 are dual flight instruction in a primary trainer; 30 are solo practice of which 5 are cross-country in a high performance airplane, 5 are solo practice at night, 10 are solo cross-country in a primary trainer, and 10 are local solo flight; 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 Ground School. Approved ground school must be completed prior to finishing ASCI 2205.
- ASCI 2206 Multi-Engine Flight (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 35 hours of instruction is provided of which 10 are dual flight instruction, 5 are in the simulator, and 20 are oral instruction and briefings. Prerequisite: ASCI 2205 or a Commercial Pilot Certificate.
- ASCI 2208 Instructor Rating (2-2) Credit: 2**
This flight course prepares the experienced pilot for the FAA Certified Flight Instructor Certificate for airplanes. Includes 25 hours of dual flight instruction and 39 hours of oral instruction and briefings. Prerequisite: Commercial Pilot Certificate.

ASCI 2209 Airline Transport Pilot (1-2) Credit: 2

Airline Transport Pilot is the most comprehensive rating issued by the Federal Aviation Administration. Flight and ground training to qualify for the certificate is provided of which 25 hours are dual flight instruction, 2 are for the FAA Check Flight, and 21 are 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 (1-3) Credit: 2

This is the first of two courses to transition Commercial Rotorcraft Helicopter Rated Pilots to Commercial Airplane, Single-Engine, Land Rated Pilots. The course covers 64 hours of instruction of which 20 are dual flight instruction, 2 are in the simulator, 25 are solo flight, and 17 are oral instruction and briefings. Prerequisite: FAA Commercial Rotorcraft Helicopter Rating, Class II FAA Medical Certificate, and ASCI 2300 or concurrent enrollment.

ASCI 2211 Commercial Transition Flight II (1-3) Credit: 2

A continuation of ASCI 2210 to complete the requirements for a Commercial, Single-Engine, Land Aircraft Rating. The course consists of 64 hours of instruction of which 20 are dual flight instruction with 5 in the simulator and 5 in a complex aircraft, 25 are solo flight with 5 in a complex aircraft, and 19 are oral instruction and briefings. Prerequisite: ASCI 2210 and 2407 or concurrent enrollment.

ASCI 2212 Instrument Flight Instructor (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 rating. A minimum of 48 hours of instruction is provided of which 20 are dual flight instruction, 2 are FAA Check Flight, and 26 are oral instruction and briefings. Prerequisite: Certified Flight Instructor Certificate and Instrument Rating.

ASCI 2213 Multi-Engine Flight Instructor (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 of which 20 are dual flight instruction, 2 are FAA Check Flight, and 26 are oral instruction and briefings. Prerequisite: FAA Multi-Engine Rating and FAA Flight Instructor, Single-Engine, Land Rating.

⇒ ASCI 2214 Commercial Helicopter Rating (1-3) Credit: 2

Additional Category Commercial Helicopter Rating Course. A minimum of 64 hours solo, 13 hours oral instruction and briefings, and 1 hour for the FAA Check Flight. Prerequisite: FAA Commercial Pilot, Single-Engine, Land Rating.

⇒ ASCI 2215 Helicopter Instructor Rating (2-2) Credit: 2

Course prepares a helicopter-rated pilot for the FAA Certified Flight Instructor Certificate for helicopters. This course includes 39 hours of ground training and 25 hours of instructor training (20 in dual flight in a helicopter and 5 of practice ground instruction) by the student. Prerequisite: Commercial Pilot Certificate with a Helicopter category rating.

ASCI 2300 Commercial Ground School (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 2407.

ASCI 2301 Aerodynamics (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 (3-0) Credit: 3

The development and present status of air transportation, federal legislation, characteristics and classification of air carrier, and the organization and functions of the FAA and the Civil Aeronautics Board are reviewed.

ASCI 2318 Propulsion Systems (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 (3-3) Credit: 4
 Basic radio fundamentals used by the pilot. A description and practical use of various radio aids for 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 radio navigation including the use of the Flight Information Manual and ATC procedures. Prerequisite: ASCI 1305.
 ⇒ NOT TAUGHT ON CENTRAL CAMPUS

(ATBR) AUTOMOTIVE BODY REPAIR

SEE ALSO SKILLS CENTER (TIAB)

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 movable body panels. Prerequisites or Corequisites: ATBR 1405, 1407, or INDU 1400.

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 tool 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/correction of paint problems. Prerequisites or Corequisites: ATBR 1407 and INDU 1400.

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 devices and minor electrical repairs. 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 using the latest techniques and equipment including body sectioning and the use of recycled parts. Prerequisites: All first-year ATBR 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. Prerequisites: All first-year ATBR courses.

ATBR 2404 Advanced Auto Body Painting (3-3) Credit: 4

This course is designed to increase the student's 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. Prerequisites: 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. Prerequisites: ATBR 1405, 1407, and 1408.

ATBR 2409 Auto Body Internship (1-20) Credit: 4

This course consists of on-the-job Auto Body Repair training that uses 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. Prerequisite: Satisfactory completion of all other ATBR or TIAB courses or consent of the Department Chair.

**(AUTO) AUTOMOTIVE SERVICE AND REPAIR
SEE ALSO SKILLS CENTER (TIAM)**

⇒ AUTO 1150 Auto Maintenance Procedures (Electrical & 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 on and operate the M-809 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 maintenance forms, safety and accident forms, Preventive Maintenance Checks and Service (PMCS), use of publications, and 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 1301 Automotive Systems (3-2) Credit: 3

This course is designed to provide the student with the basics of the modern automobile. It includes the operating principles of two- and four-stroke cycle engines, the combustion process, exhaust emissions, and the different systems that make up today's modern automobile. Emphasis will be placed on system and component identification and function. Prerequisite or Corequisite: AUTO 1400 or consent of the Department Chair.

AUTO 1400 Shop Fundamentals (3-3) Credit: 4

This course introduces the student to the Automotive Service and Repair career field. It includes basic shop organization, automotive terminology, OSHA and Hazardous Communications Act, safety, shop mathematics, measuring systems, fuels and lubricants, the use of publications, common automotive hardware, and cleaning methods. Emphasis will be placed on the proper and safe use and care of hand and power tools, cutting tools, precision measuring devices, diagnostic tools and equipment, electrical test equipment, and other shop equipment.

AUTO 1402 Basic Electrical & Test Equipment (3-3) Credit: 4

This course will provide the student with a good understanding of basic electrical principles, circuits, and 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: AUTO 1301 and 1400 or consent of the Department Chair.

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 service. Prerequisite or Corequisite: AUTO 1400, 1402, and 1411 or consent of the Department Chair.

⇒ 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. Prerequisites: AUTO 1301 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 of anti-skid and heavy-duty brake systems. Prerequisite or Corequisite: AUTO 1400 or consent of the Department Chair.

AUTO 1408 Standard Transmissions & Transaxles (3-3) Credit: 4

A course designed to provide an understanding of the function, construction, operation, and maintenance of manual shift transmissions, transaxles, clutches, drive lines, and differentials. Prerequisite or Corequisite: AUTO 1400 or consent of the Department Chair.

AUTO 1411 Automotive Computer Systems (3-3) Credit: 4

This course is designed to provide the student with a basic understanding of computer systems used in the modern automobile. Emphasis will be placed on system and component identification, function, and operating principles. Prerequisite or Corequisite: AUTO 1402 or consent of the Department Chair.

⇒ 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 wheeled-vehicle mechanics the skills necessary to perform organizational maintenance on 1.5 through 10 KW power generators.

⇒ 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 preparation for employment. Prerequisite: Sophomore standing.

AUTO 2403 Automatic Transmissions & 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 and transaxles. Prerequisite: AUTO 1408 or consent of the Department Chair.

AUTO 2404 Ignition, Starting & Charging Systems (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 and 1411 or consent of the Department Chair.

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: AUTO 1400 or consent of the Department Chair.

AUTO 2406 Engine Diagnosis & Emission (3-3) Credit: 4

A course designed to provide an understanding of engine troubleshooting procedures using conventional test equipment, engine oscilloscopes, exhaust gas analyzers, and computerized engine analyzers. Diagnosis, adjustment, and repair of engine emission controls is included. Prerequisite: AUTO 1301, 1402, 1411, 2404, and 2410, or consent of the Department Chair.

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 short-block assembly including necessary testing and adjustments. Prerequisite: AUTO 1301 or consent of the Department Chair.

AUTO 2409 Automotive Internship (1-20) Credit: 4

This course consists of on-the-job automotive training that uses 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. Prerequisite: Satisfactory completion of all AUTO or TIAM courses or consent of the Department Chair.

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 systems as well as emission control devices. Prerequisite: AUTO 1301, 1402, and 1411 or consent of the Department Chair.

⇒ NOT TAUGHT ON CENTRAL CAMPUS.

(AVMT) AVIATION MAINTENANCE TECHNOLOGY

⇒ AVMT 1201 Maintenance Publications - G (2-2) Credit: 2

The basis of all maintenance is the proper use and interpretation of technical publications. 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; basic ground operations; and servicing of aircraft including starting, moving, and 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 circuit 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, inspecting, repairing, and applying materials from fabric to fiberglass. In addition, painting, doping, and applying trim and letters to the aircraft airframe 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 inspections 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 and pressure indicators, and temperature indicators. Heating, cooling, and 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, service, 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, shocks, 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 inspecting, repairing, servicing, and troubleshooting of fuel metering systems; fuel system 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; propeller feathering; and governing systems; removal and installation of propellers; balancing propellers; and identifying/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 to maintain, repair, rig, overhaul, and inspect turbine engines. Prerequisite: Successful completion of the general Aviation Maintenance Technology courses.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(BARB) BARBER-STYLIST SCIENCE

- 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 Basic Barber-Styling (4-12) Credit: 6**
This course focuses on the basic development of techniques for cutting men's 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, and 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 lesson plans, how to plan class lectures and presentations, and how to prepare examinations. The student will observe class lectures presented by licensed instructors and will also assist in practical training. 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 also assist in 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 in practical training. This is a 256 contact hour course. Prerequisite: BARB 2606.

(BIOL) BIOLOGY

- ⇒ **BIOL 1308 Biological Science** (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** (3-3) Credit: 4
Fundamental principles of living organisms; includes cell structure/function, metabolic processes, DNA, reproduction, and genetics. Includes an introduction to classification and life cycles of protists, prokaryotes, and fungi. Lab required.
- BIOL 1409 General Biology II** (3-3) Credit: 4
Fundamental concepts of tissues and organ systems of plants and animals; introduction to classification of plants and animals; relationships among organisms in ecological systems and natural selection. Lab required. Prior completion of BIOL 1408 recommended.
- BIOL 1411 General Botany** (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. Completion of BIOL 1408 recommended.
- BIOL 1413 General Zoology** (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; lifestyles, structures, and classification of protozoa, sponges, jellyfish, worms, molluscs, arthropods, echinoderms, and vertebrates. Completion of BIOL 1408 recommended.
- BIOL 1424 Plant Taxonomy** (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 Human Genetics** (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 or consent of the Department Chair.
- BIOL 2401 Human Anatomy** (3-3) Credit: 4
Basic human anatomy designed for nursing students and students interested in medical careers. Laboratory includes anatomical models and displays, audio-visual materials, microscopy, and specimen dissection in the lab. A one-semester course in Biology is a preferred prerequisite.
- BIOL 2402 Human Physiology** (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 and an introduction to chemistry.
- BIOL 2421 Microbiology** (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 all health-related majors. Prerequisite: Any college biology.
- BIOL 2428 Vertebrate Zoology** (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, 1413, or consent of the Department Chair. Labs include dissections.
- ⇒ NOT TAUGHT ON CENTRAL CAMPUS

(BUSI) BUSINESS

BUSI 1301 Introduction to Business (3-0) Credit: 3

Provides overall picture of business operations. Includes analysis of specialized fields within business organizations and identifies the role of business in modern society.

BUSI 1307 Personal Finance (3-0) Credit: 3

Personal and family account budgets, budgetary controls, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting, home ownership, wills, and trust plans.

⇒ BUSI 1372 Consumer Economics (3-0) Credit: 3

A study of consumer goods and services as related to the home/family and the problems and pitfalls associated therewith. This includes a study of family purchasing, advertising, commodity information, sales approaches from a consumer viewpoint, and sources of advice and counseling. This course allows the supervisor to better advise subordinates on economic problems.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(CDCP) CHEMICAL DEPENDENCY COUNSELING PROGRAM

CDCP 1301 Introduction to Chemical Dependency Treatment (3-0) Credit: 3

This course is an introduction to the chemical dependency treatment field and includes discussion of licensure issues, continuum of care, the referral system, resources, ethical and legal standards of care, and report and record keeping. Treatment issues for specific types of drug usage, other identified addictive disorders, cross-cultural issues, heredity aspects, and the incarcerated are introduced.

CDCP 1302 Assessment of Chemical Dependency (3-0) Credit: 3

The purpose of this course is to provide the student with an overview and introduction to the most commonly used assessment instruments in the field of chemical dependency treatment. Therapeutic communication skills are used to promote accurate assessment, screening, intake, and orientation. Documentation, report and recordkeeping, and legal/ethical guidelines are presented.

CDCP 1303 Theories of Chemical Dependency Treatment (3-0) Credit: 3

This course presents an overview of the therapy approaches commonly used in chemical dependency treatment in both inpatient and outpatient settings. The ethical considerations of the use of short- and/or long-term therapeutic approaches are discussed.

CDCP 1304 Basic Counseling Skills in Chemical Dependency Treatment (3-0) Credit: 3

This course presents therapeutic communication skill development through self-exploration. The students begin to identify their personal style of communication with chemically dependent clients through didactic and experiential learning, values clarification, decision making, reflective thinking, and intensive listening. The rights, responsibilities, and roles entailed in being an effective counselor are discussed. Corequisite: PSYC 2301.

CDCP 1305 Drug Education (3-0) Credit: 3

This course provides the student with an overview of the major drug classifications and their therapeutic use, drug regulations and the law, and the basic physiological explanation of drug action. The most commonly abused drugs are discussed in terms of effect, tolerance, addiction/dependence, cross-dependence, withdrawal, and client education needs.

CDCP 1306 Chemical Dependency Issues in Special Populations (3-0) Credit: 3

This course provides introductory information about chemical dependency in the following populations: adolescents, women, geriatric, and those in the criminal justice system. Issues that impact chemical dependency identification, assessment, treatment, and referral for these populations are discussed. Prerequisite: PSYC 2301. Corequisite: PSYC selection and SOCI 1301.

CDCP 1307 Cultural Issues in Chemical Dependency Treatment (3-0) Credit: 3

This course examines cross-cultural issues as they relate to the identification, assessment, treatment, and referral of the chemically dependent client with various ethnic, cultural, family, religious, racial, language, and political backgrounds. Processes by which cultural awareness and sensitivity can develop are presented.

CDCP 2301 Chemical Dependency Issues in the Dysfunctional Family (3-0) Credit: 3

This course discusses the dynamics present in families where there are acute and chronic problems revolving around chemical dependency. Strategies of communication, assessment, treatment, documentation, and referral for individuals and families in treatment for chemical dependency are presented. Prerequisites: CDCP 1301, 1302, 1303, 1304, PSYC 2301, and SOCI 1301. Corequisite: SOCI 2301.

CDCP 2302 Individual Counseling in Chemical Dependency Treatment (2-2) Credit: 3

This course focuses on the refinement of communication skills in individual counseling of the chemical dependency client through class and laboratory experiences. Therapeutic approaches and counseling skills are demonstrated. Crisis intervention, burnout prevention, and documentation of the individual session within treatment plan and legal and ethical guidelines are stressed. Prerequisites: CDCP 1301, 1302, 1303, 1304, 1305, and PSYC 2301.

CDCP 2303 Group Counseling in Chemical Dependency Treatment (2-2) Credit: 3

This course focuses on the refinement of communication skills in group counseling of the chemically dependent client through class and laboratory experience. Therapeutic approaches are demonstrated as students experience group therapy dynamics, participate in group process, participate as a group leader and member, and give and receive feedback. Documentation of the group therapy session within treatment plans and legal and ethical guidelines are stressed. Prerequisites: CDCP 1301, 1302, 1303, 1304, 1305, and PSYC 2301.

CDCP 2304 Chemical Dependency Treatment in the Therapeutic Com. (TC) (3-0) Credit: 3

This course is an overview of the Therapeutic Community as a highly disciplined, self-directed intervention addressing problems related to chemical dependency. Chemical dependency and its treatment; as it is influenced by education, psychosocial, biomedical, emotional, spiritual, and psychological factors; and how TC can impact those are discussed. The historical and present use of TC in a variety of settings is presented.

CDCP 2305 Chemical Dependency Treatment Issues for Women (3-0) Credit: 3

This course focuses on issues that impact the treatment of chemically dependent women. Identification, statistics, major drugs of abuse, patterns of use, cultural issues, medical complications, pregnancy, and in-utero effects are discussed. The relationship of chemical dependency and violence, socialization, remorse, guilt, co-dependency, parenting, life changes, and support systems is presented.

CDCP 2306 Chemical Dependency Treatment Issues for Adolescents (3-0) Credit: 3

This course explores the dynamics and problems of the adolescent with chemical dependency. Identification, statistics, major drugs of abuse, patterns of use, cultural issues, medical complications, and legal/ethical issues of the treatment of the adolescent in a variety of settings are discussed. The issues of violence, gangs, and gambling are also presented.

CDCP 2401 Clinical Practicum in Chemical Dependent Counseling (1-19) Credit: 4

The focus of this course is the performance of the core functions of the chemical dependency counselor as identified under the direct supervision of a Licensed Chemical Dependency Counselor (LCDC) in a 300 hour practicum. Prerequisites (with departmental approval and a grade of "C" or better in: CDCP 1301, 1302, 1303, 1304, 1305, 1306, 1307, 2301, 2302, 2303, PSYC 2301, PSYC selection, ENGL 1301, SOCI 1301, 2301, and SPCH 1315 or 1321.

(CEHM) EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

CEHM 0102 Emergency Medical Technician (100-24) Credit: 0

The EMT program is designed to provide training in skills and equipment necessary to help maintain basic life support. Instruction is given in basic Anatomy and Physiology, patient assessment, and the theory behind the procedures used in giving pre-hospital care to the sick and injured. Upon successful completion of the program, students are eligible to take the exam to be certified as an EMT by the Texas Department of Health.

CEHM 0115 Paramedic Phase I (42-66) Credit: 0

This course will review all material covered in the Emergency Medical Technician program and the student must show proficiency in all basic EMT skills. This course will cover laws governing EMT-P; medical terminology; overview of human anatomy and physiology; general patient assessment; shock and pneumatic anti-shock garments (PASG); general pharmacology; and fluid therapy which includes IV insertion, techniques of administration of IV fluids, and IV drip-rate calculations. This course will test the student's proficiency in the advanced skills of IV therapy, IV subcutaneous and intramuscular injections, IV piggyback medications, IV push medications, and application of MAST pants.

CEHM 0116 Paramedic Phase II (69-164) Credit: 0

This course will train the student in advanced patient assessment, advanced airway management and ventilation, emergency pharmacology, and kinetics of trauma including head, neck, spine, and body cavity trauma. Students will also be trained in the assessment and management of musculoskeletal injuries, soft tissue trauma and burns, shock trauma, resuscitation, and megacode algorithms for the trauma arrest victim. This course will begin training the student in assessment and treatment of medical emergencies, which includes recognition and treatment of cardiac dysrhythmia. Students will be trained to perform cardioversion/defibrillation and megacode skills for all medical patients. Students must demonstrate proficiency in advanced patient assessment, endotracheal medications, and advanced airway placement of ET and EOA tubes in the adult.

CEHM 0117 Paramedic Phase III (74-164) Credit: 0

This course continues to train the EMT-P student in medical emergencies that include the endocrine, metabolic, and nervous systems, the acute abdomen, anaphylaxis, toxicology and substance abuse, infectious diseases, and environmental emergencies. The student will be trained in EMS communications, rescue operations and major incident response. Students will have skills lab practice to continue training in cardioversion/defibrillation, EKG recognition, megacode skills for the medical and trauma patient, radio communication, and patient medical reports.

CEHM 0118 Paramedic Phase IV (41-80) Credit: 0

This course will cover assessment and treatment of the geriatric, pediatric, and obstetric patients, and gynecological emergencies. The student will be trained in advanced life support techniques for pediatric and neonate patients. This course will also cover behavioral and psychiatric emergencies. The students will be tested in proficiency on the following advanced skills: megacode which includes trauma, medical, and pediatric patients; EKG recognition and treatment of cardiac emergencies.

(CENA) NURSE AIDE

CENA 0101 Nurse Aide in Long-Term Care Facilities (56-24) Credit: 0

Prepares individuals with knowledge, skills, and abilities essential for the provision of basic care to residents in long-term care facilities.

(CEPO) PEACE OFFICER TRAINING

CEPO 0107 Basic Peace Officer Training (360-200) Credit: 0

This course provides the training for entry-level peace officers as required by the Texas Commission on Law Enforcement Officer Standards and Education. Admittance is restricted to personnel sponsored by a police agency only.

(CEVN) VOCATIONAL NURSING

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 I 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 delivery, postpartum, newborn nursery, and pediatrics in the hospital and outpatient clinics. Prerequisite: CEVN 0102.

CEVN 0104 Vocational Nursing IV (438 Clock Hours) Credit: 0

This course consists of classroom instruction and clinical instruction and practice. This course covers Part II of medical-surgical nursing and provides opportunities for further development of knowledge, nursing judgement, complex nursing skills, and drug and nutritional therapies. Prerequisite: CEVN 0103.

(CHDV) EARLY CHILDHOOD PROFESSIONS

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 (2-2) Credit: 3

This is a three-hour credit course which, taken concurrently with CHDV 1322, 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, including 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 audio-visual 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 used 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 used 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. This course considers genetic and prenatal influences on the child and includes the study of individual differences in ages and stages of development.
- 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.
- 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 community resources; parent education guidelines; ethical problem solving; and activities for building staff relationships and developing cross-cultural awareness and sensitivity.
- CHDV 1328 Management: Intergenerational Professions (2-2) Credit: 3**
 This course focuses on program goals, policies and procedures, and licensing standards for child and adult services. It includes types of settings and career opportunities related to child and adult services; appropriate workplace ethics; occupational health and safety practices; communicating effectively on the job, records maintenance; daily scheduling; and current issues and legislation relating to child care, elderly care, and adult dependent care.
- 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.
- 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 II. 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 (Seminar) (1-0) Credit: 1**
 A course that deals with trends and advancements in child development. 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.
- CHDV 2303 Managing Child Care Centers (2-2) Credit: 3**
 This course 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 practices; 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.

CHDV 2305 Advanced Math and Science in Early Childhood (2-2) Credit: 3

Emphasis is placed on strategies, activities, and materials for teaching mathematical and science concepts and skills in early childhood. This course includes identifying, classifying, sequencing, ordering, and predicting cause/effect relationship skills in preschool children. Science activities, as presented, will stimulate the child's cognitive growth. Methods are presented that will assist three- to five-year-old children to discover information about their natural and manmade world.

CHDV 2314 Program and Planning Implementation (2-2) Credit: 3

This course is intended to motivate and inform caregivers about interactions between children and the elderly in a general way. It includes guidelines for developing an intergenerational program, goals and objectives, appropriate settings for activities, planning and implementing intergenerational activities, and effective techniques in evaluating intergenerational programs.

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 will be selected and performed under the supervision of the instructor. Prerequisite: Prior consent of the Department Chair.

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 centers 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.

(CHEM) CHEMISTRY

CHEM 1406 Introduction to General Chemistry (3-3) Credit: 4

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 (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 (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 the Department Chair.

CHEM 1412 General Chemistry II (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. Prerequisite: CHEM 1411.

CHEM 2401 Analytical Chemistry (3-4) Credit: 4

Fundamentals of quantitative analysis are presented. Techniques and theory of volumetric and gravimetric analysis are discussed and used in laboratory exercises. Acid-base and redox titrations are included. Prerequisite: CHEM 1412.

CHEM 2423, 2425 Organic Chemistry I & II (3-4) Credit: 4,4

A mechanistic approach is used to provide a thorough foundation in organic chemistry. The student is introduced to planning a synthesis in lecture. The laboratory introduces students to basic techniques, synthesis of compounds and instrumental analysis. Designed for science majors and minors. Prerequisites: CHEM 1411 and 1412 or the consent of the Department Chair. Prerequisite for CHEM 2425: CHEM 2423.

(CMET) COMPUTER ELECTRONICS TECHNOLOGY

CMET 1400 Electronics & Computer Skills (2-4) Credit: 4

A study of modern electronic construction techniques, including the use of hand tools and fabrication equipment. The course 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

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. The course also covers numbering systems, arithmetical circuitry, and elements of control circuits.

CMET 1402 Computer Systems (3-3) Credit: 4

An introductory course covering the setup, operation, and basic preventive maintenance of the personal computer system. This course will include an introduction to some of the basic software packages useful to the first-time computer owner.

CMET 1403 Computer Systems & Operational Programming (3-3) Credit: 4

The study of the theory of the operation of several computer systems, to include instructions, an introduction to their logic diagrams, circuit schematics, programming as a troubleshooting tool, and operational characteristics.

CMET 1404 Fundamentals of Robotics (3-3) Credit: 4

An introduction to terminology, theories, and technology involving all types of robotics and tendons, both general and industrial oriented. Prerequisite: 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

A study of the vertical and horizontal scanning circuits, video amplifiers, and other related circuits encountered in the most common video display systems. The course includes theory of circuit operation and practical laboratory exercises in troubleshooting. Prerequisite: ELTE 1403.

CMET 2200 Thru Hole Assembly-Advanced (1-3) Credit: 2

An advanced course in the art of assembly, rework, and repair of printed circuit boards in thru-hole technologies. The course covers the assembly, removal, and replacement of all types of pc-board-mounted electronic devices. Successful completion results in the student being certified by PACE in Advanced Thru-Hole assembly and repair.

CMET 2201 Surface Mount Assembly-Advanced (1-3) Credit: 2

An advanced course in the art of assembly, rework, and repair of printed circuit boards in surface mount technologies. The course covers the assembly, removal, and replacement of all types of pc-board-mounted electronic devices. Successful completion results in the student being certified by PACE in Advanced Surface Mount assembly and repair.

CMET 2400 Assembly, Repair, and Rework (3-3) Credit: 4

An advanced course in the art of assembly, rework, and repair of printed circuit boards in thru-hole and surface mount technologies. The course covers the assembly, removal, and replacement of all types of pc-board-mounted electronic devices. Successful completion results in the student being certified by PACE in both Advanced thru-hole and Advanced Surface Mount assembly and repair. Prerequisite: CMET 1400 or consent of the Department Chair.

- CMET 2402 Computer Circuit Analysis (3-3) Credit: 4**
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-day computers. Prerequisite: CMET 1401 and 1403.
- CMET 2404 Computer System Diagnosis & Maintenance (3-3) Credit: 4**
The operation, preventive maintenance procedures, and troubleshooting of modern-day computer equipment. The study of advanced diagnostic programming including finding, documenting, and repairing computer malfunctions. The course gives the student 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**
A study in the use of microprocessor to control both fluidics and pneumatic systems used in robotics and tendon-type systems, as well as the study of AC and DC motors and motor control for movement and positioning. Prerequisite: CMET 1404.
- CMET 2406 Robotics Implementation (3-3) Credit: 4**
A study in data acquisition, handling, and conversion for use in movement, detection, and voice synthesis in advanced robotics systems. Prerequisite: CMET 2405.
- CMET 2408 Digital Communications (3-3) Credit: 4**
This course is designed to allow the student to become proficient in all aspects of digital communications. It will begin with a concentrated investigation of digital modulation and digital 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 the numerous data communications concepts including transmission methods, circuits, topologies, error control mechanisms, and data formats. A study of digital transmissions techniques including PCM, MPA sampling, encoding and compounding; time-division multiplexing, adaptive delta modulation PCM, and differential PCM are also covered. The North American Digital Hierarchy for digital transmissions is outlined including line encoding schemes, error detection/correction methods, and synchronization techniques. Prerequisite: CMET 1401 and ELTE 1403.
- CMET 2410 Advanced Consumer Servicing (3-3) Credit: 4**
This course includes the maintenance, alignment, and servicing of VCRs, camcorders, hi-fi stereo sound systems and equipment. Prerequisite: CMET 1409.
- CMET 2411 Theory of Interface Devices (3-3) Credit: 4**
A study of the microprocessor and its interface with external memory, enhancements, and devices that allow the processor to be a complete computer system. The course will also include the operation of these peripheral devices. Prerequisite: CMET 1403 and ELTE 1403.

(COES) CONSUMER ELECTRONICS TECHNOLOGY

- ⇒ **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, and 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 1409.
- ⇒ NOT TAUGHT ON CENTRAL CAMPUS

(COMM) COMMUNICATIONS

- COMM 1129, 1130 Newspaper Publications I & II (1-0) Credit: 1**
Enables students to work on the college newspaper staff and to learn about news and feature writing, photojournalism, newspaper design, advertising and the ethics of reporting. These classes should accompany COMM 2315.
- COMM 1307 Communications Media (3-0) Credit: 3**
Instruction in mass media of the modern world. A survey of all mass media, their purposes, and their methods of operation.
- COMM 2129, 2130 Newspaper Publications III & IV (1-0) Credit: 1**
Enables students to work on the college newspaper staff and to learn about news and feature writing, photojournalism, newspaper design, advertising and the ethics of reporting. These classes should accompany COMM 2315.
- COMM 2305 Editing, Layout & Design, & Headline Writing (3-0) Credit: 3**
Enables students to develop an understanding of the newsroom organization and the entire news/editorial process. Students perform copy editing for errors of fact, interpretation, and grammar. Emphasis is on developing a regard for accuracy and fairness in the editing and design process. Prerequisite: COMM 2311.
- COMM 2311 News Gathering and Reporting I (3-0) Credit: 3**
Instruction in the fundamental news gathering and writing techniques, interviewing techniques, and discussion of news sources and values.
- COMM 2315 News Gathering and Reporting II (3-0) Credit: 3**
Emphasizes advanced reporting techniques and styles, such as writing interpretive and specialized news stories, features, and opinion pieces. Lectures in specialized areas by professional reporters. Prerequisite: COMM 2311. Concurrent enrollment in COMM 2129.

(COSC) COMPUTER SCIENCE

- 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**
An up-to-date survey of computer hardware and software systems and developments that will provide the basis for further advancements in information processing. Provides a comprehensive overview of the computer--what it is, what it can and cannot do, how it operates, and how it may be instructed to solve problems. 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. Computer Literacy course for non-computer majors.
- COSC 1400 Computer Science 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 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**
Provides the student with knowledge of 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 consent of the Department Chair.
- COSC 1403 Introduction to Computer Science & Programming (3-3) Credit: 4**
Introductory programming course for Computer Science majors. Problem solving, algorithm development, pseudocode, and flowcharts. In-depth coverage of a high-level language 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 spreadsheet 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 OR MISC 1451 and COSC 1405 OR COSC 1400 and COSC 1401.
- COSC 1407 RPG Programming (3-3) Credit: 4**
Report Program Generator (RPG)--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 in computer courses.
- COSC 1409 Computer Operations Internship (1-20) Credit: 4**
This course consists of on-the-job computer operations 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 coordinator. Prerequisite: 12 semester hours in Computer Science courses, including COSC 1401, and consent of the Department Chair.
- COSC 2110 Topics in Computer Science Laboratory (0-3) Credit: 1**
Laboratory for COSC 2310 when topic has a required laboratory.
- COSC 2310 Topics in Computer Science (3-0) Credit: 3**
Study of recent developments and topics of current interest in computer science. Prerequisite: 12 semester hours in Computer Science or the consent of the Department Chair.
- 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. File design and the special features of ANSI COBOL language are thoroughly covered. 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, 2403, and 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 in Computer Science.
- COSC 2403 Operating Systems and Job Control Language (3-3) Credit: 4**
A study of computer operating system 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 1406 OR COSC 1400, 1401 and concurrent enrollment in COSC 1406.
- COSC 2404 Machine Language Operations (3-3) Credit: 4**
Assembly and machine language concepts. Emphasis on a bend resolution and dump reading. Competencies will be developed through programming assignments. Prerequisite: COSC 1404 and 1406.

- 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 in 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: Consent of the Department Chair.
- 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 vs. 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. Prerequisite: 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 among a wide variety of computer platforms will be stressed. Prerequisite: COSC 2491.
- COSC 2494 Computer Science Internship (1-20) Credit: 4**
This course consists of on-the-job computer 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 coordinator. Prerequisite: 32 semester hours in Computer Science courses and consent of the Department Chair.

(COSM) COSMETOLOGY

- 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 pin curls 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 Intermed. Cosmetology, Manicuring & 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 covers 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, and how to prepare examinations. The student will also observe class lectures presented by licensed instructors. This is a 48 contact hour course. Prerequisite: Cosmetology Operator's 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 Prep. for the State Board & 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 will conduct theory and practical classes and prepare daily lesson plan and examinations on each lesson taught. This is a 352 contact hour course. Prerequisite: COSM 2801 or concurrent enrollment.

(CRIJ) CRIMINAL JUSTICE

- 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. Self-defense techniques, 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, and 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, and 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, alternatives 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 crime prevention.
- CRIJ 1308 Fundamentals of Criminal Law (3-0) Credit: 3**
A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classifications of crime, elements of crime, penalties of crime using Texas statutes as illustrations, and 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 including 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 a polygraphic 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 72nd 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 focuses 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 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: Consent of the Department Chair. 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; 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 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 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 facilities, 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 an 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.
- CRIJ 2409 Criminal Justice Internship (1-20) Credit: 4**
This course consists of on-the-job criminal justice 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.

(DANC) DANCE

- 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.

(DIEM) DIESEL MECHANICS **SEE ALSO SKILLS CENTER (TIDM)**

- DIEM 1301 Diesel Engine Fundamentals (2-3) Credit: 3**
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- 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 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: DIEM 1301 and INDU 1400.

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 is 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 1301 and 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 dealing with 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 a diesel engine. Prerequisite: All DIEM courses or consent of the Department Chair.

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 or 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. Prerequisites: DIEM 2400 and 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. Prerequisites: DIEM 1301, 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 1301.

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. Prerequisites: DIEM 1301, 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. Prerequisite: Satisfactory completion of all DIEM or TIDM courses or consent of the Department Chair.

(DRAM) DRAMA

DRAM 1310 Introduction to Theater (3-3) Credit: 3
 This course surveys all phases of theater including history, dramatic works, stage techniques, and its relation to fine arts.

DRAM 1351 Acting (3-3) Credit: 3
 The development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, script analysis, and mechanics of acting.

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 the sociological effect of film as an art is included.

(DRDS) DRAFTING AND DESIGN

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 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: DRDS 1405 or ENGR 1304, 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: DRDS 1405 or ENGR 1304, DRDS 1406 or ENGR 1305, 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. 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 and 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 1410 Computer-Aided Drafting I (2-4) Credit: 4

A course designed to introduce the computer to the drafting student 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: Second semester Freshman standing in the Drafting Program and consent of the Department Chair.

⇒ 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 of materials used and their strengths, 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. Using the computer to produce drawings is encouraged. 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. Using the computer to produce drawings is encouraged. 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. Using the computer to produce drawings is encouraged. 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. Using the computer to produce drawings is encouraged. 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. Using the computer to produce drawings is encouraged. Prerequisite: Second semester Sophomore standing in the Drafting Program.

DRDS 2406 Industrial Practice (1-5) Credit: 4

This course is designed to give specialized practice to the student in his major field of interest. All work done in this class will typify actual industrial projects. The student will also complete an employment resume, cover letter, and portfolio. All projects will be completed with the use of Computer-Aided Drafting (AUTOCAD). Prerequisites: Second semester Sophomore standing in the Drafting Program

DRDS 2411 Computer-Aided Drafting II (2-4) Credit: 4

This course is a continuation of DRDS 1410. Emphasis will be placed on the use of the AUTOCAD system as a design and problem-solving instrument. The student will select problems from the drafting field of his choice. Prerequisite: DRDS 1410 and consent of the Department Chair.

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(DS--) DEVELOPMENTAL STUDIES

⇒ **DSCO 0300 Developmental Communication (1-2) Credit: 3**

A course offered in a laboratory setting to improve reading comprehension/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 0100 College Orientation for International Students (1-0) Credit: 1

This course is designed to assist the student in developing critical thinking and work place skills; in academic planning using the Central Texas College Catalog, semester schedule, and other academic documents in developing research skills common to all academic disciplines; and in making adequate personal and social adjustments to college life. This course also acquaints the student with Central Texas College policies, services, and activities.

⇒ **DSED 0101 Study Skills (1-0) Credit: 1**

Techniques of study such as time management, listening and notetaking, 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 notetaking, 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 of becoming successful in school and life. Emphasis is placed on high-level study skills and the improvement of time management, effective listening and notetaking, learning through media, concentration, retention of information, taking examinations, creativity, and life relationships.

DSED 0302 College Study Skills for Foreign Students (TOEFL Prep)(3-0) Credit: 3

This is a study skills course designed specifically for the foreign student whose first language is not English and/or the student who wishes to prepare for the TOEFL (Test of English as a Foreign Language) required for entry into most college-level institutions.

DSLA 0310 Reading and Vocabulary I (ESL) (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 prepare the students to function in an academic environment.

DSLA 0314 Writing I (ESL) (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 (ESL) (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 (ESL) (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 (ESL) (3-1) Credit: 3

This course is designed for speakers of languages other than English with TOEFL scores below 400. The primary objectives are to move students from recognition of language to oral production. The emphasis is on pronunciation and dialogue.

- DSLA 0318, 0319 English for Foreign Students I and II (ESL) (3-2) Credit: 3,3**
Speaking, listening, reading, and writing for students whose native language is not English. Intended to aid foreign students in attaining greater ease in the use of the English language. (Previously numbered ENGL 0303 and 0304 respectively.).
- DSLA 0320 Reading and Vocabulary II (ESL) (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 reading fluency, 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 (ESL) (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 (ESL) (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 beginning notetaking and speaking skills which will prepare students to function in an academic environment.
- DSLA 0330 Reading and Vocabulary III (ESL) (3-2) Credit: 3**
This course, a continuation of DSLA 0320, provides further study in vocabulary, comprehension skills, and organizational patterns such as cause/effect, description, and comparison/contrast as they apply to writing compositions. Prerequisite: DSLA 0320.
- DSLA 0332 Academic Listening & Speaking III (ESL) (3-2) Credit: 3**
This course is designed for entering freshmen. The primary objectives are to improve notetaking and oral reporting abilities which will prepare students for college-level course work.
- ⇒ **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 a structured environment under the guidance 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 DSMA 0112. 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; percentages; line, bar, and 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. A laboratory is required. (Previously numbered MATH 1300).
- ⇒ **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; percentages; and basic equations. An introduction to consumer and business applications, statistical graphing, and basic geometry is also included.
- DSMA 0303 Developmental Mathematics IV** (5-1) **Credit: 3**
 This course presupposes the knowledge gained in 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 Algebra I** (3-0) **Credit: 3**
 This course presupposes that the student has successfully completed DSMA 0304 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 Algebra II** (3-0) **Credit: 3**
 This course presupposes that the student has successfully completed DSMA 0306. 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 arithmetic operations, basic algebraic concepts and notations, geometry, and real and complex number systems. The course also covers relations and functions; inequalities; factoring; polynomials; rational expressions; and quadratics. It also provides an introduction to complex numbers; exponential and logarithmic function; determinants, matrices, 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 guidance 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/rate, word recognition, and vocabulary development.
- ⇒ **DSRE 0111 Basic Reading I** (1-0) **Credit: 1**
 This course improves reading skills, vocabulary, and reading comprehension/rate.
- ⇒ **DSRE 0112 Basic Reading II** (1-0) **Credit: 1**
 This is a continuation of DSRE 0111 and emphasizes vocabulary development, comprehension, and fluency.
- ⇒ **DSRE 0113 Basic Reading III** (1-0) **Credit: 1**
 This is a continuation of DSRE 0112.
- DSRE 0300 Developmental Reading I** (2-2) **Credit: 3**
 Designed for students who have difficulty reading college texts; specifically those who scored below 50% on the Pre-TASP reading section. 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 scored between 50-69% on the Pre-TASP reading section or pass DSRE 0300. Emphasizes vocabulary development, comprehension, fluency, and study and test-taking skills.
- ⇒ **DSRE 0302 Fundamentals of Reading I (3-0) Credit: 3**
 Designed to aid students in acquiring basic skills needed for reading college-level materials. Emphasizes word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. (Includes many of the objectives of DSRE 0300 without the additional laboratory reinforcement.)
- ⇒ **DSRE 0303 Fundamentals of Reading II (3-0) Credit: 3**
 Designed to aid students in developing and reinforcing the basic skills needed for reading college-level materials. Emphasis will be on vocabulary development, literal and critical comprehension skills, fluency, and study and test-taking skills. (Includes many of the objectives of DSRE 0301 without the additional laboratory reinforcement.)
- DSSP 0300 Developmental Speech (1-2) Credit: 3**
 An introductory course emphasizing the structure and different techniques of presentation as well as principles and methods of discussion. Designed to identify strengths/deficiencies and 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, use of standard English, and revision.
- ⇒ **DSWR 0112 Basic Writing II (1-0) Credit: 1**
 This course is a continuation of DSWR 0111 and emphasizes the correct use of grammar, organization, and style.
- ⇒ **DSWR 0113 Basic Writing III (1-0) Credit: 1**
 This course is a continuation of DSWR 0112.
- 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 scored below 50% on the Pre-TASP writing section. 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 scored 550 or above 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 scored between 50-69% on the Pre-TASP writing section or passed DSWR 0301. Emphasizes essay writing, with attention given to grammar problems as they occur in the context of the essay. Intended for native English speakers or for those students who scored 550 or above on the Test of English as a Foreign Language (TOEFL).
- ⇒ **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 levels. 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 DSWR 0303 and emphasizes composition skills at the paragraph and essay levels. Includes a study of sentence-level grammar and punctuation and presents the organizational skills needed to write a basic essay.
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(ECON) ECONOMICS

ECON 1303 Consumer Economics (3-0) Credit: 3

A study of consumer goods and services as related to the home/family and the problems and pitfalls associated therewith. This includes a study of family purchasing, advertising, commodity information, sales approaches from a consumer viewpoint, and sources of advice and counseling. This course allows 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.

(ELTE) COMMUNICATIONS ELECTRONICS TECHNOLOGY

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 covers DC topics such as elementary physics, Ohm's Law, series and parallel resistive networks, and a power formula. AC topics include power generation, inductive and capacitive, waveform types, and voltage measurements. It also includes the study and use of analog and digital multimeters.

ELTE 1402 Electrical Circuits II (3-3) Credit: 4

The second course in the study of electrical circuitry. This course includes AC circuit topics such as single- and poly-phase 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 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 cassette recorders, audio cassette decks, and equalizers.

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. Prerequisites: A third semester student and consent of the Department Chair.

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. Prerequisites: ELTE 1404, 2407, and consent of the Department Chair.

- 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. Prerequisites: ELTE 2103, a fourth semester student, and consent of the Department Chair.
- 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, and CB/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 simplest 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 apartments.
- 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 uplinking, downlinking, 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. Emphasis is also placed on antenna installation and alignment procedures. The student will be responsible for setting up a complete system from antenna alignment to receiver hookup 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 ICs in use today. The course will include digital, linear, and LED-type devices. Course will also include application and application design. Prerequisites: 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. Prerequisites: 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 Electronic Internship I (1-20) Credit: 4**
This course consists of on-the-job electronic training that utilizes the principles, skills, and knowledge gained in the theoretical setting of the classroom. The student is employed at an approved work site under the supervision of a College electronics coordinator. Prerequisite: CMET 1400, 1401, ELTE 1401, 1402, and 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. Prerequisites: CMET 1409 and consent of the Department Chair.

ELTE 2421 Electronic Internship II (1-20) Credit: 4

This course is a continuation of ELTE 2411. Prerequisites: ELTE 2411 and CMET 1409.

(EMET) EMERGENCY MEDICAL TECHNICIAN

⇒ EMET 1101 Basic Life Support and Emergency Care (1.5-0) Credit: 1

Basic instruction in emergency first aid, including CPR training. Students successfully completing the course receive CPR/BLS certification.

⇒ EMET 1102 Cardiopulmonary Resuscitation (1-0) Credit: 1

Recognition and management of acute cardiorespiratory emergencies and upper airway obstructions using basic life support techniques from either the American Heart Association or the American Red Cross.

⇒ EMET 1103 EMET Cardiac Pathophysiology & ECG Interpretation (1-0) Credit: 1

The anatomy and physiology of the cardiovascular and respiratory systems. Includes pathophysiology of heart disease, ECG theory, and interpretation of dysrhythmias. § Prerequisite: EMET 1502 or other medical training.

⇒ EMET 1104 Introduction to Basic Science for the Paramedic (1-0) Credit: 1

Prepares the student to take the basic science portion of EMET 2404. Reviews human gross anatomy and physiology of various human systems; human cellular anatomy and function; human homeostasis; physiology of the heart, lungs, and blood vessels; acid-base balance; and blood as a tissue.

⇒ EMET 1105 EMET Pre-hospital Care of Poisoning (1-0) Credit: 1

Pre-hospital treatment for victims of alcohol and drug overdose, poisonous bites of reptiles, spiders, and bees. Antidotes, adsorbents, anaphylactic shock, tissue response, epidemiology, indications and contraindications for emetics.

⇒ EMET 1106 EMT Pre-hospital Care of Trauma (1-0) Credit: 1

Pre-hospital assessment and management of trauma. Includes pathophysiology of soft tissue injuries; fractures; intrathoracic, abdominal, and head injuries; and the healing mechanisms of tissue systems. § Prerequisite: EMET 1502 or other medical training.

⇒ EMET 1107 Shock: Concepts & Treatment (MAST & IV Infusion) (1-0) Credit: 1

Pathological and clinical levels of the shock syndrome. Theory and applications of shock management, intravenous transfusions and infusions and Military Anti-Shock Trousers (MAST). Includes indications and contraindications. § Prerequisite: EMET 1502 or other medical training.

⇒ EMET 1108 Laboratory Techniques & IV Therapy (1-0) Credit: 1

Uses of and indications for IV therapy. Types of solution and equipment needed; techniques for starting IVs and for venipuncture. § Prerequisite: EMET 1502 or other medical training.

⇒ EMET 1109 Basic Auto Extrication (1-0) Credit: 1

Emphasizes spinal immobilization, lifting, and moving techniques of the motor vehicle accident patient. Discusses the pathophysiology of spinal and head injuries, facial trauma, and airway management. § Prerequisite: EMET 1502 or other medical training.

⇒ EMET 1110 Emergency Airway Management (1-0) Credit: 1

Anatomy of upper and lower respiratory airways, cervical spine and spinal cord control. Indications and use of adjunct airways, esophageal obturator airway, esophageal gastric-tube airway, endotracheal intubation techniques, and oxygen delivery devices. § Prerequisite: EMET 1502 or other medical training.

- ⇒ **EMET 1111 EMET Medical and Environmental Emergencies (1-0) Credit: 1**
The pathophysiology, diagnosis, and pre-hospital management of common environmental and medical emergencies including burn, diabetic, cerebrovascular accidents, drowning, heart attack, hypothermia, heat stroke, smoke inhalation, abdominal, and thoracic emergencies. § Prerequisite: EMET 1502 or other medical training.
- ⇒ **EMET 1112 EMET Obstetrical and Pediatric Emergencies (1-0) Credit: 1**
Stages of fetal development, labor, and delivery for normal and abnormal pregnancies. Management of emergency delivery and postpartum stages. Basic life support techniques for the pediatric patient including other medical emergencies.
- ⇒ **EMET 1113 EMET Patient Psychology (1-0) Credit: 1**
Prepares prospective EMT personnel to deal with patients' emotions as they affect the EMT's ability to treat physical injuries.
- ⇒ **EMET 1114 EMT Triage (1-0) Credit: 1**
Methods of prioritizing and handling multiple-trauma victims. Emphasis on proper primary and secondary patient surveys, civilian and military emergency medical triage. CPR, shock management, hemorrhage control and use of life support equipment. § Prerequisite: EMET 1502 or other medical training.
- ⇒ **EMET 1115 AIDS and Infectious Diseases for Emergency Responder (1-0) Credit: 1**
The study of infectious diseases with emphasis on pathophysiology transmission modes (routes) and preventive measures used in the control of those diseases most likely to be encountered by and which represent a serious health threat to EMS personnel, namely: Infectious Hepatitis, Acquired Immune Deficiency Syndrome (AIDS), Meningitis, Tuberculosis, and Herpetic Whitlow. § Prerequisite: EMET 1502 or other rescue training.
- ⇒ **EMET 1116 Crisis Intervention and Management (1.5-0) Credit: 1**
Focus on general techniques for management of individuals in crisis including intervention models, general intervention techniques, and interventions for selected specific responses.
- ⇒ **EMET 1117 Crisis Intervention: Drug/Alcohol Overdoses (1-0) Credit: 1**
Management techniques and emergency treatment of individuals who have overdosed on drugs or alcohol.
- ⇒ **EMET 1118 Crisis Intervention: Victims of Violence (1-0) Credit: 1**
Management techniques and emergency treatment of victims of violence.
- ⇒ **EMET 1119 Crisis Intervention: Rape (1-0) Credit: 1**
Management techniques and emergency treatment of rape victims.
- ⇒ **EMET 1120 Crisis Intervention: Spouse Abuse (1-0) Credit: 1**
Management techniques and emergency treatment of victims of spouse abuse.
- ⇒ **EMET 1121 Crisis Intervention: Child Abuse (1-0) Credit: 1**
Management techniques and emergency treatment of victims of child abuse.
- ⇒ **EMET 1122 Crisis Intervention: Eating & Food-Related Emergencies (1-0) Credit: 1**
Management techniques and emergency treatment of individuals requiring assistance related to eating and/or food.
- ⇒ **EMET 1123 Crisis Intervention: Military Field Training Injuries/Disorders (1-0) Credit: 1**
A military-specific course covering management techniques and emergency treatment of common injuries/disorders occurring during military field training exercises.
- ⇒ **EMET 1124 Sports Injuries (1.5-0) Credit: 1**
Consideration of acute injury and illness caused by recreational physical exercise.
- ⇒ **EMET 1125 EMET Crisis Intervention: Abuse, Rape, & Suicide (1-0) Credit: 1**
The psychological aspects of child and spouse abuse, rape and suicide. Includes epidemiology, pre-hospital care, and crisis intervention techniques.

⇒ **EMET 1200 Emergency Medical Technician - Basic Refresher Course** (2-1) Credit: 2

Reviews the knowledge and skills necessary for recognition and proper treatment of patients requiring emergency care. This course conforms to the Department of Transportation guidelines for EMT Refresher training. This course is required by the National Registry every two years to maintain certification at the EMT-Basic level. Prerequisite: Current or recently lapsed (less than 2 years) EMT-Basic Certification.

⇒ **EMET 1202 Combat Lifesaver Course** (2-1) Credit: 2

Trains combat soldiers to supplement military medics in a variety of lifesaving tasks and related medical care.

⇒ **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 1502 or equivalent of 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 1403 Emergency Medical Technician - Recertification** (3-3) Credit: 4

Covers all didactic and practical experiences covered in EMET 1302 and 1502. Through National Registry approval, this course provides the necessary continuing education, CPR, and refresher training requirements needed for national recertification. Prerequisite: EMET 1502 or EMT Certification.

⇒ **EMET 1502 Emergency Medical Technician - Ambulance** (3-4) Credit: 5

This course exposes the student to the didactic and practical experiences outlined in the 1993 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 2101 Introduction to Paramedic** (1-0) Credit: 1

This course provides an overview of the paramedic's role in both civilian and military environments, the paramedic's function, legal responsibilities, and career opportunities. Prerequisite: EMET 1502.

⇒ **EMET 2301 Disaster Planning** (3-0) Credit: 3

This course is designed to help administrators prepare emergency operation plans and 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 earthquakes, floods, fires, nuclear attacks, and other emergency situations. It includes elements of disaster preparation, organization of emergency operations 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.

⇒ **EMET 2504 Introduction to Paramedic Medicine (4-4) Credit: 5**

Emphasizes the role of the paramedic; pharmacology and fluid/electrolyte balance; in-depth coverage of anatomy and physiology, respiratory and cardiovascular systems, and recognition and treatment of respiratory and cardiac problems including dysrhythmia. Lecture and demonstration. Prerequisite: EMET 1502.

§ Other acceptable medical training is that which is received through military medical basic training programs or civilian medical programs which goes beyond first aid.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(ENGL) ENGLISH

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 above, or equivalent.

ENGL 1312 Communications Skills (3-0) Credit: 3

Instruction in grammar and diction, writing expository papers, writing effective business correspondence and reports, and oral presentations.

ENGL 1313 College Reading (2-1) Credit: 3

Designed for students wishing to improve their analytical reading and critical thinking abilities. Development of inferential and interpretive comprehension skills as well as higher-level skills in analysis, synthesis, and evaluation are stressed. Prerequisite: College-level reading skills.

ENGL 2311 Technical Writing (3-0) Credit: 3

Study of technical, scientific, and business writing including reports, proposals, and other papers. The course also includes presentation of oral reports. Prerequisite: ENGL 1301 or 1312.

ENGL 2322 English Literature I (3-0) Credit: 3

A survey of English literature from Beowulf through the 18th century. Prerequisites: ENGL 1301 and 1302, or equivalent.

ENGL 2323 English Literature II (3-0) Credit: 3

A survey of English literature beginning with the pre-Romantic periods through the early 20th century. Prerequisites: ENGL 1301 and 1302, or equivalent.

ENGL 2327 American Literature I (3-0) Credit: 3

A survey of the major American writers from the Colonial period to Whitman. Prerequisites: ENGL 1301 and 1302, or equivalent.

- ENGL 2328 American Literature II (3-0) Credit: 3**
Survey of major American writers from Whitman to the present. Prerequisites: ENGL 1301 and 1302, or equivalent.
- ENGL 2332 World Literature I (3-0) Credit: 3**
A survey of masterpieces of western world literature from Homer through the Renaissance. Prerequisites: ENGL 1301 and 1302, or equivalent.
- ENGL 2333 World Literature II (3-0) Credit: 3**
A survey of masterpieces of western world literature from the Renaissance to the twentieth century. Prerequisites: ENGL 1301 and 1302, or equivalent.

(ENGR) ENGINEERING—CIVIL AND GENERAL

- 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 (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 (2-4) Credit: 3**
Involves point, line, and plane relationships; auxiliary views; intersections; and flat-pattern development. Emphasis is placed on practical solutions to realistic engineering problems relating to aerospace, mining, and geology. Prerequisite: ENGR 1304.

(FIBA) FINANCE AND BANKING

- FIBA 1301 Banking Principles (3-0) Credit: 3**
The fundamentals of bank functions presented in a descriptive fashion allowing the beginning banker to acquire a broad, 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, internal and external 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 usable material for small- and medium-sized financial institutions to strengthen 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 the 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- and office-level personnel in the financial services industry who require an overview of the legal aspects of banking.

FIBA 1306 Deposit Operations (3-0) Credit: 3

This course provides an overview of the United States payments system, banking law and regulation, and current industry practices regarding deposit operations. Topics include the regulatory and procedural framework within which banks operate, the check collection and payment process, check processing risks for banks, electronic funds transfer systems, and cash management services.

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 site under the supervision of a College banking coordinator. Prerequisite: Consent of the Department Chair.

FIBA 1402 Finance and Banking Internship II (1-20) Credit: 4

This course is a continuation of FIBA 1401. Prerequisite: FIBA 1401 and consent of the Department Chair.

FIBA 2301 Federal Regulation of Banking (3-0) Credit: 3

Some of the topics covered are agencies regulating financial institutions, bank charters, 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 purposes 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; profit and loss analysis, 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 and consent of the Department Chair.

FIBA 2402 Finance and Banking Internship IV (1-20) Credit: 4

This course is a continuation of FIBA 2401. Prerequisite: FIBA 2401 and consent of the Department Chair.

(FPRT) FIRE PROTECTION TECHNOLOGY

- ⇒ **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 protection 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 system, 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, and handling of hazardous materials (i.e., flammable liquids, combustible solids, and gases). Emphasis on emergency situations and most favorable methods of handling fire lighting and control. Prerequisite: FPRT 2301.

⇒ **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 FPRT courses.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(FREN) FRENCH

FREN 1411 Beginning French I (4-2) Credit: 4

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

FREN 1412 Beginning French II (4-2) Credit: 4

Elementary grammar is completed. Pronunciation, drill, and conversation based on reading are continued. Common conversational phrases are stressed. Prerequisite: FREN 1411.

FREN 2311 Intermediate French I (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 (3-0) Credit: 3

This course continues reading of French masterpieces; drill on syntax as needed for reading, composition, and conversation. Prerequisite: FREN 2311.

(FRMG) FARM AND RANCH MANAGEMENT

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 expansion.

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 gases 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, and 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 is 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 FRMG 1306 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 consent of the Department Chair.

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 metalwork, including arc welding, oxyacetylene welding, cutting, and soldering.

FRMG	2303	Feeds and Feeding	(2-4)	Credit: 3
Chemical composition of feeds, 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 consent of the Department Chair.				
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; and care/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, kinds of mating, horse selection, hybrid vigor, pedigree, artificial insemination, and pregnancy testing. Prerequisites: AGRI 1419, BIOL 1408 and 1409.				
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.				
FRMG	2403	Agriculture Internship	(1-20)	Credit: 4
This course consists of on-the-job agriculture production 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.				

(FSMG) FOOD SERVICE MANAGEMENT

FSMG	1300	Quantity 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 and beverage operations including supervision of the preparation crew. Primary emphasis is placed on weights and measures, portion control, conversion of 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. Prerequisite: Math placement test score of 180 or above, or successful completion of DSMA 0300 (or equivalent), or consent of the Department Chair.				
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.				

- 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.
- 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 including variety and nutrition, techniques of preparing attractive menus while maintaining budgetary control, and types of menus for various public and private institutions.
- FSMG 1307 Meat Science § (3-0) Credit: 3**
 An introductory course in raising, slaughtering, and packing meats, fish, and poultry including 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.
- 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**
 Introduction to short order food preparation including basic equipment, tools, and preparation techniques necessary to qualify a student to efficiently operate a short-order food station serving large numbers of customers quickly.
- FSMG 1401 Food Preparation and Serving (3-3) Credit: 4**
 An introduction to food preparation techniques. Includes preparation of vegetables, pastries, oven dishes, soups, salads, meats, fish, and poultry. Techniques include experimental cookery, food marketing and preservation, serving and table service. Prerequisite: FSMG 1303 or consent of the Department Chair.
- ⇒ **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; 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.
- ⇒ **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. It covers the preparation of classical food menus and the art of serving food.

- ⇒ **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 related 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 a conventional restaurant and explains how to cope with the unusual problems of industrial and institutional feeding. 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 to mesh production and consumption in the United States. 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.
- 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 is on menu preparation. Responsibilities of the Chef and Sous-Chef.
- ⇒ **FSMG 2402 Exhibition Work** (3-3) **Credit: 4**
 Taught in conjunction with FSMG 2401, 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.
- 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 at an approved work site in the food service industry under the supervision of a College coordinator. Prerequisite: Sophomore standing and consent of the Department Chair.
- 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 at an approved work site in the food service industry under the supervision of a College coordinator. Prerequisite: FSMG 2405 and consent of the Department Chair.

⇒ **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.

⇒ **FSMG 2453 Dining Facility Management** (2.5-4) **Credit: 4**

This course is designed to provide food service personnel with the technical knowledge and skills to manage and operate a unit or consolidated dining facility under garrison or field conditions.

§ Nationally certified course. Students must pass the national certification examination to receive credit for this course.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(GART) GRAPHIC ARTS TECHNOLOGY

⇒ **GART 1401 Elementary Design** (3-3) **Credit: 4**

Introduction to the fundamentals of design leading to the discovery and comprehension of the visual language. Form, balance, structure, rhythm, and harmony are studied in black and white and in color. Various media are used. A foundation is laid for advanced courses in design.

⇒ **GART 1402 Introduction to Desk Top Publishing** (3-3) **Credit: 4**

This course covers the basic operations of desk top publishing including the computer, printer, scanner, modem, and software. It also covers the use of desk top publishing in the preparation of brochures, booklets, and advertisements.

⇒ **GART 1403 Production Art I** (3-3) **Credit: 4**

This course provides introductory principles and skills of preparing camera-ready art for offset reproduction with an overview of the other printing processes. Basic technical drawing skills, type specification/copyfitting, color/multicolor mechanical art are studied. Introduction to four-color process, ink, and paper specification.

⇒ **GART 1404 Advanced Desk Top Publishing** (3-3) **Credit: 4**

This course emphasizes computer aided design art and typography for commercial printing. It combines the computer designed art and typesetting capabilities of desk top publishing to produce camera ready copy. Prerequisites: GART 1401 and 1402.

⇒ **GART 1405 Production Art II** (3-3) **Credit: 4**

This course covers advanced principles and skills of preparing camera-ready art for off-set reproduction with an overview of the other printing processes. Color separation, special effects, stages of the production process, printing economy and comprehensive application of printing papers are studied. Prerequisite: GART 1403.

⇒ **GART 1406 Graphic Design I** (3-3) **Credit: 4**

This course is a study of design and conceptualization through problems pertaining to publications, advertising, and television. It emphasizes relating form to content through selection, creation, and integration of typographic, photographic, illustrative, and design elements. Prerequisites: GART 1401 and 1403.

⇒ **GART 1407 Typographic Design** (3-3) **Credit: 4**

This course is a basic study of the visual form and the recognition of type styles and letter forms that relate to graphic design and communication. It also discusses visual understanding of the moods of type and choosing type styles most suited to the layout. Prerequisite: GART 1401.

⇒ **GART 1408 Graphic Design II** (3-3) **Credit: 4**

This course is advanced study of design, conceptualization, and art direction through problems pertaining to publications, advertising, and television. Emphasizes relating form to content through selection, creation, and integration of typographic, photographic, illustrative, and design elements. Prerequisite: GART 1406, 1407, or concurrent enrollment.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(GEOG) GEOGRAPHY

GEOG 1300 Introduction to Geography (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 (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 discussion topics are the atmosphere and oceans, weather, climate, environments of earth materials and vegetation, land forms and their development.

GEOG 1302 Cultural Geography (3-0) Credit: 3

A survey of human geography and the ways mankind adapts and reacts to his environment. Culture is defined and its various aspects are described and compared. Important topics to be discussed are population, health, livelihoods, communities, urbanization, organizational interaction (including economics and politics), present and future global problems.

GEOG 1303 World Regional Geography (3-0) 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.

(GEOL) GEOLOGY

⇒ **GEOL 1301 Earth Science (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 1305 Environmental Geology (3-0) Credit: 3

The earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban and regional land use planning.

GEOL 1403 Physical Geology (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 (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.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(GERM) GERMAN

GERM 1411 Beginning German I (4-2) Credit: 4

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

GERM 1412 Beginning German II (4-2) Credit: 4

Elementary grammar is completed. Pronunciation, drill, and conversation based on reading are continued. Common conversational phrases are stressed. Prerequisite: GERM 1411.

GERM 2311 Intermediate German I (3-0) Credit: 3

This course includes grammar review, composition and practice in conversation, with readings in contemporary German writings. Includes short stories and some longer works, providing a conversational basis. Prerequisite: GERM 1411, 1412, or two years of German in an accredited high school.

GERM 2312 Intermediate German II (3-0) Credit: 3

This course continues reading in contemporary German writings; drill on syntax as needed for reading, composition, and conversation. Prerequisite: GERM 2311.

(GOVT) GOVERNMENT

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, national elections (state and local), 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 national and Texas governments including the executive, legislative, and judicial branches; the bureaucracy; and public policy.

GOVT 2304 Introduction to Political Science (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.

(HIST) HISTORY

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, and reconstruction.

HIST 1302 History of the United States from 1877 (3-0) Credit: 3

New social and industrial problems, rise of the progressive movement, United States' emergence as a world power, World War I, reaction and the New Deal, World War II, and contemporary America.

HIST 2301 Texas History (3-0) Credit: 3

A survey of Texas from the Spanish exploration to the present.

HIST 2311 Survey of Western Civilization I (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, Reformation, Establishment of West-European leadership, Transformation of Eastern Europe, the Enlightenment, Scientific Revolution, and the French Revolution.

HIST 2312 Survey of Western Civilization II (3-0) Credit: 3

An introductory survey course from 1815 to the present with particular emphasis upon the 20th 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, and the Contemporary World.

⇒ HIST 2370 International Relations and U.S. Foreign Policy (3-0) Credit: 3

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 international communist ideologies; and the evolution of American foreign policy since 1945. (May not be repeated for GOVT 2304 credit.)

HIST 2381 African-American History (3-0) Credit: 3
 The purpose of this course is to familiarize students with the general study of African-American history from the early days of West Africa to American slavery and freedom and ending with the modern civil rights movement of the 1950s and 1960s.
 ⇒ NOT TAUGHT ON CENTRAL CAMPUS

(HMMG) HOTEL/MOTEL MANAGEMENT

HMMG 1300 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.

HMMG 1302 Hotel/Motel Organization & 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 money-saving techniques using effective energy conservation methods. Energy management functions to be studied include energy problems facing the hospitality industry, an action plan for energy management, implementing an energy management program and energy management consisting of retrofit and design.

HMMG 1306 Convention Management & 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 component elements. It explains, from a marketing point of view and 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 applicable 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 covers organization of a hotel, including the housekeeping department, 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 1302 or MATH selection.

HMMG 2305 Hospitality Facilities Management & Design § (3-0) Credit: 3

The role, cost, and management of hospitality facilities; managing maintenance needs; facility systems such as water and waste water, electrical, HVAC, lighting, laundry, telecommunications, safety and security, waste management, food service equipment, and energy management; building and exterior facilities; parking areas; lodging and food service planning and design; and renovation.

HMMG 2306 Recreational Services § (3-0) Credit: 3

This course includes the study of the needs of guest recreation and entertainment, available space 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 enabling them to develop strategic marketing plans for hotel/motel properties.

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.

HMMG 2309 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- and back-office functions; and focuses on computer-based restaurant management systems for both service- and management-oriented functions.

HMMG 2401 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 site under the supervision of a College hotel/motel intern coordinator. Student must have consent of the Department Chair to enroll.

HMMG 2402 Hotel/Motel Internship II § (1-20) Credit: 4

This is a continuation of Hotel/Motel Internship I. Prerequisite: HMMG 2401 and consent of the Department Chair.

§ Students must pass the National Certification examination to receive credit for this course.

(HUMA) HUMANITIES

HUMA 1315 Introduction to Fine Arts (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.

(INDU) INDUSTRIAL FUNDAMENTALS

INDU 1400 Industrial Fundamentals (3-3) Credit: 4

Required introductory course for students in most of the Industrial Technology curriculums. 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 and Automotive Service and Repair.

(JAPN) JAPANESE

⇒ JAPN 1311 Elementary Japanese I (3-0) Credit: 3

Introduction to Japanese with emphasis on conversation, grammar, and the written forms. There will also be readings of simple texts dealing with Japanese life and culture.

⇒ **JAPN 1312 Elementary Japanese II** (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 1370 Introduction to Japanese** (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 1411 Beginning Japanese I (4-2) Credit: 4

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

JAPN 1412 Beginning Japanese II (4-2) Credit: 4

Elementary grammar is completed. Pronunciation, drill, and conversation based on reading are continued. Common conversational phrases are stressed. Prerequisite: JAPN 1411.

JAPN 2311 Intermediate Japanese (3-0) Credit: 3

Review and application of skills in listening, comprehension, and speaking; introduction to advanced grammar patterns; and acquisition of additional Japanese characters.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(LANG) FOREIGN LANGUAGE SEE (FREN), (GERM), (JAPN), (SPAN), OR (TAGA)

(LAW) LAW ENFORCEMENT

⇒ **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. Self-defense techniques, 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, and 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, and 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 1306 Correctional Systems and Practices** (3-0) Credit: 3

Corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatment and rehabilitation, current and future issues.

⇒ **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; classifications, elements, and penalties of crime 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 including 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: LAWE 1302.
- ⇒ **LAWE 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 72nd Texas Legislature.
- ⇒ **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 focuses 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 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: Consent of the Department Chair. 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 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 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 facilities, emergency measures, prisoner privileges, and the records and reports of the detention center.

⇒ **LAWE 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.

⇒ **LAWE 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, students will learn the theories and principles of drug law enforcement which will prepare them to bring a drug case successfully to prosecution.

⇒ **LAWE 2314 Organized Crime (3-0) Credit: 3**

This course provides the student with information on the growth and development of organized crime and its affect 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.

⇒ **LAWE 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.

⇒ **LAWE 2319 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.

⇒ **LAWE 2350 First Responder (3-0) Credit: 3**

This course covers health knowledge regarding 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 an injury or illness.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(LEGA) LEGAL ASSISTANT

LEGA 1302 Legal Office Ethics and Management (3-0) Credit: 3

This course will provide an overview of the ethical considerations applicable to the legal assistant; office organization, specialized bookkeeping, and accounting for attorneys' fees and billing procedures, scheduling and calendaring, computerized legal research, management of personnel, proofreading, management of investigations and file preparation, 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, custody, habeas corpus, support, alimony, tax consulting, out-of-state divorces and jurisdiction service will be discussed. Students will draft separation and custody agreements, as well as the other documents involved in divorce proceedings.

LEGA 1305 Law of Real Property & 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; drafting problems involving projects related to the subject matter; study of the system for recording of and searching for public documents.

LEGA 1306 Criminal Law (3-0) Credit: 3

A study of criminal law and procedure for the legal assistant who may work in a prosecutor's office, a public defender's office, or a criminal defense firm. Includes essential elements of crime, criminal liability, criminal responsibility and capacity to commit a crime, defenses, and criminal punishment. This course will also instruct the student on how to investigate, prove-up and litigate criminal cases.

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, requests 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 complex files 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. Prerequisite: LEGA 1401.

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 including 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. Prerequisite: LEGA 1401.

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 who 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 covering 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; terminology 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 Legal Assistant program.

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. Prerequisite: LEGA 1309.

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 to document cases and gather evidence. Prerequisite: LEGA 1401. Corequisite: LEGA 2306.

LEGA 2302 Contract Law and the Uniform Commercial Code (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 1401.

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 2302.

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, Shepards, and treatises.* Other sources of written research projects, the federal and state codes and reports and administrative regulations will also be covered. Prerequisite: LEGA 1401. Corequisite: LEGA 1307.

LEGA 2307 Juvenile Law (3-0) Credit: 3

A systematic introduction to juvenile law and the comparative difference between the criminal and juvenile justice systems. The course will cover both state and federal legislation, substantive and procedural laws, and related issues within the public education disciplinary system. Coordinating agencies for the effective handling of minors as well as directions of the future will also be covered. Prerequisite: LEGA 1306.

LEGA 2401 Techniques of Legal Practice (3-3) Credit: 4

This course emphasizes the techniques of legal writing and coordinates with other Legal Assistant courses to provide specialized training in the actual preparation of legal documents on a case method. Questions of statutes of limitation, clients, interviews and interview forms, complaints, interrogatories, depositions, answers, motions, orders to show cause, third-party practice, orders, medical records, judgments, pre-trials, settlements, and releases are some of the topics discussed. Prerequisites: LEGA 1307, 1401, and 2306.

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 site under the supervision of a College coordinator. Prerequisite: Sophomore standing and consent of the Department Chair.

LEGA 2405 Wills, Trust and Probate (3-3) Credit: 4

This course presents the basics of legal writing and legal documents with which a legal assistant will have to deal. *The various kinds of legal writing will be considered. These are letters, instruments (e.g., contracts, deeds, wills, bonds, leases), pleading (e.g., complaint, answer) memoranda and briefs.* Special attention will be given to the memoranda as documents which must be resolved before instruments, pleadings, or briefs are sent out. 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. Prerequisites: LEGA 1307 and 1401.

(MATH) MATHEMATICS

⇒ MATH 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, percentages, and basic equations. Also included is an introduction to consumer and business applications, statistical graphing, and basic geometry.

⇒ MATH 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.

⇒ **MATH 0306 Intermediate Developmental Algebra I** (3-0) **Credit: 3**

This course presupposes that the student has successfully completed MATH 0304 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.

⇒ **MATH 0307 Intermediate Developmental Algebra II** (3-0) **Credit: 3**

This course presupposes that the student has successfully completed MATH 0306. 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.

⇒ **MATH 1171 Basic Concepts of Statistics** (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 (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 (3-0) **Credit: 3**

Wrapping, circular, and trigonometric functions; polar coordinates; identities; applications to oblique and right triangles; inverse functions; and trigonometric equations. Prerequisite: DSMA 0303 or equivalent.

MATH 1324 Finite Mathematics I (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 (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 (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 1376 Finite Mathematics II** (3-0) **Credit: 3**

A continuation of Finite Mathematics I. Introduction to statistics, graphing, vectors, matrices, and linear programming. Prerequisite: MATH 1324.

MATH 2313 Calculus I (Fall) (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) (3-0) **Credit: 3**

A first course in integral Calculus. Prerequisite: MATH 2313 or equivalent.

MATH 2315 Calculus III (Summer) (3-0) **Credit: 3**

A further study of limits, functions, sequences, series, elementary differential equations, partial derivatives, multiple integrals, and surface integrals. Prerequisite: MATH 2314 or equivalent.

⇒ **MATH 2320 Differential Equations** (3-0) **Credit: 3**

Fourier series, linear differential equations, Laplace transforms, and series solution, all with applications. Prerequisite: MATH 2315.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(MELT) MEDICAL LABORATORY TECHNICIAN

- 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 instrumentation, urinalysis, phlebotomy, immunology, blood bank, and microbiology.
- MELT 2401 Clinical Practice II (1-15) Credit: 4**
This course will cover the following discipline areas: hematology, coagulation, clinical chemistry, clinical microbiology, immunology, immunohematology and urinalysis. Upon completion of this course, the student will be able to collect and process biological specimens for analysis; perform analytical tests on body fluids, cells and products; recognize factors that affect procedures and results and take appropriate actions within predetermined limits when corrections are indicated; monitor quality control within predetermined limits; perform preventive and corrective maintenance of equipment instruments or refer to appropriate sources for repairs; demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health professionals, and with the public; and apply basic scientific principles of technique to clinical procedures in all areas of the laboratory field. 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 1411, 1412, MELT 1601, MATH 1314.
- MELT 2406 Clinical Practice III (1-15) Credit: 4**
This course will cover the following discipline areas: hematology, coagulation, clinical chemistry, clinical microbiology, immunology, immunohematology and urinalysis. Upon completion of this course, the student will be able to collect and process biological specimens for analysis; perform analytical tests on body fluids, cells and products; recognize factors that affect procedures and results and take appropriate actions within predetermined limits when corrections are indicated; monitor quality control within predetermined limits; perform preventive and corrective maintenance of equipment instruments or refer to appropriate sources for repairs; demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health professionals, and with the public; and apply basic scientific principles of technique to clinical procedures in all areas of the laboratory field. Prerequisite: MELT 2401.
- MELT 2502 Clinical Practice I (1-19) Credit: 5**
This course will cover the following discipline areas: hematology, coagulation, clinical chemistry, clinical microbiology, immunology, immunohematology and urinalysis. Upon completion of this course, the student will be able to collect and process biological specimens for analysis; perform analytical tests on body fluids, cells and products; recognize factors that affect procedures and results and take appropriate actions within predetermined limits when corrections are indicated; monitor quality control within predetermined limits; perform preventive and corrective maintenance of equipment instruments or refer to appropriate sources for repairs; demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health professionals, and with the public; and apply basic scientific principles of technique to clinical procedures in all areas of the laboratory field. Prerequisites: MELT 1402, 1601, BIOL 2402, and CHEM 1412.

(MGMK) MANAGEMENT AND MARKETING

- MGMK 1101 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). Consent of the Department Chair is required for admission.
- ⇒ **MGMK 1102 Leadership Development II (1-1) Credit: 1**
 This course is a continuation of MGMK 1101. Prerequisite: MGMK 1101 and consent of the Department Chair.
- ⇒ **MGMK 1103 Leadership Development III (1-1) Credit: 1**
 This course is a continuation of MGMK 1102. Prerequisite: MGMK 1102 and consent of the Department Chair.
- MGMK 1308 Small Business Management (3-0) Credit: 3**
 Methods and applications of financial management in a small business. Primary emphasis is on internal controls and sales accountability. Secondary emphasis is on budgeting, forecasting, effective sales/labor relations, and licensing requirements.
- MGMK 1311 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.
- MGMK 1401 Management and Marketing Internship 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 site under the supervision of a College coordinator. Prerequisite: Consent of the Department Chair.
- MGMK 1402 Management and Marketing Internship II (1-20) Credit: 4**
 This is a continuation of Management and Marketing Internship I. Prerequisite: MGMK 1401 and consent of the Department Chair.
- MGMK 2301 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/service, pricing, distribution, and promotional strategies; and marketing in special settings. Instructional methods include lectures, discussions, and case study analysis.
- MGMK 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: Consent of the Department Chair.
- MGMK 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. Prerequisite: MGMT 2316 and consent of the Department Chair.

- ⇒ **MGMK 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; marketplace statistics; gathering and analyzing data; purchasing and inventory; recordkeeping; and product marketing. Other subjects include tax considerations for small business; revenue sources; and measures of profitability.
- ⇒ **MGMK 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 describing a business that they want to develop or expand.
- MGMK 2401 Management and Marketing Internship III** (1-20) Credit: 4
 This course is a continuation of Management and Marketing Internship II. Prerequisite MGMK 1402 and consent of the Department Chair.
- MGMK 2402 Management and Marketing Internship IV** (1-20) Credit: 4
 This course is a continuation of Management and Marketing Internship III. Prerequisite: MGMK 2401 and consent of the Department Chair.
- ⇒ NOT TAUGHT ON CENTRAL CAMPUS

(MGMT) MANAGEMENT

- ⇒ **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 1204 Setting Objectives and Goals** (2-1) Credit: 2
 This course is designed to provide managers with the processes involved in defining objectives, determining desired goals, and analyzing performance training to enhance achievement of those goals and objectives.
- MGMT 1205 Analysis of Training Requirements** (2-1) Credit: 2
 This course is designed to provide managers with techniques for determining organizational and personnel training requirements; stresses the definition and assurance of needs that are compatible with available resources.
- MGMT 1206 Professional Resource Management** (2-0) Credit: 2
 This course is designed to provide managers with the capability to assist subordinates in the screening, selection, evaluation, and application of employee training programs.
- 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 laws and regulations; treasury decisions, court decisions and departmental rulings; income tax problems and returns.

⇒ MGMT 1381 Management of Performance-Oriented Training (3-0) Credit: 3

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 (3-0) Credit: 3

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 including charts, graphs, posters, slides, filmstrips, transparencies, opaques, and other media.

⇒ MGMT 1383 Evaluation of Instruction and Training (3-0) Credit: 3

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 (3-0) 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 (3-0) Credit: 3

Designed to provide managers with techniques for determining organizational and personnel training requirements. Defining needs and ensuring compatibility with available resources will be stressed.

⇒ MGMT 1386 Professional Resource Management (3-0) Credit: 3

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

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 to correct mistakes or reinforce good performance causing more motivated individuals.

⇒ MGMT 1388 The Training System Management (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 to develop a plan and employ limited resources to accomplish systems objectives.

MGMT 1389	Managerial Theories	(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	Trainer's 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 with the skills and knowledge to accomplish the duties required of unit 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 controls, bank accounts, charge accounts, borrowing, buying, and investing.			
⇒ 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 and counseling and stress management techniques 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**
Provides training management for the medium-sized organization (battalion) including long- and short-range plans, LRC, and ARTEP standards.
- ⇒ **MGMT 2257 Trainer's Workshop (TW)** (2.3-0) **Credit: 2**
- ⇒ **MGMT 2258 Training Manager's Workshop** (2-0) **Credit: 2**
Provides training management information for battalion-sized units including long- and short-range goals, training assets, money and allocations, and ARTEP standards.
- ⇒ **MGMT 2259 Platoon Trainer's Workshop** (2.3-0) **Credit: 2**
Provides management of training instruction at the platoon level including long- and short-range planning and ARTEP-integrated training for small groups.
- ⇒ **MGMT 2261 Leadership & Communications Seminar** (2-0) **Credit: 2**
Upon completion of this course, the student will be better able to communicate with and supervise personnel. The student will have an increased interpersonal awareness, interact better in group situations, organize work and manage time better, and 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**
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/service, pricing, distribution, and promotional strategies; and marketing in special settings. Instructional methods include lectures, discussions, and case study analysis.
- MGMT 2302 Human Resource Management** (3-0) **Credit: 3**
The dynamic role of management as it relates to people, with emphasis on the management aspects important to the line executive or supervisor. Human resource functions and procedures are viewed in the light of management objectives while human resource 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 systems, 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 placed 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.
- MGMT 2305 Business Law I** (3-0) **Credit: 3**
This course deals with the nature and scope of the law, court systems, law of contracts, principal and agent, and business organizations including partnerships and corporations. Texas community property laws are also covered.
- 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. There is no prerequisite 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 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 necessary management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision making case studies, computer-assisted models, or other instructional techniques. Prerequisite: Consent of the Department Chair.
- MGMT 2317 Management Applications II (1-5) Credit: 3**
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 students desiring to further their management training by applied learning techniques utilizing decision making case studies, computer-assisted models, or other instructional techniques. Prerequisites: MGMT 2316 and consent of the Department Chair.
- 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; 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.

- 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 describing a business that they 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 soldiers' skills so they may effectively execute the duties required of military managers.
- ⇒ **MGMT 2358 Trainer's Workshop (TW) (2.5-0) Credit: 3**
 This course provides management of training for the small unit, individual Skill Qualification Test (SQT), and small group performance-oriented training.
- ⇒ **MGMT 2381 Job Performance and Motivation (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 (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 (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 (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 1381.
- ⇒ **MGMT 2385 Management Training Theory (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 (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.
- ⇒ NOT TAUGHT ON CENTRAL CAMPUS

(MILS) MILITARY SCIENCE MANAGEMENT

- ⇒ **MILS 1101 Military Science I** (1-0) **Credit: 1**
 A study of first-line to mid-level supervision. The course reviews procedures in the context of the standard supervisory roles of directing, problem solving, decision making, and personal relations at the primary leader level.
- ⇒ **MILS 1102 Fundamentals of Leadership** (1-0) **Credit: 1**
 An introduction to the theories of motivation, with a focus on their practical application reflected in current military leadership fundamentals. Includes an overview of the traits, techniques, and styles common to all effective leaders.
- ⇒ **MILS 1105 Introduction to Military Law** (1-0) **Credit: 1**
 An introduction to the Uniform Code of Military Justice. An overview of the military judicial system, the responsibilities at each level of the organization, and its unique qualities in comparison with civilian legal systems.
- ⇒ **MILS 1106 Naval Science I** (1-0) **Credit: 1**
 A study of first-line to mid-level supervision. This course reviews leadership procedures and the standard supervisory roles of directing, problem solving, decision making, and personal relations in the context of the U.S. Navy.
- ⇒ **MILS 1107 Air Force Science I** (1-0) **Credit: 1**
 A study of first-line to mid-level supervision. This course reviews leadership procedures and the standard supervisory roles of directing, problem solving, decision making, and personal relations in the context of the U.S. Air Force.
- ⇒ **MILS 1108 Military History of the Sinai** (1-0) **Credit: 1**
 This course provides a historical survey of the military history of the Sinai Peninsula with emphasis on the cultural, political, and economic conditions which contributed to the regional conflicts.
- ⇒ **MILS 1201 Military Science II** (2-0) **Credit: 2**
 Fundamental course on the basics of applied management in the context of the military, its missions, organization, and operations. The course concentrates on the basic leadership level of employing personnel and equipment. Prerequisite: MILS 1101 or consent of the instructor.
- ⇒ **MILS 1202 Briefing Techniques, Aids, & Devices** (2-0) **Credit: 2**
 Combination of formal instruction, practical exercises, and critiques designed to teach and improve briefing techniques. Includes information, staff, and decision briefings as well as appropriate and effective use of visual aids.
- ⇒ **MILS 1203 Professionalism and Responsibility** (2-0) **Credit: 2**
 An organizational behavior approach that examines the beliefs, values, and norms of the organization; how they impact on the individual; and implications for managers. Military culture is used throughout the course to illustrate how professionalism and responsibility are defined and measured by the degree of similarity between the individual and the organization.
- ⇒ **MILS 1204 Management of Performance Oriented Training** (2-0) **Credit: 2**
 Course teaches performance-oriented training by looking at the roots of the performance approach as developed by the military and its relation to current learning theory. The course includes a detailed study of the task/conditions/standards model, lesson plans, aids, and devices.
- ⇒ **MILS 1205 Evaluation of Instruction and Training** (2-0) **Credit: 2**
 Follow on course to MILS 1204, to provide the leader with the tools needed to evaluate the effectiveness of training, reassess proficiency, and adjust training program goals and objectives.
- ⇒ **MILS 1207 Professional Development of the Manager** (2-0) **Credit: 2**
 Course explores effective training of junior-level leaders. Studies the tools of proper delegation of tasks and assistance to subordinates in problem solving. Emphasis will be placed on the effectiveness of active and passive styles of leadership in reinforcing good performance and motivating towards excellence.

- ⇒ **MILS 1208 The Training Management System** (2-0) **Credit: 2**
A systematic approach to training that consolidates the supervisory and management levels into a short-range training program. Course looks at military training management systems, time management cycles, and the training schedule development process.
- ⇒ **MILS 1209 Managerial Theories** (2-0) **Credit: 2**
An examination of relevant managerial theories to include the management function, decision making, problem-solving techniques, quality control, and performance standard oriented approaches to management.
- ⇒ **MILS 1210 Naval Science II** (2-0) **Credit: 2**
Fundamental course on the basics of applied management in the context of the U.S. Navy, its missions, organization, and operations. The course concentrates on the basic leadership level of employing personnel and equipment.
- ⇒ **MILS 1211 Naval Science III** (2-0) **Credit: 2**
An applied management course at the advanced leadership level, concentrating on mid-level management skills required to employ assets at higher levels of command in the U.S. Navy. Course covers situational analysis, staffing procedures, communications, planning and controlling operations, and evaluations.
- ⇒ **MILS 1212 Air Force Science II** (2-0) **Credit: 2**
Fundamental course on the basics of applied management in the context of the U.S. Air Force, its missions, organization, and operations. The course concentrates on the basic leadership level of employing personnel and equipment.
- ⇒ **MILS 1213 Air Force Science III** (2-0) **Credit: 2**
An applied management course at the advanced leadership level, concentrating on mid-level management skills required to employ assets at higher levels of command in the U.S. Air Force. Course covers situational analysis, staffing procedures, communications, planning and control, in relation to Air Force operations.
- ⇒ **MILS 1300 Military Organization & Staff Functions** (3-0) **Credit: 3**
A study of organizational structure and its impact on the manner in which an organization functions. The course uses the Department of Defense, and one of its component service branches as an example of an organization structured to fit its environment; how this structure impacts on such management functions as planning, decision making, staffing, and control.
- ⇒ **MILS 1301 U.S. Military Heritage, Mission, & Organization** (3-0) **Credit: 3**
A case study in organizational development. Course traces the evolution of the U.S. military through history with emphasis on the impact of events and technological developments on the organization's mission, structure, traditions, and customs.
- ⇒ **MILS 2101 Stress Management** (1-0) **Credit: 1**
Supervisory course that identifies the factors causing stress, how to interpret the signs of stress and the basic fundamentals of personal and organizational stress management. The instruction includes the most common causes of stress in the work place and preventative measures a leader can take to control them.
- ⇒ **MILS 2103 Time Management** (1-0) **Credit: 1**
This course teaches the fundamentals of effective time management for the leader and for the organization as a whole, by defining time as a perishable resource that cannot be increased or decreased. Course emphasizes the role time plays in making the organization both effective and efficient as well as the constraints it places over our personal and professional lives.
- MILS 2109 Military Science Seminar** (1-0) **Credit: 1**
A problems course dealing with current military science trends, issues, and literature. This course may be repeated for credit in courses dealing with different problems and issues.
- ⇒ **MILS 2201 Military Science III** (2-0) **Credit: 2**
An applied management course at the advanced leadership level, concentrating on the mid-level management skills required to employ assets at higher levels of command. Course covers situational analysis, staffing procedures, communications, planning and controlling operations, and evaluations.

- ⇒ **MILS 2202 Military Science IV** (2-0) **Credit: 2**
Strategic level application of management science tools in the military to establish and achieve long-range objectives. Course is geared toward senior-level decision making and includes management by objective, planning and control of delegated operations, and creative problem solving.
- ⇒ **MILS 2203 Group Orientation Techniques** (2-0) **Credit: 2**
This course provides practical application of group dynamics to developing moral and esprit de corps. Course examines why groups form, how they develop, their reward power over individuals, and how they can be used as a motivation tool by the leader to enhance job satisfaction.
- ⇒ **MILS 2204 The Noncommissioned Officer** (2-0) **Credit: 2**
A case study in supervisory role development. Course traces the role of the noncommissioned officer in the U.S. military to include duties, authority, responsibilities, and the relationship with officers, warrant officers, and service members. Emphasis is given to the impact of mission changes and technological developments that have continuously redefined the supervisory role.
- ⇒ **MILS 2205 The Commissioned Officer** (2-0) **Credit: 2**
A case study of middle- and upper-level management roles. Course covers the responsibilities, duties and roles at each level of commissioned officer service. The functional relationship between management and supervision is explored in an examination of officer, warrant officer, and noncommissioned officer relationships.
- ⇒ **MILS 2206 Management Learning Strategies** (2-0) **Credit: 2**
An course for leaders who want to explore further into the arena of training in organizations, including needs assessment, instruction techniques, and evaluation procedures. Training for career changes, cross training, and the implications of fair labor standards are also addressed.
- ⇒ **MILS 2207 Contemporary Social Issues in the Military** (2-0) **Credit: 2**
This course examines the current social and political issues in the United States and the U.S. military. Discussion will center on how the issues might effect policy and decisions. Course subject matter is drawn from current events and varies from term to term.
- ⇒ **MILS 2208 The U.S. Military in a Contemporary World** (2-0) **Credit: 2**
This course examines the strategic interests of the United States and NATO, current foreign affairs issues and their impact on the U.S. military. Course subject matter is drawn from current events and will vary from term to term.
- ⇒ **MILS 2209 Individual Orientation Techniques** (2-0) **Credit: 2**
Designed to provide the leader with the skills necessary to manage change within an organization. Course examines the turbulence caused by personnel turnover and automation system transition on the organization and how to cope with it. Orientation programs are evaluated for their effectiveness in providing expedient and productive transition for the individual and the unit.
- ⇒ **MILS 2210 Assessing Training Standards, Goals, & Objectives** (2-0) **Credit: 2**
Combination of formal instruction and practical exercises in establishing objectives under conditions of constrained resources. An in-depth look at the military mission essential task list approach for defining training goals, setting strategies, and assessing effectiveness.
- ⇒ **MILS 2211 Job Performance and Motivation** (2-0) **Credit: 2**
An in-depth personnel management study of motivational theories and their application to the military. Includes both older needs theory and more current equity and group behavior models and their implications for leaders in today's environments.
- ⇒ **MILS 2261 Leadership and Communication Seminar** (2-0) **Credit: 2**
Two-weekend seminar of role playing exercises with critiques and feedback designed to improve communication skills, enhance interpersonal awareness, and give the manager more effective group interaction, organization, and supervisory skills.

- ⇒ **MILS 2301 Comparative Military Systems** (3-0) **Credit: 3**
A comparison of selected military systems in the world. Course examines military spending, macroeconomic factors, defense planning, regional alliances and strategies of various countries.
- ⇒ **MILS 2309 Military Science Seminar** (3-0) **Credit: 3**
A problems course dealing with current military science trends, issues, and literature. This course may be repeated for credit in courses dealing with different problems and issues.
- ⇒ **MILS 2351 Advanced Leadership** (3-0) **Credit: 3**
Advanced management study with an in-depth look at the differences and similarities of leadership and management. Includes all elements of the management function, leadership styles, and communication.
- ⇒ **MILS 2354 Management Problems** (3-0) **Credit: 3**
Case study approach in practical application of management theory to the everyday problems of managers. Study groups work out their own solutions and exchange ideas with other groups in presentation and critique forums.
- ⇒ **MILS 2371, 2372 Military History I and II** (3-0) **Credit: 3,3**
Courses designed to give the noncommissioned 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.
- ⇒ **MILS 2373 U.S. Naval Heritage** (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.
- ⇒ NOT TAUGHT ON CENTRAL CAMPUS

(MISC) MICROCOMPUTER TECHNOLOGY

- MISC 1100 Special Topics** (0-3) **Credit: 1**
Recent developments and topics of current interest taught in a laboratory format. May be repeated when topics vary.
- 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 & Programming** (3-3) **Credit: 4**
Introductory programming for Microcomputer Technology majors. Problem-solving, algorithm development, pseudocode, and flowcharting. In-depth coverage of a high-level language through programming assignments.

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 & 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 spreadsheet 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 1451 and 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. An in-depth look at a high-level language 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 desk top publishing. Taught in a hands-on environment. Prerequisite: MISC 1420 or 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	2110	Topics in Computer Science Laboratory	(0-3)	Credit: 1
A laboratory course. May be offered as a stand-alone laboratory course or in conjunction with MISC 2310 when a laboratory is required to develop the topic.				
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 & 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 2310 Topics in Computer Science (3-0) Credit: 3**
A study of recent developments and topics of current interest in computer science.
- 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. Thorough coverage is given to file design and the special features of ANS 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 data base management systems through the development of a data base project. Prerequisite: 12 semester hours of computer courses.
- MISC 2453 Advanced BASIC Programming (3-3) Credit: 4**
An in-depth study of advanced techniques for writing efficient, 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/software and Local Area Networks (LAN). 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: Consent of the Department Chair.
- 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.
- * ADA is a registered trademark of the United States Department of Defense.**
- 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.
- MISC 2460 Multimedia Applications (3-3) Credit: 4**
An introduction to the fundamentals of multimedia. Provides the student with an understanding of how computer graphics, computer-generated sounds, and digitized sources can be combined into effective multimedia presentations. Student will be required to design, produce, and present a multimedia presentation. Prerequisites: MISC 1450 and

(MTNT) MAINTENANCE TECHNOLOGY

SEE ALSO SKILLS CENTER (TIBT)

⇒ 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 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 exercise 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, 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 citing 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 Chair.

⇒ **MTNT 2415 Advanced Masonry I and Blueprint Reading (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 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 2414 or consent of the Department Chair.

⇒ **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 Chair.

MTNT 2419 Maintenance Technology Internship (1-20) Credit: 4

This course consists of on-the-job maintenance technology 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. Prerequisite: Satisfactory completion of all other AURD, INDU, MTNT, and WELD, or all TIBT prefix courses, or consent of the Department Chair.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(MUSI) MUSIC

MUSI 1141 Choir (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 (1-1) Credit: 1**
Introduction to the keyboard, 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 (1-1) Credit: 1**
A continuation of Class Piano I. Scales, chords and arpeggios on two octaves through two key signatures. Literature: 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 Department Chair; credit or enrollment in MUSI 1301 or 1302.
- MUSI 1183, 1184 Class Voice I & II (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 (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 (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 (0-2) Credit: 2, 2**
For students with a considerable keyboard skill. Scales, chords and arpeggios on four octaves in all keys. Literature: 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 (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 Department Chair.
- MUSI 1306 Music Appreciation (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 (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. Emphasis will be placed on principal forms, periods and composers and the literature of each of the historical periods.

- MUSI 1309 Music Literature II (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 2181 Class Piano III (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 Department Chair; credit or enrollment in MUSI 1301, 1302, or 2311.
- MUSI 2182 Class Piano IV (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 Department Chair; credit or enrollment in MUSI 1302, 2311, or 2312.
- MUSI 2271, 2272 Private Piano III & IV (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 one-hour private lesson per week. Two hours daily practice required. Prerequisite: MUSI 1270 and credit or enrollment in MUSI 2311 or 2312.
- MUSI 2283, 2284 Private Voice III & IV (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 2301, 2302 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 one-hour private lesson per week. Three hours daily practice required. Prerequisite: MUSI 2272 or audition, 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 1302 and 2272 or consent of the Department Chair.
- MUSI 2311 Intermediate Harmony (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 (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.

(NURI) NURSING

- NURI 1101 Psychiatric Nursing I (1-1) Credit: 1**
This course introduces the student to the care of the emotional ill person. 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. There is a one hour laboratory component in this course. Corequisite: NURI 1902 or another clinical nursing course and consent of the Department Chair.
- 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, 2402, PSYC 2301, COSC elective, and MATH requirement. 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, COSC elective, and MATH requirement.
- 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. Contents focuses on disease processes involving all body systems, diet therapy, pharmacology, mental concepts, culture, ethnicity, religious aspects, prevention and rehabilitation. 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 graduate status through exploration of patterns of patient care, areas of employment, legal and professional responsibilities, 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**
Focus is on psychopathologies and the various nursing interventions appropriate for treatment. Emotional illness across all ages is included. There is a one-hour laboratory component in this course. Prerequisite: NURI 1101, 1901, and 1902. Corequisite: NURI 2903 or another clinical nursing course or consent of the Department Chair.
- 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, 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. Family planning, health teaching, and family adaptation to problems of daily living are also discussed. Prerequisite: NURI 1902, BIOL 2402, and PSYC 2308. Corequisite: BIOL 2421 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.

(OADM) OFFICE ADMINISTRATION

SEE ALSO SKILLS CENTER (TIHI) AND (TIOA)

- 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 I and Beginning Typewriting. Students will increase typing accuracy and speed. Prerequisite: OADM 1232 or 1303 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 Information and Records Management (3-3) Credit: 3**
This course introduces the basic principles and procedures concerning the management of document-based information systems required in the operation of an organization's business. Topics include document-based records classification, storage, maintenance, and disposition methods and systems; electronic data base creation, storage, and retrieval technology; and the principles for the selection of records equipment and supplies. Prerequisite: WOPO 1303 or equivalent.
- OADM 1306 Office Procedures and Applications (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.
- 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, 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 site under the supervision of the Department Chair.

⇒ 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, interoffice correspondence, manuscripts, telegrams, legal forms, medical forms, special interoffice forms, and additional work on the arrangement of business letters with special features. Prerequisite: OADM 1303 and 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 Department Chair.

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.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(OPRT) PRINT TRADES MANAGEMENT

SEE ALSO SKILLS CENTER (TIPT)

OPRT 1401 Introduction to Offset Printing (3-3) Credit: 4

This course offers the student an introduction of 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 related to the total plant operation. The student will be introduced to Desk Top Publishing.

OPRT 1402 Camera, Stripping and Platemaking (3-3) Credit: 4

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. Prerequisite or Corequisite: OPRT 1401 or consent of the Department Chair.

OPRT 1403 Offset Press Operation I (3-3) Credit: 4

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. Prerequisite or Corequisite: OPRT 1401 or consent of the Department Chair.

OPRT 1404 Bindery Operations (3-3) Credit: 4

Theory and operation of the paper cutter, paper drill, stitcher, collator and paper folder and basic binding techniques. The course includes actual print shop production-type activities utilizing the equipment. The course also contains a study of the basic characteristics of paper and ink, and the processes involved in the manufacture. Procedures for estimating the expenses of and determining the amount of customer charges for printing jobs are also taught. Prerequisite or Corequisite: OPRT 1401 or consent of the Department Chair.

OPRT 1405 Desk Top Publishing (3-3) Credit: 4

This course covers basic Desk Top Publishing principles and practices. The student will learn the operation of equipment for type setting, designing, and formatting jobs for layout. Prerequisite: OPRT 1401, 1402, or consent of the Department Chair.

OPRT 1408 Offset Printing Equipment Maintenance (3-3) Credit: 4

A thorough study of the adjustments, preventive maintenance and simple repair on darkroom, composing room, press room, and bindery equipment. Prerequisite: OPRT 1401 or OPRT 1403 or consent of the Department Chair.

OPRT 2401 Advanced Camera, Stripping & Platemaking (3-3) Credit: 4

Advanced theory and techniques of line copy reproduction, with emphasis on halftone reproductions, including duotone color and multicolor stripping and plate processing of line copy. Prerequisite: OPRT 1402 or consent of the Department Chair.

OPRT 2402 Offset Press Operation II (3-3) Credit: 4

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 1403 or consent of the Department Chair.

OPRT 2409 Printing Internship (1-20) Credit: 4

This course consists of on-the-job Print Trades 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 coordinator. Prerequisite: Approval of the Department Chair.

(PHED) PHYSICAL EDUCATION

PHED 1100 Football & Basketball (1-2) Credit: 1

PHED 1101 Volleyball & Softball (1-2) Credit: 1

PHED	1102	Beginning Badminton	(1-2)	Credit: 1
PHED	1103	Beginning Bowling	(1-2)	Credit: 1
PHED	1104	Soccer	(1-2)	Credit: 1
PHED	1105	Folk & Square Dancing	(1-2)	Credit: 1
PHED	1106	Beginning Swimming	(1-2)	Credit: 1
PHED	1107	Beginning Tennis	(1-2)	Credit: 1
PHED	1108	Beginning Golf	(1-2)	Credit: 1
PHED	1109	Basketball & Soccer	(1-2)	Credit: 1
PHED	1110	Karate I	(1-2)	Credit: 1
PHED	1111	Rolling Skating	(1-2)	Credit: 1
PHED	1112	Angling	(1-2)	Credit: 1
PHED	1113	Country Western Dance	(1-2)	Credit: 1
PHED	1114	Volleyball	(1-2)	Credit: 1
PHED	1115	Basketball	(1-2)	Credit: 1
PHED	1117	Hunting	(1-2)	Credit: 1
PHED	1118	Jogging	(1-2)	Credit: 1
PHED	1119	Racquetball	(1-2)	Credit: 1
PHED	1120	Body Building	(1-2)	Credit: 1
PHED	1123	Advanced Bowling	(1-2)	Credit: 1
PHED	1124	Advanced Swimming	(1-2)	Credit: 1
PHED	1125	Intermediate Tennis	(1-2)	Credit: 1
PHED	1126	Advanced Golf	(1-2)	Credit: 1
PHED	1127	Tumbling	(1-2)	Credit: 1
PHED	1128	Figure Development	(1-2)	Credit: 1
PHED	1129	Advanced Badminton	(1-2)	Credit: 1
PHED	1130	Physical Conditioning	(1-2)	Credit: 1
PHED	1131	Aerobics	(1-2)	Credit: 1
PHED	1132	Varsity Athletics	(1-2)	Credit: 1
PHED	1133	Weight Training	(1-2)	Credit: 1
PHED	1134	Cycling	(1-2)	Credit: 1
PHED	1135	Archery	(1-2)	Credit: 1
PHED	1136	Figure Control	(1-2)	Credit: 1
PHED	1138	Rhythmic Aerobics	(1-2)	Credit: 1
PHED	1140	Karate II	(1-2)	Credit: 1
PHED	1151	Scuba Diving	(1-2)	Credit: 1

Instruction and participation in scuba diving. Prerequisite: Demonstrated swimming skills.

PHED	1301	Foundations of Physical Education	(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	(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	(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	(3-0)	Credit: 3
Theory and practice in techniques of officiating. Officiating experience.				
PHED	1336	Principles of Recreational Leadership	(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.				
PHED	2155	Water Safety	(1-2)	Credit: 1
Participation and instruction in advanced aquatic activities. Prerequisite: Demonstrated swimming skills.				

(PHIL) PHILOSOPHY

PHIL	1301	Introduction to Philosophy	(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	(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	(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 & 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	(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 & Philosophy of the Early Christian Period	(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.				

(PHOT) PHOTOGRAPHY

⇒ **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 also 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 is provided in retouching negatives and prints, mounting, and making storytelling pictures for fashion and advertising. Prerequisite: ARTS 2356.

⇒ **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: ARTS 2356 and 2357.

⇒ **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: ARTS 2356 and 2357.

⇒ **PHOT 2403 Portrait Retouching** (3-2) **Credit: 4**

Portrait negatives retouched by the use of leads, dyes, 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: ARTS 2356; PHOT 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: ARTS 2356.

⇒ **PHOT 2407 Color Photography II** (3-2) **Credit: 4**

Positive and negative color film processing, sensitometry, and color printing. Prerequisite: PHOT 2406.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(PHYS) PHYSICAL SCIENCES

PHYS 1305 Survey of Physics (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 (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 are used in class.

PHYS	1312	Descriptive Astronomy	(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 are used in class.				
PHYS	1315	General Physical Science	(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 concurrent enrollment.				
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 Department Chair.				
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
This course is an introduction to the methods and philosophy of sciences and is designed for non-science majors surveying topics from physics, chemistry, geology, astronomy, and meteorology. Methods of instruction include practical laboratory experiments, computer applications, and guided discussions. This course is designed to provide development of skills needed for success in other science classes and for improving science literacy.				
PHYS	2425	Modern Physics I	(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 concurrent enrollment.				
PHYS	2426	Modern Physics II	(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.				

(PSYC) PSYCHOLOGY

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	(3-0)	Credit: 3
The study of the physiological, sociological, and psychological aspects of human sexuality. Prerequisite: PSYC 2301, 2315, or consent of the Department Chair.				
PSYC	2308	Child Growth and Development	(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 2314 Life Span Development (3-0) Credit: 3

This course will study the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the life span.

PSYC 2315 Personality Adjustment (3-0) Credit: 3

A study of psychological concepts and principles related to healthy personality and social adjustments.

PSYC 2316 Psychology of Personality (3-0) Credit: 3

The study of various approaches to determinants, development, and assessment of personality. Prerequisite: PSYC 2301.

PSYC 2319 Social Psychology (3-0) Credit: 3

The study of individual behavior within the social environment.

(REAE) REAL ESTATE

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-value of 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 1304 Real Estate Law: Agency (3-0) Credit: 3

This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a real estate "core course" on the law of agency. The course includes the principle-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of agency.

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 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 the Department Chair.
- 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 the Department Chair.
- 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 the Department Chair.
- 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 application 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 the Department Chair.
- 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; acknowledgments; 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 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 within the Business Administration 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, 2302, or consent of the Department Chair.

REAE 2308 Real Estate Investments (3-0) Credit: 3

This course includes an analysis of real estate investment, characteristics, techniques of investment analysis, time-value of 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 1300, 1301, and 2304; or approval of the Department Chair.

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 of 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 1300 and 2304, 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: 3

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 site under the supervision of a College coordinator. Prerequisite: Sophomore standing and consent of the Department Chair.

REAE 2402 Real Estate Internship II (1-20) Credit: 4

This course is a continuation of Real Estate Internship I. Prerequisite: REAE 2401 and consent of the Department Chair.

(SGER) SMALL GAS ENGINE REPAIR

⇒ SGER 1401 Gas Engine Fundamentals (3-3) 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 (3-3) Credit: 4

This course provides the student with "hands-on" experience in the repair and overhaul of small gas engines. Emphasis will be placed upon valve reconditioning, magneto and ignition repair, carburetor overhaul, crankshaft replacement, and other types of service requirements. Prerequisite: SGER 1401 or consent of the Department Chair.

⇒ 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 or consent of the Department Chair.

⇒ SGER 2402 Chain Saw Service & Repair (3-3) 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 include preventative maintenance, chains, guide bars, sprockets, clutches, fuel, ignition, and lubrication systems. Prerequisite: SGER 1401 and 1407 or consent of the Department Chair.

⇒ **SGER 2408 Outboard Motor Service & Repair (3-3) 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 or consent of the Department Chair.

⇒ **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.

⇒ **SGER 2412 Motion Drive Systems (3-3) Credit: 4**

This course is designed to provide the student with an understanding of the theory and operating principles of motion drive systems used in small gas engine powered equipment. Emphasis will be placed on inspection, diagnosing, and repair of differentials, transmissions, and transaxles used in these applications. Prerequisite: SGER 1407 and 2410 or consent of the Department Chair.

⇒ **SGER 2413 Large Air-Cooled Engines (3-3) Credit: 4**

This course is designed to provide the student with an understanding of the theory and operating principles of large air-cooled engines used in lawn mower, RV, and generator applications. Single- and twin-cylinder engines will be included. Emphasis will be placed on inspection, testing, diagnosing, and repair/overhaul procedures. Prerequisite: SGER 1401 and 1407 or consent of the Department Chair.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(SMMG) SUPERMARKET MANAGEMENT

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, inventory classification, inventory policy development, and inventory simulations. Prerequisite: A mathematics selection or consent of the Department Chair.

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.

(SOCI) SOCIOLOGY

SOCI 1301 Introduction to Sociology (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 (3-0) Credit: 3
Identification and analysis of contemporary social problems and development of criteria for evaluating problems for social betterment.

SOCI 2301 Marriage and The Family (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 (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.

(SPAN) SPANISH

SPAN 1411 Beginning Spanish I (4-2) Credit: 4
The study of Spanish grammar and development of vocabulary. Stresses conversation in Spanish.

SPAN 1412 Beginning Spanish II (4-2) Credit: 4
A continuation of Beginning Spanish I, with continued emphasis on conversation. Prerequisite: SPAN 1411.

SPAN 2311 Intermediate Spanish I (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 (3-0) Credit: 3
Continues the readings from Spanish-American authors. Emphasizes grammar, composition, and conversation. Prerequisite: SPAN 2311 or equivalent.

(SPCH) SPEECH

SPCH 1144 Forensic Activities I (1-0) Credit: 3
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 II (1-0) Credit: 3
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 (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 (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 (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 problem-solving discussions, and delivering speeches in public.

SPCH 2144 Forensic Activities III (1-0) Credit: 3
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 IV (1-0) Credit: 3
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 2341 Oral Performance of Literature (3-0) Credit: 3
Study and practice in the principles of oral reading of literature. Stresses analyzing good literature and recreating the logical and emotional content for an audience. Also includes group oral interpretation.

(TAGA) TAGALOG

⇒ **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.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(TELE) TELEVISION/RADIO TELECOMMUNICATIONS

TELE 1301 Introduction to Telecommunications (3-0) Credit: 3
This is a survey course tracing the history of broadcasting and cable 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, cable facilities, and emerging telecommunications entities.

TELE 1305 Writing for Broadcasting and Media (3-0) Credit: 3
This course covers the stylistic writing techniques as needed for commercial copy, promotional copy, public service announcements, broadcast news writing, and public relations materials. Students can select projects to complement their career goals.

TELE 1402 Beginning Radio Production (3-3) Credit: 4
In this course, fundamental techniques and practices of production and programming are emphasized with a great deal of practical experience in radio production facilities. Production of various types of programs including interviews, documentaries, and basic news will be studied. Each student will be trained to competently operate a radio control board, turntables, and tape recorders.

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 station and other live and taped productions. A basic study of the operation of a television station will be covered.

TELE 1405 Announcing and Performance for Radio & Television (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 Introduction to Field Production (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 use professional field cameras and edit group and individual video projects. Laboratory exercises will provide extensive hands-on training in the practical aspects of electronic news gathering videography.

TELE 1407 Advanced Audio Production (3-3) Credit: 4
Major emphasis in this course is advanced training in the production of radio commercials, promotion announcements, and multi-track training materials using advanced multi-track and tapeless equipment. Each student will be trained to competently operate a multi-track recorder, multi-track console, and non-linear, digital audio editing equipment.

TELE 1408 Advanced Television Production (3-3) Credit: 4

This course offers advanced training in television production. Included will be experience as a cameraperson, floor director, talent, lighting director, technical director, producer, graphics, video tape operator, and audio engineer. Practical experience in weekly 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 consent of the Department Chair.

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 consent of the Department Chair.

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 consent of the Department Chair.

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 consent of the Department Chair.

TELE 2309 Broadcast and Cable 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 and cable companies as businesses. The relationship of the various departments and functions will be covered. Emphasis on how each department contributes to the economic success of the business enterprise. Prerequisite: TELE 1301.

TELE 2310 Telecommunications Independent Study Project (1-6) Credit: 3

The independent study project will provide an advanced student with the opportunity to utilize Telecommunications skills for advanced work in the area of the student's choice. The course will be project oriented and will require the student to submit a formal plan for the project which will require consent of the Department Chair prior to enrollment. The progress of the student will be monitored throughout the semester. The project will require a deliverable program, report or similar product.

TELE 2311, 2312 Advertising and Promotions for Telecom. Majors I & II (3-3) Credit: 3

Advertising and Promotions for Telecommunication majors provides students with an understanding of the field of business and corporate communications. Students will develop scripts for promotional and training audio and video materials. Exercises will include press release production, development of print and video annual reports, product presentations and similar materials. Students will gain skills necessary to monitor contracts for productions accomplished through outside contractors and ad agencies and will learn how to plan and evaluate advertising campaigns.

TELE 2401, 2402 Technical Aspects of Broadcasting I & II (1-8) Credit: 4

These courses will provide students with knowledge and experience in the technical operation of broadcast facilities. Students will be involved in both classroom and laboratory based activities which will provide knowledge of broadcast equipment installation, set-up, operation, and maintenance. As a part of the course, students will perform engineering functions in the operation of radio and TV facilities. The two semesters will be structured to ensure a comprehensive and progressive exposure to the appropriate technical topics. Prerequisites: ELTE 1401, TELE 1402 and 1403.

TELE 2407 Advanced Field Production (3-3) Credit: 4

Electronic field production techniques are covered including mini-camera operations, electronic editing principles, remote audio, and lighting techniques. Students assist television station staff with remote production assignments. Prerequisite: TELE 1406 or consent of the Department Chair.

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. Prerequisites: TELE 1402 and 1403 or consent of the Department Chair.

TELE 2409 Telecommunications Projects (1-8) Credit: 4

The telecommunications projects will provide advanced training experience in the area of the student's interest. Each student will develop an individual project or will serve as a responsible member of a group in the development of a major project. This course may be repeated for credit when content changes. Prerequisite: TELE 1402 and 1403 or consent of the Department Chair.

**(TIAB) AUTO BODY REPAIR TECHNICIAN
SEE ALSO DEGREE PLAN (ATBR)**

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 unibody 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 (2-6) 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 mechanisms and regulators. The removal and replacement/repair of exterior and interior trim is also covered. Prerequisite: TIAB 1400 or consent of Department Chair.

TIAB 1402 Auto Body Welding I (3-3) Credit: 4

This course is designed to provide the student with instruction in the use of oxyacetylene 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 Chair.

TIAB 1403 Auto Body Welding II (2-7) 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 Chair.

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 Chair.

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, deck lids, front sheet-metal assemblies, and bumpers. Prerequisite: TIAB 1404 or consent of the Department Chair.

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 Chair.

TIAB 2407 Advanced Auto Body Refinishing (2-7) 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 Chair.

TIAB 2408 Auto Body Mechanical and Electrical Services (2-7) 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 is drive train removal, reinstallation, and service; cooling system service and repair; exhaust system service; and emission control systems. Also covered is basic electric theory, test equipment and use, wire and connector repair, and reading wiring diagrams and troubleshooting trees. Prerequisite: TIAB 2407 or consent of Department Chair.

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 is 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 Chair.

**(TIAM) AUTOMOTIVE TECHNICIAN
SEE ALSO DEGREE PLAN (AUTO)**

TIAM 1303 Automotive Auxiliary 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 the Department Chair.

TIAM 1400 Automotive 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 U.S. 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 1401 Automotive Fundamentals (3-3) Credit: 4**
 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 the Department Chair.
- 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 the Department Chair.
- TIAM 1405 Automotive Air Conditioning (3-5) 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, troubleshooting, diagnosis, and service will be covered. Emphasis will be placed on tools and test equipment, troubleshooting, and system service. Prerequisite: TIAM 1303, 1400, 1401, and 1502; or TIAB 1400 and 2408; or TIDM 1401 and 1405; or consent of the Department Chair.
- 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 1401, TIAB, 1400 or consent of the Department Chair.
- 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 1401 or consent of the Department Chair.
- TIAM 2407 Automotive Steering & 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, 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 1401 or TIAB 1400 or consent of the Department Chair.
- 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 1401 or consent of the Department Chair.
- 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, 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, 1401, and 2408 or consent of the Department Chair.
- 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 1303, 1400, and 1401 or consent of the Department Chair.

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 2410 or consent of the Department Chair.

TIAM 2512 Automotive Engine Diagnosis, Tune-Up & 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-up. Prerequisite: TIAM 2511 or consent of the Department Chair.

**(TIBT) BUILDING MAINTENANCE TRADES
SEE ALSO DEGREE PLAN (MTNT)**

TIBT 1400 Basic Shop Skills (3-3) Credit: 4

This course covers shop safety precautions, use of hand and power tools, measuring tools, common fasteners, and basic blueprint reading.

TIBT 1401 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 1400 or consent of the Department Chair.

TIBT 1402 Basic Carpentry (3-3) Credit: 4

This course covers the types and uses of lumber and other building materials and teaches basic framing methods. Prerequisite: TIBT 1400 or consent of the Department Chair.

TIBT 1403 Carpentry and Insulation (3-3) Credit: 4

This course covers thermal and acoustical insulation and interior and exterior construction and repair. Prerequisite: TIBT 1402 or consent of the Department Chair.

TIBT 1404 Roofing and Floors (2-5) Credit: 4

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 1403 or consent of the Department Chair.

TIBT 1405 Cabinets I (2-5) Credit: 4

This course covers cabinet design, construction, installation of cabinets, cabinet repairs, and the installation of formica. Prerequisites: TIBT 1400 and 1402 or consent of the Department Chair.

TIBT 1406 Cabinets II (3-3) Credit: 4

This course is a continuation of TIBT 1405 (Cabinets I). Emphasis is placed on custom cabinets. It includes design, materials, material estimating, construction, installation, finish, repair, and refinishing. Prerequisites: TIBT 1400 and 1405.

TIBT 1407 Paint/Wall Covering (3-3) Credit: 4

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 1400 or consent of the Department Chair.

TIBT 1408 Basic Wiring (3-5) Credit: 4

This course covers safety codes, the use of electrical tools and materials, blueprint symbols, locating electrical problems, and making electrical repairs. Prerequisite: TIBT 1400 or consent of the Department Chair.

TIBT 1409 Plumbing Repairs I (3-3) Credit: 4

This course covers safety rules and practices and the use and care of plumbing tools. It also introduces plumbing codes and the use of plastic, copper, steel, and iron pipes and fittings. Prerequisite: TIBT 1400 or consent of the Department Chair.

TIBT 1410 Plumbing Repairs II (3-3) Credit: 4

This course covers the types and uses of cast iron soil pipe and fittings. It also covers repair of the water supply, drainage, and hot water systems. Prerequisites: TIBT 1400 and 1409 or consent of the Department Chair.

(TIDM) DIESEL TECHNICIAN

SEE ALSO DEGREE PLAN (DIEM)

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- and 4-stroke cycles), 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 Chair.

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 systems, 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, test, diagnose, remove, repair and replace auxiliary system components. Prerequisite: TIDM 1405 or consent of Department Chair.

TIDM 1405 Diesel Electrical Systems (2-7) Credit: 4

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 the Department Chair.

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 the Department Chair.

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, guide service, and injector tube replacement. The student will remove, clean, service, and reinstall a cylinder head. Prerequisites: TIDM 2506 or consent of the Department Chair.

- 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 Chair.
- TIDM 2409 Heavy-Duty Standard Power Trains (2-6) Credit: 4**
 This course is designed to provide the student with a working knowledge of heavy-duty 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 Chair.
- TIDM 2410 Heavy-Duty Automatic Power Trains (2-6) Credit: 4**
 This course is designed to provide the student with a working knowledge of heavy-duty 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. Electronic automatic transmissions will also be covered. Prerequisites: TIDM 1401, 2408, and 2409 or consent of the Department Chair.
- 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 Chair.
- 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 system components. It also provides the student with skills to perform diagnostics and minor and major services on the chassis, front suspension, and manual and power steering systems. Electronic systems will also be covered. Prerequisite: TIDM 1401 or consent of Department Chair.
- 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 Chair.
- 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. Updated 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 Chair.

(TIHI) MEDICAL RECORDS

SEE ALSO DEGREE PLAN (TIOA)

- TIHI 1301 Medical Office Orientation (0-6) Credit: 3**
Course includes introduction to activities and personnel in health care facilities. Covers basic receptionist skills such as telephone etiquette, mail processing, and appointment scheduling. Emphasizes the importance of human relations skills and interaction with other employees and patients. Students learn to recognize and solve various conflicts and problems which they may encounter in a medical environment. Requires students to think critically and make decisions in solving problems.
- TIHI 1302 Medical Terminology & the Human Body (0-7) Credit: 3**
Course includes terminology study of human body systems with terms from musculoskeletal, digestive, reproductive, respiratory, circulatory, nervous, endocrine, lymphatic, and integumentary systems. Student utilizes reading, comprehension, and visualization skills in study of terminology relating to anatomy. Student utilizes listening, visualization, and proofreading skills during the transcription of medical reports and other documents. Prerequisite: TIOA 1310 or consent of the Department Chair.
- TIHI 1303 Medical Terminology in Radiology and in the Laboratory (0-7) Credit: 3**
Introduction to terminology relating to radiology, including radiological studies of the head, chest, breast, abdomen, and skeletal system. Introduction to study of terminology relating to scientific laboratory including pathology and oncology. Practical use of terminology in medical transcription from radiology and pathology. Student utilizes reading, comprehension, and visualization skills in study of terminology relating to radiology, pathology, and oncology. Student utilizes listening, visualization, and proofreading skills during the transcription of medical reports and other documents. Prerequisite: TIHI 1302 or consent of the Department Chair.
- TIHI 1304 Specialized Medical Terminology (0-7) Credit: 3**
Study of terminology relating to general surgery including equipment, instruments, procedures, and anesthesiology. Student progresses to terms from pediatrics, psychology, psychiatry, plastic and thoracic surgery, urology and cardiology. Special section on dental terminology. Practical use of terminology in medical transcription of reports from these medical specialties. Student utilizes reading, comprehension, and visualization skills in study of terminology relating to specialized medical practice. Student utilizes listening, visualization, and proofreading skills during the transcription of medical reports and other documents. Prerequisite: TIHI 1303 or consent of the Department Chair.
- TIHI 1305 Medical Records Orientation (0-6) Credit: 3**
This course introduces the student to the medical record department including the personnel and their functions. The course explains the medical record itself including its flow from inception to completion. The course further explains the content and format of various hospital medical forms and use and arrangement of indexes and registers in the department. Prerequisite: TIHI 1301 or consent of the Department Chair.
- TIHI 1306 Medical Records Technology (0-6) Credit: 3**
Course introduces the student to the health information management department including the personnel and their functions. Course explains the arrangements and use of logs, indexes, and registers used in the department. Introduction to public laws and their impact on health care; includes utilization review, medical audit and quality assurance. Course reviews medical and legal aspects of information release and preparation of birth and death certificates. Course further studies the necessity for and the methods of collecting relevant health care data. Also includes statistical reporting. Uses reading, comprehension, analytical, and mathematical skills. Prerequisite: TIHI 1305 or consent of the Department Chair.
- TIHI 1307 Classification Systems (0-6) Credit: 3**
Course explains methods for coding inpatient and outpatient health records and gives practical experience in coding records from surgical and diagnostic procedures, circulatory system disorders, neoplasms, V codes, pregnancy and childbirth, injuries and E codes, poisons and drugs. The International Classification of Diseases, 9th Edition, and the Current Procedural Terminology are used for this course. Uses reading, comprehension, and analytical skills. Prerequisite: TIHI 1306 or consent of the Department Chair.

TIHI 1308 Health Information Practicum I (0-7) Credit: 3
Course includes actual entry-level work experience in a medical office environment utilizing the skills acquired in program of study.

TIHI 1309 Health Information Practicum II (0-7) Credit: 3
Continuation of Practicum I. Provides for more advanced work activities in a medical office environment utilizing advanced skills and training.

TIHI 1310 Computerized Medical Office Practice Management (0-6) Credit: 3
Course introduces and simulates situations in a health care practice using a popular medical administration software. Included is the input of patient information, scheduling of appointments and the handling of billing. Various lists, reports, and insurance claims are produced on forms and electronically. Designed to acquire skills readily transferable to any medical administration software with a minimum of training. Along with reading and comprehension, student uses creativity, organization, and proofreading skills.

(TIOA) OFFICE INFORMATION SYSTEMS

TIOA 1301 Fundamentals of Keyboarding (0-7) Credit: 3
Basic keyboarding course using WP5.1 touch typewriting for mastery of keyboard and familiarity with software. Special emphasis on speed development, with an introduction to letter writing, tabulating, and preparing simple reports. Develops reading, comprehension, and analytical skills. Utilization of mathematical skills in formatting simple centering exercises. Emphasis on proofreading. Keyboard mastery to 30 WPM.

TIOA 1302 Business Office Orientation (0-6) Credit: 3
This course introduces the student to the basic activities of the office and basic secretarial functions. It covers basic secretarial courtesies, telephone techniques, managing time and office activities, and procedures for processing business communications. The importance of human relations in an office information system is an integral part of this course. Students learn to recognize and solve various office conflicts resulting from personality problems and poor human relations skills. Requires students to think critically and make decisions in solving personnel problems.

TIOA 1303 Beginning Word Processing (0-7) Credit: 3
This course presents a study of concepts and functions of the microcomputer. Students will be introduced to such DOS functions as format, copy, diskcopy, and delete. Utilizing WP5.1, the student will keyboard by touch as well as format various forms of business and medical communications to include letters, reports, and interoffice communications. Typing mastery to 40 WPM.

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 Correspondence (0-6) Credit: 3
This course covers principles and practices of writing effective business letters including letters of inquiry and request, goodwill, acknowledgment, claims and adjustment, employment, and memorandums. A study of reference materials used in the preparation of business and medical correspondence and reports is an integral part of this course. It also includes the writing of a formal research paper of interest to the student. Enhances reading, writing, problem-solving, and creative thinking skills.

TIOA 1306 Applied Business Mathematics (0-6) Credit: 3
In this course, students use the electronic calculator to perform mathematical operations. Emphasis will be placed on fundamental operations, fractions, percentages, purchasing and pricing of merchandise, earnings and payroll deductions, interests, taxes, financial statements, and bank reconciliation statements. Speed and accuracy in performing mathematical operations are emphasized.

TIOA 1307 Intermediate Word Processing & Transcription (0-7) Credit: 3
Course introduces Microsoft Windows and windows concepts to develop skills in the use of a mouse and other pointing devices. Using WP6.0 for Windows, it focuses on typing copies from script, rough draft, and machine dictation; proofreading, centering, and typing different letter styles to include technical, medical, and federal correspondence.

Emphasizes such software features as macros, merge, document assembly, text columns, footnotes, outlining, and graphics. Focuses on developing creativity, proofreading skills, decision making, and visualization skills in the processing of mailable documents. Typing mastery to 50 WPM. Prerequisite: TIOA 1303 or consent of the Department Chair.

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 statements. Data processing and its influence and use in accounting are studied. Prerequisite: TIOA 1306 or consent of the Department Chair.

TIOA 1309 Advanced Keyboarding and Formatting (0-7) Credit: 3

In this course, students will utilize the microcomputer and the typewriter 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 the Department Chair.

TIOA 1310 Fund. of 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 surgical. Study includes formation of plurals and abbreviations, surface anatomy, surgical positions, medications, and general anatomy. Introduction to transcription of medical dictation and proofreading. Student utilizes listening, visualization, and proofreading skills during the transcription of medical reports and other documents. Prerequisite: TIOA 1301 or consent of the Department Chair.

TIOA 1311 Legal Terminology and Transcription (0-6) Credit: 3

Provides a general introduction to the law and covers such areas as courts and the legal systems, litigation procedures, civil actions, criminal law, probate, contracts and leases, and domestic relations. Emphasis on legal terminology and the preparation of legal documents and reports. Student enhances listening, visualization, and proofreading skills in the transcription of legal reports and other documents. Prerequisite: TIOA 1301 or consent of the Department Chair.

TIOA 1313 Advanced Word Processing (0-7) Credit: 3

Utilization of microcomputer with WP6.0 for Windows to format more advanced correspondence. Continuation of document merging and assembly, macros, graphics, multiple columns, and sorting. Introduces desk top publishing and multimedia features, spreadsheet and data import, and styles and style sheets. Focuses on developing creativity, proofreading skills, decision making, and visualization skills in the processing of mailable documents. Keyboard mastery to 60 WPM.

TIOA 1314 Business English Fundamentals (0-6) Credit: 3

This course begins with the fundamentals of grammar, punctuation, spelling, capitalization, and usage. Includes sentence construction and analysis. Develops reading, writing, and comprehension skills. Develops effective study skills in learning grammar rules and applying them to the construction of sentences and paragraphs.

TIOA 1315 Integrated Software Applications (0-7) Credit: 3

This course enhances the use of Microsoft Windows and a mouse. Using organization, creativity, and proofreading skills, students learn how to plan, build, edit, and enhance business information documents to include word processing, spreadsheet charting, database, telecommunication, and draw features, as well as integration capabilities.

TIOA 1316 Information and Records Management (0-6) Credit: 3

This course starts with the basic principles and procedures of records storage and control. Also included are records storage methods, procedures for the operation and control of manual and automated storage systems, and the selection of records equipment and supplies. Concepts of database and database structures are utilized in the management of automated records systems. Focuses on developing decision making skills, sound reasoning, and problem solving skills in the selection of records storage procedures and equipment.

TIOA 1317 Principles of Accounting (0-6) Credit: 3
Elementary principles of accounting to include journal entries, posting, financial statements, special journals, subsidiary ledgers. Special emphasis is placed on small business accounting systems to include sole proprietorships and partnerships.

TIOA 1318 Office Information Systems Practicum I (0-7) Credit: 3
Course includes actual entry-level work experience in a business environment utilizing skills acquired in program of study.

TIOA 1319 Office Informations Systems Practicum II (0-7) Credit: 3
Continuation of Practicum I. Provides for more advanced work activities in an office environment utilizing advanced skills and training.

TIOA 1320 Automated Accounting (0-6) Credit: 3
In this course, students will use software packages to perform accounting functions. Areas of focus include journalizing, posting, statements of accounts, special journals, and subsidiary ledgers. Emphasis will be placed on small business accounting systems to include sole proprietorships and partnerships.

TIOA 1321 Office Procedures and Applications (0-6) Credit: 3
A finishing course for the general office secretary. Includes decision making, critical thinking, and office management skills. Also included are travel arrangements, itineraries, and assisting in meetings and conferences. In-basket simulations which mirror activities in legal, technical, medical, federal, and accounting offices will be utilized. Job seeking skills to include resume writing and participating in actual interviews will be an integral part of this course.

(TIPT) PRINT SHOP TRADES **SEE ALSO DEGREE PLAN (OPRT)**

TIPT 1306 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 1405 or consent of the Department Chair.

TIPT 1307 Offset Press Operation, Prentative Maintenance, (2-2) Credit: 3
and Bindery Operation

This course covers preventive maintenance of the offset printing press. It also includes bindery operations such as paper characteristics and identification, proper paper jogging and padding procedures, figuring paper cuts, and paper cutter operations. Prerequisite: TIPT 1306 or consent of the Department Chair.

TIPT 1308 Advanced Bindery (2-2) Credit: 3
This is a continuation of TIPT 1307. It covers the operation of the perfect binder, folder, stitcher, and the operation of the one- and three-hole drills. Prerequisite: TIPT 1307 or consent of the Department Chair.

TIPT 1401 Basic Shop Skills, Layout, Design, & Composition (3-4) Credit: 4
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 1402 Desk-Top Publishing (3-3) Credit: 4
This course covers basic desk top publishing principles and practices. The student will learn the operation of equipment for typesetting, designing, and formatting jobs for layout. Prerequisite: TIPT 1401 or consent of the Department Chair.

TIPT 1403 Offset Press Operations I (3-3) Credit: 4
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 1402 or consent of Department Chair.

- TIPT 1404 Advanced Camera (3-3) Credit: 4**
 This course is a continuation of TIPT 1401. It covers advanced camera operation, platemaking, and stripping. It includes producing half-tone negatives and half-tone PMTs, producing paper plates using the silver master plate unit, and stripping multicolor flats for plates. Prerequisite: TIPT 1403 or consent of the Department Chair.
- TIPT 1405 Offset Press Operations II (3-4) Credit: 4**
 This course covers multicolor printing on a single and multicolor AM 1250 press and single and multicolor printing on the AM 1850 press. Prerequisite: TIPT 1404 or consent of the Department Chair.
- TIPT 1409 Print Shop Applications (3-4) Credit: 4**
 This course allows the student to put all the skills learned in previous courses to practice by performing the functions of a print shop employee. It includes paper selection and cutting, darkroom functions, platemaking, ink selection, press running, bindery operations, storing flats and plates, and equipment maintenance and repair. Prerequisite: All previous TIPT courses or consent of the Department Chair.

(TIWL) WELDING TECHNOLOGY

SEE ALSO DEGREE PLAN (WELD)

- TIWL 1300 Basic Shop Practices (2-3) Credit: 3**
 This course covers safety, basic first aid, OSHA, basic mathematics, U.S. Customary and Metric measuring systems, precision measuring tools, the use of hand tools, power tools, blueprints, and welding symbols.
- TIWL 1302 Oxyacetylene 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 Chair.
- 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 the Department Chair.
- TIWL 1304 Arc Welding, AWS Position 1G (2-4) Credit: 3**
 This course covers welding in the flat position with E6010 or E6011 electrodes and the use of E7018 electrodes in accordance with the American Welding Society (AWS) standards, position 1G. Prerequisite: TIWL 1303 or consent of the Department Chair.
- TIWL 1305 Arc Welding, AWS Position 2G (2-4) Credit: 3**
 This course covers welding in the horizontal position using E6010, E6011, and E7018 electrodes in accordance with AWS standards, position 2G. Prerequisites: TIWL 1304 or consent of the Department Chair.
- TIWL 1306 Arc Welding, AWS Position 3G (2-4) Credit: 3**
 This course covers welding in the vertical position using E6010, E6011, and E7018 electrodes in accordance with AWS standards, position 3G. Prerequisite: TIWL 1305 or consent of the Department Chair.
- TIWL 1307 Arc Welding, AWS Position 4G (2-4) Credit: 3**
 This course covers welding in the overhead position using E6010, E6011, and E7018 electrodes in accordance with AWS standards, position 4G. Prerequisite: TIWL 1306 or consent of the Department Chair.
- TIWL 1308 Industrial Shop Welding Procedures (2-4) Credit: 3**
 This course provides practical and safe welding/cutting procedures for industrial shop applications necessary in the repair, fabrication, and modification of equipment and facilities. Course content includes welding safety, flame cutting, light metal welding, brazing and soldering, and basic shielded arc welding. Prerequisites: TIWL 1300, TIAM 1400 or TIDM 1401, or consent of the Department Chair.

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 the Department Chair.

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 AWS standards and codes. Prerequisite: TIWL 1307 or consent of the Department Chair.

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 performance will be in accordance with AWS standards and codes. Prerequisite: TIWL 1408 or consent of the Department Chair.

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 Engineers (ASME) codes. Prerequisite: TIWL 2409 or consent of the Department Chair.

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 ASME codes. Emphasis is placed on design and use of pipe templates and pipe certification. Prerequisites: TIWL 2410 or consent of the Department Chair.

TIWL 2412 Welding Applications (3-4) Credit: 4

This course provides the student with practical "hands-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 operations to complete the project. Prerequisite: TIWL 2411 or consent of the Department Chair.

(TMTH) TECHNICAL MATHEMATICS

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 consent of the Department Chair.

(TRAN) TRANSPORTATION

⇒ TRAN 1301 Introduction to Transportation (3-0) Credit: 3

Provides the history and development along with a broad overview of the transportation industry. Includes a basic knowledge of the various modes of transportation (air, motor, rail, water and pipeline), and an introduction to transportation law.

⇒ TRAN 1302 International Trade (3-0) Credit: 3

This course considers the relation of foreign trade to domestic trade. It covers the operation of import and export business including organization, marketing, terminology, documents, financial procedures, credits and collection, and communications. The basic principles and practices of world trade are studied.

⇒ TRAN 1303 Economics of Transportation I (3-0) Credit: 3

This is a general introduction to the economics of transportation and includes a study of the principles of economics and economic theory applicable to transportation, the principles of marketing and how they relate to transportation, a general survey of government transportation regulation, and a survey of business organizations and their financing.

⇒ **TRAN 1304 Interstate Commerce Law and Practice (3-0) Credit: 3**

This is a general review of the statutory law, leading court decisions, and government regulations and practices. It shows that the effect and purpose of federal regulation of transportation including a review of the respective spheres of federal and state regulations.

⇒ **TRAN 2301 Economics of Transportation II (3-0) Credit: 3**

This is a study of the general services performed by the various types of transportation instrumentalities including organization, operation, and practices. It also presents a review of the economics of freight rates from the viewpoint of the shipper, carrier, and regulatory bodies.

⇒ **TRAN 2302 Transportation Law and Regulation (3-0) Credit: 3**

This course covers the major laws of the United States and state laws which provide for regulation of domestic land and water transportation by for-hire carriers.

⇒ **TRAN 2303 Traffic Management I (3-0) Credit: 3**

This introductory course provides the student with the basic principles of traffic management. The course will cover organization of an industrial traffic department, carrier selection, routing, classification and rating, packaging, and warehousing.

⇒ **TRAN 2304 Traffic Management II (3-0) Credit: 3**

This is a continuation of Traffic Management I. It provides the student with the knowledge and understanding necessary to function as the supervisor or traffic manager of either an industrial traffic department or a for-hire carrier's traffic department. Prerequisite: TRAN 2303.

⇒ **TRAN 2305 Railroad Transportation I (3-0) Credit: 3**

This is the beginning study of rail rates, including instruction in the use of freight classification and state rail tariffs. It also includes instruction in applicable state and federal regulation of rail rates.

⇒ **TRAN 2306 Railroad Transportation II (3-0) Credit: 3**

A study of transcontinental rail freight rates, construction of combination through rates, routings, use of guides and maps, rail accessorial services including switching reconsignment, stop-off, transit and demurrage, and rate adjustment procedures. Prerequisite: TRAN 2305.

⇒ **TRAN 2307 Highway Transportation I (3-0) Credit: 3**

This is the beginning study of motor carrier rates and practices including instruction in diversified rate problems including both interstate and intrastate tariffs. Prerequisite: TRAN 2306.

⇒ **TRAN 2308 Highway Transportation II (3-0) Credit: 3**

This is an advanced study of motor carrier rates and practices including instruction in diversified rate problems including both interstate and intrastate tariffs. Prerequisite: TRAN 2307.

⇒ **TRAN 2309 Airline Freight Transportation I (3-0) Credit: 3**

This is an introduction to the airline transportation industry and includes the study of freight by transport aircraft, air express, air freight forwarders as well as the regulation and economics of commercial air transportation.

⇒ ***TRAN 2310 Airline Freight Transportation II (3-0) Credit: 3**

A continuation of Airline Freight Transportation I. This is an advanced course in airline freight transportation. Prerequisite: TRAN 2309.

⇒ **TRAN 2311 Transportation Marketing (3-0) Credit: 3**

This course covers the basic sales principles and techniques involved with selling transportation to include personal appearance, communications, development and use of product knowledge, why and how people buy, how to prospect for customers, and how to prepare a presentation.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(WELD) WELDING

SEE ALSO SKILLS CENTER (TIWL)

- ⇒ **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 metalworking 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 Chair.
- 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 Chair.
- 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 the 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**
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 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 1, 2, 3, and 4G positions using .035 wire feed. Prerequisite: WELD 1402 or ATBR 1409.

WELD 2409 Welding Internship (1-20) Credit: 4

This course consists of on-the-job welding 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. Prerequisite: Satisfactory completion of all WELD or TIWL prefix courses or consent of the Department Chair.

⇒ NOT TAUGHT ON CENTRAL CAMPUS

(WOPO) WORD PROCESSING

WOPO 1101 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.

WOPO 1102 Word Perfect: An Introduction (1-5) Credit: 1

A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on experience with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics covered: the basic Word Perfect program; document formatting, text entry, spell check, thesaurus, outlining, footnoting, merging letters, document saving, retrieving and editing; Word Perfect directory/files management; printer/font selection and control; and printing documents.

WOPO 1103 Microsoft Word: An Introduction (1-5) Credit: 1

A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on experience 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.

WOPO 1104 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.

WOPO 1105 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.

- WOPO 1106 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.
- WOPO 1107 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 help features, tutorials and references.
- WOPO 1108 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.
- WOPO 1109 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.
- WOPO 1303 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.
- WOPO 1304 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 Chair.
- WOPO 1305 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 also provides hands-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 site under the supervision of 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, interoffice correspondence, manuscripts, legal forms, medical forms, special interoffice forms, and additional work on the arrangement of business letters with special features. Personal computers and applicable software 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, telephone use, correspondence preparation, 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 Department Chair.

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

Continuing Education non-credit programs at Central Texas College have been designed to give students an opportunity to explore new activities for personal growth, enjoyment, and for learning new skills for employment or upgrading present skills. CTC also offers programs sanctioned by appropriate state and national associations and state licensure boards. Training programs can be tailor-made and, if desired, offered "in-house" to meet specific job upgrading and mobility needs of individual organizations.

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

Non-credit classes may be offered in the following areas:

Creative Arts	Microcomputers
Driver Education	Nursing Education
Financial Planning	Real Estate
Health and Fitness	Small Business
Horticulture	Special Interest
Insurance	Study Skills
Language	Test Preparation
Senior Citizen Classes	
College for Kids	

For more information concerning continuing education programs, call 526-1586.

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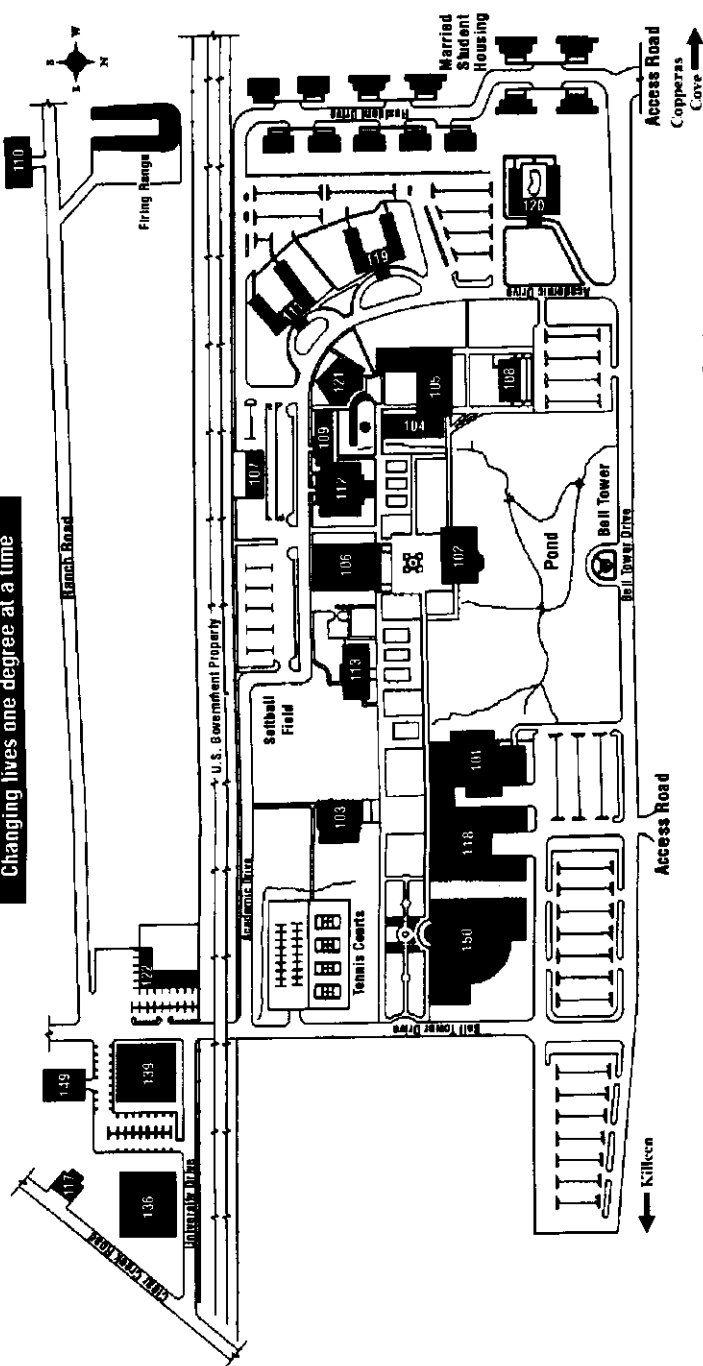
NOTES

ASSISTANCE DIRECTORY

<u>SUBJECT</u>	<u>CONTACT</u>	<u>TELEPHONE</u>
Adding or Dropping	Guidance & Counseling	817/526-1104
Books and Supplies	Bookstore	526-1219
Business Matters	Business Office	526-1217
Career Information	Career Planning & Placement	526-1106
Change of Name or Address	Records	526-1131
Class Schedules	Records	526-1131
Continuing Education	Continuing Education	526-1586
Counseling Service	Guidance & Counseling	526-1104
Credit by Examination	Testing	526-1254
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Disbursements	Student Financial Assistance	526-1875
Emergency Messages	Student Life Activities	526-1258
Evaluations	Guidance & Counseling	526-1105
Fees & Tuition	Business Office	526-1217
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Intramurals	Physical Education	526-1495
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Learning Resource Center	Learning Resource Center	526-1344
Library Services	Library	526-1237
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Parking	Student Life Activities/Campus Police	526-1258/1200
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Student Employment	Career Planning & Placement	526-1106
Student Government	Student Life Activities	526-1151
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TASP	Guidance & Counseling	526-1104
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Tutoring-Academic Assistance	Project PASS	526-1580
Use of College Facilities	Student Life Activities	526-1258
Veteran Services	VA Services	526-1160
Withdrawal from College	Records/Guidance & Counseling	526-1131/1104
Work Study Program	Student Financial Assistance	526-1582

CENTRAL TEXAS COLLEGE

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Bldg. #	Name of Building
101	Engineering Arts Technology
102	Oveta Culp Hobby Library
103	Physical Education
104	Academic
105	Science
106	Roy J. Smith Student Center
107	Power Plant

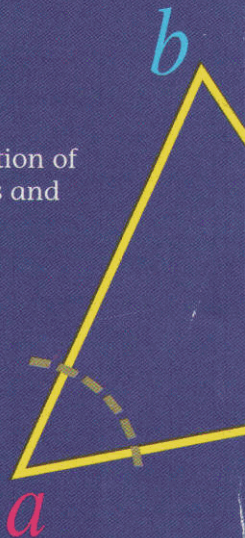
108	Administration
109	Frank W. Mayborn Telecommunications
110	Farm & Ranch Management
111	Systems Services
112	Lady Bird Johnson Fine Arts
113	Nursing
117	Child Development Center
118	Sid Wieser Vocational Skills Center

119	Student Services
120	Student Residence Hall
121	Computer Science
122	Physical Plant
136	University of Central Texas
139	Administrative Computer Center/Campus Police
149	Greenhouse
150	Nursing & Science

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Central Texas College is accredited by the
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certificates of completion.



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