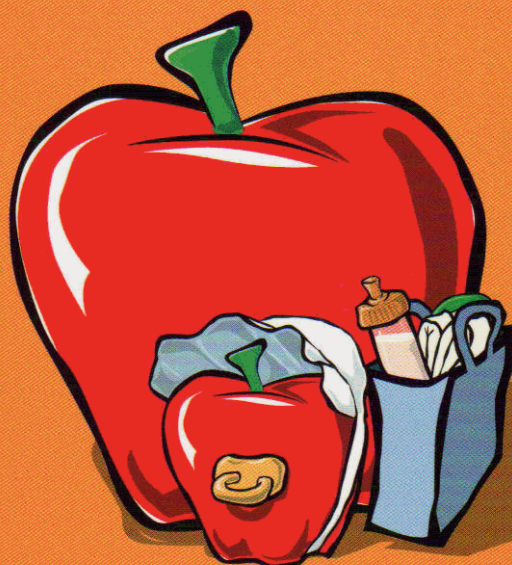


# Education For The Individual



**CENTRAL  
TEXAS  
COLLEGE**

1999 - 2000

# Major Campus Addresses

## Central Campus

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

## Fort Hood Campus

Central Texas College  
Dean, Fort Hood and  
Service Area Campuses  
P.O. Box 1800  
Killeen, Texas 76540-1800  
(254) 526-1328

## Service Area Campus

Central Texas College  
Dean, Fort Hood and  
Service Area Campuses  
P.O. Box 1800  
Killeen, Texas 76540-1800  
(254) 526-1206

## Continental Campus

Central Texas College  
Office of the Dean, Continental Campus  
P.O. Box 1800  
Killeen, Texas 76540-1800  
(254) 526-1222/1228

## Navy Campus

Central Texas College  
Office of the Dean, Navy Campus  
P.O. Box 1800  
Killeen, Texas 76540-1800  
(254) 526-1356  
(800) 792-3348

## Navy Atlantic Campus

Central Texas College  
1301 East Little Creek Road, Suite 5  
Norfolk, Virginia 23518  
(757) 587-8873  
(800) 457-2619

## Navy Pacific Campus

Central Texas College  
4250 Pacific Highway, Suite 128  
San Diego, California 92110  
(619) 226-6626  
(800) 784-5470

## Pacific Far East Campus

Central Texas College  
Office of the Dean  
Office of Student Services  
Office of Support Services  
Office of Payroll/Personnel  
Campus Library  
Camp Market - Building S-1650  
Unit #15559  
APO AP 96283-0618  
(Civilian) 82-32-523-5110  
(Military) 722-3814/3833  
(Military) 722-3815 Student Services  
(Email) dean@ctc-pac.com

# Correspondence and Inquiries

Correspondence and inquiries should be addressed to the appropriate office (for example, Admissions, Records, Student Financial Assistance) as listed in this Catalog, at the location where you currently attend. The Pacific Far East Campus will provide these records and transcript service for students currently enrolled in the Pacific Far East. Students attending Continental, Air Force and Navy campus sites in locations other than Pacific Far East may request records and transcript services through the Central Campus Office.

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

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### Accredited by

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30032-4097; Telephone (404) 679-4501) 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, Texas Association of Student Financial Aid Administrators, National Association of College Admissions Counseling, Texas Association of College Admissions Counseling, Western Association of Veterans Educational Specialists.



Back Row (Standing) left to right: Mr. Don Armstrong, Mrs. Barbara Weaver, Dr. James Anderson, Dr. Jimmie Don Aycock and Dr. Richard Kirkpatrick.  
Front Row (Seated) left to right: Mrs. Mary Ann Kelley, Mr. Charles Baggett and Mrs. Mari Meyer.

## Board of Trustees

Mr. Charles Baggett	Copperas Cove, Texas	President
Mrs. Mary Ann Kelley	Harker Heights, Texas	Vice President
Dr. Jimmie Don Aycock	Harker Heights, Texas	Treasurer
Mrs. Barbara Weaver	Killeen, Texas	Secretary
Mrs. Mari Meyer	Harker Heights, Texas	
Mr. Don Armstrong	Killeen, Texas	
Dr. Richard Kirkpatrick	Copperas Cove, 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

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



# Chancellor's Message


Central Texas College is committed to providing our students a quality educational experience. The Board of Trustees, Administration, Faculty and Staff of Central Texas College are all dedicated to this mission. By entering Central Texas College, you have taken an important step in realizing your educational goals. We will do our best to ensure that your college experience is fulfilling, rewarding and inspiring.

CTC's commitment is demonstrated in several ways. Most of our faculty members hold advanced degrees in their area of specialization. Many constantly seek continuing education so they can stay abreast with the changes in their field. Our teachers are accessible and are devoted to providing you the best possible education. The faculty of Central Texas College have real world experience, which gives you the edge you need in today's competitive business arena.

CTC's facilities also reflect commitment. Over the next two years, the college will be building several new buildings and upgrading existing structures. A new Sports Facility is currently under construction. This \$7 million dollar, 55,000 square foot facility will contain a 5,400 square foot aerobics area, a 4,000 square foot weight room, a basketball court and an environmentally-controlled natatorium with an eight lane, 25-meter pool. The CTC Library will be expanded by approximately 18,000 square feet on the east side of the building and is expected to cost \$3 million. The 30,000 square foot CTC Fort Hood Campus education center will be built on Fort Hood property in conjunction with the \$28 million Fort Hood Soldier Development Center currently under construction. Plans for a \$5 million Science and Technology Center include classrooms, state-of-the-art planetarium, learning laboratories, multi-media science programming, monthly science lectures, laser light shows and an interactive science museum. The 48,000 square foot Science and Technology Center will also house the Distance Learning Program at Central Texas College. Funding for these projects was secured through revenue bonds and they will be built at no cost to the taxpayer, nor will it result in an increase in tuition or fees.

We are honored by your choice of Central Texas College to pursue your education and the trust you place in us to complete your goal. On behalf of the institution, I pledge that the Board of Trustees, administration, faculty and staff of Central Texas College will continue to do their best to provide the highest quality education.

Thank you,

  
James R. Anderson, Ph.D.  
Chancellor



# Proposed Schedule for Central Campus 1999-2000

This College Calendar lists only Central Campus activities. If attending Central Texas College at other locations, contact Central Texas College officials serving those locations. The following calendar displays major activity dates of the academic years. Not all activities are displayed here, so read bulletin boards and other announcements publishing dates of other scheduled academic and social activities.

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

## College Calendar

### Fall 1999

New Student Registration	August 16-20
Registration	August 23-27
Classes Begin	August 30
Labor Day (college closed)	September 6
Last Day to Apply for Fall Graduation	October 1
Veterans' Day (college closed)	November 11
Thanksgiving (college closed)	November 25-26
Final Exam Week	December 13-17
Christmas (college closed)	Dec. 22 - Jan. 2

### Spring 2000

New Student Registration	January 4-7
Registration	January 10-14
Martin Luther King Day (college closed)	January 17
Classes Begin	January 18
Last Day to Apply for Spring Graduation	February 1
Presidents' Day (college closed)	February 21
Spring Break	March 20-24
Final Exam Week	May 8-12
Graduation	May 12

### Summer 2000

New Student Registration	May 22-26
Memorial Day (college closed)	May 29
Registration	May 30-June 2
Classes Begin (Summer I and 10 Week)	June 5
Last Day to Apply for Summer Graduation	June 12
Independence Day (college closed)	July 4
Final Exams (Summer I)	July 7
Classes begin (Summer II)	July 10
Final Exams (10 Week)	August 7-8
Final Exams (Summer II)	August 11

### Fall 2000

New Student Registration	August 14-18
Registration	August 21-25
Classes Begin	August 28
Labor Day (college closed)	September 4
Last Day to Apply for Fall Graduation	October 2
Veterans' Day (college closed)	November 11
Thanksgiving (college closed)	November 23-24
Final Exam Week	December 11-15
Christmas (college closed)	Dec. 22 - Jan. 2

# 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 issue. Central Texas College, under Section 130.04 of the Texas Education Code, opened its doors with an initial enrollment of 2,068 students in the Fall of 1967. The number of students and the location of offerings 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 non-traditional 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 evaluations 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 employees educational and training opportunities 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 publication of Central Texas College containing policies, regulations, procedures, tuition and fees in effect at the time the Catalog was published. Central Texas College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, amendments required by state law, and tuition or fee changes. The Catalog serves two purposes: first, to provide general policy for all Central Texas College operations and second, to provide specific information, policy, and directives for the Texas Campuses. Rules, regulations, and procedures for the Continental and International Campuses are found in the Central Texas College Continental and International Campuses Catalog or the Pacific Far East Campus Catalog.

Study the contents of this Catalog carefully; you are responsible for observing the regulations contained herein.

Other official publications published by Central Texas College include the Continental and International Campuses Catalog and the Pacific Far East Catalog describing policies, procedures, regulations, and fees for campuses outside the state of Texas; the Student Handbook, which includes the Institution's policies and regulations relating to student conduct and student activities at the Central Campus; and semester Schedule Bulletins.

## Program and Course Availability

Programs of study displayed in this Catalog are offered when sufficient interest indicates a level of enrollment required for program continuation. To enter specific programs of study, students should seek confirmation of program availability. Central Texas College further reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances require this action.

## 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 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 Central Texas College are used to handle student grievances. If you believe a condition or employee of Central Texas College is unfair or discriminatory, you can appeal to the administrator in charge of that area. If you need assistance pursuing a grievance matter, contact the Director of Student Life, Central Texas College, Room 100, Roy J. Smith Student Center, (254) 526-1258. Refer to your student handbook for additional information.

## Statement on Harassment and Discrimination

Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff and students should be aware that discrimination and harassment 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. Central Texas College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

If you believe you have experienced harassment or discrimination, contact the appropriate office where you attend. Students should contact the Director of Student Life Activities at (254) 526-1258, faculty should contact the Deputy Chancellor for Campus Operations at (254) 526-1781, and staff should contact the Human Resources Department at (254) 526-1157.

## Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services Office at (254) 526-1339, TDD 526-1378, located in Room 102 of Student Center Building 106 or contact the Learning Disabilities Services Office in Room 107 of Student Center Building 106 at (254) 526-1195.

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

## Fort Hood Campus

The Fort Hood Campus offers five eight-week terms per year. Saturday and noon time "brown bag" courses are also available. All Fort Hood Campus classes are open for active duty personnel and retirees. Family members and others can enroll on a space available basis. 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 has a full-time staff to provide academic advisement to meet the educational needs of the Fort Hood Community. Servicemembers and others 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 facilitating the transfer of credits and awarding credit for appropriate military training and experiences.

## Service Area Campus

The CTC Service Area Campus provides college credit and non-credit classes to the citizens of Central Texas in the following counties: Bell, Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba and Williamson. These classes are offered on a semester basis. CTC Community Coordinators are located in Brady, Burnet, Gatesville, Hamilton, Lampasas and San Saba. CTC Community Coordinators can assist you with testing, financial aid, registration and other college related activities.

## Distance Learning

Central Texas College offers college-level distance learning courses in a variety of instructional formats. Distance learning courses may be telecourses, video conference courses, multimedia courses, or on-line courses. Students have direct and continuous access to their instructor, opportunities to collaborate with other students, and full access to library and support services.

**Voice mail** allows direct communication with the instructor and telephone conferencing with the instructor and classmates. Students may practice oral language skills or participate in structured discussions.

**E-mail** fosters direct, frequent and precise communication between the student, instructor, and other students. You can use E-mail to send completed assignments, for electronic discussions, and for seeking answers to questions.

As a distant learner, you can use the library at CTC by visiting the Oveta Culp Hobby Library on the Central Campus, sending e-mail requests to the library, or submitting requests by phone or fax.

Distance Education faculty provide phone numbers and e-mail addresses during orientation sessions.

### To Be Successful

Before enrolling in distance learning courses, you should consider your course needs, learning styles, and learning preferences. The distant learner must be self-motivated, goal-oriented, and able to work independently.

You can do well in distance learning courses if you:

- are self-disciplined, like to set your own schedule, and enjoy working on your own.
- have a compelling reason to take the course, such as your work schedule preventing you from enrolling in a traditional course.
- are comfortable with written instructions because most distance learning courses rely on printed materials and written directions rather than in-person explanations from the instructor.
- don't need the continuous face-to-face interaction with your instructor and classmates to be successful.
- need to save time in commuting because distance learning courses require just as much "learning time" and "study time" as on-campus courses.
- are comfortable with technology because most distance learning courses use technology for teaching and communication (for example: e-mail, voice mail and fax machines).

### Telecourses

A telecourse uses broadcast television or videotapes to enhance the course with images not easily conveyed in a printed format. Students view simulations, demonstrations, or artifacts to increase understanding of the subject. These video presentations may be viewed on KNCT-TV, videotaped or both. Missed broadcasts and video lectures may be viewed at the Oveta Culp Hobby Library on CTC's Central Campus. You must attend an orientation session and take tests on Central Campus, or at a designated location. You communicate with your instructor through voice mail and/or e-mail.

### Video Conference Courses

In a video conference course, the distant learner has two-way audio and two-way video interaction with the instructor and other students through a video conferencing system. This delivery system allows for instructor-delivered lectures, in-depth discussions, question/answer sessions, and demonstrations—just like in a traditional classroom. Students communicate with their instructor and peers directly in the class. These courses are available through the Service Area Campus and Central Campus and may be viewed from the University Center on Fort Hood.

### Multimedia Courses

Multimedia courses use textbooks, CD-ROM, computer software, and/or videotapes along with curricular materials to guide the student in learning. Students choose the media most suitable for their learning styles and most accessible for their learning environments. Students attend an orientation session and take tests on Central Campus, or designated location. Students communicate with their instructors using voice mail or e-mail and collaborate with other students using e-mail or discussion sessions.

### On-line Courses

On-line courses use the Internet as the primary delivery system for instruction. Course materials (guides, syllabi, reading lists, and lecture notes) are posted on the Internet for students' use. In addition, students communicate with faculty and students and access instructional resources through the Internet. Orientation and review sessions may be done in person or via the Internet.

# Continuing Education

Learning is a life-long process that goes beyond the traditional academic route. Central Texas College offers numerous unique non-credit educational options in the form of conferences, institutes, seminars, workshops, special training programs, and informal courses.

## Workforce Education and Training

Workforce Education and Training programs are designed to meet the special needs of business and industry. Several curriculum options are available for those students who wish to learn a new skill or enhance their existing talents. Central Texas College also offers programs sanctioned by appropriate state and national associations and state licensure boards. This training keeps interested persons informed regarding new developments in their fields or areas of interest.

Workforce Education offers customized business training programs that are tailored to client's needs in content, schedule and location. This cost effective training increases employee productivity and efficiency and improves customer satisfaction. Some Workforce Education courses may be taken for college credit.

## Personal Development

Central Texas College's Short Course Program is long on learning. Non-credit courses are developed and offered in response to specific community requests. Registration is open to interested persons without regard to eligibility for admission to college-credit programs. Non-credit courses cover a variety of subjects and offer alternative opportunities to individuals seeking non-traditional educational experiences.

## Programs and Courses

Programs/courses available for contract training and personal development:

- Child Development
- Computer Technology
- Criminal Justice
- Culinary Arts
- Investing/Financial Planning
- Journalism
- Languages
- Literacy/Numeracy
- Medical/Health
- Supervisory/Management Training
- Small Business Training
- Office Skills
- Alternative Health Therapies
- Arts and Crafts
- Dance
- Exam Preparation/Review
- Fitness
- and an ever-changing list of new subjects

## General Information

On-line instruction is also an option offered for some non-credit courses. We hope you find a program of interest on our web pages. Please visit our site: [www.ctcd.cc.tx.us](http://www.ctcd.cc.tx.us)

We welcome suggestions from the community for Continuing Education classes. To request a schedule or for additional information, please call (254) 526-1586 or come by the Continuing Education Office located in the Student Services Building 119, Room 216.



## 2 Plus 2 Degree Plans

2 Plus 2 articulations are agreements between Central Texas College and senior institutions that permit CTC students to “lock in” to a four-year degree at the time they register at CTC. The students are guaranteed that every course they take at CTC will transfer to the senior institution and that the degree requirements will not change once their 2 Plus 2 degree plans are signed. The following is a list of senior institutions and the 2 Plus 2 degree plans they offer:

### **Tarleton State University**

#### **Bachelor of Applied Arts and Sciences**

Distribution and Marketing or Office Occupations

#### **Bachelor of Arts**

Art

Art with Secondary Teacher Certification

English with Secondary Teacher Certification (Option I)

English with Secondary Teacher Certification (Option II)

English with Secondary Teacher Certification (Option IV)

English without Certification

English-Communication Emphasis

History

History with Secondary Certification (Option II)

History with Secondary Certification (Option III)

History with Secondary Certification Social Studies Composite (Option IV)

Music

Political Science

Political Science with Secondary Certification

Spanish without Certification

Spanish with Secondary Teacher Certification (Option II)

Speech Communication

#### **Bachelor of Business Administration**

Administrative Systems

Computer Information Systems

Human Resource Management

Interdisciplinary Business

Management

Marketing

#### **Bachelor of Business Administration/Bachelor of Science**

Accounting

Finance

#### **Bachelor of Fine Arts**

Theater

#### **Bachelor of Music**

Instrumentalist Certification

Vocalist Certification

#### **Bachelor of Science**

Administrative Systems with Secondary Teacher Certification Option III (Business Composite Certificate)

Administrative Systems with Secondary Teacher Certification Option II (Business Secretarial)

Administrative Systems with Secondary Teacher Certification Option II (Business Administration Certificate)

Agricultural Services and Development-Agricultural Science With Teacher Certification

Agriculture Services and Development-International Agricultural Services

Agriculture Services and Development-Agricultural Extension/Industry Option

Agriculture Services and Development-Ornamental Horticulture with Teacher Certificate

Agriculture-Agribusiness

Agriculture-Agricultural Economics

Agriculture-Animal Production Option

Agriculture-Animal Science Option

Agriculture-Animal Industries Option

Agriculture-Farm and Ranch Management

Agriculture-General Agriculture Option  
 Agriculture-Horse Production and Management  
 Agriculture-Horticulture and Landscape Management Support Area: Business  
 Agriculture-Horticulture and Landscape Management Support Area: Golf Course Management  
 Agriculture-Horticulture and Landscape Management Support Area: Science  
 Agriculture-Mechanized Agriculture Option  
 Agriculture-Plant and Soil Science  
 Agriculture-Range and Ranch Management  
 Chemistry I without Certification  
 Chemistry II with Teacher Certification  
 Chemistry III-Interdisciplinary  
 Chemistry IV-Pre-Medical/Pre-Dental Sciences  
 Computer Information Systems  
 Criminal Justice I-Law Enforcement Emphasis  
 Criminal Justice I-Corrections Emphasis  
 Earth Science I without Certification  
 Earth Science II with Certification  
 Earth Science II, Environmental Science Emphasis  
 Economics  
 Economics II-International Economics Emphasis  
 Economics III with Secondary Teacher Certification  
 Exercise and Sport Studies I without Certification  
 Exercise and Sport Studies II with Secondary Certification (Option II)  
 Exercise and Sport Studies III with All Level Certification (Option II)  
 Geology  
 General Human Sciences/Extension Support Area  
 Human Sciences  
 Human Sciences-Child and Family Studies Support Area  
 Human Sciences with Fashion Merchandising Option  
 Human Sciences with Secondary Teaching Certification  
 Human Sciences-Dietetics Option  
 Hydrology and Water Resources  
 Interdisciplinary Studies-Middle School Fine Arts Emphasis  
 Interdisciplinary Studies  
 Interdisciplinary Studies-Generic Special Education Emphasis  
 Interdisciplinary Studies-Middle School Math Emphasis  
 Interdisciplinary Studies-Middle School Language Arts Emphasis  
 Interdisciplinary Studies-Middle School Social Science Emphasis  
 Interdisciplinary Studies-Middle School Science Emphasis  
 Interdisciplinary Studies-Early Childhood Emphasis  
 Management  
 Math I-Pure or Applied Mathematics Emphasis  
 Math I with Secondary Certification  
 Physics  
 Psychology  
 Sociology I- Social Practice Emphasis  
 Sociology II-Social Theory Emphasis  
 Speech Communication  
 Speech Communication with Secondary Teacher Certificate  
**Bachelor of Social Work**

## **Prairie View A&M University**

**Bachelor of Applied Science**

Nursing

**Bachelor of Arts**

Accounting  
Administrative Information System  
Arts with Teacher Certification  
Communication  
Communication-Journalism  
Communication-Radio and Television  
Economics  
Finance  
Management  
Marketing

**Bachelor of Science**

Interdisciplinary Studies  
Psychology

**The University of Mary Hardin-Baylor**

**Bachelor of Science Degree with Texas Teacher Certification (Secondary Option II)**

**Bachelor of Arts Degree with Texas Teacher Certification (Secondary Option II)**

**Bachelor of Arts Degree with an Interdisciplinary Academic Major with Texas Teacher Certification (Elementary Option II)**

Academic Specialization in:

Art  
Biology  
Early Childhood Education  
English  
General Special Education  
History  
Math  
Music  
Physical Education  
Reading  
Spanish

**2 Plus 2 Inverted Degree Plans**

The following are Inverted Degree Plans between Central Texas College and Tarleton State University:

Air Conditioning and Refrigeration  
Auto Collision Repair Technician  
Automotive Body Repair  
Automotive Service and Repair  
Automotive Technician  
Aviation Maintenance Technology  
Building Maintenance Trades  
Communications Electronics Technology  
Computer Electronics Technology  
Consumer Electronics Technology  
Diesel Mechanics  
Diesel Technician  
Drafting and Design  
Fire Protection Technology  
Graphics and Printing  
Graphics and Printing Technology  
Maintenance Technology  
Maintenance Technology-Masonry Option  
Maintenance Technology-Residential Construction Option  
Small Gas Engine Repair  
Welding  
Welding Technology

# Admissions and Registration

## General Admission Information

Address requests for application materials or questions concerning admission to the Guidance and Counseling Office, P.O. Box 1800, Killeen, Texas 76540-1800, or e-mail to [balexan@ctcd.cc.tx.us](mailto:balexan@ctcd.cc.tx.us).

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

Federal law prohibits institutions from making pre-admission 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, (254) 526-1339, TDD (254) 526-1378, or Learning Disability Services, Building 106, Room 107, (254) 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 Central Texas College. Appropriate documentation of the disability will be required.

Admission to Central Texas 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.

## General Admission Requirements For All Students

Students who hold diplomas from accredited secondary (high) schools or GED equivalency certificates will be admitted to Central Texas College. If transferring from another regionally accredited college, you will be admitted if you 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. Obtain the list from the Director of Testing.



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 coursework 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, (254) 526-1254.

## Admission Procedures

Your Application for Admission and required documents should be submitted before you plan to register for timely processing. Submit all applications 48 hours before 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 TASP or an alternative test (ASSET) prior to enrolling in college-level courses, unless they are exempt or temporarily waived. Refer to the section on Placement Examinations for further clarification.



4. Students will be notified of their acceptance for admission upon receipt of the above listed information.
5. Arrange to visit with a counselor before registration.
6. Registration for classes will follow the dates listed in the Schedule Bulletin. Payment of tuition and fees is required at the time of registration, unless otherwise indicated.
7. Falsification of information will result in dismissal from Central Texas College.

## 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, Veteran Services or TASP status. Students who have completed TASP or approved alternative testing must request official TASP or approved alternative test scores. Records will be required if you later elect 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 your 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," "C," or "CR" will not be accepted in transfer in major degree requirements.

Because of the rapid changes occurring in vocational/technical fields today, coursework taken in a major field of study or vocational/technical courses directly related to that major field may not be accepted in transfer to satisfy specific Associate in Applied Science Degree or Certificate of Completion program requirements. The appropriate Department Chair or Central Texas College official must approve the acceptance of course credit in transfer when the coursework was completed five years or longer before you entered the Central Texas College program of study. This also applies to returning students when vocational/technical courses that are applicable to your degree or certificate programs were taken at Central Texas College and the course content has changed to the point that retraining is necessary to ensure that you have marketable skills for the degree/certificate pursued.

## 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.



Texas Academic Skills Program Test Scores: Official copies of TASP Test or state approved alternative test scores must be on file for all students requiring TASP testing, before coursework begins.

- 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 reflecting date of graduation.
- High School Equivalence 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 General Education Development (GED) scores.
- College Transfer Students: 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.
- Individual Admissions Students (except transient students): These 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.



You are responsible for requesting that all official records be forwarded directly from the issuing institution to the Central Texas College campus serving your 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 your 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.

CTC must receive all transcripts before the end of the first semester or second eight-week term of enrollment. Grades will not be released to students who are on Admissions Hold for required transcripts.


## 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. The Texas Board of Education has approved these graduation programs. Copies of these programs are available from your high school counselor.

## Placement Examinations

If you:	You must take:
Have not completed three semester hours of college-level credit before Fall 1989 and have not completed the TASP test	All portions of the TASP or ASSET Test
Are a returning student who has not completed the math and/or writing portions of the Placement Test within the last two years and you are TASP exempt	- The math portion before enrolling in MATH 1314, 1324 and 1342 - The writing portion before enrolling in ENGL 1301 and 1312
Are entering a Skills Center Open Entry Self-Paced Level I Certificate, Barber or Cosmetology Programs	You are currently waived from the TASP and Placement Tests
Are entering a Skills Center Open Entry Self-Paced Level II Certificate Program	TASP/ASSET Tests unless exempt
Are entering the Barber or Cosmetology Programs, and you do not have a high school diploma or GED	TABE Examination*
Are entering a Skills Center Open Entry Self-Paced Level I or Level II Certificate Program	Skills Center Diagnostic Test, unless you meet exemption criteria*
Are a new International Student (non-immigrant) or a Community Foreign Student (resident alien) and your native language is not English	CELT Examination, if your scores are below 500 or you have never taken the test

\*Contact Industrial Technology or a Skills Center Counselor in Building 118, Room 14 or 17 for more information.

 If you need special testing accommodations, contact Disability Support Services at (254) 526-1339 or Learning Disability Services at (254) 526-1195 before taking the test(s). Appropriate documentation of the disability is required.

## The Texas Academic Skills Program (TASP)

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 reading, writing, and mathematics skills of each student.

### Who Must Take the TASP Test?

According to state law, any full-time or part-time students attending a Texas public college or university who did not earn at least three semester hours of college-level credit before Fall of 1989 must take the official TASP test **before you begin coursework** unless you qualify for an exemption (see below). The official TASP test is administered six times yearly and it takes at least four weeks for the scores to be reported. The fee is \$29. An Alternative (ASSET) test is also available at CTC. Ask your counselor or the testing office about this test. Active duty military can take the ASSET free of charge at the Fort Hood Education Center.

### Who is Exempt From Taking the Official TASP Test?

Any student who enrolls in an institutionally approved certificate program that requires no more than 42 semester credit hours. This is only a temporary exemption and you are subject to TASP if you take any courses other than those approved on the certificate plan.

Any student who earned at least three hours of college-level credit before Fall 1989. Note: This exemption does not apply to education majors. You may also qualify for an exemption based upon entry into military service or successful completion of special testing prior to Fall 1989.

Students with superior TAAS, ACT, or SAT scores may be TASP exempt. Please provide test scores to Guidance and Counseling for interpretation.

#### **If I Have to Take the Official TASP Test, When Must I Take It?**

If you are not TASP exempt you must complete TASP testing before you complete registration. Even if you were previously under the nine semester hour rule, you are still required to take the TASP **before** you begin classes. For more information, please see a CTC counselor or advisor. **If you have not taken the TASP, you may be eligible to take the ASSET which is a state approved alternative test.** The cost is \$20.

#### **How Can I Register to Take the Official TASP Test?**

The TASP Registration Bulletin which is available from the Guidance and Counseling office or in the Testing office contains all the necessary information including the registration form, testing dates, fees, and registration deadlines. The application must be submitted approximately one month before the testing date.

Students wishing to take the ASSET can pay their \$20 fee at the Business office before the date of testing. You can register for the Alternative Test at the Testing office. A photo identification is needed for admittance to testing. Call 526-1254 for scheduled testing times.

A limited number of vouchers are available for students who qualify for financial aid. These vouchers can be submitted with the TASP registration application in lieu of the \$29 fee. Check with the office of Financial Aid for additional information.

#### **What If I Fail the TASP Test?**

Students who fail to pass one or more sections of the official TASP or ASSET Tests must be continuously enrolled in developmental courses until they pass all sections. If you fail to attend class regularly and are withdrawn because of excessive absences, understand that you will be withdrawn from all classes without refund as required by law. **Students who fail sections of the Alternative (ASSET) test must take the TASP for those sections failed.**

#### **I Understand That I May Be Exempt From TASP Based On Testing and Military Service. Is This Correct?**

CTC awards credit for testing programs such as CLEP, APP, DANTES, SAT, and ACT. You may want to check your status if these tests were completed and passed before Fall 1989. CTC awards credit for military experiences based upon American Council on Education guidelines. If you were on active duty before July 1989, let your advisor know. Verification of test scores and military duty is required before exemption consideration.

## **Registration**

### **Registration Periods**

Registration periods for regularly scheduled classes are tentatively scheduled in the Central Texas College calendar published in this Catalog. Specific times, dates, and class information are published separately in the Schedule Bulletin, which is distributed before each registration period.

CTC conducts special registrations 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 Skills Center self-paced certificate programs is continuous. Students may enroll anytime, except during Spring Break, Christmas Holidays and other official Central Texas College holidays.

### **New Student Registration**

As a first-time student, you are expected to participate in the new student registration process. This process includes academic counseling, schedule planning, registration, orientation, a discussion of the TASP program and its requirements, and referral to other specialized services, such as the Office of Student Financial Assistance.

If you are not exempt from the TASP and you are not in a TASP-waived program, you must take the TASP or ASSET Exam before registration. If you are exempt from TASP or in a TASP-waived program, you may be required to take the Central Texas College Placement Exam. Schedule Bulletins containing necessary registration information are available at all registration and academic department offices.

## **Late Registration**

You can register late as published in the Schedule Bulletin. A fee of \$10 is assessed to those registering after classes begin. If you complete registration after courses begin, you 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.

## **Fort Hood Late Registration**

Students can register late during the first week of classes, prior to the second class meeting for classes offered twice weekly, prior to the fourth class meeting for daily brown bag classes, and any time prior to the first class meeting for classes offered on the weekend.

All schedule changes must be completed within this same time frame.

## **Adding or Dropping Classes**

To register for additional courses or change course enrollments after registering, you must have approval of a counselor in the Guidance and Counseling Office. If receiving financial aid or VA benefits, you must also have your schedule change approved by that office. You must complete all schedule changes within the time specified by the Central Texas College calendar. A \$5 fee will be assessed for changes made for the convenience of the student.

## **Official Enrollment**

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

## **Residency Requirements**

The State of Texas requires that each student sign an affidavit certifying legal residence at the time of enrollment. Residence for tuition purposes is determined by state law and as such is subject to change by the Texas Legislature.

To be eligible for minimum tuition rates, you must prove to the satisfaction of Central Texas College that you are entitled to pay resident and in-district tuition and fees. Once you have met the state residency requirement, you can apply for in-district residency.

It is your responsibility to register under the proper residence classification and any question concerning the right to classification as a Texas or in-district resident must be clarified before you enroll.

Non-resident military personnel and their family members classified as non-residents are entitled to pay resident tuition if assigned to duty in Texas. To be entitled to pay resident tuition, military personnel must submit a statement from their Commanding Officer or Personnel Officer certifying that they are assigned to duty in Texas.

## **Readmission Requirements**

Central Texas College students who have not been enrolled for two years or more at CTC 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 Admission**

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. The student must:

- Submit an Early Admission Form with the signatures of high school principal or counselor and parent or legal guardian.
- Provide an official high school transcript.
- Adhere to all policies of Central Texas College and the high school to include attendance, TASP laws and regulations, and any testing requirements for regular admission to Central Texas College.



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



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

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

## 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 completed on a daily basis.

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

## Community Foreign Students

If you are a community foreign student (immigrants/resident aliens/"Green Card" holders), you will follow the regular registration process if you meet the following requirements:

- You have already completed hours in CTC developmental or credit courses.
- You are a new student and have taken the Comprehensive English Language Test (CELT) and your test scores determine that you do not need English-as-a-Second-Language (ESL/DSLA) courses.
- You have a TOEFL score of 500 or more.

All community foreign students must take the CELT because this test determines fluency. Students whose CELT scores fall within the parameters of the ESL program must enroll in and finish the ESL program before taking the TASP, ASSET, or CTC Placement Test.

## International Students

Ninety days before 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 CTC will admit you as a student. CTC will not give you the I-20 form until admission has been granted.

If holding visa category A-M issued by the U.S. Immigration and Naturalization Service, you 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.
2. Record of Previous Education. Applicants must submit:
  - a. High School Graduates: Official copy of transcript(s) showing date of graduation from a secondary school. The official transcript must be an original copy translated into English and must show each course completed and grades earned.
  - b. College Transfer/Transient Students: Official copy of transcript(s) for each college or university attended. All foreign transcripts must be certified English translations. Transcripts must also have original mark 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, then 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. Applicants may:
  - Have one or more sponsors who will provide full cash support of at least \$11,000 a year for college tuition, fees and living expenses.
  - Have one or more sponsors who will provide partial cash support of at least \$5,000 a year for college tuition, fees and/or free room and board in housing near school. (Room and board has a cash value of \$6,000/year.)



- Self support partially or in full for all college and living expenses while at CTC.

In any case, appropriate affidavit(s) and supporting evidence must be submitted with the application. 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 to 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 required letter statement 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, submitted at registration. If you use foreign insurance policies, 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:
  - a. \$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.
  - b. \$100 Residence Hall deposit, only if applying to stay in the Residence Hall.



If the visa is denied or you are unable to attend for any other reason, CTC will refund 80% of the tuition deposit (\$400) provided CTC receives the original I-20 form and a written request for refund. The other 20% will not be returned since it covers processing fees. The Residence Hall deposit is non-refundable.

## Additional Requirements for International Transfer Students

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

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

## Residence Hall Application Process for International Students

- Residence Hall Application. You must complete all items, attach a picture, and sign and date the form.
- Required non-refundable Residence Hall deposit of \$100 mentioned above. Early arrival is required for new international students for pre-testing and registration. 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 before the beginning of classes.

When you submit both items above, you will be placed on the Residence Hall waiting list. This does not guarantee assignment of room. Check status of application with the Residence Hall Manager.

To apply to Central Texas College, direct inquiries to the Director of International Student Services who will provide forms and instructions for completing the requirements listed above. An International Student Handbook is also available for detailed information.

## English as a Second Language (ESL)

Non-native English speakers (international students and community foreign students) are required to take the Comprehensive English Language Test (CELT) before beginning the English-as-a-Second-Language Program (ESL/DSLA courses). Only international or community foreign students with TOEFL scores over 500 will be exempt from English language pretesting and the English-as-a-Second Language Program. The CELT testing dates and locations are published in the CTC Schedule Bulletin each semester. The test is free and may only be taken once.

Transfer students who have taken English-as-a-Second-Language (ESL) courses elsewhere and wish to continue ESL at CTC must take the CELT.

The ESL program comprises 14 courses divided into beginning, intermediate and advanced levels. The entire program takes three semesters to complete, provided you pass all subjects the first time. The CELT provides individualized course placement into appropriate levels of grammar, writing, reading, listening and speaking. Sufficient test scores allow you to be exempt from courses already mastered and ensure that you do not take unnecessary courses.

## Uniform Application of Standards

The standards of Central Texas College academic and student policies are uniform at all locations served by CTC. The following sections of the Catalog provide information 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 Central Texas 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.

## Departmental Admissions Requirements

### Aviation Science

If you are an Aviation Science student, you must pass Federal Aviation Administration (FAA) physical exams appropriate to your level of training before admission to flight training. Present written evidence of FAA medical certification to the Department Chair at the time of pre-registration advisement for admission to this department.

### Computer Science Network Systems Administrator Option

#### Admission Policy

Submit application for the Network Systems Administrator program to the Computer Science Department.

#### Progression Requirements

To progress in the Network Systems Administrator program

- You must achieve 70 percent or higher in each Computer Science course in the program.
- You must complete the courses in the progression as listed on the degree plan.
- Selection for acceptance to the networking portion of the program will be on a space available basis. There are only 16 seats available in the sophomore networking classes. The selection will be based on the following:
  - All students who have completed all lower level requirements will be considered first.
  - If more than 16 students have completed all the lower level requirements, then the students with the oldest applications will be considered first.
- You will be notified by letter when selected for admission to COSC 2491, COSC 2492 or COSC 2493.
- It is your responsibility to upgrade the application at the end of each semester as degree requirements are completed.

### Medical Lab Technician

#### Admission Policy

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

- Application to the MLT Program.
- Transcripts of high school graduation or GED completion with a score of 40 or higher.
- Transcripts of previous college credits. It is your responsibility to make sure that CTC has received the transcripts, and copies of the transcripts should be sent to the MLT department.
- Passing scores of 250 on the math, 230 on the reading, and 220 on the writing TASP or the ASSET examination. A copy of the results must be on file in the program office. If you do not successfully complete the reading or writing section of the TASP exam, you must successfully complete developmental courses before entering MELT 1601.
- BIOL 1408 is recommended for any student who has not completed a high school biology course before entering MELT 1601. CHEM 1406 is recommended for any student who has not completed a high school chemistry course. If you have previous college science credits from a regionally accredited school, you are exempt.
- Two completed reference forms must also be on file.
- Status form must be signed and on file stating the understanding of competitive status for clinical admission.
- Personal interview with the program director. Call for an appointment when all of the above requirements have been met.

- CTC will not accept transfer courses for the MLT program unless they have a “C” or above. You must repeat science courses that are over five years old.
- Neither Central Texas College nor hospitals provide medical coverage or workers’ compensation for emergency illness or injury. Medical coverage is the responsibility of the student.
- After you have been accepted for admission, ensure that the following is on record in the MLT office before the first day of class:
  - Copy of current immunizations.
  - Proof of physical exam completed within the last six months signed by an M.D. or a D.O.
- You 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, you are in competitive status for admission to the clinical portion of the program.

## Progression Requirements

To progress in the MLT Program, you must meet the following requirements:

- Achieve a grade of “C” or better in all courses in the curriculum, including academic and MLT courses.
- Successfully complete prerequisites to the Clinical Practicum I. Prerequisites (with a grade of “C” or better) are:
 

MELT 1601	MELT 1402	CHEM 1411	MATH 1314
BIOL 2401	BIOL 2402	CHEM 1412	MISC 1450
- 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 committee uses the following criteria as a basis for their decision regarding admission:
  - Review of transcripts and courses currently in progress, specifically academic courses in biology, chemistry, math, and medical laboratory technology.
  - Personal interview with two members of the MLT selection committee.
  - 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.
- You will be notified by letter regarding your status for admission to the clinical practicum.
- Once you have been accepted into the clinical practicum, you must submit proof of liability insurance.

## Transfer Students

Transfer Students must:

- Meet general admission requirements of Central Texas College and the MLT Department.
- Have a GPA of 2.5 or better.
- Present syllabi of science and MLT courses already completed.
- Present transcripts from all regionally accredited colleges attended.
- Challenge certain MLT courses depending on the transcripts and syllabi evaluation.
- Understand that 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

Readmission to any MLT course is dependent upon availability of class openings after current class progression, but it is not automatic.

- You must complete the program within four calendar years of enrollment.
- If you do not successfully complete an MLT or science course or you withdraw from the course with a failing average you may apply for readmission only one time.
- For readmission to the clinical portion of the program, you must repeat the clinical admission process.
- After you have been accepted for readmission, the following must be on record in the MLT program office before the first day of class.
  - Proof of physical exam signed by an M.D. or a D.O. within the last six months.
  - Proof of current liability insurance.
  - Copy of current immunizations.

## **Mental Health Services**

### **Admission Policy**

Applicants for the program must follow the regular procedure for admission to Central Texas College. In addition, the following is required of all applicants for admission to the Mental Health Services program:

- Application to the Mental Health Services (MHSV) Department.
- Personal interview with a Mental Health Services program advisor.
- Before participating in an external lab in any MHSV course in which a field placement experience occurs, you must:
  - Provide proof of CPR/First Aid Course completion.
  - Purchase liability insurance at the time of registration and provide proof of that to the department.
  - Be aware that field placement experiences will require travel at the student's expense.
  - Be aware that neither Central Texas College nor clinical facilities in which field placement experiences occur provide medical coverage, workers' compensation or emergency care. Medical coverage is the responsibility of the student.
  - If you are enrolled in the Community Child and Youth Work Specialization option, the following is required:
    - Proof of physical exam completed within the last six months signed by an M.D. or a D.O.
    - Proof of immunizations (MMR, DT).
    - TB Skin Test.
    - Hepatitis B protection.
  - If you are enrolled in the Chemical Dependency Specialization option, the following is required:
    - Proof of immunizations (MMR, DT).
    - TB Skin Test.
    - Hepatitis B protection.

The physical exam is recommended.

## **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.

- Application to the Nursing Program with copies of transcripts from all prior colleges attended. If you have turned them in to Records and Registration, you must go there and sign a release for the transcript copies to be sent to Nursing.
- Completion of the courses prerequisite to NURI 1415 with a C or higher and a GPA of 2.5 or higher as well as being TASP exempt or having passed TASP or ASSET.
  - MISC 1450
  - ENGL 1301
  - NURI 1201
  - BIOL 2401
- Take the Nurse Entrance Test (NET) and pass it with a cumulative math score of 65 percent or higher on the Math section, with no more than three sections below 70 percent a NET reading score of 42 percent or higher is required on the same NET exam. You must achieve passing scores on the same exam within three attempts.
- An overall 2.5 GPA on a 4.0 scale in transfer courses and work earned at CTC, that will be used on the nursing degree plan.
- All transfer courses accepted in the Nursing curriculum must be a "C" or above. Science courses that are over five years old must be repeated.
- A personal interview with the Chair of the Nursing Program. Call for an appointment while you are taking the last of your prerequisite courses and have successfully completed your NET test. You need to ensure that your transcripts are at the nursing department. There is a waiting list for admission to nursing courses.
- After you have been accepted for admission, the following must be on record in the nursing office before the first day of class:
  - Mandatory immunizations must be submitted before registration for the Fall and Spring Semester. (MMR, Measles booster, D/T, and Hep B series.) The Hepatitis B series takes six months to complete. Varicella (Chicken Pox) vaccine or titer may be required.
  - Proof of physical exam, completed within the last three months, signed by an MD or DO, which includes PPD TB skin test, before first day of class.
  - Proof of CPR course completion - BLS-Health Care Provider or CPR for the Professional Rescuer, before first day of class. Turn in a xerox copy of your course card.

- Neither the college nor hospitals provide medical coverage or worker's compensation for emergency illness or injury. Medical coverage is your responsibility.
- Requests for admission/readmission for transfer students, challenge students and former CTC Nursing students will be prioritized as follows:
  - First priority: Former CTC students with a passing average in previous nursing courses
  - Second priority: Challenge students ranked by grade on exam
  - Third priority: Transfer students with passing grades in previous nursing courses
  - Fourth priority: Former CTC students or transfer students with a failing average
- All persons entering the ADN program must pass the Nurse Entrance Test that is for an "ADN." Call the Testing Office at (254) 526-1254 for date, place, time, and cost. You must achieve passing scores on the same exam within three attempts. You must specify when taking the test that you are testing for the Associate Degree program, by placing the letters "ADN" on your exam. The Learning Resource Center, Building 118, Room 15, has information.
- You are strongly advised to register for clinical rotations on a nursing care area/unit other than where employed and/or where a significant other is employed. Clinical placements for student nurses are ultimately at the discretion of the faculty members for each clinical course.

## **Progression Requirements**

In order for you to progress in nursing, the following requirements must be met.

- Achievement of a grade of "C" or better in all courses in the curriculum, including academic and nursing courses.
- Prerequisites to each nursing course have been successfully completed.
- All courses in each semester of the curriculum plan must be completed before progressing to the next semester courses.
- Current CPR course - BLS-HCP completion.
- Current liability insurance.
- Proof of Physical Exam or diagnostic tests as recommended or required.

## **Transfer Students**

- Meet general admission requirements of CTC and the Nursing Department.
- Must have a GPA of 2.5.
- Must present syllabi of nursing courses already completed.
- Present a transcript from all colleges attended.
- May be requested to challenge certain nursing courses depending on your transcript.
- Placement in nursing course will be dependent upon space availability and recommendations of the Admissions and Standards Committee.
- Must complete the nursing program within four years of enrollment in NURI 1415 or its equivalent.
- Transfer students who have failed in another college or university nursing program are eligible to seek entry into the CTC Department of Nursing if admission criteria are met. These student nurses are admitted with the understanding that readmission following any CTC Nursing Department failure will be denied.

## **Part-Time Policy**

- There is an option for the prospective ADN student to check "full-time" or "part-time" on the CTC Nursing Department ADN Application form.
- Published in the CTC ADN Student Handbook will be "a student nurse must petition, in writing, a change in enrollment in the nursing program from full-time to part-time or part-time to full-time to the ADN Admission and Standards Committee the semester prior to the change."
- Published in the CTC ADN student handbook and the CTC college catalog will be a part-time ADN track example.
- In the nursing degree plan, you must successfully complete all the courses in a given semester in order to progress to the following semester's courses.

## **Nurse-Aide Policy as an Associate Degree Nursing Student**

Prospective students who present a valid CNA certificate may receive evaluated credit for Preparation for Basic Nursing Care, NURI 1113. Bring in a copy of your certification to the Nursing Department for approval.

### **Readmission Policy**

- Readmission to any nursing course is dependent upon availability of class openings after current class progression, but is not automatic.
- You must complete the nursing program within four calendar years of enrollment in Level One.
- If you do not successfully complete any nursing course or withdraw from a nursing course with a failing average, you may apply for re-admission to the Nursing program only one time for a classroom or theory course, and one time for a clinical course. This applies to the following nursing courses: NURI 1212, 1113, 1114, 1415, 1216, 1321, 1222, 1223, 1324, 2331, 2232, 2333, 2341, 2242, 2343, and 2421. Failure of three nursing courses in one semester will result in ineligibility for readmission.
- If you have been readmitted following a nursing course failure and subsequently withdraw from a nursing course because of extenuating circumstances, you may be readmitted if you withdrew in a passing status.
- Consideration for readmission of former students is based on the following:
  - Former faculty team recommendation.
  - Academic grade average and clinical evaluation.
  - Reason(s) for failure, if applicable.
  - Resolution of outside extenuating circumstances, if applicable.
  - Completion of remedial work and/or completion of corresponding Level 1 or Level 2 academic courses (if recommended).
  - The recommendation of the Admission and Standards Committee: an interview of the former student may be required.
- Selection of students for readmission will be made in May and December.
- Any student applying for readmission to the nursing department must request readmission with the Admissions and Standards Committee and submit a written plan for success to be reviewed with the Committee, which may make recommendations related to this plan for success. The committee may request an interview with the applicant.
- 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.
  - Proof of Physical Exam signed by M.D. or D.O. within the last six months. This exam must include proof of required immunizations and PPD.
  - Proof of CPR course completion - All students - BLS-Health Care Provider.

### **Challenge Students**

The Challenge option is available for the following students:

- Licensed Vocational Nurses (Texas License)
- Transfer students from Diploma programs
- Transfer students from other ADN or BSN programs, when recommended by Director or Admissions and Standards Committee.

## **Transition to 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 before admission to the Transition Course.

- Current LVN/LPN license from any state.
- Application to the Nursing program with copies of transcripts from all previous colleges attended, to include your LVN transcript. If you have turned your transcripts in to Records and Registration, you must go there and sign a release for the transcripts to be sent to Nursing.
- Two work references, as an LVN, one of which is from a present supervisor. Appraisal forms are provided with this information packet. All applicants for this course must have been employed one year full-time or two years part-time as a GVN/LVN in the two calendar years before admission to the Transition Course; i.e., 1600 hours in the two years immediately preceding the beginning of the Transition Course. The experience requirement in the Transition Program may be decreased to 0 hours (no work experience required as a licensed vocational or practical nurse) before entry into the bridging program if and only if the following requirements are satisfied:
  - You graduated from a vocational nursing program with which CTC has established an "articulation committee".



- You earned at least a “B” (or 80 percent) average in all courses in the vocational nursing program.
- You have a letter from the director or coordinator of the vocational nursing program recommending such waiver.
- You have completed all general education requirements (not just prerequisite requirements for the transition program) for the ADN program.
- You must be TASP exempt or have passed TASP or ASSET to enter the Transition course effective with the Summer 1999 class.
- Completion of the following prerequisite courses with a grade of “C” or better in each. You must have an overall GPA of 2.5 on a 4.0 scale in all college work, to include transfer courses and work earned at CTC, which will be used on the nursing degree plan.
  - ENGL 1301
  - BIOL 2401
  - BIOL 2402
  - MISC 1450
  - PSYC 2301
  - WOPO 1303, 1304 or 1305 (hands on) will be accepted, as well as SPCH 1315.
  - Take the ADN Nurse Entrance Test and pass it with a cumulative math score of 65 percent or higher on the Math section, with no more than three sections below 70 percent. You must also attain a score of 42 percent or greater on the reading section of the same test. You must achieve passing scores on the same exam within three attempts. PSYC 2314 must be completed before NURI 2341. Recommended before admission: SPCH 1318, BIOL 2421 and the Humanities/ Fine Arts elective.
- Successful completion of the Nurse Entrance Test (NET). This test includes questions on math, reading, stress, and test-taking. The test is given in the CTC Testing Office. Please call (254) 526-1254 for the date, place, cost, and time. You must achieve passing scores on the same exam within three attempts. You must specify when taking the test that you are testing for the Associate Degree program (Transition), by placing the letters “ADN” on your exam.
- Entry level skills identified from Basic Nursing Care and Adult Health I must be performed satisfactorily before admission to the Transition Course. You must attain 100 percent of the identified critical elements of each skill. Only two testing opportunities will be offered per year.
- Upon acceptance into the transition course, you must furnish proof of:
  - Mandatory immunizations submitted before registration for the Summer Semester. (MMR, Measles booster, TD and Hep B series.) The Hepatitis B series takes six months to complete. Varicella (Chicken Pox) vaccine or titer may be required.
  - Proof of physical exam completed within the last three months on a CTC form, signed by an M.D. or D.O., which includes PPD TB skin test, prior to first day of class. Also, proof of the following immunizations: MMR, Measles booster, TD and Hep B series. Varicella (Chicken Pox) vaccine or titer may be required.
  - Proof of CPR completion -BLS-Health Care Provider or CPR for the Professional Rescuer, before the first day of class. Turn in a xerox copy of your CPR card to the nursing department.
  - Student Malpractice Insurance. When you are accepted into the Transition Program and are registering, you will need to pay for your Student Malpractice Insurance. You may also pay for it at the Business Office, Building 119, and return the receipt to the Nursing Department. It currently costs \$14.50. This amount is subject to change.
- If you fail or withdraw from Transition, you may apply for admission to the first semester of the ADN program. Admission into that semester immediately following failure or withdrawal may not be possible. Failure in or dropping of the Transition course will not affect your admission into NURI 1415.
- A request for readmission into NURI 2421 must be in writing to the Admissions and Standards committee.
- Any LVN who has failed any nursing course in any RN program may be admitted into the Transition Course provided:
  - Admission criteria are met, and
  - Graduation from a State VN Board approved program has followed the nursing school failure.

## Vocational Nursing

### Admission Policy

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

- Application for the nursing program.
- High School transcript or GED transcript with an average score of 40 or above before January 97 and a standard score of at least 40 on each of the five tests and an average score of 45 (225 total) on all five tests as of January 1, 1997.
- Completion of the Nurse Entrance Test with minimum composite scores on math of 65 percent and reading score of 43 percent. Based on test scores, remedial work may be required. Place the letters “VN” on your test. Contact the testing office at (254) 526-1254 for date, time, place and cost of test. Results will be mailed to you in approximately six weeks after taking the NET. You must achieve passing scores on the same exam.

- Upon successful completion of the Nurse Entrance Test, you must participate in an orientation meeting with the Vocational Nursing Coordinator or designee. Your Vocational Nursing application and High School or GED transcript must be in the Nursing Department office to participate in this meeting.
- After you have been accepted for admission, the following must be on record in the nursing office before registering for class:
  - Mandatory immunizations must be submitted before registration for the Spring and Summer Semester. (MMR, Measles booster, TD, and Hep B series) The Hepatitis B series takes six months to complete. Varicella (Chicken Pox) vaccine or titer may be required.
  - Proof of physical exam, completed within the last three months, and signed by an M.D. or D.O., which includes PPD TB skin test, before first day of class. Be sure that proof of required immunizations is documented on the form.
  - Proof of CPR course completion - BLS-Health Care Provider or CPR for the Professional Rescuer, before first day of class. Turn in a xerox copy.
  - Proof of Student Malpractice Insurance.

## Readmission Policy

- If you do not successfully complete the vocational nursing program or fail a course, you may be readmitted only one time.
- The VN program may be restarted at the beginning of the level where you were unsuccessful or withdrawn provided readmission is within one year. It may be recommended by the Admissions and Standards Committee that it would be in your best interest to repeat the previous level(s). The number of students readmitted may not exceed the number of open slots in any class.
- Consideration for readmission is based on:
  - Letter written by applicant including:
    - personal reason for failure or non-completion.
    - how extenuating circumstances have been resolved.
    - a written plan for success.
  - The recommendation of the Admission and Standards Committee, consisting of vocational nursing instructors. An interview may be required.
  - After you have been accepted for readmission, you must follow standard nursing department policies found in the Vocational Nursing Student Handbook.
  - Professional liability insurance must be paid according to Nursing Department policy.

## Progression Requirements

In order for you to progress in the Vocational Nursing Program, you must make an average of 70 percent or higher on exams, written work, and clinical performance in each course throughout the entire program. Exception to this progression requirement are the pharmacologic conversion exams. A score of 90 percent must be achieved within three testing opportunities. Failure to achieve 90 percent on the calculation test will result in a clinical failure which results in dismissal from the VN program.

## Transfer Students

- You must meet the current entrance requirements of the Central Texas College Vocational Nursing Program.
- Applicants will be judged on an individual basis by the VN Admissions and Standards committee.
- Application for transfer must be submitted 90 days before starting in the program.
- Vocational Nursing courses used for transfer for advanced placement must have been completed in the past year. Science Courses must have been completed within the last five years. All other admission policies apply.
- You 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 CPR course: Health Care Provider, or CPR for the Professional Rescuer;
  - proof of current Student Malpractice Insurance;
  - Physical form and mandatory immunizations.
- The PVA course requirement will be met by written challenge, if necessary.
- Applicants for transfer may be asked to verify academic standing and/or clinical skills by written examination and/or practical demonstration in the learning laboratory.
- All transfer students must successfully complete a minimum of two quarters to be issued a certificate of completion.

## **EMT Program**

### **Admission Policy**

All applicants for the program must follow the regular procedures for admission to Central Texas College. TASP requirements apply to those taking credit courses.

- Proof of completion of a CPR course: BLS-Health Care Provider or CPR for Professional Rescuer.
- Proof of mandatory immunizations, which must be submitted before you will be allowed to register. You must show proof of:
  - One dose of rubella vaccine after the first birthday or immunity to rubella (titer).
  - A Tetanus/Diphtheria booster within the last ten years.
  - Hepatitis B series (takes six months to complete)(may waive).
  - PPD testing within 90 days of beginning the program and annually thereafter. Students who have tested positive in the past must have a negative chest x-ray less than one year old.

All students born on or after 1-1-57 must also show proof of:

- two doses of measles vaccine administered on or after their 1st birthday and at least 30 days apart,
- one dose of mumps vaccine administered after the 1st birthday, or
- immunity to measles and mumps.

### **Progression Requirements**

Any student wishing to progress to the Paramedic Program (EMPT 1403), should refer to the Paramedic Program requirements.

## **Paramedic Program**

The 1998 DOT Paramedic curriculum (approximately 1200 clock hours) will begin at CTC during the Fall 2000 semester. The Spring 2000 Paramedic program will follow the current DOT curriculum for a total of 736 clock hours.

### **Admission Policy**

All applicants for the program must follow the regular procedures for admission to Central Texas College. TASP requirements apply to those taking credit courses. In addition, the following is required of all applicants for admission to the EMPT program:

- Application to the EMPT 1403 (paramedic program, due December 1, 1999 for Spring 2000 and July 1, 2000 for Fall 2000) with copies of high school transcript or diploma and transcripts from all previous colleges attended.
- Copy of Texas or National Registry EMT-Basic Certificate or completion of EMPT 1502 or CEEM 0102 course. You must show course completion certificate if EMT-B course was taken from another facility.
- Take and pass the Nurse Entrance Test (NET). Passing score must show a cumulative math score of 65 percent or higher, with no more than three sections below 70 percent, and a reading score greater than 42 percent. You must achieve these passing scores on the same exam within three attempts.
- The Nurse Entrance Test is an exam designed to test a student's basic reading, math, test taking skills, etc. This exam does not test nursing knowledge or skills.
- Non-credit students applying for the Paramedic Program must take the CTC Placement Test.
- An overall 2.5 GPA on a 4.0 scale in all college work, to include transfer courses and work earned at CTC that will be used on the EMPT degree plan.
- All transfer courses accepted in the EMPT curriculum must be a "C" or above. Science courses that are older than five years must be repeated.
- Neither the college nor hospitals provide medical coverage or worker's compensation for emergency illness or injury. Medical coverage is the responsibility of the student.
- After you have been accepted for admission, the following must be on record in the nursing office before registration for the Fall and Spring semesters.
  - Proof of completion of a CPR course: BLS-Health Care Provider or CPR for Professional Rescuer.
  - Proof of mandatory immunizations
  - One dose of rubella vaccine after the first birthday or immunity to rubella (titer) and a Tetanus/Diphtheria booster within the last ten years
  - Hepatitis B series (takes six months to complete)(may waive)
  - PPD testing within 90 days of beginning the program and annually thereafter. Students who have tested positive in the past must have a negative chest x-ray less than one year old.

All students born on or after 1-1-57 must also show proof of:

- two doses of measles vaccine administered on or after their 1st birthday and at least 30 days apart,
- one dose of mumps vaccine administered after the 1st birthday, or
- immunity to measles and mumps.

## Progression Requirements

- You must achieve an overall grade of “C” or better in all course work to include major exams, quizzes, and homework.
- You must have completed 100 percent of clinical/field internship hours required for each Phase to progress to the next level (Phase)
- Clinical documentation booklets will be submitted at the end of each Phase as verification of completed clinical/field internship hours.
- You must complete all clinical and field internship hours before taking the Comprehensive Final Exam in Phase V (EMPT 2507/CEEM 0107)

If you have NOT completed ALL coursework, to include clinical/field internship hours, before the Comprehensive Final Exam Date in Phase V (EMPT 2507/CEEM 0107), you will NOT be allowed to sit for the test. The clinical/field internship hours will not be accepted on the final exam date. CTC’s policies on completion of coursework state that a student has up to 90 days to complete all required coursework. A student enrolled in the EMPT 2507 course (credit) will receive an Incomplete (I) grade, which may be changed during this 90-day period. A student enrolled in the CEEM 0107 course (noncredit) will receive no credit (N) as their course grade. The grade “N” indicates the student must enroll the following semester and complete the required coursework to receive a final grade in the course. All clinical/field internship hours must be screened by the Course Coordinator before the course completion certificate will be issued. In order for this to be done, the forms will be turned in at least one week before the course final exam date.

You must purchase, at full cost, additional malpractice insurance at the beginning of the new calendar year if they have not completed all clinicals by course end date.

## Nurse Aide Program

### Admission Policy

The following is required prior to admission to the Nurse’s Aide Course:

- High School Transcript or GED Transcript with 40 or above.
- Proof of current immunizations.

All students born on or after 1-1-57 must show proof of:

- Two doses of measles vaccine administered on or after their first birthday and at least 30 days apart or immunity to measles.
- One dose of the mumps vaccine administered on or after their first birthday or immunity to mumps.

All students must show proof of:

- One dose of rubella vaccine after 1st birthday or immunity to rubella.
- Diphtheria/Tetanus immunization within the past ten years.
- Completion of two references (forms provided), (relatives not included)
- Class size is limited to 24 students.

### Criteria for Successful Completion of Course

- A “satisfactory” demonstration of clinical skills as well as demonstration of theory comprehension is necessary to pass the course.
- The grade of the course will be based on:
  - Three content exams
  - One performance skills test
  - Clinical evaluation
- Failure of the course will result from any of the following:
  - Failure to maintain a 70 percent average
  - Failure of performance skills test
  - Failure of clinical evaluation
- You may repeat the course only once. A proven medical emergency (precipitating a second withdrawal) may allow for only one exception to policy.

### Dismissals

If you demonstrate behavior unsafe for patient care, a clinical performance grade of “Unsatisfactory” may be given regardless of other clinical performance or the theory grade, and you will be dismissed from the course.

Neither the college nor nursing homes provide medical coverage or worker’s compensation for emergency illness or injury. Medical coverage is your responsibility.

# College Costs

## Tuition Schedule for 1999-2000\*

Effective Date: Fall Semester 1999

Semester Hours	Resident	Nonresident and International
1	\$60	\$250
2	\$60	\$300
3	\$60	\$350
4	\$80	\$400
5	\$100	\$450
6	\$120	\$500
7	\$140	\$550
8	\$160	\$600
9	\$180	\$650
10	\$200	\$700
11	\$220	\$750
12	\$240	\$800
13	\$260	\$850
14	\$280	\$900
15	\$300	\$950
16	\$320	\$1,000
17	\$340	\$1,050
18	\$360	\$1,100

### Laboratory Fees

(per laboratory course)

Minimum \$8

Maximum \$24

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

## Other Fees \*

In addition to tuition, the following fees are required or applicable. Normally, fees are not refundable, however, a refund for overpayment of transcript/record fees will be made upon written application from the student.

Technology Fee (per semester credit hour) .....	\$8
Out of District Fee (per semester credit hour) .....	\$5
Return Check Fee .....	\$25
Graduation .....	\$25
Transcript and Records (per copy) (Mail or 24 hour service) .....	\$3
Transcript and Records (per copy) (Immediate) .....	\$5
Course Challenge .....	\$50
GED Testing .....	\$40
ACT ASSET Test .....	\$20
FAA Exam One .....	\$55
FAA Exam Two .....	\$80
Nursing Educational Resource .....	\$33.50
Student I.D. or Meal Card Replacement (per card) .....	\$5
Schedule Change (per drop action) .....	\$5
Late Registration .....	\$10
Late Payment (plus 18% annual interest on amounts over 60 days past due) .....	\$25
Installment Plan .....	\$20
Installment Plan Late Payment (18% annual interest until tuition is paid in full, calculated from the date the second installment was due) .....	\$25
Distance Learning (per course, except video conference) .....	\$50
Individualized Instruction	
Career Pilot .....	\$775 - \$4,000
Overflight Fees .....	\$25 - \$160
Music .....	\$25 - \$200
Criminal Justice .....	\$50 - \$350
Hospitality Management .....	\$25 - \$200
Physical Education .....	\$25 - \$100
Self-Paced Skills Training Program .....	\$25 - \$75
Nursing .....	\$25 - \$100

## Tuition and Fees - Continuing Education

**Tuition** Non-credit courses (per contact hour)..... \$0.50

**Fees** Vary depending on length of course, cost of instructor, supplies required, number of students and/or other factors

Tuition and fees for off-campus locations are determined by contracts and agreements.

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

# Tuition and Fee Exemptions and Waivers

The following tuition and fee exemptions and waivers are available to eligible CTCD students:

The following are eligible to receive waivers to allow non-residents to pay resident tuition rates:

- Students whose families transferred to Texas as part of the state's economic development plan
- Non-resident aliens living in the United States under eligible Visa classification
- Non-resident aliens stationed in Texas with NATO forces
- Military personnel stationed in Texas, their spouses and children
- Person employed at least half time as a teacher or professor, their spouse and children
- Students from other nations participating in an exchange program
- Students enrolled concurrently in more than one public institution
- Teaching or Research Assistants, their spouses and children
- Non-resident or foreign students receiving competitive scholarships of at least \$1,000
- Non-residents residing and paying ad valorem taxes in a junior college district
- Persons living outside the school district, but owning property in the district, may pay in-district tuition rates

## Tuition Exemptions

Valedictorians of each accredited Texas High School  
Senior citizens (65 or older)  
Early High School Graduates

## Covered Charges

Tuition only (two semesters)  
Tuition only, six hrs/term  
Tuition only, up to \$1,000

## Tuition and Fee Exemptions

(The Hazlewood Act) U.S. military veterans who were Texans when they entered the service  
Dependents of Texas veterans who were killed in action or died while in service  
Children of disabled firemen and peace officers  
Peace officers disabled in the line of duty  
Blind or deaf students  
Persons employed as fire fighters (Fire science courses only)  
Children of POWs/MIAs  
Students in Foster Care  
Students on AFDC during senior year of high school  
Certified Educational Aides

## Covered Charges

Tuition and fees (subject to limitations)  
Tuition and fees (subject to limitations)  
Tuition and fees  
Tuition and required fees  
Tuition and fees  
Tuition and lab fees  
Tuition and fees  
Tuition and fees  
Tuition and fees - one year  
Tuition and mandatory fees, except class or lab

- Students enrolled in continuing education courses which receive no formula funding are not eligible for any of the listed exemption and waiver programs, unless eligible under the Hazlewood Act
- Aircraft flight training students are required to pay costs charged to cover flight time



## Rent, Room and Board, and Deposits\*

- Room and board must be paid in full upon moving into the Residence Hall.
- Room reservation deposits are non-refundable.
- Week of Spring Break is not included in cost of room and board.
- Daily occupancy rate without board is only available when the Cafeteria is closed.

International Student Tuition Deposit with application for admission	\$500
Residence Hall Property Deposit	\$100
College Housing Deposit	\$200

### **Campus Apartments** (There is an additional fee for electricity, billed monthly)

One-Bedroom Apartment, monthly rental	\$340
Two-Bedroom Apartment, monthly rental	\$390

<b>Student Residence Hall Room and Board Plan, per semester</b>	
Rent and Five Day Meal Plan, including tax 15 meals, Monday through Friday	
Fall and Spring Semesters, 16 weeks	Summer Semester, 11 weeks
Double Occupancy \$1,371	Double Occupancy \$971
Single Occupancy \$1,671	Single Occupancy \$1,271

Daily Occupancy Rate with board (3 day maximum)	\$20
Daily Occupancy Rate without board (3 day maximum)	\$13
Early Occupancy without board (per day)	\$25

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

- Minimum of 10 students (per day) \$14
- Minimum of 20 students (per day) \$12
- Minimum of 30 students (per day) \$9.75

### **Skills Center Students Only, Room and Board Plan, per month**

Five Day Meal Plan, including tax (15 meals per week, Mon-Fri)	\$427
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\* Rent, room and board charges are subject to change as approved by the Board of Trustees.

## Installment Payment Plan

CTC now accepts installment payments for Fall and Spring classes that are 16 weeks in length.

- One-half of tuition and fees must be paid before the start of the semester. A promissory note must be executed for the balance, with equal payments due before the start of the sixth class week and the eleventh class week.
- All financial aid will be applied to the amount due before the multiple payment plan is offered.
- A fee of \$20 will be assessed each semester for use of the plan.
- A late fee of \$25 will be assessed on any payment not made before the due date.
- A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment before the end of the semester will be denied credit for the work done that semester until full payment is made.
- The installment plan is not available for students registering during late registration.

# Refunds

## Rent, Room and Board, and Deposits

<b>Rent</b>	Refunded on a pro rata basis after deductions for repair, cleaning, etc.
<b>Room and Board</b>	Non-refundable.
<b>Deposits</b>	Refunded after deduction for repair, cleaning, etc.

## Refunds of Tuition and Fees

No tuition refunds will be made except in the case of cancellation or official withdrawal from Central Texas College or from a course. All refunds for tuition will be computed from the date the Application for Withdrawal or Refund is filed with the Records Office (not from the date of last attendance).

- Students who officially withdraw from the Institution shall have their tuition and mandatory fees refunded according to the following schedule:
  - A 100 percent refund is to be made for courses dropped before the first class day.
  - During the fall or spring semester or comparable trimester:
    - during the first fifteen class days, 70 percent
    - during the sixteenth through twentieth class days, 25 percent
    - after the twentieth class day, none; and
  - Six-week summer semester:
    - during the first five class days, 70 percent
    - during the sixth and seventh class days, 25 percent
    - after the seventh class day, none
- For flex entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester)
  - Before the first class day, 100 percent
  - After classes begin, see table below:

Length of Class Term in Weeks	Last Day for 70 Percent Refund	Last Day for 25 Percent Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

- Class day count begins with the first day of instruction (the first calendar day of the term) and includes all weekdays, Monday through Friday, which are not designated official Central Texas College holidays.
- 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.
- Emergency withdrawal will be considered to be filed as of the date of the emergency. Students must submit written proof of emergency such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the tuition refund schedule listed above.

- Special consideration is available under the following conditions:
  - Any student suffering a catastrophic illness/accident or death in the immediate family, and,
  - Active duty military students who receive PCS or deployment orders after the start of classes which require the service member to depart before the class is completed.

A student must present a copy of deployment orders, medical certification, or death certificate along with the refund request to be eligible for special consideration. Refunds under these conditions will follow the tuition refund schedule listed below:

- If withdrawing before the 20th class day for semester-length courses (before the last day for 25 percent refund for non-semester length courses), 100 percent refund;
- If withdrawing between the 21st day for semester-length courses (or the day after the 25 percent refund period for non-semester length courses) and the mid-point of the course, 50 percent refund;
- After the midpoint of the course, no refund will be given.

Please note that NTC rotations and field exercises are NOT considered deployments under this policy.

- First time students at Central Texas College using Title IV funding will have their 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

CTC will not refund tuition 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:

- CTC will process all refunds on the basis of the date withdrawal form is filed with the Records Office.
- For courses that meet for more than one class session, refunds of 100 percent of tuition and fees will be processed for students withdrawing prior to the second class meeting.
- For courses that meet for only one class session, refunds of 100 percent will be made only if the application for refund withdrawal is filed with the Records Office before the beginning of the class.
- Emergency withdrawal will be considered to be filed as of the date of emergency. Students must submit written proof of emergency, such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the schedule above.

## 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 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 Pell Grant;
3. Federal SEOG;
4. Other Title IV Programs; and
5. 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. You are responsible for providing documentation, as required by the Coordinating Board, to establish proper residency classification. Questions concerning residency should be directed to the Director of Records or Registrar before registering. A student who knowingly falsely registers as a resident student is subject to disciplinary action. You must notify Central Texas College of any change in their residency status.

You may obtain copies of the Rules and Regulations for Determining Residence Status, the Coordinating Board, Texas College and University System, from the Records Office or Registrar. A summary of this publication follows.

Whenever a change occurs in your status affecting your residency classification for tuition purposes at Central Texas College, you must provide residency documentation. Students returning to Central Texas College who have not taken classes for at least 12 months must re-document residency.

### Individuals Over 18

If you are 18 years of age or older, move into the state, are gainfully employed within the state for a period of 12 months before enrolling in a public institution of higher education, and demonstrate a clear intent to become a Texas resident; you are entitled to classification as a resident. If you are enrolling in an institution of higher education before residing in the state for 12 months immediately preceding time of enrollment, you will be classified as nonresident for tuition purposes and will remain a nonresident until you have remained out of school for 12 consecutive months. If you are classified as a nonresident, you retain that classification until you provide proof of residence to the Director of Records or the Registrar.

### Minors and Dependents

Residency of a minor or dependent is based on:

- The residence of the parent who has custody at the time of enrollment (upon divorce of parents)
- The residence of the parent who has claimed the dependent for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment
- The residence of the parent with whom the dependent has resided for the 12 months prior to enrollment

If you reside with a person other than a parent or a natural legal guardian, who may furnish funds for payment of tuition, fees, or living expenses, this in no way affects your residence classification as a minor.

### Military Personnel

If you are in military service, you are presumed to maintain the same domicile (which was in effect at the time of entering service) during your entire period of active service. If you are stationed in another state for military purposes, you are presumed not to establish a domicile in that state because your presence is not voluntary but under military orders.

### Change of Domicile

It is possible for members of the military service to abandon the domicile of original entry into the service and to select another.

Establishment of a domicile in Texas requires the filing of a "State of Legal Residence Certificate" with the military declaring Texas as the state of legal residence, followed by 12 consecutive months' physical presence in the state. In addition, at least four of the following actions must have been taken by the military member at least twelve consecutive months immediately prior to date of enrollment:

- Purchasing a residence and claiming it as a homestead
- Registering to vote and voting in Texas elections
- Registering automobiles in Texas and paying personal property taxes thereon
- Maintaining a Texas driver's license
- Maintaining checking accounts, savings accounts, and/or safe deposit boxes in Texas
- Having wills or other legal documents that indicate residence in Texas
- Having membership in professional organizations or other Texas organizations
- Establishing a business in Texas

To prove Texas has remained your domicile when stationed outside of Texas, you must provide evidence that the state of legal residence has remained Texas on military records. In addition, you must present proof of three of the following actions:

- Owning a residence and claiming it as a homestead
- Registering to vote and voting in Texas elections
- Registering automobiles in Texas and paying personal property taxes thereon
- Obtaining a Texas driver's license
- Maintaining checking accounts, savings accounts, and/or safe deposit boxes in Texas
- Having wills or other legal documents that indicate residence in Texas

## **Residence Classification of Veterans upon Separation from Military**

If you enroll in an institution of higher education following separation from military service, you must be classified as nonresident student unless:

- You were a legal resident of Texas at the time of entry into military service and have not relinquished that residence
- You can prove that during military service you have abandoned the domicile of original entry into service establishing a bona fide legal residence in Texas at a time at least 12 months before enrollment, or
- You have resided in Texas other than as a student for 12 months before enrollment and subsequent to discharge from service.

## **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**

As a Texas resident, your marriage does not jeopardize your right to pay the resident tuition rate unless you have taken the necessary steps to claim the out-of-state residence of your spouse. A nonresident who marries a resident of Texas must establish his or her own residency by meeting the standard requirements.

## **Reclassification**

If you have been classified as a nonresident student upon your first enrollment in an institution of higher education, you are presumed to be a nonresident for the period during which you continue as a student. If you have been classified as a nonresident student, you shall be considered to retain that status until you make written application for reclassification in the form prescribed by the institution and are officially reclassified in writing as a resident of Texas by the proper administrative officers of the institution. Application for reclassification must be submitted prior to official census date of the relevant term.

Material to determine the establishment of a domicile in Texas are business or personal facts or actions unequivocally indicative of a fixed intention to reside permanently in the state. Such facts may include length of residence and full-time employment before enrolling in the institution, the fact of full-time employment and the nature of such employment while a student, presence in Texas as a part of a household transferred to the state by an employer, purchase of a homestead with substantial down payment, or dependency upon a parent or guardian who has resided in Texas for at least 12 months immediately preceding your enrollment.

### **Exceptions**

- If you have owned property in the state for less than one year, but that property is subject to the ad valorem tax by the Central Texas College District, you may receive a waiver permitting you to pay resident tuition from the date of purchase. Property ownership must be verified.
- Nonresidents who receive an academic competitive scholarship of at least \$1,000 per academic year may pay in-district, resident tuition during the registration period in which the scholarship is in effect.

## Oath of Residency and Acceptable Documents

Each public institution is responsible for incorporating a core of residency questions and an oath of residency into its student Application for Admission process. The institution must file and maintain a copy of one or more appropriately dated documents which will certify that the student classified as a resident has legal right to such classification. Documents acceptable for this purpose include, but are not limited to:

- Texas high school transcript for the full senior year immediately preceding the first semester enrolled.
- Texas college or university transcript (in conjunction with other documents from the institution).
- Employer statement of date of employment in Texas.
- Permanent Texas driver's license (at least one year old). The license expiration date minus date of enrollment should not exceed three years.
- Texas voter registration card.
- Lease agreement in Texas which includes student's name and period covered.
- Texas property tax payments for the year preceding enrollment.
- Canceled checks from a Texas bank.
- Utility bills in Texas for the year preceding enrollment.
- (For Aliens) Proof of permanent residence classification which is eligible for the establishment of a domicile in Texas.
- An income tax form or (if current year federal tax form has not been filed) a signed notarized statement regarding the student's independence or regarding the individual(s) who claim the student as dependent.
- A current credit report which documents the student's length of stay and place of residence in Texas.
- Other third party documentation which confirms residency status for the 12-month period preceding enrollment.
- (For a homeless individual) Documentation may consist of written statements from the office of one or more legitimate social service agencies located in Texas, attesting to the provision of services to the individual over the previous 12-month period.

Each document listed above must include student name and date.

## In-District Residency

Once your in-state residency is established, your classification as in-district or out-of-district is based upon where you actually reside or on your ownership of property subject to Central Texas College Ad Valorem taxation. The Central Texas College District (CTCD) lies within the same boundaries as the Killeen and Copperas Cove Independent School Districts.

If you are classified as a Texas (in-state) resident and you reside in or own real estate within the boundaries of the CTCD, you are eligible for the in-district tuition rate. If you meet in-state requirements but reside outside the boundaries of the CTCD, you will pay the out-of-district fee.

To establish in-district residency, you must present one or more of the following types of documentation. This documentation must show an in-district address for six months before first enrollment at CTC. A post office box address is not acceptable for verification of in-district residency.

- A current lease agreement in your name within the boundaries of the CTCD.
- A current Texas Voter Registration Card listing your correct address within the boundaries of the CTCD.
- A current automobile registration showing your correct address within the boundaries of the CTCD.
- A copy of a current deed and/or property tax statement showing ownership of property within the boundaries of the CTCD.
- Printed checks showing your correct address within the boundaries of the CTCD.
- Business or official correspondence at your correct address within the boundaries of the CTCD (i.e.; utility bills, telephone bills, billing statements from credit card companies, etc.)
- A letter from your employer (on company letterhead) verifying your correct address within the boundaries of the CTCD according to their records.
- A copy of your permanent (laminated) Texas driver's license with current address within the boundaries of the CTCD.

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

# Student Financial Assistance

## Financial Aid Programs

Central Texas College participates in numerous financial aid programs designed to assist students who demonstrate financial need. If you participate in the various programs for financial aid, 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: July 1  
Spring: November 1  
Summer: April 1

Applications will be accepted and processed after these dates, but you 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

If you are receiving financial aid, you are required to make adequate progress toward a degree or certificate 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:

- 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.
- 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.
- 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.
- 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, this 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 services must be registered.

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



# 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.

## 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 Stafford Loans

Undergraduate students may borrow up to \$2,625 during their freshman year (0-30 credit hours on the student's Central Texas College degree plan) and \$3,500 during their sophomore year (31-60 credit hours on the student's Central Texas College degree plan). These loans are obtained by the student from a lending agency outside Central Texas College such as a bank, savings and loan association, or credit union that 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) 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. All programs are administered in compliance with section 504 of the Rehabilitation Act of 1993.

## The Central Texas College Scholarship Fund

Central Texas College annually awards several two-year scholastic scholarships to qualified high school students. Information regarding this scholarship program may be obtained from the Office of Student Financial Assistance.

## 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.

If you wish to attend with the aid of veteran benefits, inquire at the Office of Veteran Services before registration to obtain needed information relative to your enrollment and certification of attendance to the Veterans Administration. All new veteran students must furnish the Veteran Services Office a copy of their DD214. Chapter 35 dependent first time students must present a copy of their birth certificate on their initial enrollment.

You must provide an approved, signed certificate/degree plan to the Veteran Services Office before certification of your initial semester. Certificate/degree plans are available through the Guidance and Counseling Office or through departmental advisors. Transfer students should have copies of all previous transcripts for initial counseling sessions. It is your responsibility to inform the Office of Veteran Services of any changes in enrollment status. The monthly rates of payment to veterans are provided for by Public Law 94-502.

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



You must advise the Office of Veteran Services each semester/term of courses in which you 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 (Texas Campuses only)

The Texas Rehabilitation Commission offers assistance for tuition to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Commission. Application for this assistance should be made to the nearest Texas Rehabilitation Commission Office,

## Central Texas College Foundation

The Central Texas College Foundation is a not-for-profit corporation organized under Texas law for the purposes of receiving private gifts to benefit the programs and students of Central Texas College.

For donors with specific philanthropic interests, gifts to the Foundation may be designated for scholarships, faculty development, technology, equipment, or facilities supporting Central Texas College's educational mission. The Foundation may receive gifts in many forms and offers assistance in planning bequests, trusts, and gifts of real estate and personal property.

The Foundation continually develops scholarships to provide assistance to the students of CTC. The current list of scholarships offered by the Foundation is as follows:

#### **Agriculture**

The Agriculture Department Academic Endowed Scholarship  
The Agriculture Department Endowed Scholarship

#### **Air Conditioning**

Ralph A. Cadwallader Endowed Scholarship

#### **API**

CTC American Preparatory Institute Endowed Scholarship

#### **Aviation Science**

David O'Neill Memorial Endowed Scholarship

#### **Business Administration**

CTC Foundation Endowed Law, Business, and Office Service  
Scholarship

Mrs. Lewis C. Shine Business Administration Endowed  
Scholarship

Union State Bank Accounting, Business, and Management  
Endowed Scholarship

#### **Communications**

Japanese Women's Association Scholarship

Edward B. Jasuta, Jr. Endowed Scholarship for Radio,  
Television, and Telecommunications

Frank W. Mayborn Endowed Scholarship in Journalism and  
Telecommunications

#### **Criminal Justice**

The Criminal Justice Scholarship

William Chris Wilson Memorial Endowed Scholarship

#### **Fine Arts**

Frankie Baggett Endowed Fine Arts Scholarship  
Music Scholarship

#### **Hospitality Programs**

The Charles Leopard "Tiger" Memorial Hospitality Endowed  
Scholarship

#### **Humanities**

CTC Foundation Endowed Humanities Scholarship

#### **Library Science**

For the purchase of Library Books

#### **Mathematics**

Moon-Young Song Endowed Scholarship in Mathematics

#### **Nursing**

Phyllis Allen Barron Endowed Nursing Scholarship

Helen Bigham Memorial Endowed Scholarship

Rena Pearce Coston Memorial Endowed Scholarship for Nursing  
Students

CTC Student Nurses Association Endowed Scholarship

Dennis and Kandace Eakin Endowed Scholarship

Henderson Garrett Scholarship for Nursing Students

Agnes Haug Memorial Endowed Nursing Scholarship

Charles F. Haug Memorial Endowed Nursing Scholarship

Betsy and Kyle Hilliard Endowed Scholarship

Metroplex Hospital Endowed Scholarship

Dr. W.A. and Mrs. Joyce Roach Endowed Scholarship in Nursing

Marthalene Swartz-Rowland Scholarship for Nursing Students

Jim Woodall/Great American Reserve Scholarship for Nursing  
Students

#### **Office Administration**

The Beth Cheatham Office Admin Scholarship Fund

#### **Science**

CTC Foundation Endowed Science Scholarship

Earth Science Scholarship

#### **Technology**

Marvin and Dorothy Mickan Endowed Scholarship

#### **Vocational/Technical**

CTC Foundation Endowed Media and Technology Scholarship

Weldon and Nancy Whitis Endowed Technology Scholarship

Jane and Sid Wieser Vocational/Technical Endowed Scholarship

#### **Any Department**

John Edward (J. E.) Alexander Memorial Endowed Scholarship

The Dr. James R. Anderson, Chancellor, Endowed Scholarship

The Christmas Affair's Committee Scholarship

Roy Jason Crawford Endowed Memorial Scholarship

William A. Crawford Endowed Memorial Scholarship

CTC Alumni Association Scholarship

CTC Faculty Development Endowment

CTC Faculty Senate Endowed Scholarship

CTC Foundation Endowed Scholarship

Central Texas College Staff Scholarship Fund

Delta Epsilon Chi and Students in Free Enterprise Endowed  
Scholarship Fund

Faculty Peer Recognition

The Ft. Hood Officers Wives Club Endowed Scholarship

Eloyse Perry Freeman Memorial Endowed Scholarship

Albert C. Gauna Memorial Endowed Scholarship

Golden Deeds Recipients Endowed Scholarship

Heart O'Texas Federal Credit Union/Juanita C. Williams  
Endowed Scholarship

Reba and Murl Hennigan Endowed Scholarship

Killeen Evening Lions Club Scholarship

Korean American Association Endowed Scholarship

Dr. Ray Stanley Laney Memorial Endowed Scholarship

Lovett Ledger Memorial Endowed Scholarship

James R. and Bernice Lindley Endowed Scholarship

Local Heroes Endowed Scholarship

Lott, Vernon and Co., P.C. Endowed Scholarship

Sgt. Audie Murphy Club Scholarship

The Michael Davidson Alexander Memorial Scholarship

The Major Andrea A. Nielsen, USAF (Ret) Scholarship Fund for  
Women

The Major Andrea A Nielsen, USAF (Ret) Endowed Scholarship  
for Women

Al Ornstein Memorial Endowed Scholarship

Pacific Far East Campus Scholarship

Phi Theta Kappa Endowed Scholarship for Second Year Students

Retired Sergeant Majors Association Scholarship

Roy Reynolds Endowed Scholarship

O'Connell Robertson Endowed Scholarship

Eugene Rorie Memorial Endowed Scholarship

Helga Shelton Endowed Scholarship

Gen. and Mrs. Robert Shoemaker Endowed Scholarship

Single Mothers Endowed Scholarship

Colley Kane Smith Memorial Endowed Scholarship

Eugene Smith Memorial Endowed Scholarship

Roy J. Smith Memorial Endowed Scholarship

Dr. Stephen and Lydia Vancura Endowed Scholarship

Col. Ret. Thomas "Tiny" Wesson Memorial Endowed  
Scholarship

Wickersham-Thomason Memorial Endowed Scholarship

Leonard E. Meyer Memorial Scholarship

# 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 can assist you in making decisions regarding your vocational, educational and personal plans. As a part of this program, counselors assist in interpretation of tests, inventories, 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 and at announced registration periods. If you are undecided as to your major field of study, 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. You have the final responsibility for a proper and successful educational experience.

## Transcripts

Student records are confidential. Convenient forms for ordering transcripts are available from the Records Office and the CTC Home Page at [www.ctcd.cc.tx.us](http://www.ctcd.cc.tx.us). Transcripts may be provided only upon your written request. 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 your written request. There is an additional \$5 cost for less-than-24 hour (rush) 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. CTC will send a facsimile (FAX) transcript if requested. It is the decision of the receiving institution to accept the transcript as official or not. Refund of overpayment of transcript and record fees will be made only upon written application of the student.

The transcript of college work bearing the Central Texas College seal and official signature is an official copy of your permanent record. Transfer credits from other colleges are not listed on the Central Texas College transcript. You 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 your transcript request if you have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, or failure to comply with admissions requirements.



Records of students attending the Pacific Far East Campus are maintained at the branch office in Korea until that office 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.

## Testing Services

Central Texas College provides an extensive testing program for interested students and residents of the area. For further information and testing dates, you 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 before the date of administration. The cost of testing is \$29 which must be mailed with the application. Central Texas College serves as an official Texas Academic Skills Program test site.

**TASP Alternative Testing (ASSET)**-All non-exempt students must complete the TASP test or one of four approved alternative tests before they can begin coursework at any public institution of higher education in Texas. Central Texas College offers the ASSET test for those students who are unable to take the TASP. The ASSET test is offered year-round and the cost is \$20. Active duty Fort Hood Soldiers can take the test free of charge at the Fort Hood Education Center.

**Placement Tests** -Certain TASP exempt and TASP waived students entering CTC will be required to take the Placement Test. Placement Tests are offered year-round and students are encouraged to complete testing before the published registration dates.

**Diagnostic Tests**-Students entering the Vocational Skills Center open-entry self-paced Level I and II certificate programs are required to complete diagnostic testing. Tests are administered at the time of registration.

**Advanced Standing Examinations**-CTC administers College Level Examination Program (CLEP) examinations and DANTES, which are nationally prepared tests for students desiring to receive credit for knowledge already obtained. 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 coursework at Central Texas College with a grade of “C” or higher. 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 grade of “C” or higher, 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 (TOEFL) is administered to all international and community foreign students taking the TOEFL Preparation course (ESL/DSLA 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.



If special accommodations are needed because of a disability, contact the Testing Office before taking the test.

# Evaluation of Previous Education

## Non-Traditional Education

Central Texas College recognizes that each student's educational needs, goals, and experiences are unique and that individuals are skilled in many areas of college work that are not formally documented on transcripts. It is the policy of Central Texas College to recognize non-traditional learning experiences and to award college credit in all cases where such credit is appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP).

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

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

The non-traditional methods usually considered applicable toward a degree at Central Texas College are:

- The Defense Activity for Non-traditional Educational Support (DANTES) Courses and Subject Standardized Tests
- College Level Examination Program (CLEP)—both the General Examinations and Subject Examinations
- 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 non-traditional credit, as well as remaining requirements, are available from CTC, Military Education Centers or the Navy Campus advisors upon your written request or submission of evaluation documents.

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 non-traditional educational experiences until the financial or academic hold is cleared.

To apply for evaluation and a final certificate/degree plan, submit 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. If you are planning to transfer to other institutions, 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 Associate Degree (SOCAD-2, SOCNAV-2 and SOCMAR-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 non-traditional learning experiences, scheduling, course format, and residency requirements, are provided to enhance access of servicemembers and their family members to undergraduate education programs.

## SOC Criteria

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

- has designed a transfer program which minimizes loss of credit, avoids duplication of credit yet maintains program integrity;
- has established guidelines which follow the general principles of good practice outlined in the Joint Statement on Transfer and Award of Academic Credit;
- accepts transfer credit earned from regionally accredited institutions consistent with servicemembers' and their family members' degree programs;
- requires only 25 percent of Central Texas College 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 Services; 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 non-traditional learning assessment programs.

## SOCAD-2/SOCNAV-2/SOCMAR-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/SOCMAR-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

Attn: Evaluations

P.O. Box 1800

Killeen, TX 76540-1800

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 at least four weeks for approval.

## 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
- Internet
- Part-time/full-time job referrals
- Texas Workforce Commission-Computer Linkage for Jobs
- 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

## **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 should be addressed to the Director of International Student Services at the Central Campus address listed in the front of this Catalog.

## **Learning Resource Center**

Individualized, self-paced, open entry/open exit instruction is available year round. 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 (LEP/ESOL)**

Tutoring is available at no charge for Vocational/Technical ESL/ESOL 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
- math, accounting and computer science assistance workshops; and
- study skills video library.

## Disability Support Services

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

- vocational counseling;
- assistive device loan service (tape recorders, visual aids, calculators) for in-class use;
- direct liaison to state and national assistance agencies;
- notetaker, scribe and reader service;
- sign language interpretation services for the deaf;
- test proctoring;
- career exploration and guidance;
- classroom and testing accommodations;
- accessible parking for the mobility impaired;
- Versapoint Braille Embosser;
- Megadots Braille Translator;
- accessibility via Telecommunication Device for the Deaf (TDD) (254) 526-1378;
- sponsorship of the “We Can Do It Club;”
- priority registration; and
- computer with voice at computer science lab.

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

## Learning Disability Support Services

Learning Disability Support Services provides assistance to individuals with a documented learning disability. Appropriate documentation of the disability is required in order to access services/classroom accommodations. Learning disabled students are invited to register with the Learning Disability Support Services Counselor before registration to take advantage of the opportunity to expand their educational opportunities. Services include:

- assistance with transition planning for high school juniors and seniors;
- informal assessment or screening;
- referrals for diagnostic testing
- specialized vocational/academic counseling;
- accommodation assessment;
- study and compensatory skills assistance;
- Language Master, tape recorder, Irlen color filter, and lap top computer loans;
- video tape tutorial loans;
- use of computer assisted reading devices; and
- testing accommodations based on individual diagnostically assessed need.

## Transportation Assistance Program

- Free service to on-campus classes
- All CTC students are eligible
- Special accommodations for disabled within designated bus route can be arranged
- Pick-up points throughout the local area
- Wheelchair accessible

## Single Parent/Displaced Homemaker Support Services

Single Parent/Homemaker Support Services provides assistance, support and encouragement to persons 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 students;
- 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 non-traditional majors to 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 non-traditional vocational/technical degree programs. Services offered include:

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

# ampus 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 Learning Disability Support Services, Project PASS, 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.

## Alumni Association

The CTC Alumni Association exists for two reasons:

- to provide a variety of services for its members such as social interaction, job search, counseling, and life-long access to learning opportunities
- to provide possibilities to achieve community service objectives through their alma mater.

## 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 before the event. Club sponsors must ensure that all club funds are deposited and disbursed properly through the club's on-campus Agency Fund Account 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 Central Texas 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 where changes are needed and to plan appropriate topics for professional development workshops.

By 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.

## KNCT-TV and KNCT-FM

Central Texas College owns and operates a full power UHF television station, KNCT, which is affiliated with the Public Broadcasting Service (PBS). The station broadcasts on channel 46 and is carried on all local cable systems. KNCT FM broadcasts at 91.3 MHz providing easy listening and classical music. The stations also serve as a laboratory facility for students enrolled in the Telecommunications Degree Plan. The stations are located in building 109 on the Central Campus.

## Child Development Center

Central Texas College has established a Child Development Center to serve as a laboratory where CTC 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 has a qualified staff which provides a safe, nurturing environment and developmentally appropriate activities for children ages 2 ½ - 5. The center is accredited by the National Academy of Early Childhood Programs and meets the emotional, social, physical and intellectual needs of children.

## Food Service

The Central Texas College food service facilities are housed in the Roy J. Smith Student Center. Their aim is to serve well-balanced and nutritional meals at the lowest cost. The food court, snack bar and bakery operation provide full meals or a la carte entrees Monday through Friday. Facilities are open to the public. Commuter meal cards are available for purchase from the Food Service Office.

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 before being allowed to eat.

## Bookstore

The Campus Bookstore, located in the Student Center on the Central Campus, carries new and used textbooks, supplies, trade books and general merchandise for the convenience of students, faculty and staff.

A cash register receipt and a drop/add slip will be needed in order to obtain a refund or exchange.

A full refund will be authorized if the book is in the original sale condition. During the Summer or Fort Hood Semesters, students will have three days from the first day of class to refund or exchange. During the Fall and Spring Semesters, you will have twelve days from the first day of class.

You will receive a 50 percent refund if you write in a new text book. Books with shrink wrap must still be in the original packaging.

No refunds will be given on optional books, study guides, or required texts. Refunds will also not be given on gift, supply, trade or clothing items. **Refunds will only be given for dropped classes or for incorrect purchases.**

Buybacks will be held three times a year. They will be at the end of each main campus fall and spring semester and in August after all summer semesters. Study guides and workbooks will not be bought back.

## Intramural Sports

Central Texas College intramural sports offers a wide range of recreational opportunities for men, women, and co-recreational participants. The Intramural Office conducts league play in flag football, volleyball, basketball, and softball. Competition in individual activities such as tennis, golf, bowling, running, badminton, and basketball skills are also provided.

Students from CTC's intramural sports programs also enter competitions with 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 stair climber 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**

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

## **Housing**

### **Residence Hall**

Central Texas College operates a co-ed Residence Hall for 120 full-time students. Supervision is provided by a full-time Residence Hall Manager who is responsible for daily operations as well as educational and social activities. Each student residing in the Residence Hall is responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and to harmonious social life. The Residence Hall is closed during the intervals between semesters. The Residence Hall remains open for students' convenience during the Thanksgiving holiday and Spring Break.

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

The Residence Hall is accessible to students with disabilities. Students requiring a room that accommodates a disability should notify the Residence Hall Manager. Documentation of the disability should be made available to the office of Disability Support Services in Building 106 for verification purposes.

A non-refundable reservation deposit of \$100 is required with each room application. Once you have moved into your room, the reservation deposit becomes a security/damage deposit. Upon written request, the security/damage deposit is refundable when the student vacates the room provided that the room is clean and undamaged, all keys are returned, and there is no outstanding balance on the 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 holiday or Spring Break. In the event a student leaves the Residence Hall before the end of the semester, room and board charges are not refundable.

### **Married Student Housing**

Student apartments, located on the Central Campus, are available for married couples and single parents with children. One and two-bedroom, unfurnished apartments are available for rent. Tenants are billed for electricity monthly. 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 in housing may apply through the Coordinator, Student Housing, Apt 9-C located on Residence Drive.

Certain apartments have been made accessible to students with disabilities. Students needing an accessible apartment should notify the Auxiliary Services Office. Documentation of the disability should be made available to the office of Disability Support Services in the Student Center for verification purposes.

## **Parking**

Free parking 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 Central Texas 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 is a joint library serving both Central Texas College and the Tarleton University Systems Center. It is housed in a centrally located two-story building overlooking the duck pond. More than 450,000 books, microforms, audio/visual materials, and periodical subscriptions support the college curriculum and provide general reading for students, faculty, staff and patrons from the community at large. Open shelves allow free access to all materials except audio/visual materials and back issues of periodicals. The library offers a variety of electronic resources, including CD-ROM indexes, online databases, and access to the Internet. Via the Internet, an automated system provides off-campus access to the card catalog and selected periodical indexes. Bibliographic instruction services include general library tours, subject-oriented lectures and tours given to classes at faculty request, as well as a 20-minute audio-cassette tour. A computer lab provides word processing and spreadsheet software, along with Internet access. Other services include personal assistance at the reference desk, coin-operated photocopiers, typewriters, and Interlibrary Loan services to borrow materials which are not owned by the library. The library participates in TexShare, a resource-sharing program that allows students, faculty and staff at Texas institutions of higher education to use the collections of participating institutions.

## **Copying Service**


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

# Academic Policies

## Academic Load

You are responsible for determining the academic load you may successfully complete during each semester.

- Full-Time: 12 or more semester hours during Fall or Spring semesters; eight or more semester hours during the ten-week Summer session; or four or more semester hours during the first or second Summer session.
- Normal Load: 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. Central Texas College reserves the right to limit the course load carried by any student.
- Minimum Load: No minimum load is required  
International students must maintain a minimum load of 12 semester hours during Fall and Spring semester in compliance with INS regulations.

 Students attending college with financial aid or veterans benefits assistance may be required to meet academic course load standards other than those noted above. Get details from the Office of Student Financial Assistance or the Veteran Services Office before registering for courses.

## Attendance Policy

### Tardiness

You are required to be in your classroom on time. Instructors may choose to lower your grade because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action. Details can be found in the Student Handbook, available in the Office of Student Life Activities.

### Class Attendance

Because absences for any reason negatively affect the learning process, the individual student, and the class, you are expected to attend all classes in which you are enrolled. Class attendance is your responsibility. 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 you from class; in such a case, grades of “FN” or “XN” may be given.
- In extreme cases, the academic dean may suspend the student from Central Texas College.
- When absence from class is necessary for any reason, it is your responsibility to arrange to make up assignments missed during the absence.
- The decision to allow you to make up work following any absence rests solely with the instructor.
- If you desire to be absent from classes for the observance of a religious holy day, submit a request to each instructor by the end of the first week of the semester. Although you will be excused from classes, you 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.
- You are responsible for understanding the attendance policy for each course in which you 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 you fail to meet Central Texas 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, you 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.

If you have not attended class by the 12th class day, you will be dropped by the instructor with a grade of “W.” You may be administratively withdrawn from any class when your absences exceed a total of four class meetings for a Spring or Fall semester or three class meetings for an eleven-week, eight-week, or six-week semester; and in the opinion of the instructor, you cannot satisfactorily complete the course. The final decision rests solely with the instructor.

## Official Withdrawal Policy

It is your responsibility to officially drop a class if circumstances prevent attendance. If you desire to, or must, officially withdraw from a course after the first scheduled class meeting, 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.

- You must sign a withdrawal form.
- Applications for Withdrawal will be accepted at any time before the completion of the 12th week of classes for 16-week courses, the sixth week of classes for eight-week courses, or the fourth week of classes for six-week courses.
- If you are using financial aid, Military Tuition Assistance, VA benefits, or other than personal funds, you may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Assistance or the Veteran Services Office. Military Tuition Assistance students should see the Military Education Center. You must withdraw in person after receiving financial aid, Military Tuition Assistance, or Veterans Assistance approval.
- You may not withdraw from a class for which the instructor has previously issued 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 or TASP alternative 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**     thirty semester hours or less of college-level credit recorded on your permanent record.  
**Sophomore**     thirty-one semester hours or more of college-level credit recorded on your permanent record.

## Resident Credit

You may earn an associate degree entirely through study at campuses outside the State of Texas or in combination with courses taken at the Texas Campuses. At least 25 percent of the credits required for the associate degree 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 University Parallel Courses below). 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.

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 community colleges. If you plan to transfer, do not take more than this number of hours unless you have written permission from the chosen senior college.

## University Parallel Courses

University parallel courses are courses offered to fulfill the requirements for Associate in Arts and Associate in Science Degrees. The courses also support the degree requirements for the Associate in Applied Science degrees. The course credits of specific approved curricula will apply toward baccalaureate degree requirements if the courses are a part of the student's degree requirements at the senior institution. The university parallel course designations determine both course equivalency and degree applicability of transfer credit on a statewide basis. To facilitate transfer of freshman- and sophomore-level university parallel courses, a common numbering system exists.

The Texas Common Course Numbering System (TCCNS) accomplishes two purposes:

- TCCNS assists students in identifying which courses at one college will meet specific course requirements at another college; and
- 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 coursework among colleges and universities in Texas, making the transfer process easier for students.

It is important to know what courses are recognized as common at the school to which you plan to transfer. You should declare a major before attaining sophomore standing at CTC. Each Texas public community college or university will accept transfer of course credit of students transferring from CTC to another accredited Texas public community college or university provided such credits are within the approved transfer curriculum of the student's declared major field at the receiving institution. Use its catalog to gain an understanding of the system at that institution and check with the appropriate campus office if you have questions regarding transfer credit at the receiving institution. A change of major may result in loss of credits earned in a previous program toward a previously planned baccalaureate degree requirement.

## Taking a Course Out of Sequence

If you, for scheduling reasons, find it desirable to take an advanced course before completing the prerequisite, you must secure, in writing, approval from the department advisor before registering for the course. Approval does not release you 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. You are encouraged to become familiar with each instructor's class syllabus and requirements for grades. Grades are reported by two methods:

- Grade Reports are available by phone on the Monday following the week of finals. Grades will continue to be available for two weeks.
- 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 43.

## Grading System

The grading system at Central Texas College is as follows:

Grades		Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
I	Incomplete (except developmental)	0
N	No Credit	0
P	Completed	0
W	Withdrawal	0
XN	Nonattendance, Incomplete for developmental	0
FN	Nonattendance	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 (For non-developmental coursework)

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 to 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.



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 some developmental and designated non-traditional, modular courses and will be assigned to students who have made satisfactory progress, but lack the successful completion of certain modules required for course completion. The grade of "N" indicates that the student must enroll the following semester and complete those modules for a final grade in the course. Re-enrollment requires the payment of usual tuition and fees for the course.

### **“P”-Completed**

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

### **“X”-Non-Attendance**

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

### **“W”-Withdrawal**

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

## **Grade Point Averaging**

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

## **Grades and Financial Aid**

If you are attending college with Military Tuition Assistance, financial aid, or VA benefits, be familiar with the requirements and possible obligations incurred, particularly upon receiving a grade of “F,” “I,” “W,” “N,” or “X.” For additional information, contact the Offices of Student Financial Assistance or Veterans Services Office.

## **Change of Grades**

Students who believe that a computational error occurred in grading should immediately contact the instructor of the course in question. Students must bring this matter to the attention of the instructor involved no later than 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**

You are expected to be aware of your grade point average. The method of calculation of grade point average is explained above. You are encouraged to compute your grade point average frequently. You are responsible for knowing whether or not you are eligible to continue at Central Texas College. An ineligible student who nevertheless registers in Central Texas College courses shall be withdrawn, and the student shall not receive special consideration for lack of knowledge of scholastic status. If you receive grades below “C” (2.0) for any course, 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.

## 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, International Honor Society of Community Colleges.

## Graduation Grade Requirements

To graduate from CTC, you are 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.

Students who fail to achieve a 2.0 grade point average during any term after the first seven 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. (See “Returning to Class”)

Students in Skills Center Self-Paced Certificate programs will be placed on academic probation after receiving the second consecutive “N,” “XN,” or “F” grade (whether the student is taking one or two courses). The student will be required to see a Skills Center Counselor for academic advisement and completion of the Skills Center Student Agreement form for probation.

For clarification purposes, a Skills Center student who fails a course, enrolls in a different course and passes it, then enrolls in the previously failed class and fails it a second time, does not have consecutive failures.

### 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 attend classes on Central Campus will be required to take a study skills course. Students who have not passed all three parts of the placement and/or TASP test will also be required to take the study skills class.

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. Central Campus students on suspension who fail to achieve a 2.0 grade point average during their term of suspension will remain on suspension and will be required to take a study skills class.

A student suspended for the first time may petition Central Texas 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 Central Texas College for two consecutive sixteen-week semesters or four eight-week terms.

Students in Skills Center Self-Paced Certificate programs will be placed on suspension for a period of 30 days after receiving the third consecutive “N,” “XN,” or “F” grade (whether the student is taking one or two courses). The student may petition the college for re-entry after completing the 30 day suspension. If a second suspension occurs, the student must remain suspended for 60 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 before the reinstatement of their financial aid or VA benefits will be reinstated. Students attending self-paced certificate programs under VA educational benefits are limited to one repeat of a course in the certificate. If more than one course must be repeated, VA benefits will not be approved for those courses.

## **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 Central Texas College on an individual petition basis. Students granted re-entry must complete a re-entry petition agreement, attend three counseling sessions during the term, complete courses (including 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 Central Texas College coursework completed ten or more years before 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 children in class. Parents must make arrangements for the care of their children during class meetings. Central Texas College policy does not permit a student to audit courses.

## **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

Provide your legal name on your Application for Admission because this is the name that will appear on your official student record. To change a legal name to a new legal name, submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, present a copy of the marriage certificate. A female student who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name must present a divorce decree or signed court order showing restoration of the maiden name or other names. An affidavit must be provided before the name change will be processed. Submit name change documents and affidavits 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, before 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 Central Texas College records, or who knowingly submit any falsified records to CTC, are subject to disciplinary action which may include suspension and expulsion from CTC.

## Hazing and Disruptive Activities

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

- Plagiarism** The taking of passages from the writing of others without giving proper credit to the sources.
- Collusion** Using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- 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.

## Alcohol and Other Drug Abuse

You are admitted to Central Texas College for the purpose of educational, social, and personal enhancement. As a student, you have rights and privileges, as prescribed by State and Federal Constitutions, statutes, and policies of the Board of Trustees of the Central Texas College District. With these rights and privileges, you 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 educational, 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 alcohol and other drug abuse, Central Texas College has developed a college-wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse but also education, prevention, intervention, and treatment activities necessary to help eliminate problems that substance and alcohol abuse pose to the college community.

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

Through this program, Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and other drug abuse. Information regarding 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 Central Texas College disciplinary policies outlined in the Student Handbook will be subject to disciplinary action by the Director of Student Life 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, available in the Office of Student Life.

## Summons

On some occasions it will be necessary for a faculty member, counselor, or administrative official to contact an individual student. Any student receiving a summons must respond promptly as requested. A summons may take the form of a call from class or a notice by mail. Failure to respond to a summons renders the student subject to disciplinary action.

## 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:

- 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 before the first semester of enrollment at Central Texas College.



- 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.
- Transferability refers to courses in a written transfer degree plan in the student's file.
- 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.

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:

- 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 this Catalog.
- 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.
- 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.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, Dean of Student Services, Director of Career Planning and Placement, and appropriate department chair will develop a written educational plan for retraining.
- Retraining will be limited to 12 credit hours related to the identified skills deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against Central Texas College and its employees for skills deficiencies 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:

	<b>Deadline</b>
Fall Semester for December Graduation	October 1st
Spring Semester for May Graduation	February 1st
Summer Semester for August Graduation	June 10th

All Central Texas College entrance, course and degree requirements must be completed before 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 application. 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 the fee. Students declared non-graduates will be required to reapply for graduation and pay the appropriate graduation fee 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 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 by 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:

- 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. Students repeating a course at Central Texas College who earn a grade of “A” or “B” will be considered for honors if all other requirements are met.
- 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.
- Public recognition for graduating with honors or highest honors is conferred only when the student participates in the formal commencement ceremony.
- 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.

# egree and Certificate 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, you must also complete the specific degree requirements in the curriculum plan for your major field of study as shown in the programs of study. Except for the Associate in General Studies degree, you may not use the minimum requirements listed to “tailor” your own degree. It is your responsibility to apply for the degree and pay the appropriate fee by the application deadline. Each degree candidate must earn a minimum of 25 percent of your coursework from Central Texas College.

A person may initially be awarded one degree from Central Texas College. If you wish to be awarded a second degree, satisfy all requirements for the second degree, including at least 12 additional semester hours of coursework in residence at Central Texas College which were not required for the first degree and apply to the second degree. 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

Developmental studies courses offered by Central Texas College are designed to provide a means for students to remove specific deficiencies or provide refresher coursework before enrolling in academic, occupational or technical programs.

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



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

Central Texas College participates in the Texas Tech Prep state-wide initiative. The Tech Prep degree curriculum awards credit to entering freshmen whose high school has entered into an articulation agreement with CTC and has a TEA approved articulation plan. Central Texas College will award college credit to those students who have successfully graduated from an approved high school tech prep graduation plan and have completed six semester hours in residency with a grade of “C” or higher at the Central Campus.

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

Administrative Secretarial  
Agriculture Production  
Agriculture Science  
Automotive Service and Repair  
Automotive Body Repair  
Business Management  
Computer-Aided Drafting  
Computer Science  
Criminal Justice  
Diesel Mechanics

Early Childhood Professions  
Graphics and Printing  
Hospitality Management  
Maintenance Technology  
Marketing and Sales Management  
Nursing  
Office Management  
Television/Radio/Telecommunications  
Welding  
Word Processing

## 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 percent or 10 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.

## 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. Central Texas College counselors and advisors are available to assist you in choosing from these suggested programs or in working out special arrangements to meet particular educational plans. It is your responsibility to monitor program offerings and follow the published degree plan requirements. Any deviations from listed courses must be approved in writing by the department. If you plan to transfer to a senior college or university and are taking courses that lead to an Associate in Arts or an Associate in Science degree, refer to the degree requirements on pages 58-59.



Although academic counseling is available, it remains your responsibility to determine the major area of study, the senior college or university to which you wish 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. To enter specific programs of study, seek confirmation of program availability. There is no guarantee that a specific course will be offered at any given time (either day time or evenings.) It is your responsibility to complete the required courses when they are offered.

Not all courses are available every semester because of the specialized nature of the course content, equipment requirements, or facility availability. Consult the Schedule Bulletin published each term for courses offered. Central Texas College reserves the right to cancel offered courses when insufficient enrollment or other circumstances require such action.

## Prerequisite Courses

Be familiar with the course descriptions. If the course description indicates a prerequisite, the prerequisite should be met before registering for the advanced course.

For example, you are required to successfully complete ENGL 1301-Composition and Rhetoric I before registering for ENGL 1302.

If you cannot schedule prerequisites, obtain prior approval to enroll in these courses from the Department Chair. Failure to obtain approval could result in loss of credit toward your degree.

## Semester Credit Hours

The three numbers following (to the right of) the course title indicate: (a) the hours per week the class meets for lectures, (b) the number of laboratory hours required per week and (c) the credit hours awarded for successful completion of the course. One semester hour of credit represents one hour of lecture time per week for 16 weeks; one semester hour of credit also represents two to four hours of laboratory time per week for 16 weeks. Lecture and lab proportions may vary depending on the nature of the course.

For example, COSC 1400 Computer Science Fundamentals, 3-3-4, has three hours of lecture per week conducted over 16 weeks and three hours of laboratory per week conducted over 16 weeks with four hours of credit awarded for successful completion. This weekly requirement is adjusted to compensate for terms/sessions/semesters with lengths other than 16 weeks. For instance, 3-0-3 for an eight-week term would require six hours of lecture per week, and 2-4-3 would require four hours of lecture and eight hours of lab per week.

## Core Curriculum

In the spirit of accomplishing Central Texas College's mission, the core curriculum experience will prepare you to learn effectively through your college years so that you carry these aptitudes for learning into your life careers. It is the goal of Central Texas College to graduate well-educated men and women who are articulate, interested in lifelong learning and capable to become creative citizens. The core curriculum design and implementation will also facilitate the transferability of lower division courses between Central Texas College and universities.

## Associate in Science and Associate in Arts Degree Requirements

Requirements for the Associate in Science (AS) and the Associate in Arts (AA) degrees

Core Area	Course Options	Semester Credit Hours
Communications (010) Speech (011)	ENGL 1301 and 1302 and 3 hours of Speech: SPCH 1144, 1145, 1315, 1318, 2144, 2145, 2341	6 3
Mathematics (020)	MATH 1314, 1316, 1324, 1342, 1348, 2413, 2414, 2415	3
Natural Science (030)	BIOL 1408, 1409, 1411, 1413, 1424, 2401, 2402, 2413, 2416, 2421, 2428. CHEM 1406, 1407, 1411, 1412, 2423, 2425. GEOL 1305, 1403, 1404. PHYS 1311, 1312, 1401, 1402, 1405, 1413, 1415, 2425, 2426.	8
Humanities (040)  (visual/performing arts)	ARTS 1303, 1304, 1311, 1312, 1313, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2324, 2326, 2327, 2333, 2336, 2337, 2341, 2342, 2346, 2347, 2356, 2366, 2367, 2376. DANC 2304. DRAM 1310, 1320, 1321, 1351, 2336. MUSI 1131, 1151, 1181, 1182, 1183, 1184, 1216, 1217, 1301, 1304, 1306, 1308, 1309, 1311, 1312, 2303, 2311, 2312. HUMA 1315.	3
(literature, philosophy, and cultural studies)	ANTH 2301, 2346, 2351. ENGL 2322, 2323, 2327, 2328, 2332, 2333. HUMA 1315. PHIL 1301, 1304, 1316, 1317, 2306, 2307.	3
Social/Behavioral Sciences (080)  (legislatively mandated U.S. History and political science)	HIST 1301, 1302. GOVT 2301, 2302.	12
(other social/behavioral science)	HIST 2301, 2311, 2312, 2381. GOVT 2304. PSYC 2301, 2306, 2308, 2314, 2315, 2316, 2319. SOCI 1301, 1306, 2301, 2319, 2336. ECON 1303, 2301, 2302. GEOG 1300, 1301, 1302, 1303.	3
Health, Wellness, Kinesiology (090)	PHED 1100-1110, 1113-1115, 1117-1120, 1123-1127, 1129-1136, 1138, 1140, 1151, 1152, 2155.	1
Total Core Requirements		42
Computer Technology Skills (CTS) (Must meet skills required for basic use of computers)	(Successfully completed by course or competency challenge exam.) COSC 1300. MISC 1420, 1430, 1440, 1450, 1460, 1461, 2454, 2460. WOPO 1305.	
Transfer Course Selections Required	Transfer courses may vary depending on the major the student wishes to pursue. Courses must be university parallel, Texas common course numbered (TCCN) courses which will meet the bachelor degree requirements of the university to which the student plans to transfer. See individual curriculum plans for specific courses.	24
Total Semester Credit Hours		66



A course cannot count toward more than one requirement of the degree.



Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there.

### **The requirements for a CTC Associate in Arts degree are:**

Complete Core .....	42 semester Credit Hours
Health/Wellness/Kinesiology selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology selection (COSC/MISC) .....	3 Semester Credit Hours
Modern Languages selection (FREN, GERM, SPAN, JAPN) .....	8 Semester Credit Hours
Specialization selection - University Parallel, Texas Common Course (TCN) .....	10 Semester Credit Hours
<b>Total 66 Semester Credit Hours</b>	

### **The requirements for a CTC Associate in Science degree are:**

Complete Core .....	42 semester Credit Hours
Health/Wellness/Kinesiology selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology selection (COSC/MISC) .....	3 Semester Credit Hours
Mathematics Selection (MATH) .....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL) .....	4 Semester Credit Hours
Specialization selection - University Parallel, Texas Common Course (TCN) .....	11 Semester Credit Hours
<b>Total 66 Semester Credit Hours</b>	

### **Additional Associate in Arts and Associate in Science Degree Requirements**

- A minimum of 25 percent of semester credit hours earned within the Central Texas College System
  - All required courses in the major as listed in this Catalog;
  - Satisfy:
    - A minimum overall grade point average of 2.0 ("C" average);
    - A minimum "C" on each course in the major;
    - A minimum of 2.0 "C" with Central Texas College;
  - A passing grade on all sections of the "Certificate Form" of the TASP test or state approved alternative test\*;
  - Meeting all other Central Texas College and departmental requirements.
- \* This does not apply to any student who has earned three or more semester credit hours of college credit before the Fall Semester of 1989.

### **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:

- Communications to include either:
    - ENGL 1301 and three semester hours of oral communications, or
    - ENGL 1312;
  - Three semester hours of humanities or fine arts (see page 69);
  - Three semester hours of mathematics, MATH 1314 or higher;
  - HIST 1301 and 1302;
  - GOVT 2301 and 2302;
  - Three semester hours of computer instruction (see page 69);
  - Two semester hours of physical education from activity courses;
  - If the major is music, journalism, or commercial art, all required courses in the major as listed in this Catalog must be completed;
  - A minimum of 25 percent of semester hour credits earned within the Central Texas College System;
  - A minimum overall grade point of 2.0 ("C" average), to include a minimum 2.0 "C" average on all courses taken with Central Texas College;
  - Meeting all other Central Texas College and departmental requirements;
  - In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor's degree differ from those listed above, changes can be made in the Associate in General Studies Degree requirements when approved by the appropriate Department Chair; and
  - A passing grade on all sections of the "Certificate Form" of the TASP test or state approved alternative test.\*
- \* This does not apply to any student who has earned three or more semester credit hours of college credit before the Fall Semester of 1989.

## 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:

- Communications to include either:
  - ENGL 1301 and three semester hours of oral communications, or
  - ENGL 1312;
- Three semester hours of humanities or fine arts (see page below);
- Three semester hours of mathematics, MATH 1314 or higher, except for the Associate Degree Nursing program;
- Three semester hours of social or behavioral science (see page below);
- Three semester hours of computer instruction (see page below);
- A minimum of 50 percent of semester credit hours of technical courses in the major or a closely related field;
- A minimum of 25 percent of semester hours credit earned within the Central Texas College System;
- All required courses in the major as listed in this Catalog;
- Satisfy:
  - A minimum overall grade point average 2.0 ("C" average);
  - A minimum "C" on each course in the major;
  - A minimum of 2.0 "C" with Central Texas College;
- A passing grade on all sections of the "Certificate Form" of the TASP test or state approved alternative test\*; and
- Meeting all other Central Texas College and departmental requirements.

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

- \* This does not apply to any student who has earned three or more semester credit hours of college credit before the Fall Semester of 1989.

## 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 satisfy elective requirements. Some courses can be used as either a Humanities/Fine Arts or Social/Behavioral Science elective as stated below. In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor's degree differ, courses may be approved in addition to those listed.

### Humanities/Fine Arts

ANTH 2351	Cultural Anthropology
ARTS 1303, 1304	Art History I, II
DANC 2304	Dance Appreciation
DRAM 2366	Motion Picture Art
HUMA 1315	Introduction to Fine Arts
SPCH 2341	Oral Performance of Literature
MUSI 1306	Music Appreciation

Modern Language courses

Literature courses to include ENGL 1302 when it is not used to satisfy the English requirement

Philosophy courses to include Religion (PHIL)

### Social/Behavioral Sciences

Anthropology courses (ANTH)  
Economics courses (ECON)  
Geography courses (GEOG)  
Government courses (GOVT)  
History courses (HIST)  
Psychology courses (PSYC)  
Sociology courses (SOCI)

### Computer Technology

Computer Science courses (COSC)  
Microcomputer courses (MISC)  
Word Processing courses (WOPO)

## **Agriculture Science (AGRI) 020101**

### **Associate in Science Degree**

**66 Total Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Mathematics Selection (MATH) .....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL) .....	4 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	11 Semester Credit Hours
AGRI 1231 The Agriculture Industry, AGRI 1307 Agronomy, AGRI 1309 Computers in Agriculture, AGRI 1419 Animal Husbandry, AGRI 2313 Entomology, AGRI 2317 Introduction to Agriculture Economics	

## **Art (ART) 500402**

### **Associate in Arts Degree**

**66 Total Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Modern Languages Selection (FREN, GERM, SPAN, JAPN) .....	8 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	10 Semester Credit Hours
ARTS 1303/04 Art History I and II, ARTS 1311 Design: 2-D, ARTS 1312 Design: 3-D, ARTS 1316/17 Drawing I and II, ARTS 2323/24 Figure Drawing I and II, ARTS 2311 Design: Computer-Aided Art, ARTS 2313/14 Computer Illustration and Advertising Art I and II, ARTS 2316/17 Oil Painting I and II, ARTS 2326/27 Sculpture I and II, ARTS 2333 Print Making, ARTS 2336/37 Fiberarts I and II, ARTS 2341/42 Jewelry and Art Metals I and II, ARTS 2346/47 Ceramics I and II, ARTS 2356/57 Photography I and II, ARTS 2366 Watercolor Painting, ARTS 2367 Acrylic Painting, ARTS 2376 Problems in Contemporary Arts	

## **Biology (BIOL) 260101**

### **Associate in Science Degree**

**66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Mathematics Selection (MATH) .....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL) .....	4 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	11 Semester Credit Hours
BIOL 1408 General Biology I, BIOL 1409 General Biology II, BIOL 1411 General Botany, BIOL 1424 Plant Taxonomy, BIOL 2428 Vertebrate Zoology	

## **Business Administration (BUSS) 520101**

### **Associate in Arts Degree**

**66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Modern Languages Selection (FREN, GERM, SPAN, JAPN) .....	8 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	10 Semester Credit Hours
ACCT 2301 Principles of Accounting, ACCT 2302 Principles of Accounting II, BUSI 1301 Introduction to Business, ECON 2301 Macroeconomics, ECON 2302 Micro Economics	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Services/Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.



## **Chemistry (CHEM) 400501**

### **Associate in Science Degree**

### **66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Mathematics Selection (MATH) .....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL) .....	4 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	11 Semester Credit Hours
CHEM 1411 General Chemistry I, CHEM 1412 General Chemistry II, CHEM 2423 Organic Chemistry I, CHEM 2425 Organic Chemistry II	

## **Commercial Art (CART) 500402**

### **Associate in Arts Degree**

### **66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Modern Languages Selection (FREN, GERM, SPAN, JAPN) .....	8 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	10 Semester Credit Hours
ARTS 1303/04 Art History I and II, ARTS 1311 Design: 2-D, ARTS 1312 Design: 3-D, ARTS 1316/17 Drawing I and II, ARTS 2323/24 Figure Drawing I and II, <b>and</b> , ARTS 2313/14 Computer Illustration and Advertising Art I and II	

## **Engineering (ENGR) 140101**

### **Associate in Science Degree**

### **66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	2 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Mathematics Selection (MATH) .....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL) .....	4 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	12 Semester Credit Hours
ENGR 1304 Engineering Graphics, ENGR 1305 Descriptive Geometry, ENGL 2311 Technical Writing, MATH 2415 Calculus III	

## **Environmental Science (ENVS) 030102**

### **Associate in Science Degree**

### **66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Mathematics Selection (MATH) .....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL) .....	4 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	11 Semester Credit Hours
BIOL 1408 General Biology, BIOL 1409 General Biology, BIOL 1411 General Botany, BIOL 1413 General Zoology, CHEM 1411/12 General Chemistry I and II, CHEM 2401 Analytical Chemistry, GEOL 1403 Physical Geology, PHYS 1413 Environmental Science	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Services/Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

## **Geology (GEOL) 400601**

### **Associate in Science Degree**

**66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Mathematics Selection (MATH) .....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL) .....	4 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	11 Semester Credit Hours
GEOL 1403 Physical Geology, GEOL 1404 Historical Geology, PHYS 1413 Environmental Science	

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

## **Interdisciplinary Studies (IDST) 309999**

### **Associate in Arts Degree**

**66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Modern Languages Selection (FREN, GERM, SPAN, JAPN) .....	8 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	10 Semester Credit Hours

## **Journalism/Communications (COMM) 090401**

### **Associate in Arts Degree**

**66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Modern Languages Selection (FREN, GERM, SPAN, JAPN) .....	8 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	10 Semester Credit Hours
COMM 1307 Communications Media, COMM 2311 News Gathering and Reporting I, COMM 2315 News Gathering and Reporting II, COMM 2305 Editing, Layout and Design	

## **Kinesiology (Physical Education) (PHED) 131314**

### **Associate in Science Degree**

**66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Mathematics Selection (MATH) .....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL) .....	4 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	11 Semester Credit Hours
PHED 1301 Foundations of Physical Health, PHED (Team Sport), PHED (Individual Sport), PHED 1308 Sports Officiating, PHED 1130 Physical Conditioning, PHED 1306 Safety and First Aid, PHED 1138 Rhythmic Aerobics	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Services/Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

## Mathematics (MATH) 270101

### Associate in Arts Degree

**66 Semester Credit Hours**

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.

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Modern Languages Selection (FREN, GERM, SPAN, JAPN) .....	8 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	10 Semester Credit Hours
MATH 1314 College Algebra, MATH 1316 Trigonometry, MATH 1348 Analytic Geometry, MATH 2413 Calculus I, MATH 2414 Calculus II	

## Mathematics (MATH) 270101

### Associate in Science Degree

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.

	<b>66 Semester Credit Hours</b>
Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Mathematics Selection (MATH) .....	3 Semester Credit Hours
Natural Science Selection (BIOL, CHEM, PHYS, GEOL) .....	4 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	11 Semester Credit Hours
MATH 1314 College Algebra, MATH 1316 Trigonometry, MATH 1348 Analytic Geometry, MATH 2413 Calculus I, MATH 2414 Calculus II	

## Modern Language (FLAN) 160101

### Associate in Arts Degree

**66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Modern Languages Selection (FREN, GERM, SPAN, JAPN) .....	8 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	10 Semester Credit Hours
LANG 1411 Beginning Modern Languages I, LANG 1412 Beginning Modern Languages II, LANG 2311 Intermediate Modern Languages, LANG 2312 Intermediate Modern Languages	

## Music (MUSI) 500901

### Associate in Arts Degree

**66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Modern Languages Selection (FREN, GERM, SPAN, JAPN) .....	8 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	10 Semester Credit Hours
MUSI 1216 Ear Training/Sight Singing I, MUSI 1131 Ensemble, MUSI 1151, Choir, MUAP 1181 Individualized Instruction I (Voice), MUAP 1182 Individualized Instruction II (Voice), MUAP 2281 Individualized Instruction III (Voice), MUAP 2282 Individualized Instruction IV (Voice), MUSI 1312 Music Theory II *MUSI 1131 is a residency requirement but does not transfer as credit	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Services/Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

## Social Science (SOCl) 450101

### Associate in Arts Degree

**66 Semester Credit Hours**

Complete Core .....	42 Semester Credit Hours
Health/Wellness/Kinesiology Selection (PHED Activity Courses) .....	3 Semester Credit Hours
Computer Technology Selection (COSC/MISC) .....	3 Semester Credit Hours
Modern Languages Selection (FREN, GERM, SPAN, JAPN) .....	8 Semester Credit Hours
Specialization Selection - University Parallel, Texas Common Course (TCCN) .....	10 Semester Credit Hours
ANTH, ECON, GEOG, GOVT, HIST, PSYC, SOCI.	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Services/Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional coursework above the 66 semester credit hours with the appropriate approval.

## General Studies (GSTU) 309999

### Associate in General Studies Degree

This is a suggested curriculum.

Student must have a minimum of 16 semester credit hours within the Central Texas College System.

#### First Year

##### First Semester

			Credit
ENGL*	1301	Composition and Rhetoric I	
or			
ENGL*	1312	Communications Skills	3
HIST	1301	History of the U.S. to 1877	3
PHED		Physical Education	1
ELCT		Electives	9

##### Second Semester

SPCH*		Speech Selection	
or			
ELCT*		Elective	3
HIST	1302	History of the U.S. from 1877	3
MATH		MATH 1324, 1342, 1314 or higher	3
ELCT		Electives	4
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	3

#### Second Year

##### First Semester

GOVT	2301	State and Federal Government I	3
ELCT**		Electives	12
PHED		Physical Education	1

##### Second Semester

GOVT	2302	State and Federal Government II	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Electives	10

<b>Total Hours</b>			<b>64</b>
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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/Science degree requirements when approved by the appropriate department chair.

\* 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.

# Associate in Applied Science Degrees and Certificates

<b>Administrative and Secretarial Services</b>	<b>254-526-1234</b>
Administrative Secretary (520401), Health and Medical Administrative Services (510707), Medical Administrative Assistant/Secretary (520404), Office Management (520204), Word Processing Specialist (520401)	
<b>Agriculture</b>	<b>254-526-1288</b>
Agricultural Production/Workers and Managers (010302), Agricultural Supplies Retailing and Wholesaling (010507), Animal Business and Production (010104)	
<b>Allied Health and Related Fields</b>	<b>254-526-1266</b>
Emergency Medical Technology/Technician (510904), Health and Medical Laboratory Technologies/Technicians (511004), Mental Health Services (511501), Nursing-General (511601), Practical Nurse (511613)	
<b>Aviation</b>	<b>254-526-1241</b>
Aviation Maintenance (470608), Aviation Science (490102)	
<b>Business Administration and Management</b>	<b>254-526-1248</b>
Applied Management (520201), Applied Management with Computer Application (110301), Business Management (520201), Hospitality Services Management (520902), Legal Assistant/Paralegal (220103), Marketing Management and Research (521401), Real Estate (521501)	
<b>Child Care and Guidance Workers and Managers</b>	<b>254-526-1900</b>
Early Childhood Professions (200201)	
<b>Computer Science</b>	<b>254-526-1164</b>
Business Computer Facility Operator (521205), Computer and Information Sciences (Microcomputer Technology) (110101), Data Processing Technology (110301), Programming (Business Programmer Analyst, Information Technology, Network Systems Administrator) (110201)	
<b>Cosmetic Services</b>	<b>254-526-1235</b>
Barber - Stylist (120402), Cosmetology (120403)	
<b>Drafting and Design</b>	<b>254-526-1233</b>
Computer-Aided Drafting and Design (480101)	
<b>Electronics</b>	<b>254-526-1119</b>
Communications Electronics Technology (150303), Computer Electronics Technology (150402)	
<b>Industrial Technology Related Fields</b>	<b>254-526-1235</b>
Auto/Automotive Body Repairer (470603), Auto/Automotive Mechanic/Technician (470604), Construction and Building Finishers and Managers (460401), Diesel Engine Mechanic and Repairer (470605), Graphics and Printing Equipment Operators (480201), Heating, Air Conditioning and Refrigeration (470201), Masons and Tile Setters (460101), Welder/Welding Technologist (480508)	
<b>Protective Services</b>	<b>254-526-1275</b>
Basic Peace Officer (430107), Criminal Justice and Corrections (430104), Fire Protection Technology (430203)	
<b>Radio and Television Broadcasting</b>	<b>254-526-1297</b>
Radio/Television/Telecommunications (090701)	

## Administrative Secretarial (ASEC) 520401

### Associate in Applied Science Degree

#### First Year

First Semester			Credit
ELCT		OADM/WOPO Selection	3
WOPO	1303	Beginning Keyboarding/Data Entry	3
OADM	1305	Information and Records Management	3
OADM	1309	Business Mathematics and Calculating Machines	3
ENGL		English Selection	3
WOPO	1101	MS-DOS: An Introduction	1

#### Second Semester

WOPO	1304	Intermediate Information Processing Applications	3
OADM	1306	Office Procedures and Applications	3
ELCT		OADM/WOPO Selection	3
OADM	1308	Business Correspondence	3
WOPO	1307	Word Processing/Transcription	3
PHED		Physical Education	1

#### Second Year

First Semester			
WOPO	1305	Applicational Software	3
MATH		MATH 1324, 1342, or 1314	3
ACNT	1325	Principles of Accounting I	3
ELCT		Approved Elective	3
ELCT		OADM/WOPO Selection	3

#### Second Semester

WOPO	2302	Advanced Information Processing Applications	3
ACNT	1326	Principles of Accounting II	3
OADM	2371	Office Procedures II	3
SPCH		SPCH 1315 or 1321	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Social/Behavioral Science Elective (see page 69)	3

**Total Hours** **65**

Course electives or selections must be approved by the Department Chair. Courses may be chosen leading toward general, medical or legal secretarial programs upon department approval.

WOPO 1305, Applicational Software, may be substituted for the following courses: WOPO 1102, 1104, 1109, or WOPO 2303.

## General Office Assistant (ASCC) 520401

### Certificate of Completion

*Offered at the Texas Department of Criminal Justice Only*

			Credit
OADM	1305	Information and Records Management	3
OADM	1306	Office Procedures and Application	3
OADM	1308	Business Correspondence	3
OADM	1309	Business Mathematics and Calculating Machines	3
ACNT	1325	Principles of Accounting I	3
ACNT	1326	Principles of Accounting II	3
OADM	2371	Office Procedures II	3
WOPO	1101	MS-DOS: An Introduction	1
WOPO	1303	Beginning Keyboarding, Data Entry	3
WOPO	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing/Transcription	3
<b>Total Hours</b>			<b>31</b>

## General Secretarial (ASGS) 520401

### Certificate of Completion

<b>First Semester</b>			Credit
OADM		Elective	3
WOPO	1303	Beginning Keyboarding/Data Entry	3
OADM	1305	Information and Records Management	3
OADM	1309	Business Mathematics and Calculating Machines	3
ENGL		English Selection	3
WOPO	1101	MS-DOS: An Introduction	1
<b>Second Semester</b>			
WOPO	1304	Intermediate Information Processing Applications	3
OADM	1306	Office Procedures and Applications	3
OADM		Elective	3
OADM	1308	Business Correspondence	3
WOPO	1307	Word Processing/Transcription	3
PHED		Physical Education	1
<b>Total Hours</b>			<b>32</b>

# Administrative Secretarial (ASAC) 520401

## Certificate of Completion

### First Year

#### First Semester

			Credit
WOPO	1101	MS-DOS: An Introduction	1
WOPO	1303	Beginning Keyboarding/Data Entry	3
OADM	1308	Business Correspondence	3
OADM	1309	Business Mathematics and Calculating Machines	3
OADM	1305	Information and Records Management	3
OADM	1301	Beginning Shorthand	3

#### Second Semester

ENGL		English Selection	3
WOPO	1102	WordPerfect: An Introduction	1
WOPO	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing/Transcription	3
OADM	1302	Intermediate Shorthand	3
OADM	1306	Office Procedures and Applications	3

### Second Year

#### First Semester

WOPO	1104	LOTUS 1-2-3: An Introduction	1
ACNT	1325	Principles of Accounting I	3
WOPO	2308	Information System Internship I	3
WOPO	2303	Office Automation	3
ACNT	1311	Introduction to Computerized Accounting	3

#### Second Semester

WOPO	1109	Data Applications	1
WOPO	2302	Advanced Information Processing Applications	3
ACNT	1326	Principles of Accounting II	3
OADM	2371	Office Procedures II	3
WOPO	2309	Information Systems Internship II	3

<b>Total Hours</b>			<b>58</b>
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# Agriculture Production (AGPR) 010104

## Associate in Applied Science Degree

### First Year

First Semester			Credit
FRMG	1301	Wildlife Management	3
FRMG	1304	Animal Health	3
FRMG	1308	Forage and Pasture Crops	3
AGRI	1419	Animal Husbandry	4
BIOL*	1408	General Biology	4

### Second Semester

AGRI	1131	The Agriculture Industry	1
FRMG	1302	Range Management	3
FRMG	1303	Soil Science	3
AGRI	1315	Horticulture - Home Gardening	3
AGRI	1327	Poultry Science	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
PHED		Physical Education	1

### Second Year

First Semester			
FRMG	2303	Feeds and Feeding	3
FRMG	2307	Livestock Production	3
FRMG	2301	Farm Mechanics I	3
AGRI	2313	Entomology	3
ENGL	1312	Communications Skills	3
ELCT		Elective	3

### Second Semester

FRMG	2302	Farm Mechanics II	3
FRMG	2306	Livestock Marketing	3
FRMG	2309	Computers in Agriculture	3
AGRI	1415	Horticulture	4
MATH	1342	Elementary Statistics	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
<b>Total Hours</b>			<b>71</b>

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

## Agriculture

### Agriculture Technology (ATEC) 010104

#### Certificate of Completion

##### First Year

First Semester			Credit
AGRI	2330	Wildlife Management	3
FRMG	1304	Animal Health	3
FRMG	1308	Forage and Pasture Crops	3
ELCT		Approved Elective	3

##### Second Semester

FRMG	1302	Range Management	3
FRMG	1303	Soil Science	3
AGRI	1315	Horticulture - Home Gardening	3
AGRI	1327	Poultry Science	3

##### Second Year

First Semester			Credit
FRMG	2303	Feeds and Feeding	3
FRMG	2307	Livestock Production	3
AGRI	2303	Agriculture Mechanics	3
ELCT		FRMG Selection	3

##### Second Semester

FRMG	2306	Livestock Marketing	3
FRMG	2401	Food Preservation	4
AGRI	2304	Agriculture Mechanics II	3
AGRI	1415	Horticulture	4
FRMG	2403	Agriculture Internship	4

<b>Total Hours</b>			<b>54</b>
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### Animal (Bovine) Technology (ABOV) 010302

#### Certificate of Completion

First Semester			Credit
FRMG	1304	Animal Health	3
FRMG	2303	Feeds and Feeding	3
FRMG	2307	Livestock Production	3
AGRI	1419	Animal Husbandry	4
AGRI	2313	Entomology	3

##### Second Semester

FRMG	1302	Range Management	3
FRMG	2306	Livestock Marketing	3
FRMG	2401	Food Preservation	4
ELCT		FRMG Elective	3
FRMG	2403	Agricultural Internship	4

<b>Total Hours</b>			<b>33</b>
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# Animal (Equine) Management (AEQU) 010507

## Associate in Applied Science Degree

### First Year

First Semester			Credit
FRMG	1304	Animal Health	3
FRMG	1306	Elementary Horsemanship	3
AGRI	1419	Animal Husbandry	4
BIOL*	1408	General Biology	4
ENGL	1312	Communications Skills	3

### Second Semester

FRMG	1307	Intermediate Horsemanship	3
AGRI	1307	Agronomy	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
MATH	1342	Elementary Statistics	3
AGRI	1309	Computers in Agriculture	3
AGRI	1131	The Agriculture Industry	1
PHED		Physical Education	1

### Second Year

First Semester			
FRMG	2304	Horse Production	3
FRMG	2307	Livestock Production	3
FRMG	2308	Animal Breeding	3
AGRI	2313	Entomology	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT**		Elective	3

### Second Semester

FRMG	1302	Range Management	3
FRMG	2303	Feeds and Feeding	3
FRMG	2305	Advanced Equitation	3
AGRI	2304	Agriculture Mechanics II	3
ELCT**		Elective	3
<b>Total Hours</b>			<b>67</b>

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

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

## Applied Management

# Applied Management (MGMT) 520201

## Associate in Applied Science Degree

(Not Offered in Texas)

### First Year

First Semester			Credit
BUSI	1301	Introduction to Business	3
ENGL		English Selection(s)	3
MATH		MATH 1324, 1342, 1314, or higher	3
BMGT	1303	Principles of Management	3
HRPO	1311	Human Relations	3
PHED		Physical Educations	1

### Second Semester

BUSI	1307	Personal Finance	3
ENGL		English Selection	3
ELCT		BMGT/HRPO/BUSG	3
SPCH		Speech Selection (s)	3
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	3
PHED		Physical Education	1

### Second Year

First Semester			
ACCT	2301	Principles of Accounting I	3
HRPO	2301	Human Resource Management	3
BMGT	1301	Supervision	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		BMGT/HRPO/BUSG	3
PHED		Physical Education	1

### Second Semester

ELCT		Social/Behavioral Science Elective (see page 69)	3
BUSG	2305	Business Law/Contracts	3
MRKG	1311	Principles of Marketing	3
ELCT		BMGT/BUSG/HRPO or approved selection	3
ELCT		BMGT/BUSG/COSC/MISC	3
PHED		Physical Education	1

<b>Total Hours</b>			<b>64</b>
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# Applied Management with Computer Applications (MMRO) 110301

## Associate in Applied Science Degree

(Not Offered in Texas)

### First Year

First Semester			Credit
BMGT	1303	Principles of Management	3
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	4
MISC	1450	Microcomputers for Business	4
ENGL	1312	Communications Skills	3
MATH		MATH 1324 or 1342	3
PHED		Physical Education	1

### Second Semester

BMGT	1301	Supervision	3
BMGT	1325	Office Management	3
MISC	1430	Spreadsheets for Microcomputers	4
MISC	1440	Data Base for Microcomputers	4
SPCH	1321	Business and Professional Speaking	3
PHED		Physical Education	1

### Second Year

First Semester			
BUSG	2305	Business Law/Contracts	3
HRPO	2301	Human Resource Management	3
ACCT	2301	Principles of Accounting I	3
MISC	1461	Operating Systems	4
MISC	2402	Systems in the MIS Environment	4

### Second Semester

HRPO	1311	Human Relations	3
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	4
ACCT	2302	Principles of Accounting II	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
<b>Total Hours</b>			<b>69</b>

## Arts and Sciences

# Arts and Sciences (ARTC) 999999

## Certificate of Completion

First Semester			Credit
HIST	1301	History of the U.S. to 1877	3
SPCH		Speech Selection	3
GOVT	2301	State and Federal Government I	3
ELCT*		MATH, ENGL, SCIE or LANG	6-8
PHED		Physical Education	1
Second Semester			
ELCT		Elective Selections	14-15
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	4
PHED		Physical Education	1
<b>Total Hours</b>			<b>38-41</b>

\* See courses under BIOL, CHEM, GEOL, or PHYS for SCIE elective selections. See course selection under FREN, GERM, JAPN, or SPAN for LANG elective selections.

# Auto Collision Repair (ATCR) 470603

## Associate in Applied Science Degree

### First Year

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1471	Advanced Auto Body Welding	4
ABDR	1431	Basic Refinishing	4
PHED		Physical Education	1

### Second Semester

ABDR	2449	Advanced Refinishing I	4
ABDR	1449	Automotive Plastic and Sheet Molding Compound	4
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1442	Structural Analysis and Damage Repair II	4
MATH		MATH 1324, 1342, 1314 or higher	3

### Second Year

First Semester			
ABDR	2435	Structural Analysis and Damage Repair IV	4
ABDR	2437	Structural Analysis and Damage Repair V	4
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ENGL	1312	Communications Skills	3
GOVT	2301/2302	State and Federal Government I/II	3

### Second Semester

ABDR	2402	Auto Body Mechanical and Electrical Service	4
AUMT	1416	Suspension and Steering	4
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	4
SPCH	1321	Business and Professional Speaking	3
AUMT	1410	Automotive Brake Systems	4
or			
ABDR	2488	Internship - Auto/Automotive Body Repairer	72
<b>Total Hours</b>			<b>72</b>

## Auto Collision

# Auto Collision Repair Technician (ATRT) 470603

## Certificate of Completion

These are self-paced, open-entry programs.

### First Year

#### First Semester

			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1471	Advanced Auto Body Welding	4

#### Second Semester

ABDR	1431	Basic Refinishing	4
ABDR	2449	Advanced Refinishing I	4
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1449	Automotive Plastic and Sheet Molding Compound Repair	4

### Second Year

#### First Semester

ABDR	1442	Structural Analysis and Damage Repair II	4
ABDR	2435	Structural Analysis and Damage Repair IV	4
ABDR	2437	Structural Analysis and Damage Repair V	4
ABDR	2402	Auto Body Mechanical and Electrical Service	4

#### Second Semester

AUMT	1416	Suspension and Steering	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4
or			
ABDR	2488	Internship - Auto/Automotive Body Repairer	

**Total Hours** 56

# Mechanical and Electrical (ATME) 470603

## Certificate of Completion

#### First Semester

			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	2402	Auto Body Mechanical and Electrical Service	4
ABDR	1472	Auto Body Glass Hardware and Trim	4
AUMT	1416	Suspension and Steering	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4

or

ABDR	2488	Internship - Auto/Automotive Body Repairer	
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**Total Hours** 24



## Painting and Refinishing (ATPR) 470603

### Certificate of Completion

These are self-paced, open-entry programs.

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1431	Basic Refinishing	4
ABDR	2449	Advanced Refinishing I	4
Second Semester			
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1471	Advanced Auto Body Welding	4
ABDR	1449	Automotive Plastic and Sheet Molding Compound Repair	4
or			
ABDR	2488	Internship - Auto/Automotive Body Repairer	
<b>Total Hours</b>			<b>28</b>

## Structural/Non-Structural Analysis and Damage Repair (ASAD) 470603

### Certificate of Completion

First Semester			Credit
ABDR	1419	Basic Metal Repair	4
ABDR	1472	Auto Body Glass, Hardware and Trim	4
ABDR	1471	Advanced Auto Body Welding	4
ABDR	1441	Structural Analysis and Damage Repair I	4
ABDR	1442	Structural Analysis and Damage Repair II	4
Second Semester			
ABDR	2435	Structural Analysis and Damage Repair IV	4
ABDR	2437	Structural Analysis and Damage Repair V	4
ABDR	1449	Automotive Plastic and Sheet Molding Compound Repair	4
ABDR	2402	Auto Body Mechanical and Electrical Service	4
or			
ABDR	2488	Internship - Auto/Automotive Body Repairer	
<b>Total Hours</b>			<b>36</b>

## Automotive Mechanic/Technician (ATMT) 470604

### Associate in Applied Science Degree

#### First Year

First Semester			Credit
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
MATH		MATH 1324, 1342, 1314 or higher	3

#### Second Semester

AUMT	1472	Automotive Computer Systems	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4
AUMT	2413	Manual Drive Trains and Axles	4
ENGL	1312	Communication Skills	3

#### Second Year

First Semester			
SPCH	1321	Business and Professional Speaking	3
AUMT	1416	Suspension and Steering	4
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	3
AUMT	1471	Automotive Fuel Systems	4
GOVT	2301/2302	State and Federal Government I/II	3

#### Second Semester

AUMT	2425	Automatic Transmissions and Transaxles	4
AUMT	2434	Engine Performance Analysis II	4
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Approved Elective	3
AUMT	1419	Automotive Engine Repair	4
or			
AUMT	2488	Internship–Auto/Automotive Mechanic Technician	

**Total Hours** **72**

## Automotive Technician (ATTE) 470604

### Certificate of Completion

These are self-paced, open-entry programs.

#### First Year

First Semester			Credit
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4

#### Second Semester

AUMT	1471	Automotive Fuel Systems	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1472	Automotive Computer Systems	4
AUMT	1410	Automotive Brake Systems	4

#### Second Year

First Semester			Credit
AUMT	1416	Suspension and Steering	4
AUMT	2413	Manual Drive Trains and Axles	4
AUMT	2425	Automatic Transmission and Transaxles	4
WLDG	2413	Welding Using Multiple Processes	4

#### Second Semester

AUMT	2434	Engine Performance Analysis II	4
AUMT	1419	Automotive Engine Repair	4

or

AUMT	2488	Internship–Auto/Automotive Mechanic Technician	55
<b>Total Hours</b>			<b>55</b>

## Automotive System Specialist (ATSS) 470604

### Certificate of Completion

			Credit
AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1410	Automotive Brake Systems	4
AUMT	1416	Suspension and Steering	4
AUMT	2413	Manual Drive Trains and Axles	4
AUMT	2425	Automatic Transmission and Transaxles	4
WLDG	2413	Welding Using Multiple Processes	4
or			
AUMT	2488	Internship–Auto/Automotive Mechanic/Technician	39
<b>Total Hours</b>			<b>39</b>

## Automotive Mechanic

### Automotive Tune-Up Specialist Certificate (ATTU) 470604

#### Certificate of Completion

These are self-paced, open-entry programs.

AUMT	1405	Introduction to Automotive Technology	4
AUMT	2305	Theory of Automotive Engines	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	1471	Automotive Fuel Systems	4
AUMT	1472	Automotive Computer Systems	4
AUMT	2434	Engine Performance Analysis II	4
AUMT	1419	Automotive Engine Repair	4
or			
AUMT	2488	Internship–Auto/Automotive Mechanic/Technician	
<b>Total Hours</b>			<b>31</b>

### Auto Service and Repair (ATSR) 470604

#### Certificate of Completion

*Texas Department of Criminal Justice Only*

			<b>Credit</b>
AUMT	1405	Introduction to Automotive Technology	4
AUMT	1407	Automotive Electrical Systems	4
AUMT	2437	Automotive Electronics	4
AUMT	1410	Automotive Brake Systems	4
AUMT	1445	Automotive Heating and Air Conditioning	4
AUMT	1471	Automotive Fuel Systems	4
AUMT	2413	Manual Drive Trains and Axles	4
AUMT	2434	Engine Performance Analysis II	4
<b>Total Hours</b>			<b>32</b>

# Aviation Maintenance Technology (AVMT) 470608

## Associate in Applied Science Degree

*Not Offered in Texas*

### First Year

First Semester			Credit
AERM	1208	Federal Aviation Regulations	2
AERM	1205	Weight and Balance	2
AERM	1314	Basic Electricity	3
ENGL	1312	Communications Skills	3
PHYS	1305	Survey of Physics	3

### Second Semester

AERM	1203	Shop Practices	2
AERM	1210	Ground Operations	2
AERM	1254	Airframe Composites	2
AERM	1452	Aircraft Sheet Metal	4
AERM	2231	Airframe Inspection	2
MATH		MATH 1324, 1342, 1314, or higher	3

### Third Semester

AERM	1449	Hydraulic, Pneumatic and Fuel Systems	4
AERM	2337	Landing Gear and Hydraulic Systems	3

### Second Year

First Semester			
AERM	1243	Instruments and Navigation/Communications	2
AERM	2341	Power Plant and Auxiliary Power Units	3
AERM	1357	Fuel Metering and Induction System	3
AERM	1445	Airframe Electrical Systems	4

### Second Semester

AERM	1444	Aircraft Reciprocating Engines	4
AERM	1340	Aircraft Propellers	3
AERM	2351	Aircraft Turbine Engine Overall	3
AERM	1456	Aircraft Power plant Electrical	4

### Third Semester

ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
<b>Total Hours</b>			<b>67</b>

# Aviation Science (ASCI) 490102

## Associate in Applied Science Degree

### First Year

#### First Semester

			Credit
ASCI	1200	Flight - Basic	2
ASCI	1301	Aircraft Science	3
ASCI	1403	Air Navigation	4
ENGL	1301	Composition and Rhetoric I	3
MATH	1314	College Algebra	3
PHED		Physical Education	1

#### Second Semester

ASCI	1201	Flight - Private	2
ASCI	1306	Meteorology	3
ENGL	1302	Composition and Rhetoric II	3
SPCH	1315	Public Speaking	3
ELCT**		Approved Elective	3
PHED		Physical Education	1

#### Summer Semester

ASCI	1204	Flight - Instrument	2
ASCI	1305	Advanced Air Navigation	3
ASCI	2318	Propulsion Systems	3

### Second Year

#### First Semester

ASCI*	2204	Flight - Instrument	2
ASCI	2301	Aerodynamics	3
ASCI	2407	Instrument Ground School	4
PHYS	1305	Survey of Physics	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3

#### Second Semester

ASCI*	2205	Flight Commercial	2
ASCI	2300	Commercial Ground School	3
ASCI	2303	Air Transportation	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	4

**Total Hours** **69**

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

\*\* Business or Management Elective

## Aviation Science (AVCC) 490102

### Certificate of Completion

			Credit
ASCI	1200	Flight - Basic	2
ASCI	1301	Aircraft Science	3
ASCI	1403	Air Navigation	4
ASCI	1201	Flight - Private	2
ASCI	1306	Meteorology	3
ASCI	1204	Flight - Instrument	2
ASCI	1305	Advanced Air Navigation	3
ASCI	2318	Propulsion Systems	3
ASCI	2204	Flight - Instrument	2
ASCI	2301	Aerodynamics	3
ASCI	2407	Instrument Ground School	4
ASCI	2205	Flight Commercial	2
ASCI	2300	Commercial Ground School	3
ASCI	2303	Air Transportation	3
<b>Total Hours</b>			<b>39</b>

## Business Management

# Business Management (BMGT) 520201

## Associate in Applied Science Degree

### First Year

#### First Semester

			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition and Rhetoric I	3
ELCT		MISC 1450 or WOPO 1305	3-4
BUSI	1301	Introduction to Business	3
SPCH		SPCH 1315 or 1321	3
PHED		Physical Education	1

#### Second Semester

BMGT	1325	Office Management	3
BMGT	1303	Principles of Management	3
OADM	1309	Business Math and Machine Applications	3
ELCT		BUSI/BMGT/MRKG/RELE/MISC/COSC	3-4
ELCT		BUSI/BMGT/MRKG/RELE	3
PHED		Physical Education	1

### Second Year

#### First Semester

MATH		MATH 1324 or 1342	3
ACCT	2301	Principles of Accounting I	3
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	3
ECON		ECON 2301 or 2302	3

#### Second Semester

ELCT		BMGT 2371, BMGT 2489, or RELE 2489	3-4
BUSG	2309	Small Business Management	3
ACCT	2302	Principles of Accounting II	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
BMGT	1301	Supervision	3
ELCT		Approved Elective	3

#### Total Hours

**68-72**



## Business Management (BSMG) 520201

### Certificate of Completion

#### First Year

First Semester			Credit
BUSI	1301	Introduction to Business	3
BMGT	1303	Principles of Management	3
HRPO	1311	Human Relations	3
ELCT		MISC 1450 or WOPO 1305	3-4
ELCT		BUSI/BMGT/BUSG/MRKG/RELE	3
Second Semester			
HRPO	2301	Human Resource Management	3
BMGT	1301	Supervision	3
ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
BUSG	2305	Business Law/Contracts	3
ELCT		BUSI/BMGT/BUSG/MRKG/RELE	3
Total Hours			30-32

## Entrepreneurship (BMEC) 520201

### Certificate of Completion

#### First Year

First Semester			Credit
BUSG	2309	Small Business Management	3
OADM	1309	Business Math and Calculating Machines	3
ELCT		MISC 1450 or WOPO 1305	3-4
MRKG	1311	Principles of Marketing	3
ACCT	2301	Principles of Accounting I	3
Second Semester			
HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	3
ELCT		BUSI/BMGT/BUSG/RELE	3
BUSG	1370	Small Business Accounting	3
BUSG	1371	Entrepreneurship and Business Plan Development	3
Total Hours			30-31

# Business Programmer/Analyst(CSPA) 110201

## Associate in Applied Science Degree

### First Year

#### First Semester

			Credit
COSC	1403	Introduction to Computer Science and Programming	4
MISC	1450	Microcomputers for Business	4
ENGL	1301	Composition and Rhetoric I	3
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

#### Second Semester

COSC	1404	COBOL Programming	4
COSC	1406	Computer Organization and Architecture	4
MISC	1461	Operating Systems	4
COSC	1408	AS/400 Concepts and Operations	4

### Second Year

#### First Semester

COSC	2403	JCL/Machine Language Program	4
MISC	2456	C Language Programming I	4
COSC	1407	RPG/400 Programming	4
ELCT*		ACCT Elective Selection	3
ELCT		Social/Behavioral Science Elective (see page 69)	3

#### Second Semester

COSC	2401	Advanced COBOL	4
MISC	2458	C Language Programming II	4
ELCT		COSC Sophomore-level Technical Elective	4
SPCH	1321	Business and Professional Speaking	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3

#### Total Hours

**67**

\* ACCT Elective Selection includes ACNT 1325, ACCT 2301.

\*\* COSC/MISC Technical Elective Selection may be any COSC/MISC course to include COSC 1409, 2494 and MISC 2460.

# Information Technology (CSIT) 110201

## Associate in Applied Science Degree

### First Year

First Semester			Credit
COSC	1401	Computer Operations	4
MISC	1420	Word Processing for Microcomputers	4
MISC	1430	Spreadsheets for Microcomputers	4
MISC	1450	Microcomputers for Business	4
PHED		Physical Education	1

### Second Semester

MISC	1400	Microcomputers Fundamentals	4
MISC	1440	Data Base for Microcomputers	4
MISC	1460	Desk Top Publishing	4
MISC	1461	Operating Systems	4

### Second Year

#### First Semester

COSC	2490	Computer Resource Management	4
MISC	2454	Basic Communications, Networking and Internet	4
ELCT*		ACCT Elective Selection	3
ENGL	1301	Composition and Rhetoric I	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3

#### Second Semester

COSC	2409	Field Projects	4
ELCT		COSC/MISC Technical Elective	4
MATH		MATH 1324, 1342, 1314 or higher	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
SPCH	1321	Business and Professional Speaking	3
<b>Total Hours</b>			<b>67</b>

\* ACCT Elective Selections include ACNT 1325, ACCT 2301.

## Computer Science

### Network Systems Administrator (CSNS) 110201

#### Associate in Applied Science Degree

##### First Year

###### First Semester

			Credit
MISC	1450	Microcomputers for Business	4
MISC	1451	Introduction to Microcomputer Programming	4
ENGL	1301	Composition and Rhetoric I	3
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

###### Second Semester

COSC	1406	Computer Organization and Architecture	4
MISC	1461	Operating Systems	4
ELCT		COSC/MISC Technical Elective	4
ELCT		Social/Behavioral Science Elective (see page 69)	3
ELCT		Elective	3

##### Second Year

###### First Semester

COSC	2490	Computer Resource Management	4
COSC	2491	Network Management	4
ENGL	2311	Technical Writing	3
ACCT	2301	Principles of Accounting I	3
ELCT		Humanities and Fine Arts Elective (see page 69)	3

###### Second Semester

COSC	2492	Network Installation, Service and Support	4
COSC	2493	Network Architectures, Standards, and Protocols	4
COSC	2409	Field Projects	4
SPCH	1321	Business and Professional Speaking	3

**Total Hours** **65**

### Network Systems Specialist(NSCC) 110201

#### Certificate of Completion

			Credit
COSC	1406	Computer Organization and Architecture	4
COSC	2490	Computer Resource Management	4
COSC	2491	Network Management	4
MISC	1450	Microcomputers for Business	4
MISC	1451	Introduction to Microcomputer Programming	4
MISC	1461	Operating Systems	4
MISC	2454	Basic Communications, Networking and Internet	4
ELCT		COSC/MISC	4
<b>Total Hours</b>			<b>32</b>

## Computer Operator (COOP) 521205

### Certificate of Completion

First Semester			Credit
COSC	1400	Computer Science Fundamentals	4
COSC	1401	Computer Operations	4
MISC	1450	Microcomputers for Business	4
OADM	1305	Information and Records Management	3
Second Semester			
COSC	1406	Computer Organization and Architecture	4
COSC	2403	JCL/Machine Language Program	4
ELCT		COSC/MISC Technical Elective	4
ELCT		COSC/MISC Technical Elective	4
Total Hours			31

## Information Center Specialist (ICSP) 110301

### Certificate of Completion

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

## Data Control Specialist (DCSP) 520407

### Certificate of Completion

First Semester			Credit
COSC	1400	Computer Science Fundamentals	4
COSC	1401	Computer Operations	4
MISC	1450	Microcomputers for Business	4
WOPO	1303	Beginning Keyboarding/Data Entry	3
Second Semester			
MISC	1420	Word Processing for Microcomputers	4
MISC	1440	Data Base for Microcomputers	4
OADM	1305	Information and Records Management	3
ELCT		COSC/MISC Technical Elective	4
Total Hours			30

## Cosmetic Services

### Professional Barber-Stylist Science (BARB) 120402

#### Certificate of Completion

First Semester			Credit
BARB	1701	Introduction to Hair Design	7
BARB	1702	Basic Barber-Styling	7
Second Semester			
BARB	1703	Intermediate Barber-Styling I	7
BARB	1704	Intermediate Barber-Styling II	7
Third Semester			
BARB	2701	Advanced Barber-Styling	7
BARB	2702	Advanced Barber-Styling, Barber Law and Shop Management	7
Total Hours			42

### Professional Barber-Stylist Science/Instructor (BBRI) 120402

#### Certificate of Completion

Prerequisite: Student must be a licensed Barber.

First Semester			Credit
BARB	2704	Introduction to Instructor Orientation	7
BARB	2705	Basic Barber Instructor	7
Second Semester			
BARB	2706	Intermediate Barber Instructor	7
BARB	2707	Advanced Barber Instructor	7
Total Hours			28

### Cosmetology (COSM) 120403

#### Certificate of Completion

First Semester			Credit
COSM	1701	Orientation and Introduction to Cosmetology	7
COSM	1702	Basic Cosmetology	7
Second Semester			
COSM	1703	Intermediate Cosmetology, Manicuring and Hair Removal	7
COSM	1704	Intermediate Cosmetology and Skin Care	7
Third Semester			
COSM	2705	Advanced Cosmetology	7
COSM	2706	Preparation for the State Board and Advanced Cosmetology	7
Total Hours			42

# Criminal Justice (CRIJ) 430104

## Associate in Applied Science Degree

### First Year

#### First Semester

			Credit
CJSA 1322/CRIJ 1301	Introduction to Criminal Justice		3
CJSA 2300/CRIJ 2323	Legal Aspects of Law Enforcement		3
CJSA 1313/CRIJ 1306	Court Systems and Practices		3
CJSA 1312/CRIJ 1307	Crime in America		3
ENGL 1301	Composition and Rhetoric I		3
PHED 1130	Physical Conditioning		1

#### Second Semester

CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law		3
CJSA 1317/CRIJ 1313	Juvenile Justice System		3
CJSA 1348	Ethics in Criminal Justice		3
ENGL	ENGL 1302 or 2311		3
MATH	MATH 1324, 1342, 1314 or higher		3
PHED	Physical Education		1

### Second Year

#### First Semester

CJSA 1359/CRIJ 2328	Police Systems and Practices		3
CJSA 1342/CRIJ 2314	Criminal Investigation		3
CJSA 1351	Use of Force		3
ELCT	Criminal Justice Elective		3
SOCI 1301	Introduction to Sociology		3
GOVT 2301/2302	State and Federal Government I/II		3

#### Second Semester

CJSA 2331	Child Abuse, Prevention and Investigation		3
CJLE 1211	Basic Firearms		2
ELCT	Criminal Justice Elective		3
SPCH 1321	Business and Professional Speaking		3
ELCT	Humanities/Fine Arts Elective (see page 69)		3
ELCT	Computer Science/Microcomputer Technology Elective (see page 69)		3

#### Total Hours

**67**

# Criminal Justice - Corrections Specialty (CRJC) 430104

## Associate in Applied Science Degree

### First Year

#### First Semester

		Credit
CJSA 1322/CRIJ 1301	Introduction to Criminal Justice	3
CJCR 2325	Legal Aspects of Corrections	3
CJSA 1313/CRIJ 1306	Court Systems and Practices	3
CJSA 1312/CRIJ 1307	Crime in America	3
ENGL 1301	Composition and Rhetoric I	3
PHED 1130	Physical Conditioning	1

#### Second Semester

CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
CJCR 1304	Probation and Parole	3
CJSA 1348	Ethics in Criminal Justice	3
ENGL	ENGL 1302 or 2311	3
MATH	MATH 1324, 1342, 1314 or higher	3
PHED	Physical Education	1

### Second Year

#### First Semester

CJCR 1307/CRIJ 2313	Correctional Systems and Practices	3
CJCR 2324/CRIJ 2301	Community Resources in Corrections	3
CJSA 1351	Use of Force	3
ELCT	Criminal Justice Elective	3
SOCI 1301	Introduction to Sociology	3
GOVT 2301/2302	State and Federal Government I/II	3

#### Second Semester

CJLE 1358	Rights of Prisoners	3
CJLE 1211	Basic Firearms	2
ELCT	Criminal Justice Elective	3
SPCH 1321	Business and Professional Speaking	3
ELCT	Humanities/Fine Arts Elective (see page 69)	3
ELCT	Computer Science/Microcomputer Technology Elective (see page 69)	3
<b>Total Hours</b>		<b>67</b>



## Criminal Justice Studies Specialization

### Certificates of Completion

#### First Year

##### First Semester (Core Courses)

	Credit
CJSA 1312/CRIJ 1307 Crime in America	3
CJSA 1313/CRIJ 1306 Court Systems and Practices	3
CJSA 1348 Ethics in Criminal Justice	3
CJSA 1322/CRIJ 1301 Introduction to Criminal Justice	3
CJSA 1359/CRIJ 2328 Police Systems and Practices	3
<b>Core Courses Total</b>	<b>15</b>

#### Second Semester (Criminal Justice Studies Specialization) (CJSS) 430104

CJSA 1342/CRIJ 2314 Criminal Investigation	3
CJSA 1327/CRIJ 1310 Fundamentals of Criminal Law	3
CJSA 1317/CRIJ 1313 Juvenile Justice System	3
CJSA 2300/CRIJ 2323 Legal Aspects of Law Enforcement	3
ELCT Criminal Justice Elective	3
<b>Specialization Courses Total</b>	<b>15</b>
<b>Certificate Total</b>	<b>30</b>

#### Second Semester (Criminal Justice Corrections Specialization) (CJCS) 430104

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

## Criminal Justice - Reserve Police Academy (CCLE) 430104

### Certificate of Completion

	Credit
<b>First Semester</b>	
CJSA 1322 Introduction to Criminal Justice	3
CJSA 1333 Traffic Law and Investigation	3
CJSA 1359 Police Systems and Practices	3
CJSA 1351 Use of Force	3
CJLE 1211 Basic Firearms	2
CJSA 1393 Special Topics in Criminal Justice	3
<b>Second Semester</b>	
CJSA 2300 Legal Aspects of Law Enforcement	3
CJSA 1313 Court Systems and Practices	3
CJSA 1312 Crime in America	3
CJSA 2331 Child Abuse, Prevention and Investigation	3
<b>Summer Semester</b>	
CJSA 1342 Criminal Investigation	3
CJSA 1327 Fundamentals of Criminal Law	3
CJSA 1317 Juvenile Justice System	3
<b>Total Hours</b>	<b>38</b>

## **Criminal Justice**

### **Basic Peace Officer Training (CBPO) 430107** **Non-Credit Certificate of Completion**

<b>First Semester</b>			<b>Clock Hours</b>
CJLE	1006	Basic Peace Officer I	157
<b>Second Semester</b>			
CJLE	1012	Basic Peace Officer II	148
<b>Third Semester</b>			
CJLE	1018	Basic Peace Officer III	155
<b>Fourth Semester</b>			
CJLE	1024	Basic Peace Officer IV	172
<b>Total Clock Hours</b>			<b>632</b>

### **Basic Reserve Peace Officer Training (CRPO) 430107** **Non-Credit Certificate of Completion**

<b>First Semester</b>			<b>Clock Hours</b>
CJLE	1007	Basic Reserve Peace Officer (1st of 2 courses)	115
CJLE	1008	Basic Reserve Peace Officer (2nd of 2 courses)	115
<b>Second Semester</b>			
CJLE	2023	Intermediate Reserve Officer (1st of 2 courses)	99
CJLE	2024	Intermediate Reserve Officer (2nd of 2 courses)	99
<b>Third Semester</b>			
CJLE	2043	Advanced Reserve Officer (1st of 2 courses)	82
CJLE	2044	Advanced Reserve Officer (2nd of 2 courses)	82
<b>Total Clock Hours</b>			<b>592</b>

### **Basic Corrections Certification (CECR)** **Non-Credit Certificate of Completion**

			<b>Clock Hours</b>
CJCR	1011	Basic Certification for Correctional Officers (1st of 2 courses)	160
CJCR	1012	Basic Certification for Correctional Officers (2nd of 2 courses, if needed)	
<b>Total Clock Hours</b>			<b>160</b>

# Diesel Engine Mechanic and Repairer (DEMR) 470605

## Associate in Applied Science Degree

### First Year

First Semester			Credit
DEMR	1401	Shop Safety and Procedures	4
DEMR	1406	Diesel Engines I	4
AUMT	1445	Automotive Heating and Air Conditioning	4
ENGL	1312	Communication Skills	3
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	3

### Second Semester

DEMR	1421	Power Trains I	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1417	Basic Brake Systems	4
MATH		MATH 1324, 1342, 1314 or higher	3
SPCH	1321	Business and Professional Speaking	3

### Second Year

First Semester			
DEMR	1416	Basic Hydraulics	4
DEMR	1471	Basic Diesel Tune-Up and Troubleshooting	4
DEMR	1411	Diesel Engine Testing and Repair II	4
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Elective	3

### Second Semester

DEMR	1447	Power Trains II	4
DEMR	1330	Steering and Suspension I	3
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
GOVT	2301/2302	State and Federal Government I/II	3
DEMR	1449	Diesel Engine II	4
or			
DEMR	2488	Internship–Diesel Engine Mechanic and Repairer	72
<b>Total Hours</b>			<b>72</b>

## Diesel

### Diesel Technician (DETE) 470605

#### Certificate of Completion

These are self-paced open-entry programs

DEMR	1401	Shop Safety and Procedures	4
DEMR	1406	Diesel Engines I	4
DEMR	1405	Basic Electrical systems	4
DEMR	1471	Basic Diesel Engine Tune-Up and Troubleshooting	4
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
DEMR	1411	Diesel Engine Testing and Repair II	4
DEMR	1416	Basic Hydraulics	4
DEMR	1421	Power Trains I	4
DEMR	1447	Power Trains II	4
DEMR	1417	Basic Brake Systems	4
DEMR	1330	Steering and Suspension I	3
AUMT	1445	Automotive Heating and Air Conditioning	4
DEMR	1449	Diesel Engines II	4
WLDG	2413	Welding Using Multiple Processes	4
or			
DEMR	2488	Internship–Diesel Engine Mechanic and Repairer	
<b>Total Hours</b>			<b>55</b>

### Diesel Engine Specialist (DEES) 470605

#### Certificate of Completion

			Credit
DEMR	1401	Shop Safety and Procedures	4
DEMR	1406	Diesel Engines I	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1471	Basic Diesel Engine Tune-Up and Troubleshooting	4
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
DEMR	1411	Diesel Engine Testing and Repair II	4
DEMR	1449	Diesel Engines II	4
WLDG	2413	Welding Using Multiple Processes	4
or			
DEMR	2488	Internship–Diesel Engine Mechanic and Repairer	
<b>Total Hours</b>			<b>32</b>

### Diesel System Specialist Certificate (DESS) 470605

#### Certificate of Completion

			Credit
DEMR	1401	Shop Safety and Procedures	4
DEMR	1405	Basic Electrical Systems	4
DEMR	1416	Basic Hydraulics	4
DEMR	1421	Power Trains I	4
DEMR	1447	Power Trains II	4
DEMR	1417	Basic Brake Systems	4
DEMR	1330	Steering and Suspension I	3
AUMT	1445	Automotive Heating and Air Conditioning	4
WLDG	2413	Welding Using Multiple Processes	4
or			
DEMR	2488	Internship–Diesel Engine Mechanic and Repairer	
<b>Total Hours</b>			<b>35</b>

## Computer-Aided Drafting and Design (DFTG) 480101

### Associate in Applied Science Degree

#### First Year

First Semester			Credit
ENGR*	1304	Engineering Graphics	3
DFTG	2412	Technical Illustration	4
DFTG	2410	Structural Drafting	4
MATH	1314	College Algebra	3

#### Second Semester

ENGR*	1305	Descriptive Geometry	3
DFTG	2402	Machine Drafting	4
DFTG	1409	Basic Computer-Aided Drafting	4
ENGL	1312	Communications Skills	3
ELCT**		General Academic Elective	3

#### Second Year

First Semester			Credit
DFTG	1417	Architectural Drafting-Residential	4
DFTG	1458	Electrical/Electronics Drafting	4
DFTG	1452	Intermediate Computer-Aided Drafting	4
ELCT***		Approved Elective	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3

#### Second Semester

DFTG	1444	Pipe Drafting	4
DFTG	1448	Topographical Drafting	4
DFTG	1471	Industrial Practice	4
ELCT		Social/Behavioral Science Elective (see page 69)	3
<b>Total Hours</b>			<b>64</b>

\*Selected locations may substitute DFTG 1405 for ENGR 1304 and DFTG 1456 for ENGR 1305.

\*\* Natural Science/Mathematics, Humanities/Fine Arts or Social/Behavioral Science Elective.

\*\*\* Approved Electives: DFTG 1391; ARTS 1316; MISC 1450 or other elective approved by the Department Chair.

## Computer-Aided Drafting and Design (DDCC) 480101

### Certificate of Completion

			Credit
ENGR	1304	Engineering Graphics	3
ENGR	1305	Descriptive Geometry	3
DFTG	1409	Basic Computer-Aided Drafting	4
DFTG	2402	Machine Drafting	4
DFTG	2410	Structural Drafting	4
DFTG	2412	Technical Illustration	4
TMTH	1301	Technical Math	3
<b>Total Hours</b>			<b>25</b>

## Early Childhood Professions

# Early Childhood Professions (CDEC) 200201

## Associate in Applied Science Degree

### First Year

#### First Semester

			Credit
CDEC	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Professions	3
CDEC	1319	Child Guidance	3
ENGL		ENGL 1301 or 1312	3
CDEC*	1359	Child with Special Needs	3
PHED		Physical Education	1

#### Second Semester

CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1354	Child Growth and Development	3
CDEC	1318	Nutrition, Safety and Health	3
CDEC	1303	Family and the Community	3
CDEC	1356	Emergent Literacy for Early Childhood	3

### Second Year

#### First Semester

CDEC	2321	The Infant and Toddler	3
CDEC	2326	Administration of Programs for Children I	3
or			
CDEC	2328	Administration of Programs for Children II	
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	4
SPCH		SPCH 1315 or 1321	3
MATH		MATH 1324, 1342, 1314 or higher	3
CDEC	1374	Preschool Age	3

#### Second Semester

CDEC	1357	Math and Science for Early Childhood	3
CDEC	2384	Cooperative Education in Child Development	3
CDEC	2341	The School Age Child	3
CDEC	1195	Special Topics in Child Care	1
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Social/Behavioral Science Elective (see page 69)	3

**Total Hours** **66**

\* May substitute CDEC 1371 and 1372

# Child Development Associate (CCDA) 200201

## Certificate of Completion

			Credit
CDEC	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Professions	3
CDEC	1319	Child Guidance	3
CDEC	2326	Administration of Programs for Children I	3
CDEC	2384	Cooperative Education in Child Development	3
<b>Total Hours</b>			<b>15</b>

## Early Childhood Professions (ECTC) 200201

### Certificate of Completion

			Credit
CDEC	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Professions	3
CDEC	1319	Child Guidance	3
CDEC	1359	Child with Special Needs	3
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1354	Child Growth and Development	3
CDEC	1318	Nutrition, Safety and Health	3
CDEC	1303	Family and the Community	3
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	2321	The Infant and Toddler	3
CDEC	1374	Preschool Age	3
<b>Total Hours</b>			<b>33</b>

## Administrator's Credentials (CDAD) 200201

### Certificate of Completion

First Semester			Credit
CDEC	1311	Introduction to Early Childhood Education	3
CDEC	1313	Curriculum Resources for Early Childhood Professions	3
CDEC	1319	Child Guidance	3
CDEC	2326	Administration of Programs for Children I	3
ENGL		ENGL 1301 or 1312	3
Second Semester			
CDEC	1354	Child Growth and Development	3
CDEC	1318	Nutrition, Safety and Health	3
CDEC	2328	Administration of Programs for Children II	3
CDEC	2384	Cooperative Education in Child Development	3
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	3
<b>Total Hours</b>			<b>30</b>

## Special Child Option (CDSC) 200201

### Certificate of Completion

First Semester			Credit
CDEC	1311	Introduction to Early Childhood Education	3
CDEC	1359	Children with Special Needs	3
CDEC	1303	Family and the Community	3
CDEC	1371	Physical Development and Disorder in Children	3
ENGL		ENGL 1301 or 1312	3
Second Semester			
CDEC	1313	Curriculum Resources in Early Childhood Professions	3
CDEC	1372	Techniques of Child Guidance for the Special Child	3
CDEC	1354	Child Growth and Development	3
CDEC	1318	Nutrition, Safety and Health	3
<b>Total Hours</b>			<b>27</b>

# Communications Electronics Technology (CMET) 150303

## Associate in Applied Science Degree

### First Year

#### First Semester

CETT	1421	Electronics Fabrications	Credit
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
CPMT	1403	Introduction to Computer Technology	4

#### Second Semester

CPMT	2437	Microcomputer Interfacing	4
MATH	1314	College Algebra	3
CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ENGL	1312	Communications Skills	3

### Second Year

#### First Semester

CETT	2445	Color Television Repair	4
EECT	1474	Basic Communications Circuits	4
CETT	1449	Digital Systems	4
ELCT		Social/Behavioral Sciences Elective (see page 69)	3
ELCT		Approved Technical Elective	4

#### Second Semester

EECT	2439	Communications Circuits	4
CETT	2447	Advanced Color Television Repair	4
ELCT		Humanities/Fine Arts Elective (see page 69)	3
EECT	1476	Digital Communications	4
ELCT		Academic Elective from Humanities/Fine Arts, Social/Behavioral Science, Natural Science/Mathematics	3

#### Total Hours

**71**



## Computer Electronics (CELT) 150402

### Associate in Applied Science Degree

#### First Year

First Semester			Credit
CETT	1421	Electronics Fabrication	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
CPMT	1403	Introduction to Computer Technology	4

#### Second Semester

CPMT	2437	Microcomputer Interfacing	4
MATH	1314	College Algebra	3
CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ENGL	1312	Communications Skills	3

#### Second Year

First Semester			Credit
CETT	2445	Color Television Repair	4
CPMT	1445	Computer System Maintenance	4
CPMT	1449	Computer Networking Technology	4
CETT	1449	Digital Systems	4
ELCT		Social/Behavioral Science Elective (see page 69)	3

#### Second Semester

CPMT	2445	Computer System Troubleshooting	4
CETT	2447	Advanced Color Television	4
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Approved Technical Elective	4
ELCT		Academic Elective from Humanities/Fine Arts, Social/Behavioral Science, Natural Science/Mathematics	3

**Total Hours** **71**

## Computer Electronics Technology (COEC) 150402

### Certificate of Completion

First Semester			Credit
CETT	1421	Electronics Fabrication	4
CETT	1425	Digital Fundamentals	4
CETT	1403	DC Circuits	4
CPMT	2437	Microcomputer Interfacing	4

#### Second Semester

CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
ELCT		Approved Elective	3
ENGL	1312	Communications Skills	3
<b>Total Hours</b>			<b>30</b>

## Emergency Medical Technician

# Emergency Medical Technician (EMET) 510904

## Associate in Applied Science Degree

(Not offered in Texas)

### First Year

#### First Semester

			Credit
EMET	1402	Emergency Medical Technician-Ambulance	4
ENGL	1301	Composition and Rhetoric I	3
BMGT	1303	Principles of Management	3
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

#### Second Semester

HRPO	1311	Human Relations	3
EMET		Technical Elective	3
ELCT		Computer Science/Microcomputer Technology (see page 69)	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT*		Approved Elective	3
PHED		Physical Education	1

### Second Year

#### First Semester

EMET	2101	Introduction to Paramedic	1
EMET	2301	Disaster Planning	3
ACCT**	2301	Principles of Accounting I	3
HRPO	2301	Human Resource Management	3
BMGT	1301	Supervision	3
SPCH		SPCH 1315 or 1321	3

#### Second Semester

EMET	2302	Emergency Medical Center Management	3
EMET	2303	Psychology of Emergencies	3
ENGL	2311	Technical Writing	3
ACCT**	2302	Principles of Accounting II	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
ELCT*		Approved Elective	3

**Total Hours 64**

\* Approved Electives: EMET 1303, 1304, 1305, 1403, PSYC 2301 or BIOL 2401.

\*\* ACNT 1325 and 1326 may be substituted.

### National Registry EMT-Basic exam requirements:

1. Applicant must be 18 years of age or older.
2. Successfully complete, within the last two years, a state approved National standard EMT-Basic training program, as developed and promulgated by the US Department of Transportation.

**Emergency Medical Technician (EMTC) 510904****Certificate of Completion***(Not offered in Texas)**For this certificate, only six hours will be accepted as evaluated credit.*

<b>First Semester</b>			<b>Credit</b>
EMET	1402	Emergency Medical Technician-Ambulance	
or			
EMET	1200	Emergency Medical Technician—Re-certification	2-4
ELCT*		Approved Electives	11
<b>Total Hours</b>			<b>13-15</b>

\* Approved Electives: EMET 1302, 1303, 1304, 1305, 2101, 2301, 2302, 2303.

**Emergency Medical Technician/Paramedic (EMPC) 510904****Certificate of Completion***Students are required to complete both the college local placement exam or the NET aptitude test with acceptable scores*

- Upon successful completion of EMPT 1502, students are eligible to sit for the EMT - Basic exam.
- Upon successful completion of EMPT 1403, 1502 and 1504, students are eligible to sit for the EMT - Intermediate exam.
- Upon successful completion of the certificate, students are eligible to sit for the EMT - Paramedic exam.

			<b>Credit</b>
EMPT	1502	Emergency Medical Technician	5
EMPT	1403	Paramedic Technology Phase I	4
EMPT	1504	Paramedic Technology Phase II	5
EMPT	1505	Paramedic Technology Phase III	5
EMPT	1506	Paramedic Technology Phase IV	5
EMPT	1507	Paramedic Technology Phase V	5
<b>Total Hours</b>			<b>29</b>

**Emergency Medical Technician (CEEM) 510904****Non-Credit Certificate of Completion**

CEEM	0102	Emergency Medical Technician	144 Clock Hours
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## Emergency Medical Technology/Paramedic (EMPT) 510904

### Associate in Applied Science Degree

- Upon successful completion of EMPT 1502, students are eligible to sit for the EMT- Basic exam by the Texas Department of Health and/or the National Registry.
- Upon successful completion of EMPT 1403 and 1504, students are eligible to sit for the EMT- Intermediate exam by the Texas Department of Health or the National Registry.
- Upon successful completion of EMPT 1505, 1506 and 1507, students are eligible to sit for the EMT - Paramedic exam by the Texas Department of Health or the National Registry.

### First Year

#### First Semester

			Credit
EMPT	1502	Emergency Medical Technician	5
BIOL	2401	Human Anatomy	4
MATH		MATH 1342 or 1314	3
PHED		Physical Education	1

#### Second Semester

EMPT	1403	Paramedic Technology Phase I	4
BIOL	2402	Human Physiology	4
PSYC	2301	Introduction to Psychology	3
ELCT		Free Elective	3

#### Summer Semester

EMPT	1504	Paramedic Technology Phase II	5
ENGL	1312	Communications Skills	3

### Second Year

#### First Semester

EMPT	1505	Paramedic Technology Phase III	5
HRPO	1311	Human Relations	3
PHED		Physical Education Elective	1
ELCT		Humanities/Fine Arts Elective (see page 69)	3

#### Second Semester

EMPT	1506	Paramedic Technology Phase IV	5
BMGT	1301	Supervision	3
MISC	1450	Microcomputers for Business	4

#### Summer Semester

EMPT	1507	Paramedic Technology Phase V	5
Total Hours			64

## Emergency Medical Technology/Paramedic (CEPM) 510904

### Non-Credit Certificate of Completion

(Prerequisite: CEEM 0102, Emergency Medical Technician)

			Clock Hours
CEEM	0103	Paramedic Phase I	128
CEEM	0104	Paramedic Phase II	144
CEEM	0105	Paramedic Phase III	144
CEEM	0106	Paramedic Phase IV	144
CEEM	0107	Paramedic Phase V	176
Total Clock Hours			736

## Fire Protection (FIRT) 430201

### Associate in Applied Science Degree

*Not offered in Texas*

#### First Year

First Semester			Credit
FIRT	1301	Fundamentals of Fire Protection	3
FIRT	1338	Fire Protection Systems	3
FIRT	1309	Fire Administration I	3
FIRT	1333	Fire Chemistry I	3
ENGL	1301	Composition and Rhetoric I	3
PHED	1130	Physical Conditioning	1

#### Second Semester

FIRT	1307	Fire Prevention Codes and Inspection	3
FIRT	1349	Fire Administration II	3
FIRT	1334	Fire Chemistry II	3
ENGL		ENGL 1302 or 2311	3
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

#### Second Year

First Semester			
FIRT	1315	Hazardous Materials I	3
FIRT	1329	Building Codes and Construction	3
FIRT	1331	Firefighting Strategies and Tactics I	3
ELCT		Technical Elective	3
SOCI	1301	Introduction to Sociology	3
GOVT	2301/2302	State and Federal Government I/II	3

#### Second Semester

FIRT	1347	Industrial Fire Protection	3
FIRT	1303	Fire and Arson Investigations I	3
ELCT		Technical Elective	3
SPCH	1321	Business and Professional Speaking	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Computer Science /Microcomputer Technology Elective (see page 69)	3
<b>Total Hours</b>			<b>68</b>

## Fire Protection

# Fire Protection (FIRC) 43201

## Certificate of Completion

*Not Offered in Texas*

First Semester			Credit
FIRT	1301	Fundamentals of Fire Protection	3
FIRT	1307	Fire Prevention Codes and Inspections	3
FIRT	1338	Fire Protection Systems	3
FIRT	1309	Fire Administration I	3
FIRT	1315	Hazardous Materials I	3
Second Semester			
FIRT	1303	Fire and Arson Investigation I	3
FIRT	1345	Hazardous Materials II	3
FIRT	1311	Fire Service Hydraulics	3
FIRT	1331	Firefighting Strategies and Tactics I	3
ELCT		Technical Elective	3
Total Hours			30

# Graphics and Printing (GRPH) 480201

## Associate in Applied Science Degree

### First Year

First Semester			Credit
GRPH	1405	Introduction to Graphic Arts and Printing	4
GRPH	1471	Basic Camera	4
GRPH	1309	Press Operations I	3
ENGL	1301	Composition and Rhetoric I	3
WOPO	1303	Beginning Keyboarding/Data Entry	3

### Second Semester

GRPH	1419	Binding and Finishing Operations	4
GRPH	1322	Electronic Publishing I	3
GRPH	1474	Preventive Maintenance	4
MATH		MATH 1324, 1342, 1314 or higher	3
BMGT	1303	Principles of Management	3

### Second Year

First Semester			
GRPH	2336	Prepress Techniques	3
SPCH	1321	Business and Professional Speaking	3
MISC	1450	Microcomputers for Business	4
HRPO	1311	Human Relations	3
GOVT	2301/2302	State and Federal Government I/II	3
ELCT		Elective	1

### Second Semester

GRPH	2338	Press Operations II	3
BMGT	1301	Supervision	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Management Elective	3
PHED		Physical Education	1
ELCT		Management/Business Elective	3
or			
GRPH	2488	Internship - Graphics and Printing Equipment Operator	4
<b>Total Hours</b>			<b>67/68</b>

## Graphics and Printing

### Graphics and Printing Technology (GRGT) 480201

#### Certificate of Completion

These are self-paced, open-entry programs.

			Credit
GRPH	1405	Introduction to Graphic Arts and Printing	4
GRPH	1471	Basic Camera	4
GRPH	2336	Prepress Techniques	3
GRPH	1322	Electronic Publishing I	3
GRPH	1354	Electronic Publishing II	3
GRPH	2341	Electronic Publishing III	3
GRPH	1309	Press Operations I	3
GRPH	2338	Press Operations II	3
GRPH	1374	Press Operations III	3
GRPH	1474	Preventive Maintenance	4
GRPH	1419	Bindery and Finishing Operations	4
GRPH	1472	Graphics and Printing Applications	4
or			
GRPH	2488	Internship - Graphics and Printing Operator	
<b>Total Hours</b>			<b>41</b>

### Graphics and Printing (GPCC) 480201

#### Certificate of Completion

*Texas Department of Criminal Justice Only*

			Credit
GRPH	1405	Introduction to Graphic Arts and Printing	4
GRPH	1309	Press Operations I	3
GRPH	1419	Binding Finishing Operations	4
GRPH	1322	Electronic Publishing I	4
GRPH	1471	Basic Camera	4
GRPH	1474	Preventive Maintenance	4
GRPH	2336	Prepress Techniques	3
GRPH	2338	Press Operations II	3
<b>Total Hours</b>			<b>28</b>



## Medical Office Specialist (HMOS) 520404

### Certificate of Completion

These are self-paced, open entry programs.

#### First Year

##### First Semester

TIOA	1301	Fundamentals of Keyboarding	Credit 3
TIHI	1301	Medical Office Orientation	3
TIOA	1314	Business English Fundamentals	3
TIOA	1303	Beginning Word Processing	3

##### Second Semester

TIOA	1305	Business Correspondence	3
TIOA	1307	Word Processing and Transcription	3
or			
TIOA	1322	Intermediate Information Processing	

#### Second Year

##### First Semester

TIOA	1310	Fundamentals of Medical Terminology and Transcription	3
TIOA	1316	Information and Records Management	3
TIOA	1306	Applied Business Mathematics	3

##### Second Semester

TIOA	1315	Integrated Software Applications	3
TIHI	1310	Computerized Medical Office Practice Management	3
TIHI	1311	Medical Insurance	3
TIHI	1312	Health Information Practicum III	3

##### Total Hours

**39**

## Health Information Management (HLMC) 510707

### Certificate of Completion

#### First Year

First Semester			Credit
TIHI	1301	Medical Office Orientation	3
TIOA	1301	Fundamentals of Keyboarding	3
TIOA	1314	Business English Fundamentals	3
TIOA	1303	Beginning Word Processing	3

#### Second Semester

TIOA	1305	Business Correspondence	3
TIOA	1307	Word Processing and Transcription	3
or			
TIOA	1322	Intermediate Information Processing	
TIOA	1316	Information and Records Management	3

#### Second Year

First Semester			Credit
TIOA	1310	Fundamentals of Medical Terminology and Transcription	3
TIHI	1302	Medical Terminology and the Human Body	3
TIHI	1313	Intermediate Medical Terminology	3

#### Second Semester

TIHI	1306	Medical Record Technology	3
TIHI	1307	Classification Systems	3
TIHI	1309	Health Information Practicum II	3
<b>Total Hours</b>			<b>39</b>

## Medical Secretary/Transcriptionist (HIST) 520404

### Certificate of Completion

#### First Year

First Semester			Credit
TIHI	1301	Medical Office Orientation	3
TIOA	1301	Fundamentals of Keyboarding	3
TIOA	1316	Information and Records Management	3
TIOA	1303	Beginning Word Processing	3

#### Second Semester

TIOA	1314	Business English Fundamentals	3
TIOA	1307	Word Processing and Transcription	3
TIOA	1310	Fundamentals of Medical Terminology and Transcription	3

#### Second Year

First Semester			Credit
TIHI	1302	Medical Terminology and the Human Body	3
TIOA	1305	Business Correspondence	3
TIOA	1313	Advanced Word Processing	3

#### Second Semester

TIHI	1303	Medical Terminology in Radiology and the Laboratory	3
TIHI	1304	Specialized Medical Terminology	3
TIHI	1308	Health Information Practicum I	3
<b>Total Hours</b>			<b>39</b>

# Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART) 470201

## Associate in Applied Science Degree

### First Year

First Semester			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Electrical Principles	4
HART	1445	Gas and Electric Heating	4
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

### Second Semester

HART	1403	A/C Control Principles	4
HART	1441	Residential Air Conditioning	4
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	4
ENGL	1312	Communications Skills	3
GOVT	2301/2302	State and Federal Government I/II	3

### Second Year

First Semester			Credit
HART	1449	Heat Pumps	4
HART	2431	Advanced Electricity	4
HART	2445	Air Conditioning System Design	4
HART	1442	Commercial Refrigeration	4
ELCT		Humanities/Fine Arts Elective (see page 69)	3

### Second Semester

HART	2436	Troubleshooting	4
HART	2471	Advanced Heat Pumps	4
SPCH	1321	Business and Professional Speaking	3
HART	2441	Commercial Air Conditioning	4
or			
HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	4
<b>Total Hours</b>			<b>68</b>

## Heating and Air Conditioning

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

#### First Year

##### First Semester

			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Electrical Principles	4
HART	1445	Gas and Electric Heating	4

##### Second Semester

HART	1403	A/C Control Principles	4
HART	1441	Residential Air Conditioning	4
HART	2431	Advanced Electricity	4

#### Second Year

##### First Semester

HART	1449	Heat Pumps	4
HART	2445	Air Conditioning System Design	4

##### Second Semester

HART	1442	Commercial Refrigeration	4
HART	2436	Troubleshooting	4
HART	2471	Advanced Heat Pumps	4
HART	2441	Commercial Air Conditioning	4

or

HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	
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**Total Hours** 48

### Residential Air Conditioning and Heating (RHAR) 470201 Certificate of Completion

##### First Semester

			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Electrical Principles	4
HART	1445	Gas and Electric Heating	4
HART	1441	Residential Air Conditioning	4
HART	1403	A/C Control Principles	4

##### Second Semester

HART	2445	Air Conditioning System Design	4
HART	1449	Heat Pumps	4
HART	2431	Advanced Electricity	4
HART	2436	Troubleshooting	4
HART	2471	Advanced Heat Pumps	4

or

HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	
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**Total Hours** 40

## Commercial Air Conditioning and Heating (CHAR) 470201

### Certificate of Completion

First Semester			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Electrical Principles	4
HART	1445	Gas and Electric Heating	4
HART	1441	Residential Air Conditioning	4
HART	1403	A/C Control Principles	4
Second Semester			
HART	2445	Air Conditioning System Design	4
HART	2441	Commercial A/C	4
HART	2431	Advanced Electricity	4
HART	1442	Commercial Refrigeration	4
HART	2436	Troubleshooting	4
or			
HART	2488	Internship - Heating, A/C and Refrigeration Mechanic and Repairer	40
<b>Total Hours</b>			<b>40</b>

## Heating, Air Conditioning and Refrigeration (HACR) 470201

### Certificate of Completion

*Texas Department of Criminal Justice Only*

			Credit
HART	1407	Refrigeration Principles	4
HART	1401	Electrical Principles	4
HART	1445	Gas and Electric Heating	4
HART	1403	A/C Control Principles	4
HART	1441	Residential Air Conditioning	4
HART	1449	Heat Pumps	4
HART	2431	Advanced Electricity	4
HART	2436	Troubleshooting	4
<b>Total Hours</b>			<b>32</b>

## Hospitality Management

### Food Service (MMFS) 521401

#### Associate in Applied Science Degree

(Not offered in Texas)

#### First Year

##### First Semester

			Credit
HAMG	1311	Sanitation and Safety	3
HAMG	1340	Hospitality Legal Issues	3
HMCA	1306	Hospitality Supervision	3
HMCA	1309	Introduction to Hospitality Industry	3
SPCH	1315	Public Speaking	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3

##### Second Semester

HMCA	2304	Nutrition Food Service Profession	3
HAMG	2307	Hospitality Marketing and Sales	3
HMCA	1207	Menu Management	2
HMCA	1303	Purchasing for Hospitality Industry	3
MRKG	1311	Principles of Marketing	3
MATH	1342	Elementary Statistics	3

#### Second Year

##### First Semester

HRPO	2301	Human Resource Management	3
BUSI	1301	Introduction to Business	3
BUSG	2309	Small Business Management	3
ELCT		Technical Elective	3
GOVT	2301/2302	State and Federal Government I/II	3
PHED		Physical Education	1

##### Second Semester

BMGT	1303	Principles of Management	3
BMGT	1325	Office Management	3
HAMG	1319	Computers in Hospitality	3
ELCT		Technical Elective	3
ELCT		Academic Elective	3
ENGL	1301	Composition and Rhetoric I	3

##### Total Hours

**69**

# Restaurant and Culinary Management (HMRI) 520902

## Associate in Applied Science Degree

### First Year

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
HMCA	1309	Introduction to Hospitality Industry	3
HMCA	1331	Basic Food Preparation	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
HAMG	2307	Hospitality Marketing and Sales	3
HMCA	1207	Menu Management	2
PHED		Physical Education	1

### Second Semester

GOVT	2301	State and Federal Government I	3
HAMG	1319	Computers in Hospitality	3
SPCH	1315	Public Speaking	3
HMCA	1333	Intermediate Food Preparation	3
ELCT		Technical Elective	3
HAMG	2301	Principles of Food and Beverage Operations	3

### Second Year

First Semester			Credit
HMCA	1303	Purchasing for Hospitality Industry	3
HAMG	2371	Hospitality Management Cases	3
MATH	1342	Elementary Statistics	3
HAMG	1340	Hospitality Legal Issues	3
HMCA	1306	Hospitality Supervision	3
ELCT		Academic Elective	3

### Second Semester

HMCA	2305	Facilities Layout and Design	3
HAMG	2332	Hospitality Financial Management	3
HMCA	2304	Nutrition Food Service Profession	3
ENGL	1301	Composition and Rhetoric I	3
ELCT		Technical Elective	3
HAMG	2388	Internship - Hospitality Administration and Management	3
<b>Total Hours</b>			<b>72</b>

## Hospitality Management

### Cooking and Supervision Advanced (HMCS) 520902 Certificate of Completion

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
HMCA	1306	Hospitality Supervision	3
HMCA	1309	Introduction to Hospitality Industry	3
HMCA	1331	Basic Food Preparation	3
HAMG	1319	Computers in Hospitality	3
Second Semester			
HAMG	2301	Principles of Food and Beverage Operations	3
HMCA	1207	Menu Management	2
HMCA	1333	Intermediate Food Preparation	3
HAMG	1340	Hospitality Legal Issues	3
Third Semester			
HMCA	2304	Nutrition Food Service Profession	3
HAMG	2371	Hospitality Management Cases	3
HAMG	2388	Internship - Hospitality Administration and Management	3
HMCA	2305	Facilities Layout and Design	3
HMCA	1303	Purchasing for Hospitality Industry	3
Total Hours			41

### Restaurant Skills Basic (HMRS) 520902 Certificate of Completion

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
HAMG	1319	Computers in Hospitality	3
HMCA	1331	Basic Food Preparation	3
HAMG	2301	Principles of Food and Beverage Operations	3
HMCA	1333	Intermediate Food Preparation	3
HAMG	2371	Hospitality Management Cases	3
HMCA	1207	Menu Management	2
Total Hours			20

### Pro Management (CACC) 520902 Certificate of Completion

Upon successful completion of this certificate, students are eligible for the Pro Management Certificate from the National Restaurant Association.

First Semester			Credit
HMCA	1309	Introduction to Hospitality Industry	3
HAMG	1311	Sanitation and Safety	3
HAMG	1340	Hospitality Legal Issues	3
HMCA	1306	Hospitality Supervision	3
Second Semester			
HMCA	2304	Nutrition Food Service Profession	3
HAMG	2307	Hospitality Marketing and Sales	3
HMCA	1207	Menu Management	2
HMCA	1303	Purchasing for Hospitality Industry	3
Total Hours			23



# Lodging Management Specialization (HMLT) 520902

## Associate in Applied Science Degree

### First Year

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
HMCA	1309	Introduction to Hospitality Industry	3
HAMG	1313	Front Office Procedures	3
HMCA	1331	Basic Food Preparation	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Academic Elective	3

### Second Semester

HAMG	2337	Hospitality Facilities Management	3
HAMG	2307	Hospitality Marketing and Sales	3
GOVT	2301	State and Federal Government I	3
HAMG	2301	Principles of Food and Beverage Operations	3
HAMG	1319	Computers in Hospitality	3
SPCH	1315	Public Speaking	3

### Second Year

First Semester			
HMCA	1234	Dining Room Service	2
HAMG	2371	Hospitality Management Cases	3
HMCA	1306	Hospitality Supervision	3
MATH	1342	Elementary Statistics	3
HAMG	1340	Hospitality Legal Issues	3
HMCA	1303	Purchasing for Hospitality Industry	3
PHED		Physical Education	1

### Second Semester

HMCA	2305	Facilities Layout and Design	3
HAMG	2332	Hospitality Financial Management	3
HAMG	2388	Internship - Hospitality Administration and Management	3
ENGL	1301	Composition and Rhetoric I	3
ELCT		Technical Elective	3
ELCT		Technical Elective	3
<b>Total Hours</b>			<b>72</b>

## Hospitality Management

### Property Management Advanced (HMPM) 520902

#### Certificate of Completion

First Semester			Credit
HAMG	1313	Front Office Procedures	3
HAMG	1340	Hospitality Legal Issues	3
HMCA	1309	Introduction to Hospitality Industry	3
HAMG	2337	Hospitality Facilities Management	3
Second Semester			
HAMG	1311	Sanitation and Safety	3
HAMG	1319	Computers in Hospitality	3
HAMG	2301	Principles of Food and Beverage Operations	3
HMCA	1306	Hospitality Supervision	3
HAMG	2307	Hospitality Marketing and Sales	3
Third Semester			
HAMG	2332	Hospitality Financial Management	3
HMCA	2305	Facilities Layout and Design	3
HAMG	2371	Hospitality Management Cases	3
HMCA	1234	Dining Room Service	2
ELCT		Technical Elective	3
<b>Total Hours</b>			<b>41</b>

### Travel and Ticketing Basic (TRVM) 520902

#### Certificate of Completion

First Semester			Credit
HAMG	2307	Hospitality Marketing and Sales	3
HMCA	1309	Introduction to Hospitality Industry	3
TRVM	1300	Introduction to Travel and Tourism	3
GEOG	1303	World Regional Geography	3
Second Semester			
HMCA	1306	Hospitality Supervision	3
TRVM	1349	Travel Operations I	3
TRVM	2305	Travel Industry Management	3
<b>Total Hours</b>			<b>21</b>

## Culinary Arts Specialization (HMCA) 520902

### Associate in Applied Science Degree

#### First Year

##### First Semester

HAMG	1311	Sanitation and Safety	3
HMCA	1309	Introduction to Hospitality Industry	3
HMCA	1331	Basic Food Preparation	3
HMCA	1234	Dining Room Services	2
HMCA	1207	Menu Management	2
ELCT		Humanities/Fine Arts Elective (see page 69)	3
PHED		Physical Education	1

##### Second Semester

HAMG	2301	Principles of Food and Beverage Operations	3
HAMG	1319	Computers in Hospitality	3
SPCH	1315	Public Speaking	3
ELCT		Technical Elective	3
HMCA	2356	Fundamentals of Baking	3
HMCA	1333	Intermediate Food Preparation	3

#### Second Year

##### First Semester

HAMG	2371	Hospitality Management Cases	3
HAMG	1340	Hospitality Legal Issues	3
HMCA	1306	Hospitality Supervision	3
HMCA	2335	Advanced Food Preparation	3
ELCT		Technical Elective	3
MATH	1342	Elementary Statistics	3

##### Second Semester

HMCA	2304	Nutrition Food Service Profession	3
GOVT	2301	State and Federal Government I	3
HAMG	2388	Internship - Hospitality Administration and Management	3
HMCA	1303	Purchasing for Hospitality Industry	3
ENGL	1301	Composition and Rhetoric	3
ELCT		Academic Elective	3
<b>Total Hours</b>			<b>71</b>

## Hospitality Management

### Culinary Arts Advanced (CAHM) 520902

#### Certificate of Completion

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
HMCA	1331	Basic Food Preparation	3
HMCA	1309	Introduction to Hospitality Industry	3
HAMG	1319	Computers in Hospitality	3
Second Semester			
HAMG	1340	Hospitality Legal Issues	3
HMCA	2371	Hospitality Management Cases	3
HMCA	1207	Menu Management	2
HMCA	1333	Intermediate Food Preparation	3
HMCA	2356	Fundamentals of Baking	3
Third Semester			
HMCA	1306	Hospitality Supervision	3
HMCA	2335	Advanced Food Preparation	3
HMCA	2304	Nutrition Food Service Professional	3
ELCT		Technical Elective	3
HAMG	2388	Internship - Hospitality Administration and Management	3
Total Hours			41

### Baking Advanced (HMBK) 520902

#### Certificate of Completion

First Semester			Credit
HAMG	1311	Sanitation and Safety	3
HMCA	1306	Hospitality Supervision	3
HMCA	1309	Introduction to Hospitality Industry	3
HAMG	1319	Computers in Hospitality	3
Second Semester			
HAMG	1340	Hospitality Legal Issues	3
HMCA	1331	Basic Food Preparation	3
HMCA	2356	Fundamentals of Baking	3
ELCT		Technical Elective	3
HMCA	1207	Menu Management	2
Third Semester			
HAMG	2388	Internship-Hospitality Administration and Management	3
HMCA	2362	Advanced Pastry	3
HMCA	2364	Advanced Culinary Competition	3
ELCT		Technical Elective	3
HMCA	2304	Nutrition Food Service Professional	3
Total Hours			41

## Cafeteria Operations (HMSC) 520902

### Certificate of Completion

Upon successful completion of this certificate, students are eligible to take the level 5 certification with the Texas School Food Association.

			Credit
<b>First Semester</b>			
HAMG	1311	Sanitation and Safety	3
HMCA	2304	Nutrition Food Service Professional	3
HMCA	2451	Management of Production and Service	4
HMCA	1331	Basic Food Preparation	3
<b>Second Semester</b>			
HMCA	1309	Introduction to Hospitality Industry	3
HMCA	1333	Intermediate Food Preparation	3
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	1319	Computers in Hospitality	3
HMCA	1207	Menu Management	2
<b>Third Semester</b>			
HMCA	2352	Catering	3
HMCA	1303	Purchasing for Hospitality Industry	3
HAMG	2301	Principles of Food and Beverage Operations	3
HMCA	1306	Hospitality Supervision	3
HMCA	1234	Dining Room Service	2
<b>Total Hours</b>			<b>41</b>

## Dietary Manager (HMDM) 520902

### Certificate of Completion

Upon successful completion of this certificate, the student may sit for the Certified Diet Manager (CDA) exam.

			Credit
<b>First Semester</b>			
HAMG	1311	Sanitation and Safety	3
HMCA	1303	Purchasing for Hospitality Industry	3
HMCA	2359	Diet Therapy	3
<b>Second Semester</b>			
HMCA	1306	Hospitality Supervision	3
HMCA	2358	Dietary Operations	3
HMCA	2555	Diet Manager, Internship	5
<b>Total Hours</b>			<b>20</b>

## Legal Assistant

# Legal Assistant (PLLA) 220103

## Associate in Applied Science Degree

### First Year

#### First Semester

			Credit
LGLA	1407	Introduction to Law and the Legal Profession	4
LGLA	1355	Family Law	3
LGLA	1417	Law Office Technology	4
ENGL	1312	Communications Skills	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
WOPO	1303	Beginning Keyboarding	3

#### Second Semester

LGLA	1353	Wills, Trusts, and Probate Administration	3
LGLA	1345	Civil Litigation	3
LGLA	1351	Contracts	3
MATH		MATH 1324 or 1342	3
MISC	1420	Word Processing for Microcomputers	4
PHED		Physical Education	1

### Second Year

#### First Semester

LGLA	2313	Criminal Law and Procedures	3
LGLA		Elective	3
LGLA	2303	Torts and Personal Injury Law	3
ELCT		ACCT 2301 or OADM 2304	3
GOVT	2301	State and Federal Government I	3
PHED		Physical Education	1

#### Second Semester

GOVT	2302	State and Federal Government II	3
LGLA	1401	Legal Research and Writing	4
LGLA		Elective	3
LGLA		Elective	3
LGLA	2433	Advanced Legal Document Preparation	4
or			
LGLA	2488	Internship - Paralegal/Legal Assistant	4

#### Total Hours

**70**

## Maintenance Technology (MTNT) 460401

### Associate in Applied Science Degree

#### First Year

First Semester			Credit
INDU	1400	Industrial Fundamentals	4
HART	1407	Refrigeration Principles	4
MTNT	1401	Carpentry I	4
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

#### Second Semester

HART	1401	Electricity Principles	4
MTNT	1402	Electricity	4
ENGL	1312	Communications Skills	3
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
ELCT		Humanities/Fine Arts Elective (see page 69)	3

#### Second Year

First Semester			Credit
MTNT	2402	Carpentry II	4
MTNT	2403	Plumbing I	4
HART	1445	Gas and Electric Heating	4
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	4
GOVT	2301/2302	State and Federal Government I/II	3

#### Second Semester

MTNT	2404	Painting and Refinishing	4
MTNT	2410	Plumbing II	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
SPCH	1321	Business and Professional Speaking	3
DFTG	1391	Architectural Blue Print Reading	3
or			
MTNT	2419	Maintenance Technology Internship	4
<b>Total Hours</b>			<b>71-72</b>

## Maintenance Technology (MTCC) 460401

### Certificate of Completion

			Credit
INDU	1400	Industrial Fundamentals	4
HART	1407	Refrigeration Principles	4
MTNT	1401	Carpentry I	4
HART	1401	Electricity Principles	4
MTNT	1402	Electricity	4
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
MTNT	2402	Carpentry II	4
MTNT	2403	Plumbing I	4
HART	1445	Gas and Electric Heating	4
MTNT	2404	Painting and Refinishing	4
MTNT	2410	Plumbing II	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
DFTG	1391	Architectural Blue Print Reading	3
or			
MTNT	2419	Maintenance Technology Internship	4
<b>Total Hours</b>			<b>51-52</b>

## Maintenance Technology

### Building Maintenance Trades (TIBT) 460401

#### Certificate of Completion

These are self-paced open-entry programs.

#### First Year

##### First Semester

			Credit
TIBT	1400	Basic Shop Skills	4
TIBT	1401	Basic Masonry/Concrete Applications	4
TIBT	1402	Basic Carpentry	4
TIBT	1403	Carpentry and Insulation	4

##### Second Semester

CNBT	1416	Construction Technology I	4
WDWK	1413	Cabinet Making I	4
WDWK	2451	Cabinet Making II	4
TIBT	1407	Paint/Wall Coverings	4

#### First Year

##### First Semester

TIBT	1408	Basic Wiring	4
TIBT	1409	Plumbing Repairs I	4
TIBT	1410	Plumbing Repairs II	4

or

MTNT	2419	Maintenance Technology Internship	
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**Total Hours** **44**

### Carpentry Trades (CPTC) 460401

#### Certificate of Completion

##### First Semester

			Credit
TIBT	1400	Basic Shop Skills	4
TIBT	1402	Basic Carpentry	4
TIBT	1403	Carpentry and Insulation	4
CNBT	1416	Construction Technology I	4

##### Second Semester

WDWK	1413	Cabinet Making	4
WDWK	2451	Cabinet Making II	4
TIBT	1407	Paint/Wall Coverings	4
MTNT	2419	Maintenance Technology Internship	4

**Total Hours** **32**

### Construction Trades (CTC1) 460401

#### Certificate of Completion

##### First Semester

			Credit
TIBT	1400	Basic Shop Skills	4
TIBT	1402	Basic Carpentry	4
TIBT	1401	Basic Masonry and Concrete Applications	4
TIBT	1408	Basic Wiring	4

##### Second Semester

TIBT	1409	Plumbing Repairs I	4
TIBT	1410	Plumbing Repairs II	4
MTNT	2419	Maintenance Technology Internship	4

**Total Hours** **28**



## Residential Construction Option (MTRC) 460401

### Associate in Applied Science Degree

*Brady Campus Only*

#### First Year

##### First Semester

			Credit
INDU	1400	Industrial Fundamentals	4
MTNT	1401	Carpentry I	4
MTNT	1402	Electricity	4
MTNT	1411	Basic Masonry I	4
ENGL	1312	Communication Skills	3

##### Second Semester

HART	1407	Refrigeration Principles	4
MTNT	2402	Carpentry II	4
MTNT	2403	Plumbing I	4
MTNT	2404	Painting and Refinishing	4
MATH		MATH 1324, 1342, 1314 or higher	3

#### Second Year

##### First Semester

WDWK	2451	Cabinet Making II	4
HART	1401	Electricity Principles	4
DFTG	1491	Special Topics in Drafting	4
PHED		Physical Education	1
ELCT		Social/Behavioral Science Elective (see page 69)	3

##### Second Semester

MTNT	2410	Plumbing II	4
HART	1445	Gas and Electric Heating	4
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	3-4
ELCT		Humanities/Fine Arts Elective (see page 69)	3
MTNT	2405	Foundations, Framing and Roofing	4
<b>Total Hours</b>			<b>72-73</b>

## Residential Construction (CMRC) 460401

### Certificate of Completion

*Brady Campus Only*

			Credit
MTNT	1401	Carpentry I	4
MTNT	1402	Electricity	4
MTNT	1411	Basic Masonry I	4
MTNT	2402	Carpentry II	4
MTNT	2403	Plumbing I	4
MTNT	2404	Painting and Refinishing	4
WDWK	2451	Cabinet Making II	4
MTNT	2405	Foundations, Framing and Roofing	4
<b>Total Hours</b>			<b>32</b>

## Marketing

### Marketing and Sales Management (MGSM) 521401

#### Associate in Applied Science Degree

##### First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition and Rhetoric I	3
BUSI	1301	Introduction to Business	3
ELCT		MISC 1450 or WOPO 1305	3-4
SPCH		SPCH 1315 or 1321	3
PHED		Physical Education	1

##### Second Semester

MATH		MATH 1324 or 1342	3
MRKG	1311	Principles of Marketing	3
BMGT	1325	Office Management	3
BMGT	1302	Principles of Retailing	3
ELCT		BUSI/BMGT/MRKG/RELE/MISC/COSC	3-4
PHED		Physical Education	1

##### Second Year

###### First Semester

ELCT		BMGT 2370, 2488, or RELE 2488	3-4
ECON		ECON 2301 or 2302	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		BMGT/BUSI/BUSG/MRKG/RELE	3
ELCT		BMGT/BUSI/BUSG/MRKG/RELE	3
ACCT	2301	Principles of Accounting I	3

###### Second Semester

ELCT		BMGT 2371, BMGT 2489, or RELE 2489	3-4
ACCT	2302	Principles of Accounting II	3
BUSG	2305	Business Law/Contracts	3
BMGT	1333	Principles of Selling	3
ELCT		Approved Elective	3
ELCT		BMGT/BUSI/BUSG/MRKG/RELE	3
Total Hours			68-72

### Marketing and Sales Management (MKSM) 521401

#### Certificate of Completion

##### First Semester

First Semester			Credit
HRPO	1311	Human Relations	3
BUSI	1301	Introduction to Business	3
ELCT		MISC 1450 or WOPO 1305	3-4
ELCT		BMGT/BUSI/BUSG/MRKG/RELE	3

##### Second Semester

ELCT		BMGT 2370, BMGT 2488, or RELE 2488	3-4
MRKG	1311	Principles of Marketing	3
BMGT	1333	Principles of Selling	3
ELCT		BUSI/BMGT/BUSG/MRKG/RELE	3
Total Hours			24-26

## Medical Laboratory Technician (MELT) 511004

### Associate in Applied Science Degree

The Medical Laboratory Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Science programs, 8410 West Bryn Faur Avenue, Suite 670, Chicago, Illinois, 60631 (773-714-8880).

Application must be submitted 30 days before 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 a national credentialing examination.

Credit in science courses must have been received within five years before enrollment in MELT 1601.

### First Year

#### First Semester

			Credit
MELT	1601	Introduction to Medical Laboratory Technician	6
BIOL	2401	Human Anatomy	4
CHEM	1411	General Chemistry I	4
MATH	1314	College Algebra	3

#### Second Semester

MELT	1402	Hematology	4
BIOL	2402	Human Physiology	4
CHEM	1412	General Chemistry II	4
MISC	1450	Microcomputer for Business	4

#### Summer Semester

MELT	2502	Clinical Practice I	5
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### Second Year

#### First Semester

MELT	2401	Clinical Practice II	4
MELT	2402	Medical Microbiology I	4
MELT	2403	Immunology/Immunohematology	4
ENGL	1312	Communications Skills	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3

#### Second Semester

MELT	2404	Medical Microbiology II	4
MELT	2405	Clinical Chemistry	4
MELT	2406	Clinical Practice III	4
ELCT		Elective	3
<b>Total Hours</b>			<b>71</b>

## Mental Health Services

# Mental Health Services 511501

## Associate in Applied Science Degree

### First Year

#### First Semester

			Credit
MHSV	1301*	Introduction to Chemical Dependency Services	
or	1308**	Introduction to Community Youth Services	3
MHSV	1302*	Special Skills in Chemical Dependency Counseling	3
or	1309**	Introduction to Community Service Delivery Models	
MHSV	1303	Introduction to Counseling Theories	3
MHSV	1304	Basic Communication Skills in Human Services	3
PSYC	2301	Introduction to Psychology	3

#### Second Semester

MHSV	1305	Drug Education	3
MHSV	1307	Diversity in Human Services	3
MHSV	1306*	Special Populations in Chemical Dependency Counseling	3
or	1310**	Special Skills in Community Youth Service	
PSYC	2314*	Lifespan Development	3
or	2308**	Child Growth and Development	
ENGL	1301	Composition and Rhetoric I	3

#### Third Semester

MHSV	1311	Ethics and Legal Issues in Human Services	3
MHSV	2303	Group Dynamics	3
PHED		Physical Education	1

### Second Year

#### First Semester

MHSV	2307	Introduction to Mental Disorders	3
MHSV		Elective	3
MHSV	2302*	Individual Counseling in Chemical Dependency Services	3
or	2308**	Behavioral Management Skills in Youth Services	
MHSV	2301	Family Issues in Human Services	3
SPCH		SPCH 1315 or 1321	3

#### Second Semester

MATH	MATH 1324, 1342, 1314 or higher		3
MISC	1450	Microcomputers for Business	4
MHSV	2401*	Field Placement in Chemical Dependency Counseling	4
or	2402**	Field Placement in Community Youth Services	
ELCT***		Elective	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3

**Total Hours** **69**

\* Chemical Dependency Specialization (MHDD)

\*\* Community Child and Youth Work Specialization (MHDC)

\*\*\* Recommended: SOCI 1301, PHED 1306, PHED 1336, or See Department Advisor

## Mental Health Services Certificates of Completion

### Basic 511501

			Credit
MHSV	1304	Basic Communication Skills in Human Services	3
MHSV	1305	Drug Education	3
MHSV	1307	Diversity in Human Services	3
MHSV	1311	Ethics and Legal Issues in Human Services	3
MHSV	1301*	Introduction to Chemical Dependency Services	3
or	1308**	Introduction to Community Youth Services	
MHSV	1302*	Special Skills in Chemical Dependency Counseling	3
or	1310**	Special Skills in Community Youth Services	
<b>Total Hours</b>			<b>18</b>

\* Chemical Dependency Counseling Specialization (MHBD)

\*\* Community Child and Youth Work Specialization - (MHBC)

### Advanced 511501

#### First Year

<b>First Semester</b>			<b>Credit</b>
MHSV	1301*	Introduction to Chemical Dependency Services	3
or	1308**	Introduction to Community Youth Services	
MHSV	1302*	Special Skills in Chemical Dependency Counseling	3
or	1310**	Special Skills in Community Youth Services	
MHSV	1304	Basic Communications Skills in Human Services	3
MHSV	1305	Drug Education	3

#### Second Semester

MHSV	1306*	Special Populations in Chemical Dependency Counseling	3
or	1309**	Introduction to Community Service Delivery Models	
MHSV	1307	Diversity in Human Services	3
MHSV	1311	Ethics and Legal Issues in Human Services	3
MHSV	2303	Group Dynamics	3

#### Second Year

<b>First Semester</b>			
MHSV	1303	Introduction to Counseling Theories	3
MHSV	2301	Family Issues in Human Services	3
MHSV	2302*	Individual Counseling in Chemical Dependency Services	3
or	2308**	Behavioral Management Skills in Youth Services	
MHSV	2307	Introduction to Mental Disorders	3

#### Second Semester

MHSV	2401*	Field Placement in Chemical Dependency Counseling	4
or	2402**	Field Placement in Community Youth Services	
<b>Total Hours</b>			<b>40</b>

\* Chemical Dependency Counseling Specialization (MHAD)

\*\* Community Child and Youth Work Specialization (MHAC)

## Microcomputer Technology

# Microcomputer Technology-Information Management (MISC) 110101

## Associate in Applied Science Degree

(Not offered on Central Campus)

### First Year

#### First Semester

			Credit
MISC	1400	Microcomputer Fundamentals	4
MISC	1420	Word Processing for Microcomputers	4
MISC	1430	Spreadsheets for Microcomputers	4
MISC	1450	Microcomputers for Business	4
PHED		Physical Education	1

#### Second Semester

MISC	1440	Data Base for Microcomputers	4
MISC	1451	Introduction to Microcomputer Programming	4
MISC	1461	Operating Systems	4
MGMT	1305	Introduction to Management	3
ENGL	1301	Composition and Rhetoric I	3

### Second Year

#### First Semester

ELCT		COSC/MISC Technical Elective	4
MATH		MATH 1324, 1342, 1314 or higher	3
ELCT*		ACCT Elective Selection	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Social/Behavioral Science Elective (see page 69)	3

#### Second Semester

MISC	2301	Information Center Management	3
MISC	2402	Systems in the MIS Environment	4
MISC	2454	Basic Communications, Networking and Internet	4
ELCT		COSC/MISC Technical Elective	4
SPCH	1321	Business and Professional Speaking	3

#### Total Hours

**69**

\* ACCT Elective selection includes ACNT 1325, ACCT 2301

# Microcomputer Technology-Programmer Analyst (MTPA) 110101

## Associate in Applied Science Degree

(Not offered on Central Campus)

### First Year

First Semester			Credit
MISC	1405	Computer Concepts and Analysis	4
MISC	1451	Introduction to Microcomputer Programming	4
ENGL	1301	Composition and Rhetoric I	3
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

### Second Semester

MISC	1404	COBOL Programming	4
MISC	1406	Computer Organization and Architecture	4
MISC	1454	PASCAL Programming	4
MISC	1461	Operating Systems	4

### Second Year

First Semester			
MISC	2456	C Language Programming I	4
ELCT		COSC/MISC Technical Elective	4
ELCT		COSC/MISC Technical Elective	4
ELCT*		ACCT Selection	3

### Second Semester

MISC	2402	Systems in the MIS Environment	4
MISC	2454	Basic Communications, Networking and Internet	4
ELCT		COSC/MISC Technical Elective	4
SPCH	1321	Business and Professional Speaking	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
<b>Total Hours</b>			<b>67</b>

\* ACCT Elective selection includes ACNT 1325, ACCT 2301.

## Nursing

# Nursing, Associate Degree (NURI) 511601

## Associate in Applied Science Degree

Program requirements include:

- 65 percent or higher on the Math section, with no more than three sections below 70 percent, and greater than 42 percent on the reading section of the Nurse Entrance Test.
- A student must be TASP exempt or have passed TASP.
- Credit in Science courses must have been received within five years before starting Nursing.

### First Year

#### Prerequisites

			Credit
NURI	1201	Introduction to Nursing	2
BIOL	2401	Human Anatomy	4
ELCT		MISC 1450 or WOPO 1303, 1304, 1305	3-4
ENGL	1301	Composition and Rhetoric	3

#### First Semester

NURI	1415	Foundations for Nursing Practice	4	
NURI	1113	Preparation for Basic Nursing Care	1	(1st 8 wks)
NURI	1114	Health Assessment	1	(1st 8 wks)
NURI	1212	Pharmacology	2	(2nd 8 wks)
NURI	1216	Clinical Education I	2	(2nd 8 wks)
BIOL	2402	Human Physiology	4	

#### Second Semester

NURI	1321	Adult Health I	3	
NURI	1222	Care of the Childbearing Family	2	
NURI	1223	Mental Health Concepts	2	
NURI	1324	Clinical Education II	3	
PSYC	2301	Introduction to Psychology	3	

#### Summer Semester

BIOL	2421	Microbiology	4	
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### Second Year

#### First Semester

NURI	2331	Adult Health II	3	
NURI	2232	Care of Children and Families	2	
NURI	2333	Clinical Education III	3	
SPCH		SPCH 1318 or 1315	3	
PSYC	2314	Lifespan Development	3	

#### Second Semester

NURI	2341	Adult Health III	3	
NURI	2242	Management of Client Care	2	
NURI	2343	Clinical Education IV	3	
ELCT		Humanities/Fine Arts Elective (see page 69)	3	
PHED		Physical Education	1	
<b>Total Hours</b>			<b>69-70</b>	



## Transition to Associate Degree Nursing (NADB) 511601

### Associate in Applied Science Degree

Program requirements include:

- 65 percent or higher on the Math section, with no more than three sections below 70 percent, and greater than 42 percent on the Reading section of the Nurse Entrance Test.
- A student must be TASP exempt or have passed TASP to enter the Transition course effective with the Summer 1999 class.
- Credit in Science courses must have been received within five years before enrollment in NURI 2421

Prerequisites			Credit
BIOL	2401	Human Anatomy	4
BIOL	2402	Human Physiology	4
ENGL	1301	Composition and Rhetoric I	3
ELCT		MISC 1450, WOPO 1303, 1304 or 1305	3-4
PSYC	2301	Introduction to Psychology	3
<b>Summer Session</b>			
NURI*	2421	Transition to Associate Degree Nursing	4
		(NURI 1201, 1212, 1113, 1114, 1415, 1216, 1321, 1222, and 1324.)	16
NURI	1223	Mental Health Concepts	2
BIOL	2421	Microbiology	4
<b>First Semester</b>			
NURI	2331	Adult Health II	3
NURI	2232	Care of Children and Families	2
NURI	2333	Clinical Education III	3
SPCH		SPCH 1318 or 1315	3
PSYC**	2314	Lifespan Development	3
<b>Second Semester</b>			
NURI	2341	Adult Health III	3
NURI	2242	Management of Client Care	2
NURI	2343	Clinical Education IV	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
PHED		Physical Education	1
<b>Total Hours</b>			<b>69-70</b>

\* NURI 2421 is a transition course, available to Licensed Vocational Nurses. Upon successful completion of the 4th Semester, Licensed Vocational Nurses will receive credit for NURI 1201, 1212, 1113, 1114, 1415, 1216, 1321, 1222, and 1324.

\*\* PSYC 2314 must be completed before entering NURI 2341.

## Nursing

### Vocational Nursing (VNFL) 511613

#### Certificate of Completion

This one-year, Vocational Nursing Program 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 the Texas State Board of Vocational Nurse Examiners. Contact the Nursing Department for current information.

#### Fall Admission

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

#### Second Semester

NLVN	1400	Nursing in Health and Illness I	4
NLVN	1238	Mental Illness	2
NLVN	1219	Professional Development	2
NLVN	1409	Nursing in Health and Illness II	4
NLVN	1231	Pharmacology	2
NLVN	1560	VN Clinical II	5

#### Third Semester

NLVN	1330	Maternal/Neonatal Nursing	3
NLVN	1307	Pediatric Nursing	3
NLVN	1410	Nursing in Health and Illness III	4
NLVN	1360	VN Clinical III	3

<b>Total Hours</b>			<b>53</b>
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The schedule changes for spring admission - the fall (first semester) and summer (third semester) semesters will interchange.

# Office Management (OFFM) 520204

## Associate in Applied Science Degree

### First Year

#### First Semester

			Credit
WOPO	1303	Beginning Keyboarding/Data Entry	3
OADM	1309	Business Mathematics and Calculating Machines	3
BMGT	1325	Office Management	3
BMGT	1303	Principles of Management	3
ENGL	1301	Composition and Rhetoric I	3
WOPO	1101	MS-DOS: An Introduction	1

#### Second Semester

WOPO	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing and Transcription	3
OADM	1305	Information and Records Management	3
OADM	1308	Business Correspondence	3
WOPO	1305	Applicational Software	3
PHED		Physical Education	1

### Second Year

#### First Semester

ACNT	1325	Principles of Accounting I	3
ELCT		OADM/WOPO Elective	3
SPCH	1321	Business and Professional Speaking	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

#### Second Semester

ACNT	1326	Principles of Accounting II	3
OADM	2371	Office Procedures II	3
HRPO	2301	Human Resource Management	3
WOPO	2302	Advanced Information Processing Applications	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		OADM/WOPO Selection	3
<b>Total Hours</b>			<b>66</b>

## Office Management

### General Office Assistant (OFMC) 520204

#### Certificate of Completion

First Semester			Credit
WOPO	1303	Beginning Keyboarding/Data Entry	3
OADM	1309	Business Mathematics and Calculating Machines	3
BMGT	1325	Office Management	3
BMGT	1303	Principles of Management	3
ENGL	1301	Composition and Rhetoric I	3
WOPO	1101	MS-DOS: An Introduction	1
Second Semester			
WOPO	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing and Transcription	3
OADM	1305	Information and Records Management	3
OADM	1308	Business Correspondence	3
WOPO	1305	Applicational Software	3
PHED		Physical Education	1
Total Hours			32

### Office Management (OMAC) 520204

#### Certificate of Completion

##### First Year

First Semester			Credit
WOPO	1101	MS-DOS: An Introduction	1
WOPO	1303	Beginning Keyboarding/Data Entry	3
OADM	1308	Business Correspondence	3
OADM	1309	Business Mathematics and Calculating Machines	3
OADM	1305	Information and Records Management	3
BMGT	1303	Principles of Management	3

##### Second Semester

ENGL		ENGL 1301, 1302, or 1312	3
WOPO	1102	Word Perfect: An Introduction	1
WOPO	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing/Transcription	3
BMGT	1325	Office Management	3
OADM	1306	Office Procedures and Applications	3

##### Second Year

First Semester			
WOPO	1104	LOTUS 1-2-3: An Introduction	1
ACNT	1325	Principles of Accounting I	3
WOPO	2308	Information Systems Internship I	3
BUSG	2305	Business Law/Contracts	3
ACNT	1311	Introduction to Computerized Accounting	3

##### Second Semester

WOPO	1109	Data Base Applications	1
WOPO	2302	Advanced Information Processing Applications	3
ACNT	1326	Principles of Accounting II	3
OADM	2371	Office Procedures II	3
WOPO	2309	Information Systems Internship II	3
Total Hours			58

## Office Information Systems (OISC) 520401

### Certificate of Completion

*These are self paced, open-entry programs.*

#### First Year

First Semester			Credit
TIOA	1301	Fundamentals of Keyboarding	3
TIOA	1302	Business Office Orientation	3
TIOA	1303	Beginning Word Processing	3

#### Second Semester

TIOA	1314	Business English Fundamentals	3
TIOA	1305	Business Correspondence	3
TIOA	1306	Applied Business Mathematics	3

#### Second Year

First Semester			Credit
TIOA	1316	Information and Records Management	3
TIOA	1311	Legal Terminology and Transcription	3
TIOA	1307	Word Processing and Transcription	3

#### Second Semester

TIOA	1310	Fundamentals of Medical Terminology and Transcription	3
ACNT	1325	Principles of Accounting I	3
TIOA	1318	Office Information Systems Practicum	3
TIOA	1323	Customer Service and Organizational Ethics	3

**Total Hours**

**39**

## Office Information Technology (OITC) 520401

### Certificate of Completion

#### First Year

First Semester			Credit
TIOA	1301	Fundamentals of Keyboarding	3
TIOA	1302	Business Office Orientation	3
TIOA	1303	Beginning Word Processing	3

#### Second Semester

TIOA	1314	Business English Fundamentals	3
TIOA	1305	Business Correspondence	3
TIOA	1316	Information and Records Management	3

#### Second Year

First Semester			Credit
TIOA	1307	Word Processing and Transcription	3
TIOA	1313	Advanced Word Processing	3
ACNT	1325	Principles of Accounting I	3
ACNT	1311	Introduction to Computerized Accounting	3

#### Second Semester

TIOA	1321	Office Procedures and Applications	3
TIOA	1319	Office Systems Technology Practicum	3
TIOA	1324	Microsoft Office Applications	3

**Total Hours**

**39**

## Radio and Television Broadcasting

### Production or Performance (TRTP) 090701

#### Associate in Applied Science Degree

##### First Year

###### First Semester

			Credit
TELE	1301	Introduction to Telecommunications	3
TELE	1402	Beginning Radio Production	4
TELE	1403	Beginning Television Production	4
TELE	1406	Introduction to Field Production	4
SPCH	1315	Public Speaking	3

###### Second Semester

TELE	1305	Writing for Broadcast and Media	3
TELE	1407	Advanced Audio Production	4
or			
TELE	1405	Announcing and Performance for Radio and Television	
TELE	1408	Advanced Television Production	4
ENGL	1301	Composition and Rhetoric I	3
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1

##### Second Year

###### First Semester

TELE	2309	Broadcast and Cable Operations	3
or			
TELE	2306	Telecommunications Seminar	
TELE	2407	Advanced Field Production	4
ELCT		Elective	3
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	4
COMM*		Elective Selection	3

###### Second Semester

TELE	2409	Telecommunications Projects	4
TELE	2408	Telecommunications Internship	4
TELE	2311	Advertising and Promotions I	3
or			
TELE	2304	Broadcast Sales	
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
PHED		Physical Education	1

###### Total Hours

71

\* Communications Elective Selection includes: COMM 1307 or 2311.

**Radio Broadcasting (RBCC) 090701****Certificate of Completion**

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

**Radio and Television Broadcasting (TRBC) 090701****Certificate of Completion****First Year**

<b>First Semester</b>			<b>Credit</b>
TELE	1301	Introduction to Telecommunications	3
TELE	1402	Beginning Radio Production	4
TELE	1403	Beginning Television Production	4
TELE	1406	Introduction to Field Production	4

**Second Semester**

TELE	1305	Writing for Broadcasting and Media	3
TELE	1405	Announcing and Performance for Radio and Television	4
TELE	1407	Advanced Audio Production	4
TELE	1408	Advanced Television Production	4

**Second Year**

<b>First Semester</b>			
TELE	2407	Advanced Field Production	4
TELE	2408	Telecommunications Internship	4
TELE	2309	Broadcast and Cable Operations	3
<b>Total Hours</b>			<b>41</b>

## Radio and Television Broadcasting

### Technical Emphasis (TETE) 090701

#### Associate in Applied Science Degree

##### First Year

First Semester			Credit
CETT	1403	DC Circuits	4
CETT	1425	Digital Fundamentals	4
TELE	1402	Beginning Radio Production	4
TELE	1403	Beginning Television Production	4
SPCH	1315	Public Speaking	3

##### Second Semester

CETT	1405	AC Circuits	4
CETT	1429	Solid State Devices	4
TELE	2401	Technical Aspects of Broadcasting I	4
TELE	1406	Introduction to Field Production	4
MATH		MATH 1324, 1342, 1314 or higher	3

##### Second Year

First Semester			
TELE	2402	Technical Aspects of Broadcasting II	4
TELE	2309	Broadcast and Cable Operations	3
TELE	2409	Telecommunications Project I	4
ENGL	1301	Composition and Rhetoric I	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3

##### Second Semester

TELE	2310	Telecommunications Independent Study Project	3
TELE	2408	Telecommunications Internship	4
ELCT		Elective	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	3
PHED		Physical Education	1
Total Hours			72



**Multi-Media Emphasis (TEMM) 090701****Associate in Applied Science Degree****First Year**

<b>First Semester</b>			<b>Credit</b>
ARTS	1311	Design 2-D	3
ENGL	1301	Composition and Rhetoric I	3
TELE	1406	Introduction to Field Production	4
TELE	1403	Beginning Television Production	4
MISC	1450	Microcomputers for Business	4

**Second Semester**

ARTS	2313	Computer Illustration and Advertising I	3
TELE	2311	Advertising and Promotions I	3
TELE	1408	Advanced Television Production	4
MISC	1460	Desk-Top Publishing	4
SPCH	1315	Public Speaking	3

**Second Year**

<b>First Semester</b>			
ARTS	2314	Computer Illustration and Advertising II	3
MISC		Approved Elective	4
TELE	1407	Advanced Audio Production	4
TELE	1305	Writing for Broadcasting and Media	3
TELE	2312	Advertising and Promotions II	3
PHED		Physical Education	1

**Second Semester**

TELE	2408	Telecommunications Internship	4
TELE	2409	Telecommunications Projects	4
or			
MISC	2455	Microcomputer Field Projects	
ELCT		Social/Behavioral Science Elective (see page 69)	3
ELCT		Elective	3
MATH		MATH 1324, 1342, 1314 or higher	3
PHED		Physical Education	1
<b>Total Hours</b>			<b>71</b>

## Real Estate

# Real Estate Sales Agent (REAA) 521501

## Basic Certificate of Completion

### First Semester

RELE	1301	Principles of Real Estate	Credit 3
RELE	2301	Law of Agency	3
RELE	1311	Law of Contracts	3

### Second Semester

ELCT		RELE (except 2488/2489) or approved selection	3
RELE	2488	Internship - Real Estate	4
or			
MISC	1450	Microcomputers for Business	

<b>Total Hours</b>			<b>16</b>
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# Small Engine Mechanic and Repairer (SEMR) 470606

## Associate in Applied Science Degree

*Not offered in Texas*

### First Year

First Semester			Credit
DEMR	1401	Shop Safety and Procedures	4
SMER	1471	Small Gas Engine Fundamentals	4
ENGL	1312	Communications Skills	3
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
SMER	1372	Shop Organization and Management	3

### Second Semester

SMER	1428	Small Engine Service Principles	4
MATH		MATH 1324, 1342, 1314 or higher	3
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
ELCT		Humanities/Fine Arts Elective (see page 69)	3
SMER	1431	Small Engine Tune-Up	4

### Second Year

First Semester			
WLDG	1430	Introduction to Gas Metal Arc (MIG) Welding	4
SMER	1404	Outboard Service Principles	4
SMER	1437	Small Engine Four Stroke Overhaul	4
GOVT	2301/2302	State and Federal Government I/II	3
ELCT		Elective	3

### Second Semester

SMER	1434	Small Engine Two Stroke Overhaul	4
SMER	1473	Large Air Cooled Engines	4
BUSG	2309	Small Business Management	3
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	3
SPCH	1321	Business and Professional Speaking	3
PHED		Physical Education	1
<b>Total Hours</b>			<b>72</b>

## Welding

# Welding (WLDG) 480508

## Associate in Applied Science Degree

### First Year

#### First Semester

			Credit
WLDG	2403	Welding Safety Tools and Equipment	4
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
MATH		MATH 1324, 1342, 1314 or higher	3
ELCT		Elective	3

#### Second Semester

WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	2439	Advanced Oxy-Fuel Welding and Cutting	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
ENGL	1312	Communications Skills	3
PHED		Physical Education	1

### Second Year

#### First Semester

WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (TIG) Welding	4
ELCT		Computer Science/Microcomputer Technology Elective (see page 69)	3
GOVT	2301/2302	State and Federal Government I/II	3

#### Second Semester

WLDG	2453	Advanced Pipe Welding	4
SPCH	1321	Business and Professional Speaking	3
WLDG	1430	Introduction to Gas Metal Arc (MIG) Welding	4
ELCT		Humanities/Fine Arts Elective (see page 69)	3
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship- Welder/Welding Technologist	4
<b>Total Hours</b>			<b>70</b>

## Welding Technology (WLWT) 480508

### Certificate of Completion

These are self-paced, open-entry programs.

			Credit
WLDG	2403	Welding, Safety, Tools and Equipment	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (MIG) Welding	4
WLDG	2447	Advanced Gas Metal Arc (MIG) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (TIG) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc (TIG) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship - Welder/Welding Technologist	
<b>Total Hours</b>			<b>56</b>

## Fitter (WLFC) 480508

### Certificates of Completion

			Credit
WLDG	2403	Welding Safety, Tools and Equipment	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (MIG) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (TIG) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship - Welder/Welding Technologist	
<b>Total Hours</b>			<b>40</b>

## **Welding**

### **Welder (WLWC) 480508**

#### **Certificate of Completion**

These are self-paced open-entry programs.

			<b>Credit</b>
WLDG	2403	Welding Safety, Tools and Equipment	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (MIG) Welding	4
WLDG	2447	Advanced Gas Metal Arc (MIG) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (TIG) Welding	4
WLDG	2451	Advanced Gas Tungsten Arc (TIG) Welding	4
WLDG	2406	Intermediate Pipe Welding	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship - Welder/Welding Technologist	
<b>Total Hours</b>			<b>40</b>

### **Tacker (WLTC) 480508**

#### **Certificate of Completion**

			<b>Credit</b>
WLDG	2403	Welding Safety, Tools and Equipment	4
WLDG	1413	Introduction to Blueprint Reading for Welders	4
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc (MIG) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (TIG) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	2435	Advanced Layout and Fabrication	4
or			
WLDG	2488	Internship - Welder/Welding Technologist	
<b>Total Hours</b>			<b>36</b>

**Word Processing Specialist (WOPO) 520401****Associate in Applied Science Degree****First Year**

<b>First Semester</b>			<b>Credit</b>
WOPO	1101	MS-DOS: An Introduction	1
WOPO	1303	Beginning Keyboarding/Data Entry	3
ACNT	1325	Principles of Accounting I	3
ENGL		English Selection	3
OADM	1305	Information and Records Management	3
ELCT		OADM/WOPO Selection	3

**Second Semester**

SPCH		SPCH 1315 or 1321	3
WOPO	1305	Applicational Software	3
WOPO	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing/Transcription	3
OADM	1308	Business Correspondence	3

**Second Year**

<b>First Semester</b>			
MATH		MATH 1324, 1342, 1314 or higher	3
OADM		Elective	3
WOPO	2308	Information System Internship I	3
ELCT		Humanities/Fine Arts Elective (see page 69)	3
ELCT		OADM/WOPO Selection	3
PHED		Physical Education	1
<b>Second Semester</b>			
ACNT	1326	Principles of Accounting II	3
OADM	2371	Office Procedures II	3
WOPO	2302	Advanced Information Processing Applications	3
WOPO	2309	Information Systems Internship II	3
ELCT		Social/Behavioral Science Elective (see page 69)	3
PHED		Physical Education	1
<b>Total Hours</b>			<b>63</b>

**Word Processing Operator (WPOC) 520401****Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
WOPO	1101	MS-DOS: An Introduction	1
WOPO	1303	Beginning Keyboarding/Data Entry	3
ACNT	1325	Principles of Accounting I	3
ENGL		English Selection	3
OADM	1305	Information and Records Management	3
ELCT		OADM/WOPO Selection	3
<b>Second Semester</b>			
SPCH		SPCH 1315 or 1321	3
WOPO	1305	Applicational Software	3
WOPO	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing/Transcription	3
OADM	1308	Business Correspondence	3
<b>Total Hours</b>			<b>31</b>

## Word Processing

# Word Processing Specialist (WPAC) 520401

## Certificate of Completion

### First Year

#### First Semester

			Credit
WOPO	1101	MS-DOS: An Introduction	1
WOPO	1303	Beginning Keyboarding/Data Entry	3
OADM	1308	Business Correspondence	3
OADM	1309	Business Mathematics and Calculating Machines	3
OADM	1305	Information and Records Management	3
ELCT		OADM/WOPO Selection	3

#### Second Semester

ENGL		English Selection	3
WOPO	1102	WordPerfect: An Introduction	1
WOPO	1304	Intermediate Information Processing Applications	3
WOPO	1307	Word Processing/Transcription	3
OADM	1306	Office Procedures and Applications	3

### Second Year

#### First Semester

WOPO	1104	LOTUS 1-2-3: An Introduction	1
WOPO	2303	Office Automation	3
ACNT	1325	Principles of Accounting I	3
WOPO	2308	Information Systems Internship I	3
ELCT		Elective	3

#### Second Semester

WOPO	1109	Data Base Applications	1
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1326	Principles of Accounting II	3
OADM	2371	Office Procedures II	3
WOPO	2302	Advanced Information Processing Applications	3
WOPO	2309	Information Systems Internship II	3

<b>Total Hours</b>			<b>58</b>
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## ABDR Auto Body Repair

### **ABDR 1419 Basic Metal Repair (ATBR 1407, TIAB 1400) 2-7-4**

Basic current metal working techniques, shop safety, proper tool usage, product application, and skill development utilizing various body features including metal principles.

### **ABDR 1431 Basic Refinishing (ATBR 1410, TIAB 1404) 2-6-4**

An introduction to terms, trade practices, hand tools, power tools, current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Painting of trim and replacement parts included. Emphasis on surface preparation. Introduction to masking techniques. Prerequisite or co-requisite: ABDR 1419 or consent of Department Chair.

### **ABDR 1441 Structural Analysis and Damage Repair I (ATBR 1403, TIAB 1405) 2-7-4**

Skill development in the roughing and shaping procedures on automotive sheet metal necessary to make satisfactory minor body repairs. Emphasis on the alignment of component parts such as doors, hoods, front-end assemblies, and deck lids. Prerequisite or co-requisite: ABDR 1419 and 1471 or consent of Department Chair.

### **ABDR 1442 Structural Analysis and Damage Repair II (ATBR 1408) 3-3-4**

Continuation of general repair and replacement procedures for damaged structural parts and collision damaged. Prerequisites: ABDR 1419, 1441, and 1471 or consent of the Department Chair.

### **ABDR 1449 Automotive Plastic and Sheet Molding Compound Repair (TIAB 2406) 2-6-4**

A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and state of the art plastic welding. Prerequisite or co-requisite: ABDR 1419 or consent of Department Chair.

### **ABDR 1471 Advanced Auto Body Welding (ATBR 1409, TIAB 1403) 2-7-4**

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

### **ABDR 1472 Auto Body Glass, Hardware and Trim (ATBR 1411, TIAB 1401) 2-7-4**

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

### **ABDR 2402 Auto Body Mechanical and Electrical Service (TIAB 2408) 2-7-4**

Instruction in the repair, replacement, and/or service of those mechanical or electrical systems that are subject to damage from a collision. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. Prerequisite: ABDR 1419 or consent of Department Chair.

### **ABDR 2435 Structural Analysis and Damage Repair IV (ATBR 2400) 2-6-4**

Extension of Structural Analysis and Damage Repair II providing skill development in the auto body application of theories to the repair and replacement of complete body panels. Prerequisites: ABDR 1419, 1442 and 1471 or consent of the Department Chair.

### **ABDR 2437 Structural Analysis and Damage Repair V (ATBR 2406, TIAB 2407) 2-7-4**

Skill development in the operation of equipment and the procedures involved in making satisfactory repairs of supporting structures on both conventional and unitized constructed vehicles. Special emphasis on conducting a thorough damage analysis as well as demonstrating proper holding, blocking, and pulling. Prerequisites: ABDR 1419, 1471, and 2435 or consent of Department Chair.

### **ABDR 2449 Advanced Refinishing I (ATBR 2404, TIAB 2407) 2-7-4**

Skill development in multi-stage refinishing including base coat/clear coat techniques. Further development in identification of problems and solutions in color matching and partial panel refinishing. Prerequisite: ABDR 1419 and 1431 or consent of the Department Chair.

### **ABDR 2488 Internship- Auto/Automotive Body Repairer (ATBR 2409) 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: Consent of Department Chair.

## ACCT Accounting

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

An introduction to accounting with emphasis on the accounting cycle and accounting systems. Topics include cash transactions, receivables, inventories, assets, and liabilities.

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

A continuation of ACCT 2301 including accounting for partnerships, corporations, and introductory managerial accounting concepts. Topics will include stockholders' equity, bonds, statement of cash flows, cost behavior, budgeting, responsibility accounting, cost control and product costing.

## ACNT Accounting

### **ACNT 1311 Introduction to Computerized Accounting (TIOA 1320, WOPO 1311) 1-5-3**

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

### **ACNT 1325 Principles of Accounting I (OADM 2304, ACTE 1301) 2-4-3**

A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising enterprises.

**ACNT 1326 Principles of Accounting II (OADM 2305, ACTE 1302) 2-4-3**

A study of the fundamentals of managerial accounting. Emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making, and analysis of financial reports.

**ACNT 1331 Federal Income Tax: Individual (MGMT 1309) 3-0-3**

Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual.

**AERM Aviation Maintenance Technology**

*Not offered in Texas*

**AERM 1203 Shop Practices (AVMT 1203) 2-2-2**

An introduction to the correct use of hand tools and equipment and precision measurement; identification of aircraft hardware; and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating, and inspection of aircraft structures.

**AERM 1205 Weight and Balance (AVMT 1202) 2-2-2**

An introduction to Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries.

**AERM 1208 Federal Aviation Regulations (AVMT 1201) 2-2-2**

A course in the use and understanding of the Federal Aviation Administration and aircraft manufacturers' publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations.

**AERM 1210 Ground Operations (AVMT 1204) 2-2-2**

An introductory course in fuels, servicing methods and procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control.

**AERM 1243 Instruments and Navigation/Communications (AVMT 2305) 2-1-2**

A study of aircraft instruments and electronic flight instrument systems including testing and installing instruments; inspecting, checking, and troubleshooting navigation and communication systems; and inspecting and repairing antennas and electronic equipment installations.

**AERM 1254 Airframe Composites (AVMT 1306) 2-2-2**

A study of the inspection and repair of composite, fiberglass, honeycomb, and laminated structural materials including doors, windows, bonded structures, and interior furnishings.

**AERM 1314 Basic Electricity (AVMT 1305) 2-4-3**

A study of aircraft electrical systems and their requirements including the use of ammeter, voltmeter, and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and reading and interpreting aircraft electrical diagrams to include solid state devices and logic functions.

**AERM 1340 Aircraft Propellers (AVMT 2406) 2-4-3**

Fundamentals of construction of propellers. Skill development in inspection, servicing, and repair of fixed-pitch, constant-speed, and feathering propellers and governing systems. Instruction in removal, balancing, and installation of propellers.

**AERM 1357 Fuel Metering and Induction System (AVMT 2307, AVMT 2405) 2-4-3**

A study of fuel metering and induction systems used on reciprocating and turbine engines including fuel metering systems, carburetors, induction systems, heat exchangers, and cooling systems.

**AERM 1444 Aircraft Reciprocating Engines (AVMT 2404) 3-4-4**

A study of reciprocating engines and their development, operating principles, and theory. Instruction in engine instruments, lubricating, and exhaust systems.

**AERM 1445 Airframe Electrical Systems (AVMT 2403) 3-4-4**

A study of airframe electrical systems including installation, removal, disassembly, and repair of electrical components and related wiring.

**AERM 1449 Hydraulic, Pneumatic, and Fuel System (AVMT 2304) 3-4-4**

Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics, and fuel. Application of basic concepts through detailed maintenance procedures.

**AERM 1452 Aircraft Sheet Metal (AVMT 1402) 2-6-4**

A course in inspection and repair of sheet metal structures including forming, lay out, and bending of sheet metal and identification, selection, and installation of rivets and fasteners.

**AERM 1456 Aircraft Power Plant Electricity 3-4-4**

Theory, operation, and maintenance of powerplants including electrical, ignition, starting, and fire protection systems.

**AERM 2231 Airframe Inspection (AVMT 2303) 2-2-2**

A study of the materials and procedures for completing a One Hundred Hour Inspection as per Federal Aviation Regulations and manufacturers' service information.

**AERM 2337 Landing Gear and Hydraulic Systems (AVMT 2402) 2-3-3**

General principles of commercial fuel and hydraulic systems, landing gear, pneumatic systems, and water/waste systems.

**AERM 2341 Power Plant Auxiliary Power Units (AVMT 2306) 2-3-3**

General principles of auxiliary power unit (APU) and powerplant systems and components.

**AERM 2351 Aircraft Turbine Engine Overhaul (AVMT 2407) 2-4-3**

Topics address inspection, disassembly, reassembly, and replacement of gas turbine engines, sections, and components and operational troubleshooting and analysis.

**AERM 2370 A&P Mechanic General Course (AVMT 1320) 3-0-3**

A course intended to prepare experienced aircraft mechanics to successfully complete the written, oral and practical exams for certification by the Federal Aviation Administration as Aviation Maintenance Technician. In-depth coverage of topics for A&P certification will include maintenance publications, FAA Regulations, weight and balance determination, blueprints, diagrams, corrosion control, basic electricity, aircraft materials and hardware, basic math and physics, basic aerodynamics and aircraft inspection fundamentals.

**AERM 2371 Aircraft Airframe Course  
(AVMT 2308)**

**3-0-3**

A course intended to prepare experienced aircraft mechanics to successfully complete the written, oral and practical exams for certification by the Federal Aviation Administration as an Airframe Maintenance Technician. An in-depth coverage of topics pertaining to Airframe certification to include inspection, fabrication and repair of aircraft structures and components; application of aircraft finishes; sheet metal and composite structures; fuel systems; instrumentation; hydraulics; pneumatics and airframe electrical systems.

**AERM 2372 Aircraft Power Plants and Systems  
(AVMT 2309)**

**3-0-3**

A course intended to prepare experienced aircraft mechanics to successfully complete the written, oral and practical exams for certification by the Federal Aviation Administration as a Power Plant Maintenance Technician. An in-depth coverage of topics pertaining to Power Plant certification to include proper technique and procedures for maintaining, servicing, overhaul and inspections of both reciprocating and turbine engines. Other subjects to be covered include engine electrical, fuel, oil, cooling and propeller subsystems.

## **AGRI Agriculture**

**AGRI 1231 The Agriculture Industry**

**2-0-2**

An overview of world agriculture, nature of the industry, resource conservation, and the American system, including production, distribution, and marketing.

**AGRI 1307 Agronomy**

**2-4-3**

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**

**2-2-3**

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**

**2-2-3**

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 1325 Marketing of Agricultural Products**

**3-0-3**

Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing.

**AGRI 1327 Poultry Science**

**2-2-3**

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**

**3-3-4**

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

**AGRI 1419 Introductory Animal Science  
(Animal Husbandry)**

**3-3-4**

An introductory survey course. Farm animals as a source of food, clothing, and labor. The place of livestock in farming and ranching. The value of heredity and breeding for improvement, importance of judging, pedigrees, and proper nutrition. The place and adaptation of each class of livestock: show ring classification, and market and slaughter classes.

**AGRI 2301 Agriculture Power Units**

**2-2-3**

Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems.

**AGRI 2303 Agriculture Mechanics I**

**2-2-3**

Basic farm skills in tool conditioning, sketching, carpentry, concrete, farm surveying, small engine repair, plumbing, and general farmstead maintenance.

**AGRI 2304 Agriculture Mechanics II**

**2-2-3**

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 2313 Entomology**

**2-4-3**

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**

**2-2-3**

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**

**3-0-3**

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.

## **ANTH Anthropology**

**ANTH 2301 Physical Anthropology**

**3-0-3**

Principles of physical anthropology, human evolution, race, heredity, the organic basis of culture, and cultural history through the Paleolithic stage.

**ANTH 2346 General Anthropology**

**3-0-3**

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology, archeology, linguistics, and ethnology.

**ANTH 2351 Cultural Anthropology**

**3-0-3**

Study of human behavior (nations and societies) the world over, comparing and describing 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.).

## **ARTS Arts**

**ARTS 1303 Art History I**

**3-0-3**

This course is survey of the major and minor arts from prehistoric times to the 14th century.

<b>ARTS 1304 Art History II</b>	<b>3-0-3</b>	<b>ARTS 2327 Sculpture II</b>	<b>2-4-3</b>
This course is a survey of the major and minor arts from the 14th century to the present. No prerequisite.		This course is a continuation of ARTS 2326 with emphasis on personal expression. Prerequisite: ARTS 2326.	
<b>ARTS 1311 Design: 2-D</b>	<b>2-4-3</b>	<b>ARTS 2333 Print Making</b>	<b>2-4-3</b>
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.		This introductory course covers the fundamentals and creative experimentation in etching, serigraphy, and other print-making media. Drawing skills are recommended.	
<b>ARTS 1312 Design: 3-D</b>	<b>2-4-3</b>	<b>ARTS 2336 Fiberarts I</b>	<b>2-4-3</b>
This course gives basic instruction in the principles and elements of design as applicable to three-dimensional design problems. No prerequisite.		This course involves the study of weaving, rug making, dyeing, and paper making. Emphasis will vary from one semester to another.	
<b>ARTS 1313 Foundations of Art</b>	<b>2-4-3</b>	<b>ARTS 2337 Fiberarts II</b>	<b>2-4-3</b>
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. No prerequisite.		This course is a continuation of ARTS 2336. Emphasis will vary from one semester to another. Prerequisite: ARTS 2336.	
<b>ARTS 1316 Drawing I</b>	<b>2-4-3</b>	<b>ARTS 2341 Jewelry and Art Metals I</b>	<b>2-4-3</b>
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.		An introduction to jewelry-making and metalworking techniques. Basic fabrication techniques are stressed.	
<b>ARTS 1317 Drawing II</b>	<b>2-4-3</b>	<b>ARTS 2342 Jewelry and Art Metals II</b>	<b>2-4-3</b>
This course continues the development of skills, application of drawing media, and personal expression explored in Drawing I. Prerequisite: ARTS 1316.		A continuation of jewelry-making and metalworking techniques. Lost wax casting and surface treatments are emphasized. Prerequisite: ARTS 2341.	
<b>ARTS 2311 Design: Computer-Aided Art</b>	<b>2-4-3</b>	<b>ARTS 2346 Ceramics I</b>	<b>2-4-3</b>
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. Focus will be on the use of Fractal Design: Painter. Prerequisite: Computer literacy and ARTS 1311.		This course is an introduction to making pottery by hand-built methods. Glazing and decoration techniques are covered.	
<b>ARTS 2313 Computer Illustration and Advertising Art I</b>	<b>2-4-3</b>	<b>ARTS 2347 Ceramics II</b>	<b>2-4-3</b>
This course is an in-depth study of current concerns and practices in the visual arts including contemporary media and techniques with emphasis on the Corel Draw program. Student must be computer literate.		This course is a continuation of pottery-making techniques. Prerequisite: ARTS 2346.	
<b>ARTS 2314 Computer Illustration and Advertising Art II</b>	<b>2-4-3</b>	<b>ARTS 2356 Photography I</b>	<b>2-4-3</b>
This course is an advanced study of commercial art pre-press production. It combines principles covered in Computer Illustration and Advertising Art I. Focus will be on the use of Adobe Photoshop. Prerequisite: ARTS 2313.		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.	
<b>ARTS 2316 Oil Painting I</b>	<b>2-4-3</b>	<b>ARTS 2357 Photography II</b>	<b>2-4-3</b>
This course studies the techniques and materials used in oil-based painting. Drawing skills are recommended.		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.	
<b>ARTS 2317 Oil Painting II</b>	<b>2-4-3</b>	<b>ARTS 2366 Watercolor Painting</b>	<b>2-4-3</b>
This course is a continuation of techniques explored in ARTS 2316 with emphasis on individual expression. Prerequisite: ARTS 2316.		This course covers various techniques of painting in watercolor. It stresses color and composition in application of the medium. Drawing skills are recommended.	
<b>ARTS 2323,2324 Figure Drawing I and II</b>	<b>2-4-3</b>	<b>ARTS 2367 Acrylic Painting</b>	<b>2-4-3</b>
These are life drawing courses which emphasize structure and action of the human figure.		This course covers the properties of color, theory of color and form, and technical procedures of the medium. Drawing skills are recommended.	
<b>ARTS 2326 Sculpture I</b>	<b>2-4-3</b>	<b>ARTS 2376 Problems in Contemporary Arts</b>	<b>2-3-3</b>
This course is an introduction to sculpturing techniques including assemblage, carving, and lost wax casting. Prerequisite: ARTS 1312.		This course is an examination of current issues and practices in the visual arts. Historical influences, modern aesthetics, contemporary media and techniques, and individual concerns will be covered in lectures, studio practice, and research outside the traditional classroom. Instructor approval required.	

## ASCI Aviation Science

### ASCI 1200 Flight-Solo

2-1-2

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

1-2-2

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 17 are dual flight instruction, 15 are solo practice, 2 are in an approved ground trainer, and 8 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

1-3-2

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 category, 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

3-0-3

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

3-0-3

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

3-0-3

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

3-3-4

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

1-3-2

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: Minimum of a Private Pilot Certificate with an Airplane category; hold a Class II FAA Medical Certificate; a minimum of 95 hours of flight experience of which 25 were solo cross-country since the Private Pilot Certificate was issued; 20 hours of instrument instruction of which no more than 10 were in an approved ground trainer; have completed or will complete ASCI 2407 before the end of this course.

### ASCI 2205 Flight-Commercial

1-3-2

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 15 are dual flight instruction in a high-performance aircraft; 5 are dual flight instruction in a primary trainer; 15 are solo practice of which 5 are cross-country in a high performance airplane, 5 are solo practice at night, and 5 are local solo flight; and 29 hours of oral instruction and briefings. Prerequisites: Minimum of a Private Pilot Certificate with Airplane category and instrument rating; have at least 125 hours of flight time of which no more than 40 were in an approved ground trainer; hold a current Class II FAA Medical Certificate; have completed or be concurrently enrolled in ASCI 2300, Commercial Ground School. Approved ground school must be completed prior to finishing ASCI 2205.

### ASCI 2206 Multi-Engine Flight

2-1-2

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 15 are dual flight instruction, 5 are in the simulator, and 15 are oral instruction and briefings. Prerequisite: ASCI 2205 or a Commercial Pilot Certificate.

### ASCI 2208 Instructor Rating

1-3-2

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

1-2-2

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

1-3-2

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

1-3-2

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 1-2-2**

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 1-2-2**

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 2300 Commercial Ground School 3-0-3**

This course covers air traffic control procedures pertaining to Commercial Pilot, aviation weather and advanced navigational procedures. Advanced flight maneuvers, low altitude en route 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 3-0-3**

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 3-0-3**

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 3-0-3**

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 3-3-4**

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.

**AUMT Automotive Service and Repair****AUMT 1405 Introduction to Automotive Technology (AUTO 1400, TIAM 1400) 3-3-4**

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance.

**AUMT 1407 Automotive Electrical Systems (AUTO 2404, TIAM 1502) 2-7-4**

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. Prerequisites or Co-requisite: AUMT 1405 and 2305 or consent of Department Chair.

**AUMT 1410 Automotive Brake Systems (AUTO 1407, TIAM 1406) 2-6-4**

Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. Prerequisite or co-requisite: AUMT 1405 or consent of Department Chair.

**AUMT 1416 Suspension and Steering (AUTO 2405, TIAM 2407) 2-6-4**

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Prerequisite or co-requisite: AUMT 1405 or consent of Department Chair.

**AUMT 1419 Automotive Engine Repair (AUTO 2408, TIAM 2410) 3-3-4**

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. Prerequisites: AUMT 1405, 2305 and 2434 or consent of Department Chair.

**AUMT 1445 Automotive Heating and Air Conditioning (AUTO 1405, TIAM 1405) 2-6-4**

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. Prerequisites: AUMT 1405, 1407, 1472 and 2437 or consent of the Department Chair.

**AUMT 1471 Automotive Fuel Systems (AUTO 2410) 2-7-4**

This course provides 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: AUMT 1405, 1407, 1472, 2305 and 2437 or consent of Department Chair.

**AUMT 1472 Automotive Computer Systems (AUTO 1411, TIAM 2511) 2-7-4**

This course provides the student with a working knowledge of automotive computer systems. It includes principles of operation, components and function, tools and test equipment, diagnosis, and service and repair of automotive computerized systems. Prerequisites: AUMT 1405, 1407, 2437 or consent of Department Chair.

**AUMT 2301 Automotive Management (AUTO 2402) 2-2-3**

Instruction in Human relations, customer relations, and customer satisfaction. Emphasis on management techniques and building relationships between the service department and the customer. Prerequisite: Sophomore standing or consent of Department Chair.

**AUMT 2305 Theory of Automotive Engines (AUTO 1301, TIAM 1401) 2-2-3**

Fundamentals of engine operation and diagnosis including lubrication and cooling systems. Emphasis on identification of components, measurements, inspections, and repair methods. Prerequisite or co-requisite: AUMT 1405 or consent of Department Chair.

**AUMT 2413 Manual Drive Trains and Axles (AUTO 1408, TIAM 2408) 2-6-4**

A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. Prerequisite or co-requisite: AUMT 1405 or consent of Department Chair.



**AUMT 2425 Automatic Transmissions and Transaxles**  
(AUTO 2403, TIAM 2409) 2-6- 4

A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. Prerequisite or co-requisite: AUMT 2413 or consent of Department Chair.

**AUMT 2434 Engine Performance Analysis II**  
(AUTO 2406, TIAM 2515) 2-7- 4

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. Prerequisite: AUMT 1407, 1471, 1472, 2305, and 2437 or consent of Department Chair.

**AUMT 2437 Automotive Electronics (AUTO 1402) 3-3- 4**

Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Prerequisite: AUMT 1405 and 1407 or consent of Department Chair.

**AUMT 2488 Internship - Auto/Automotive Mechanic/Technician (AUTO 2409) 1-18- 4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: Consent of Department Chair.

## BARB Barber-Stylist Science

**BARB 1701 Introduction to Hair Design 4-12-7**

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 of 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 1702 Basic Barber-Styling 4-12-7**

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 1701 or concurrent enrollment.

**BARB 1703 Intermediate Barber-Styling I 4-12-7**

This course continues the development of hair cutting techniques for men and boys, and introduces the student to the basics of hair cutting and styling for women. This is a 256 contact hour course. Prerequisite: BARB 1702 or concurrent enrollment.

**BARB 1704 Intermediate Barber-Styling II 4-12-7**

This course, while continuing to emphasize the hair cutting 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 1703 or concurrent enrollment.

**BARB 2701 Advanced Barber-Styling 4-12-7**

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 1704 or concurrent enrollment.

**BARB 2702 Advanced Barber-Styling, Barber Law, and Shop Management 4-12-7**

This course enables maximum application of the skills developed in BARB 2701. 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 2701 or concurrent enrollment.

**BARB 2704 Introduction to Instructor Orientation 4-12-7**

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 2705 Basic Barber Instructor 4-12-7**

The student will learn the rules and regulations of the College, how to prepare lessons 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. This is a 256 contact hour course. Prerequisite: BARB 2704.

**BARB 2706 Intermediate Barber Instructor 4-12-7**

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 2705.

**BARB 2707 Advanced Barber Instructor 4-12-7**

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 2706.

## BIOL Biology

**BIOL 1308 Biological Science 3-0-3**

A study of selected topics of biological science for the non-science major. Topics include the cell concept, systems of the human body, aging, and introduction to genetics, evolution, and ecology.

**BIOL 1408 General Biology I 3-3-4**

Fundamental principles of living organisms at the cellular level. Includes cell structure and function, photosynthesis/cellular respiration, mitosis/meiosis, DNA, Mendelian and modern genetics, bacterial structure and gene control, population genetics.

**BIOL 1409 General Biology II 3-3-4**

Aspects of systematics, survey of plant kingdom (structure/functioning/life cycles), survey of the animal kingdom, structure and functioning of animal systems, aspects of ecology.

**BIOL 1411 General Botany 3-3-4**

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 is recommended.

**BIOL 1413 General Zoology 3-3-4**

A survey of important invertebrate and vertebrate groups of the animal kingdom emphasizing relevant biological concepts. Includes laboratory experiments and dissections; lifestyles, structures, and classification of protozoa, sponges, jellyfish, worms, molluscs, arthropods, echinoderms, and vertebrates. Completion of BIOL 1408 is recommended.

**BIOL 1424 Plant Taxonomy 3-3-4**

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 2401 Human Anatomy 3-3-4**

Principles of human anatomy designed for 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 3-3-4**

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 2413 Biological Entomology (AGRI 2313) 3-3-4**

Study of insects, including life cycle, morphology, physiology, ecology, taxonomy, population dynamics, genetics, and ecosystem relations. Includes instruction in the biological and chemical control of insects.

**BIOL 2416 Human Genetics 3-3-4**

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 are discussed. Prerequisite: BIOL 1408 or consent of the Department Chair.

**BIOL 2421 Microbiology 3-3-4**

Fundamental principles of microbiology; includes study of morphology, physiology, and classification of microbes and their relationships with soil, food, water, disease, and immunology. Designed for nursing and all health-related majors. Prerequisite: Any college-level Biology course.

**BIOL 2428 Vertebrate Zoology 3-3-4**

Structure, development, physiology, and natural history of the vertebrate animals. Emphasis will be placed on North American forms. Field trips are required at minimal student expense. Labs include dissections. Prerequisites: BIOL 1408, 1409, 1413 or consent of the Department Chair.

**BIOM Computer Electronics Technology**  
**See also CETT, CPMT, EECT and INCT**
**BIOM 1205 Soldering Skills and Shop Safety (CMET 2200) 1-3-2**

Preparation for selection of soldering equipment and application of safety practices at work. Laboratory development of proficiency in soldering and desoldering electronic components.

**BMGT Business Administration and Management**  
**See also BUSG, HRPO and MRKG**
**BMGT 1301 Supervision (MGMT 2309) 3-0-3**

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

**BMGT 1302 Principles of Retailing (MGMT 1311) 3-0-3**

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

**BMGT 1303 Principles of Management (MGMT 1305) 3-0-3**

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management.

**BMGT 1325 Office Management (MGMT 1304) 3-0-3**

Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills.

**BMGT 1333 Principles of Selling (MGMT 2322) 3-0-3**

Introduction to the selling process and its application to all forms of sales. Identification of the elements of the communication process between buyers and sellers in business and examination of the legal regulations and ethical issues of business which affect salespeople.

**BMGT 2370 Management Applications I (MGMT 2316) 1-5-3**

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 the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision making case studies, computer-assisted models, or other instructional techniques. It serves as the program capstone for those students whose situation precludes an internship. The course may be repeated if topics and learning outcomes vary. Prerequisite: consent of the Department Chair.

**BMGT 2371 Management Applications II (MGMT 2317) 1-5-3**

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 the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision making case studies, computer-assisted models, or other instructional techniques. It serves as the program capstone for those students whose situation precludes an internship. The course may be repeated if topics and learning outcomes vary. Prerequisite: BMGT 2370 and consent of the Department Chair.

**BMGT 2488 Internship - Business Administration and Management, General (MGMT 1401) 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: consent of the Department Chair.



**BMGT 2489 Internship - Business Administration and Management, General (MGMT 1402) 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisites: BMGT 2388 and consent of the Department Chair.

**BUSG Business Administration and Management  
See also BMGT, HRPO and MRKG**

**BUSG 1315 Small Business Operations (MGMT 2320) 3-0-3**

A course in the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations. Members of the Students in Free Enterprise (SIFE) organization that participate during the entire training program can be awarded credit for this course with the approval of the SIFE Faculty Advisor.

**BUSG 1370 Small Business Accounting (MGMT 2319) 3-0-3**

A course designed to introduce small business owners to basic accounting/financial information necessary to the successful operation of a business. Topics covered include, but are not limited to, cost behavior, cost-volume-profit relationships, budgeting, relevant cost, pricing decisions, payroll accounting and taxes.

**BUSG 1371 Entrepreneurship and Business Plan Development (MGMT 2321) 3-0-3**

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 plan, and the development of a business financial plan. Students will prepare a business plan for a business that they want to develop or expand.

**BUSG 2305 Business Law/Contracts (MGMT 2305) 3-0-3**

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

**BUSG 2309 Small Business Management (MGMT 1308) 3-0-3**

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

**BUSI Business Administration and Management**

**BUSI 1301 Introduction to Business 3-0-3**

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 3-0-3**

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 3-0-3**

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.

**CDEC Child Development**

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

**CDEC 1195 Special Topics in Child Care 1-0-1**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CDEC 1303 Family and the Community 2-2-3**

A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues.

**CDEC 1311 Introduction To Early Childhood Education 2-2-3**

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

**CDEC 1313 Curriculum Resources for Early Childhood Programs 2-2-3**

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children.

**CDEC 1318 Nutrition, Health, and Safety 2-2-3**

A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings.

**CDEC 1319 Child Guidance 2-2-3**

An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting.

**CDEC 1354 Child Growth and Development 2-2-3**

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development.

**CDEC 1356 Emergent Literacy for Early Childhood 2-2-3**

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

**CDEC 1357 Math and Science for Early Childhood 2-2-3**

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play.

**CDEC 1358 Creative Arts for Early Childhood 2-2-3**

An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

**CDEC 1359 Children with Special Needs 2-2-3**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues.

**CDEC 1371 Physical Development and Disorder in Children 2-2-3**

This course is designed for the paraprofessional working in integrated early childhood settings. Roles and responsibility of the paraprofessional, including IEP and ISFP lesson plan teaching strategies, and hands-on training in physical management and care skills of the child with special needs are emphasized. Instruction in basic sign language, and an overview of current learning technologies to assist the child with disabilities, is included. Emphasis is placed on methods and materials for promoting activities of daily living.

**CDEC 1372 Techniques for Child Guidance for the Special Child 2-2-3**

This course provides an examination of theoretical approaches to guidance strategies applicable to the integrated early childhood setting; emphasis is placed on strategies for facilitating emotional growth in individual children and social integration of all children in inclusive settings; includes activity planning to achieve IEP and ISFP goals for a variety of children with disabilities and children without disabilities. Features experiences in mastering observation techniques and assisting in assessment procedures; ethical problem solving; and teamwork skills in group management.

**CDEC 1374 Preschool Age 2-2-3**

This course centers on developmentally appropriate practice during the play years (ages 3-5). 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 objects.

**CDEC 1391 Special Topics in Family Day Care Homes 2-2-3**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CDEC 1393 Special Topics in Family Living and Parenthood 2-2-3**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CDEC 2321 The Infant and Toddler 2-2-3**

A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques.

**CDEC 2326 Administration of Programs for Children I 2-2-3**

A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

**CDEC 2328 Administration of Programs for Children II 2-2-3**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs.

**CDEC 2341 The School Age Child 2-2-3**

A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

**CDEC 2384 Cooperative Education in Child Development 1-14-3**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**CEEM Emergency Medical Paramedic**

**CEEM 0102 Emergency Medical Technician 144 Clock Hours**

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- Basic by the Texas Department of Health and/or National Registry EMT. (Clinical hours include 24 emergency room and 3 ambulance runs.) Prerequisite: Current CPR certification. See admission requirements on page 28.

**CEEM 0103 Paramedic Phase I 128 Clock Hours**

The 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; advanced patient assessment; pathophysiology of shock and pneumatic anti-shock garments (PASG); general and emergency pharmacology; and fluid therapy which includes IV insertion, techniques of administration of IV fluids, and IV drip-rate calculations; advanced airway management and ventilation, insertion of endotracheal and esophageal obturator airways, and intubation techniques for the adult and infant. This course will test the student's proficiency in the advanced skills of IV therapy, subcutaneous and intramuscular injections, IV piggyback medications, IV push medications, application of MAST pants, advanced airway insertion techniques to include ET and EOA. This course includes 48 hours of Clinical. Prerequisite: CEEM 0102. See admission requirements on page 28.

**CEEM 0104 Paramedic Phase II 144 Clock Hours**

This course will train the student in respiratory and cardiovascular medical emergencies. Content will include A and P of these systems; advanced assessment of the cardiac and/or respiratory patient; EKG monitoring; rhythm interpretation; recognition and management of cardiac dysrhythmia. This course will encompass the AHA Advanced Cardiac Life Support (ACLS) class. Students will be trained to perform cardioversion/defibrillation on adults/children and infants along with Megacode skills for all medical patients. Students must show proficiency in advanced patient assessment; endotracheal tube placement; ET medications; EKG rhythm recognition (static and dynamic) and treatment of cardiac dysrhythmia. Upon successful completion of this course, students are eligible to take the exam to be certified as an EMT-Intermediate by the Texas Department of Health and/or the National Registry EMT-Intermediate. This course includes 36 clinical hours and 54 ambulance practicum hours. Prerequisite: CEEM 0103.

**CEEM 0105 Paramedic Phase III 144 Clock Hours**

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 disease, and environmental emergencies. The student will also be trained in the kinetics of trauma to the head, neck, spine and body cavity. Course will cover 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 encompass the Basic Trauma Life Support (BTLS) advanced level course and a 12-lead EKG recognition course. 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. This course includes 40 clinical hours and 42 ambulance practicum hours. Prerequisite: CEEM 0104.

**CEEM 0106 Paramedic Phase IV 144 Clock Hours**

This course will cover assessment and treatment of geriatric, pediatric, and obstetric patients, and gynecological emergencies. The student will be trained in advanced life support techniques for the pediatric and neonate patients. This course will encompass the Pediatric Pre-hospital Provider Course (PPPC). This course will also cover behavioral and psychiatric emergencies. Students will have skills lab practice to continue training in advanced assessment of adult and pediatric patients; Megacode skills in medical and trauma management for all age groups (geriatric, pediatric and other adults) will also be stressed. This course includes 72 clinical hours. Prerequisite: CEEM 0105.

**CEEM 0107 Paramedic Phase V 176 Clock Hours**

This course will focus on the development of skills already learned. The student will spend the majority of the time in clinical and field experience. Students must show proficiency in Megacode skills as a team leader in a medical, trauma and pediatric scenario. Students must show proficiency in all EMT-Basic and paramedic skills as mandated by the Texas Department of Health and National Registry. Upon successful completion of this course students are eligible to take the exam to be certified as an EMT-Paramedic by the Texas Department of Health and/or the National Registry EMT-Paramedic. This course includes 60 clinical hours and 104 ambulance hours.

**CETT Computer Electronics Technology  
See also BIOM, CPMT, EECT and INTC****CETT 1403 DC Circuits (ELTE 1401) 3-3-4**

A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

**CETT 1405 AC Circuits (ELTE 1402) 3-3-4**

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.

**CETT 1421 Electronics Fabrication (CMET 1400) 3-3-4**

A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

**CETT 1425 Digital Fundamentals (CMET 1401) 3-3-4**

An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits.

**CETT 1429 Solid State Devices (ELTE 1403) 3-3-4**

A study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, bi techniques, and thermal considerations of solid state devices.

**CETT 1449 Digital Systems (ELTE 2406) 3-3-4**

A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital-to-analog circuits, and large-scale integrated circuits.

**CETT 1491 Special Topics in Computer Engineering Technology/Technician (ELTE 2408) 3-3-4**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CETT 1509 DC-AC Circuits (ELTE 1405) 4-3-5**

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

**CETT 2248/2249 Research and Project Design (ELTE 2103, ELTE 2303) 2-0-2**

Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates.

**CETT 2445 Color Television Repair (CMET 1409) 3-3-4**

An advanced study of television theory and basic repair including television receiver tuning system, remote control, I-F amplifiers, automatic gain control and video amplifiers, television power supplies, and deflection circuits.

**CETT 2447 Advanced Color Television Repair (ELTE 2409, ELTE 2412) 3-3-4**

A study of advanced troubleshooting techniques including the use of television servicing instruments for diagnosis and repair of television receivers. Designed to provide the student with advanced hands-on troubleshooting techniques.

**CETT 2489 Internship-Computer Engineering Technology/Technician (ELTE 2411) 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**CHEM Chemistry****CHEM 1406 Introduction to General Chemistry 3-3-4**

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 3-3-4**

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 3-4-4**

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 3-4-4**

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 2423, 2425 Organic Chemistry I and II 3-4-4**

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 for CHEM 2423: CHEM 1411 and 1412 or the consent of the Department Chair. Prerequisite for CHEM 2425: CHEM 2423.

**CJCR Criminal Justice  
See also CJLE, CJSA and SLPS****CJCR 1011 Basic Certification for Correctional Officers (1st of 2 courses) (CEPO 0108) 160 clock hours**

Preparation for certification required for employment with the Corrections Division of the Texas Department of Criminal Justice. Must include the objectives developed by the Corrections Division.

**CJCR 1012 Basic Certification for Correctional Officers (2nd of 2 courses, if needed) (CEPO 0108) 160 clock hours**

Preparation for certification required for employment with the Corrections Division of the Texas Department of Criminal Justice. Must include the objectives developed by the Corrections Division.

**CJCR 1304 Probation and Parole (CRIJ/LAW 2301) 3-0-3**

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

**CJCR 1307/CRIJ 2313 Correctional Systems and Practices (CRIJ/LAW 1306) 3-0-3**

A study of the role of corrections in the criminal justice system. Topics include organization and theory of correctional systems, institutional operations, management, alternatives to institutionalization, treatments and rehabilitation, and current and future issues.

**CJCR 1391 Special Topics in Corrections 3-0-3**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CJCR 1400 Basic Jail Course (CRIJ 2307) 4-1-4**

Provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals, medical services, visitation, inmates rights and privileges, detention areas, key, knife and tool control, disturbances, riots, fire procedures, and release procedures. Taught in accordance with the current TCLEOSE instructor guides provided by the Commission for course #1005.

**CJCR 2324/CRIJ 2301 Community Resources in Corrections (CRIJ 1314) 3-0-3**

An overview of diversionary practices and treatment programs available to offenders in a local context. Topics include selected recognized models and future trends in community treatment.

**CJCR 2325 Legal Aspects of Corrections 3-0-3**

A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff.

**CJCR 2466 Practicum (or Field Experience)- Corrections/Correctional Administration 1-18-4**

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**CJLE Criminal Justice  
See also CJCR, CJSA and SLPS****CJLE 1006 Basic Peace Officer I (CEPO 0107) 157 clock hours**

Introduction to fitness and wellness, history of policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course taken in conjunction with Basic Peace Officer II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

**CJLE 1012 Basic Peace Officer II (CEPO 0107) 148 clock hours**

Basic preparation for a new peace officer. Covers field note taking, report writing, "use of force" law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

**CJLE 1018 Basic Peace Officer III (CEPO 0115) 155 clock hours**

Basic preparation for a new peace officer. Covers laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course taken in conjunction with Basic Peace Officer I, II, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

**CJLE 1024 Basic Peace Officer IV (CEPO 0116) 172 clock hours**

Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This course taken in conjunction with Basic Peace Officer I, II, and III will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

**CJLE 1007 Basic Reserve Peace Officer**  
**(1st of 2 courses)**  
**(CEPO 0120) 115 clock hours**

A study of the United States Constitution and Bill of Rights, the Texas Constitution and Bill of Rights, Texas Penal Code, use of force, strategies of defense, the mechanics of arrest, firearms, traffic law, Texas Code of Criminal Procedure, emergency medical assistance, professionalism and ethics, juvenile issues and the Texas Family Code. Must comply with current TCLEOSE instructor guides provided by the Commission for course #1002.

**CJLE 1008 Basic Reserve Peace Officer**  
**(2nd of 2 courses)**  
**(CEPO 0120) 115 clock hours**

A study of the United States Constitution and Bill of Rights, the Texas Constitution and Bill of Rights, Texas Penal Code, use of force, strategies of defense, the mechanics of arrest, firearms, traffic law, Texas Code of Criminal Procedure, emergency medical assistance, professionalism and ethics, juvenile issues and the Texas Family Code. Must comply with current TCLEOSE instructor guides provided by the Commission for course #1002.

**CJLE 2023 Intermediate Reserve Officer**  
**(1st of 2 courses)**  
**(CEPO 0121) 99 clock hours**

Topics include arrest, search and seizure, patrol, interpersonal communications/report writing, field note taking, and recognizing and interacting with persons with mental illness and mental retardation. Also includes Texas Alcoholic Beverage Code, traffic, emergency communications, family violence and related assaultive offenses, civil process and liability

**CJLE 2024 Intermediate Reserve Officer**  
**(2nd of 2 courses)**  
**(CEPO 0121) 99 clock hours**

Topics include arrest, search and seizure, patrol, interpersonal communications/report writing, field note taking, and recognizing and interacting with persons with mental illness and mental retardation. Also includes Texas Alcoholic Beverage Code, traffic, emergency communications, family violence and related assaultive offenses, civil process and liability

**CJLE 2043 Advanced Reserve Officer**  
**(1st of 2 courses)**  
**(CEPO 0122) 82 clock hours**

Topics include drugs, multiculturalism and human relations, victims of crime, crowd management, hazardous materials awareness, fitness and wellness, criminal investigation, professional police driving, history of policing, the criminal justice system, stress management for peace officers, problem-solving and critical thinking, and professional policing approaches. Must conform to current TCLEOSE instructor guides provided by the Commission for course #1004.

**CJLE 2044 Advanced Reserve Officer**  
**(2nd of 2 courses)**  
**(CEPO 0122) 82 clock hours**

Topics include drugs, multiculturalism and human relations, victims of crime, crowd management, hazardous materials awareness, fitness and wellness, criminal investigation, professional police driving, history of policing, the criminal justice system, stress management for peace officers, problem-solving and critical thinking, and professional policing approaches. Must conform to current TCLEOSE instructor guides provided by the Commission for course #1004.

**CJLE 1211 Basic Firearms (CRIJ/LAWE 2201) 1-2-2**  
Instruction in firearm safety, cleaning and care techniques, proper shooting principles, and proficiency with a handgun and shotgun.

**CJLE 1333 Traffic Law and Investigation**  
**(CRIJ 1305) 3-0-3**

Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

**CJLE 1345 Intermediate Crime Scene Investigation**  
**3-0-3**

Topics include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions.

**CJLE 1358 Rights of Prisoners 3-0-3**

Analysis of the legal rights of the convicted offender incarcerated in state and federal penal institutions. Emphasis on constitutional principles, case law, and federal and state statutes concerning prisoner rights.

**CJLE 2345 Vice and Narcotics Investigation**  
**(LAWE 2313) 3-0-3**

Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques.

**CJLE 2420 Texas Peace Officer Procedures**  
**(CRIJ 2434) 3-4-4**

Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the college department administrator.

**CJLE 2421 Texas Peace Officer Law (CRIJ 2433) 3-4-4**

Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the college department administrator.

**CJLE 2486 Internship—Law Enforcement/Police Science**  
**1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**CJLE 2522 Texas Peace Officer Skills**  
**(CRIJ 2435) 3-6-5**

Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the college department administrator.

## CJSA Criminal Justice

### See also CJCR, CJLE and SLPS

#### **CJSA 1302 Private Security Officer Training (CRIJ/LAWE 1312) 3-0-3**

A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification.

#### **CJSA 1308 Criminalistics I 3-0-3**

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

#### **CJSA 1312/CRIJ 1307 Crime in America (CRIJ/LAWE 1307) 3-0-3**

The study of crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and crime prevention.

#### **CJSA 1313/CRIJ 1306 Court Systems and Practices (CRIJ/LAWE 1304) 3-0-3**

Examination of the role of the judiciary in the criminal justice system. Topics include the structure of the American court system, prosecution, right to counsel, pretrial release, grand jury process, adjudication process, types and rules of evidence, and sentencing concepts.

#### **CJSA 1317/CRIJ 1313 Juvenile Justice System (CRIJ/LAWE 2304) 3-0-3**

A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

#### **CJSA 1318 Court Management 3-0-3**

Exploration of operational issues in the administration of American courts. Topics include responsibilities of court personnel, records management, and organizational management topics.

#### **CJSA 1322/CRIJ 1301 Introduction to Criminal Justice (CRIJ/LAWE 1301) 3-0-3**

An overview of the criminal justice system. Topics include the history and philosophy of criminal justice, the definition of crime, and its nature and impact.

#### **CJSA 1327/CRIJ 1310 Fundamentals of Criminal Law (CRIJ/LAWE 1308) 3-0-3**

A study of the nature of criminal law. Topics include philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties, and individual criminal responsibilities.

#### **CJSA 1342/CRIJ 2314 Criminal Investigation (CRIJ/LAWE 1302) 3-0-3**

Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation.

#### **CJSA 1348 Ethics in Criminal Justice 3-0-3**

A study of ethical thought and issues facing the criminal justice professional. Topics include constitutional ethics, codes of conduct, and standards of conduct.

#### **CJSA 1351 Use of Force (CRIJ/LAWE 1201) 3-0-3**

A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement.

#### **CJSA 1359/CRIJ 2328 Police Systems and Practices (CRIJ/LAWE 1309) 3-0-3**

Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

#### **CJSA 1393 Special Topics in Criminal Justice Studies (CRIJ/LAWE 2303) 3-0-3**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

#### **CJSA 2300/CRIJ 2323 Legal Aspects of Law Enforcement (CRIJ/LAWE 1303) 3-0-3**

Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.

#### **CJSA 2302 Police Management, Supervision, and Related Topics 3-0-3**

Techniques and theories regarding dealing with people, their performance and problems. Topics include basic supervision, leadership, time management, first-line supervision, and management by objectives.

#### **CJSA 2323 Criminalistics II 3-0-3**

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification.

#### **CJSA 2331 Child Abuse, Prevention and Investigation 3-0-3**

Topics include forms of child abuse and neglect, the traits of typical abusers, and investigative strategies.

#### **CJSA 2332 Criminalistics III 2-4-3**

A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court.

#### **CJSA 2334 Contemporary Issues in Criminal Justice 3-0-3**

A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve.

#### **CJSA 2488 Internship—Criminal Justice Studies (CRIJ 2409) 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.



## CNBT Maintenance Technology

### CNBT 1416 Construction Technology I (TIBT 1404) 2-5-4

A comprehensive course in site preparation, foundation, form work, and framing. Topics include safety; tools and equipment; basic site preparation; basic foundations and form work; and basic floor, wall, and framing methods and systems. Prerequisite: TIBT 1403 or consent of the Department Chair.

### CNBT 1446 Construction Estimating I (MTNT 2406) 3-3-4

Fundamentals of estimating materials and labor costs in construction. Prerequisite or co-requisite: MTNT 1401 or consent of the Department Chair.

## COMM Communications

### COMM 1307 Communications Media 3-0-3

Instruction in mass media of the modern world. A survey of all mass media, their purposes, and their methods of operation.

### COMM 2305 Editing, Layout and Design, and Headline Writing 3-2-3

Enables students to develop an understanding of the newsroom organization and the entire news/editorial process. Students perform copy editing for errors of fact, interpretation, and grammar. Emphasis is on developing a regard for accuracy and fairness in the editing and design process. Prerequisite: COMM 2311. Working on the staff of the school newspaper is a requirement for this course.

### COMM 2311 News Gathering and Reporting I 3-2-3

Instruction in the fundamental news gathering and writing techniques, interviewing techniques, and discussion of news sources and values. Typing required. Working on the staff of the school newspaper is a requirement for this course.

### COMM 2315 News Gathering and Reporting II 3-2-3

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. Working on the staff of the school newspaper is a requirement for this course.

## COSC Computer Science

### COSC 1100 Special Topics 0-3-1

Recent developments and topics of current interest. May be repeated when topics vary.

### COSC 1300 Computer Information Processing 2-1-3

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. Basic use of computers for non-computer majors.

### COSC 1400 Computer Science Fundamentals 3-3-4

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 3-3-4

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 1-12-4

This course consists of supervised work in a computer center. The students learn to operate the computer and peripheral equipment. Prerequisite: COSC 1401. Co-requisite: COSC 2403 and consent of the Department Chair.

### COSC 1403 Introduction to Computer Science and Programming 3-3-4

Introductory programming course for Computer Science majors. Problem solving, algorithm development, pseudocode, and flowcharting. In-depth coverage of a high-level language through programming assignments.

### COSC 1404 COBOL Programming 3-3-4

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 3-3-4

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 and Architecture 3-3-4

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 or COSC 1401.

### COSC 1407 RPG/400 Programming 3-3-4

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 and Operations 3-3-4

An introduction to the concepts and operations of AS/400 hardware and software. Prerequisite: 8 semester hours in Computer Science courses.

### COSC 1409 Computer Operations Internship 1-18-4

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** 0-3-1  
Laboratory for COSC 2310 when topic has a required laboratory.
- COSC 2310 Topics in Computer Science** 3-0-3  
Study of recent developments and topics of current interest in computer science. Prerequisite: 12 semester hours in Computer Science courses or the consent of the Department Chair.
- COSC 2401 Advanced COBOL** 3-3-4  
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 and 2403.
- COSC 2402 Systems in the MIS Environment** 3-3-4  
This course examines advanced systems including database, 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 database project. Prerequisite: 12 semester hours in Computer Science courses.
- COSC 2403 JCL/Machine Language Programming** 3-3-4  
An in-depth coverage of Job Control Language and/or command language as used in an MVS/ESA environment. Use of utilities for data set maintenance. Assembly and machine language concepts. Emphasis onabend resolution and dump reading. Prerequisites: COSC 1404 and 1406 or COSC 1400, 1401 and concurrent enrollment in COSC 1406.
- COSC 2406 Database Programming** 3-3-4  
A study of a relational database management system. Topics include the creation of users, tables, table definition, sharing of data, SQL, data manipulation, report generation, and data definitions. Prerequisite: 12 semester hours of Computer Science courses to include a minimum of one programming class and one microcomputer application class (MISC 1420, MISC 1430, MISC 1440 or MISC 1450).
- COSC 2408 CICS Programming** 3-3-4  
An introduction to programming for the teleprocessing environment under CICS. Applications will be written and tested on-line. Prerequisite: COSC 1404.
- COSC 2409 Field Projects** 1-9-4  
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** 3-3-4  
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: 8 semester hours of Computer Science programming.
- COSC 2490 Computer Resource Management** 3-3-4  
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** 3-3-4  
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 and Support** 3-3-4  
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 and Protocols** 3-3-4  
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 or Co-requisite: COSC 2491.

- COSC 2494 Computer Science Internship** 1-18-4  
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. Prerequisites: 32 semester hours in Computer Science courses and consent of the Department Chair.

## COSM Cosmetology

- COSM 1701 Orientation and Introduction to Cosmetology** 4-12-7  
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 using the curling iron. This is a 256 contact hour course.
- COSM 1702 Basic Cosmetology** 4-12-7  
A continuation of COSM 1701. The course covers basic principles involved in the use of pincurls and rollers and procedures used in performing fingerwaves and sets. The course also introduces the student to customer relations. This is a 256 contact hour course. Prerequisite: COSM 1701 or concurrent enrollment.
- COSM 1703 Intermediate Cosmetology, Manicuring and Hair Removal** 4-12-7  
A continuation of COSM 1702. 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 1702 or concurrent enrollment.
- COSM 1704 Intermediate Cosmetology and Skin Care** 4-12-7  
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 1703 or concurrent enrollment.



**COSM 2705 Advanced Cosmetology** 4-12-7  
A continuation of COSM 1704. 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 1704 or concurrent enrollment.

**COSM 2706 Preparation for the State Board and Advanced Cosmetology** 4-12-7  
A continuation of COSM 2705. 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 contact hour program required by Texas Cosmetology Commission. Prerequisite: COSM 2705 or concurrent enrollment.

## CPMT Computer Electronics Technology See also BIOM, CETT, EECT and INTC

**CPMT 1403 Introduction to Computer Technology (CMET 1402)** 3-3-4  
A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

**CPMT 1445 Computer System Maintenance (CMET 2402)** 3-3-4  
Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids.

**CPMT 1449 Computer Networking Technology (CMET 1405)** 3-3-4  
A beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. A study of local/wide area networking concepts and networking installations and operations.

**CPMT 2437 Microcomputer Interfacing (CMET 1403)** 3-3-4  
An interfacing course exploring the concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices.

**CPMT 2445 Computer System Troubleshooting (CMET 2404)** 3-3-4  
Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment.

## DANC Dance

**DANC 2304 Dance Appreciation** 3-0-3  
This course provides a survey of primitive, classical, and contemporary dance and its relationship with cultural developments and other art forms.

## DEMR Diesel

**DEMR 1330 Steering and Suspension I (TIDM 2412, AUTO 2405)** 2-4-3  
A study of design, function, maintenance, and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components. Prerequisite or co-requisite: DEMR 1401 or consent of Department Chair.

**DEMR 1401 Shop Safety and Procedures (INDU 1400, TIDM 1401)** 3-3-4  
A study of shop safety, rules, basic shop tools, and test equipment.

**DEMR 1405 Basic Electrical Systems (DIEM 1406, TIDM 1405)** 2-7-4  
An introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries, and regulators. Prerequisite or co-requisite: DEMR 1401 and 1406 or consent of Department Chair.

**DEMR 1406 Diesel Engine I (DIEM 1301, DIEM 1405, TIDM 1302, TIDM 1404)** 3-3-4  
An introduction to the basic principles of diesel engines and systems. Prerequisite or co-requisite: DEMR 1401 or consent of Department Chair.

**DEMR 1411 Diesel Engine Testing and Repair II (DIEM 2407, TIDM 2307)** 2-7-4  
Coverage of testing and repairing diesel engines including related systems and specialized tools. Prerequisites: DEMR 1401 and 1406 or consent of Department Chair.

**DEMR 1416 Basic Hydraulics (DIEM 2400, TIDM 2408)** 2-7-4  
Fundamentals of hydraulics including components and related systems. Prerequisite or co-requisite: DEMR 1401 or consent of Department Chair.

**DEMR 1417 Basic Brake Systems (TIDM 2411, AUTO 1407)** 2-6-4  
An introduction to the basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting. Prerequisite or co-requisite: DEMR 1401 or consent of Department Chair.

**DEMR 1421 Power Train I (DIEM 1404, TIDM 2409)** 2-6-4  
Introduction to fundamentals, repair, and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair. Prerequisite or co-requisite: DEMR 1401 or consent of Department Chair.

**DEMR 1447 Power Train II (DIEM 2404, TIDM 2410)** 3-3-4  
Continuation of fundamentals and theory of power train systems. Emphasis on disassembly, inspection, and repair of power train components. Prerequisite: DEMR 1401, 1416 and 1421, or consent of Department Chair.

**DEMR 1449 Diesel Engine II (DIEM 2403, TIDM 2413)** 2-7-4  
An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. Prerequisites: DEMR 1401, 1406, 1471 and 2434 or consent of Department Chair.

**DEMR 1471 Basic Diesel Engine Tune-Up and Troubleshooting (DIEM 2406, TIDM 1406)** 2-7-4  
This course covers basic theories, concepts, and skills for tune-up and troubleshooting procedures for diesel engines equipped with mechanical or hydraulic actuated fuel systems. Emphasis is placed on diagnostics and repair. Prerequisite: DEMR 1401 and 1406 or consent of Department Chair.

**DEMR 2434 Advanced Diesel Tune-Up and Troubleshooting (DIEM 2405, TIDM 2407) 3-3-4**

Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach. Prerequisites: DEMR 1401, 1405, 1406, and 1471 or consent of Department Chair.

**DEMR 2488 Internship-Diesel Engine Mechanic and Repairer (DIEM 2409) 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: consent of Department Chair.

**DFTG Computer Aided Drafting and Design**

**DFTG 1391 Architectural Blueprint Reading 2-2-3**

The fundamentals of blueprint reading for the construction trades. This course includes familiarization with standard terms, sizes, estimations, and commercial practice.

**DFTG 1405 Technical Drafting 3-3-4**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.

**DFTG 1409 Basic Computer-Aided Drafting 3-3-4**

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Prerequisites: Second-semester Freshman standing in the Drafting Program and consent of the Department Chair.

**DFTG 1417 Architectural Drafting - Residential 3-3-4**

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for a residential structure with emphasis on light frame construction methods. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

**DFTG 1444 Pipe Drafting 3-3-4**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

**DFTG 1448 Topographical 3-3-4**

A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. All drawing assignments will be computer generated. Prerequisite: Second semester Sophomore standing in the Drafting Program.

**DFTG 1452 Intermediate Computer-Aided Drafting 3-3-4**

A continuation of practices and techniques used in basic computer-aided drafting emphasizing batched files, scripted files, customized program menus, and extracted attributes. Introduced to three-dimensional drafting. Prerequisite: DFTG 1409 and consent of the Department Chair.

**DFTG 1456 Descriptive Geometry 3-3-4**

Examination of the graphical solution to problems involving points, lines, and planes in space. Prerequisite: ENGR 1304 or DFTG 1405.

**DFTG 1458 Electrical/Electronics Drafting 3-3-4**

A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. All drawing assignments will be computer generated. Prerequisite: Sophomore standing in the Drafting Program.

**DFTG 1471 Industrial Practice 3-3-4**

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.

**DFTG 2402 Machine Drawing 3-3-4**

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Prerequisites: ENGR 1304 or DFTG 1405, ENGR 1305 or DFTG 1456, or concurrent enrollment.

**DFTG 2410 Structural Drafting 3-3-4**

Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards. Prerequisite: ENGR 1304 or DFTG 1405, or concurrent enrollment.

**DFTG 2412 Technical Illustration 3-3-4**

Topics include pictorial drawing including isometrics, oblique, perspectives, charts, and graphs, shading, transfer lettering, and use of different media including pencil and ink. Prerequisite: ENGR 1304, DFTG 1405, or concurrent enrollment

**DRAM Drama**

**DRAM 1310 Introduction to Theater 3-3-3**

This course surveys all phases of theater including history, dramatic works, stage techniques, and their relation to fine arts. No prerequisite.

**DRAM 1320 Theater Practicum 2-4-3**

This course will be used as a laboratory for the exploration, development and synthesis of all the elements of theater. This course supplements other theater courses that concentrate on theories, information, and techniques by providing for the integration and implementation of those ideas and skills. Practical acting and production are provided through the preparation and public performance of one or more plays. Requires instructor approval.

**DRAM 1321 Theater Practicum II 2-4-3**

This course is a continuation of the laboratory for exploring all the elements of theater. Practical acting and production work are provided through involvement with public performance of one or more plays. Prerequisite: DRAM 1320.

**DRAM 1351 Acting I** 3-3-3  
The development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, script analysis, and mechanics of acting. No prerequisite.

**DRAM 1352 Acting II** 3-3-4  
This course is designed to complement Acting I and to provide a continuum for community college students. Basic skills and techniques will be augmented by additional physical and vocal techniques. No prerequisite.

**DRAM 2336 Voice for the Theater** 3-0-3  
Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

**DRAM 2366 Motion Picture Art** 3-0-3  
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.

## DS-- Developmental Studies

*The credit received from these courses is not transferable and cannot be applied towards degree completion.*

**DSED 0100 College Orientation for International Students** 1-0-1  
This 16-hour course, designed primarily for students on F-1 visas, covers fundamentals of attending school in the United States and, specifically, at CTC. Getting a driver's license, obeying U.S. laws, safety, hazardous weather, taboo language, and immigration requirements are some of the topics covered. This course is mandatory for all first-semester international students.

**DSED 0300 College Study Skills** 3-0-3  
This course is designed to provide an opportunity for students to develop, select, and use strategies necessary in becoming prepared and successful in school and life. Emphases are placed on the transference of high-level study skills to practical classroom situations and include the areas of time management, effective listening and note taking, concentration, learning through media, reading, retention of information, taking examinations, creativity, and leadership.

**DSED 0302 College Study Skills for Foreign Students** 3-0-3  
This elective for DSLA students at Levels 2-3 prepares students for the Test of English as a Foreign Language (TOEFL), the test required for entry into most college-level institutions. Advanced reading, listening, grammar, test-taking, and research techniques are taught.

**DSLA 0310 Reading and Vocabulary I ESL** 3-2-3  
This course is designed for beginning non-native speakers who need to develop vocabulary and basic reading skills such as identifying the main idea, using context clues, and locating details.

**DSLA 0314 Writing I ESL** 3-2-3  
This course, designed for intermediate non-native speakers, is a continuation of Grammar I. It covers grammatical structures, beginning with clauses in complex sentences, and the simple process paragraph.

**DSLA 0315 Grammar I ESL** 3-1-3  
This course is for beginning-intermediate non-native speakers. It covers basic elements of English sentence structure and linguistic problem areas such as countable/uncountable nouns, articles, prepositions, verb phrases, and word order.

**DSLA 0316 Listening Comprehension I ESL** 3-2-3  
This course, for beginning non-native speakers, develops aural comprehension of simple conversations, short radio announcements, brief stories, and American language reductions such as "won't cha" and "would ja."

**DSLA 0317 Speaking I ESL** 3-1-3  
This course, for beginning non-native speakers, moves students from language recognition to oral production through the use of dictation and conversational dialogues.

**DSLA 0318 English for Foreign Students I** 3-2-3  
These courses offer an integrated approach to speaking, listening, reading, and writing. Though primarily conversational in nature, grammatical concepts, reading, and writing are covered. These courses may be substituted for Listening I and Speaking I.

**DSLA 0320 Reading and Vocabulary II ESL** 3-2-3  
This course, for intermediate non-native speakers, provides instruction in vocabulary, reading comprehension, structural analysis, and organizational patterns.

**DSLA 0321 Writing II ESL** 3-2-3  
This course is a continuation of Grammar I and Writing I. Students continue their study of grammar while learning to write narrative, comparison/contrast, and persuasive paragraphs.

**DSLA 0322 Academic Listening and Speaking II ESL** 3-2-3  
In this course, designed for intermediate non-native speakers, students develop beginning note-taking and speaking skills to prepare them for academic environments.

**DSLA 0330 Reading and Vocabulary III ESL** 3-2-3  
This course, a continuation of DSLA 0320, provides further study in vocabulary, comprehension skills, and organizational patterns as they apply to reading and writing. Prerequisite: DSLA 0320.

**DSLA 0332 Academic Listening and Speaking III ESL** 3-2-3  
In this course for advanced non-native speakers, students improve note taking, and oral reporting skills to prepare for college-level courses.

**DSMA 0101 Basic Developmental Mathematics** 1-1.5-1  
This course helps students prepare to pursue college-level academic work. It uses varied instructional techniques to identify deficiencies and provide a review of fundamental operations in mathematics.

**DSMA 0102 Developmental Mathematics Lab** 0-3-1  
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 0300 Developmental Mathematics I** 5-1-3  
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** 5-1-3  
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. Prerequisite: DSMA 0300 or appropriate test scores.

<b>DSMA 0302 Fundamentals of Mathematics I</b>	<b>3-0-3</b>	<b>DSRE 0300 Developmental Reading I</b>	<b>2-2-3</b>
This course includes operations with common fractions, decimals and positive integers; order of operations; prime factorization; 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.		Designed for students who have difficulty reading college texts; specifically those who scored below 50 percent on the Pre-TASP reading section. Emphasizes word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills.	
<b>DSMA 0303 Developmental Mathematics IV</b>	<b>5-1-3</b>	<b>DSRE 0301 Developmental Reading II</b>	<b>2-2-3</b>
Topics include operations with rational expressions, linear equations, systems of linear equations, radical expressions, complex numbers, quadratics, and functions. A laboratory is required. Prerequisite: DSMA 0301 or appropriate test scores.		Designed for students who have difficulty reading college texts; specifically those who scored between 50-69 percent on the Pre-TASP reading section or passed DSRE 0300. Emphasizes vocabulary development, comprehension, fluency, and study and test-taking skills.	
<b>DSMA 0304 Fundamentals of Mathematics II</b>	<b>3-0-3</b>	<b>DSRE 0302 Fundamentals of Reading I</b>	<b>3-0-3</b>
This course includes operations with real numbers, variable expressions, simple equations, polynomials, algebraic applications, factoring polynomials, and an introduction to graphs and linear equations. Prerequisite: DSMA 0302 or appropriate test scores.		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 all of the objectives of DSRE 0300 without the additional laboratory reinforcement.	
<b>DSMA 0306 Intermediate Algebra I</b>	<b>3-0-3</b>	<b>DSRE 0303 Fundamentals of Reading II</b>	<b>3-0-3</b>
Topics include a review of factoring, rational and radical expressions, complex numbers, radical equations, quadratics and the study of the parabola. Prerequisite: DSMA 0304 or appropriate test scores.		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 all of the objectives of DSRE 0301 without the additional laboratory reinforcement.	
<b>DSMA 0307 Intermediate Algebra II</b>	<b>3-0-3</b>	<b>DSWR 0100 Developmental Writing Laboratory</b>	<b>0-1-1</b>
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. Prerequisite: DSMA 0306.		This course helps prepare for college-level academic work using varied instructional techniques to help students improve their proficiency in basic composition skills such as idea generation, organization, style, use of standard English, and revision. (Texas Service Area Campus only.)	
<b>DSMA 0308 Pre-College Math</b>	<b>3-0-3</b>	<b>DSWR 0111 Basic Writing I</b>	<b>1-0-1</b>
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.		This course covers basic composition skills such as idea generation, organization, style, use of standard English, and revision.	
<b>DSMA 0312 Fundamentals of Mathematics I</b>	<b>3-1-3</b>	<b>DSWR 0112 Basic Writing II</b>	<b>1-0-1</b>
This course includes operations with common fractions, decimals and positive integers; order of operations; prime factorization; 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. A laboratory is required.		This course is a continuation of DSWR 0111 and emphasizes the correct use of grammar, organization, and style.	
<b>DSMA 0314 Fundamentals of Mathematics II</b>	<b>3-1-3</b>	<b>DSWR 0301 Developmental Writing I</b>	<b>3-1-3</b>
This course includes operations with real numbers, variable expressions, simple equations, polynomials, algebraic applications, factoring polynomials, and an introduction to graphs and linear equations. A laboratory is required. Prerequisite: DSMA 0312 or appropriate test scores.		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).	
<b>DSMA 0316 Intermediate Algebra I</b>	<b>3-1-3</b>	<b>DSWR 0302 Developmental Writing II</b>	<b>3-1-3</b>
Topics include a review of factoring, rational expression, radical expressions, complex numbers, radical equations, quadratics and the study of the parabola. A laboratory is required. Prerequisite: DSMA 0314 or appropriate test scores.		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 percent 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.	
<b>DSMA 0317 Intermediate Algebra II</b>	<b>3-1-3</b>	<b>DSWR 0303 Fundamentals of Writing I</b>	<b>3-0-3</b>
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. A laboratory is required. Prerequisite: DSMA 0316.		Fundamentals of Writing I is a course in basic writing skills at the sentence and paragraph levels. The course includes instruction in basic grammar, sentence structure, punctuation, and other necessary skills leading to the proper construction of a paragraph.	
<b>DSRE 0101 Developmental Reading Laboratory</b>	<b>0-3-1</b>	<b>DSWR 0304 Fundamentals of Writing II</b>	<b>3-0-3</b>
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. (Fort Hood FAST Program only.)		This course is a continuation of DSWR 0303 and emphasizes composition skills at the paragraph and essay levels. The course includes a study of sentence-level grammar and punctuation and presents the organizational skills needed to write a basic essay.	

## ECON Economics

### ECON 1303 Consumer Economics 3-0-3

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 3-0-3

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 3-0-3

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.

## EECT Communications Electronics See also BIOM, CEET, CPMT and INTC

### EECT 1474 Basic Communications Circuits (ELTE 1404) 3-3-4

An introduction to Communications Circuits used in both the two way and broadcast medium of transmission and reception with heavy emphasis on reception.

### EECT 1476 Digital Communications (CMET 2408) 3-3-4

A broad coverage of digital communications including telephone data communications and voice synthesis.

### EECT 1491 Special Topics in Electrical, Electronic and Communications Engineering (ELTE 2405) 3-3-4

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

### EECT 2439 Communications Circuits (ELTE 2407) 3-3-4

A study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers.

## EMET Emergency Medical Technician

*Not offered in Texas*

### EMET 1101 Basic Life Support and Emergency Care 1.5-0-1

Basic instruction in emergency first aid, including CPR training. Students successfully completing the course receive CPR/BLS certification.

### EMET 1102 Cardiopulmonary Resuscitation 1-0-1

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 EMT Cardiac Pathophysiology and ECG Interpretation 1-0-1

The anatomy and physiology of the cardiovascular and respiratory systems. Includes pathophysiology of heart disease, ECG theory, and interpretation of dysrhythmias. § Prerequisite: EMET 1402 or other medical training.

### EMET 1104 Introduction to Basic Science for the Paramedic 1-0-1

Prepares the student to take the basic science portion of EMET 2304. 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 EMT Pre-hospital Care of Poisoning 1-0-1

Pre-hospital treatment for victims of alcohol and drug overdose, poisonous bites of reptiles, spiders, and bees. Antidotes, adsorbants, anaphylactic shock, tissue response, epidemiology, indications and contraindications for emetics.

### EMET 1106 EMT Pre-hospital Care of Trauma 1-0-1

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 1402 or other medical training.

### EMET 1107 Shock: Concepts and Treatment (MAST and IV Infusion) 1-0-1

Pathologic 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 1402 or other medical training.

### EMET 1108 Laboratory Techniques and IV Therapy 1-0-1

Uses of and indications for IV therapy. Types of solution and equipment needed; techniques for starting IVs and for venipuncture. § Prerequisite: EMET 1402 or other medical training.

### EMET 1109 Basic Auto Extrication 1-0-1

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 1402 or other medical training.

### EMET 1110 Emergency Airway Management 1-0-1

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 1402 or other medical training.

### EMET 1111 EMT Medical and Environmental Emergencies 1-0-1

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 1402 or other medical training.

### EMET 1112 EMT Obstetrical and Pediatric Emergencies 1-0-1

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 EMT Patient Psychology 1-0-1**

Prepares prospective EMT personnel to deal with patients' emotions as they affect the EMT's ability to treat physical injuries.

**EMET 1114 EMT Triage 1-0-1**

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 1402 or other medical training.

**EMET 1115 AIDS and Infectious Diseases for Emergency Responder 1-0-1**

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 1402 or other rescue training.

**EMET 1116 Crisis Intervention and Management 1.5-0-1**

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 1-0-1**

Management techniques and emergency treatment of individuals who have overdosed on drugs or alcohol.

**EMET 1118 Crisis Intervention: Victims of Violence 1-0-1**

Management techniques and emergency treatment of victims of violence.

**EMET 1119 Crisis Intervention: Rape 1-0-1**

Management techniques and emergency treatment of rape victims.

**EMET 1120 Crisis Intervention: Spouse Abuse 1-0-1**

Management techniques and emergency treatment of victims of spouse abuse.

**EMET 1121 Crisis Intervention: Child Abuse 1-0-1**

Management techniques and emergency treatment of victims of child abuse.

**EMET 1122 Crisis Intervention: Eating and Food-Related Emergencies 1-0-1**

Management techniques and emergency treatment of individuals requiring assistance related to eating and/or food.

**EMET 1123 Crisis Intervention: Military Field Training Injuries/Disorders 1-0-1**

A military-specific course covering management techniques and emergency treatment of common injuries/ disorders occurring during military field training exercises.

**EMET 1124 Sports Injuries 1.5-0-1**

Consideration of acute injury and illness caused by recreational physical exercise.

**EMET 1125 EMT Crisis Intervention: Abuse, Rape, and Suicide 1-0-1**

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 2-1-2**

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) National Registry EMT-Basic Certification.

**EMET 1202 Combat Lifesaver Course 2-1-2**

Trains combat soldiers to supplement military medics in a variety of lifesaving tasks and related medical care.

**EMET 1303 First Responder 2-2-3**

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 3-0-3**

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 3-0-3**

This course is designed to keep the Emergency Medical Technician abreast of new developments, trends, current major issues, legal professional concerns, and other important factors that have an impact upon the emergency medical field. This course may be repeated for credit.

**EMET 1402 Emergency Medical Technician--Ambulance 3-4-4**

This course exposes the student to the didactic and practical experiences outlined in the 1994 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. Upon successful completion of the program, students are eligible to take the exam to be certified as an EMT-Basic by the National Registry of EMTs.

**EMET 2101 Introduction to Paramedic 1-0-1**

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 1402.

**EMET 2301 Disaster Planning 3-0-3**

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 3-0-3**

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: BMGT 1303.



**EMET 2303 Psychology of Emergencies 3-0-3**

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 2304 Introduction to Paramedic Medicine 3-0-3**

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 1402.

§ Other acceptable medical training is that which is received through military medical basic training programs or civilian medical programs which goes beyond first aid.

**EMPT Emergency Medical Paramedic****EMPT 1403 Paramedic Technology Phase I 2-6-4**

The 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; advanced patient assessment; pathophysiology of shock and pneumatic anti-shock garments (PASG); general and emergency pharmacology; and fluid therapy which includes IV insertion, techniques of administration of IV fluids, and IV drip-rate calculations; advanced airway management and ventilation, insertion of endotracheal and esophageal obturator airways, and intubation techniques for the adult and infant. This course will test the student's proficiency in the advanced skills of IV therapy, subcutaneous and intramuscular injections, IV piggyback medications, IV push medications, application of MAST pants, advanced airway insertion techniques to include ET and EOA. (48 hours of clinical are included in this courses.)

Prerequisite: EMPT 1502. See admission requirements on page 28.

**EMPT 1502 Emergency Medical Technician 3-6-5**

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-Basic by the Texas Department of Health and/or National Registry EMT. (Clinical hours include 24 hours of emergency room and 3 ambulance runs. Prerequisite: Current CPR certification. See admission requirements on page 28.

**EMPT 1504 Paramedic Technology Phase II 3-6-5**

This course will train the student in respiratory and cardiovascular medical emergencies. Content will include A and P of these systems; advanced assessment of the cardiac and/or respiratory patient; EKG monitoring; rhythm interpretation; recognition and management of cardiac dysrhythmia. This course will encompass the AHA Advanced Cardiac Life Support (ACLS) class. Students will be trained to perform cardioversion/defibrillation on adults/children and infants along with Megacode skills for all medical patients. Students must show proficiency in advanced patient assessment; endotracheal tube placement; ET medications; EKG rhythm recognition (static and dynamic) and treatment of cardiac dysrhythmias. Upon successful completion of this course, students are eligible to take the exam to be certified as an EMT-Intermediate by the Texas Department of Health and/or the National Registry EMT-Intermediate. (This course includes 36 hour clinical and 54 hour ambulance practicum.) Prerequisite: EMPT 1403

**EMPT 1505 Paramedic Technology Phase III 3-6-5**

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 disease, and environmental emergencies. The student will also be trained in the kinetics of trauma to the head, neck, spine and body cavity. Course will cover 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 encompass the Basic Trauma Life Support (BTLS) advanced level course and a 12 lead EKG recognition course. 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. (This course includes 40 clinical hours and 42 hour ambulance practicum.) Prerequisite: EMPT 1504

**EMPT 1506 Paramedic Technology Phase IV 3-6-5**

This course will cover assessment and treatment of geriatric, pediatric, and obstetric patients, and gynecological emergencies. The student will be trained in advanced life support techniques for the pediatric and neonate patients. This course will encompass the Pediatric Pre-hospital Provider Course (PPPC). This course will also cover behavioral and psychiatric emergencies. Students will have skills lab practice to continue training in advanced assessment of adult and pediatric patients; Megacode skills in medical and trauma management for all age groups (geriatric, pediatric and other adults) will also be stressed. (This course includes 72 hours clinical.) Prerequisite: EMPT 1505.

**EMPT 1507 Paramedic Technology Phase V 2-9-5**

This course will focus on the development of skills already learned. The student will spend the majority of the time in clinical and field experience. Students must show proficiency in Megacode skills as a team leader in a medical, trauma and pediatric scenario. Students must show proficiency in all EMT Basic, and paramedic skills as mandated by the Texas Department of Health and National Registry. Upon successful completion of this course, students are eligible to take the exam to be certified as an EMT-Paramedic by the Texas Department of Health and/or the National Registry EMT-Paramedic. (This course includes 60 clinical hours and 104 ambulance practicum.)

**ENGL English****ENGL 1301 Composition and Rhetoric I 3-0-3**

A study of the principles and techniques of written compositions including sentence structure, paragraph development, and paper organization. Also stresses the development of critical thinking as it applies to the textual analysis of expository prose.

**ENGL 1302 Composition and Rhetoric II 3-0-3**

A continuation of ENGL 1301, emphasizing in more depth the principles and techniques of written compositions. Focus of compositions is on the development of critical thinking as it relates to the textual analysis of literary genres: the short story, poetry, drama, and the novel. Formal research paper is required. Prerequisite: Completion of ENGL 1301 with a grade of "C" or above, or equivalent.

**ENGL 1312 Communications Skills 3-0-3**

Instruction in grammar and diction, writing expository papers, writing effective business correspondence and reports, and oral presentations.

**ENGL 2311 Technical Writing 3-0-3**

Study of technical, scientific, and business writing including reports, proposals, and other papers. The course also includes presentation of oral reports. Prerequisite: ENGL 1301 or ENGL 1312.

**ENGL 2322 English Literature I 3-0-3**

A survey of English literature from Beowulf through the 18th century. Prerequisites: ENGL 1301 and 1302, or equivalent.

**ENGL 2323 English Literature II 3-0-3**

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 3-0-3**

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 3-0-3**

Survey of major American writers from Whitman to the present. Prerequisites: ENGL 1301 and 1302, or equivalent.

**ENGL 2332 World Literature I 3-0-3**

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 3-0-3**

A survey of masterpieces of western world literature from the Renaissance to the twentieth century. Prerequisites: ENGL 1301 and 1302, or equivalent.

## ENGR Engineering

**ENGR 1101 Introduction to Engineering 1-0-1**

Introduction to all engineering fields and the opportunities within the scope of professional work.

**ENGR 1304 Engineering Graphics 2-4-3**

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 2-4-3**

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.

## FIRT Fire Protection

*Not offered in Texas.*

**FIRT 1255 Methods of Teaching 2-0-2**

Preparation of public safety personnel to effectively teach technical skills, techniques, and information.

**FIRT 1301 Fundamentals of Fire Protection (FPRT 1301) 3-0-3**

Study of the philosophy, history and fundamentals of public and private fire protection. Topics include statistics of fire and property loss, agencies involved in public and private protection, legislative development, departmental organization, training, and staffing.

**FIRT 1303 Fire and Arson Investigation I (FPRT 2306) 3-0-3**

In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

**FIRT 1305 Public Education Programs (FPRT 2309) 3-0-3**

Preparation of firefighters and fire officers to develop public fire safety awareness. Emphasis on implementation of fire and public safety programs in an effort to reduce the loss of life.

**FIRT 1307 Fire Prevention Codes and Inspection (FPRT 1302) 3-0-3**

Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.

**FIRT 1309 Fire Administration I (FPRT 1304) 3-0-3**

Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

**FIRT 1311 Fire Service Hydraulics (FPRT 2314) 3-0-3**

Study of water distribution systems and fire stream development as related to fire protection and suppression.

**FIRT 1315 Hazardous Materials I (FPRT 2303) 3-0-3**

Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

**FIRT 1319 Firefighter Health and Safety 3-0-3**

Study of firefighter occupational safety and health in emergency and non-emergency situations.

**FIRT 1327 Building Construction in Fire Service 3-0-3**

Exploration of building construction and design related to fire spread and suppression in various structures. Examination of potential hazards resulting from construction practices and materials.

**FIRT 1329 Building Codes and Construction (FPRT 2305) 3-0-3**

Examination of building codes and requirements, construction types, and building materials. Topics include walls, floorings, foundations, and various roof types and the associated dangers of each.

**FIRT 1331 Firefighting Strategies and Tactics I (FPRT 2404) 3-0-3**

Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.

**FIRT 1333 Fire Chemistry I (FPRT 1307) 3-0-3**

Introduction to the chemical nature and properties of inorganic compounds as related to the fire service. Topics include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes.

**FIRT 1334 Fire Chemistry II (FPRT 1308) 3-0-3**

Introduction to the chemistry of carbon compounds as related to the fire service with primary emphasis on the hydrocarbons. Topics include alcohols, phenols, halogen compounds, and ethers with application to various industrial processes.

**FIRT 1336 Fire Insurance Fundamentals 3-0-3**

Examination of the relationship between fire defenses, fire losses, and insurance rates. In-depth study of the insurance grading system.

**FIRT 1338 Fire Protection Systems (FPRT 1303) 3-0-3**

Study of fire detection, alarm, and extinguishing systems.



**FIRT 1345 Hazardous Materials II (FPRT 2308) 3-0-3**  
In-depth study of mitigation practices and techniques to effectively control hazardous material spills and leaks.

**FIRT 1347 Industrial Fire Protection (FPRT 2301) 3-0-3**  
Study of industrial emergency response teams and specific concerns related to business and industrial facilities.

**FIRT 1349 Fire Administration II (FPRT 1305) 3-0-3**  
In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.

**FIRT 1353 Legal Aspects of Fire Protection (FPRT 2304) 3-0-3**  
Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties.

**FIRT 2331 Firefighting Strategies and Tactics II 3-0-3**  
Continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command in large scale command problems and other specialized fire problems.

**FIRT 2333 Fire and Arson Investigations II 3-0-3**  
Continuation of Fire and Arson Investigation I. Topics include reports, courtroom demeanor, and expert witnesses.

**FIRT 2345 Hazardous Materials III 3-0-3**  
Continuation of Hazardous Materials II. Topics include radioactive materials and radiation; poisons and toxicology; cryogenics; oxidizers; corrosives; flammable solids; hazards of Class A fuels, plastics, and organic and inorganic peroxides and water reactivity; and polymerization and polymerizing substances.

## FREN French

**FREN 1411 Beginning French I 4-2-4**  
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

**FREN 1412 Beginning French II 4-2-4**  
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: FREN 1411.

**FREN 2311 Intermediate French I 3-0-3**  
This course includes grammar review, composition, and reading of French masterpieces, with conversation based on material read. Prerequisite: FREN 1411 and 1412 or two years of French in an accredited high school.

**FREN 2312 Intermediate French II 3-0-3**  
This course continues reading of French masterpieces; drill on syntax as needed for reading, composition, and conversation. Prerequisite: FREN 2311.

## FRMG Farm and Ranch Management

**FRMG 1301 Wildlife Management 2-4-3**  
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 2-4-3**  
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, legumes, and forage and pasture crops.

**FRMG 1303 Soil Science 2-4-3**  
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 2-4-3**  
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 2-4-3**  
This course includes theoretical and laboratory instruction in the proper grooming, saddling, bridling, and mounting of the horse. Proper body posture and hand positions of the rider are also covered. Additional topics of instruction include the anatomy of the horse and riding in western saddles.

**FRMG 1307 Intermediate Horsemanship 2-4-3**  
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 2-4-3**  
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 2-4-3**  
Basic farm skills in tool conditioning, sketching, carpentry, concrete, farm surveying, small engine repair, plumbing, and general farmstead maintenance.

**FRMG 2302 Farm Mechanics II 2-4-3**  
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 2-4-3**  
Chemical composition of feeds, nutrients, requirements of farm animals, utilization of feeds, formulating and balancing rations.

**FRMG 2304 Horse Production 2-4-3**  
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 2-4-3**  
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 2-4-3**  
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 2-4-3**

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 2-4-3**

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 2-4-3**

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agriculture software.

**FRMG 2401 Food Preservation 3-3-4**

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 1-18-4**

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.

## GEOG Geography

**GEOG 1300 Introduction to Geography 3-0-3**

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 3-0-3**

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 3-0-3**

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 3-0-3**

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 3-0-3**

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 3-0-3**

An interdisciplinary course which includes an overview of Earth materials and processes, which then goes on to focus upon specific geologic problems and possible solutions. A major emphasis of this course is that of the relationship of geology with other academic and practical matters and studies.

**GEOL 1403 Physical Geology 3-3-4**

An introductory course about the materials and processes of the Earth. Topics included are: minerals, rocks, plate tectonics, weathering, running water, ground water, glaciers, deserts, and others. The study of local rocks and minerals and the opportunity for field observation and collection are provided.

**GEOL 1404 Historical Geology 3-3-4**

The course involves a study of the record of life forms that have developed throughout geological time. It also covers the development of the Earth from its cosmic beginning to current land forms. Principles of stratigraphy, paleontology, geologic time, plate tectonics, and hypotheses of the Earth's origin are studied in the course. Field work, including the study of local fossil fauna, is an integral part of the course.

## GERM German

**GERM 1411 Beginning German I 4-2-4**

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

**GERM 1412 Beginning German II 4-2-4**

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: GERM 1411.

**GERM 2311 Intermediate German I 3-0-3**

This course includes grammar review, composition and practice in conversation, with readings in contemporary German writings. Includes short stories and some longer works, providing a conversational basis. Prerequisite: GERM 1411 and 1412, or two years of German in an accredited high school.

**GERM 2312 Intermediate German II 3-0-3**

This course continues reading in contemporary German writings; drill on syntax as needed for reading, composition, and conversation. Prerequisite: GERM 2311.

## GOVT Government

**GOVT 2301 State and Federal Government I 3-0-3**

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 3-0-3**

An 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 the public policy including defense and foreign relations as examples.

**GOVT 2304 Introduction to Political Science 3-0-3**

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.

## GRPH Graphics and Printing

### GRPH 1309 Press Operations I (TIPT 1403, GRPH 1409) 2-4-3

An introduction to offset printing including knowledge and skills to operate a small offset press to print single color jobs. Emphasis on parts of the press and operation procedures, printing terminology, paper types and ink types and their uses, make ready and cleanup. Prerequisite or Co-requisite: GRPH 1405 or consent of Department Chair.

### GRPH 1322 Electronic Publishing I (TIPT 1402, GRPH 1422) 2-4-3

An introduction to computer layout and design using major components of electronic publishing including text, graphics, and page layout and design using a computer. Introduction to the basic concepts and terminology associated with typography and page layout. Prerequisite: GRPH 2336 or consent of the Department Chair.

### GRPH 1354 Electronic Publishing II (TIPT 1410) 2-4-3

Emphasis on design principles for the creation of advertising and publishing materials such as letterheads, business cards, ads, fliers, brochures, and manuals. Mastery of design principles regarding typography, effective use of color, special graphic effects, informational graphics and output considerations. Emphasis on techniques for planning and documenting projects and on efficient project design techniques. Prerequisite: GRPH 1322 or consent of the Department Chair.

### GRPH 1374 Press Operations III (TIPT 1406) 2-4-3

Covers the Press transport system, preparation of water and ink system and end of press run activities to include clean up of AB Dick 360 press. Prerequisite: GRPH 2338 or consent of Department Chair.

### GRPH 1405 Introduction to Graphic Arts and Printing (OPRT 1401, TIPT 1401) 3-3-4

An introduction to various phases of the graphic arts industry, including the history of printing, techniques involved in the production and distribution of printed materials, the kinds of printing industries and printing terminology. An introduction to printing equipment and relationship of each piece of equipment to the total plant operation and shop safety, including job planning and career data.

### GRPH 1419 Binding and Finishing Operations (OPRT 1404, TIPT 1408) 3-3-4

An overview of bindery and finishing equipment and techniques. Emphasis on parts and operation. Demonstration of sorting, folding, cutting, labeling, wrapping, packaging, and binding methods. Prerequisite or Co-requisite: GRPH 1405 and GRPH 1474 or consent of the Department Chair.

### GRPH 1471 Basic Camera (OPRT 1402) 3-3-4

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 Co-requisite: GRPH 1405 or consent of the Department Chair.

### GRPH 1472 Graphics and Printing Applications (TIPT 1409) 3-3-4

Allows the student to put all the skills learned in previous courses to practice by performing the function of a print shop employee. Includes paper selection and cutting, darkroom functions, platemaking, ink selection, press operations, bindery operation, storing flats and plates and equipment maintenance and repair. Prerequisite: All other courses in the program except GRPH 2488 or consent of the Department Chair.

### GRPH 1474 Preventive Maintenance (OPRT 1408, TIPT 1407) 3-3-4

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. A thorough study of the adjustments, preventive maintenance and simple repair on darkroom, composing room, press room, and bindery equipment. Prerequisite: GRPH 1405 and GRPH 2338 or GRPH 1405 and GRPH 1374 or consent of the Department Chair.

### GRPH 2336 Prepress Techniques (TIPT 1404, GRPH 2436) 2-4-3

Hands-on experience in both electronic file imaging and traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. Prerequisite: GRPH 1471 or consent of Department Chair.

### GRPH 2338 Press Operations II (TIPT 1405, GRPH 2438) 2-4-3

Maintenance and operation of larger offset presses, and production of process-color jobs with hairline registration. Focus on interpretation of color bars for the printing process. Prerequisite: GRPH 1309 or consent of Department Chair.

### GRPH 2341 Electronic Publishing III 2-4-3

Hands-on experience in both electronic file imaging and traditional graphic camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. Prerequisite: GRPH 1322 and 1354 or consent of the Department Chair.

### GRPH 2488 Internship—Graphics and Printing Equipment Operator (OPRT 2409) 1-18-4

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: Completion of all GRPH courses in the program or consent of the Department Chair.

## HAMG Hospitality Management See also HMCA and TRVM

### HAMG 1311 Sanitation and Safety (HMCA 1202) 3-0-3

The fundamentals of sanitation practices, laws, methods, and techniques of food handling for protection, safety, and accident prevention. Upon completion of this course, the student will have sufficient knowledge to pass the Educational Institute of National Restaurant Association (NRA) certification sanitation examination.

### HAMG 1313 Front Office Procedures (HMCA 1308) 2-4-3

A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted, and computer based methods for each front file function. Completion of computer simulation is required. (Computer Workshop.)

### HAMG 1319 Computers in Hospitality (HMCA 2302) 2-4-3

An introduction to computers and their relationship as an information system to the hospitality industry. This course 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 on computer-based restaurant management.

**HAMG 1340 Hospitality Legal Issues****(HMCA 1304)****3-0-3**

A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. Successful completion of the National Restaurant Association certification exam is required.

**HAMG 2301 Principles of Food and Beverage Operations (HMCA 1332)****3-0-3**

An introduction to food, beverage, and labor cost controls with an overview of the hospitality industry from procurement to marketing. Examination of cost components including forecasting, menu planning and pricing, logistical support, production, purchasing, and quality assurance.

**HAMG 2307 Hospitality Marketing and Sales (HMCA 2308)****3-0-3**

Identification of the core principles of marketing and their impact on the hospitality industry. Successful completion of the National Restaurant Association certification exam is required.

**HAMG 2332 Hospitality Financial Management (HMCA 2306)****3-0-3**

Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.

**HAMG 2337 Hospitality Facilities Management (HMCA 2310)****1-5-3**

Identification of building systems, facilities management, security and safety procedures.

**HAMG 2371 Hospitality Management Cases (HMCA 2301)****1-8-3**

This course is designed as a real-time management lab where students will be expected to form a management team and operate an operational area for a semester. Teamwork and organizational skills are developed. Case analysis and project papers are required.

**HAMG 2388 Internship - Hospitality Administration and Management (HMCA 2303, 2309, 2311)****1-16-3**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**HART Heating, Air Conditioning and Refrigeration****HART 1401 Electrical Principles (AIRC 1401)****3-3-4**

Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation. Prerequisite or co-requisite: HART 1407 or consent of Department Chair.

**HART 1403 A/C Control Principles (AIRC 1406)****3-3-4**

A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohm's law as applied to A/C controls and circuits. Prerequisite: HART 1401 or consent of Department Chair.

**HART 1407 Refrigeration Principles (AIRC 1400)****3-3-4**

An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components.

**HART 1441 Residential Air Conditioning (AIRC 1407)****3-3-4**

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisite or co-requisite: HART 1407 or consent of Department Chair.

**HART 1442 Commercial Refrigeration (AIRC 2402)****3-3-4**

Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines. Prerequisites: HART 1401 and HART 1407 or consent of Department Chair.

**HART 1445 Gas and Electric Heating (AIRC 1403)****3-3-4**

A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces. Prerequisite or co-requisite: HART 1401 or consent of Department Chair.

**HART 1449 Heat Pumps (AIRC 2405)****3-3-4**

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Prerequisites: HART 1403 and HART 1441 or consent of Department Chair.

**HART 2431 Advanced Electricity (AIRC 2400)****3-3-4**

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution and introduction to solid state devices. Prerequisites: HART 1401 and HART 1403 or consent of Department Chair.

**HART 2436 Troubleshooting (AIRC 2404)****3-3-4**

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: HART 1401, 1403, 1407, 1441, and 1442 or consent of Department Chair.

**HART 2441 Commercial Air Conditioning (AIRC 2403)****3-3-4**

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisite: HART 1401 and 1407 or consent of Department Chair.

**HART 2445 Air Conditioning System Design (AIRC 2401)****3-3-4**

A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Prerequisite: HART 1407 or consent of Department Chair.

**HART 2471 Advanced Heat Pumps (AIRC 2407)****3-3-4**

An introduction to geothermal heat pumps, polyethylene butt and socket fusion, geothermal applications, ground heat exchangers (vertical, horizontal and slinky loops), flow controls, system design, troubleshooting, repair and system service. Prerequisite: HART 1449 and 2431 or consent of Department Chair.

## **HART 2488 Internship- Heating, A/C and Refrigeration Mechanic and Repairer (AIRC 2409) 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: consent of Department Chair.

## **HIST History**

### **HIST 1301 History of the United States to 1877 3-0-3**

English colonization, the Revolution, adoption of the Constitution, growth of nationalism, cotton and the slavery problem, civil war, and reconstruction.

### **HIST 1302 History of the United States from 1877 3-0-3**

New social and industrial problems, rise of the progressive movement, United States' emergence as a world power, World War I, reaction and the New Deal, World War II, and contemporary America.

### **HIST 2301 Texas History 3-0-3**

A survey of Texas from the Spanish exploration to the present.

### **HIST 2311 Survey of Western Civilization I 3-0-3**

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 3-0-3**

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 Revolution 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 2381 African-American History 3-0-3**

The purpose of this course is to familiarize students with the general study of African-American history from the early days of West Africa to American slavery and freedom and ending with the modern civil-rights movement of the 1950's and 1960's.

## **HMCA Hospitality Management See also HAMG and TRVM**

### **HMCA 1207 Menu Management 2-0-2**

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. Successful completion of the National Restaurant Association certification exam is required.

### **HMCA 1234 Dining Room Service 1-3-2**

This course focuses on the excellent service that is vital to the success of every food service operation. Serving food and beverage is a significant part of any food and beverage operation.

### **HMCA 1303 Purchasing for Hospitality Industry 3-0-3**

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. Successful completion of the National Restaurant Association certification exam is required.

### **HMCA 1306 Hospitality Supervision 3-0-3**

This course provides the student with the practical instructions and skills to supervise in hotel or restaurant business, or in any type of food service operation. Successful completion of the National Restaurant Association certification exam is required.

### **HMCA 1309 Introduction to Hospitality 3-0-3**

Introduction to Hospitality is a survey course designed to provide general information about the career fields within the hospitality industry. The course also offers a program in Quality Customer Service. Successful completion of the National Restaurant Association certification exam is required.

### **HMCA 1331 Basic Food Preparation 2-7-3**

Lab fee, uniforms, and professional tools are required. Basic menu items such as soup and sauces are prepared. Other areas of concentration are beverage service, table service, plate and table presentation, accountability of food stores. Co-requisite: HAMG 1311.

### **HMCA 1333 Intermediate Food Preparation 2-7-3**

This course emphasizes the fine points of culinary skills and theory. Concentration is on menu preparation and responsibilities of the Chef and Sous Chef. Lab fees, uniforms, and professional tools are required. Prerequisite: HMCA 1331

### **HMCA 2262 Sugar Art 1-3-2**

Lab fee, uniforms, and professional tools are required. A course in practical instruction skill development in sugar work, Marzipan, chocolate, holiday confections and advanced cake decoration.

### **HMCA 2304 Nutrition for the Food Service Professional 3-0-3**

This course is 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. Successful completion of the National Restaurant Association certification exam is required.

### **HMCA 2305 Facility Layout and Design 3-0-3**

Fundamentals of equipment layout for optimum production and operational efficiency. This course will include procedures to design and decorate remodeling projects.

### **HMCA 2335 Advanced Food Preparation 2-7-3**

Lab fee, uniforms, and professional tools are required. The course will concentrate on: buffets, exhibition work, Garde Manger and baking. Prerequisite: HMCA 1333.

### **HMCA 2352 Catering 2-2-3**

This course provides the student with a comprehensive resource-addressing menu planning and merchandising of catering business. It provides an overview of various other aspects of the catering business, to include both on-premise and off-premise catering. This course also provides a computer workshop.

### **HMCA 2356 Fundamentals of Baking 1-5-3**

Lab fee, uniforms, and professional tools are required. A course designed to add to commercial baking skills of the student. Co-requisite: HMCA 1331.

**HMCA 2358 Dietary Operations 3-0-3**

This course looks at the food service operation through dietary and clinical needs of the patients.

**HMCA 2359 Diet Therapy 3-0-3**

A practical "how-to" course tailored to the unique needs of current and future dietary managers.

**HMCA 2362 Advanced Pastry 2-6-3**

Lab fee, uniforms, and professional tools required. This course is a practical instruction and skills development in cakes, birthday, special occasion, wedding, and pastry decoration.

**HMCA 2364 Advanced Culinary Competition 1-5-3**

This course focuses on the artistry and creativity that are such important components of a chef's function. This course is based on the fundamentals liked to classical exhibition work, Grande Mange, classical baking.

**HMCA 2451 Management of Production and Service 3-3-4**

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.

**HMCA 2555 Internship - Diet Manager 2-15-5**

Lab fee, uniforms, and professional tools are required. Field experience in diet therapy under the supervision of a registered dietician. Prerequisite: HMCA 2358 and 2359.

**HRPO Management****See also BMGT, BUSG and MRKG****HRPO 1311 Human Relations (MGMT 1306) 3-0-3**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

**HRPO 2301 Human Resource Management (MGMT 2302) 3-0-3**

Behavioral and legal approaches to the management of human resources in organizations.

**HUMA Humanities****HUMA 1315 Introduction to Fine Arts 3-0-3**

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 arts, within the context of Fine and Applied Arts.

**INDU Industrial Technology****INDU 1400 Industrial Fundamentals 3-3-4**

This 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 co-requisite for the Maintenance Technology AAS Degree Programs.

**INTC Electronics****See also BIOM, CETT, CPMT and EECT****INTC 1307 Electronic Test Equipment (ELTE 2402) 2-4-3**

A study of the theory and application of analog and digital meters, oscilloscopes, frequency generation, frequency measurements, and special measuring instruments. Emphasis on accuracy and limitations of instruments and calibration techniques.

**JAPN Japanese****JAPN 1311 Elementary Japanese I 3-0-3**

Introduction to Japanese with emphasis on conversation, grammar, and the written forms. There will also be readings of simple texts dealing with Japanese life and culture.

**JAPN 1312 Elementary Japanese II 3-0-3**

Continuation of Japanese conversation, grammar and the written forms. Emphasis is on reading texts dealing with Japanese life and culture. Prerequisite: JAPN 1311.

**JAPN 1370 Introduction to Japanese 3-0-3**

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 4-2-4**

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

**JAPN 1412 Beginning Japanese II 4-2-4**

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: JAPN 1411.

**JAPN 2311 Intermediate Japanese 3-0-3**

Review and application of skills in listening, comprehension, and speaking; introduction to advanced grammar patterns; and acquisition of additional Japanese characters.

**LGLA Paralegal/Legal Assistance****LGLA 1321 Military Law I (LEGA 1309) 3-0-3**

This course presents an overview of the military legal system including an introduction to the Uniform Code of Military Justice, military regulations, and procedures involved in military law. A breakdown of the organization and personnel of the Judge Advocate General's Corps is also included.

**LGLA 1343 Bankruptcy (LEGA 1308) 3-0-3**

This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization.

**LGLA 1345 Civil Litigation (LEGA 1307) 3-0-3**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation.

**LGLA 1351 Contracts (LEGA 2302) 3-0-3**

This course presents fundamental concepts of contract law with emphasis on the paralegals' role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code.



**LGLA 1353 Wills, Trust and Probate Administration (LEGA 2405) 3-0-3**

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

**LGLA 1355 Family Law (LEGA 1304) 3-0-3**

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

**LGLA 1357 Juvenile Law (LEGA 2307) 3-0-3**

This course presents fundamental concepts of juvenile law with emphasis on the paralegal's role. Topics include differences between the criminal and juvenile justice systems, detention, adjudication and certification procedures, and related issues within the public education system.

**LGLA 1391 Special Topics in Paralegal/Legal Assistance (LEGA 2101, LEGA 2308) 3-0-3**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**LGLA 1401 Legal Research and Writing 3-3-4**

This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda.

**LGLA 1407 Introduction to Law and the Legal Profession (LEGA 1401) 4-0-4**

This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.

**LGLA 1417 Law Office Technology 3-3-4**

This course introduces computer technology and its applications within the law office. Topics include the use of computer technology in the delivery of legal services with particular emphasis on the paralegal's role.

**LGLA 2303 Tort and Personal Injury Law (LEGA 2301) 3-0-3**

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

**LGLA 2307 Law Office Management (LEGA 1302) 3-0-3**

This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology.

**LGLA 2309 Real Property (LEGA 1305) 3-0-3**

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

**LGLA 2311 Business Organizations (LEGA 2303) 3-0-3**

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations, and other emerging business entities.

**LGLA 2313 Criminal Law and Procedure (LEGA 1306) 3-0-3**

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions.

**LGLA 2321 Military Law II (LEGA 1403) 3-0-3**

This course presents an in-depth look at the operation and management of military law. Topics include detailed coverage of criminal law, claims, military administrative law, legal assistance, and civil law as it applies to the military.

**LGLA 2433 Advanced Legal Document Preparation (LEGA 2401) 3-3-4**

Preparation of legal documents based on hypothetical fact situations drawn from various areas including real estate, family law, contracts, litigation, and business organizations.

**LGLA 2488 Internship- Paralegal/Legal Assistant (LEGA 2404) 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

## MATH Mathematics

**MATH 1314 College Algebra 3-0-3**

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 3-0-3**

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 3-0-3**

Topics include linear systems, matrices, linear programming, set theory, counting theory, probability, statistics. Prerequisite: DSMA 0303 or equivalent.

**MATH 1342 Elementary Statistics 3-0-3**

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 3-0-3**

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 3-0-3**

A continuation of Finite Mathematics I. Introduction to statistics, graphing, vectors, matrices, and linear programming. Prerequisite: MATH 1324.

**MATH 2320 Differential Equations 3-0-3**

Fourier series, linear differential equations, Laplace transforms, and series solution, all with applications. Prerequisite: MATH 2415.

**MATH 2413 Calculus I (Fall)****3-1-4**

A first course in differential and integral calculus. Topics include rectangular coordinates and functions, limits, continuity, derivatives, the Mean Value Theorem, integrals, the Fundamental Theorem of Calculus, and applications of integrals. This course meets four hours per week---three in lecture and one in lab activities to include the use of computers, graphing calculators, and/or problem solving discussions. Prerequisite: MATH 1348 or equivalent, or concurrent enrollment in MATH 1348.

**MATH 2414 Calculus II (Spring)****3-1-4**

A second course in differential and integral calculus. Topics include derivatives and integrals of transcendental functions, techniques of integration, improper integrals, infinite series, parametric equations, and polar coordinates. This course meets four hours per week--- three in lecture and one in lab activities to include the use of computers, graphing calculators, and/or problem solving discussions. Prerequisite: MATH 2413 or equivalent.

**MATH 2415 Calculus III (Summer)****3-1-4**

A third course in differential and integral calculus. Topics include vectors and curves in the plane, solid analytic geometry, and vectors in space, functions of several variables, multiple integration, and vector analysis. This course meets four hours per week---three in lecture and one in lab activities to include the use of computers, graphing calculators, and/or problem solving discussions. Prerequisite: MATH 2414 or equivalent.

**MELT Medical Lab Technician****MELT 1402 Hematology****3-3-4**

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****4-6-6**

This course will be a general introduction to Medical Laboratory Technology. It will include microscopy, urinalysis, phlebotomy, immunology, clinical chemistry, and microbiology.

**MELT 2401 Clinical Practice II****1-15-4**

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****3-3-4**

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 and Immunohematology****3-3-4**

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. Prerequisite: MELT 1402 and 1601.

**MELT 2404 Medical Microbiology II****3-3-4**

This course will be a general introduction to parasitology, mycology and virology. Primary emphasis will be placed on identification. Prerequisite: MELT 1601.

**MELT 2405 Clinical Chemistry****3-3-4**

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, CHEM 1412, MELT 1601, MATH 1314.

**MELT 2406 Clinical Practice III****1-15-4**

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****1-19-5**

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, MELT 1601, BIOL 2402, CHEM 1412 and MISC 1450.

**MHSV Mental Health Services****MHSV 1301 Introduction to Chemical Dependency Services****3-0-3**

This course is an overview of the field of chemical dependency services and to the clientele, work and career opportunities available to interested individuals. Competencies and self knowledge and their importance in the field will be explored. An introduction to levels and standards of care, settings, and licensure requirements for the counselor and facilities will be presented. The impact of drug use, abuse and addiction will be examined. Professional limitations in service delivery based upon level of training will be addressed.

**MHSV 1302 Special Skills in Chemical Dependency Counseling****3-0-3**

This course will focus on special skills and techniques for service delivery in the various chemical dependency settings. Specific skills that will be addressed: safety, assessment, referral, crisis intervention, abuse issues, dealing with power struggles, advocacy, case management, documentation and record keeping, confidentiality, relapse prevention, direct care, and communicable diseases. Supervision, management and administration within chemical dependency service settings will be introduced.



**MHSV 1303 Introduction to Counseling Theories 3-0-3**

This course presents an overview of the most prevalently used counseling theories in the delivery of human services. Application of the theoretical concepts to clients of all ages and stages of development will be made. The role and limitations of the counselor, dependent upon licensure and certification, in using the various counseling theoretical approaches will be discussed.

**MHSV 1304 Basic Communications Skills in Human Services 2-10-3**

This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients across the life span and in various service settings. Topics will include: identification of one's personal style of communication, exercises in self exploration, therapeutic versus non-therapeutic communication, recognition of and appropriate response to defense mechanisms, simulated client interactions, and problem identification. The application of concepts in this course will be accomplished through field placement and simulated classroom lab. Field placement assignments will be based upon specialization option. Transportation, insurance, CPR-First Aid, Crisis Intervention and Management of Aggressive Behavior, Infectious Disease Awareness, immunizations, and other expenses will be provided by the student.

**MHSV 1305 Drug Education 3-0-3**

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. The impact of developmental issues and drug use from birth through adulthood will be examined.

**MHSV 1306 Special Populations in Chemical Dependency Counseling 3-0-3**

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.

**MHSV 1307 Diversity in Human Services 2-3-3**

This course provides an examination of the impact of diversity in culture, gender, and ability levels on the delivery of human services across the life span. The course examines diversity issues as they relate to needs assessment, treatment and referral of the client. Emphasis will be placed upon providing equitable and effective services to all clients.

**MHSV 1308 Introduction to Community Youth Services 3-0-3**

This course is an overview to the field of community youth services and to the clientele, work and career opportunities available to interested individuals. Competencies and self knowledge and its importance in human services will be explored. An introduction to levels and standards of care settings and the nature of the client in those settings will be presented. The impact of developmental issues from birth through late adolescence as they apply to community youth services and legal and ethical issues such as conservatorship will be examined. Professional limitations in service delivery based upon level of training will be addressed.

**MHSV 1309 Introduction to Community Service Delivery Models 3-0-3**

This course will focus on the level of care in juvenile justice systems and community based programs. The standards of care required in the following service delivery models will be discussed: foster care, half-way houses, residential treatment centers group homes, therapeutic camping programs, emergency shelters, community support programs, detention centers, state schools and centers and others as applicable.

**MHSV 1310 Special Skills in Community Youth Services 3-0-3**

This course will focus on special skills and techniques for service delivery in the various community youth services settings. Specific skills that will be addressed: safety, assessment, referral, crisis intervention, abuse issues, dealing with power struggles, advocacy, developmentally appropriate activity, case management, documentation and record keeping, confidentiality, direct care, and communicable diseases. Supervision, management and administration within community youth service settings will be introduced.

**MHSV 1311 Ethics and Legal Issues in Human Services 3-0-3**

This course is an overview of the following: codes of ethics, maintaining professional boundaries, power struggles, legal standards, ethical decision making, client rights, and professional competence. Professional limitations in service delivery based upon level of training will be addressed. Experiential exercises will assist the student in evaluating their personal value system and world view as it relates to maintaining ethical standards in human services.

**MHSV 2301 Family Issues in Human Services 3-0-3**

This course discusses the dynamics present in families where there are acute and chronic problems that require human services intervention. The following family systems will be explored: nuclear, extended, foster, and blended. Implications of family dysfunction caused by or expresses as a function of the following will be examined: physical and emotional abuse, substance abuse, codependency, and criminality. Techniques for facilitating family involvement in service delivery will be discussed. Specific skills that will be addressed include advocacy, crisis intervention, case management, referral, and communication and education of developmentally appropriate parenting. Professional limitations in service delivery based upon level of training will be addressed.

**MHSV 2302 Individual Counseling in Chemical Dependency Services 2-10-3**

This course focuses on the refinement of the following skills for the chemical dependency client: communication, assessment, documentation, clinical record keeping, treatment planning, case management, referral, discharge planning, relapse prevention, and ethical decision making. Counselor wellness will focus on: working as a team, anxiety and stress management, time management, boundary issues and development of healthy relationships. Professional limitations in service delivery based upon level of training will be addressed. The application of concepts in this course will be accomplished through field placement and simulated classroom lab. Transportation, insurance, CPR-First Aid, Crisis Intervention and Management of Aggressive Behavior, Infectious Disease Awareness, immunizations, and other expenses will be provided by the student. Prerequisites: Departmental approval and a grade of "C" or better in MHSV 1301, 1302, 1304, 1305, 1306, 1307, 2303, and 1311.

**MHSV 2303 Group Dynamics 2-10-3**

This course is an introduction to the patterns and dynamics of group interactions across the life span. The focus is on group theory, structure, types, stages, development, leadership, therapeutic factors, and the impact of groups on individual and group growth and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered, to include chemical dependency and youth services. Professional limitations in service delivery based upon level of training will be addressed. The application of concepts in this course will be accomplished through field placement and simulated classroom lab. Field placement assignments will be based upon specialization option. Transportation, insurance, CPR-First Aid, Crisis Intervention and Management of Aggressive Behavior, Infectious Disease Awareness, immunizations, and other expenses will be provided by the student. Prerequisites: Departmental approval and a grade of "C" or better, based upon specialization, in Community Youth Services - MHSV 1304, 1305, 1308, 1310; Chemical Dependency - MHSV 1301, 1302, 1304, 1305.

**MHSV 2305 Chemical Dependency Issues for Women 3-0-3**

This course focuses on issues that impact the treatment of chemically dependent women. The unique issues specific to the following age groups will be examined: latency, adolescence, adulthood, and the geriatric woman. Identification, statistics, major drugs of abuse, patterns of use, cultural issues, medical complications, pregnancy, and fetal effects are discussed. The relationship of chemical dependency to violence, socialization, co-dependency, parenting, life span issues, economics, barriers to treatment, and support systems is presented. Special attention will be given to case management issues relevant to women.

**MHSV 2306 Chemical Dependency Issues for Adolescents 3-0-3**

This course explores the dynamics of the adolescent with chemical dependency. Identification, statistics, major drugs of abuse, patterns of use, cultural issues, and medical complications are discussed. Special focus will be given to developmental issues, life skill development, conflict mediation, peer pressure, family relationships, team work, violence, gangs, gambling and communicable diseases. Attention will be given to case management issues relevant to adolescents. Professional limitations in service delivery based upon level of training will be addressed. Ethical and legal parameters specific to working with adolescents to include but not limited to: boundaries, power struggles, legal standards, ethical decision making, client rights, and professional competence will be examined.

**MHSV 2307 Introduction to Mental Disorders 3-0-3**

This course is an introduction to the symptoms and etiology of behavioral, emotional and mental disorders across the life span. Diagnostic criteria as presented in DSM-IV and therapeutic approaches will be reviewed.

**MHSV 2308 Behavioral Management Skills in Youth Services 2-10-3**

This course is a study of behavioral management techniques for clients in youth service settings. The following skills are included but not limited to: milieu development, behavior modification, administration or supervision of self administration of medication, mediation of conflict, problem solving, decision making, working as a team, anxiety and stress management, time management, and development of health relationships. Emphasis will be placed on assisting the client in developing life skills. Appropriate response to the child/youth in special circumstances will be covered: hallucinations, anxiety, panic, acting out, or related behavioral manifestations. The application of concepts in this course will be accomplished through field placement and simulated classroom lab. Transportation, insurance, CPR-First-Aid, Crisis Intervention and Management of Aggressive Behavior, Infectious Disease Awareness, immunizations, and other expenses will be provided by the student. Prerequisites: Departmental approval, and a grade of "C" or better in MHSV 1304, 1305, 1307, 1308, 1309, 1310, 1311, 2303, and 1310.

**MHSV 2310 Special Topics - Issues in Human Services 3-0-3**

Course topics are designed to meet specific community need as identified by local agencies and institutions. Skills needed to provide specific human services in a variety of settings are explored. This course may be repeated for credit as topics vary.

**MHSV 2401 Field Placement in Chemical Dependency Counseling 2-20-4**

This course provides for a supervised field placement experience or a 300-hour Texas Commission on Alcohol and Drug Abuse (TCADA- approved) practicum. The focus of the field placement experience is on active participation in service delivery and application of knowledge acquired about the core functions of the chemical dependency counselor as identified by TCADA, in prerequisite courses. Experience will vary based upon service setting. Appropriate personnel will provide direct supervision and evaluation of student performance on a day-to-day basis. Professional limitations in service delivery based upon level of training will be addressed. Course grade determination is outlined in the syllabus. Transportation, insurance, CPR-First Aid, Crisis Intervention and Management of Aggressive Behavior, Infectious Disease Awareness, immunizations, and other expenses will be provided by the student. Prerequisites: Department approval and a grade of "C" or better in MHSV 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1311, 2301, 2302, 2303, and 2307.

**MHSV 2402 Field Placement in Community Youth Services 2-20-4**

This course provides for a supervised field placement experience in a community youth service agency and classroom discussion of placement experience. Professional limitations in service delivery based upon level of training will be addressed. The focus of the field placement experience is on active participation in service delivery and application of knowledge acquired in prerequisite courses. Experience will vary based upon service setting. Agency personnel will provide direct supervision and evaluation of student performance on a day-to-day basis. Course grade determination is outlined in the syllabus. Transportation, insurance, CPR-First Aid, Crisis Intervention and Management of Aggressive Behavior, Infectious Disease Awareness, immunizations, and other expenses will be provided by the student. Prerequisites: Departmental approval and a grade of "C" or better in MHSV 1303, 1304, 1305, 1307, 1308, 1309, 1310, 1311, 2301, 2303, 2307, and 2308.

**MISC Microcomputer Technology**

**MISC 1100 Special Topics 0-3-1**

Recent developments and topics of current interest taught in a laboratory format. May be repeated when topics vary.

**MISC 1131 Introduction to UNIX 1-0-1**

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 1-1-1**

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 2-2-3**

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 3-3-4**

Provides the student with fundamental skills needed in designing computer programs. Focus will be on problem analysis and developing algorithms for the step-by-step solution to problems. Students will learn to use a microcomputer under the MS-DOS operating system in a hands-on environment. A microcomputer language will be used for programming and debugging.

**MISC 1403 Introduction to Computer Science and Programming 3-3-4**

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 3-3-4**

Provides the student with skills and fundamentals in solving business data processing problems using COBOL. The student becomes effective in COBOL programming techniques involving sequential files, single- and double-dimension table handling, and control breaks.

**MISC 1405 Computer Concepts and Analysis 3-3-4**

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 and Architecture 3-3-4**

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 or COSC 1401.

**MISC 1420 Word Processing for Microcomputers 3-3-4**

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 3-3-4**

An entry-level course designed to teach the 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 3-3-4**

An introduction to state-of-the-art Database Management Systems for the Microcomputer. Major topics include database design, table creation, query and view construction, form building and report generation. Theory topics are reinforced with hands-on exercises. Prerequisites: MISC 1420, MISC 1430, or MISC 1450.

**MISC 1450 Microcomputers for Business 3-3-4**

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 3-3-4**

Introductory programming course for Microcomputer Technology Major. Problem solving, algorithm development, pseudocode and flowcharting. An in-depth look at a high-level language through programming assignments.

**MISC 1454 PASCAL Programming 3-3-4**

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 3-3-4**

Designed to provide the student with a working knowledge of desk top publishing. Taught in a hands-on environment. Prerequisite: MISC 1420 or MISC 1450.

**MISC 1461 Operating Systems 3-3-4**

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 0-3-1**

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 3-0-3**

Defines the infrastructure of information centers and describes their role and responsibilities in terms of assisting professionals with varying degrees of computer knowledge in using computer technology in the performance of their job function. Prerequisite: MISC 1450.

**MISC 2302 Hardware/Software Selection and Acquisition 3-0-3**

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 3-0-3**

A study of recent developments and topics of current interest in computer science.

**MISC 2401 Advanced COBOL 3-3-4**

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 ANSI COBOL language. Emphasis is placed on multi-dimensional table handling, searching and sorting techniques, and indexed file manipulation. Structured design and programming will be stressed. Prerequisite: MISC 1404.

**MISC 2402 Systems in the MIS Environment 3-3-4**

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 Visual BASIC Programming 3-3-4**

An introduction to the Visual BASIC Programming Language. Major topics include forms and controls, selection, loops, data access and menus. Theory topics are reinforced with hands-on programming exercises. Prerequisite: Minimum of one other programming language.

**MISC 2454 Basic Communications, Networking and Internet 3-3-4**

A study of data communications and networking of microcomputer systems. Topics include communications hardware and software, using the Internet as a resource tool, and Local Area Networks. Prerequisite: MISC 1461.

**MISC 2455 Microcomputer Field Projects 1-9-4**

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 3-3-4**

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 1406 and one other programming language.

**MISC 2457 Programming with ADA\* 3-3-4**

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 3-3-4**

An introduction to Object-Oriented Programming (OOP) using the C++ Language. Major topics include data structures, classes, inheritance, encapsulation and polymorphism. Theory topics are reinforced with hands-on programming exercises. Prerequisite: MISC 2456.

**MRKG Business Administration and Management  
See also BMGT, BUSG and MRKG****MRKG 1311 Principles of Marketing (MGMT 2301) 3-0-3**

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

**MTNT Maintenance Technology****MTNT 1401 Carpentry I 3-3-4**

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 Co-requisite: INDU 1400 or consent of the Department Chair.

**MTNT 1402 Electricity 3-3-4**

This course is designed to provide the student with a working knowledge of electrical installation as well as service and repair procedures for residential and light commercial buildings. Prerequisite or Co-requisite: INDU 1400 or consent of the Department Chair.

**MTNT 1411 Basic Masonry I 2-7-4**

This course is an introduction to the highly skilled craft of masonry including 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 2-6-4**

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 or consent of the Department Chair.

**MTNT 1413 Intermediate Masonry I 2-7-4**

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 Co-requisite: MTNT 1412 or consent of the Department Chair.

**MTNT 2402 Carpentry II 3-3-4**

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: INDU 1400 and MTNT 1401 or consent of the Department Chair.

**MTNT 2403 Plumbing I 3-3-4**

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 Co-requisite: INDU 1400 or consent of the Department Chair.

**MTNT 2404 Painting and Refinishing 3-3-4**

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, surface preparation, proper maintenance of and refinishing damaged finished surfaces. Prerequisite or Co-requisite: INDU 1400 or consent of the Department Chair.

**MTNT 2405 Foundations, Framing, and Roofing 3-3-4**

The student will be introduced to form fabrication, setting foundations, setting piers and castings, and will practice framing and roofing residential buildings. Students will also have practical exercises in roofing. The course also covers modern placement methods of materials for structures and building layout systems. Prerequisite: MTNT 1401 or consent of the Department Chair.

**MTNT 2407 Interior-Exterior Finishing 3-3-4**

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, floor finishing, stair finishing, shelving and interior trim. The student will also learn the importance of truing areas where cabinets will be installed. Prerequisite or Co-requisite: MTNT 2405 or consent of the Department Chair.

**MTNT 2410 Plumbing II 3-3-4**

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 or consent of the Department Chair.

**MTNT 2414 Intermediate Masonry II 2-6-4**

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, fireplaces, arches, and lintels will be covered. Prerequisite: MTNT 1413 or consent of the Department Chair.

**MTNT 2415 Advanced Masonry I and Blueprint Reading 2-7-4**

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 2-7-4**

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 1-18-4**

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 INDU, HART, MTNT, and WLDG, or all TIBT-prefix courses, or consent of the Department Chair.

**MUAP Music**

INDIVIDUALIZED INSTRUCTION IS OFFERED IN THE FOLLOWING AREAS - Voice, Piano, Winds, Strings, Brass, Percussion. Literature from all style periods and technical skills will be emphasized. One hour lesson per week for Levels I and II. Two hour lessons per week for Levels III and IV. Two hours practice per day is required. Instructor approval.

<b>MUAP 1137 Brass I</b>	<b>0-1-1</b>
<b>MUAP 1138 Brass II</b>	<b>0-1-1</b>
<b>MUAP 2237 Brass III</b>	<b>0-2-2</b>
<b>MUAP 2238 Brass IV</b>	<b>0-2-2</b>
<b>MUAP 1169 Piano I</b>	<b>0-1-1</b>
<b>MUAP 1170 Piano II</b>	<b>0-1-1</b>
<b>MUAP 2269 Piano III</b>	<b>0-2-2</b>
<b>MUAP 2270 Piano IV</b>	<b>0-2-2</b>
<b>MUAP 1157 Percussion I</b>	<b>0-1-1</b>
<b>MUAP 1158 Percussion II</b>	<b>0-1-1</b>
<b>MUAP 2257 Percussion III</b>	<b>0-2-2</b>
<b>MUAP 2258 Percussion IV</b>	<b>0-2-2</b>
<b>MUAP 1101 Strings I</b>	<b>0-1-1</b>
<b>MUAP 1102 Strings II</b>	<b>0-1-1</b>
<b>MUAP 2201 Strings III</b>	<b>0-2-2</b>
<b>MUAP 2202 Strings IV</b>	<b>0-2-2</b>
<b>MUAP 1181 Voice I</b>	<b>0-1-1</b>
<b>MUAP 1182 Voice II</b>	<b>0-1-1</b>
<b>MUAP 2281 Voice III</b>	<b>0-2-2</b>
<b>MUAP 2282 Voice IV</b>	<b>0-2-2</b>
<b>MUAP 1117 Woodwinds I</b>	<b>0-1-1</b>
<b>MUAP 1118 Woodwinds II</b>	<b>0-1-1</b>
<b>MUAP 2217 Woodwinds III</b>	<b>0-2-2</b>
<b>MUAP 2218 Woodwinds IV</b>	<b>0-2-2</b>

**MUSI Music****MUSI 1131 Ensemble 1-1-1**

This course is open to all students. The ensemble will perform on and off campus. Music majors are required to take one ensemble each semester.

**MUSI 1151 Choir 1-1-1**

This course is open to all students. The choir will perform on and off campus. Music majors are required to take one ensemble each semester.

**MUSI 1181 Class Piano I 1-1-1**

Introduction to the keyboard. Beginning and elementary level teaching literature and technical skills will be emphasized. Course is geared towards students who have little or no previous musical experience. Five hours weekly practice is required. Open to all students.

**MUSI 1182 Class Piano II 1-1-1**

Elementary level piano study. Elementary and early intermediate teaching literature of all style periods and technical skills will be emphasized. Some memory work is required. Prerequisite: MUSI 1181 or previous musical experience and instructor approval.

**MUSI 1183 Class Voice I 1-1-1**

This course is concerned with the most basic principles of singing: correct breathing, posture and the proper use of the vocal anatomy i.e., (palate, larynx, and tongue). Basic vocal literature will be introduced. Prerequisite: MUSI 1301 or instructor approval.

**MUSI 1184 Class Voice II 1-1-1**

This course is a continuation of Class Voice I. More advanced literature will be studied. Prerequisite: MUSI 1183.

**MUSI 1216 Ear Training and Sight Singing I 1-2-2**

This course is designed to help the student develop the aural skills pertinent to proficiency in music theory. It includes the study and proper identification of melodic patterns, intervals and triads, and exercises in melodic dictation. Prerequisite: MUSI 1301.

**MUSI 1217 Ear Training and Sight Singing II 1-2-2**

A continuation of Ear Training and Sight Singing I. Sight singing, intervals, triads, and seventh chords, asymmetric and mixed meters. Exercises in melodic and harmonic dictation. Prerequisite: MUSI 1216.

**MUSI 1301 Music Fundamentals 2-1-3**

An introduction to music including note reading, rhythm, intervals, triads, scales, and key signatures.

**MUSI 1304 Foundations of Music 2-1-3**

A study of the basic fundamentals of music with an introduction to melodic, rhythmic, and harmonic instruments. Emphasis on participation in singing and reading music. For music majors, students in the field of education and the general college student.

**MUSI 1306 Music Appreciation 3-0-3**

This course is designed for the music major 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 3-1-3**

An in-depth study of the music from the 15th through the 17th centuries. Emphasis will be placed on principle forms and composers of the literature of those historical periods. Prerequisite: MUSI 1306.

**MUSI 1309 Music Literature II 3-1-3**

A continuation of Music Literature I with an in-depth study of music in the periods of the late 18th through 20th centuries. Prerequisite: MUSI 1308.

**MUSI 1311 Music Theory I 2-1-3**

A continuation of Music Fundamentals. Harmonic progressions, seventh chords, cadences, pentatonic, and modal scales. Prerequisite: MUSI 1301 or placement exam by the instructor.

**MUSI 1312 Music Theory II 2-1-3**

A continuation of Music Theory I with an introduction to four-part writing and analysis of music. Prerequisite: MUSI 1311 or placement exam by the instructor.

**MUSI 2303 Piano Pedagogy 2-1-3**

Open to music majors only. The study of piano teaching methods from the beginning through the intermediate levels including the development of technique, memory, style, and musicianship and the planning of a balanced repertoire, review and evaluation of piano literature. Laboratory includes supervised practice teaching. Prerequisite: Department Chair approval.

**MUSI 2311 Music Theory III/Elementary Harmony 2-1-3**

A study of the harmonic materials of the 18th and 19th centuries through analysis and written exercises. Dominant and secondary seventh chords, secondary dominants, the diminished seventh chord, the Neapolitan sixth, the augmented sixth chords, nonharmonic tones, harmonic tones, harmonic dictation for the keyboard. Prerequisite: MUSI 1311.

**MUSI 2312 Music Theory IV/Intermediate Harmony 2-1-3**

The study of harmony as an organizing element of the large-scale musical structure. Diatonic, chromatic and inharmonic modulations; the modulating sequence. Melody harmonization, analysis of larger works, harmonic dictation. Modulation to related and distant keys on the keyboard. Prerequisite: MUSI 2311.

**NLVN Nursing - LVN****NLVN 1116 Nutrition 1-0-1**

Introduction to nutrients and their role in proper growth and development and the maintenance of health.

**NLVN 1126 Gerontology 1-0-1**

Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the elderly.

**NLVN 1136 Mental Health 1-0-1**

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

**NLVN 1160 VN Clinical I 0-0-1**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site.

**NLVN 1219 Professional Development 2-0-2**

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

**NLVN 1222 Vocational Nursing Concepts 2-0-2**

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

**NLVN 1227 Essentials of Medication Administration 2-1-2**

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

**NLVN 1231 Pharmacology 2-0-2**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

**NLVN 1238 Mental Illness 2-0-2**

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

**NLVN 1304 Foundations of Nursing 2-1-3**

Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

**NLVN 1307 Pediatric Nursing 2-2-3**

Study of the care of the pediatric client and family during health and disease. Emphasis on growth and developmental needs.

**NLVN 1323 Basic Nursing Skill 1-6-3**

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions.

**NLVN 1330 Maternal/Neonatal Nursing 3-0-3**

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

**NLVN 1360 VN Clinical III 0-0-3**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site.

**NLVN 1400 Nursing in Health and Illness I 4-1-4**

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions.

**NLVN 1405 Health Science 3-2-4**

An introduction to the general principles of anatomy and physiology, nutrition, and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions.

**NLVN 1409 Nursing in Health and Illness II 3-2-4**

Introduction to common health problems of the adult requiring medical and surgical interventions.

**NLVN 1410 Nursing in Health and Illness III 3-2-4**

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the adult including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

**NLVN 1560 VN Clinical II 0-0-5**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site.

**NLVN 2331 Advanced Nursing Skills 3-6-3**

Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.



## NURI Nursing

### NURI 1113 Preparation for Basic Nursing Care 0-3-1

This course prepares students for nursing skills and further course work. Topics include basic nursing skills, and personal and professional safety. All of these skills can be performed in a structured setting within the community using the framework of caring communications and critical thinking.

### NURI 1114 Health Assessment 0-3-1

This course focuses on the developmental skills and techniques required for a comprehensive health assessment of the client across the lifespan, from birth to geriatrics. A systems model is incorporated with the nursing process and traditional examination techniques. The objective is to prepare a practitioner who can evaluate client with varying health concerns. A nursing perspective is emphasized to assist individuals in determining, attaining, and maintaining their optimal level of wellness permitted by their potential. This course focuses on normal variations expected throughout the lifespan with discussion of common abnormalities that may be encountered in practice. Techniques and skills essential to performing a health assessment will be demonstrated and practiced in the laboratory setting. Opportunity will be provided to practice these skills.

### NURI 1201 Introduction to Nursing 2-0-2

An overview of nursing, nursing process, and the roles of the associate degree nurse as a provider of care, coordinator of care, and member of the profession. Health care trends and their relationship to nursing will be examined. Legal-ethical issues, diversity, spirituality, and an overview of nursing process will be addressed. The use of medical terminology and study and test-taking skills for technical courses are included.

### NURI 1212 Pharmacology 2-0-2

This course is an introduction to the science of pharmacology. The focus is on basic concepts of pharmacology with special emphasis on the role of the nurse in developing a comprehensive approach to the clinical application of drug therapy through the use of the nursing process. Topics include the roles and responsibilities of the nurse in safe administration of medications to clients from birth through geriatrics, within the community, in a simulated situation in the laboratory setting. This course includes a unit on calculation of dosages and solutions. The concepts of communication, caring and critical thinking will be included throughout the course.

### NURI 1216 Clinical Education I 0-9-2

This course is designed to assist the student in applying knowledge in the areas of communication, interpersonal relations, growth and development, psychosocial aspects of client care, health teaching, safety, asepsis, technical skills, nutrition, pharmacology, nursing math, nursing process, critical thinking, legal aspects, and self-evaluation. The student is provided the opportunity for development of caring and ethical behavior through clinical experience and/or observation in structured settings within a community. The concepts of communication, caring and critical thinking will be included throughout the course.

### NURI 1222 Care of the Childbearing Family 2-1-2

This course includes concepts in the nursing care of childbearing families within the community, beginning with pre-pregnancy, conception, antepartum, intrapartum, postpartum, neonatal and menopausal periods. Selected complications will be included. The concepts of communication, caring, and critical thinking are included throughout the course.

### NURI 1223 Mental Health Concepts 1-3-2

This course presents principles of health, pathology, and treatment relating to the needs of clients and families seeking help for mental health issues. Learning experiences focus on application of these principles to the roles of the nurse in the care of clients and families experiencing mental health problems frequently encountered in structured settings within the community. The concepts of communication, caring and critical thinking are used throughout the course.

### NURI 1321 Adult Health I 3-1-3

This course is an introduction to the general principles of caring for adult clients with medical-surgical health needs and their families in structured settings within the community. Content focuses on selected disease processes, diet therapy, pharmacology, culture, ethnicity, religious aspects, prevention, rehabilitation, and math calculation of parenteral medications. The concepts of communication, caring and critical thinking are used throughout the course.

### NURI 1324 Clinical Education II 0-18-3

This course is an application of knowledge, principles, skills, and behaviors necessary for operationalization of the nursing process for selected medical-surgical adult, geriatric, and perinatal clients. Non critical care structured settings will be utilized in providing direct patient/client care and observational learning experiences within the community.

### NURI 1415 Foundations for Nursing Practice 3-3-4

This course introduces selected concepts related to the role of the associate degree nurse: provider of care, coordinator of care, and member of the profession. Instruction is designed to assist the student in developing knowledge in the area of communication, interpersonal relations, psychosocial aspects of client care, health teaching, safety asepsis, nursing process, nutrition, technical skills, and ethically legal aspects of nursing. The course focuses on the provision of nursing care for clients in structured settings within the community. The course is organized using the framework of communications, caring and critical thinking.

### NURI 2232 Care of Children and Families 1-3-2

This course presents a study of concepts related to the provision of nursing care for children and their families in structured settings within the community. Disease processes common to children are included. The concepts of communication, caring, and critical thinking are presented throughout the course.

### NURI 2242 Management of Client Care 2-1-2

This course is an introduction and exploration of leadership and management principles, along with safe and ethical decision making, as applied to the role of the nurse as provider of care, coordinator of care, and member of a profession. Students will examine the significance of professional development and legal/ethical practice in addition to trends in nursing and health care. The concepts of communication, caring, and critical thinking are presented throughout the course.

### NURI 2331 Adult Health Nursing II 3-1-3

This course provides an integration of previous knowledge and skills into the continued development of the associate degree nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients with complex, acute/multi-system health needs in structured settings within the community. The concepts of communication, caring, and critical thinking are used throughout the course.

### NURI 2333 Clinical Education III 0-18-3

This course provides supervised nursing patient/client care to childbearing families, mental health, and adult health clients in a variety of inpatient/outpatient clinical settings. The application of the knowledge from all first and second level courses will be included in the course. Specific learning objectives will be accomplished by nursing students working with mental health clients, child rearing families, and adult health clients in structured settings within communities. The concepts of communication, caring, and critical thinking are presented throughout the course.

### NURI 2341 Adult Health Nursing III 3-1-3

This course continues to integrate previous concepts and skills with advanced concepts for the development of the associate degree nurse's roles. The focus of this course is on home health and gerontological nursing. The concepts of communication, caring, and critical thinking are presented throughout the course.

**NURI 2343 Clinical Education IV** 0-18-3  
This course applies the nursing concepts, principles, and skills utilizing critical thinking and a systematic problem solving process in caring for the young, middle age, and elderly adult client in a clinical environment with the community. The concepts of communication, caring, and critical thinking are presented throughout the course. Students will be assigned to a variety of clinical/community settings.

**NURI 2421 Transitions** 2-7-4  
This course provides concepts related to the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. Emphasis is placed on role transition from LVN to RN, critical thinking and use of the nursing process. Competency in pharmacology, medication administration, basic nursing, and communication must be demonstrated by the student. Students will be taught expanded skills in physical assessment. The concepts of communication, caring, and critical thinking will be included throughout the course.

## OADM Office Administration

**OADM 1131 Beginning Typing I** 1.5-1.5-1  
A beginning course in touch typing. The course will emphasize mastery of machine parts and the keyboard.

**OADM 1133 Intermediate Typing I** 1.5-1.5-1  
A continuation of Beginning Typing II and Beginning Keyboarding/Data Entry. Students will increase typing accuracy and speed. Prerequisite: WOPO 1303 or OADM 1232 or ability to type 25 WPM for five minutes with no more than five errors.

**OADM 1232 Beginning Typing II** 1.5-1.5-2  
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** 1.5-1.5-2  
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** 2-4-3  
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** 2-4-3  
Students will continue shorthand training and reinforcement of theory. Prerequisite: OADM 1301 or equivalent.

**OADM 1305 Information and Records Management** 2-4-3  
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 database 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** 3-0-3  
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** 3-0-3  
A course designed to teach effective business writing and to give practice in composing all types of business correspondence, including e-mail. Students will also complete research using the Internet. Keyboarding skills are required.

**OADM 1309 Business Mathematics and Calculating Machines** 2-4-3  
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** 1-21-4  
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 2308 Office Occupations Internship** 1-5-3  
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. Departmental approval is required.

**OADM 2309 Office Administration Internship** 1-5-3  
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. Departmental approval is required.

**OADM 2371 Office Procedures II** 3-0-3  
Advanced office application with special emphasis on decision making, goal setting, management theories, and critical thinking.

**OADM 2401 Administrative Secretarial Cooperative Training II** 1-21-4  
This course is a continuation of the Administrative Secretarial Cooperative Training I. Prerequisite: OADM 1401.

## PHED Physical Education

**PHED 1100 Football and Basketball** 0-3-1  
**PHED 1101 Volleyball and Softball** 0-3-1  
**PHED 1102 Beginning Badminton** 0-3-1  
**PHED 1103 Beginning Bowling** 0-3-1  
**PHED 1104 Soccer** 0-3-1  
**PHED 1105 Folk and Square Dancing** 0-3-1  
**PHED 1106 Beginning Swimming** 0-3-1  
**PHED 1107 Beginning Tennis** 0-3-1  
**PHED 1108 Beginning Golf** 0-3-1  
**PHED 1109 Basketball and Soccer** 0-3-1  
**PHED 1110 Karate I** 0-3-1  
**PHED 1113 Country Western Dance** 0-3-1  
**PHED 1114 Volleyball** 0-3-1  
**PHED 1115 Basketball** 0-3-1



<b>PHED 1117 Hunting</b>	<b>0-3-1</b>
<b>PHED 1118 Jogging/Walking</b>	<b>0-3-1</b>
<b>PHED 1119 Racquetball</b>	<b>0-3-1</b>
<b>PHED 1120 Body Building</b>	<b>0-3-1</b>
<b>PHED 1123 Advanced Bowling</b>	<b>0-3-1</b>
<b>PHED 1124 Advanced Swimming</b>	<b>0-3-1</b>
<b>PHED 1125 Intermediate Tennis</b>	<b>0-3-1</b>
<b>PHED 1126 Advanced Golf</b>	<b>0-3-1</b>
<b>PHED 1127 Tumbling</b>	<b>0-3-1</b>
<b>PHED 1129 Advanced Badminton</b>	<b>0-3-1</b>
<b>PHED 1130 Physical Conditioning</b>	<b>0-3-1</b>
<b>PHED 1131 Aerobics</b>	<b>0-3-1</b>
<b>PHED 1132 Varsity Athletics</b>	<b>0-3-1</b>
<b>PHED 1133 Weight Training</b>	<b>0-3-1</b>
<b>PHED 1134 Cycling</b>	<b>0-3-1</b>
<b>PHED 1135 Archery</b>	<b>0-3-1</b>
<b>PHED 1136 Figure Control</b>	<b>0-3-1</b>
<b>PHED 1138 Rhythmic Aerobics</b>	<b>0-3-1</b>
<b>PHED 1140 Karate II</b>	<b>0-3-1</b>
 <b>PHED 1151 Scuba Diving</b>	 <b>0-3-1</b>
PADI open-water, level-one certification may be earned.	
 <b>PHED 1152 Scuba Diving II</b>	 <b>0-3-1</b>
Advanced open-water certification may be earned.	
 <b>PHED 1301 Foundations of Physical Education</b>	 <b>3-0-3</b>
A course which introduces the student to the fields of health, physical education, and recreation. Emphasis on the scope and organization of professional activities, opportunities and qualifications of the professional physical educator.	
 <b>PHED 1304 Foundations of Health</b>	 <b>3-0-3</b>
A fundamental course in principles and problems of healthy living. Emphasis on current information and research as it applies to individuals' daily lives.	
 <b>PHED 1306 Safety and First Aid</b>	 <b>3-0-3</b>
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. American Red Cross certification in Community CPR and Standard First-Aid Responding to Emergencies may be earned.	
 <b>PHED 1308 Sports Officiating</b>	 <b>3-0-3</b>
Theory and practice in techniques of officiating. Prerequisite: Officiating experience.	
 <b>PHED 1336 Principles of Recreational Leadership</b>	 <b>3-0-3</b>
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.	
 <b>PHED 2155 Water Safety</b>	 <b>0-3-1</b>
Participation and instruction in advanced aquatic activities. Prerequisite: Demonstrated swimming skills.	

## PHIL Philosophy

<b>PHIL 1301 Introduction to Philosophy</b>	<b>3-0-3</b>
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.	
 <b>PHIL 1304 World Religions</b>	 <b>3-0-3</b>
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.	
 <b>PHIL 1316 History of Religions I</b>	 <b>3-0-3</b>
In an historical survey of major religions this course focuses on the history and literature of Ancient Judaism during the Old Testament period emphasizing its development of social, political, and religious institutions and ideas.	
 <b>PHIL 1317 History of Religions II</b>	 <b>3-0-3</b>
In an historical survey of major religions this course focuses on the history and literature of Early Christianity during the New Testament period emphasizing its origin, development, and expansion of religious institutions and ideas.	
 <b>PHIL 2303 Logic</b>	 <b>3-0-3</b>
Nature and methods of correct reasoning, deductive proof, inductive proof, fallacies, and arguments.	
 <b>PHIL 2306 Introduction to Ethics</b>	 <b>3-0-3</b>
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.	
 <b>PHIL 2307 Introduction to Social and Political Philosophy</b>	 <b>3-0-3</b>
Critical examination of the major theories concerning the organization of societies and government.	

## PHYS Physical Science

<b>PHYS 1305 Survey of Physics</b>	<b>3-0-3</b>
A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of classical and modern physics which are the foundation of everyday phenomena.	
 <b>PHYS 1311 Survey of Astronomy</b>	 <b>3-0-3</b>
A non-mathematical approach to the solar system. Beginnings of astronomy, motions of celestial bodies, members of the solar system, atoms and light are studies. Planetarium and observatory are used in class.	
 <b>PHYS 1312 Descriptive Astronomy</b>	 <b>3-0-3</b>
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.	
 <b>PHYS 1315 General Physical Science</b>	 <b>3-0-3</b>
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 3-3-4**

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 3-3-4**

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 1405 Survey of Physics 3-3-4**

A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of classical and modern physics which are the foundation of everyday phenomena.

**PHYS 1413 Environmental Science 3-3-4**

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 3-3-4**

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 3-3-4**

Mechanics and heat for Science majors/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 2413 or concurrent enrollment.

**PHYS 2426 Modern Physics II 3-3-4**

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 3-0-3**

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 2308 Child Growth and Development 3-0-3**

The purpose of this course is to develop an understanding of children and to engender a real interest in them. Consideration is given to the human organism as it develops physically, mentally, emotionally, and socially from birth through adolescence.

**PSYC 2314 Life Span Development 3-0-3**

This course will study the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the life span.

**PSYC 2315 Personality Adjustment 3-0-3**

A study of psychological concepts and principles related to healthy personality and social adjustments.

**PSYC 2316 Psychology of Personality 3-0-3**

The study of various approaches to determinants, development, and assessment of personality. Prerequisite: PSYC 2301.

**RELE Real Estate****RELE 1301 Principles of Real Estate (REAE 1301) 3-0-3**

This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate principles. An overview of licensing as a real estate broker and salesperson, 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. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.

**RELE 1303 Real Estate Appraisal (REAE 2302) 3-0-3**

A study of the central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting.

**RELE 1307 Real Estate Investments (REAE 2308) 3-0-3**

Financing, evaluation, and management of real estate investments. Emphasis on real estate investment characteristics, techniques of investment analysis, time-value of money, discounted investment criteria, leverage, and property tax implications of owning real estate.

**RELE 1309 Real Estate Law of Contracts (REAE 2305) 3-0-3**

Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title.

**RELE 1311 Law of Contracts (REAE 2300) 3-0-3**

This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law. A review of real estate contracts required by Section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history, and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms.

**RELE 1315 Property Management (REAE 2303) 3-0-3**

A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.

**RELE 1319 Real Estate Finance (REAE 2304) 3-0-3**

An overview of the U.S. monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and the State Housing Agency.

**RELE 1321 Real Estate Marketing (REAE 1302) 3-0-3**

A study of real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing; financing; and the deceptive trade practice act, consumer protection act, and commercial code.

**RELE 1325 Real Estate Mathematics**  
**(REAE 1300) 3-0-3**

Mathematical logic and basic arithmetic skills including percentages, interest, time-value of money, depreciation, amortization, proration, and estimation of closing statements.

**RELE 1327 Real Estate Commercial Appraisal**  
**(REAE 2307) 3-0-3**

Principles and techniques used in the valuation of commercial property. Topics include purposes and functions of an appraisal, social and economic forces affecting value, appraisal case studies, cost, and income approaches to value.

**RELE 1335 Real Estate Construction**  
**(REAE 1303) 3-0-3**

A study of the basic principles of design and construction of real estate properties.

**RELE 1391 Special Topics in Real Estate**  
**(REAE 2306) 3-0-3**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**RELE 2301 Law of Agency (REAE 1304) 3-0-3**

This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Agency Law. A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of agency.

**RELE 2331 Real Estate Brokerage (REAE 2301) 3-0-3**

A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria.

**RELE 2488 Internship- Real Estate (REAE 2401) 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: RELE 1301, 1311, 2301, and consent of the Department Chair.

**RELE 2489 Internship- Real Estate (REAE 2402) 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: RELE 2488.

**SLPS Criminal Justice**  
**See also CJCR, CJLE and CJSA**

**SLPS 2488 Internship-Security and Loss Prevention**  
**Services 1-18-4**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**SMER Small Gas Engine**

**SMER 1372 Shop Organization and Management**  
**(SGER 2311) 3-0-3**

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 Department Chair.

**SMER 1404 Outboard Service Principles**  
**(SGER 2408) 3-3-4**

Principles of operation of two and four stroke outboard motors and their associated systems. Emphasis on troubleshooting and analysis of faulty systems and their individual components. Prerequisite: Sophomore standing or consent of Department Chair.

**SMER 1428 Small Engine Service Principles**  
**(SGER 1407) 3-3-4**

Principles of operation of two and four stroke small engines and their associated systems. Emphasis on troubleshooting and the analysis of faulty systems and their components. Prerequisite or co-requisite: SMER 1471 or consent of Department Chair.

**SMER 1431 Small Engine Tune Up (SGER 2402) 3-3-4**

Tune up procedures for two and four stroke small engines including analysis, valve train, ignition fuel, starter, cutter, and safety compliance systems. Emphasis on the use of appropriate equipment and procedures. Prerequisite: SMER 1471 and 1428 or consent of Department Chair.

**SMER 1434 Small Engine Two Stroke Overhaul**  
**(SGER 2410) 3-3-4**

Overhaul procedures for two stroke small engines as used in lawn and garden applications. Emphasis on proper shop procedures for disassembly, inspection, servicing, and assembly of two stroke small engines and their applicable drive systems. Prerequisites: SMER 1431, 1471 and WLDG 1425 or consent of Department Chair.

**SMER 1437 Small Engine Four Stroke Overhaul**  
**(SGER 2412) 3-3-4**

Overhaul procedures for four stroke small engines, transmissions, and transaxles. Emphasis on shop procedures for disassembly, assembly, component inspection, component measurement, component servicing, transmission troubleshooting, transmission inspection, and transaxle inspection. Prerequisite: SMER 1428 and 1434 or consent of Department Chair.

**SMER 1471 Small Gas Engine Fundamentals**  
**(SGER 1401) 3-3-4**

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 co-requisite: DEMR 1401 or consent of the Department Chair.

**SMER 1473 Large Air Cooled Engines**  
**(SGER 2413) 3-3-4**

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 mowers, RV, and generator applications. Single- and twin-cylinder engines will be included. Emphasis will be placed on inspection, testing, diagnosing, and repair/overhaul procedures. Prerequisites: SMER 1428 and 1471 or consent of the Department Chair.

## SOCI Sociology

### **SOCI 1301 Introduction to Sociology 3-0-3**

The study of human society, human behavior and personality as a product of group life, community organization, social change and current social problems.

### **SOCI 1306 Contemporary Social Problems 3-0-3**

Identification and analysis of contemporary social problems and development of criteria for evaluating problems for social betterment.

### **SOCI 2301 Marriage and The Family 3-0-3**

A study of problems in courtship, marriage, and family living as they relate to the social structure of American society.

### **SOCI 2319 Race and Ethnicity 3-0-3**

The historical, economic, social, and cultural development of minority groups. May include Afro-American, Mexican American, Asian American, and Native American issues.

### **SOCI 2336 Criminology 3-0-3**

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 4-2-4**

The study of Spanish grammar and development of vocabulary. Stresses conversation in Spanish.

### **SPAN 1412 Beginning Spanish II 4-2-4**

A continuation of Beginning Spanish I, with continued emphasis on conversation. Prerequisite: SPAN 1411.

### **SPAN 2311 Intermediate Spanish I 3-0-3**

Continued emphasis on conversation, correct pronunciation, and correct writing. Reading from various Spanish-American authors. Prerequisites: SPAN 1411 and 1412, or two years of Spanish at an accredited high school.

### **SPAN 2312 Intermediate Spanish II 3-0-3**

Continues the readings from Spanish-American authors. Emphasizes grammar, composition, and conversation. Prerequisite: SPAN 2311 or equivalent.

## SPCH Speech

### **SPCH 1144 Forensic Activities I 1-0-1**

Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.

### **SPCH 1145 Forensic Activities II 1-0-1**

Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.

### **SPCH 1315 Public Speaking 3-0-3**

Research, composition, organization, and delivery of speeches for various purposes and occasions in a variety of communication situations.

### **SPCH 1318 Interpersonal Communications 3-0-3**

Theory, examples, and participation in exercises to improve effective one-to-one and small group communication.

### **SPCH 1321 Business and Professional Speaking 3-0-3**

Theories and skills of speech communication as applied to business and professional situations. Includes participating in an interview, preparing a resume and cover letter, engaging in problem-solving discussions, and delivering public speeches.

### **SPCH 2144 Forensic Activities III 1-0-1**

Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.

### **SPCH 2145 Forensic Activities IV 1-0-1**

Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. Will include some travel to area forensic tournaments.

### **SPCH 2341 Oral Performance of Literature 3-0-3**

Study and practice in the principles of oral reading of literature. Stresses analyzing good literature and recreating the logical and emotional content for an audience. Also includes group oral interpretation.

## TELE Telecommunications

### **TELE 1301 Introduction to Telecommunications 3-0-3**

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 3-0-3**

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 3-3-4**

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 3-3-4**

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 and Television 3-3-4**

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 2-7-4**

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. Co-requisite: TELE 1403.

**TELE 1407 Advanced Audio Production 3-3-4**

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 3-3-4**

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 3-0-3**

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 3-0-3**

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 3-0-3**

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 3-0-3**

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 1-6-3**

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 I and II 2-4-3**

Advertising and Promotions 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 and II 2-7-4**

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: CETT 1403, TELE 1402, and TELE 1403.

**TELE 2407 Advanced Field Production 3-3-4**

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 2-7-4**

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 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 2-7-4**

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.

**TIBT Building Maintenance Trades****TIBT 1400 Basic Shop Skills 3-3-4**

This course covers shop safety precautions, use of hand and power tools, measuring tools, common fasteners, and basic blueprint reading.

**TIBT 1401 Basic Masonry and Concrete Applications 2-7-4**

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 3-3-4**

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 3-3-4**

This course covers thermal and acoustical insulation and interior and exterior construction and repair. Prerequisite: TIBT 1402 or consent of the Department Chair.

**TIBT 1407 Paint/Wall Covering 3-3-4**

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 2-6-4**

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 3-3-4**

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 3-3-4**

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.

## TIHI Medical Records

**TIHI 1301 Medical Office Orientation 1-5-3**

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 and the Human Body 1-6-3**

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 authentic medical reports and other documents. Prerequisite: TIOA 1310 or consent of the Department Chair.

**TIHI 1303 Medical Terminology in Radiology and in the Laboratory 1-6-3**

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 authentic medical reports and other documents. Prerequisite: TIHI 1302 or consent of the Department Chair.

**TIHI 1304 Specialized Medical Terminology 1-6-3**

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 authentic 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 1306 Medical Records Technology 1-5-3**

Course introduces the student to the health information management department including the personnel and their functions. Course explains the arrangement 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 1301 and 1302 or consent of the Department Chair.

**TIHI 1307 Classification Systems 1-5-3**

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. Uses reading, comprehension, and analytical skills. Prerequisite: TIHI 1302, 1303 and 1304 or TIHI 1313 or consent of the Department Chair.

**TIHI 1308 Health Information Practicum I 2-7-3**

Course includes actual work experience in a medical office environment utilizing the skills acquired in the medical secretary/transcriptionist program of study. Student will demonstrate entry level knowledge and competence in performing routine medical secretary and transcriptionist duties. Prerequisites: Completion of all other courses in medical secretary/transcriptionist program or consent of Department Chair.

**TIHI 1309 Health Information Practicum II 2-7-3**

Course provides work experience in an actual health information management environment utilizing the skills acquired in the medical record clerk program. Student will demonstrate entry level knowledge and competence in health information/medical record job skills. Prerequisites: Completion of all other courses in medical record clerk program or consent of Department Chair.

**TIHI 1310 Computerized Medical Office Practice Management 1-5-3**

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.

**TIHI 1311 Medical Insurance 1-5-3**

This course introduces the student to the life cycle of the various insurance claim forms from patient to payment. The medical terminology, basic anatomical systems and coding categories involved in filing insurance claims are covered in detail. The student performs in-depth practice using a computer based program to learn how to accurately transfer simple, moderate and complex case histories onto insurance forms and then how to file the forms in order to obtain maximum benefits, minimize collection problems and avoid legal complications.

**TIHI 1312 Health Information Practicum III 2-7-3**

Course includes work experience in a medical office environment utilizing the skills acquired in the medical office specialist program. Student will demonstrate entry level competence and knowledge of general medical office functions and practices. Prerequisites: Completion of all other courses in medical office specialist program or consent of the Department Chair.



**TIHI 1313 Intermediate Medical Terminology 1-6-3**

Course continues student's study of medical terminology with terms relating to radiology, the scientific laboratory including pathology and oncology, pediatrics, psychology, psychiatry, plastic and thoracic surgery; urology, cardiology, and dentistry. Student utilizes reading comprehension, listening, and visualization skills in the course of study. Prerequisite: TIHI 1302 or consent of the Department Chair. NOTE: This course is designed for the student who does not intend to pursue the medical secretary transcriptionist field. There is no transcription.

## TIOA Office Information Systems

**TIOA 1301 Fundamentals of Keyboarding 1-6-3**

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 1-5-3**

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 1-6-3**

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 1305 Business Correspondence 1-5-3**

This course covers principles and practices of writing effective business letters including letters of inquiry and request, goodwill, acknowledgment, claims and adjustments, 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. Prerequisite: TIOA 1314 or consent of the Department Chair.

**TIOA 1306 Applied Business Mathematics 1-5-3**

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 Word Processing and Transcription 1-6-3**

Course introduces Microsoft Windows and Windows concepts to develop skills in the use of a mouse and other pointing devices. Using WP6.1 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 1310 Fundamentals of Medical Terminology and Transcription 1-5-3**

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 1-5-3**

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 1-6-3**

Utilization of microcomputer with WP6.1 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 1-5-3**

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 1-6-3**

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 1-5-3**

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 1318 Office Information Systems Practicum 2-7-3**

This course includes actual entry-level work experience in a business environment utilizing skills acquired in program of study. Students will demonstrate competencies and knowledge of basic office functions and procedures. Prerequisite: Completion of all other courses in Office Information Systems program or consent of the Department Chair.

**TIOA 1319 Office Systems Technology Practicum 2-7-3**

This course includes actual entry-level work experience in a business environment utilizing skills acquired in program of study. Students will demonstrate competencies and knowledge of basic office technology, functions, and procedures. Prerequisite: Completion of all other courses in Office Systems Technology program or consent of Department Chair.

**TIOA 1321 Office Procedures and Applications 1-5-3**

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.

**TIOA 1322 Intermediate Information Processing 1-6-3**

Course introduces Microsoft Windows and windows concepts, with emphasis on use of a pointing device mouse. Course focuses on learning software features including macros, document merging and assembly, editing, tables, use of multiple columns, footnotes/endnotes, outlining, and graphics. Practical use of software application includes preparation of letters, reports, tables, and graphics from general business and medical settings. Focuses on developing creativity, proofreading skills, decision making, and visualization skills. Typing mastery to 40 WPM. Prerequisite: TIOA 1303 or consent of the Department Chair. Note: This course is designed for the student who will not pursue advanced keyboarding and will give a broader view of windows concepts, but less of a typing speed mastery.

**TIOA 1324 Microsoft Office Applications 1-6-3**

Using Microsoft Office software package, students learn how to use Word, Excel, PowerPoint, and Access separately and then together to create useful business documents. This course starts with the basics of each application software and proceeds to more advanced integrative features utilizing word processing, spreadsheet, database, and presentation concepts. Prerequisite: TIOA 1301 or consent of the Department Chair.

**TMTH Technical Math****TMTH 1301 Technical Mathematics 3-0-3**

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.

**TRVM Hospitality Management  
See also HAMG and HMCA****TRVM 1300 Introduction to Travel and Tourism 3-0-3**

An overview of the travel industry. Emphasis on travel careers and the impact on society.

**TRVM 1349 Travel Operations 3-0-3**

A study of manual travel agency operations and basic hands-on computerized reservations techniques in manual travel agency operations; emphasis on making air, hotel, tour and cruise reservations, writing itineraries, reading and interpreting brochures, and ticketing rules, credit card sales, ticket refunds, exchanges, and re-issues. Topics include building a simple Passenger Name Record on an airline computer reservation system, accessing availability, fares, and miscellaneous related information.

**TRVM 2301 Introduction to Convention/Meeting Management (HMCA 1305) 3-0-3**

Overview of the meetings and convention industry and the various aspects and skills involved in planning and managing meetings and conventions. Emphasis on types of meetings, meeting markets, industry suppliers, budget and program planning, site selection and contract negotiations, registration and housing, food and beverage requirements, function and meeting room setup, and audiovisual requirements.

**TRVM 2305 Travel Industry Management (HMCA 2307) 3-0-3**

The preparation for mid-management positions in the travel and tourism industry. Topics include business organization, Airline Reporting Corporation requirements and regulations, bookkeeping requirements, equipment decisions and airline computer system affiliation, as well as staff development and employee relations, experiential team building applications, and the interviewing process.

**WDWK Maintenance Technology****WDWK1413 Cabinet Making (TIBT 1405) 2-5-4**

Includes the design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools. Finishing techniques include proper sanding, sealing, staining, and finishing techniques. Prerequisite: TIBT 1400 and 1402 or consent of the Department Chair.

**WDWK2451 Cabinet Making II (TIBT 1406, MTNT 2408) 3-3-4**

Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate laying, and customer and co-worker relations.

**WLDG Welding****WLDG 1413 Introduction to Blueprint Reading for Welders (WELD 1406, TIWL 1401) 3-3-4**

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry. Prerequisite or co-requisite: INDU 1400 or WLDG 2403 or consent of the Department Chair.

**WLDG 1425 Introduction to Oxy-fuel Welding and Cutting (WELD 1401, TIWL 1302) 3-3-4**

An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, set up and maintenance of oxy-fuel welding, and cutting equipment and supplies. Prerequisite or Co-requisite: INDU 1400 or WLDG 2403 or consent of the Department Chair.

**WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) (WELD 1402, TIWL 1303) 3-3-4**

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Prerequisite or Co-requisite: WLDG 1425 and 2403, or consent of the Department Chair.

**WLDG 1430 Introduction to Gas Metal Arc (MIG) Welding (WELD 2408, TIWL 1408) 3-3-4**

A study of the principles of gas metal arc welding, set up and use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. Prerequisite: WLDG 1428 and 2403, or consent of the Department Chair.

**WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding (WELD 2407, TIWL 2409) 3-3-4**

An introduction to the principles of gas tungsten arc welding (GTAW) set up and use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Prerequisite: WLDG 1428 or consent of the Department Chair.



**WLDG 1435 Introduction to Pipe Welding**  
(WELD 2402, TIWL 2410) 3-3-4

An introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment set up, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Prerequisite: WLDG 1457 or consent of the Department Chair.

**WLDG 1457 Intermediate Shielded Metal Arc Welding**  
(SMAW) (WELD 1403, TIWL 1304) 3-3-4

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Prerequisite: WLDG 1428 or consent of the Department Chair.

**WLDG 2403 Welding Safety, Tools, and Equipment**  
(TIWL 1300) 3-3-4

An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of the hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints.

**WLDG 2406 Intermediate Pipe Welding** 3-3-4

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment set up, and safe shop practices. Prerequisite: WLDG 1435 or consent of the Department Chair.

**WLDG 2413 Welding Using Multiple Processes**  
(TIWL 1402) 2-7-4

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding, gas metal arc welding, flux-cored arc welding, gas tungsten arc welding or any other approved welding process.

**WLDG 2435 Advanced Layout and Fabrication**  
(WLDG 1417, TIWL 2412) 3-3-4

A capstone course in layout and fabrication which covers production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Prerequisite: Completion of all WLDG courses in the program except WLDG 2488 or consent of the Department Chair.

**WLDG 2439 Advanced Oxy-Fuel Welding and Cutting**  
(WELD 1405) 3-3-4

A study of all position welding on ferrous and nonferrous metals using oxy-acetylene welding process including welding and cutting, brazing, and soldering operations. Prerequisite: WLDG 1425 or consent of the Department Chair.

**WLDG 2443 Advanced Shielded Metal Arc Welding**  
(SMAW) (WELD 2401, TIWL 1306) 3-3-4

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisite: WLDG 1457 or consent of the Department Chair.

**WLDG 2447 Advanced Gas Metal Arc (MIG) Welding** 3-3-4

Advanced topics in GMAW welding, including welding in various positions and directions. Prerequisite: WLDG 1430 or consent of the Department Chair.

**WLDG 2451 Advanced Gas Tungsten (TIG) Welding** 3-3-4

Advanced topics in GTAW welding in various positions and directions. Prerequisite: WLDG 1434 or consent of the Department Chair.

**WLDG 2453 Advanced Pipe Welding**  
(WELD 2404, TIWL 2411) 3-3-4

Advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment set up, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Prerequisite: WLDG 2406 or consent of the Department Chair.

**WLDG 2488 Internship - Welder/Welding Technologist**  
(WELD 2409) 1-18-4

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: Completion of all WLDG and/or INDU courses in the program or consent of the Department Chair.

## WOPO Word Processing

**WOPO 1101 MS-DOS: An Introduction** 1-5-1

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 WordPerfect: An Introduction** 1-5-1

A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on experience with minimum lecture, this course includes demonstration, discussion/question/answer sessions. Topics covered include the basic WordPerfect program; document formatting, text entry, spell check, thesaurus, outlining, footnoting, merging letters, document saving, retrieving and editing; WordPerfect directory/files management; printer/font selection and control; and printing documents.

**WOPO 1103 Microsoft Word: An Introduction** 1-5-1

A 24-hour course for professional personnel, word processing operators, writers, editors, and publishers. Hands-on experience with lecture, this course includes demonstration, discussion/question/answer sessions. Topics covered include an overview of word processing; structure of the 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** 1-5-1

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 1107 Spreadsheet Applications 1-5-1**

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 1-5-1**

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 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 Data Base Applications 1-5-1**

A 24-hour course introducing participants to the capabilities of a data base structure. Hands-on with minimum lecture; includes demonstration, discussion/question/answer sessions. Topics include how to create, edit, browse, sort, search, and delete entries within a data base structure. In addition, participants will learn how to modify an existing structure, create a report, and how to change or replace fields using search criteria.

**WOPO 1303 Beginning Keyboarding/Data Entry 2-4-3**

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 2-4-3**

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 2-4-3**

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. Knowledge of keyboarding is required.

**WOPO 1307 Word Processing/Transcription 2-4-3**

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. Suggested typing skills of 35 WPM. No timed writings are required.

**WOPO 1401 Word Processing Cooperative Training I 1-21-4**

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 2-4-3**

This course includes advanced work in such specialized production as desk top publishing and computer graphics. 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 2-4-3**

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 2308 Information System Internship I 2-4-3**

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. Departmental approval required.

**WOPO 2309 Information System Internship II 2-4-3**

Students will be provided a combination of occupationally related class work instruction and on-the-job training in cooperation with offices within the Office Administration Department. Students will demonstrate advanced competencies with work experiences in the following areas: information processing, letter composing, telephone procedures, filing work, scheduling, financial calculating, duplication, transcribing from dictation equipment, etc. Departmental approval required.

**WOPO 2401 Word Processing Cooperative Training II 1-21-4**

This course is a continuation of Word Processing Cooperative Training I. Prerequisite: WOPO 1401.

# **Personnel**

**William C. Alexander**, Dean, Guidance and Counseling  
**Jose Aponte**, Coordinator, Disability Support Services  
**Gordon D. Bacon**, Director, Child Care Center  
**James D. Barton**, Director, Accounting  
**B. W. Beebe**, Director, Business Services  
**Stan Benoit**, Assistant Director, Financial Aid  
**Betty Bowling**, Project Director, Single Parent/  
 Homemaker Support Services  
**Wauneta Cannon**, Supervisor, Accounts Payable  
**Laurelyn Carlisle**, Dean, Instructional Services  
**Al Castillo**, Director, Technical Services  
**Suzzette Chapman**, Director, Distance Education and  
 Education Technology  
**Mary Civello**, Director, Employment Services  
**Valerie Coddington**, Director, Continuing Education  
**Kelly Craine**, Director, Community Relations and  
 Marketing  
**G. Robert Criswell**, Dean, Student Services  
**Caroline Dakin**, Training Coordinator, Human Resources  
**Colvin L. Davis**, Dean, PFEC  
**Sharon Davis**, Director, Instructional Development,  
 Distance Learning  
**Douglas Enterkin**, Director, Student Services, Gatesville  
**Susanna Eppes**, Coordinator, Learning Disability Services  
**George Erskine**, Director, Testing Services  
**Tuesday Etheridge**, Supervisor, Residence Hall  
**Brigitte Flynt**, Coordinator, Records and Registration,  
 Central Campus  
**Tesia Ganos**, Student Services Coordinator, Community  
 Education  
**Marta Grant**, Director, Gender Equity Project  
**Debbie Hansen**, Coordinator, Evaluations  
**Lois Hanson**, Director, College Programs, Fort Hood  
 Campus  
**Monica Hull**, Coordinator, Community Relations and  
 Marketing  
**Bob Kamstra**, Director, Materials Management  
**Daniel Karppi**, Director, Student Life  
**Gary Kindred**, Associate Dean, Continental Campus  
**Doretha King**, Director, Adult Education, Service Area  
 Campus  
**Lisa Kramer**, Director, FAST Program, Fort Hood  
 Campus  
**Lillian Kroeger**, System Registrar  
**Tracy Lehmkuhler**, Supervisor, Accounts Payable  
**Mary Levandovsky**, Director, Student Support Services  
**Robert W. Liberty**, Assistant Comptroller  
**Marie Light**, Recruiter/Advisor  
**Jim Lindley**, General Counsel  
**Loria Lofton**, Vocational Advisor  
**Guadalupe Lopez**, Director, MOS Programs, Ft. Hood Campus  
**Peg Lyons**, Assistant Director, Library Services  
**Clara Maher**, Director, Payroll Services  
**JoAnn Maxon**, Manager, Reprographics  
**Amy McAnally**, Coordinator, College Development  
**David McClure**, Director, Career Planning and Placement  
**Martin O. Menn**, Director, Data Processing  
**Mark Meverden**, Coordinator, Transfer Evaluations  
**Joel C. Michaelis**, Associate Dean, Central Campus  
**Don Mikles**, Dean, Central Campus  
**Ted Muentner**, Director, Student Services, Fort Hood  
 Campus  
**NayRine Neal**, Coordinator, Affirmative Action/EEO  
**Niccole Neal**, Coordinator, Air Force Programs  
**Traudi Nicholson**, Site Representative, Fort Hood Campus  
**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, Campus Police  
**Fred J. Ostertag**, Dean, Europe Campus  
**Ruth Perez**, Coordinator, U.S. Embassy Programs  
**William K. Perkison**, Director, College Development  
**Mark Plasterer**, Director, Audio-Visuals  
**Mark A. Pollett**, Director, Community Education, Service  
 Area Campus  
**Sherry L. Pollett**, Bursar  
**Marky Price**, Director, Recruitment and Retention  
**Georgia Pullen**, Director, NCO Lead, Fort Hood Campus  
**Elaine Riley**, Director, Skills Center Counseling  
**Max Rudolph**, General Manager, KNCT  
**Bernice Seawood**, Coordinator, Married Student Housing  
**Annette Skinner**, Director, Project PASS  
**Gary Slanga**, Program Manager, Army Learning Center  
**Annabelle L. Smith**, Director, Offices of Student Financial  
 Assistance/Veteran Services  
**Julie Thomas**, Coordinator, Institutional Research  
**Carole Tyler**, Director, Substance Abuse Resource Center  
**Maria C. Arevalo-Vargas**, Director, International Student  
 Services  
**Michael Ulinski**, Coordinator, Mathematics Resource  
**Johnelle Welsh**, Dean, American Preparatory Institute  
**Leo Welsh**, Director, Human Resources Management,  
 AA/EEO Officer  
**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**, Coordinator, Student Activities

# Faculty



Figures in parentheses indicate date of first appointment on the Central Texas College staff and date of appointment to present position, respectively.

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

Art/Music/Fine Arts

B.A., East Texas State University

M.A., East Texas State University

Ph.D., North Texas State University

**Exzelia O. Alfred** (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

**Norman D. Ahlheim** (1999)

Electronics

A.A.S., Community College of the Air Force

B.S., Embry-Riddle Aeronautical University

M.A., Baylor University

**Tom Allen** (1993)

Social and Behavioral Sciences - *Philosophy*

B.S., North Texas State University

M.Th., Harding University

**Janice R. Anderson** (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**, Department Chair (1985)

Early Childhood Professions

B.A., Montana State University

M.A., University of Montana

**Gayle J. Blum** (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

**Beth Bodkin** (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

**Ruby Brown** (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** (1990)

Physical Education

B.S., Southwest Texas State University

M.A., Southwest Texas State University

**Bobby F. Chaney** (1987)

Office Administration

B.A., Oglethorpe University

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

**Elizabeth L. Cheatham** (1974)

Office Administration

B.A., Louisiana Tech University

M.B.A., Louisiana Tech University

**Donna Chummey** (1990)

Science - *Chemistry*

B.S., Tarleton State University

M.S.T., Tarleton State University

**Jerrie Kellar Cleaver** (1983, 1992)

Office Administration

B.A., Baylor University

M.S., University of Central Texas

**David L. Coleman** (1995)

Computer Science

A.A.S., Central Texas College

B.S., University of Central Texas

M.S., University of Central Texas

**Catherine A. Cooper** (1998)

Nursing - *Associate Degree Nursing*

B.S.N., Columbia Union College

M.S.N., Our Lady of the Lake

M.S.N., Texas A&M Corpus Christi

**B. J. Cummings** (1982)  
Industrial Technology - *Auto Body*  
A.A.S., Central Texas College

**Susan Davis** (1991)  
Nursing - *Associate Degree Nursing*  
B.S.N., Texas Woman's University  
M.S., Texas Woman's University

**Yolanda F. Davis** (1996)  
Developmental Studies - *Math*  
B.A., Kentucky State University  
M.S., University of Mississippi

**Patricia Donahue** (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-*Air Conditioning/Automotive/Auto Body/Building Trades/Maintenance Technology/Barber/Cosmetology/ Diesel/Graphics and Printing/Small Gas Engine Repair/Welding/Professional Truck Driving*  
A.A.S., Central Texas College

**Pamela Drever** (1995)  
Nursing - *Associate Degree Nursing*  
B.S.N., University of Mary Hardin-Baylor  
M.S., University of Central Texas

**Lovie Dunn** (1994, 1995)  
Office Administration  
A.A.S., Central Texas College  
B.S., University of Central Texas

**Stanford P. Dyer** (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** (1992)  
Science - *Microbiology*  
B.A., New York University  
M.S., Michigan State University  
Ph.D., Michigan State University

**Alison Esparza** (1990)  
Nursing - *Vocational Nursing*  
Diploma: St. Joseph's College of Nursing  
A.S., Solano Community College  
B.S., Sonoma State University  
M.H.A., Colorado University

**Nancy Faggons** (1992)  
Nursing - *Vocational Nursing*  
B.S.N., University of Arkansas  
M.S., Central Michigan University

**Mary C. Feild** (1973)  
Office Administration  
B.A., Lamar University  
M.A., University of Texas at Austin

**Michael R. Flynn** (1993)  
Industrial Technology - *Automotive*  
A.A.S. Central Texas College

**Dennis L. Ford** (1993)  
Computer Science  
A.A.S., Central Texas College  
B.S., University of Central Texas  
M.S., University of Central Texas

**Harriet Foster** (1983)  
Nursing - *Vocational Nursing*  
B.S.N., University of Mary Hardin-Baylor

**John R. Frith**, Department Chair (1984, 1994)  
Business Administration and Paralegal/Legal Assistant/  
Hospitality Management/Culinary Arts/Management/  
Marketing/Real Estate  
B.B.A. University of Georgia  
M.B.A. Auburn University  
M.S. Troy State University  
D.B.A., Nova Southeastern University

**Robert A. Garner**  
Communications - *Speech, English*  
A.A., McLennan Community College  
B.A., Baylor University  
M.A., Baylor University  
M.A., Tarleton State University

**James D. Gebhardt**, Aviation Instructor (1978, 1981)  
Aviation Science  
A.A.S., Central Texas College  
B.A.S., University of Mary Hardin-Baylor  
M.S., University of Central Texas

**Curtis Gibson**, Department Chair (1981, 1987)  
Aviation Science  
A.A.S., Central Texas College  
B.S., University of Central Texas  
M.S., University of Central Texas

**Jane M. Gibson** (1979)  
Communications - *Foreign Language*  
B.A., Abilene Christian University  
M.A.T., Southwest Texas State University

**Martha T. Gibson** (1997)  
Computer Science  
A.A.S., Central Texas College  
B.S., University of Central Texas

**Robert W. Grazinski**, Department Chair (1984, 1995)  
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** (1994)  
Mental Health Services  
B.A., Saint Leo College  
M.A., Hampton University

**Celinda Hallbauer** (1998)  
Fine Arts and Music - *Music*  
B.M., University of Texas  
M.M., Baylor University

**John L. Henderson** (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**, Department Chair (1979, 1989, 1999)  
Social and 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** (1976)  
Science - *Physiology*  
A.A.S., Phillips County Community College  
B.S., East Texas State University  
M.S., East Texas State University  
Ed.D., Texas A&M University

**Jerry D. Hill**  
Industrial Technology - *Printing Technology*  
Certificate of Completion, Oklahoma State University

**Joseph Hogan**, Department Chair (1984, 1996)  
Criminal Justice  
A.A.S., Central Texas College  
B.G.S., Chaminade University of Honolulu  
M.C.J., University of Central Texas

**Christine N. Holden** (1990)  
Physical Education/Intramural Sports  
B.S., Southwest Texas State University  
M.Ed., Tarleton State University

**Anna R. Holston**, Department Chair (1988, 1998)  
Communications - *English*  
B.A., Paine College  
M.A., Pepperdine University  
M.A., Baylor University  
Additional graduate study, Baylor University and New Mexico State University

**David F. Hubbell** (1991, 1996)  
Communications - *English*  
A.A., Temple Junior College  
B.A., Stephen F. Austin State University  
M.A., Stephen F. Austin State University

**Linda K. Hurst** (1995)  
Developmental Studies - *Mathematics*  
B.S., Angelo State University  
M.S., Baylor University  
Additional graduate study, University of Texas at Austin

**Michael Hutyra**, Assistant Chief Flight Instructor (1998)  
Aviation Science  
B.A., University of Central Texas

**Kay D. Insogna** (1989)  
Mathematics  
B.S., Stephen F. Austin State University  
M.S., Stephen F. Austin State University

**Nancy Isett** (1985)  
Fine Arts - *Art*  
B.A., University of Texas at Austin  
B.F.A., University of Texas at Austin  
M.F.A., University of Texas at Austin

**Ray S. Ivans** (1993)  
Business Management - *Business/Real Estate*  
B.S., University of New Mexico  
M.B.A., Tarleton State University

**Jaqueline Jones** (1995)  
Science - *General Biology/General Zoology*  
B.S.E., University of Mary Hardin-Baylor  
M.S.T., Tarleton University

**Jeanette Jost** (1978, 1992)  
Mental Health Services/Nursing  
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** (1980)  
Computer Science  
B.G.S., University of Nebraska at Omaha  
M.S.B.A., Boston University

**Peter W. Knightes (1982)**Science - *Geology/Geography/Astronomy*

B.S., SUNY Oneonta

M.Ed., Texas A&amp;M University

Additional graduate study, Texas A&amp;M University

Additional graduate study, University of Texas at Austin

**Billie J. Laney (1970)**Social and 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

**Robert R. Leffel**Social Studies - *Economics*

Mathematics

B.S., North Texas State University

M.Ed., North Texas State University

Ed.D., Texas A&amp;M University

**Rutha Leffel (1998)**Social Studies - *Psychology*

B.S., North Texas State University

M.S., North Texas State University

Ed.D., Texas A&amp;M University

**Barbara Littlefield (1988)**Nursing - *Vocational Nursing*

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

**Cynthia D. Long (1995)**

Office Administration

B.B.A., Tarleton State University

M.B.A., Tarleton State University

M.L.S., Sam Houston State University

**Gloria L. Lyons (1974)**Nursing - *Associate Degree Nursing*

B.S.N., Winston Salem University

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

**Jacqueline Mackey (1992)**Nursing - *Associate Degree Nursing*

A.A.S., Central Texas College

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

M.S., University of Central Texas

**Herbert J. Maglietta, Department Chair (1974)**

Associate Dean, Vocational/Technical Programs (1995)

Drafting &amp; Design

B.S., Southwest Texas State University

M.Ed., Southwest Texas State University

**Kaye Marfell (1992)**Nursing - *Vocational Nursing*

B.S.N., South Dakota State University

M.A., Webster University

**Judy Marshall, Director (1986)**

Early Childhood Professions

B.S., Howard Payne University

**Wilbur McBryde (1991)**Science - *Biology*

B.A., Sul Ross University

M.A., Sul Ross University

Additional graduate study, University of Texas at Austin

**Lisa M. McQueen (1987, 1993)**Communications - *Foreign Language/Anthropology*

B.A., Juniata College

M.A., West Virginia University

Additional graduate study, University of Texas at Arlington

**Roger Miller (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

**Suzanne D. Morales (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

Additional graduate study, Texas A&amp;M University

**Richard D. Morizen (1995)**

Business Administration and Paralegal/Legal Assistant/

Hospitality Management/Culinary Arts/Management/

Marketing/Real Estate

B.A., Chapman College

B.A.S., University of Rhode Island

M.B.A., University of Phoenix

Certified Culinary Educator

Certified Executive Chef

Certified Food Executive

**Edwin Mott II (1996)**

Computer Science

B.A., The Citadel

M.A., Webster University

Additional graduate study, Nova University,

Southeastern University

- Marilynn Neumann** (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** (1992)  
Computer Science  
A.A.S., Temple College
- Keith A. Oswalt** (1990)  
Industrial Technology  
*Building Trades/Maintenance Technology*  
A.A.S., Central Texas College
- Ernest Patterson** (1999)  
Communications/Fine Arts  
B.A., Brigham Young University  
M.A., Washington State University
- John Pendleton** (1999)  
Air Conditioning  
A.A.S., Central Texas College  
A.A., Cuyamaca College
- Jane Perschbach**, (1999)  
Computer Science  
B.A., Rutgers University  
M.S., University of Central Texas  
Additional graduate studies - Pennsylvania State University
- Donna Poteet**, Director, Phlebotomy Program/Medical Laboratory Technician Program (1988)  
Science - *Medical Laboratory Technician*  
B.S., University of Texas Medical Branch at Galveston  
M.A., University of Houston/CLC
- Syed G. Rabbani** (1991)  
Science - *Physics*  
B.SC., University of Dacca  
M.SC., University of Dacca  
M.S., Marquette University  
Ph.D., University of Arkansas
- Willard J. Raiffeisen** (1997)  
Developmental Studies - *Mathematics*  
B.A., Texas Tech University  
M.A., Baylor University
- Patricia Reid** (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 Riggins** (1993, 1995)  
Science - *Biology*  
B.S.E., Henderson State University  
M.S.E., Henderson State University
- Shirley L. Robertson**, Department Chair (1981, 1998)  
Nursing - *Associate Degree Nursing*  
B.S., Texas Christian University  
M.S.N., University of Texas  
Ph.D., University of Texas at Austin
- Gus D. Rummel**, Department Chair (1970)  
Electronics Technology  
B.S., University of Houston  
M.S., University of Central Texas
- Steven W. Salvato** (1995)  
Science - *Chemistry*  
B.S., Angelo State University  
M.S., University of Tennessee
- Aida Sapp** (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** (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
- Federico R. Schweizer** (1998)  
Communications - *Foreign Language*  
B.M., Mississippi State University  
M.A., University of Arkansas  
Ph.D., University of Texas at Austin
- Mourad M. Sebti** (1987, 1990)  
Social and Behavioral Sciences - *Economics*  
B.S., University of Aix-Marseilles, France  
M.S., University of Aix-Marseilles, France  
Post-Master's Degree, University of Caen, France  
M.B.A., West Virginia University  
Ph.D., University of Texas at Arlington
- Duane Sexton** (1994)  
Industrial Technology - *Air Conditioning*  
A.A.S., Texas State Technical Institute
- Gene Silverblatt**, Paralegal Coordinator (1982, 1994)  
Business Administration and Paralegal/Legal Assistant  
B.A., Dickinson College  
J.D., University of Dayton  
Post Doctorate Studies graduate TSAGSA, VA Legals Services



**Shane K. Simon** (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** (1980, 1993)  
Communications - *English*  
B.A., William Carey College  
M.Ed., Tarleton State University  
Additional graduate study, University of Mary Hardin-Baylor

**James R. Sisson** (1998)  
Social and Behavioral Science - *History/Government*  
B.A., University of Kentucky  
M.A., St. Mary's University  
Additional graduate study, Baylor University

**Phyllis P. Sisson** (1982, 1990)  
Developmental Studies - *Reading/Study Skills*  
B.A., University of Kentucky  
M.Ed., Bowie State University  
Ed.D., Baylor University

**Lynn Skaggs** (1994)  
Social and Behavioral Sciences  
*Psychology/Sociology*  
B.S., University of North Texas  
M.S., Texas Christian University  
Ph.D., Texas Christian University

**Marie Smith** (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  
B.A., Baylor University  
M.Div., Southwestern Baptist Theological Seminary  
Ph.D., Texas A&M University

**Nancy L. Snedeker** (1997)  
Nursing - *Associate Degree Nursing*  
A.A.S., SUNY  
B.S.N., C.W. Post College  
M.S.N., SUNY

**Debra Southerland** (1996)  
Nursing - *EMT/Paramedic*  
B.A., Texas Tech University  
M.A., Baylor University

**Doris Louise Sutton** (1984)  
Mathematics  
B.S., West Texas State University  
M.S., West Texas State University

**Ella Teague**, Department Chair (1968, 1990)  
Physical Education  
B.S., Sul Ross State University  
M.Ed., Sul Ross State University  
L.P.C., State of Texas

**Sandra Thomason** (1992)  
Nursing - *Vocational Nursing*  
B.S.N., Incarnate Word College  
M.S.N., Texas A&M University

**Dora Thrash** (1974)  
Nursing - *Associate Degree Nursing*  
B.S.N., Prairie View A&M  
M.S.N., Texas Woman's University

**Sandra Tuel** (1997)  
Nursing - *Associate Degree Nursing*  
B.S.N., University of Texas at San Antonio  
M.S.N., University of Texas at San Antonio

**Gary D. Turner** (1991, 1992)  
Developmental Studies - *Writing*  
B.A., Auburn University  
M.A., College of William and Mary

**Edward L. Wagner** (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** (1990)  
Social and Behavioral Sciences - *History/Government*  
B.A., University of Maryland  
M.A., Niagara University  
Additional graduate study, University of Texas at Austin

**Timothy Walker** (1984)  
Industrial Technology - *Welding*  
B.S., Tarleton State University

**Henry R. Wessels** (1974, 1980)  
Aviation Science  
Diploma: Spartan School of Aeronautics  
A.A.S., Central Texas College  
B.A.S., University of Mary Hardin-Baylor

**Cynthia A. White** (1996)  
Business Administration - *Accounting*  
A.G.S., Central Texas College  
B.A.A., University of Texas at Austin  
M.B.A., University of Texas at Austin

**Richard E. Whitesell**, Chief Flight Instructor (1995)

Aviation Science

A.A.S., Central Texas College

B.A., University of Central Texas

**Delores Williams** (1990-92, 1995)

Nursing - *Associate Degree Nursing*

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

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

**Martha Williams** (1989)

Nursing - *Vocational Nursing*

Diploma, University of Virginia Hospital School of Nursing

A.A.S., Eastfield College

**Norman R. Williams**, Department Chair (1968, 1997)

Associate Dean for Academic Programs (1993)

Science and Agriculture

B.S., Texas Tech University

M.S., Texas Tech University

Additional graduate study, Texas A&M, University of Texas

**Kenneth J. Word**, Department Chair (1977, 1999)

Mathematics

A.S., Central Texas College

B.S., Southwest Texas State University

M.A., Southwest Texas State University

Ph.D., University of Texas at Austin

**Donnie D. Yeilding** (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. Yeilding**, (1976)

Social and Behavioral Sciences - *History*

B.A., Hardin-Simmons University

M.A., Hardin-Simmons University

Ph.D., University of North Texas

**James M. Young** (1975)

Graphics and Printing Technology

A.A.S., Central Texas College

## **Emeriti Faculty and Staff Members**

**Sheridan D. Cavitt**, Dean Emeritus of Admissions and Counseling (1967, 1989)

**Antonio V. Suarez-Barrio**, Professor Emeritus of Criminal Justice (1973, 1996)

**J. Parker Bogue**, Professor Emeritus of Social Science (1973, 1995)

**Raifford Williams**, Professor Emeritus of Agriculture (1968, 1999)

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# Central Texas College Around the World<sup>as of July 1999</sup>

## Central Campus

Killeen

## Fort Hood and Service Area Campus

Brady  
Burnet  
Fort Hood  
Gatesville  
Hamilton  
Lampasas  
Mason  
San Saba

## Continental Campus

### Alaska

Eielson AFB  
Fort Greely  
Fort Richardson  
Fort Wainwright

### California

Camp Pendleton

### District of Columbia

Bolling AFB

### Hawaii

Schofield Barracks

### Kansas

Fort Riley

### Kentucky

Fort Knox

### Louisiana

Fort Polk

### Missouri

Fort Leonard Wood

### New Mexico

Holloman AFB

### North Carolina

Fort Bragg

Pope AFB

### Virginia

Fort Lee

## U.S. Embassies Worldwide

## Navy Campus

### California

San Diego

### Florida

Jacksonville

Mayport

### Hawaii

Pearl Harbor

### New Jersey

Earle

### South Carolina

Charleston

### Virginia

Norfolk

### Washington

Bangor

Bremerton

Whidbey Island

### Japan

Yokaruka

### Italy

Sigonella

### Puerto Rico

Fort Buchanan

Roosevelt Roads

Sabana Seca

## Ships at Sea Worldwide

## Pacific Far East Campus

### Indian Ocean

Diego Garcia, BIOT

### Japan

Akizuki

Atsugi NAS

Camp Zama

Iwakuni Mcas

Misawa Air Base

Sasebo NB

Yokosuka NB

Yokota Air Base

Johnston Island

## Korea

Camp Carroll

Camp Casey

Camp Colbern

Camp Edwards

Camp Essayons

Camp Gary Owen

Camp Greaves

Camp Henry

Camp Hovey

Camp Howze

Camp Humphreys

Camp Jackson

Camp Kyle

Camp La Guardia

Camp Long

Camp Page

Camp Red Cloud

Camp Sears

Camp Stanley

Camp Stanton

Chinhae

K16 AAF

Kunsan Air Base

Osan Air Base

Pusan

Suwon Air Base

Yongin

Yongsan

### Okinawa

Camp Courtney

Camp Foster

Camp Hansen

Camp Kinser

Camp Lester

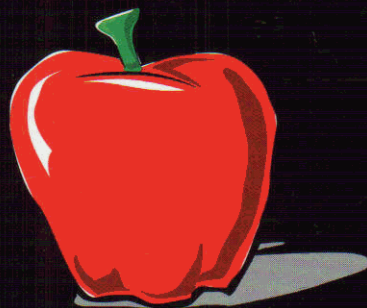
Camp Schwab

Camp Shields

Futenma

Kadena Air Base

Torii Station



Central Texas College is accredited by the  
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