

AKIURA KELLY STUDYING BIOLOGY



2017

COURSE CATALOG

TEXAS
CAMPUSES

Major Campus Addresses

Central Campus

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

Service Area

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

Fort Hood Campus

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

Continental Campus

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

Navy Campus

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

Navy Atlantic

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

Navy Pacific

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

Pacific Far East Campus

Campus Closed as of July 31, 2017

Central Texas College
Unit 5079
APO AP 96328
For Online course information contact:
eaglesoncall@ctcd.edu, or
Phone (254) 526-1296
Outside U.S.:
Toll Free from Korea: 00798-1-1-009-3073
Toll Free from Japan: 00531-11-2670

Europe Campus

Central Texas College
Rhein Ordinance Barracks
APO AE 09067
011-49-6371-46-83-102

Correspondence and Inquiries

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

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



Central Texas College District

Texas Campuses Catalog

Thirty-Fourth Edition • 2017-2018

Accredited by

Central Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Texas College.

Approved by

Texas Higher Education Coordinating Board

Listed in

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

Member of

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



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 Don Armstrong, Killeen, TX
 Bill Beebe, Treasurer, Harker Heights, TX
 Mari Meyer, Harker Heights, TX
 Elwood Shemwell, Copperas Cove, TX

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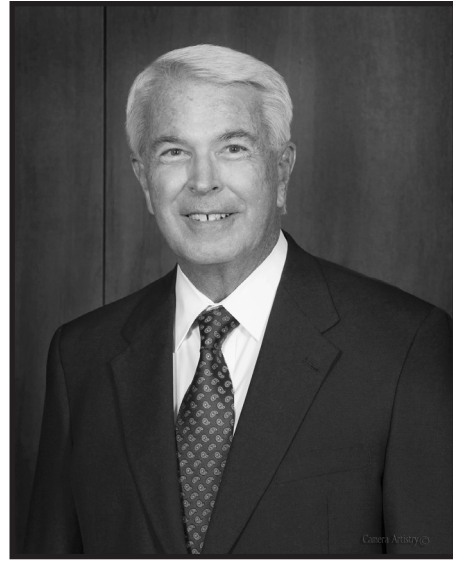
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Chancellor's Message

On behalf of the CTC administration, faculty and staff, thank you for choosing Central Texas College.

Just a decade ago, the first iPhone® was introduced. It was a technological marvel at the time. Yet if someone gave you the original device to use a scant ten years later, it would feel extremely slow and outdated today. Such is the pace of education in the 21st century. As the learning landscape changes, CTC must move nimbly to make you successful. The good news is that we have. Course offerings are constantly expanded, refreshed and updated. They are more flexible than ever and available in a variety of delivery methods. Academic and skills training are routinely adapted to meet the economic demands of today and tomorrow.



With robust degree and certificate programs and energetic faculty and staff we will make your Central Texas College experience one of uppermost value and quality - whether on a ship in the Pacific Ocean, in a tent in the Middle East, at your kitchen table or in a state of the art classroom at any one of our continental campus locations.

Thank you for entrusting CTC with your education.

Jim Yeonopolus
Chancellor

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History

In 1965, the citizens of Central Texas joined together to authorize the building of a community college that would serve the western section of Bell County; Burnet, Coryell, Hamilton, Lampasas, Llano, Mason, Mills and San Saba counties; portions of McCulloch and Williamson counties; as well as Fort Hood and the state correctional facilities in Gatesville. The campus was constructed on 560 acres of land donated by Fort Hood through the Department of Education and with funds supplied through a local \$2 million bond issue. Central Texas College, under Section 130.04 of the Texas Education Code, opened its doors with an initial enrollment of 2,068 students in the fall of 1967. The number of students and the locations of offerings have steadily increased since that time. Central Texas College (CTC) has maintained its institutional accreditation status with the Southern Association of Colleges and Schools Commission on Colleges since first being awarded accreditation in 1969, and was reaffirmed most recently in June 2015.

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

In 1970, CTC began to offer broadcast telecourses to the citizens of Central Texas. College credit classes were first delivered by video conference in the service area in 1994 and from the Central Campus in 1996, enabling area high schools and other colleges in the geographical region to receive CTC courses. At the same time, Central Campus faculty began to enrich traditionally taught courses with professionally produced multimedia materials and with materials selected from the Internet. CTC taught its first online course in 1998. In 1998, CTC was invited to list its online courses in the inventory of the Electronic Campus of the Southern Regional Educational Consortium. CTC's membership in the Sloan Consortium was approved in 1999. In 2000, the PricewaterhouseCoopers firm invited CTC to become an educational partner in the new Army University Access Online (eArmyU) project for the soldiers in the United States Army. Entire associate degrees were available online for the first time in the spring of 2001. CTC continues expanding its distance education offerings and delivery methods and is a leader among two-year institutions in providing distance education courses and degree programs.

Today, CTC consists of administrative units referred to as campuses: the Central Campus and Service Area, the Continental Campus, the Europe Campus, the Fort Hood Campus and the Navy Campus. The Pacific Far East Campus established in 1980 officially closed July 31, 2017. Of these, the Central Campus and Service Area and the Fort Hood Campus operate within the state of Texas. While some campuses, like the Navy Campus, offer programs only for military personnel, others enroll military, civilians and incarcerated students.

Students enrolled in CTC may select a degree plan from Associate of Arts degree programs, Associate of Science degree programs, Associate of Applied Science degree programs, or Associate of Arts in General Studies. In addition, students choosing to earn a certificate may enroll in any of the more than 40 certificate programs. Campuses may offer the full range of degree programs and services or only those identified through local needs assessments. CTC also provides a wide range of education and training opportunities for those students who do not select a degree or certificate option. Committed to serving all students, CTC provides comprehensive programs and services for special populations: disability support services, single parent/homemaker support services and nontraditional career support services as well as tutoring. To meet occupational training needs, CTC offers a variety of professional development and job-related skills programs such as basic literacy, leadership skills, foreign language skills and occupational skills programs.

Proposed Schedule for Central Campus 2017-2018

The College Calendar lists only Central Campus activities. If attending Central Texas College at other locations, contact the Central Texas College officials serving those locations or visit the Fort Hood Campus and Service Area webpages on the CTC main website at www.ctcd.edu. In addition, online courses start monthly, and course lengths vary from four weeks to sixteen weeks. Not all activities are listed in the College Calendar. Please refer to the online Class Schedules and the Campus Activities Calendar webpages on the CTC main website.

Before each registration period, a detailed Class Schedule Bulletin is prepared, providing a calendar of important dates, registration procedures, and a schedule of course offerings. For administrative purposes, the Schedule Bulletin becomes the official calendar for the semester for which it is published. The Schedule Bulletins include classes available at the time of publication. For the most current class availability, log into www.webadvisor.ctcd.edu.

College Calendar

Fall 2017

Regular Registration	May 8 - August 18
Final 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 10
Thanksgiving (college closed)	November 20-24
Final Exam Week	December 11-17
Christmas (college closed)	Dec. 18 - Jan. 1

Spring 2018

Regular Registration	Oct. 23 - Dec. 15, Jan. 2-5
Final Registration	January 8-12
Martin Luther King Day (college closed)	January 15
Classes Begin	January 16
Last Day to Apply for Spring Graduation	February 1
Presidents' Day (college closed)	February 19
Spring Break (college closed)	March 12-16
Final Exam Week	May 7-13
Graduation	May 11

Summer 2018

Regular Registration (Summer I, II and 10-week)	Apr. 9 - May 25
Memorial Day (college closed)	May 28
Final Registration	May 29 - June 1
Last Day to Apply for Summer Graduation	June 1
Classes Begin (Summer I and 10 Week)	June 4
Independence Day (college closed)	July 4
Final Exams (Summer I)	July 6
Classes Begin (Summer II)	July 9
Final Exams (10 Week)	August 9-12
Final Exams (Summer II)	August 12

About the College

Mission

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

Vision

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

Values

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

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

Institutional Purpose

Central Texas College is a two-year, open admissions institution which provides educational opportunities to students locally, nationally and internationally. The purpose of CTC, as set forth in Section 130 of the Texas Education Code, is to provide:

- technical programs up to two years in length leading to associate degrees and/or certificates,
- vocational programs leading directly to employment in semi-skilled and skilled operations;
- freshman and sophomore level courses in arts and sciences;
- continuing adult education programs for occupational upgrading or cultural enrichment;
- compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- workforce development programs designed to meet local and statewide needs;
- adult literacy and other basic skills programs for adults; and
- such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas

Strategic Planning

Central Texas College has established a Strategic Planning Task Force that has the responsibilities to revise a strategic plan and periodically review the institution's mission and purpose statements. The committee has developed a vision statement and has established broad goals that center on instruction, research, public service and institutional support and ancillary operations. Specific objectives that are measurable have been developed for all institutional goals. The committee has been assigned the responsibility to annually assess the institution's progress on meeting the goals and objectives. Results of the assessment are used to develop strategies to be implemented by the departments and units. During the annual budget process, resources are identified and committed in order to implement the strategies. Copies of the current Strategic Planning documents are available in the Office of Institutional Effectiveness (IE) and on the IE webpage.

General Information

The Catalog

This Catalog is an official publication of Central Texas College containing policies, regulations, procedures, tuition and fees in effect at the time the Catalog was published. Central Texas College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, amendments required by state law and tuition or fee changes. The Catalog serves two purposes. First, to provide general policy for all Central Texas College operations and second, to provide specific information, policy and directives for the Texas Campuses. Rules, regulations and procedures for the Continental and International Campuses are found in the Central Texas College Continental and International Campuses Catalog or the Europe Campus Catalog.

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

Program and Course Availability

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

In addition to classroom and blended courses, CTC offers online courses. CTC's online distance learning programs are available to all eligible students worldwide. With over 150 locations worldwide with classroom offerings and over 30 associate degrees and over 30 certificate programs 100% online, you can choose an option best for you.

CTC is a participant of the GoArmyEd program, which allows active duty Army, National Guard, and Army Reservists to request Army Tuition Assistance online and apply for admissions and register for classes through the GoArmyEd portal.

Equal Opportunity Policy

Central Texas College District is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices, admissions, educational programs, and all other college activities. The college does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, veteran status, genetic information, sexual orientation, gender identity or transgender status. Accordingly, it is the policy of the college to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations.

The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act relating to students is Dr. Christy Shank, Director of Disability Support Services (254) 526-1291; the designated coordinator for employment of faculty and staff is Holly Jordan, Director of Human Resource Management (254) 526-1128.

Central Texas College has established programs to ensure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

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

Americans with Disabilities Act

The Americans with Disabilities Act as Amended (ADAAA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If you have a documented disability, please contact the Disability Support Services Office at (254) 526-1195, in Building 111, Room 207.

Statement on Harassment and Discrimination

Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff, and students should be aware that discrimination and harassment on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic orientation, sexual orientation, gender identity or transgender status is unlawful. Central Texas College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

If you believe you have experienced harassment or discrimination, contact the appropriate office where you attend. Students should contact the Director of Student Life at (254) 526-1258. Faculty and staff should contact the Human Resources Department at (254) 526-1128.

Title IX

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

- Title IX Compliance Officer, Director, Disability Support Services, Dr. Christy Shank, Building 111, Room 202, (254) 526-1291, christy.shank@ctcd.edu (All)
- Director, Student Life and Activities, Mariceli Vargas, Building 106, Room 134, (254) 526-1259, mariceli.vargas@ctcd.edu (Students)
- Director, Human Resource Management, Holly Jordan, Building 155, Room 102, (254) 526-1128, holly.jordan@ctcd.edu (Employees)

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

In compliance with federal law, Central Texas College publishes annual crime statistics three times a year in the Central Campus schedule bulletins and/or on the college website. Originally enacted in 1990, the federal law was amended in 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These statistics are provided for students' and employees' information.

Central Texas College is committed to providing a safe environment and minimizing risk for students to enter campus and pursue their academic studies and personal development. You are expected to share in the responsibility alongside employees to provide a safe campus by reporting unsafe conditions, potential safety/health hazards, and accidents/injuries to your instructors or directly to the Risk Management Office at (254) 526-1347 or the Office of the Campus Police at (254) 526-1427. Central Texas College is considered a public school under Texas law, and is therefore immune to liability for personal injury and/or property damage that students may sustain while on campus. You enter campus (to include parking your vehicle) at your own risk and responsibility.

Fort Hood Campus

The Fort Hood Campus offers five eight-week terms per year and several mini terms and unit classes. The majority of courses are offered in the evening, with daytime courses also available. Fort Hood Campus college classes are open to active duty personnel and their family members, retirees and civilians. The Fort Hood Campus Student Services Office has full-time staff to provide academic advisement to meet the educational needs of the Fort Hood community. Students may register at Fort Hood for courses taught on post as well as most courses offered at the Central Campus. Active duty Army, National Guard and Reservists using military tuition assistance register through the GoArmyEd portal. For more information, visit the CTC Fort Hood website by clicking the "Locations" link on the CTC website, and then clicking "Fort Hood Campus."

Financial aid students and students using Veterans Administration benefits should contact the Office of Student Financial Assistance at the Central Campus prior to enrolling for courses at Fort Hood. Students attending courses through the Military Tuition Assistance Program should meet with a military education counselor prior to enrollment. A VA representative is available on the Fort Hood Campus to discuss veteran's benefits.

In addition to college programs, the Fort Hood Campus also has contractual agreements to provide the programs and services listed below. Check with the Fort Hood Student Services office for more information and to determine your eligibility to attend.

Other Fort Hood programs and services offered:

Hospitality Programs

Microsoft Certified Solutions Associate (MCSA) - A certification preparation program for IT Professionals

Testing Services

Transition Programs - provides transitioning service members job skills in preparation for civilian employment. Programs are offered at no cost to eligible students.

Troop School

Service Area

The CTC Service Area provides college credit and noncredit classes to the citizens of Central Texas in the following counties: Bell, Burnet, Coryell, Gillespie, 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, Fredericksburg, Hamilton, Lampasas, Marble Falls and San Saba. CTC Community Coordinators can assist you with testing, financial aid, admission, registration and other college-related activities. Please contact your CTC Community Coordinator for an appointment.

Distance Learning Programs and Courses

Central Texas College offers a wide range of learning opportunities for distant learners from single courses to complete certificates and degrees. In fact, Central Texas College is one of the largest community colleges in the United States when it comes to distance education. Distance education courses are transferable as face-to-face courses because they are taught by the same faculty, use the same textbooks, and require the same standards as face-to-face courses. Faculty teaching distance education classes must meet the academic and professional preparation criteria of regional accreditation, the standards established by the Texas Higher Education Coordinating Board rules and regulations and licensure and approval requirements of applicable regulatory boards. Refer to <http://online.ctcd.edu> for more information on course offerings.

The distance learning programs and courses adhere to the rules and regulations of the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Continuing Education

Continuing Education provides opportunities for people to pursue lifelong learning. Personal enrichment and professional development noncredit courses are developed in response to individual requests and trends in community interests. Instructors come from all walks of life bringing rich and varied experiences to the classroom. Noncredit courses are an excellent alternative to credit courses for individuals seeking nontraditional educational experiences.

Workforce Education and Training

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

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

General Information

Online instruction is also an option offered for some noncredit courses. We hope you find a program of interest on our web pages. Please visit our web site: www.ctcd.edu/ce under Continuing Education. We welcome suggestions from the community for Continuing Education classes. To request a schedule or for additional information, please call (254) 526-1586 or come by the Continuing Education Office located in the Clear Creek Building 136, Room 139.

Articulation Agreements Leading to Bachelor Degrees

Central Texas College holds articulation agreements with several colleges and universities located within and outside of Texas. These agreements allow the eligible CTC student a seamless transition into a four-year degree program. Many of the articulation agreements are with colleges and universities that offer online bachelor degree programs. Additional information may be found at the Transfer Center on the Central Texas College, Killeen, Texas, the CTC website or obtained through an academic advisor.

Uniform Application of Standards

The standards of Central Texas College's academic and student policies are uniform at all locations served by CTC. Central Texas College provides services at nine Texas locations which include:

- Central Campus, located between Killeen and Copperas Cove, Texas.
- Fort Hood Campus, located within the Central Texas College District at Fort Hood, Texas.
- Service Area, which operates satellite offices strategically located in eleven counties with offices in Brady, Burnet, Gatesville, Hamilton, Killeen, Lampasas, Marble Falls and San Saba.

Admissions and Registration

General Admission Information

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

Central Texas College maintains an open door admissions policy that ensures every person who can benefit from postsecondary education has the opportunity to enroll. Admissions to Central Texas College does not guarantee admission to specific programs and courses. Specialized programs have their own admission procedures, whereby a student's admission in the program is determined by the instructional department. Certain programs may have restrictions on enrollments because of limited space or special equipment needs.

Federal law prohibits institutions from making preadmission inquiries about disabilities. Any information received regarding disabilities will not adversely affect admission decisions. Students with disabilities should apply for services through the Offices for Disability Support Services located in Building 111 on the Central Campus. Appropriate documentation of the disability will be required.

Bacterial Meningitis Requirement

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

NOTE *The exceptions to the bacterial meningitis vaccination DO NOT APPLY TO STUDENTS RESIDING IN CAMPUS HOUSING.*

General Admission Eligibility Requirements For All Students in Credit Programs

An individual who has graduated from a high school to include an accredited public or private school; who has successfully completed a nontraditional secondary education program in a recognized nonaccredited private school setting to include a home school; or who has earned a General Educational Development (GED) certificate will be admitted to Central Texas College. All individuals will be required to follow the regular admission process.

Adults, veterans, and active duty military 18 years or older who have not completed a recognized high school program may be admitted on an "Individual Approval" basis if the individual can demonstrate the ability to benefit from instruction. Refer to "Individual Approval" in the Admission Procedures section of the catalog.

Early admissions offers eligible high school students the opportunity to earn college credits while enrolled in high school. Refer to the Early Admissions/Dual Credit Programs for High School Students section in this catalog.

NOTE *Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled in the early admissions program. Credits earned before high school graduation may not transfer to some colleges.*

To be eligible for federal financial aid, the U.S. Department of Education requires that an individual have a recognized high school diploma or equivalent. Certain conditions apply to non-high school graduates who completed one of the ability-to-benefit (ATB) alternatives and first enrolled in an eligible college program prior to July 1, 2012. Contact the CTC Office of Student Financial Assistance at (254) 526-1508 for further details.

Admission Procedures, College Credit Programs

Admissions, testing and academic advisement are provided year round. You are encouraged to complete the admission process prior to registration periods.

New CTC Students, First-Time Students

Applicants who have not previously attended any regionally accredited college or university are considered first-time in college (FTIC) students. All new college students seeking a degree or certificate from CTC are required to:

1. Complete the online CTC Application for Admission.
2. Sign the oath of residency and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form prior to the census date of the first semester of enrollment which he or she will be using the waiver and a valid military I.D. card. Refer to the Residency section of this Catalog for additional information.
3. Any student who completed their high school diploma or GED within the past 5 years must submit an official high school transcript or high school equivalency documentation (such as a GED). Effective fall 2017 documentation must be received by the end of the second term of enrollment. (Prior to fall 2017 documentation was required prior to graduation.) If obtaining an official high school transcript or high school equivalency documentation presents a hardship for the applicant,

other documents as determined by CTC may be accepted. If documentation is not received, a hold will be placed on the student's record. General admission students who completed their high school diploma or GED more than 5 years ago are exempt from providing an official high school transcript or high school equivalency documentation. Special conditions may apply to students receiving federal financial aid or applying for specific programs of study.

4. Meet the Texas Success Initiative (TSI) requirements by taking the required state-approved Texas Success Initiative Assessment (TSI) unless TSI exempt or waived. To determine if you are TSI exempt or waived, review the "Testing and Placement" section of the Catalog and visit with an academic advisor. CTC offers the TSI Assessment. Test results are for placement purposes only. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses.
5. Meet with an academic advisor.
6. Arrange to attend the new student orientation session.

All first-time new students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) to determine if they may be eligible for student financial assistance.

Transfer Students

Transfer students have attended another accredited college or university and are interested in earning a CTC degree or certificate. Transfer students applying for admission to CTC are required to:

1. Complete the online CTC Application for Admission.
2. Sign the oath of residency and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. Refer to the Residency section of this Catalog for additional information.
3. Submit official transcripts from each regionally accredited college or university attended. Hand carried transcripts will be accepted only if transcripts are marked official and in an unopened sealed envelope from the college or university. Unofficial transcripts may be used for initial advising and course placement. A student will not be eligible for an official enrollment plan until all official transcripts are received.
4. If transferring from a private/independent or out-of-state higher education institution, you are subject to TSI requirements unless TSI exempt or waived. To determine if you are TSI exempt or waived, review the "Testing and Placement" section of the Catalog and visit with an academic advisor. CTC offers the TSI Assessment. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses.
5. If you attended another Texas public higher education institution in the fall 1989 or thereafter, you should have been tested and/or TSI exempted by that institution.
6. Meet with an academic advisor.
7. Arrange to attend the new student orientation session.

Students on academic probation or suspension at the transfer institution will be admitted on probation to Central Texas College and must earn a grade point average of 2.0 during their first semester in attendance at CTC. Students in this category who do not achieve a grade point average of 2.0 will be suspended for one long semester.

Transfer students applying for financial aid or using VA educational benefits must submit official copies of transcripts from previous colleges and universities attended in order to determine the student's eligibility for federal, state, and institutional financial aid.

Former CTC Students, Readmissions

If it has been at least one year since you attended CTC, follow the steps below:

1. Complete a new online CTC Application for Admission.
2. Sign the oath of residency and submit substantiating documents as may be needed. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. To qualify, the student must submit a completed Military Verification form prior to the census date of the first semester of enrollment which he or she will be using the waiver and a valid military I.D. card.
3. If you have attended other colleges or universities since last enrolled with CTC, request that official transcripts be sent to CTC.
4. Check with an academic advisor to review your TSI requirements.
5. Visit with an academic advisor as may be needed.

CTC Students Who Previously Attended CTC Outside of Texas

If you attended CTC at one of its locations outside Texas, you are now subject to certain in-state requirements. You are required to:

1. Complete a new online CTC Application for Admission.
2. Sign the Oath of Residency and submit substantiating documentation. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. Refer to the Residency section of this Catalog for additional information.
3. Take the TSI Assessment unless TSI exempt or waived. To determine if you are TSI exempt or waived review the Testing and Placement section of the Catalog for additional information and discuss with an academic advisor.
4. Verify that your high school transcript, GED scores and/or official transcripts from accredited colleges or universities previously attended are on file. If not, request that official transcripts from each school be sent to CTC.
5. Visit with an academic advisor.
6. Make arrangements to attend the new student orientation.

Transient Students

Transient students currently attend another college or university and are interested in taking a few courses with CTC to be transferred back to their current college or university. Transient students are not required to submit education records from previously attended colleges or universities unless required for financial aid, Veterans education benefits, or to document earned requirements such as courses that satisfy prerequisites. Education records will be required if you later elect to seek a degree, certificate, or award of credit. Transient students are required to:

1. Complete the online CTC Application for Admission.
2. Sign the Oath of Residency and submit substantiating documentation as may be required. Nonresident active duty members of the U.S. Armed Forces assigned to duty in Texas and their family members are entitled to pay resident tuition rates. Refer to the Residency section of this Catalog for additional information.
3. Transient students may be eligible to receive a one-semester TSI waiver.
4. Consult with the advisor at your home college or university to ensure course transferability.
5. If you wish to enroll for a CTC course that requires prerequisites, meet with an academic advisor and provide appropriate documentation that the prerequisite has been met.

Individual Approval (Non-High School Graduate/Non-GED Recipient)

Adults 18 years or older who do not have a recognized high school diploma, GED, or equivalent may be eligible to enroll in CTC classes if the individual can demonstrate the ability to benefit. The following requirements must be met.

1. Complete and submit the eForm "Request for Individual Approval" available on the CTC website.
2. Complete the online CTC Application for Admission.
3. One of three placement tests must be taken. The Admissions Office staff will provide guidance. Depending on your CTC program of study, you will take: (a) all three sections of the Texas Success Initiative Assessment (TSI) if enrolling in academic courses, an associate degree or level II certificate, (b) the TABE diagnostic test if enrolling in a level I certificate, or (c) the CELT (Comprehensive English Language Test) or TOEFL (Test of English as a Foreign Language) if enrolling in English for Speakers of Other Languages (ESOL) courses only.
4. The Dean of Student Services and/or Campus Dean will review your application. If your request is approved, meet with an Academic Advisor for advising and enrollment information.
5. Complete a recognized high school diploma or equivalent or successfully complete 24 semester hours of college credit within two semesters of enrollment.
6. Must demonstrate continuous successful academic progress.

Distance Learners and Online Classes

Students enrolling in distance learning courses must meet general admission requirements. Distance learners who reside outside of Texas and who are bona fide Texas residents receiving in-state tuition rates must meet the same requirements as a student living in Texas.

1. Complete the admission requirements for the applicable student category (New CTC Student, Transfer Student, etc.).
2. If you are a Texas resident and are seeking to pay Texas tuition rates, you are required to (a) take all three sections of the Texas Success Initiative (TSI) Assessment if you are not TSI exempted or waived and (b) provide appropriate documentation to support that you are a Texas resident.
3. Provide your own computer or have access to a computer and have reliable Internet access.
4. CTC Eaglemail electronic address provided by CTC must be used.
5. Participation in a distance learning orientation and related workshops offered through the CTC Distance Learning website at <http://online.ctcd.edu> are recommended.

Readmission of Member of the United States Armed Forces

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

Guidelines for Active Duty Army, National Guard, and Army Reserve Students (GoArmyEd)

All eligible active duty soldiers, National Guard and Army Reserve students must complete the GoArmyEd common application and register online in the GoArmyEd portal. All students must meet the general admissions requirements in the CTC college catalog. The guidelines below are to assist students in applying and registering through the portal. Procedures are subject to change, and students are encouraged to visit the GoArmyEd website for the latest information.

1. Access the GoArmyEd portal at www.goarmyed.com and create/activate your GoArmyEd account.
2. If CTC is your host college, request that official transcripts from each regionally accredited college or university previously attended be sent directly to CTC. Submit a high school transcript or GED scores verifying high school graduation equivalency if you have not already successfully completed at least 12 semester hours at another college or university.
3. Students who have not selected CTC as their host college are not required to submit official transcripts unless using financial aid.
4. Visit with a CTC representative to obtain degree plan advisement and other school-related information (e.g. prerequisite requirements, instructional materials, EagleMail, etc.).
5. For information regarding your GoArmyEd course planner, student agreement requirements, holds, etc., select the "View Reference Documents" link located in the Training Resources section on your GoArmyEd homepage.
6. Browse the GoArmyEd schedule of classes, on the GoArmyEd portal or at www.ctcd.edu/students/military-students-veterans-and-spouses/army-students/goarmyed-class-lookup/, and register for classes. Refer to Reference Document titled "How to Enroll in a Class through GoArmyEd" or "How to Enroll in Classes Using the Course Planner", depending on your particular status. All enrollment actions (i.e. enrollment requests, drops, and withdrawals) must be processed via the GoArmyEd portal.

Auditing a Class

Individuals interested in auditing a course must be at least 18 years of age, complete the online CTC Application for Admissions, pay the same tuition based on their residency status as any other for-credit student, and receive permission from the course instructor. Auditing is on a space-available basis, and not all courses such as internships are available to audit. Courses cannot be converted from audit to credit or credit to audit, and transcripts are not issued. Audited courses do not apply to a degree and are not eligible for financial aid and veterans education benefits. Students are not subject to class attendance and are excused from class on days/times of exams. Instructors will not accept papers, tests, or exams from auditing students.

Enrollment Procedures – Auditing a Class:

1. Complete the online Apply Yourself Admission Application if you have never enrolled with CTC. If you have attended CTC as a credit student but have not enrolled in CTC during the last 12 months, complete the eForm Core Residency Questions.
2. About one week before classes start, complete the Course Audit Request eForm and submit the form to the Central Records Inbox.
3. Central Record staff will verify the class section availability and contact the instructor. The instructor approves or disapproves the request and notifies the Central Records Office staff of the decision. Central Records staff will notify you if the request is approved or denied, and assist you with registration. If the request is disapproved, you may select a different course and re-submit another eForm request.
4. Pay in full for the audit course on the same day that you enroll in the course.

Early Admission/Dual Credit, High School Students

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

1. Complete the Dual Credit/Early Admission Application signed by the high school principal/counselor and parent or legal guardian. The application is required each semester and must list the courses approved by the high school principal/counselor and parent/legal guardian for that semester.
2. Complete CTC's online Application for Admission. Sign the oath of residency and submit substantiating documents as may be needed. If you are a family member of a nonresident active duty member of the U.S. Armed Forces refer to the Residency section of this Catalog for more information.
3. Provide an official high school transcript that includes STAAR end-of-course (EOC), TAKS, ACT, SAT, and/or other applicable assessment scores (unofficial documents are acceptable for initial enrollment but TSI complete and exemption statuses cannot be placed on the student's record until an official high school transcript or test scores are received.)
4. Submit TSI Assessment Test Scores if applicable.

NOTE *High school students are not permitted to enroll in courses through WebAdvisor.*

Eligibility Requirements to Enroll in Dual Credit Workforce Education Courses

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

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

Eligibility Requirements to Enroll in Dual Credit/Concurrent Academic Courses

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

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

- Achieves an English score of 435 on the ACT-Aspire (reading/writing) or a mathematics score of 431 on the ACT-Aspire (mathematics).

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

Please note that to be eligible for enrollment in a credit course for dual credit, students must still meet all the college's regular prerequisite requirements designated for a specific course.

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

High school students who attended private or recognized nonaccredited high schools or who were home schooled must still meet the same requirements as a student enrolled in a Texas public secondary high school, as outlined in this catalog.

Early College High School Students (ECHS)

The Early College High School allows high school students to combine high school courses and college-level courses at no cost to the students during grades 9 through 12. High school students may earn an associate degree or up to 60 semester credit hours toward an associate or bachelor degree while completing their high school diploma. High school students must be enrolled in a participating school district that has an approved Early College High School with Central Texas College. Students must meet eligibility requirements based on requirements of the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter G, Rule §4.155 prior to enrolling in college-level curriculum.

CTC Enrollment after High School Graduation, Early Admission/Dual Credit Students

High school graduates who were enrolled in dual credit/concurrent courses under the above provisions must be TSI exempt, TSI complete, TSI compliant or enrolled in a TSI waived certificate program in order to enroll in college courses after high school graduation.

Workforce Education College Credit Courses

Students who were enrolled in workforce education courses while in high school based on meeting the "Eligibility Requirements to Enroll in Dual Credit Workforce Education Courses": section of this catalog may continue to enroll in workforce education courses after high school graduation if the courses are included in a certificate program of one year or less (42 semester hours or fewer). Students enrolling in a certificate program of more than 42 semester hours must meet TSI requirements. Refer to the Texas Success Initiative section in this Catalog for more information.

Academic College Credit Courses

Students who were enrolled while in high school under one of the provisions in the section "Eligibility Requirements to Enroll in Dual Credit/Concurrent Academic Courses" must meet the applicable requirement listed below after high school graduation.

1. Students who were TSI exempt based on ACT, SAT, STAAR end-of-course or TAKS while in high school and earned college credit are not required to meet any further TSI criteria in the subject area for which they were TSI exempt. However, the student must take the TSI assessment tests for the sections that the student was not TSI exempt.

Example: A student was TSI exempt in Writing and Reading while in high school but was not TSI exempt in Mathematics. The student is required to take the Mathematics section of the TSI Assessment.

2. Students who were TSI Complete based on their scores on the state-approved TSI Assessment have met the Texas Success Initiative requirements for the relevant section in which they met the minimum passing score.
Example: A student who was TSI Complete in Mathematics and Reading while in high school but was not TSI Complete or Exempt in Writing must still meet the TSI requirements in Writing.
3. Students who were enrolled while in high school based upon scores on the 10th grade TAKS PSAT/NMSQT PLAN or ACT-Aspire must meet TSI requirements after graduation. A student's official high school and college transcripts will be reviewed to determine if a student is now eligible for a TSI exemption in the applicable subject area based on 11th grade exit TAKS, SAT, or ACT scores or STAAR end-of-course (EOC); or if TSI complete based on completion of designated college-ready courses while in high school. If the student is not TSI exempt or complete, the student will be required to take the TSI Assessment in the applicable subject area prior to enrolling in CTC after high school graduation.

Academic Advisement and Admissions:

After high school graduation, all high school graduates entering CTC are required to:

- Meet with a CTC academic advisor and choose a certificate/degree program.
- Update their CTC Admissions Application and Core Residency Questionnaire if applicable.
 - If one year has passed since the student last enrolled in a CTC course, a new CTC Admissions Application is required.
 - All students are encouraged to complete a new Core Residency Questionnaire to determine if there are any changes in their residency status.
- Submit an official high school transcript verifying high school graduation.

Students will not be permitted to register electronically until the applicable steps above have been completed.

Admission to Career and Technology Education (CATE) Center Competency-Based, Open-Entry Certificate Programs

The admission/registration process for these programs differs slightly from those for the regular college credit programs in that registration is ongoing.

- Competency-based, open-entry Certificate: If interested in enrolling in a self-paced certificate program, contact a CATE Advisor in the CATE Center Building 118, Room 4. After seeing the CATE Advisor, go to the Industrial Technology Department in Building 118, Room 17 or Office Technology Department in Building 101, Room 11.
- For AAS programs in Industrial Technology or Office Technology, go to Building 118, Room 3.

Community Non-Native Speakers

Community non-native English speaking students without scores from the Test of English as a Foreign Language (TOEFL-iBT 68) or the International English Language Testing System (IELTS-5.8) must take a CTC-approved English Language Proficiency Test at the college to determine English language proficiency. Students whose English Language Proficiency Test

scores fall within the parameters of the English for Speakers of Other Languages (ESOL) must enroll in and complete the ESOL program. Students must take the Texas Success Initiative Assessment (TSIA) upon completion of developmental ESOL coursework, attempts 15 semester credit hours of developmental ESOL, or prior to enrolling in entry-level freshman coursework, whichever comes first.

International Students

Prospective international students are those applying for an F-1 Student Visa, which requires that CTC issue the Form I-20. The International Student Services Office (ISSO) issues the Form I-20 when admission has been granted to the student.

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

To apply for international student admission (F-1 visa status) to Central Texas College, Killeen, Texas, the applicants must submit the documents listed below at least 90 days prior to registration of the intended entry semester. Certified documents must be originals. However, electronic scans will be allowed for initial consideration.

1. Complete and sign a CTC Application for Admission.
2. Complete and sign a CTC International Student Application for Admission.
3. Submit records of previous education. All foreign documents must be official and include an English translation completed through one of the foreign educational credential evaluation services. The National Association of Credential Evaluations Services (NACES) provides a list of evaluation services.
 - Official high school diploma. Diploma must show date of graduation or official GED test scores verifying high school completion.
 - Official copies of transcripts from U.S. regionally accredited colleges or universities previously attended, if applicable.
4. Submit a CTC Sponsor's Statement for International Students, which indicates at least \$16,000 one (1) year is available for college tuition, fees and living expenses.
5. Submit two passport-sized photos.
6. Submit \$500 tuition deposit. If the applicant does not attend, 80 percent is refundable.
7. Submit official TOEFL scores (iBT 68) or IELTS (5.8) Language testing is required of all students from countries using another language and/or English. All students must meet English language proficiency via completion of the CTC ESOL program, IELTS or TOEFL testing. Students are not permitted to enroll in freshman-entry level credit courses until such time they have taken the TSIA. Students will not be permitted to enroll in designated college ready academic courses until the student has demonstrated college readiness in the applicable subject area (reading, writing, and/or mathematics). Students who have not taken the TOEFL, IELTS or the CTC-approved English Language Proficiency test available at CTC must register for entry-level ESOL classes.
8. Submit proof of Bacterial Meningitis vaccination 10 days before registration
9. Prior to registration, submit proof of Health/Accident Insurance for each semester. Foreign policies must be translated in English, with all information to include the expiration date translated. The insurance policy must cover the student while attending CTC and provide a minimum medical expense benefit of at least \$100,000. Health insurance may also be purchased through the International

Student Services office. Students must take the Texas Success Initiative Assessment before registering for solid credit classes, and they may be required to complete additional Developmental Studies courses.

NOTE *If the visa is denied, or you are unable to attend for any other reason, CTC will refund 80 percent of the original tuition deposit (\$400) with a written request for refund. The remaining 20 percent is not returned as it covers processing fees. If the visa is granted, 100% of the tuition deposit will be applied to tuition. The Residence Hall deposit is nonrefundable.*

International Transfer Students

In addition to the requirements for all international applicants, prospective international transfer students must provide the following documents:

- Completed original Certification of Good Standing from previous school. Student must complete Section I of this form. The International Student Advisor (DSO) at the school last attended completes Section II of the form before sending it to the CTC Director, ISS. Student must be in good academic standing and in-status with the U.S. Citizenship and Immigration Services (USCIS) in order to be admitted to CTC.
- Photocopy of Form I-20 issued by previous school attended.

Change of Status Application

Individuals applying for a Change of Status must meet the same deadlines and admission requirements as any other prospective international student. A request for a Change of Status application will be denied when the individual's current status is due to expire within 60 days.

Responsibility of Prospective and Current International Students

Central Texas College is not responsible for an individual's immigration status. It is the responsibility of the prospective or current student to remain in status with the United States Citizenship and Immigration Services (USCIS).

Residence Hall Application Process for International Students

- Complete Residence Hall Application. Complete all items, attach a passport-size photo and sign and date the form.
- \$100 nonrefundable Residence Hall application fee receipt must be included to reserve a room. Early arrival is required for new international students for pretesting and registration. This does not include early check in to the Residence Hall. Be prepared to stay off campus from mid-December to mid-January (Winter Break) and Spring Break while the campus is closed for the holidays.

When both items have been submitted, you will be placed on the Residence Hall waiting list. Submitting an application does not guarantee assignment of a room. You may check the status of your application with the Residence Hall Manager at (254) 526-1790.

NOTE *To apply to Central Texas College, direct inquiries to the Director of International Student Services ctc.international@ctcd.edu, who will provide forms and instructions for completing the requirements listed above. The CTC web site (www.ctcd.edu) provides detailed information.*

English for Speakers of Other Languages (ESOL)

Non-native English speakers (international and community foreign students) are required to take the CTC-approved English Language Proficiency Test before beginning the English for Speakers of Other Languages (ESOL) program. Only international or community foreign students with TOEFL scores of at least 68 iBT or 5.8 on IELTS will be exempt from English language pretesting and the ESOL program. The CTC-approved English Language Proficiency Test dates and location are published in the CTC Schedule Bulletin each semester. The test may be taken once per year. Transfer students who have taken ESOL courses elsewhere and wish to continue ESOL at CTC must take the English Language Proficiency Test.

The ESOL program includes nine required courses and 3 optional courses and may include entry-level developmental student courses for students without TSIA testing. The English Language Proficiency Test provides individualized course placement into appropriate levels of grammar/writing, reading/vocabulary, and listening/speaking. Based on sufficient test scores students may be exempt from courses already mastered, ensuring that students do not take unnecessary courses.

Students whose English Language Proficiency Test scores fall within the parameters of the ESOL program must enroll in and complete the ESOL program. Students enrolled in the ESOL program may receive a temporary waiver from taking the Texas Success Initiative Assessment (TSIA) until such time the student has attempted 15 semester credit hours of developmental ESOL courses or prior to enrolling in entry-level freshman coursework, whichever comes first.

Records Required Transcripts

Official transcripts from all regionally accredited colleges and universities previously attended are required if the student is seeking a degree or certificate from Central Texas College, using student financial aid or Veterans benefits, requests an official evaluation of prior learning experiences, or to determine Texas Success Initiative status. Transfer students who plan to use financial aid must have transcripts on file prior to determining financial aid eligibility. Official transcripts must be mailed from each college or university to the CTC Central Campus in Killeen, TX. Hand-carried transcripts will only be accepted if received in a sealed envelope marked "official." Transfer credits are evaluated by CTC based on the principles outlined in the *Joint Statement on the Transfer and Award of Credit*. Students who earned transfer credits from national accrediting bodies and professional organizations recognized by the Council for Higher Education Accreditation (CHEA) may submit official transcripts, for which credits will be evaluated based on CTC institutional guidelines.

Test Scores

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

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

Placement Examinations

Student's Status	Testing Requirements
If entering a Skills Center Open-Entry, Self-Paced Level I Certificate program (42 semester hours or less),	waived from taking a TSI approved assessment as long as courses are not taken outside the certificate program. However, you may be required to take a Skills Center Diagnostic Test.*
If entering a Level I Certificate program (42 hours or less),	waived from taking a TSI approved assessment as long as courses are not taken outside the certificate program.**
If entering a Marketable Skills Achievement program for credit,	take the TSI Assessment and Pre-Assessment unless courses are a part of a Level I Certificate program.
If entering a Skills Center Open-Entry Level II program (more than 42 hours),	take the TSI Assessment and Pre-Assessment unless TSI exempt or waived. See exemptions below.
If entering a Level II Certificate program or an associate degree program,	must take the TSI Assessment and Pre-Assessment unless TSI exempt or waived. See exemptions below.
New International student (non-immigrant) or a Community Foreign Student (resident alien) and native language is not English,	must take the English Language Proficiency Test if TOEFL scores are below 68 on the Internet-based test or below 5.8 on the IELTS or have never taken the TOEFL.
If exit level 11th grade TAKS scores 2200 on the ELA with a writing score of at least 3 and a 2200 in math or STARR EOC with minimum score of Level 2 on English III and minimum score of Level II on Algebra II. Scores valid 5 years from date tests taken and enrollment.	<ul style="list-style-type: none"> - TSI exempt in math, reading, and writing - may enroll in any course if course prerequisites are met

* Contact a CATE Center Advisor in Building 118, Room 4 for more information.

** A student who has not taken the TSI Assessment and who enrolls in a Heating and Air Conditioning Level I program is required to take a diagnostic test.

NOTE If you need special testing accommodations, contact the office for Disability Support Services in Building 111 of the Central Campus before taking the test(s). Appropriate documentation of the disability is required.

Texas Success Initiative

The Texas Success Initiative (TSI) program uses assessment, advising and remediation to ensure that students have the skills to be successful in freshman academic coursework. TSI requires students to be assessed in reading, writing and math skills prior to enrolling in college unless the student is TSI exempt or TSI waived.

The TSI is applicable to students attending CTC Texas locations and in-state distant learners. Out-of-state distant learners who are bona fide Texas residents and paying in-state tuition rates enrolled in online courses offered from the Central Campus are required to demonstrate TSI college readiness. All new and former students must meet with an academic advisor prior to enrolling to determine their TSI status and educational plan. Distant learners must contact a Student Services Advisor to determine their TSI status and educational plan. CTC's developmental education program and course prerequisites are applicable to all in-state and out-of-state students.

TSI Assessment and Pre-Assessment Requirement

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

Who is Exempt/Waived from Taking the Official TSI Assessment?

The following students are exempt from the TSI requirements per Coordinating Board rules. All exempt students must still meet course and testing prerequisite requirements for CTC course placement purposes. (Coordinating Board rules and regulations are subject to change.)

1. ACT Scores. A student who has a composite score of 23 with a minimum of 19 on both the English and the mathematics tests and who first enrolls in a Texas public institution of higher education within five years from the date of testing. A student who earns the 23 composite score is eligible for a partial exemption based on the section passed.
2. SAT Given On or After March 5, 2016. A student with a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both the reading and writing sections of the TSI Assessment. A student with a minimum score of 530 on the mathematics test is exempt from the mathematics section of the TSI Assessment. A combined score is not required.
SAT Given Prior to March 5, 2016. A student with a combined critical reading (formerly verbal) and mathematics score of 1070 and a minimum 500 on the Critical Reading is exempt from the reading and writing sections of the TSIA. The combined score of 1070 with a minimum of 500 on the mathematics test exempts a student from the mathematics section of the TSIA. A partial exemption based on the section passed is allowed on both SATs. Test scores from old SAT and revised SAT cannot be mixed or combined.
3. TAKS Scores. A student who has an 11th Grade Exit-Level minimum scale score of 2200 on the mathematics test and a minimum scale score of 2200 on the English Language

Arts (ELA) section with a writing subsection score of at least 3 and who first enrolls in a Texas public institution of higher education within five years from the date of testing. A high school transcript with an asterisk next to the ELA scale score indicates a student scored at least a 3 on the writing subsection. A student will be TSI exempt related to the section passed.

4. STAAR EOC Scores: A student with a minimum Level 2 score of 4000 on the STAAR end-of-course (EOC) in English III shall be exempt from both the TSI Assessment reading and writing, and a minimum score of Level 2 score of 4000 on the Algebra II EOC shall be exempt from the TSI Assessment mathematics section if enrolls in a Texas public institution of higher education within five years from the date of testing.
5. Students Transferring From Out-of-State or Private/Independent Colleges and Universities. A student who transfers from an accredited out-of-state or private/independent institution of higher education and who has satisfactorily completed college-level coursework in designated English, mathematics and reading intensive courses or other core curriculum courses may be exempt. Transfer students must meet with an academic advisor to determine exemption eligibility.
6. AP and IB Scores/Dual Credit Grades. A student who has satisfactorily completed college-level coursework in a related field using AP scores, IB scores, or dual credit grades as determined by CTC.
7. Associate or Bachelor's Degree Graduate. A student who has graduated with an associate or baccalaureate degree from a recognized institution of higher education.
8. Active Duty Military, Texas National Guard and Reservists. A student who is serving on active duty as a member of (a) the armed forces of the United States, (b) the Texas National Guard, or (c) as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
9. Former and Retired Military. A student who on or after August 1, 1990, was honorably discharged, retired, or released from (a) active duty as a member of the armed forces of the United States or the Texas National Guard; or (b) served as a member of a reserve component of the armed forces of the United States.
10. Non-Degree/Non-Certificate Seeking. A student who is not seeking a degree or certificate may be waived upon meeting specific institutional guidelines. Students must meet with an academic advisor to determine waiver eligibility.
11. Declared College-Ready by another Texas Public Institution of Higher Education. A student who has previously attended a Texas public institution of higher education and has met the readiness standards of that institution.
12. Enrolled in a certificate program of one year or less (requires 42 or fewer semester credit hours or equivalent). To be eligible for the certificate waiver, student may enroll in courses required for the certificate.
13. ESOL Waiver. Students with demonstrated limited English proficiency may be granted a temporary waiver while enrolled in developmental ESOL/ESL coursework up to 15 semester credit hours or prior to enrolling in entry-level freshman coursework, whichever comes first.
14. Completion of College Preparatory Course taken in partnership with CTC and a local school district. Exemption is valid for 24 months from the date of high school graduation in the respective course content. Student must enroll in the first-college level course in the exempted content area in the student's first year of enrollment at CTC. This exemption applies only at the institution of higher education (CTC) that partners with the school district in which the student is enrolled to provide the course; or if the institution (CTC) has a MOU with a partnering institution to accept the exemption for the college preparatory course.

TSI Minimum Standards

To determine college readiness to enroll in entry-level freshman courses, a student must achieve the minimum passing standards on the TSI Assessment as listed below:

- Reading – a placement score of at least 351,
- Mathematics-a placement score of at least 350, and
- Writing – effective fall 2017 a placement score of at least 340 and an essay score of at least 4; or a placement score of less than 340 and an ABE Diagnostic level of at least 4 and an essay score of at least 5.
- Writing – prior to fall 2017 a placement score of at least 350 and an essay score of at least 5; or a placement score of at least 363 and an essay score of 4; or a placement score of less than 350 and an ABE Diagnostic level of at least 4 and an essay score of at least 5.

A student may retake the TSI Assessment at any time subject to availability.

What makes a student TSI Complete?

A student will be considered TSI Complete, once the student accomplishes one of the following:

- Meets the TSI Assessment minimum passing standards.
- Successfully completes the highest level of the developmental course sequence.
- Completes a designated college credit bearing course with a grade of C or higher.

What is Required of Students Who Do Not Meet the Required Scores on the Official TSI Assessment?

- Students must enroll in at least one developmental course each semester until the student is TSI Complete. Students who drop their developmental courses during the term may be dropped from all the courses at CTC. It is recommended to speak with an academic advisor prior to dropping from a developmental course.
- Students must enroll in the applicable developmental courses prior to enrolling in college ready courses in the relevant subject area (reading, writing, or mathematics).
- Students who test in the first level of developmental mathematics and reading are required to begin the course sequences during the first semester of enrollment.

Special Conditions due to Elimination of Certain TASP Exemptions

TASP exemptions and waivers are not valid for students who entered Central Texas College or another Texas institution of higher education for the first time after September 1, 2003. However, if a student was previously exempt from TASP based on any of the exemptions listed below and re-enters CTC in the Spring 2004 Semester or thereafter, the TASP exemption may be used to meet TSI requirements.

The student must have been enrolled in a Texas public institution of higher education between September 1, 1989, and August 31, 2003, and the TASP exemption must have been posted on the student's transcript.

1. Grandfathering. Any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the Fall Semester 1989; or entered the U.S. armed forces prior to July 1, 1989 and had the equivalent of three semester hours of college credit awarded for his or her military schools and training.
2. Deaf students who have three or more college-level semester credit hours or the equivalent from an accredited institution prior to September 1, 1995.
3. High School graduates with a 3.5 or above grade point average who graduated in the Recommended or Advanced Curriculum from September 1, 2001, to August 31, 2003.

4. Students who completed TASP obligations via provision TEC 51.306(u), dyslexia and other related disorders (effective from September 1, 1995, to August 31, 2003).

Students whose TASP exemption cannot be carried over and re-enrolled with CTC in the Spring 2004 Semester or thereafter must take the TSI Assessment Testing is a state requirement and cannot be waived. Texas Success Initiative rules and regulations are subject to change.

Registration

Except for GoArmyEd students using military tuition assistance, students in high school, or students with holds on their records, all students should register online through WebAdvisor. If you are unable to register online via "WebAdvisor," please submit your registration forms via eForms. eForms are located on CTC's website at www.ctcd.edu. Information on eForms can be found on CTC's website under the "Students" tab by clicking "Forms" in the dropdown menu. GoArmyEd students using personal funds for payment because their TA monies have been suspended due to their grade point average are encouraged to register through the GoArmyEd portal.

- New students may register electronically once admissions, academic advisement and testing requirements have been completed.
- Continuing students who have attended CTC in Texas or through distance learning during the last 12 months should register electronically.
- Short-term stop-out students who return to CTC after being out of school for less than 12 months, must confirm that they have not changed their state of residence since their last enrollment prior to registering electronically.
- Former students who have not enrolled with CTC during the last 12 months must reaffirm residency status and update admissions prior to registering electronically.
- Active duty military or their family members may be required to submit a new military verification form and present their military I.D. card (valid) if it has been 12 months since last enrolled with CTC.
- Early Admissions/Dual Credit high school students are not eligible to register electronically.

To ensure an effective and timely registration process, you should complete the online CTC Application for Admission and submit supporting documents to the Admissions Office at least 72 working hours before enrollment. You must take all portions of the TSI Assessment and Pre-Assessment unless exempt or enrolled in a certificate-waived program prior to registration. If you are not required to take the TSI Assessment and Pre-Assessment, you may be required to take placement tests to enroll in specific courses or programs.

Except when the administrative offices are closed or during scheduled registration periods you may see an academic advisor at any time during the year. Testing is routinely given at the CTC Testing Office. You are encouraged to complete admissions, academic advisement, and testing in advance of scheduled registration periods.

New Student Registration

As a first-time student at Central Texas College, you are expected to participate in the new student registration process. This process includes academic advising, schedule planning, registration, orientation, a discussion of the TSI program and its requirements and referral to other specialized services, such as the offices of Student Financial Assistance and Veterans Services.

Registration for Career and Technology Education (CATE) Programs

Registration for the CATE Center competency-based, open-entry certificate programs is continuous. Students may enroll any time, except during Spring Break, Christmas Holidays and other official Central Texas College holidays. Currently web registration is not available for the competency-based, open-entry programs. Students must go to the Sid Weiser Vocational Center (Building 118, Room 4) to start the registration process.

Late Registration

Late registration for classroom courses is permitted for a limited time after class begins. Consult local schedules for exact dates. Late registration is not permitted for distance learning courses. Registration for distance learning courses closes on Thursday before the first day of class. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.

Adding or Dropping Classes

During the official add/drop period, you may add a class prior to the second scheduled class meeting. Classes missed will be counted as absences and you will be required to make up any assignments. Army TA students drop and add courses through the GoArmyEd portal.

If you are a financial aid student or using VA benefits you should visit the Office of Student Financial Assistance or Veterans Services prior to making a schedule change. It is your responsibility to meet with an advisor prior to dropping a course. VA students must have schedule changes approved at the CTC VA office.

Official Enrollment

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

Departmental Admissions Requirements

Aviation Science

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

Medical Laboratory Technician

Admission Policy

Applicants desiring admission to the MLT program must follow the regular procedures for admission to Central Texas College. Upon admission to CTC, a prospective student must follow the procedures required by the MLT program as follows:

- Application to the MLT program accompanied by the documents listed below. An incomplete application (lacking any of the documents) will not be accepted.
 - Transcript of high school graduation or GED equivalency.
 - All students must be TSI complete. For more information and assistance on testing, contact the Guidance and Counseling office and refer to the TSI section in the current Central Texas College catalog.
 - Two completed reference forms.

- Current immunization record.
- Physical exam form completed within the last six months signed by a M.D. or D.O.
- Student health history.

Call for an appointment for a pre-admission interview with the program director (254-526-1883) when the application and the required documentation has been submitted to the MLT office.

Additional requirements are:

- Students with prior college credits: It is the applicants' responsibility to ensure CTC receives official transcripts. For effective counseling, copies of transcripts should be sent to the MLT office prior to the pre-admission interview. All transfer courses accepted in the MLT program must have a grade of C or better. Science courses that are 5 years old or greater must be repeated.
- Based on the date of the application and after admission criteria have been met, 20 students are admitted to the MLAB 1201/1211 courses. Enrollment in MLAB 1470 does not guarantee a position in the clinical courses of the program. Upon entering MLAB 1470 and subsequent courses, the student is in competitive status for admission to the clinical courses of the program.
- Student must complete the program within four calendar years of enrollment.

Progression Requirements

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

- Achieve a grade of "75" or better in each course listed on the degree plan.
- Successfully complete the prerequisites to Clinical I with a grade of "75" or better. Prerequisites are:

MLAB 1470	MLAB 1415
BIOL 2401	BIOL 2402
CHEM 1411	CHEM 1412
MATH 1314	
- Selection for acceptance to the clinical courses of the program will be made on a space-available basis. The selection process is a function of the MLT Program Director. The following criteria will serve as the basis for the decision regarding selection.
 - Review of transcripts and courses currently in progress; specifically academic courses in biology, chemistry, mathematics, and medical laboratory technician.
 - Interview with 2 members of the MLT Advisory Board (32 points each maximum).
 - There are a minimum of 10 positions available for clinical courses. The students with the 10 highest point values will be admitted to the clinical courses. Two alternate positions will be assigned to the next two applicants.
 - Students will be notified by letter regarding their status for admission to Clinical I.
- Current CPR certification on file.
- Results of TB Tine (skin) test or chest x-ray within six months of entering Clinical I.
- Results of Criminal Background Check and Urine Drug Screen completed and submitted 45 days prior to entering Clinical I.

Transfer Students

Transfer students must:

- Meet general admission requirements of Central Texas College and the MLT program.
- Have a minimum 2.5 GPA or better on a 4.0 scale.
- Present transcripts and syllabi of completed science and MLT courses to the CTC Guidance and Counseling department.
- Submit transcripts and syllabi evaluations completed by the CTC Guidance and Counseling department to the MLT program.

- Students will be required to successfully complete MLT exit exams with a minimum of "75".
- Placement of students in MLT clinical courses will depend upon availability and the recommendation of the MLT program director. Clinical admissions requirements will be applicable.

Readmission Policy

- Student must submit a written request for readmission to the program (refer to page 8 of the MLT Student Handbook).
- Student must be able to complete the program within four calendar years of the initial enrollment.
- Readmission to any MLT course is dependent upon availability of class openings after current class enrollment, but it is not automatic.
- Student who does not successfully complete any MLT or science course or withdraws from a MLT course with a failing average may apply once for readmission to the program.
- For readmission to the clinical courses of the program, the student must be in good academic standing, receive approval from the MLT program director and repeat the clinical admission process.
- Upon readmission to the clinical course, the following documents must be on file in the MLT program prior to the first day of the course.
 - Proof of physical exam signed by a M.D. or D.O. within the last six months.
 - Copy of current immunizations.
 - Current CPR certification on file.
 - Results of current TB Tine (skin) test or chest x-ray.
 - Results of Criminal Background Check and Urine Drug Screen submitted 45 days prior to entering the clinical course(s).

Mental Health Services

Admission Policy

The Mental Health Services programs include a core curriculum of courses that provide a foundation for the Mental Health Services Associate of Applied Science degree with specialization options in Chemical Dependency, At-Risk Youth, or Social Work. The Chemical Dependency and At-Risk Youth specialization options may be in the form of certificates or Associate of Applied Science (A.A.S.) degrees.

Not all colleges and universities accept workforce development courses in transfer. Students must coordinate with the Mental Health Services Department and the college or university to which they want to transfer prior to enrollment.

Students who successfully complete the Advanced Certificate of Completion or Associate of Applied Science Degree with a Chemical Dependency specialization and are otherwise qualified, have the opportunity to prepare for licensure as a Licensed Chemical Dependency Counselor through the Texas Department of State Health Services. Students who complete the minimum educational requirements as outlined by the DSHS will be evaluated on an individual basis before being eligible to enroll in the course DAAC 2367 Practicum, which provides the DSHS required 300 hour practicum. Effective September 2004, eligibility for licensure includes the requirement of an associate or more advanced degree with a course of study in human behavior/development and service delivery, such as the AAS Chemical Dependency specialization in the Mental Health Services Department.

Students in any of the specializations are advised that certain felonies or misdemeanors may prevent the student from accomplishing practicum hours or of being able to receive gainful employment. If students have any convictions it is their responsibility to contact the State Agency from which they hope to receive certification/licensure to see if they are eligible to proceed.

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

- All students are required to complete a practicum class in order to graduate.
 - Have completed all prerequisite classes achieving a grade of 'C' or higher.
 - Have a telephone or face-to-face appointment with the Mental Health Services Department practicum professor.
 - Submit an application showing intent to enroll in practicum.
 - Find a practicum site (must be approved by the Mental Health Services Department).
 - Be aware that field placement experiences will require travel at your expense.
 - Be aware that neither Central Texas College nor clinical facilities in which field placement occurs provide medical coverage, workers' compensation, or emergency care. Medical coverage is the responsibility of the student.
 - Meet physical exam and immunization requirements which include:
 - a. Proof of a physical exam completed within the last six months, signed appropriately.
 - b. Proof of immunization/protection against (MMR, Measles Booster, Tdap, Varicella).
 - c. TB Skin Test.
 - d. Hepatitis B series that takes six months to complete.
 - Provide proof of CPR/First Aid course completion.
 - In addition to the above requirements, within 30 days of the first day of class in the Practicum, the student must document eligibility by doing the following.
 - a. Submit the actual results of a Criminal Background Check, at the student's own expense, to the CTC Mental Health Services Department Chair.
 - b. Submit the results of a Drug Screen, at the student's expense, to the CTC Mental Health Services Department Chair.
 - c. Sign a Release of Information for the Criminal Background Check and Drug Screen results, if negative, to be released to the facility to which the student is applying to complete the required practicum hours.
 - d. Sign and agree to comply with a Code of Ethics/Confidentiality Agreement.

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

Progression Requirements

In order for you to progress in the Mental Health Services Program, the following is required:

- Achieve a grade of "C" or better in all courses in the degree or certificate plan, to include academic and vocational or workforce development courses.
- Meet admission and course prerequisite requirements.
- If the student has been inactive in the program for five or more years, or took the equivalent of certain courses longer than five years ago, the need for those to be repeated will be evaluated on an individual basis. The

following courses must be repeated: Introduction to Alcohol and Other Drug (AOD) Addictions, Assessment Skill of AOD, Pharmacology of Addiction and Counseling AOD Addictions.

Transfer Students

Transfer students must:

- Meet general admission requirements of CTC and the Mental Health Services Department.
- Provide transcript and course descriptions of vocational or workforce development and academic courses from all regionally accredited colleges attended for the coursework to be applied toward a certificate or degree.

Department of Nursing & Allied Health (DONAH)

All programs in the Department of Nursing & Allied Health have a clinical component during which students spend time in health care facilities giving direct care to patients. It is the expectation of health care facilities that students' practice will not be impaired by physical limitations, drugs, or alcohol. In addition, because of patient vulnerability, facilities may not allow students with positive criminal background checks to practice on their premises. The program specific Policy and Standard for Drug Screening and Background Checks, as well as the Immunizations, CPR requirements, Texas Success Initiative (TSI) and Health Education Systems, Inc. (HESI Admission Assessment Exam A2) pre-entrance exam are required for all students applying for admission to the Associate Degree Nursing Program (ADN), Associate Degree Nursing Option for Articulating Student, Vocational Nursing (VN), Emergency Medical Technician (EMT) or Paramedic Programs.

Applicants for the Department of Nursing & Allied Health programs must follow the regular procedures for admission to Central Texas College and complete all Department of Nursing & Allied Health program specific admission requirements prior to registration.

All Community Non-Native Speakers, International Students and/or ESOL students must follow the requirements listed in the current Central Texas College catalog.

STUDENTS WHO ARE NON-US CITIZENS: Provision of clinical placement is dependent upon the affiliated clinical facility acceptance of a non-US Citizen. Clinical placement is provisional. Therefore, without completion of the clinical rotation there is no guaranteed completion of the course or the program. Withdrawal from the course and the nursing program will be necessary if the non-US citizen is not accepted by the affiliated clinical facility.

Associate Degree and Vocational Nursing Policy, Standard and Timing for Drug Screening and Background Checks

This policy applies to all students applying for admission to the Associate Degree Nursing, Associate Degree Nursing Option for the Articulating Student, and the Vocational Nursing programs and is at the student's own expense.

All drug screen tests and background checks as required by the programs must be conducted, and verification of negative results received after acceptance but prior to enrollment in the program to which the student is applying.

Enrollments are contingent upon declaratory order outcomes should a positive background check or self-disclosure of a positive criminal history occur. The programs will honor drug screen, program specific background check and physical for the duration of the student's enrollment in the program if the

participating student has not had a break in enrollment from the CTC Department of Nursing & Allied Health. (A break in enrollment is defined as nonattendance of one full 16-week semester or more.) FBI background checks completed through MorphoTrust do not need to be repeated.

Submit Texas Board of Nursing documentation of actual results of a negative criminal background check through MorphoTrust screening services to the CTC Department of Nursing designee. Background checks are to be completed no more than 90 days prior to the program start date. The eligibility determination takes a minimum of 3-6 months. Disclosure of a positive criminal background will prohibit registration. The student will be advised to petition TBON for an eligibility determination. The prospective student for the CTC DONAH will not be considered for admission until the Declaratory Order outcomes are received by the Chair, Department of Nursing & Allied Health from the prospective student/TBON.

Negative 11-panel Drug Screen must be completed no more than 45 days prior to the program start date and must be mailed, faxed or emailed directly from the testing center to the Department of Nursing & Allied Health.

Emergency Medical Technician, AEMT and Paramedic Policy, Standard and Timing for Drug Screening and Background Checks

This policy applies to all students applying for admission to the Emergency Medical Technology Program and is at the student's own expense.

All drug screen tests and background checks as required by the programs must be conducted, and verification of negative results received after acceptance but prior to enrollment in the program to which the student is applying.

Negative 11 panel Drug Screen and Criminal Background Check must be completed through mystudentcheck.com no more than 6 months prior to the program start date. Results are automatically sent to the EMS Program Director or designee.

General Admission and Immunization Requirements for All Department of Nursing & Allied Health Programs:

- Disclosure of the Social Security number is required for admission into the Department of Nursing Associate Degree Nursing programs. Affiliated clinical facilities require the student Social Security number in order to approve placement of student in their facility. The Department of Nursing & Allied Health policy requires the student to be eligible to attend all affiliated clinical sites and does not provide special placement. Central Texas College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites. Clinical rotations are completed at sites specified by and contracted with Central Texas College
- CPR course completion (American Heart Association (AHA) - Basic Life Support (BLS) Certification or Military Training Network. Online CPR courses are not acceptable.
- Proof of physical exam signed and stamped by MD, DO, PA or NP which includes designated medical limitations.
- Sign a release of information for the Criminal Background Check and Drug Screen results if negative to be released to the facilities to which the student is assigned for clinical experiences during enrollment in the program.
- Sign a statement agreeing to acknowledge:
 - Inform the CTC Department of Nursing & Allied Health Chair or designee and/or the clinical facility if criminal activity or substance abuse occurs after the initial criminal background check and drug screen is completed.

- Inform the CTC Department of Nursing & Allied Health Chair and/or designee of any mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status. Safety is a priority for the patient and health and well-being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.
- A "for cause" Drug Screen at the student's own expense when the student's performance, conduct, or other action indicates possible substance use.
- Neither the college nor clinical facilities provide medical coverage or workmen's compensation for emergency illness or injury. Medical coverage is the responsibility of the student.
- Provide a Birth Certificate, U.S. Passport, naturalization certificate, permanent alien card or other documents if required by the clinical facility

Mandatory Immunizations:

- Source: Texas Administrative Code (TAC): Department of State Health Services, Title 25 Health Services, Rule 97.64 (May 25, 2010) and Title 25 Health Services, Rule 97.65 (March 5, 2009) and the Centers for Disease Control and Prevention (CDC). Required Vaccinations for Students Enrolled in Health-related and Veterinary Courses in Institutions of Higher Education:
- Students cannot be enrolled without completing all required immunizations.
- Negative Purified Protein Derivative (PPD) Tuberculin skin test results. The PPD TB skin test will be required each year thereafter. If a history of positive PPD, documentation of chest x-ray or QuantiFERON-TB must be current and updated each year. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.
- Polio vaccine is not required. Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.
- Tdap must be noted as administered once in the lifetime. If no record, then student will need to get a Tdap. If a Tdap was administered, then Td is required every ten years.
- Students who were born on or after January 1, 1957 must show acceptable evidence of vaccination of two doses of Measles-containing vaccine administered since January 1, 1968. Those born prior to January 1, 1957 must show one dose.
- Students must show acceptable evidence of vaccination of one dose of Rubella vaccine.
- Students born on or after January 1, 1957, must show acceptable evidence of vaccination of one dose of Mumps vaccine.
- Students must receive the complete 3-injection series of Hepatitis B vaccine or show serologic confirmation of immunity to Hepatitis B virus.
- Students must receive two doses of the Varicella vaccine.
- Student must show current Influenza vaccination, annually in the Fall.
- Bacterial Meningitis: The Texas legislature passed a law requiring entering students who are under 22 years of age at institutions of higher education to have an initial bacterial meningitis vaccination or booster during the five year period preceding and at least 10 days prior to the first day of the first semester or submit an affidavit for an exemption. Vaccinations older than 5 years will require a booster.
- Bacterial Meningitis vaccine is not an admission requirement for the EMT/Paramedic program but is a requirement for CTC general admission.

Rule 97.65 Exceptions to Immunization Requirement
(Verification of Immunity/History of Illness).

- Serologic confirmations of immunity to Measles, Mumps, Rubella, Hepatitis B, or Varicella, are acceptable. Evidence of Measles, Mumps, Rubella Hepatitis B, or Varicella illnesses must consist of a laboratory report that indicates either confirmation of immunity or infection.
- A parent (or legal guardian or managing conservator), school nurse, or physician validated history of varicella disease (chickenpox) is acceptable in lieu of vaccine record for that disease.

Associate Degree Nursing (ADN)

General policies related to students in the Associate Degree Nursing Program are consistent with those in effect for all students enrolled at Central Texas College and can be found in the Central Texas College Student Handbook and the Central Texas College Catalog. Support Services are available to students and information can be found in the Central Texas College Student Handbook and in the semester schedule bulletins.

Admission Policy

General Information

The Associate Degree Nursing Program (ADN) requires two calendar years. Upon successful completion students are eligible to receive an Associate of Applied Science Degree and become candidates for the National Council Licensure Examination-RN®. A candidate who successfully passes this exam is licensed to practice as a Registered Nurse (RN). The ADN Program curriculum provides a general education together with nursing education at a college level. The student receives classroom or online instruction and coordinated clinical experience in the nursing care of patients in area health care facilities under the supervision and guidance of the nursing faculty. Students are selected to enter the ADN Program in the Fall or Spring Semester. The ADN Program is approved by the Texas Board of Nursing (TBON) and is fully accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

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

- All students must be TSI complete or exempt. For more information and assistance on the test, contact the Guidance and Counseling office and refer to the current Central Texas College catalog.
- All Community Non-Native Speakers, International Students and/or ESOL students must follow the requirements listed in the current Central Texas College catalog.
- Application to the ADN Program with copies of transcripts from all prior colleges attended.
- All required prerequisite courses on the current ADN Degree Plan, TSI completion/exemption verification, and HESI A2 exam scores must be submitted and/or verified by the eligibility deadline date for the semester which you are applying.
- Admission requires an overall GPA of 2.8 or higher for all ADN Degree Plan prerequisite and other completed coursework, and a lab science GPA of 2.8 or higher. If the same science course is repeated twice within the past 5 years with a grade lower than C, the student will be ineligible for admission. Lab science courses over five (5) years old at the eligibility deadline date must be repeated.

- The Pharmacology prerequisite (HPRS 2300) must be less than two (2) years old at the eligibility deadline date. A student who has repeated the course twice within the past 2 years with a grade lower than C will be ineligible for admission. RNSG 1301 will be accepted in lieu of HPRS 2300.
 - The HESI A2 nursing pre-entrance exam must be passed with passing scores (80) in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge on the same exam. The Anatomy & Physiology (A&P) portion of the HESI A2 exam will be required; there is no minimum score. Exam scores can be no more than two years old at the time of the eligibility deadline date.
 - Attendance is required at a mandatory Preadmission Information Session with the Nursing Programs Coordinator or designee during the semester all prerequisite courses are completed. In addition, the following must be on record in the Department of Nursing prior to your being scheduled for this meeting: CTC Department of Nursing application, HESI A2 exam scores, TSI completion/exemption verification, and all transcripts. This is the final step for eligibility.
 - Candidates for admission to the ADN program are ranked and selected based upon the performance of the applicant pool for that semester to include:
 - Overall grade point average (GPA) on all CTC ADN Degree Plan prerequisites and other completed coursework.
 - HESI A2 pre-entrance exam scores and number of attempts. The HESI A2 scores can be no older than 2 years.
 - Pharmacology course grade and number of attempts.
 - After selection for admission, but prior to registration, the following must be on record in the Department of Nursing & Allied Health office:
 - See Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations for the ADN and VN programs.
 - Proof of physical exam completed no more than 90 days prior to the program start date and signed and stamped by MD, DO, PA or NP. Please make certain the activity level (limited or unlimited) is noted on the physical exam form. Must use the designated CTC DONAH physical exam form.
 - A negative Purified Protein Derivative (PPD) Tuberculin skin test result completed no more than 90 days prior to program start date. The PPD skin test will be required each year thereafter. If a history of positive PPD, documentation of chest x-ray or QuantiFERON-TB must be current and updated each year. Healthcare provider's recommendations will be considered if other than negative results.
 - Proof of current CPR course completion - American Heart Association (AHA) - Basic Life Support (BLS) Certification or Military Training Network (MTN). (Bring the original and a photo copy). Online CPR courses are not acceptable.
 - Proof of purchase for the required Lab Kit.
- Each prospective student must bear the cost of all the above requirements.

Additional Need-to-Know Information

- Students will be required to complete nationally standardized and referenced examinations throughout the curriculum and earn satisfactory scores based on national and school benchmarks on such examinations.
- Students without any prior nursing courses are required to complete the ADN program within three years of first enrollment in RNSG 1413. Transfer students are required to complete the ADN program within two years of first enrollment.

- Students will be required to attend three (3) mandatory orientations to fulfill admission requirements in the ADN program.
 - Preadmission Information Session
 - Nursing Program Orientation
 - Success Camp

Progression Requirements

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

- Achieve a grade of “C” or better in all courses in the curriculum including general education and nursing courses.
- Achieve a minimum 75 percent course average “C or higher in all nursing courses.
- Achieve a minimum of 90% on dosage calculation exams within three attempts, in the clinical course prior to the second Friday of the semester in order to administer medications.
- Successfully complete all prerequisites to each nursing course.
- Successfully complete co-requisites prior to or concurrently with nursing courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR certification AHA guidelines - Basic Life Support (BLS) Certification or Military Training Network.
- Provide documentation of medical release to return to class/clinical/lab after mental or physical condition, illness, injury, surgery, and pregnancy, “break in clinical” etc. that would result in a change of the physical limitations status. Documentation must be mailed, emailed, or faxed from the healthcare facility directly to the DONAH. Safety is a priority for the patient and health and well-being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.
- Provide annual documentation of negative results for PPD (TB). If a history of positive PPD, then chest x-ray or QuantiFERON-TB documentation must be provided.
- Maintain a negative 11-panel drug screen and criminal background check.
- Complete all standardized assessment and exit tests as required by the course syllabus.
- Generic students must complete the nursing program within three calendar years of first enrollment in RNSG 1413 or its equivalent. Transfer students must complete the nursing program within two calendar years of enrollment in nursing courses.
- Demonstrate professional behavior in the classroom and clinical and lab in accordance with CTC Policy and the Texas Nursing Practice Act, and the TBON rules and regulations relating to nursing education, licensure and practice. Failure to adhere to these standards may result in disciplinary action which could include dismissal from the program.

Transfer Students

- Meet general admission requirements of CTC and the Department of Nursing ADN program.
- Possess an overall 2.8 GPA or higher on a 4.0 scale in all college work for both transfer courses and courses earned at CTC that will be credited on the nursing degree plan. Nursing course work older than two years will not be accepted.
- Possess a lab science GPA of 2.8 or greater with courses no older than 5 years.
- A student who has repeated a required science course more than once within the last five years and earned grades of less than a “C” will be ineligible for admission in to the Associate Degree Nursing Program.

- The Pharmacology prerequisite (HPRS 2300) must be less than two (2) years old at the start date of the semester for which you are applying. A student who has repeated the course twice within the past 2 years with a grade lower than C will be ineligible for admission. RNSG 1301 will be accepted in lieu of HPRS 2300.
- Present transcripts from all colleges attended. (Syllabi for nursing courses are required for review.)
- Nurse course work cannot be over 2 years old.
- Apply in writing to the CTC ADN Admissions and Standards Committee requesting admission to the Program.
- Submit two official letters validating safe nursing practice from the previous nursing program. One must come from the Director/Department Chair and one must come from the last clinical professor. A student dismissed from a previous nursing program for unsafe clinical practice will not be considered for admission.
- Acknowledge that placement in the nursing program will be dependent upon space availability and recommendation from the ADN Admissions and Standards Committee.
- Must complete 25% of the degree plan at CTC to meet residency requirements.
- Complete the ADN Program within two years of enrollment in your first RNSG course.
- The final decision to accept or deny admission will be determined by the Admissions and Standards Committee.
- After enrollment, a transfer student who does not successfully complete any nursing course or withdraws from a nursing course with a failing average will adhere to the readmission policy as detailed under “Associate Degree Nursing Readmission Policy.”

Part-Time Policy

There is no part-time option available in the ADN Program.

Associate Degree Nursing Readmission Policy

Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.

- Students must meet the current admission/progression requirements for their specific nursing entry track.
- Students must provide current physical, immunization, criminal background and drug screen information.
- Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, injury, surgery, or pregnancy etc.
- If a student does not complete a nursing course, the student may apply for readmission.
- Any student who is requesting readmission to a clinical course, or who experiences a “break” from clinical for any reason will be required to provide a “Student Nurse Medical Release Return to Class/Clinical/Lab” form before being allowed to participate in a clinical course. The medical evaluation must take place within the 30 day period immediately prior to the first day of the semester. Documentation must be mailed, emailed, or faxed from the healthcare facility directly to the DONAH. Safety is a priority for the patient and health and well-being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.
- **If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program one time. Failure of any two RNSG courses will result in ineligibility for readmission.**
- Students who become ineligible for readmission may reapply after 3 years unless failure was due to a safety issue or unprofessional conduct. Science courses must not be older than 5 years old.

- Consideration for readmission is based on the following:
 - Faculty/team recommendation.
 - Academic grade average and clinical evaluation.
 - Reason(s) for failure, if applicable, or withdrawal
 - Resolution of outside extenuating circumstances if applicable.
 - Completion of remedial work and/or Admissions & Standards Committee requirements.
 - An interview of the student may be recommended by the A&S Committee.
- Any student applying for readmission to the nursing program must request readmission, in writing, to the Admissions and Standards Committee and submit a written plan for success to be reviewed by the committee.
- The committee determines eligibility for readmission and notifies the student in writing.
- If a student has a previous RNSG Course Failure, then they will be permitted to register for only one RNSG course during each Summer Session. Exceptions to this policy will be made on an individual basis through the Admission & Standards Committee recommendations.

Nursing Option for Articulating Student Admission Policy

The Articulating Student must meet general admission requirements of CTC and the Department of Nursing & Allied Health ADN program.

- Apply to the ADN Program and provide copies of transcripts to the Department of Nursing from all prior colleges and universities attended to include an LVN/LPN and Paramedic transcript.
- All International or Community Foreign students must meet with an advisor at CTC in Academic Advising for English for Students of Other Languages assistance.
- Only transfer courses with a grade of a "C" or better will be considered for the CTC ADN Nursing Degree Plan.
- Maintain a current LVN/LPN license or Paramedic certification/licensure through Texas Department of State Health Services and/or National Registry of EMT.
- Submit two work references or work appraisal forms (see info packet), as an LVN/LPN, or Paramedic both from a supervisor within the last two years. All applicants for this course must have been employed one year full-time or two years part-time as a GVN/LVN or Paramedic in the two calendar years prior to admission to the Nursing Option for Articulating Student Program.
- The work experience requirement for the Nursing Option for Articulating Student Program may be waived before entry into the Program provided the following requirements are satisfied:
 - Graduation from the CTC Vocational Nursing Program, or CTC Emergency Medical Technology Paramedic Program within the last two years
 - Current and valid LVN/LPN license, or current Paramedic certification/licensure
 - Attainment of at least a "B" (or 80%) or greater overall average in the CTC Vocational Nursing Program or Emergency Medical Technology Paramedic Program.
 - A letter from the EMS Program Director, or VN Admissions and Standards committee chair person recommending such a waiver,
 - Work appraisal forms (see program info packet) completed by 2 previous clinical faculty or supervisors worked for within the last two years.
 - Completion of all prerequisite courses listed on the Nursing Option for Articulating Student degree plan.

Progression Requirements for Nursing Option for Articulating Student Program

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

- Achieve a grade of "C" or better in all courses in the curriculum including general education and nursing courses.
- Achieve a minimum 75 percent course average "C or higher in all nursing courses.
- Achieve a minimum of 90% on dosage calculation exams within three attempts, in the clinical course prior to the second Friday of the semester in order to administer medications.
- Successfully complete all prerequisites to each nursing course.
- Successfully complete co-requisites prior to or concurrently with nursing courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR certification AHA guidelines - Basic Life Support (BLS) Certification or Military Training Network.
- Provide documentation of medical release to return to class/clinical/lab after mental or physical condition, illness, injury, surgery, and pregnancy, "break in clinical" etc that would result in a change of the physical limitations status. Documentation must be mailed, emailed, or faxed from the healthcare facility directly to the DONAH. Safety is a priority for the patient and health and well-being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.
- Provide annual documentation of negative results for PPD (TB). If a history of positive PPD, then chest x-ray or QuantiFERON-TB documentation must be provided.
- Maintain a negative 11-panel drug screen and criminal background check.
- Complete all standardized assessment and exit tests as required by the course syllabus.
- The Articulating Student must complete the nursing program within three calendar years of first enrollment in RNSG 1331 or its equivalent.
- Demonstrate professional behavior in the classroom and clinical and lab in accordance with CTC Policy and the Texas Nursing Practice Act, and the TBON rules and regulations relating to nursing education, licensure and practice. Failure to adhere to these standards may result in disciplinary action which could include dismissal from the program.

Readmission Policy for Articulating Students

Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.

- See Associate Degree Nursing Readmission Policy

Vocational Nursing (VN)

General policies related to students in the Vocational Nursing Program is consistent with those in effect for all students enrolled at Central Texas College and can be found in the Central Texas College Student Handbook and the Central Texas College Catalog. Support Services are available to students and information can be found in the Central Texas College Student Handbook and in the semester schedule bulletins.

Admission Policy

General Information

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the student must complete all Department of Nursing standard program admission requirements which include CPR, American Heart

Association (AHA) - Basic Life Support (BLS) Certification, 11-Panel Drug Screen, Criminal Background check, HESI A2 pre-entrance exam, and TSI completion/exemption. **See Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations for the ADN and VN programs.**

The following must also be completed by the eligibility deadline date before admission to the Vocational Nursing Program is granted:

- Completion of all required prerequisite courses.
- All students must be TSI complete. For more information and assistance on the test, contact the Guidance and Counseling office and refer to the current Central Texas College catalog.
- Submission of high school transcripts to the Department of Nursing & Allied Health verifying graduation or GED transcript that indicates student has earned a state equivalent high school diploma.
- Submit application for the Vocational Nursing program.
- The HESI A2 nursing pre-entrance exam must be completed with passing scores (70) in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge, on the same exam. The Anatomy and Physiology (A&P) portion of the HESI A2 exam will be required; there is no minimum score. Exam scores can be no more than two years old at the time of the eligibility deadline date.
- Attendance is required at a mandatory Preadmission Information Session with the Nursing Programs Coordinator/or designee. In addition, the following must be on record in the Department of Nursing prior to your being scheduled for this meeting: CTC Department of Nursing application, HESI A2 exam scores, TSI completion/exemption verification, and all transcripts. This is the final step for eligibility.

Additional Need-to-Know Information

Students must participate in three (3) mandatory orientation meetings to fulfill admission requirements for the VN program.

- Preadmission Information Session
- Nursing Orientation
- Success Camp

Vocational Nursing Readmission Policy

Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.

- **If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program one time. Failure of any two VNSG courses will result in ineligibility for readmission.**
- Students who become ineligible for readmission may reapply after 3 years unless failure was due to a safety issue or unprofessional conduct. Science courses must not be older than 5 years old.
- Any student who is requesting readmission to a clinical course, or who experiences a “break” from clinical for any reason will be required to provide a “Student Nurse Medical Release Return to Class/Clinical/Lab” form before being allowed to participate in a clinical course. The medical evaluation must take place within the 30 day period immediately prior to the first day of the semester.
- Students must provide current physical, immunization, criminal background and drug screen information.
- Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, injury, surgery, or pregnancy etc.
- The Vocational Nursing program must be completed within two years of first time enrollment in VNSG 1222 or its equivalent.

Consideration for course readmission of former students is based on the following:

- Faculty/team recommendation
- Academic grade average and clinical evaluation
- Reason(s) for failure, if applicable, or withdrawal
- Resolution of outside extenuating circumstance if applicable
- Completion of remedial work and/or Admissions and Standards Committee requirements.
- An interview with the former student may be recommended by the A&S Committee.

A letter to the VN Admissions and Standards Committee written by applicant that includes:

- Student Name
- Nursing course name(s) and number(s) to which seeking readmission
- Reason(s) for lack of success/progress in the course(s)
- Plan for success if readmitted [Be specific please]
- Semester and year seeking readmission
- Student signature and date

The A&S Committee determines eligibility for readmission and notifies the student in writing.

After an applicant has been accepted for readmission, the student will follow standard DONAH admission policies found in the current DONAH Student Handbook and this information packet.

Progression Requirements

- To progress in the Vocational Nursing Program, a student must achieve an average of 70 percent or higher in each course.
- Successfully complete co-requisites concurrently with nursing courses.
- Failure to achieve 90 percent on the Dosage Calculation exams, after three attempts, will result in a clinical course failure.
- Complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1222 or its equivalent.
- Provide documentation of medical release to return to class/clinical/lab after mental or physical condition, illness, injury, surgery, and pregnancy, “break in clinical” etc. that would result in a change of the physical limitations status. Documentation must be mailed, emailed, or faxed from the healthcare facility directly to the DONAH. Safety is a priority for the patient and health and well-being of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.
- Provide annual documentation of negative results for PPD (TB). If a history of positive PPD, then chest x-ray or QuantiFERON-TB documentation must be provided.
- Maintain a negative 11-panel drug screen and criminal background check.
- It is mandatory for VN students at all three semesters of the program to participate in a comprehensive assessment and review program. Online exams provide immediate results and detailed diagnostic reports and provide opportunity for remediation. Proof of satisfactory remediation on each exam must be submitted to the course faculty by the first class day of the next semester so the student may progress in the VN program. Failure to submit proof of remediation will result in an Academic Hold.
- The Vocational Nursing Program culminates in certification leading towards licensure and is responsible to maintain the Rules and Regulations Relating to Vocational Nursing Education, Licensure, and Practice in the State of Texas issued by the Texas Board of Nursing (TBON). VN students are responsible for maintaining professional conduct throughout all aspects of this program. The TBON regulations define and outline

“Unprofessional Conduct” and can be found in the CTC VN Program Student Handbook. Failure to maintain the professional code of conduct may subject the student to disciplinary action and/or removal from the program.

Transfer Students

Definition: A transfer student is a person who has attended another nursing program and has transferred course credit(s) for advanced placement in the Central Texas College VN Program.

- Must apply for and meet general admission requirements of Central Texas College.
- Must submit the CTC Vocational Nursing Program application and meet current program admission requirements.
- Evidence of maintaining a “C” (2.0 GPA) at the previous school.
- Grades for all courses that are transferred in must be a “B” or better.
- Vocational Nursing courses used for transfer for advanced placement must have been completed in the past year.
- Regardless of which courses were granted credit, all students transferring into the VN program will be required to take VNSG 1222 Vocational Nursing Concepts.
- Submit a packet containing:
 - Letter of request for transfer must be submitted 90 days prior to the student’s requested start date. Applicants will be evaluated on an individual basis.
 - Two official letters from the previous nursing program validating safe nursing practice. One from the Director/Dean and the other from the last clinical professor is required.
 - A complete course description, learning guide, and syllabi of the nursing courses for which you are requesting transfer.
- Applicants will be evaluated on an individual basis by the VN Admissions and Standards Committee.
- Submit proof of completion of CPR course – American Heart Association (AHA)- Basic Life Support (BLS) Certification or Military Training Institute: CPR and AED. Submit a copy of the front and back of the card.
- Submit completed physical examination form and mandatory immunizations.
- Show proof of negative FBI Background Check or Declaratory Order from TBON.
- Negative 11 panel drug screen.
- Submit proof of purchase of lab kit (receipt).
- All transfer students must successfully complete a minimum of 50 percent of credit hours (26 credit hours) at CTC.
- Students must complete the Vocational Nursing Program within two years of first time enrollment in VNSG 1222 or its equivalent.

Emergency Medical Technology (Emergency Medical Technician (EMT), Advanced EMT and Paramedic) Certificate and Associate Degree Programs

Emergency Medical Technician (EMT)

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, complete all Department of Nursing & Allied Health general program admission requirements which include: CPR, proof of immunizations, physical examination, drug screen, criminal background check, TSI completion, and HP-A2 pre-entrance exam; see **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. All

students applying to the Emergency Medical Technician (EMT) Certificate or Associate Degree Program must also meet the following additions:

- Proof of High School graduation or GED high school equivalent certificate.
- Copies of transcripts from prior colleges or universities attended.
- Proof of physical exam completed within the last six (6) months signed by an MD, DO, PA or NP.
- PPD TB skin test results completed within the last three (3) months signed by an MD, DO, PA or NP. The PPD TB skin test results will be required annually thereafter. Documentation of chest x-ray is acceptable for students who meet this medical requirement. Some affiliated clinical facilities may require further documentation including a follow-up chest x-ray.

Emergency Medical Technician (EMT) Progression Requirements

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

- Achieve a grade of “C” or better in EMSP 1401 and EMSP 1160.
- Achieve a minimum 75 percent course average.
- Maintain current CPR course completion - AHA - Basic Life Support (BLS) Certification or Military Training Institute: CPR and AED Elements.
- Provide documentation of medical release to the Department of Nursing & Allied Health after mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status and provide written documentation of medical release to return to class/clinical. Failure to inform the program may result in immediate withdrawal from the course or program.
- Have an annual PPD Skin test/or chest x-ray as physician ordered or clinical facility requires, and provide results to Department of Nursing & Allied Health.
- Maintain a negative drug screen and criminal background check.
- Conduct and performance in the classroom and affiliated clinical facilities is according to CTC policy, the EMS Program policies and the Texas Department of State Health Services. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

Paramedic Program (includes Advanced EMT certificate)

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the applicant must complete all Department of Nursing & Allied Health standard program admission requirements which include: CPR, proof of immunizations, Drug Screen, Criminal Background check, HP-A2 pre-entrance exam, and TSI completion; see **Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations**. All students applying to the Paramedic Program must also meet the following additions:

- Proof of high school graduation or GED high school equivalent certificate.
- Copies of transcripts from prior colleges or universities attended.
- An overall 2.5 GPA on a 4.0 scale in all college work, to include transfer courses and CTC coursework that will be applied on the EMT degree plan.
- Proof of physical exam completed within the last six (6) months signed by an MD, DO, PA or NP.
- PPD TB skin test results completed within the last three (3) months signed by an MD, DO, PA or NP. The PPD TB skin test results or chest x-ray as physician ordered or clinical facility require annually thereafter.

- All transfer courses accepted in the Paramedic curriculum must be a “B” or above. Science courses that are older than five years old must be repeated. Final transfer decision rests with Emergency Medical Technology Admissions and Standards Committee.
- Copy of Texas and/or National Registry Emergency Medical Technician (EMT) Certificate

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

Paramedic Progression Requirements

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

- Achieve a grade of “C” or better in all courses.
- Achieve a minimum 75 percent course average.
- Successfully complete prerequisites to each EMSP course.
- Successfully complete all co-requisites prior to or concurrently with EMSP courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR course completion - AHA-Basic Life Support (BLS) Certification or Military Training Institute: CPR and AED Elements.
- Provide documentation of medical release to the Department of Nursing & Allied Health after mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status and provide written documentation of medical release to return to class/clinical. Failure to inform the program may result in immediate withdrawal from the course or program.
- Have an annual PPD Skin test/or chest x-ray as physician ordered or clinical facility requires, and provide results to Department of Nursing & Allied Health.
- Maintain a negative drug screen and criminal background check.
- Complete all standardized assessment and Exit Competency exams with scores as required per the course syllabi.
- Complete the paramedic program within two years of first enrollment in EMSP 1355 or its equivalent.
- Conduct and performance in the classroom and affiliated clinical facilities is according to CTC policy, the EMS Program policies and the Texas Department of State Health Services. Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the program.

Readmission Policy for EMT, Advanced EMT and Paramedic Students

- A student may be re-admitted to an EMS course ONCE following a failure due to poor academic performance or withdrawal from an EMS course. Students will NOT be readmitted to the EMT or Paramedic program if he/she has been removed from class or clinical rotations due to unprofessional behavior, academic dishonesty or patient endangerment. This applies to the following EMSP courses: EMSP 1401, 1160, 1338, 1355, 1356, 2206, 2444, 2434, 2262, 2330, 2143, 2263, 2305 and 2164.
 - Failure of two EMSP courses will result in ineligibility for readmission.
 - If a student has been readmitted following an EMSP course failure and subsequently withdraws from an EMSP course because of extenuating circumstances, the student may be readmitted if in a passing status at time of withdrawal.
 - The procedure for readmission follows the department policy.
- No longer than twelve (12) months may elapse between completion of an EMS course and enrollment in the subsequent course.

- Consideration for course readmission:
 1. Written notification at least one month in advance to the EMS Program Director that the student desires to reenter the EMS program should include:
 - Student name.
 - EMSP course name(s) and the course synonym number(s) to which seeking readmission.
 - Reason(s) for lack of success/progress in the course(s).
 - Plan for success if readmitted (please be specific).
 - Semester and year seeking readmission.
 - Student signature and date.
 2. The recommendation of the EMSP Admission and Standards Committee. A student interview may be required.
 3. A minimum cumulative grade point average of 2.5.
- Re-admission decision will be determined by the EMS Admissions and Standards committee.
- Re-admission written assessment and practical skill assessment will be conducted to determine entry point.
- After an applicant has been accepted for readmission, the student will follow general Department of Nursing & Allied Health policies found in the Paramedic Student Handbook.
- If the course that requires re-admission is a co-requisite with other courses in that semester, the student may be required to re-admit in all courses for that semester.
- Students must complete the Paramedic Program within two years of first time enrollment in EMSP 1355 or its equivalent.

Important Information about Bacterial Meningitis

Bacterial Meningitis Vaccination/Booster Requirement

Texas law requires entering students under the age of 22 at a Texas institution of higher education to provide evidence that the student enrolling on or after January 1, 2012, has received a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination in the form of a certificate signed by a health practitioner or an official immunization record must be provided to CTC not later than 10 days prior to the first day of the student’s term. CTC may, on an individual basis, extend the compliance date to a date not later than the 10th day after the first day of the term in which the student enrolls. For exceptions to the vaccination requirement, refer to the “Bacterial Meningitis Requirement” in the Admissions section. The student or parent or guardian of the student may claim an exemption from the vaccination requirement by (1) providing an affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the U.S. stating that in the physician’s opinion the vaccination will be injurious to the student’s health and well-being; or (2) providing an affidavit signed by the student stating she or he declines the vaccination for reasons of conscience, including religious belief, except this exemption does not apply during a disaster or public health emergency or other declared emergency situation as set forth in the Texas Education Code §51.9192. The State recommends that the student, guardian, or parent considering an exemption consult a physician about the need for immunization to prevent the disease.

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000

Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

NOTE *The exceptions to the bacterial meningitis vaccination DO NOT APPLY TO STUDENTS RESIDING IN CAMPUS HOUSING.*

What are the Symptoms?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

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

How is Bacterial Meningitis Diagnosed?

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

How is the Disease Transmitted?

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

How Do You Increase Your Risk of Getting Bacterial Meningitis?

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

What are the Possible Consequences of the Disease?

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

Can This Disease be Treated?

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

How Can I Find Out More Information?

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

College Costs

Tuition Schedule for 2017-2018

Semester Hours	Resident In-District*	Resident Out-of-District*	Nonresident & International*
1	\$90	\$113	\$235
2	\$180	\$226	\$470
3	\$270	\$339	\$705
4	\$360	\$452	\$940
5	\$450	\$565	\$1175
6	\$540	\$678	\$1410
7	\$630	\$791	\$1,645
8	\$720	\$904	\$1,880
9	\$810	\$1,017	\$2,115
10	\$900	\$1,130	\$2,350
11	\$990	\$1,243	\$2,585
12	\$1,080	\$1,356	\$2,820
13	\$1,170	\$1,469	\$3,055
14	\$1,260	\$1,582	\$3,290
15	\$1,350	\$1,695	\$3,525
16	\$1,440	\$1,808	\$3,760
17	\$1,530	\$1,921	\$3,995
18	\$1,620	\$2,034	\$4,230

Differential Tuition per credit hour: CJLE \$15, EMSP \$25, HART \$12, MLAB \$25, RNSG \$18, VNSG \$12 and WLDG \$10.

NOTE Students will be charged the nonresident tuition rate for any course, which contains the same content and level as previously enrolled in, if attempted by the student two or more times since Fall 2002.

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

Other Fees *

In addition to tuition, the following fees are required or applicable. Except for Individualized Instruction, all fees are nonrefundable. Flight fees are refundable based upon actual flight time used.

Return Check Fee.....	\$30
Diploma Replacement.....	\$25
Transcript and Records	no charge
Course Challenge.....	\$50
GED Testing.....	\$60
TSI Assessment.....	\$25
FAA Knowledge Test.....	\$55-\$125
Instructional Materials (non refundable) (as required by contract, per credit hour).....	\$30-\$40
Nursing Insurance, Fees and Testing	\$20-\$99
Student I.D., Meal Card Replacement, or Bus Pass Replacement (per card).....	\$5
Late Payment (plus 18 percent annual interest on amounts remaining after final due date).....	\$25
Installment Plan (nonrefundable).....	\$20
Installment Plan Late Payment (18 percent annual interest until tuition is paid in full, calculated from the date the second installment was due).....	\$25
Individualized Instruction	
Aviation Science	\$3,000 - \$8,500
Overflight Fees (per hour)	\$40 - \$345
Music	\$40 - \$500
MUAP Level I and II.....	\$260
MUAP Level III and IV.....	\$475
Physical Education	\$35 - \$250
Residence Hall Violation Fee.....	\$5 - \$100

Tuition and Fees - Continuing Education

Tuition

Noncredit courses (per contact hour).....\$0.50

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

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

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

Tuition and Fee Exemptions and Waivers

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

The following nonresidents are eligible to receive waivers to allow nonresidents to pay resident tuition rates; certain conditions apply:

- U.S. military personnel assigned to duty in Texas, to include their spouse and dependent children.
- Spouse and dependents of nonresident members of the U.S. military who died while in service, who move to Texas within 60 days of the date of death.
- Students whose families transferred to Texas as part of the state's Economic Development and Diversification Program.

- Teachers or Professors employed at least half time on a regular monthly salary basis by public higher education institutions, to include their spouse and children.
- Research and Teaching Assistants employed at least half time in a position related to their degree program by public higher education institutions, to include their spouses and children.
- U.S. citizens, U.S. permanent residents and foreign students receiving competitive scholarships of at least \$1000, not to exceed 12 months.
- Homeless individuals who do not have a permanent residence in Texas and have resided in Texas 12 months immediately preceding enrollment.
- Beneficiaries of the Texas Tomorrow Fund, for tuition and fees covered by the prepaid contract.
- Foreign individuals stationed in Texas as part of NATO, their spouses and children.

The above waivers are subject to change by the State of Texas. Additional waivers may be available.

Tuition-only Exemptions (available to Texas residents only)*

Covered Charges

Valedictorians of each accredited Texas High School

Tuition only (two semesters)

Senior citizens (65 or older)

Tuition only, six hours per term; available during late registration only

Early High School Graduates

Tuition varies

Children of Professional Nursing Faculty (CTC only)

Tuition only

Children of Active Duty Military deployed to a combat zone outside the U.S.

Tuition only

Tuition and Fee Exemptions (available to Texas residents only)*

Covered Charges

U.S. military veterans who were Texans when they entered the service (The Hazlewood Act)

Tuition and fees (subject to limitations)

Orphans of Texas veterans who were killed in action or died while in service

Tuition and fees (subject to limitations)

Children of deceased or disabled firefighters and police officers

Tuition and fees (subject to limitations)

Peace officers disabled in the line of duty

Tuition and required fees

Blind or deaf students

Tuition and fees

Persons employed or volunteering as firefighters (fire science courses only)

Tuition and lab fees

Peace Officers enrolled in a Law Enforcement or Criminal

Justice course (subject to limitations)

Children of POWs/MIAs

Tuition and fees

Students in Foster Care

Tuition and fees (subject to limitations)

Students on TANF during senior year of high school

Tuition and fees - one year

Certified Educational Aides

Tuition and mandatory fees, except class or lab

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

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

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

NOTE Students are responsible for any additional amounts due CTC resulting from post-enrollment audits and corrections, including all fees and waivers; e.g., registration assessing errors, dropping or adding classes, invalid employment, or third-party waivers. CTC will accept tuition assistance (sponsor) agreements in lieu of payments at the time of registration, but students will be responsible for all amounts owed if sponsoring agency does not remit payment in full.

Room and Board and Deposits*

- Room and board must be paid in full upon moving into the Residence Hall.
- Week of Spring Break is not included in cost of room and board. The Hall is closed for Spring Break.

Deposits

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

Student Residence Hall Room and Board Plan, per semester

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

- Fall and Spring Semesters (16 weeks of classes)
 - Single Occupancy Room \$2,940
 - Double Occupancy Room \$2,520
- Summer Semester
 - Single Occupancy Room \$1,785
 - Double Occupancy Room \$1,575
- Monthly Board Plan for CATE Center only, per month
 - Single Occupancy Room \$798
 - Double Occupancy Room \$682
- Semester Breaks for Current Residents only; returning for the following semester (Board Plan not available), excludes break between Fall and Spring Semesters \$165

* Room and board charges are subject to change as approved by the CTC Board of Trustees.

Installment Payment Plan

CTC now accepts installment payments from Texas-based students for fall and spring classes that are 16 weeks in length.

- One half of tuition and fees must be paid at the time of registration and before the start of the semester. A promissory note must be executed for the balance, with equal payments due before October 5 and November 5 for the fall semester or March 5 and April 5 for the spring semester.
- All financial aid will be applied to the amount due before the multiple payment plan is offered.
- A nonrefundable fee of \$20 will be assessed each semester for use of the plan.
- A late fee of \$25 will be assessed on any payment not made before the due date.
- Finance charges of 18 percent annually will be assessed on any account balance remaining after the final payment due date.
- A student who fails to make full payment of tuition and fees including any incidental fees by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment before the end of the semester will be denied credit for the work done that semester until full payment is made.
- In the event of default on the installment plan, CTC has the right to employ a collection agency and/or any other legal means to collect this debt. The student will be required to reimburse CTC the fees of any collection agency which may be based upon a percentage at a maximum of 33% of the debt plus all costs and expenses, including reasonable attorney's fees that CTC may incur in such collection efforts.
- The installment plan is not available to a student who registers during late registration.

Refunds

Room and Board and Deposits

Room and Board	Nonrefundable.
Residence Hall Deposit	Nonrefundable.

Refunds of Tuition and Fees

No tuition refunds will be made except in the case of cancellation or official withdrawal from Central Texas College or from a course. Refunds for tuition will be computed from the date the Application for Withdrawal is filed with the Records Office (not from the date of last attendance) or processed through the GoArmyEd portal for Army TA students. Special conditions apply to financial aid and VA students. Students must submit a completed Application for Refund to the Business Office for a refund to be issued.

- Students who officially withdraw from the Institution shall have their tuition and mandatory fees refunded according to the following schedule:
 - A 100 percent refund is to be made for courses dropped before the first day of the term or semester.
 - During the fall or spring semester or comparable 16-week trimester:
 - During the first fifteen days, 75 percent.
 - During the sixteenth through twentieth days, 25 percent.
 - During the 21st - 48th days, 5 percent.
 - After the forty-eighth day, none.
 - Six-week summer semester:
 - During the first five days, 75 percent.
 - During the sixth and seventh days, 25 percent.
 - During the 8th - 18th day, 5 percent.
 - After the eighteenth day, none.
- For flex-entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
 - Before the first day, 100 percent.
 - After the term or semester begins, see table.

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

- Students who attend classes under a contract such as GoArmyEd will be refunded in accordance with the terms of the contract.
- Class day count begins with the first calendar day of the term (not necessarily the first day of an individual class); and includes all weekdays, Monday through Friday, which are not designated official Central Texas College holidays.
- Any refund applicable for dropped courses will first be applied to any outstanding balance remaining on the student's account before any check will be issued.
- Central Texas College will allow hours to be dropped and re-added without penalty to the student if the following conditions are met:
 - The transaction must be completed prior to the census date of the dropped hours.
 - The start date of the added hours must be prior to the census date of the dropped hours.
 - The exchange must be an equal one.
 - The exchange must occur simultaneously as a single transaction.

When the charges for hours are dropped without concurrently added hours, they will be refunded in accordance with the refund policy outlined previously. Charges for hours added at a later time will be applied based on the current approved tuition and fee schedule and will not offset charges from prior drops.

- Tuition and fees paid directly to the Institution by the Veterans Administration, Title IV (Financial Aid Programs), a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.
- Emergency withdrawal will be considered to be filed as of the date of the emergency. Students must submit written proof of emergency such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the tuition refund schedule listed above.
- Special consideration is available when the student withdraws from all classes under the following conditions:
 - Any student suffering a catastrophic illness or accident or death in the immediate family after classes have started.
 - Active duty military students who receive PCS or deployment orders and dependent family members of active duty military who receive PCS after the start of classes which require the service member to depart before the class is completed.

A student must present a copy of deployment orders, medical certification, death certificate, or published obituary along with the refund request to be eligible for special consideration. Withdrawals due to pre-existing conditions do not qualify for an exception to the refund policy. Refunds under these conditions will follow the tuition refund schedule listed below.

- If withdrawing before the 20th class day for semester-length courses (before the last day for 25 percent refund for non-semester-length courses), 100 percent refund.
- If withdrawing between the 21st day for semester-length courses (or the day after the 25 percent refund period for non-semester-length courses) and the midpoint of the course, 50 percent refund.
- After the midpoint of the course, no additional refund will be given. The standard refund policy will apply.
- Please note that NTC rotations, TDY and field exercises are NOT considered deployments under this policy.

Noncredit Courses

CTC will not refund tuition except in the case of course cancellation or official withdrawal from a course. The refund policy for non-credit courses offered by Central Texas College is as follows:

- CTC will process all refunds on the basis of the date withdrawal form is filed with the Records office.
- All refunds for non-credit courses will be refunded in accordance with the refund schedule outlined above.

Determining Residence Status

The Central Texas College Admissions Office is responsible for determining residency status of students for tuition purposes. The office is directed by state statutes and the Texas Higher Education Coordinating Board Rules: Determination of Resident Status. All rules are subject to change. Under state statutes and regulations a prospective student is classified as a resident, nonresident, or foreign student. Although state requirements for establishing residency are complex and prospective students should refer to their particular circumstance, most individuals must meet one of the following residency requirements before they can be considered residents for tuition purposes.

1. A person who graduated from a public or accredited private high school in Texas or, received the equivalent of a high school diploma in Texas, including the successful completion of a nontraditional secondary education, and maintained a residence continuously in this state for: (1) the 36 months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and (2) the 12 months preceding the census date of the academic semester in which the person enrolls in an institution.
2. A person who established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a domicile continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.
3. A dependent whose parent established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a domicile continuously in the state for 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution. (A dependent is a person who is less than 18 years of age and has not been emancipated by marriage or court order; or is eligible to be claimed as a dependent of a parent of the person for purposes of determining the parent's income tax liability under the Internal Revenue Code of 1986.)

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

Non-U.S. Citizens

The following non-U.S. citizens are eligible to establish and maintain a domicile in Texas for the purposes of Item 2 or 3 under Determining Residence Status in this section.

- A Permanent Resident.
- A person who is eligible for permanent resident status and has filed an I-485 application for permanent residency and has been issued a fee/filing receipt or notice of action by USCIS showing that his or her I-485 has been reviewed and has not been rejected.
- An eligible nonimmigrant who has been issued a type of nonimmigrant visa by the USCIS that permits the person to establish a domicile in the United States.

Residency Documentation

New students or returning students who have not attended CTC for at least 12 months are required to complete the CTC Admissions Application. Individuals may be required to provide supporting documentation to support information provided in the residency section of the application or to support the answers to the residency section.

An individual who was classified a Texas resident while attending a Texas college or university during the preceding fall or spring semester prior to enrolling at CTC will be classified a Texas resident provided the individual attended at least two consecutive regular semesters at the institution. If the individual was not enrolled for two or more consecutive regular semesters, the individual will be required to reapply for resident status and provide documents to establish Texas residency.

Documents to Support Domicile and Residence

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

Proof of Domicile

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

Significant Gainful Employment

1. An employer's statement of dates of employment in Texas; proof of self-employment; or proof of other income such as pensions, veteran's benefits, social security or savings from previous earnings. Documents must include the beginning and current or ending dates that encompass 12 consecutive months prior to enrollment. Employment based on student status such as college work study does not constitute gainful employment for purposes of establishing a domicile.
2. For a person unemployed and living on public assistance, written statements from one or more social service agencies located in Texas indicating services were provided for at least 12 consecutive months prior to enrollment.

Residential Real Property

Sole or joint ownership of residential property in Texas with documentation such as a warranty deed to verify 12 consecutive months of ownership prior to enrollment.

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

A marriage certificate or declaration of registration of informal marriage with documentation to support that spouse has established and maintained domicile in Texas for the 12 consecutive months prior to enrollment.

Ownership of a Business in Texas

Documents that support the ownership and management of a business in Texas by the independent student or dependent's parent without intention of liquidation in the near future.

NOTE *An individual whose initial purpose for moving to Texas is to attend a college as a full-time student is presumed not to have the required intent to make Texas his or her domicile. However, the presumption may be overruled by clear and convincing evidence.*

Proof of Residence in Texas

The following documents may be required to support residence in Texas for the 12 consecutive months immediately preceding the census date of the term in which the person enrolls. These documents do not show the establishment of a domicile.

1. Utility bills for the 12 consecutive months preceding the census date.
2. A Texas high school transcript for full senior year immediately preceding the census date.
3. A transcript from a Texas institution showing presence in the state for the 12 consecutive months preceding the census date.
4. A Texas driver's license or Texas ID card that has not expired and, if it reflects an origination date, shows an origination date at least 12 months prior to the census date.
5. Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date.
6. A current credit report that documents the length and place of residence of the person or the dependent's parent to be in Texas and the length of residence to be at least 12 consecutive months preceding the census date.
7. Texas voter registration card that was issued at least 12 months prior to the census date.
8. Pay stubs for the 12 consecutive months immediately preceding the census date, reflecting significantly gainful employment in Texas.
9. Bank statements reflecting a Texas address for the 12 consecutive months immediately preceding the census date.
10. Lease or rental of residential real property in the name of the person or the dependent's parent for the 12 consecutive months immediately preceding the census date.

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

1. Tax return of the student or parents for most recent year.
2. Visa, passport, or other pertinent immigration documents.
3. A member of the United States Armed Services whose Home of Record with the military is Texas is presumed to be a Texas resident, as are his or her spouse and dependent children. A member whose Home of Record is not Texas but who provides Leave and Earnings Statements (LES) that show the member has claimed Texas as his or her place of residence for the 12 consecutive months prior to enrollment.
4. Texas high school transcript to verify 36 months presence in the state and graduation from a Texas high school or high school equivalent.
6. State or local licenses to conduct a business in Texas.

Temporary Absences from State

An individual who met the criteria for in-state residency, who is temporarily absent from the state for a short duration (i.e. less than one year) with the intention to always return, does not lose his or her ability to claim Texas as his or her permanent residence. However, in some situations the absence can be significantly longer. Examples include:

1. A person or the dependent's parent who is temporarily absent from the state for the purpose of service in the U.S. Armed Forces, U.S. Public Health Service, U.S. Department of Defense, or U.S. Department of State.
2. A person or the dependent's parent whose company temporarily assigns him or her to work elsewhere.
3. A person or the dependent's parent who is temporarily absent from the state for educational purposes.

General Rules and Regulations Federal Employees Other Than Members of the U.S. Armed Forces or Public Health Service

The state has no special provisions for determining the residency of federal employees other than members of the U.S. Armed Forces or U.S. Public Health Service. Each person (including civilian employees of the U.S. Armed Forces) must meet the basic residency requirements for non-military personnel.

Residency Status and Undocumented Students

Texas Law (Senate Bill 1528) allows undocumented students to qualify for Texas residency status regardless of visa status if the student meets all the requirements below.

1. Graduated from a Texas high school or received a GED.
2. Resided in Texas for the 36 months immediately preceding graduation from a Texas high school or receipt of the GED.
3. Resided in Texas the 12 months preceding the census date of the semester in which the person enrolls in an institution of higher education.
4. Signs an affidavit stating that he or she meets all requirements above and will apply for permanent residency upon first availability to do so.

Distant Learners

A bona fide Texas resident located out-of-state or out-of-country and who is enrolled in an electronic course delivered from the Central Campus may be classified as a resident for tuition purposes. The student must provide substantiating documentation that he or she has a right to resident classification. For example, a spouse or dependent child of a member of the U.S. Armed Forces who was a Texas resident at the time he or she joined the service and has maintained Texas as his or her domicile may be eligible to be classified as a resident for tuition purposes. The spouse or dependent children of military Texas residents should submit a completed CTC Active Duty Military ID Card Verification form, their sponsor's leave and earning statement (LES), and if applicable the sponsor's DD 214 showing Texas as the home of record. The LES must be 12 months prior to the census date of the semester in which the student enrolls.

Reclassification

A student initially classified as a nonresident based upon information provided in the Core Residency Questions, may petition for reclassification by providing the CTC Admissions Office located at the Central Campus in Killeen, Texas, with supporting documentation. If a change is made based on supporting documents and information received prior to the census date of the current term, the change will apply to the current term. Otherwise, any change will apply to the first succeeding term in which the student enrolls.

Student Responsibilities

Students must prove to the satisfaction of the CTC Admissions Office that they are entitled to be classified as a resident of Texas. The student is responsible for registering under the proper residence classification. Questions concerning a student's right to classification as a resident of Texas should be directed to the CTC Admissions Office located at the Central Campus in Killeen, Texas, prior to enrolling at CTC.

Waivers That Allow Nonresidents to Register While Paying the Resident Rate

Military Members Assigned to Duty in Texas

Members of the U. S. Armed Forces are presumed to maintain the same domicile that was in effect at the time of entering the service during their entire period of active service. They are presumed not to establish a domicile in other states in which they are assigned to duty because their presence is not voluntary but under U. S. military orders.

However, nonresident members of the U. S. Armed Forces, members of Texas units of the Army or Air National Guard; and Army, Air Force, Navy, Marine Corps or Coast Guard Reserves; and Commissioned Officers of the Public Health Services who are assigned to duty in Texas, and their spouse and/or dependent children, are entitled to a waiver that allows payment at the resident tuition rate. To qualify, the student must submit prior to the census date of his or her first term of enrollment, a statement from an appropriately authorized officer in the service certifying that the student, or parent, will be assigned to duty in Texas on the census date of the intended term of enrollment. A member of the National Guard or Reserves who will be in Texas only to attend training with Texas units is not eligible for a waiver to pay resident tuition rates.

Military family members and active duty soldiers may complete the CTC Military Verification form, which must be signed by the soldier's commanding officer or personnel office designee or provide a copy of the military orders of the active duty member with permanent assignment duty in Texas. The form is available in the schedule bulletins, on the CTC website, at the CTC admissions and records offices located on the Central Campus and the Fort Hood Student Services office. Upon initial enrollment, the student should bring the signed form and a valid military ID card. If the military ID card expires, the student must present a renewed military ID card at the time of re-enrollment.

Continuous Enrollment

Nonresident active duty military and their spouse and/or dependent children are entitled to continue to pay the resident tuition rate as long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program. The student is not required to enroll in the summer semester to remain continuously enrolled.

After Assignment to Duty in Texas

If nonresident members of the U.S. Armed Forces eligible for a nonresident waiver are assigned to duty elsewhere following assignment to duty in Texas, their spouses and dependent children are entitled to pay the resident tuition rate as long as the spouse or child resides continuously in Texas. A person is not required to enroll in a summer semester to remain continuously enrolled.

Out-of-State Military

A spouse and/or dependent child of nonresident members of the U.S. Armed Forces, or Commissioned Officers of the Public Health Service stationed outside of Texas are entitled to pay resident tuition in Texas if the spouse and/or child moves to this state and files a statement of intent to establish residence in Texas with the public institution of higher education that he or she attends.

Survivors

The spouse and/or dependent child of a member of the U.S. Armed Forces, or of a Commissioned Officer of the Public Health Service who died while in service, shall pay resident tuition if the spouse and/or child becomes a Texas resident within 60 days of the date of death. To qualify, the person shall submit satisfactory evidence to the institution that establishes the date of death of the member and that the spouse and/or dependent child has established a domicile in Texas.

Spouse and Dependents who Previously Lived in Texas

A spouse and/or dependent child of a nonresident member of the U.S. Armed Forces, or Commissioned Officer of the Public Health Service who previously resided in Texas for at least six months may establish residency for tuition purposes if the member or commissioned officer, at least 12 months prior to the census date of the family member's enrollment:

1. Filed proper documentation with the military or Public Health Service to change his or her permanent residence to Texas and designated Texas as his or her place of legal residence for income tax purposes; and
2. Registered to vote in Texas; and
3. Satisfied one of the three requirements for the 12 months prior to the first day of the relevant term:
 - ownership of real estate in Texas with no delinquent property taxes;
 - registration of an automobile in Texas; or
 - execution of a currently-valid will deposited with a county clerk in Texas that indicates he or she is a resident of Texas.

Honorably Discharged Veterans, their Spouse and Dependents

A former member of the U.S. Armed Forces or Commissioned Officer of the Public Health Service and his or her spouse and/or dependent child are entitled to pay resident tuition rate for any term beginning prior to the first anniversary of separation from the military or health service if the former member:

1. Had, at least one year preceding the census date of the term, executed a document with the U.S. Armed Forces or Public Health Service that is in effect on the census date of the term and that changed his or her permanent residence to Texas and designated Texas as his or her place of legal residence for income tax purposes; and
2. Had registered to vote in Texas for at least 12 months prior to the census date of the term in which he or she plans to enroll; and

3. Provides documentation that the member has, not less than 12 months prior to the census date of the term in which he or she plans to enroll, taken one of the three following actions:
- Purchased real estate in Texas with no delinquent property taxes,
 - Registered an automobile in Texas, or
 - Executed a currently-valid will that has been deposited with a county clerk in Texas, which indicates he or she is a resident of Texas.

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

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

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

In-District and Out-of-District Students

Once you are classified as a Texas resident, you are either an in-district or an out-of-district student. You are considered an in-district student if you physically reside within the geographical boundaries of the Central Texas College District (CTCD). The college district is in the Killeen and Copperas Cove Independent School Districts. Property owners and their dependents living outside the CTCD tax district who paid ad valorem taxes to CTC are eligible for in-district tuition. A current property tax statement and completion of the CTC Ad Valorem statement are required for verification.

To establish in-district residency, you may be required to present one or more of the documents listed in the “Documenting Residence in Texas” section of this catalog. The documentation must show an in-district address for six months prior to enrollment. A post office box address is not acceptable for verification of in-district residency.

An out-of-district student is a Texas resident who does not physically reside within the geographic boundaries of the college’s district. If you are an out-of-district student, you pay the out-of-district tuition rate unless eligible to receive a waiver based upon state statutes or college policies. Residency in the Central Texas College Residence Hall does not exempt a student from the out-of-district fee.

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

Student Financial Assistance

Financial Aid Programs

The Financial Aid Office coordinates and administers the financial aid programs for the College. The Financial Aid Office provides financial assistance to students who have a financial need and who would otherwise be unable to attend Central Texas College. The student and student’s family are primarily responsible for the cost of higher education; however, scholarships, grants, loans, work opportunities, and other financial benefits are available to students who qualify for these programs.

Most financial aid is awarded on the basis of need. Financial aid programs require annual applications. The Financial Aid Office will make every effort to assist the student in meeting his or her need using all resources available. Each student has certain rights and responsibilities in the financial aid process. Therefore, it is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds. Failure to comply with regulations may result in loss of funding and/or eligibility.

All applicants for financial aid are required to:

- Apply for admission to the College.
- Be degree or certificate candidates.
- Complete and file a Free Application for Federal Student Aid (FAFSA) with the United States Department of Education each year. Central Texas College must be selected as an institution in order for the financial aid office to receive the student’s FAFSA application. Central Texas College’s school code is 004003. Students are urged to apply early for optimum financial aid benefits.
- Complete verification is required if the student is selected by the Department of Education for verification.

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

Fall	June 1
Spring	October 1
Summer	April 1

Applications will be accepted and processed after these dates, but you will experience delays in receiving eligible funds for registration and books. All applications will be processed in order of receipt in the Financial Aid Office. Scholarship deadlines differ. For more information, visit the Financial Aid office (Bldg. 111) or our website at www.ctcd.edu.

Selective Service Registration Compliance

An amendment to the Military Selective Service Act (Pub. L. 97-252) requires that, beginning with 1983-84 award year, any student required to register with Selective Service who fails to do so is ineligible for Title IV student financial aid. Among Title IV financial aid applicants, men (citizens and eligible non-citizens except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands) who are at least 18 years old and born after December 31, 1959, and who are not currently on active duty with the armed services must be registered.

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

Eligibility Requirements for Financial Aid

In general, a student is eligible for financial aid if he or she meets the following requirements:

- Is a United States citizen or an eligible non-citizen,
- Has a demonstrated financial need,
- Is making satisfactory academic progress (as defined by the college) in the course of study,
- Is not in default on a Federal Stafford Loan,
- Is enrolled at the college for the purpose of obtaining a degree or certificate,
- Has a high school diploma or G.E.D.;
- Is registered with the selective service if required to do so; and
- Does not owe a refund on a Federal Pell Grant or other Federal financial aid awards.

NOTE *CTC students must select an eligible program of study prior to the first disbursement of financial aid.*

Satisfactory Academic Progress Policy, Financial Aid

Under current federal guidelines, students who are receiving financial aid are required to maintain the standards of satisfactory academic progress (SAP). The assessment will be made on a semester basis, regardless of the number of semester hours attended or the number of hours attempted during the year. Grades of A, B, C, D, and P are considered hours completed. Drops, withdrawals, IP, XN, N, F and course repeats are counted as hours attempted. Course repeats are counted as attempted hours and either earned or unearned depending upon the grade assigned as noted above. All coursework attempted at the college and any transfer work completed is considered when determining satisfactory academic progress regardless of whether the student previously received financial aid.

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

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

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

Qualitative Standard: Minimum Grade Point Average (GPA)

Students must maintain a 2.0 grade point average (GPA) during each semester of enrollment as well as a cumulative average of 2.0 to remain eligible for aid. Should the student's GPA drop below 2.0 the following actions will be taken:

- The first time the GPA drops below 2.0 the student will be placed on financial aid warning for the following semester enrolled.
- At the end of the warning semester, if the student's GPA is 2.0 or above, the student will be removed from warning status and returned to satisfactory. If after one semester the GPA is still below 2.0, the student will be placed on suspension and will not be eligible for financial aid until the student's GPA meets the 2.0 standard.

Quantitative Standard: (A) Pace of Program and (B) Maximum Time Frame (C) Maximum Timeframe Transfer

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

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

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

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

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

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

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

SAP Rules for Remedial or Developmental Coursework

An otherwise eligible student may receive financial aid for a maximum of 27 attempted credit hours in developmental/remedial course work. Once the 27 credit hours maximum is reached, additional developmental credit hours will not be used to calculate the award amount. Developmental hours are not included in the cumulative GPA calculation. However, developmental attempts are used in the completion rate calculation and in the calculation of maximum timeframe.

Evaluation Outcomes

(Consequences for not maintaining Financial Aid Satisfactory Academic Progress)

Financial Aid Automatic Suspension

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

Students placed on automatic suspension may continue to enroll at the college. However, they must pay their own expenses to include tuition, fees, room and board, and other college costs.

Financial Aid Warning

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

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

Financial Aid Suspension

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

Students placed on financial aid suspension may continue to enroll at the college. However, they must pay their own expenses, to include tuition, fees, room and board, and other college costs.

Reinstatement of Eligibility

Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria listed above, both the cumulative/semester completion rate (67 %) and cumulative grade point average (2.0) or has an appeal approved. Financial aid will not be reinstated for violations of Quantitative Standards or Qualitative Standards until the appeal has been approved by the Financial Aid Appeals Committee. **Classes taken at institutions other than Central Texas College do not count towards reinstatement.** Students who regain eligibility by completing the required coursework must notify the Financial Aid Office in order to have their progress reevaluated.

Academic Amnesty

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

Appeal Process

Central Texas College recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Any student subject to suspension of financial aid eligibility may appeal to the Financial Aid Office for a review of the decision. **Under the revised Department of Education rules, an appeal cannot**

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

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

Please note: a student cannot have appeals approved in consecutive semesters. The Financial Aid Appeals Committee will review the appeal and the student will be notified by email after the appeal decision has been made. All documents pertinent to the appeals process become part of the student's financial aid record. If the petition is denied, the student has the right to request that the appeal decision be reconsidered by the Associate Dean, Financial Aid/VA. This appeal must be turned in within 10 days of receiving notification of the decision denying the appeal. The decision of the Associate Dean is final.

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

Appeal Decisions

Probation

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

Appeal Denied

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

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

Enrollment/Student Status

Break in Enrollment

When a student has a break in enrollment and is readmitted, the SAP status for prior terms will apply. For example, if a student is placed on financial aid suspension at the end of the spring term, does not return in the fall term, and is readmitted the next spring term, the student will continue in a financial aid suspension status for that term.

Drops and Withdrawals

Students who receive Title IV (PELL/FSEOG/Loans) financial aid and drop, withdraw, or are administratively withdrawn from courses during the financial aid year may be required to repay financial aid received and may be placed on financial aid warning status or suspension. Repayment is based upon the student's last date of attendance. Detailed information is provided in the Return/Repayment of Title IV Funds section of this website.

Grade Changes

If a grade is changed, it is the student's responsibility to notify the Financial Aid Office immediately. The Financial Aid Office can then initiate a review of the effect of the grade change on the student's academic progress within 15 days of notification.

Repeated Courses

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

Transfer Courses

Transfer students entering CTC must be enrolled in a program of study that leads to an associate degree, certificate, or is transferable towards a bachelor's degree. Transfer courses are considered in determining eligibility under the qualitative measure as well as in the **quantitative and maximum time frame** measurements.

Financial Aid will not pay for:

- Courses taken by audit
- Successfully completed courses that have been attempted more than two times
- Courses exceeding the 27 maximum credits for developmental coursework
- Credit hours earned by placement tests
- Continuing education courses
- Courses for which you register after the official census date of the term
- Credit hours in excess of the 150% maximum program limit
- Courses taken without having a declared eligible program (enrolled as transient student)
- Courses not on a student's degree plan
- Courses that extend beyond the official standard semester

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

Types of Aid Available

Financial Aid is categorized into two types: Gift Aid and Self-Help Aid.

- Gift Aid includes grants and scholarships that do not have to be repaid.
- Self-Help Aid includes student employment and student loans. Student loans must be repaid with few exceptions.

Federal PELL Grant

The Federal PELL Grant is awarded to assist students in pursuing their first undergraduate degree. The intent of the Federal PELL Grant is to provide a foundation of financial assistance to supplement the cost of postsecondary education.

PELL Grant funds will be used to pay for tuition, fees, books, and unpaid Residence Hall costs. Balance checks for unused PELL funds will not be disbursed to any student who has a balance due to CTC.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available only to those students who demonstrate financial need. Grant awards and renewals are made on the basis of available federal funds, the student's demonstrated exceptional financial need and the student's satisfactory academic progress.

TEXAS Grant (Toward Excellence, Access and Success)

This grant is available to the eligible student who is a Texas resident, graduated from an accredited high school in Texas no earlier than the 1999 school year, completed the recommended or distinguished achievement high school curriculum or equivalent, enrolls in an eligible Texas college or university within 16 months of graduation, is an entering undergraduate, has not already earned a bachelor's degree, applied for financial aid and demonstrates required financial need, and has not been convicted of a felony or a crime involving a controlled substance. *Students must be enrolled at least three-quarter time in a degree program (9 semester hours in a 16-week semester). Funding is limited and grant may not be available. The Financial Aid Office will determine if the TEXAS Grant is part of the aid package that is offered to you. **Go to the College for Texans website for more information.

Texas Educational Opportunity Grant (TEOG)

TEOG program provides aid to financially needy students enrolled in Texas public two-year colleges. A student must satisfy general eligibility requirements. Academic performance and other requirements must be met for students to receive continuing eligibility. The Financial Aid Office will determine if TEOG is part of the aid package that is offered to you.

Federal College Work-Study Program (CWSP)

This program provides part-time employment opportunities for students who are in need of employment in order to complete their educational goals. In arranging a job and determining how many hours per week a student may work, the financial aid officer will consider: (1) financial need, (2) class schedule, and (3) student's health and academic progress.

Loans

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

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

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

Please review the College Default Management plan at www.ctcd.edu.

Federal Loan Eligibility Requirements

- Student must complete the FAFSA.
- Student must meet academic progress as determined by the Financial Aid Office.
- Student must be enrolled at least half-time (six semester hours per term).
- Student must be a citizen or eligible non-citizen.
- Student must not be in default on any federal loan or owe a refund back to any federal program.
- Student must not have already exceeded aggregate loan limits.

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

Classification
Freshman (0 to 30 credit hours)*
Sophomore (31 to 72 credit hours)**
Dependent Undergraduate
\$5,500* – No more than \$3,500 of this amount may be subsidized*
\$6,500 – No more than \$4,500 of this amount may be subsidized**
Independent Undergraduate
\$9,500 – No more than \$3,500 of this amount may be subsidized*
\$10,500 – No more than \$4,500 of this amount may be subsidized**

NOTE The amounts shown in the chart above are the maximum amounts that you may borrow as a full-time student (12 hours per semester) for the academic year. All annual loan limits are subject to proration and cannot exceed the Cost of Attendance.

Entrance Loan Counseling

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

Exit Loan Counseling

Federal regulations require all students who received a loan to complete a mandatory exit counseling prior to graduation or after dropping below half-time attendance. Exit counseling is available by going directly to http://www.nsld.ed.gov/nslds_SA/SaEcIntrol.do. You will need a list of two different references (relatives or friends) that will always be in contact with you. Include their name, address and phone number.

Repayment

When you borrow a student loan, you sign a legal document called a promissory note, which establishes your obligation to repay that loan, and in certain cases, future loans under that same promissory note. The most important thing you can do during repayment is to stay in close contact with your lender. If you have trouble making your monthly payments and need help, contact your lender to learn more about the many options available to you.

Here is a brief summary of the repayment guidelines established in your promissory note:

- Your payments are expected on a monthly basis.
- Unless your lender agrees otherwise, the minimum monthly payment will be at least \$50.
- Your minimum annual payment will not be less than the amount of interest due and payable.
- The maximum time allowed for repayment is usually 10 years.
- You may prepay on your loan at any time without penalty. This will reduce the total amount of interest you pay on your loan.
- Your lender will give you the opportunity to choose a standard, graduated, income-sensitive, or extended repayment schedule.

Return/Repayment of Title IV Funds

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

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

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

Central Texas College determines the date the student withdrew depending on the type of withdrawal. If the student begins the official withdrawal process or provides official notification to Central Texas College of his or her intent to withdraw the date Central Texas College determines that the student withdrew would be the date the student began the official withdrawal process, or the date of the student's notification, whichever is later. If the student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that Central Texas College becomes aware that the student ceased attendance. If Central Texas College is informed that a student has died, the withdrawal date is determined either by the official notification from the student, if they had started an official withdrawal process due to illness or accident, etc. prior to the death, or the withdrawal date is the date that Central Texas College determines is related to that circumstance if no official withdrawal was initiated. The withdrawal date will be no later than the date of the student's death. Central Texas College does not disburse post-withdrawal

disbursements to a student that has died during the payment period. The Record's Office notifies the National Student Loan Data System (NSLDS) via the National Student Loan Clearinghouse of enrollment changes.

Official Withdrawal

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

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

Unofficial Withdrawal

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

In order for the Office of Financial Aid to determine if there is a return of Title IV funds for the student, the Office of Financial Aid collects the student's information for the payment period, which includes original direct costs at Central Texas College for the payment period from the Student Account, the date of determination of the withdrawal date from the Record's Office, the federal financial aid programs that have been disbursed or could have been disbursed to the student from the Student Account and from the SIS. With these documents the Office of Financial Aid utilizes the return of Title IV funds online program provided by the SIS, to calculate and manage the return of Title IV funds for the student. This software is tested to ensure it is compliant with the Federal Financial Student Aid (FSA) Department of Education software. When a student withdraws after the 60% point of their payment period, they have earned 100% of their federal financial aid funds and there is no money to return because the student has earned 100% of the Title IV funds he or she was scheduled to receive during the payment period. If the student earns equal to or less than 60% the student is subject to the return of Title IV funds calculation. The Office of Financial Aid determines the amount the student earned, which is based on a prorata schedule based on what the student has earned at the time of withdrawal. The return of Title IV funds calculation determines the amount of federal financial aid the student earned, the amount the student did not earn, the amount the student might have to repay, the amount the school must return, if a student is owed a post-withdrawal disbursement, and if the student owes a repayment.

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

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

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

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

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

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

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

NOTE *Federal, state and institutional rules and regulations regarding financial aid are subject to change.*

The Central Texas College Scholarship Fund

Central Texas College annually awards several two-year scholastic scholarships to qualified high school students. Information regarding this scholarship program may be obtained from the Office of Student Financial Assistance. Applications are available online at <https://ctcd.scholarships.nelnet.net>.

Veteran Benefits

Central Texas College's programs are approved for those who wish to attend and receive benefits under the Post-Vietnam Era Veterans Educational Assistance Program, the Veterans Educational Assistance Act of 1984, Chapter 1606-Reservists Education Bill, Chapter 30-VA Education Bill of 1986, Chapter 33-Post 9/11 Veterans Assistance, and family members qualified for VA Educational Benefits, Chapter 35.

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

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

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

You should have military credit evaluated at the close of the first semester or upon successful completion of 6 semester hours and furnish the Veteran Services Office with a copy of the updated degree plan. Also, any transfer credits from previous education need to be evaluated before the close of the first semester and a copy of the updated degree plan furnished to the Veteran Services Office.

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

NOTE *You must submit the completed Veterans Enrollment Certificate eform to the CTC Office of Veterans Services each semester/term that you enroll and when you make changes to your class schedule. Distant learners residing outside Texas and enrolled in online classes should submit the eform to the Eagles on Call Center. Before enrolling in distance learning courses, Chapter 33 Post 9/11 students should contact the Veteran Services Office at veterans.services@ctcd.edu.*

Hazlewood Educational Benefits

Veterans who wish to use the Hazlewood exemption must complete an application. Applications are available in Building 111, Room 214, on the Central Campus, or you may call (254) 526-1559. In addition to the application completion, the veteran must furnish a copy of their DD 214 (discharge document showing entry into service from the state of Texas and a letter from the VA Regional Office, Muskogee, OK, stating that the

veteran is no longer eligible for VA educational benefits). Upon receipt of these documents the Texas veteran will be notified if they are qualified for Hazlewood Educational Benefits. Please go to www.collegeforalltexans.com for full information.

Vocational Rehabilitation

(Texas Campuses only)

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

Central Texas College Foundation Scholarships

The Central Texas College Foundation has approximately 170 scholarships, providing about 200 awards to competitively selected students every year. Foundation scholarships are both need- and merit-based. One application will place a student in consideration for all of these awards. A student must complete an online application between January 1 and March 31 of each year. These scholarships are awarded in late spring and are available in the fall and spring semesters of the following academic year. A list of scholarships and their criteria can be found at <https://ctcd.academicworks.com> from January 1 until March 31. In making application for these scholarships, the applicant must have applied to attend CTC, have official transcripts from previous colleges attended on file with CTC, and completed the Free Application for Federal Student Aid (FAFSA) as verified by the CTC Student Financial Assistance Office. To complete the online application, you must create an account in AcademicWorks. You will need your CTC email address to create the account. If you are unsure which email address CTC has on file for you, you can go to your WebAdvisor profile. Once you have created an account in AcademicWorks, you will receive an email asking you to confirm your email address. After you confirm your email address, you will be able to access the scholarship application. For more information, please contact the CTC Foundation Office at 254-526-1662 or visit our offices in Building 158 on Central Campus.

Student Services

Academic Advising

The CTC Academic Advising office provides advising services to assist you with career planning and your educational and personal goals. Services include occupational and labor market information, degree program planning, and general academic advising.

All new students are required to meet with an academic advisor. Students who have not met the state requirements for the Texas Success Initiative should meet with an academic advisor each semester. It is strongly recommended that all students meet with an academic advisor on a regular basis to review one's academic progress and graduation requirements.

Transfer Advisor

Assistance in planning to transfer to a four-year college or university is also available through the Transfer Center located in the Student Services Building 119. Students who plan to transfer to a four-year college or university can receive assistance about applications, transferring credits, sponsored visits, and transfer scholarships.

Career Center

The Career Center has resources for all phases of the career planning and job search process. We can help students identify career interests and aid in preparation to become successful college students and employees. Free services are available for current and former students:

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

To access Career Services online or for additional information and assistance, visit our website at www.ctcd.edu/career-center.

International Student Services (F-1 Visas)

Services include admissions assistance, placement into the English for Speakers of Other Languages Program (ESOL/ DSLA courses), registration, orientation, academic and social counseling, preparation for departure, immigration regulations advising and housing assistance. Central Texas College is not responsible for a student's immigration status. The student is responsible for remaining in status with the United States Citizenship and Immigration Services (USCIS).

Inquiries should be addressed to the Director of International Student Services at the Central Campus address listed in the front of this Catalog. (ctc.international@ctcd.edu)

Learning Resource Center

Individualized, competency-based, open entry instruction is available year round. Some texts and audiovisuals are dispensed from the Learning Resource Center. Classes are provided in the areas listed:

- General Educational Development (GED).
- Mathematics, reading and English preparation for college.
- Mathematics and reading instruction for nursing students.

Student Support Services

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

Disability Support Services

Disability Support Services (DSS) provides accommodations to eligible students creating opportunities that promote educational access. Appropriate documentation of the disability is required in order to receive class accommodations. Students should contact the DSS office located on the Central Campus in Building 111, Room 207, or 254-526-1195 for more information. Students are encouraged to visit the DSS website at www.ctcd.edu/disability-support to learn more about DSS and the process students are required to follow to request classroom accommodations in accordance with state and federal disability laws.

Child Care Assistance Program

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

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

Lending Library Textbook Program

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

Student and Employee Assistance Program

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

Transcripts

Students may obtain an UNOFFICIAL CTC transcript and check on the status of any CTC transcript requests through their CTC WebAdvisor student account.

If you need an OFFICIAL CTC transcript, visit the "Transcript Services" webpage on the CTC website at www.ctcd.edu for specific information. Students and former students may submit transcript requests through mail, fax, and eForms. There is no charge for the CTC transcript. However, if you need a CTC transcript be sent by priority or express mail, you are responsible for the mailing costs, which must be paid in advance. CTC reserves the right to limit the number of transcripts issued at any one time. A complimentary transcript is provided upon graduation from CTC.

You may be denied your transcript if you have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of financial aid, failure to comply with admissions requirements, or any other indebtedness to CTC.

Testing Services

Central Texas College provides an extensive testing program, which supports traditional classroom instruction and distance learning courses. Cell phones and children are not permitted in the testing areas. Test Services include:

- **Entrance Examination** - American College Test (ACT). The ACT is not required for admission to CTC. The ACT is administered on national test days each year.
- **TSI Assessment** - The Texas Success Initiative (TSI) Assessment is the state-approved assessment test that replaced the ACCUPLACER, ASSET, COMPASS and THEA tests. Students who did not enroll in a CTC course prior to August 26, 2013, are required to take the new TSI Assessment regardless if the student had previously taken the ACCUPLACER, ASSET, COMPASS or THEA. Students will be required to complete a Pre-Assessment before taking the TSI Assessment.
- **Health Education Systems Inc. Admissions Assessment (HESI A2)** - The HESI is a timed, computerized exam that consists of five sections. The exam is required by the CTC Nursing department. The exams measure the examinee's ability to apply nursing and health professional concepts to clinical problems.
- **Diagnostic Tests** - Students enrolling in a CATE Center competency-based, open-entry program should contact a CATE Center Advisor to determine if they are required to complete diagnostic testing.
- **Automotive Services Excellence (ASE), The Automatic Transmissions Rebuilders Association Certification (ATRA), and IMAC Automotive Air Conditioning Examinations** - The certification examinations are available for automotive professionals.
- **College Level Examination Program (CLEP) and DANTES Subject Standardized Tests** - The CLEP and DSST examinations are nationally recognized tests for students desiring to receive credit for knowledge already obtained. Active duty Fort Hood soldiers can take these tests free of charge at the Fort Hood Education Center.

- **General Educational Development (GED) examinations** – CTC is an approved GED site for individuals who have not completed a formal high school education.
- **Institutional Challenge Examinations** – A student may request through the appropriate department chair permission to take challenge examinations for certain courses.
- **English Language Proficiency Test** – A test, which is administered by the English for Speakers of Other Languages Department, for course placement of non-English or limited-English speakers.
- **Pearson VUE Exams** - CTC is a Pearson VUE test center where computer-based certification and licensure tests are offered for various testing programs.
- **TCOLE** - CTC has become a testing center for TCLEDDS offering tests to the police academy on campus and for the surrounding area.

For detailed information visit the CTC testing website at www.ctcd.edu/testing/testing.htm and refer to the “College Costs” section of the catalog for fees.

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

Evaluation of Previous Education and Training Nontraditional Education

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

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

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

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

- DANTES Subject Standardized Tests (DSST).
- College Level Examination Program (CLEP).
- Excelsior College Examinations (ECE).
- Defense Language Proficiency Tests (DLPT).
- College Board Advanced Placement.
- Military Service Schools, Military Occupational Specialties (MOSS), Ratings and other Military Job Training and Experience as recommended by the American Council on Education (ACE).
- Civilian Education and Training as recommended in The National Guide to College Credit for Workforce Training.
- Correspondence courses and other forms of distance education offered by regionally accredited institutions.
- Automotive Service Excellence Tests.
- Refrigerant Transition and Recovery Certification (EPA Type I, II, III, and Universal)
- American Welding Society Certification Program.
- Others to include certain types of civilian training, specialized training and work experience.

Official Evaluation Requirements

CTC students are eligible to receive an official evaluation of nontraditional learning as follows:

- **Active-duty military:** Service members are eligible to receive an official evaluation upon admission to CTC, declaring a CTC program of study, and upon receipt of official college transcripts from each regionally accredited institution attended and their official Joint Services Transcript (JST) by CTC.
- **Non-Active-duty/Civilians** are required to complete six semester hours with a 2.0 (C or better) grade point average with CTC.
- **GoArmyEd students** who chose CTC as their home college will automatically receive a Servicemembers Opportunity Colleges (SOC) Student Agreement upon receipt of official college transcripts if applicable and their JST.

Evaluation Procedures

To apply for an evaluation and a degree or certificate plan:

1. Complete and submit the eForm Request for Official Evaluation. Student eForms are available through the CTC website at www.ctcd.edu. If you are unable to submit the online eForm, a paper version is available on the CTC Evaluated Credit webpage.
2. Request official transcripts from each regionally accredited college or university be mailed directly to Central Texas College in Killeen, Texas.
3. Military and veterans should request an official Joint Service Transcript (JST) be sent to CTC.

College Credit for Heroes and CTC’s Fast Forward

Other tools available to Servicemembers and Veterans include the College Credit for Heroes portal and CTC’s Fast Forward tool. Servicemembers and veterans may request an official or unofficial evaluation of their military education and training only through the College Credit for Heroes portal at www.collegecreditforheroes.com at any time or simply search the databases for recommended credits. CTC’s Fast Forward tool at <https://fastforward.ctcd.edu> allows an individual to upload their original JST and receive an almost instant estimate of credits that will be awarded for their military education and training and apply those credits to an unofficial degree or certificate program selected by the individual.

Servicemembers Opportunity Colleges

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

SOC Degree Network System Membership

The SOC Degree Network System (DNS) are institutions selected by the Military Services to deliver specific associate and bachelor’s degree programs to servicemembers and their families. As a member of the DNS, Central Texas College has agreed to adhere to academic policies intended to support military students in their academic endeavors towards degree completion. Central Texas College is approved for membership in SOC DNS-2 at the associate degree level.

Student Complaint Process

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

Campus Life

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

The Roy J. Smith Student Center is the social and recreational center of the campus. The first floor contains the offices for Student Life and Activities, the Student Government Association, a game room, a recreational center, and a television lounge.

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

Alumni and Friends Association

The CTC Alumni Association is open to any graduate or former student of Central Texas College. Joining the Alumni Association is FREE and benefits include opportunities to:

- Stay connected with other former students and Central Texas College through social media, e-mail bulletins and newsletters
- Use career and library services
- Volunteer for and participate in CTC activities and events
- Share your success and life events
- Receive special offers
- Give back

To learn more about the Alumni and Friends Association, please visit the CTC website at www.ctcd.edu.

Student Organizations

There are approximately 22 officially recognized student clubs and organizations at CTC. They offer a variety of activities and interests for students, faculty and staff. Student organizations include political, social, special interest and recreational interests, along with international student clubs, honor societies and religious organizations. Their activities include discussion meetings, guest speakers, picnics and barbecues, fund-raising activities and field trips.

All student organizations and activities must conform to the educational objectives and administrative regulations of Central Texas College as stated in official documents and the Student Organization and Sponsors Handbook. All activities and fund-raisers must be cleared through the Student Life Activities Office at least two weeks before the event. Club sponsors must ensure that all club funds are deposited and disbursed properly through the club's on-campus Agency Fund Account.

Those students interested in forming a club should contact the Student Life Office at 526-1258, for additional information.

Student Travel

Student travel is recognized by Central Texas College as an essential activity of the institution's educational and student activities programs. All travel for student groups must be made in accordance with the administrative provisions contained in CTC Board Document No. 367, Travel, Relocation, and Other Reimbursable Expenses.

KNCT-TV and KNCT-FM

Central Texas College owns and operates a full power UHF television station, KNCT, which is affiliated with the Public Broadcasting Service (PBS). The station broadcasts on Channel 46 and is carried on all local cable systems (Channel 4). KNCT is also available on the two major satellite television services. KNCT's Digital Signal includes 46.1 PBS High Definition Channel and 46.2 the World Channel with provides 24 hour programming featuring the best of PBS prime time schedule and 46.3 the Create Channel that provides instructional programs with expert advice on cooking, arts & crafts, gardening, home improvement and travel.

KNCT FM broadcasts at 91.3 MHZ with both a digital HD and analog signal. Digital 91.3 (1) and analog provides easy listening music. Digital 91.3 (2) provides a 24 hour classical music service. The stations also serve as a laboratory facilities for students enrolled in the Radio/TV Broadcasting Degree Program. The stations are located in Building 109 on the Central Campus.

Child Development Center

The Central Texas College Child Development Center serves as a laboratory where CTC students can obtain practical experience in child care and early childhood educational programs. The Center, located on Clear Creek Road, is licensed for children ages 18 months - 5 years of age. A developmentally appropriate curriculum meets the emotional, social, and intellectual needs of children. College students, faculty, staff and members of the community are equally welcome to enroll their children in this program.

Food Service

The Central Texas College food service facilities are housed in the Anderson Campus Center (Bldg. 156). Their aim is to serve well-balanced and nutritional meals at the lowest cost. The food court, snack bar and bakery operation provide full meals or a la carte entrees Monday through Friday. Facilities are open to the public. Commuter meal cards are available for purchase from the Food Service Office.

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

Bookstore

The Campus Bookstore, located in the Anderson Campus Center (Bldg. 156) on the Central Campus, carries new and used textbooks, supplies, trade books and general merchandise for the convenience of students, faculty and staff.

A receipt is required to initiate a return, refund or exchange. In addition to the receipt, customers seeking a refund on items purchased with a credit or debit card must present the card used and the refund will be credited to the card. A cash refund will not be given for purchases made with a credit or debit card. All returns and exchanges are subject to the following guidelines:

Refund Grace Period

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

- 14 calendar days for 12-week and 16-week courses
- 7 calendar days for 8-week, or self-pace courses

Book Condition

To obtain a full refund, all items must be in their original state and/or packaging. Shrink-wrapped materials must remain sealed. Items must be clean. Items may not contain any markings or highlights.

Non-Returnable Items

No returns, refunds or exchanges are given on optional books, study guides, manuals, workbooks, or trade books. Do not purchase books unless you are certain you want them, regardless of their “required” status. No returns, refunds or exchanges will be given on supplies, CATE Center books, spiral-bound books, modules, gifts or software.

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

Intramural Sports

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

Students from CTC’s intramural sports programs also enter NIRSA regional competitions such as flag football and basketball with other colleges. A complete schedule of activities is available in the Intramural Sports Office located in the Physical Education Center. Open events in tennis and biannual 5K fun run/walks are available for surrounding communities as well as CTC students, faculty and employees.

Natatorium and Physical Education Center

The Central Texas College Natatorium and Physical Education Center is open during specified times for students’ use. Courts are available for basketball, volleyball, badminton and tennis. A weight room, equipped with free weights, weight machines, bicycles, treadmills and stair climbers is also available. Physical Education staff members are available to issue equipment and assist students, staff and faculty with a current CTC I.D. who wish to use the facilities.

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

Health Services

Central Texas College does not employ a nurse or physician. However, first aid kits are available in the Office of Student Life Activities (Student Center Building 106, Student Lounge/Game Room) or the Campus Police Office (Building 137, directly behind Student Services Bldg 119). Each Building Coordinator also has a first aid kit. Further information is available in the Student Handbook.

Housing

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

Residence Hall

Central Texas College operates a co-ed Residence Hall for 120 full-time students. Supervision is provided by a full-time

Residence Hall Manager who is responsible for daily operations. Each student residing in the Residence Hall is responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and to harmonious social life. The Residence Hall is closed during the intervals between semesters. The Residence Hall is also closed during the Winter break and Spring break. Alternative housing arrangements will need to be made during this time. The Residence Hall remains open for the convenience of students during the Thanksgiving holiday.

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

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

Refer to the section of the Catalog “College Costs” for room and board rates.

Students-Parking Permit Required

All students (full or part-time) attending Central Texas College, including continuing education and distance education students who test on campus, who operate a motor vehicle on either the Central Texas College Central Campus and/or the Fort Hood Campus, regularly or occasionally, and all CTC faculty and staff members are required to obtain a parking permit for each vehicle they may drive and park on campus, including motorcycles. Parking permits are available anytime and can be obtained at the CTC Police Department, Building 137, directly behind Student Services, Building 119. Motorcycles are also required to display a parking permit and park in accordance with current campus parking rules and regulations. Parking spots marked “Official Use Only” require a special placard and employee parking permit at all times. Reserved parking spaces are limited to full-time faculty and staff members only. Reserved parking is enforced Monday through Friday 6:00 am to 6:00 pm. Vehicles found to be in violation of any campus, county or state regulation or law will be subject to a fine. Failure to pay a campus parking fine will result in a hold being placed on the student’s grades and/or transcripts. Additional information on parking is available online, in the CTC Student Handbook, semester class schedule bulletins or by calling the Campus Police at 526-1200.

Student ID Cards

The CTC student ID is used for various campus facilities such as the library, computer labs, the physical fitness center and natatorium and student lounge/game room. CTC student ID cards are issued in the main lobby of the Student Services Building 119. Students must present a valid state or federally-issued photo ID, such as a driver’s license or military ID card and a copy of their paid CTC registration receipt. The first student ID card is free. A \$5 fee is charged for each replacement. The replacement fee must be paid at the Business Office in Building 119, and the receipt brought to the student ID card section to receive a replacement card.

ID cards for students enrolled in distance learning courses will not be mailed. Student ID cards are available only through the CTC ID section located in Building 119.

Library Services

Regardless of location, the Hobby Memorial Library offers a variety of essential services **in-person** and **live-virtually**. All services are available through the library's webpage at <http://www.ctcd.edu/>. Click on Library under the Academics tab to access:

"Ask a Librarian" is an email service available 365 days a year. A librarian is available to answer questions. Responses will typically be sent within 24 hours of an inquiry.

Live Chat is available during the library's open hours. Library users can type in questions and get an immediate response from a librarian.

Online Databases provide access to full-text articles, e-books, and streaming video 24/7.

Seminars: A library seminar shows students how to access and use library resources. Topics include: databases, library catalog, appropriate websites, and citation styles. Faculty may request a customized seminar tailored to instructional needs and assignments by completing the Request a Library Seminar form. Seminars are also available virtually.

Teaching Learning Center (TLC) is a drop in center for students to receive assistance in all areas of research and writing. Register for a virtual or in-person seminar, or make an appointment for an in-depth, one-on-one seminar with a librarian. Teaching.Learning@ctcd.edu

Research Assistance Paper Review Service (RAPRS) Submit papers for review and citation help online by clicking the Research Paper Review link from the Library's home page.

Multimedia Lab has 50+ computers available for use with a CTC or government issued ID. Laptops and iPads are available for use within the library building. WIFI is available throughout the library.

Contact us:
ReferenceRequest@ctcd.edu
254-526-1621
FAX: 254-526-1878

P.O. Box 1800
Killeen, TX 76540-1800
Toll-free
In-state: 1-800-223-4760, ext. 1621
Out-of-state: 1-800-792-3348, ext. 1621

AROTC Affiliated Programs

The Army Reserve Officer Training Corps (ROTC) is designed to provide courses of military instruction which will permit volunteer, selected, male and female college students to prepare themselves for commissions as second lieutenants in the United States Army Reserve while they pursue academic courses leading to baccalaureate degrees. Specific courses are available to Central Texas College students through concurrent enrollment arrangements with Texas A&M University-Central Texas and may also be transferred to other universities with an advanced ROTC program. These courses may be taken without military obligation. Four-year ROTC scholarships are available for the CTC-TAMU-CT ROTC program. For further information contact the Guidance and Counseling Office at Central Texas College 254/526-1226 or the Military Science Department at Texas A&M University-Central Texas, 254/526-1676.

Academic Policies

Academic Load

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

- Full Time
 - 12 or more semester credit hours during the 16-week fall or spring semester.
 - 8 or more semester credit hours during the 10-week summer session.
 - 6 semester credit hours per 8-week term.
 - 4 or more semester credit hours per 5 ½-weeks summer semester.
- Three-Quarter Time
 - 9 to 11 semester credit hours during the 16-week fall or spring semester.
 - 5 semester credit hours per 8-week term.
- Half Time
 - 6 to 8 credit hours during the 16-weeks fall or spring semester.
 - 3 to 4 semester credit hours per 8-week term.

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

Maximum/Minimum Load

Except as stipulated in the program of study, a student will not be permitted to enroll in more than six academic courses or more than 18 semester hours during any combination of terms within a 16-week semester. The maximum load for a 5 1/2 week summer semester is eight semester hours. The maximum credit a student can earn during the entire summer session is 14 semester hours. A student wishing to enroll in more than the maximum load must receive approval from the campus dean or his or her designee.

International students must maintain a minimum load of 12 semester hours during each regular semester (fall and spring semesters) in compliance with U.S. Citizenship and Immigration Services (USCIS) regulations.

Satisfactory Progress Standards

Each student has the responsibility for attending class and pursuing the objectives of each course that the student is officially enrolled.

Class Attendance and Course Progress

Regular and punctual class attendance at all scheduled classes is expected. Each faculty member will inform students of the attendance policy and the course objectives at the initial class meeting and in the course syllabus.

- Students are required to be in class on time. Instructors may choose to lower a student's grade because of tardiness or absences. Excessive tardiness or absences is disruptive to the educational process.

- Documentation is required to authorize an excused absence. Regardless of the reason for the absence, the student is responsible for completing all coursework covered during any absence.
- Failure to meet the attendance requirements in a course may result in a lower grade or failure in the course.
- Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Lack of progress or participation may result in a grade of “F.”

Religious Holy Days

If you desire to be absent from classes for the observance of a religious holy day, you must submit a written request to each instructor prior to the absence, but no later than the fifteenth day after the first day of the semester, of the religious holy day(s) that will be missed. Although you will be excused from classes, you will be responsible for make-up of all work or tests missed on the religious holy day on which the absence occurred. The instructor may respond appropriately if you fail to satisfactorily complete the assignment or examination. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 Tax Code.

Excessive Absences

Students who have not attended class by the 12th class day of a 16-week course or the 6th class day of an 8-week course will be marked as Never Attended.

In a distance learning course the last date of attendance is the last activity by the student in the course. Students enrolled in online classes are responsible for completing the class academic activities by the due dates assigned by the instructor.

Failure to Maintain Satisfactory Progress

Readmissions or enrollment may be denied at any time a student fails to maintain satisfactory progress following an academic review by the appropriate Campus Dean. If a student is determined to be ineligible for continued enrollment or re-enrollment at Central Texas College, the student will be notified in writing of the action taken. A student denied enrollment may appeal the decision of the Campus Dean. The appeal must be submitted in writing within five (5) working days of notification. The appeal must be submitted to the office of the Deputy Chancellor responsible for the campus. The decision of the Deputy Chancellor will be final.

Excused Absence for a Person Called to Active Military Service

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

Students who are called to active military service for a brief duration of service are required to provide to the CTC Associate Dean, Admissions, Registration and Records office an original copy or notarized copy of their orders, which indicates that they have been called to active duty. Students will sign a “Short-Term Stop-Out Military Agreement” that states it is their

responsibility to contact each of their instructors prior to leaving for active duty so that they can discuss which assignments and/or exams need to be completed once they return and a reasonable time for completion. Students will be given a withdrawal grade of WT (Withdrawal Temporary).

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

Withdrawal From Classes

It is the student’s responsibility to officially drop a class if circumstances prevent attendance. An instructor cannot initiate a withdrawal based on the student’s request. GoArmyEd students should contact their ACES counselor before withdrawing and withdraw through the GoArmyEd portal. All other students who desire to or must officially withdraw from a course on or after the first scheduled class meeting must file an eForm, Student Application for Withdrawal, with the local CTC representative by the last date to withdraw.

- Applications for Withdrawal can be submitted via eForm any time before the completion of the 12th week of classes for 16-week courses, the sixth week of classes for eight-week courses, or the fourth week of classes for six-week courses.
- For non-GoArmyEd active military students, the effective date of withdrawal is the filing date with the Education Center. For all other students, the effective date of withdrawal is the date that the withdrawal application is received by the Central Texas College representative.
- Students who used financial aid, military tuition assistance, VA benefits, or other non-personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Aid or Veterans Services Office before withdrawing. Military tuition assistance students should visit their military Education Center or Navy College Office.
- Students may not withdraw from a class for which the instructor has previously issued a grade of “F” or “IP.”

Administrative Initiated Withdrawals

A student may be administratively withdrawn by a designated member of the administrative staff of the College under the following conditions:

- The student has been placed on Academic Suspension or Disciplinary Suspension;
- The student has an outstanding financial obligation owed to the college; or
- The student registered for a course without the required prerequisite or departmental permission.

The college is under no obligation to refund tuition and fees, or other costs associated with a student who is administratively withdrawn.

Third Attempt to Enroll in a Course

The Texas Legislature eliminated funding to higher education for any courses, other than non-degree credit developmental courses, which contain the same content if attempted by a student for a third or more times at their institution since Fall Semester 2002. This applies to credit and continuing education course work. Attempted courses are defined as any courses in which a grade is earned on a transcript, including repeated courses, courses dropped with a grade of "W," and courses with grades of A, B, C, D, F, N, P or IP. Certain courses are exempt and may include:

- courses that involve different or more advanced content each time taken such as individual music lessons, Workforce Education Course Manual Special Topics courses when topic changes, theater practicum, music performance, ensembles, certain physical education courses, and studio art.
- independent study courses.
- special topics and seminar courses.
- continuing education courses that must be repeated to retain professional certification.
- remedial and developmental courses if within the 27-hour limit.

CTC will charge the nonresident rate for any course attempted more than two times that cannot be submitted for formula funding. Contact the Associate Dean, Enrollment Services or the Student Services Dean for certain exemptions.

TEC 51.907 Course Withdrawal Limit Policy

Effective with the Fall 2007 term and subsequent terms, undergraduate students who enroll in a Texas public institution of higher education for the first time are not permitted to drop more than six courses throughout their undergraduate career per section 51.907 of the Texas Education Code. Courses a transfer student dropped at another Texas public institution of higher education and CTC courses regardless of location or delivery method are included in the six-limit course drop, to include classroom courses taught at non-Texas locations and/or distance learning courses taken by a student located outside Texas.

Students Affected

Affected undergraduate students for whom the six-drop course limit applies are:

- First-time students, to include transfer students from a non-Texas public institution who are enrolling for the first time in the Fall 2007 semester or subsequent semesters at a Texas public institution of higher education.
- High school graduates who previously attempted college credits while in high school and enroll after high school graduation in the Fall 2007 semester or subsequent semesters at a Texas public institution of higher education.
- Students who were not officially enrolled at a Texas public institution of higher education prior to the Fall 2007 semester after being granted an Academic Fresh Start.

Students who completed a bachelor's degree at any recognized public or private institution whether or not taking additional undergraduate courses are not considered affected students.

Dropped Course Definition

A dropped course is a course in which an undergraduate student at an institution of higher education has enrolled for credit, but did not complete under these conditions:

1. The student was able to drop the course without receiving a grade or incurring an academic penalty;
2. The student's transcript indicates or will indicate that the student was enrolled in the course; and
3. The student is not dropping the course in order to withdraw from all courses at the institution.

CTC Course Drop Definition

For purposes of clarification, a course drop applies to CTC credit courses in which an undergraduate student:

- is officially enrolled in the course on its census date, with the course reflected on the student's transcript, and
- will receive a non-punitive grade of W in the course unless the drop represents complete withdrawal from CTC. CTC courses for which grades of A, B, C, D, F, IP, N or P are earned and instructor-initiated administrative withdrawals for excessive absences or no activity in a distance learning course are not included in the six-limit course drop.

CTC Student Withdrawal Definition

A course or courses dropped that constitute withdrawal from all courses at CTC that start during any fall semester (terms 1 and 2), spring semester (terms 3 and 4), or both summer sessions (term 5) do not apply to the six-drop course limit.

Courses Excluded from the Six-Drop Limit

Drops from the following types of courses are excluded from the six-drop course limit:

1. Courses taken by students while enrolled in high school, e.g. dual credit, concurrent credit, or early admissions.
2. Courses dropped at private or out-of-state colleges or universities.
3. Remedial or developmental courses that are within the 27-hour limit and other courses such as continuing education units that do not apply to a degree.
4. Courses taken as a required co-requisite to another course such as a lecture course with a required laboratory. Only one drop will be counted.
5. Courses which meet the college's definition of a complete student withdrawal.
6. Courses not submitted for funding such as courses taken that exceed the two-repeat course rule or the maximum number of hours to complete a degree; and excessive developmental study courses that exceed the 27 semester hour limit.
7. CTC courses which were dropped for good cause as listed in the Course Drop Exceptions in this section.

Transfer Credits Attempted at other Texas Public Institutions of Higher Education

Transfer students who attended another Texas public institution of higher education are required to submit official transcripts to determine if any courses attempted at that institution apply to the six-limit course drop. If the transcript does not indicate any drops toward the limit, CTC will set its drop count to zero. Because CTC has an open-admissions policy, transcripts may not be received prior to admissions. When official transcripts are not received, CTC's counter will be set at zero. However, if it is later discovered the zero drop counter is incorrect, CTC's counter will be re-set to the appropriate number of drops. If a CTC course was dropped that exceeded the six-drop course limit, the drop will be removed and the faculty member of the associated course will be contacted to issue the appropriate grade.

Course Drop Exceptions

Courses dropped for one or more of the "good cause" reasons below are excluded from the six-limit course drop. Students must indicate the reason for the drop on a completed CTC Withdrawal form at the time the withdrawal request is made. If a student does not indicate a reason on the withdrawal form, the course drop will be included in the six-limit course drop unless the drop constitutes a complete withdrawal from CTC. College officials may require documentation.

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course.
2. The student is responsible for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete a course.
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.
4. An active duty service member of the armed forces of the United States, the National Guard, or the Texas National Guard or family member of the active duty service member or another individual who is otherwise considered to have a significant close relationship to the active duty member such that the person's active duty military service is considered to be a showing of good cause.
5. A change in the student's work schedule that is beyond the control of the student and subsequently affects the student's ability to satisfactorily complete the course.
6. Other good causes as determined by CTC such as Peace Corps or church mission service, institutional academic advisement error, or natural disaster that affects the student's ability to satisfactorily complete a course.

For purposes of this section, definitions are provided below:

- Family members include spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, stepparent, stepchild, or stepsibling.
- A sufficiently close relationship refers to a relationship with any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the institution on a case-by-case basis.

Appeal Process

Students who do not agree with the Associate Dean, Admissions, Registration and Records decision must submit their request for an appeal within 30 days of the Associate Dean's decision. The student must provide a written request with copies of documentation to the Dean of Student Services at the Central Campus in Killeen, Texas. If the Dean grants the appeal, the Dean will notify the Associate Dean, who will update the student's record. The decision of the Dean is final. Appeals will not be accepted without appropriate documentation to support the request for an exception.

Transferring from CTC to another Texas Public Institution of Higher Education

Since the six-limit course drop applies to all courses taken at any Texas public institution of higher education by an undergraduate student, students transferring to another Texas public institution of higher education should become familiar with that college's or university's policies and procedures as related to TEC 51.907.

Student Classification

Freshman	Less than 30 semester hours of college-level credit recorded on your permanent record.
Sophomore	At least 30 semester hours, but no more than 72 semester hours of college-level credit recorded on your permanent record.
Unclassified	More than 72 hours with no associate of higher degree earned.

Credit Transfer

To Central Texas College

Transfer of credit from accredited colleges and universities may be accepted when the grade earned was "C" or higher, courses are lower division (unless approved SOC transfer guarantees), and the course applies to the student's CTC program of study. Passing grades lower than "C" may be considered for transfer in accordance with departmental requirements and current evaluation procedures. Grades lower than a C grade will not be accepted in transfer toward major degree requirements. Official transcripts from each college or university previously attended are required. Transfer credits are evaluated based on the principles outlined in the *Joint Statement on the Transfer and Award of Credit*.

Due to the rapid changes occurring in the vocational/technical fields, courses taken in a major field of study or vocational/technical courses directly related to that major field may not be accepted in transfer if courses were completed over five years before entering the CTC program of study. This also applies to returning students when vocational/technical courses applicable to your CTC program of study were taken at Central Texas College.

To Other Colleges and Universities

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. Credits earned at CTC are transferable to other institutions in accordance with policies of the receiving institutions. Students who enroll in courses for transfer to another college or university should consult with their advisor at the receiving school to ensure coursework will be accepted in their program of study. Although CTC advisors can assist with general academic advisement, it is the student's responsibility to ensure courses will meet degree requirements at their college or university.

As a general rule, senior colleges and universities will accept a maximum of 66 hours of academic (not workforce education) lower-division coursework in transfer toward a bachelor's degree.

Resolution of Transfer Dispute for Lower-Division Academic Courses

Generally, lower-division academic courses are transferable among Texas public colleges and universities, providing that the course(s) are within the approved transfer curriculum of the declared major field. Texas public institutions are required to notify students if approved coursework earned at another institution will not be accepted in transfer. CTC follows the guidelines established by the Texas Higher Education Coordinating Board for resolution of transfer disputes as prescribed by Texas Education Code Section 1.078 (Chapter 5, Subchapter S, Rule 5.393).

If an academic course is not accepted in transfer by another Texas public college or university, a student can request that CTC submit a Transfer Dispute Form to the receiving institution. Forms are available through the Office of the Dean of Student Services. The student must complete the form within 14 days from the date that he or she was notified by the receiving institution that the course(s) would not transfer. If CTC cannot determine the appropriate reason for the course not transferring, the form will be forwarded to the receiving institution. If the transfer dispute is not resolved to the satisfaction of the student or CTC within 45 days after the date the student received the notice of denial, the dispute may be sent to the Commissioner of Higher Education for resolution and/or investigation.

Both the Associate of Arts and Associate of Science degrees have been developed to accommodate transfer to senior colleges. All of the required curricular courses are equivalent to courses found in the current edition of the Lower-Division Academic Course Guide Manual.

Grading Policy

Grading System

The grading system at Central Texas College is as follows:

Grades	Grade Points	
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
IP	Incomplete, in progress (except developmental)	Not Computed
N	No Credit	Not Computed
P	Completed	Not Computed
W	Withdrawal	Not Computed

Grade Designations

“D” - Passing but Unsatisfactory

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

“F” - Failure

Failure may be awarded for lack of academic progress (F) or failure to complete remaining course requirements (F). “F” grades may not be overridden with “W” or “IP” grades. If you elect to repeat a course for which you have received an “F,” you must re-register, pay full tuition and fees, and repeat the entire course.

“IP” - Incomplete, Course in Progress (for non-developmental courses)

An “IP” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned for extenuating circumstances beyond a student’s control such as personal illness, death in the immediate family, military orders, or in the case of distance learning courses, institutional technology failures and mail delays. Notice of absences with supporting documentation may be required by the instructor. The instructor makes the final decision concerning the granting of the incomplete grade. **The instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 110 days after the scheduled end of the course.** An “IP” grade cannot be replaced by the grade of “W.” If a student elects to repeat the course, the student must register, pay full tuition and fees and repeat the entire course.

At the end of the 110 calendar days, any unresolved “IP” will be converted to an “F” and appear as an “F” on the student’s official transcript.

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

“N”-No Credit

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

“P”-Completed

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

“W”-Withdrawal

Students who officially withdraw will receive the grade of “W,” provided attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with CTC before they may be considered for withdrawal. The withdrawal request must be received by the official last date to withdraw.

Grade Point Averaging (GPA)

Students are responsible for knowing their grade point average and when their grade point average affects their academic standing. Grades and unofficial transcripts are available online through WebAdvisor.

Calculating Grade Point Average

Course	Grade	Grade Points	Credit Hours	Calculation
BUSI 1301	A	4	3	4 x 3 = 12
ENGL 1301	B	3	3	3 x 3 = 9
ITSC 1415	C	2	4	2 x 4 = 8
CJLE 1211	D	1	2	1 x 2 = 2
				12 crs. 31 gp.
				31/12 = 2.583 GPA

Multiply the number of grade points for each grade by the number of credit hours for the course. Add the totals. Divide the total grade points by the number of hours attempted. **Grades of IP, W, N or P and grades in developmental courses (A, B, C) are not included in the grade point averaging.**

Change of Grades

Students who believe that a computational error occurred in grading should immediately contact the instructor of the course in question. Students must bring this matter to the attention of the instructor involved no later than 180 days after the end of the course in order for a grade change to be considered. Administrative personnel of Central Texas College are not authorized to change an instructor’s grade.

Grades and Financial Assistance/ Tuition Assistance/VA Benefits

Special conditions may apply to students enrolled in courses paid through the military tuition assistance program; financial aid, scholarships, and VA benefits; or other third-party contractual agreements due to agency requirements. Students should contact the appropriate agency for specific requirements and possible obligations, particularly for grades of “F,” “IP,” or “N.”

Repeating a Course

The total hours earned toward a certificate/degree are not increased if you repeat a course in which a passing grade has already been earned. When you repeat a course, both grades remain on the transcript but only the highest grade earned is used in computing your CTC GPA. A CTC grade can only be replaced by repeating the same course at CTC. Other colleges may compute the GPA in a manner different from Central Texas College.

Developmental Study Courses

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

Academic Standards

Dean's Honor Roll

Students whose scholastic achievement is outstanding may qualify for the "Dean's Honor Roll." Please contact the Student Life Office to request your letter. The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college-level credit (excludes developmental study courses) taken concurrently during the regular semester or eight semester hours of college-level credit taken during each summer semester. Students completing 12 or more semester hours of college-level credit during two consecutive eight-week terms that start and end within a fall or spring semester and achieve a grade point average of 3.5 or higher receive Honor Roll status.

Academic Probation, Suspension and Dismissal

Academic standards of progress are monitored by the College to identify students who are having academic difficulty. To increase the likelihood that a student will succeed at CTC, the Guidance and Counseling advisors will limit a student's enrollment and course selection. Students are responsible for knowing their academic status at all times.

1. Students who fail to maintain a 2.0 cumulative grade point average (GPA) during their initial seven semester hours attempted will be notified of their Unsatisfactory Academic Progress status and provided a list of student support services available to them.
2. Students who fail to (a) maintain a 2.0 cumulative GPA after the first seven semester hours attempted or (b) fail to achieve a 2.0 GPA during any term after the first seven semester hours and have less than a 2.0 cumulative GPA will be placed on Academic Probation during the next term in which they register. Students will be notified of their status and referred to Guidance and Counseling for academic advisement and assistance. Once students raise their cumulative GPA to 2.0, their status will be changed to Academic Good Standing. Students who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Suspension. The mandatory suspension period is one sixteen-week semester, two eight-week terms, or both summer semesters.

Students in CATE Center competency-based, open-entry certificate programs will be placed on Academic Probation after receiving the second consecutive "N" or "F" grade (whether students are taking one or two courses). CATE Center students are required to meet with a CATE Center Advisor for academic advisement and completion of the probation agreement. Students who receive the third consecutive "N" or "F" grade will be placed on Academic Suspension for 90 calendar days.

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

3. Suspended students who return after the required suspension period or who have successfully appealed suspension through a college appeals process, will be readmitted on academic probationary status. Students will be required to regularly report to an academic advisor for assessment and advisement during the semester for which readmitted. Students readmitted after academic suspension who fail to achieve a 2.0 GPA during their semester of probation will be placed on Academic Dismissal for two long semesters or one long semester (Spring) and the following summer sessions (both). Warning: Students who earn a 2.0 GPA during their re-entry semester but whose cumulative CTC GPA is still below 2.0 will not be able to graduate with a certificate or degree until they raise their overall CTC GPA to at least a 2.0. (Students may contact their campus Student Services representative for information on the college appeals process.)

CATE Center students enrolled in competency-based, open-entry certificate programs who have completed the 90 calendar day suspension or who have successfully appealed the suspension through a college appeals process will be readmitted on academic probation. Students will be placed on academic probation and required to meet regularly with a CATE Center Advisor for performance assessment during the enrollment period. Students who receive an "F" or "N" during their term of readmission will be placed on Academic Dismissal for 120 days.

Students on Academic Dismissal may petition for readmission only after they have been out the required dismissal period. Students readmitted must consult with an academic advisor on a regular basis and participate in assessment and student support services. Students must also comply with registration restrictions established as a condition of readmission.

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

4. Students readmitted after Academic Dismissal who fail to maintain a term GPA of 2.0 or receive a "F" or "N" will again be placed on Academic Dismissal for two long semesters or one long semester and both summer sessions. The same procedures for re-entry apply to repeated periods of Academic Dismissal.

Suspension/probation students who receive financial aid or VA benefits must comply with VA and student financial aid requirements for satisfactory progress before reinstatement of their financial aid or VA benefits. Students attending competency-based, open-entry certificate programs under VA educational benefits are limited to one repeat of a course in the certificate program. If more than one course must be repeated, VA benefits will not be approved for those courses.

Scholastic Honesty

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

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, which may include suspension and expulsion.

Student Discipline

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

Students who do not adhere to Central Texas College disciplinary policies outlined in the student handbook will be subject to disciplinary action.

If disciplinary action is taken, a student will be afforded due process and the right to appeal. Details can be found in the CTC Student Handbook, available in the Office of Student Life or online at www.ctcd.edu/locations/central-campus/student-life/publications/student-handbook/.

Summons

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

Hazing and Disruptive Activities

Central Texas College enforces the Texas state laws prohibiting hazing, disruptive activities, or disruption of lawful assemblies on CTC property. Information regarding these prohibited activities appears in the official Student Handbook, available to regularly enrolled students at orientation sessions, in the Office of Student Life, or online at www.ctcd.edu/locations/central-campus/student-life/publications/student-handbook/.

Falsification of Records

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

Honor Societies

Psi Beta Psychology National Honor Society

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

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

Phi Theta Kappa

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

Sigma Kappa Delta

Sigma Kappa Delta National English Honor Society was established in 1996 to recognize outstanding students for their achievements in English. After having completed twelve or more semester hours of college credit, students who are initiated into the Tau Beta Chapter at CTC must be ranked in the top thirty percent of their classes in general, and they must have completed all college level English courses with a grade of "B" or better.

Obligations to the College

A student may be blocked from future registrations, not permitted to graduate and/or administratively withdrawn from a class until the student's obligations to the College are met. CTC is authorized to place holds on a student's record under the following conditions, which include but are not limited to:

1. Debt to the college, left unpaid.
2. Failure to make good on a returned check.
3. Failure to make payment on a promissory note or a financial aid overpayment.
4. Failure to pay library or traffic fines.
5. Failure to return materials from the Lending Library or other departments.
6. Ineligibility for aid, for which student registered; overdue loans; and failure to complete records.
7. Failure to file required documents; enrolling under false pretenses.
8. Failure to meet placement or assessment requirements.
9. Rejected charges to a credit card.

Alcohol and Other Drug Abuse

In recognition of the problems associated with alcohol and other drug abuse, Central Texas College has developed a college-wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse but also education, prevention, intervention and treatment activities necessary to help eliminate problems that substance and alcohol abuse pose to the college community.

Possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any Central Texas College owned facility or at any CTC-sponsored event is prohibited except when specifically designated by the Board of Trustees of Central Texas College. The use, sale or possession of illicit drugs and drug paraphernalia is illegal and is strictly prohibited on campuses.

Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and other drug abuse.

To ensure compliance with applicable institutional, state and federal guidelines relating to the illegal use of illicit drugs and the abuse of alcohol, Central Texas College annually distributes an information flyer to all employees and students which addresses standards of conduct, counseling options, legal sanctions, disciplinary actions and health risks.

Those individuals seeking further information should contact the Substance Abuse Resource Center.

Academic Fresh Start

Texas residents who apply for admission (or readmission) to a Texas public college or university and enroll as an undergraduate student may be able to begin a new course of study with a clear academic record.

Section 51.931 of the Texas Education Code "Right to an Academic Fresh Start" allows a Texas resident who has credits for college courses taken 10 or more years prior to the planned enrollment date to have those credits ignored for enrollment purposes.

To take advantage of this option, applicants must request it prior to their first enrollment at CTC or prior to readmissions if returning after 10 years. Applicants must submit an Application for Fresh Start to the Office of the Dean of Student Services at the time of their admissions or readmissions.

Additional information is available in the "Request for Admission under the Right to an Academic Fresh Start" application on the Central Texas College website.

Student Responsibilities

Address Changes

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

Name Changes

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

Social Security Number

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

CTC Correspondence and Email

All correspondence from CTC to the student will be mailed or sent electronically to the student. For correspondence that is mailed, the last known address on the student's official CTC record will be used. All correspondence sent electronically will be sent to the student's email address on the CTC Admission Application until such time the CTC student email address "CTC EagleMail" is generated. Once the CTC EagleMail is created, all CTC correspondence sent electronically will be sent to the student's CTC EagleMail account. The method of communication will depend on the nature of the message. CTC will exercise the right to send email communications to all students. Undeliverable messages returned because of either a full in-box or use of a spam filter will be considered delivered without further action required of CTC.

Classroom Visitors

Children of students are not allowed in class. Parents must make arrangements for the care of their children during class meetings. Individuals who wish to attend a class for professional or self-development but do not want to earn credit should consider auditing a class. For more information refer to "Auditing a Class" located in the Admissions and Registration section of this catalog.

FERPA

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

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche, and digital images. The Associate Dean, Admissions, Registration and Records is the custodian of all student educational records except those specifically related to financial aid, veterans educational benefits, and student disability support services.

Under FERPA, a student has a right to

- inspect and review his or her educational records;
- request to amend his or her educational records;
- have some control over the disclosure of information from his or her educational records.

Directory Information

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

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

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

Graduation Requirements

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, and Certificates of Completion. To graduate from Central Texas College, the student must:

- Apply for graduation by the deadline date.
- Successfully complete all courses required in the program of study.
- Earn a "C" or better grade for any major or major-related elective course in the program of study.
- Complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirements).
- Earn at least a 2.0 grade point average (GPA) on a 4.0 scale on all CTC coursework. All courses completed at the time the degree or certificate requirements were met are calculated in the CTC GPA, even if the courses were not used to meet specific degree or certificate requirements.
- Earn at least a 2.0 cumulative GPA on a 4.0 scale, which includes transfer credits applied to the degree and CTC coursework.
- Meet state, institutional, licensure and other agency rules as applicable.
- TSI-obligated students seeking an associate degree or a certificate level 2 must be TSI complete or exempt in reading, writing, and mathematics.

Catalog Program in Effect and Completion

Students may graduate in the program listed in the catalog that was in effect at the time they enrolled or subsequent catalogs if (1) the catalog is not more than five years old and (2) the program has not been discontinued. Students whose programs of study are discontinued have two years to complete the degree or certificate before the program is officially deactivated. Students may be eligible for an extension to complete their degree requirements. Contact the Director of Evaluations, Student Services, for more information.

Graduation with Honors

Candidates for degrees conferred by Central Texas College may be eligible to graduate with highest honors or honors. Certificates of completion do not qualify for honors. To graduate with honors or highest honors from CTC, the student must:

- Have a 3.5 GPA on a 4.0 scale on all coursework taken, which includes all CTC courses taken and any transfer credits that apply toward the degree program the student is graduating with.
- Must have a minimum of 30 semester hours of traditional study with Central Texas College. Courses with grades of "P" or developmental coursework are not considered when determining the minimum 30 semester hour residency requirement.

In any graduating class, the student with the highest GPA and who meets all other requirements above will be designated as graduating with highest honors.

Applying for Graduation

Students who have reached the final semester of their degree or certificate program should apply for graduation by the dates listed below. The Application for Graduation is available on the CTC website or may be picked up at the Graduation office located in the Student Services Bldg. 119.

Semester of Graduation	Deadline
Fall	October 1
Spring	February 1
Summer	June 1

Graduation applications received after the deadline will be processed the next semester. Final course grades, high school transcripts or GED scores, and official transcripts from all regionally accredited colleges or universities previously attended must be on file before issuance of the degree or certificate.

Students who do not complete remaining degree or certificate requirements by the end of the month of graduation (31 May, 31 August, or 31 December) will be declared nongraduates and are required to reapply for graduation in a following semester.

Commencement

Central Texas College in Killeen, Texas, holds two graduation ceremonies per year, in May and in December. To participate in the graduation ceremony in May, students must complete degree or certificate requirements by the end of the spring semester. Students who complete degree or certificate requirements in the summer and fall may participate in the December graduation ceremony. Candidates for graduation who attend CTC at its worldwide locations or complete degree requirements through distance learning may participate in the graduation ceremonies held at the Killeen campus. Caps and gowns are purchased directly through the CTC Bookstore in Killeen, Texas.

Replacing a Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained through the Student Services Graduation office in Killeen, Texas. An appropriate fee is required to replace a diploma.

Guarantee for Job Competency

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

Special conditions which apply to the guarantee include the following:

- The graduate must have earned the Associate of Applied Science degree or Certificate of Completion in May 1992 or later in a technical, vocational, or occupational program identified in this Catalog.
- The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the Central Texas College system, with a minimum of 75 percent of credits earned at Central Texas College and must have completed the degree or certificate within a five-year time span.
- Graduates must be employed full-time in an area directly related to the program concentration as certified by the Career Center Director.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, Dean of Student Services, Career Center Director and appropriate department chair will develop a written educational plan for retraining.
- Retraining will be limited to 12 credit hours related to the identified skills deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against Central Texas College and its employees for skills deficiencies is limited to 12 credit hours of tuition-free education under the conditions described above. The graduate must contact the Dean of Student Services within 90 days of the graduate's initial employment.

Excessive Developmental Study Hours

A public community college district may not receive funding for developmental coursework to include English as a Second Language taken by a student in excess of 27 semester credit hours or the equivalent. Developmental hours funded by the state during the summer of 1996 and thereafter shall be counted toward the student's total number of developmental hours at a given institution. CTC reserves the right to charge a higher tuition rate to students who attempt developmental study courses in excess of the 27 semester credit hours or equivalent.

Excessive Undergraduate Hours

In accordance with Texas Education Code 54.068 as amended undergraduate students who enrolled for the first time in fall 1999 through summer 2006 and who have attempted 45 or more hours beyond the number of semester credit hours required for the degree while classified a resident for tuition purposes may be charged additional tuition, up to the level of out-of-state tuition. Students who enrolled for the first time in fall 2006 or after are subject to a 30 semester hour limitation. This includes attempted hours in which a student was registered as of the official census date, including, but not limited to, courses that have been repeated, failed, and courses from which the student withdrew. Hours not included in the attempted hours include (1) hours earned by the student before receiving a bachelor's degree that has been previously awarded to the student; (2) hours earned through examination or similar method without registering for a course; (3) hours from remedial or developmental courses if the hours are within the 27-hour limit; (4) workforce education courses funded according to contact hours; (5) hours earned at a private institution or out-of-state institution; (6) hours not eligible for formula funding; and (7) effective fall 2009, hours earned by a student before graduating from high school and used to satisfy high school graduation requirements.

Degrees and Certificates

Central Texas College offers the Associate of Arts, the Associate of Science, the Associate of Applied Science and Certificates of Completion.

The Associate of Arts and the Associate of Science degree programs are designed to allow for the transfer of credits earned at Central Texas College to the bachelor degree requirements at most four-year public colleges and universities. In addition, completion of the 42 semester hours of core curriculum in each degree guarantees transferability of the minimum 42 semester credit hours of state-mandated core curricula toward the general education requirements of a bachelor's degree program at state supported colleges and universities in Texas.

The Associate of Applied Science degrees, offered in technical programs, are designed to prepare students for employment upon graduation. Within many of the associate of applied science degrees, there are certificates of completion that can be completed in less than two years.

The Associate of Arts in General Studies degree provides students with a foundation in general education courses, which are appropriate for transfer to a four-year college or university and allows students to structure a program based on their interests and educational goals.

Core Curriculum

The Core Curriculum is the set of courses in liberal arts, humanities, sciences, and political, social and cultural history that undergraduates of a public higher education institution in Texas are required to complete before receiving a bachelor's degree (Title 19, Chapter 5, Subchapter S, Rule 5.400). Students seeking a CTC Associate of Arts or Associate of Science degree are required to complete a 42-hour core curriculum. Students who successfully complete the core curriculum may transfer the block of courses to another Texas public institution of higher education and substitute the block for the receiving institution's core curriculum. Students who do not complete the 42-hour core curriculum may still transfer those courses successfully completed to another public college or university in Texas. They will generally be required to complete the remainder of the courses in the receiving institution's core curriculum. For a list of the courses in the core curriculum, refer to the Programs of Study section of this Catalog.

Program Listings

Curriculum plans for various degrees and certificates are on the following pages. Designations stated after each degree title reference the degree plan by major code. For example, Business Management (Associate of Applied Science Degree), BUBM (major code). The reference facilitates student academic advising. Course descriptions for all courses offered are listed in alpha-numeric order by course prefix. It is the student's responsibility to monitor program offerings and follow the published degree plan requirements. Any deviations from listed courses must be approved in writing by the department. If you plan to transfer to a senior college or university and are taking courses that lead to an Associate of Arts or an Associate of Science degree, refer to the degree requirements for the AS or AA degrees listed in this catalog.

NOTE *Although academic counseling is available, it remains the student's responsibility to determine the major area of study, to verify the required courses and their prerequisites, and to select the senior college or university to which you wish to transfer.*

Semester Credit Hours

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

For example, BIOL 1406, General Biology I, 3-3-4, has three hours of lecture per week conducted over 16 weeks and three hours of laboratory per week conducted over 16 weeks with four hours of credit awarded for successful completion. This weekly requirement is adjusted to compensate for terms/sessions/semesters with lengths other than 16 weeks. For instance, 3-0-3 for an eight-week term would require six hours of lecture per week and 2-4-3 would require four hours of lecture and eight hours of lab per week.

Course Numbering System Guidelines

A common course numbering system is used for credit courses.

- The four-letter prefix (rubric) is used to identify subject areas.
- The four-digit numbers are as follows:
 - First digit - identified the course as lower division
 - Second digit - identifies the credit hour value
 - Third and Fourth digits - represent a unique course identifier

Tuition Rebate Program

The State of Texas offers a tuition rebate as an incentive for students to complete their bachelor's degree with no more than three attempted hours above the minimum required for the baccalaureate degree. Students who graduate with a bachelor's degree from a Texas public baccalaureate-granting general academic university may qualify to receive up to \$1,000 from the university awarding the degree if they meet the criteria listed below.

- Must have enrolled (taken their first course) after high school graduation in a Texas public institution of higher education in Fall 1997 or later;
- Must be a Texas resident and entitled to pay in-state tuition at all times while pursuing the degree;
- Must have taken all coursework at Texas public institutions of higher education;
- If enrolled for the first time in fall 2005 or later, graduate within four calendar years for a four-year degree or within five calendar years for a five-year if degree is in architecture, engineering, or any other program determined by the Texas Higher Education Coordinating Board to require more than four years to complete;
- Must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they graduated. Hours attempted include: transfer credits, course credits earned exclusively by examination (except that, for the purposes of this program, only the number of semester hours earned exclusively by examination in excess of nine semester hours is treated as attempted); courses dropped after the official census date; optional internship and cooperative education courses; and repeated courses. Hours attempted do not include: for students graduating with a bachelor's degree in December 2007 or later, course credit earned to meet requirements for a Reserve Officers' Training Corps (ROTC) program but that is not required to complete the degree program; and for students graduating with a bachelor's degree in August 2011 or later, course credit other than course credit earned exclusively by examination, which is earned before graduating from high school. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, the required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

Programs of Study

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

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

Associate Degrees of Science and Arts and Certificates

AS	Agriculture Science	59
AA	Art	90
AS	Biology - Organismal	131
AS	Biology - Human Biology	131
AS	Business Administration	66
AS	Chemistry	132
AA	Commercial Art	90
AA	Drama	91
AS	Engineering	89
AS	Environmental Science	132
AA	General Studies	92
AS	Geology	133
AA	Interdisciplinary Studies	104
AA	Journalism/Communications	76
AS	Kinesiology	105
AS	Mathematics	108
AA	Modern Language	77
AA	Music	91
AA	Radio and Television Broadcasting	128
AA	Radio and Television Broadcasting - Audio Emphasis	128
AA	Radio and Television Broadcasting - Video Production	129
CC*	Radio Broadcasting	129
CC*	Television/Radio/Broadcasting	130
CC*	TV News Videographer	130
AA	Social Science	134
AAT	Teacher Certification	135

Associate of Applied Science Degrees and Certificates

Agriculture

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

Automotive Mechanic

AAS	Automotive Mechanic/Technician	63
CC**	Automotive Technician	63
CC*	Automotive System Specialist	64
CC*	Basic Automotive Technician	64

Aviation Science

AAS	Aviation Science	65
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Business Management

AAS	Accounting Technician	68
AAS	Business Management	67
AAS	Business Management - Marketing and Sales Management Specialization	70
AAS	Business Management - Real Estate Sales Specialization	71
CC*	Business Management	67

CC*	Business Management Accounting Specialist	69
CC*	Business Management Accounting Technician	69
CC*	Business Management Marketing and Sales Management	70
CC*	Business Management Supervision	72
CC*	Business Management Real Estate Sales Agent	71
CC*	Entrepreneurship	68
CC*	Human Resources Management	72

Child Development

AAS	Child Development	73
CC*	Child and Youth Serving Professional	75
CC**	Child Development	74
CC*	Administrator's Credentials	74
OSA	Child Development Associate	75

Computer Information Technology and Systems

AAS	Information Security	78
AAS	Information Technology	79
AAS	Network Systems Administrator	79
CC*	Computer Help Desk Specialist	80
CC*	Cybersecurity	78
CC*	Information Security Specialist	76
CC*	IT Industry Certification Preparation Program	80
CC*	Web Technologies	80
CC*	Software Development and Testing Specialist	81
CC*	Network Server & Cloud Administrator	81
OSA	Network Administrator	82

Diesel

AAS	Diesel Engine Mechanic and Repairer	84
CC*	Basic Diesel Technician	85
CC**	Diesel Technician	84
CC*	Diesel System Specialist	85

Drafting and Design

AAS	Computer-Aided Drafting and Design	86
CC*	Computer-Aided Drafting and Design	86
OSA	Computer-Aided Drafting and Design	86

Electronics

AAS	Electronics Engineering Technology	82
AAS	Network Professional Specialization	85
CC*	Computer Maintenance Technician	83
CC*	Electronics Instrument Technician	83
CC*	Entry Level Electronics Technician	83
CC*	Telecommunications Technician	82

Emergency Medical Technology

AAS	Emergency Medical Technology	87
CC*	Emergency Medical Technology-Paramedic	88

Graphics and Printing

AAS	Graphics and Printing	93
CC**	Graphics and Printing Technology	93
CC*	Graphics and Printing Technology Graphic Design	94
CC*	Graphics and Printing Technology Press Operations	94

Heating and Air Conditioning

AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	95
CC**	Heating, Air Conditioning and Refrigeration	95
CC*	Air Conditioning and Refrigeration Technicians Assistant	96
CC*	Residential Heating, Air Conditioning and Refrigeration	96

Histological Technician

AAS	Histological Technician	97
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Hospitality Management

AAS	Baking and Pastry Specialization	100
AAS	Restaurant and Culinary Management	98
AAS	Hotel Management Specialization	98
AAS	Culinary Arts	99
AAS	Food and Beverage Management Specialization	102
CC*	Baking	101
CC*	Culinary Arts	100
CC*	Food and Beverage Management	103
CC*	Institutional Food Service Operations	101
CC*	Property Management Advanced	100
CC*	Restaurant Operations	101
CC*	Restaurant Skills	100
CC*	Rooms Division	102

Mathematics

CC*	Industrial Control and Robotic Technology	108
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Maintenance Technology

AAS	Maintenance Technology	106
CC**	Building Trades	106
CC*	Carpentry Trades	107
CC*	Construction Trades	107
CC*	Residential Construction	107

Medical Laboratory Technician

AAS	Medical Laboratory Technician	109
CC*	Phlebotomy Technician	109

Mental Health Services

AAS	At Risk Youth Specialization	110
AAS	Chemical Dependency Specialization	111
AAS	Social Work Specialization	112
CC**	At Risk Youth Advanced Certificate	110
CC**	Chemical Dependency Counseling	111
CC*	Community Health Worker	113
CC*	Criminal Justice Addictions	112
CC*	Basic Mental Health Professional	113
CC*	Substance Abuse Prevention Specialist	113

Noncredit

NC	Basic Police Academy	199
NC	Certified Nurse Aide Training Program	200
NC	Clinical Medical Assistant Training Program	200
NC	Licensed Massage Therapy	201
NC	Pharmacy Technician	201
NC	Truck Driving	200
NC	Veterinary Assistant	200

Nursing

AAS	Nursing Associate Degree	114
AAS	Nursing Option for Articulating Student	115
CC**	Vocational Nursing	116
CC*	Prospective ADN Student	114
CC*	Prospective Articulating Student	115

Office Technology

AAS	Office Technology	117
CC*	General Office Assistant	118
CC*	Office Technology Professional	118
CC*	Office Technology Support	118
CC*	Office Technology Specialist	117

Office Technology Health Related

AAS	Medical Office Technology	119
AAS	Medical Coding and Billing	121
CC*	Medical Coding and Billing	120
CC*	Medical Office Technology Professional	120
CC*	Medical Office Technology Specialist	119
CC*	Medical Office Technology Support	120

Paralegal/Legal Assistant

AAS	Paralegal/Legal Assistant	122
CC*	Paralegal/Legal Assistant	123

Protective Services

AAS	Criminal Justice	124
AAS	Criminal Justice - Corrections Specialization	124
CC*	Criminal Justice Studies Specialization	125
CC*	Criminal Justice Corrections Specialization	125
CC*	Basic Peace Officer	125
CC	Fire Protection Technology	125

Public Administration

AAS	Homeland Security & Emergency Management	126
CC*	Homeland Security & Emergency Management	126
CC*	Homeland Security	127
CC*	Emergency Management	127

Welding

AAS	Welding	136
CC**	Welding Technology	137
CC*	Farm and Ranch	137
CC*	Structural	137
CC*	Industrial Welding Transition	137

Core Curriculum

In the spirit of accomplishing Central Texas College's mission, the core curriculum experience will prepare you to learn effectively through your college years so that you carry these aptitudes for learning into your life careers. It is the goal of Central Texas College to graduate well-educated men and women who are articulate, interested in lifelong learning, and capable of becoming creative citizens. The core curriculum design and implementation will also facilitate the transferability of lower division courses between Central Texas College and universities. A course cannot count toward more than one requirement of the degree. Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there. Check with the appropriate Department Chair for specific degree requirements.

Core Area	Course Options	Minimum Semester Credit Hours
Communications (010)	ENGL 1301	3
Communications (010)	SPCH 1315, 1318, 1321	3
Mathematics (020)	MATH 1314, 1332, 1342, 1414, 2412*, 2413*	3-4
Life and Physical Sciences (030)	AGRI 1407, 1415, 1419 BIOL 1406, 1407*, 1408, 1409, 1411, 1413, 2401, 2402*, 2420, 2421* CHEM 1406, 1407*, 1411, 1412* ENVR 1401 GEOL 1403, 1404 PHYS 1401*, 1402*, 1403, 1404, 1415, 2425*, 2426*	8
Language, Philosophy & Culture (040)	ANTH 2351 DRAM 2361, 2362 MUSI 1306, 1307 ENGL 2322*, 2323, 2327*, 2328*, 2332* SPAN 1411, 1412*, FREN 1411, 1412*, GERM 1411, 1412*, RUSS 1411, 1412* PHIL 1301, 1304, 2306, 2307, 2321	3-4
Creative Arts (050)	ARTS 1303, 1304, 1311 DRAM 1310, 2366 HUMA 1315 MUSI 1301	3
American History (060)	HIST 1301, 1302	6
Government/Political Science (070)	GOVT 2305, 2306	6
Social & Behavioral Sciences (080)	AGRI 2317 ECON 2301, 2302 GEOG 1301, 1302, 1303 GOVT 2304 HIST 2301, 2311, 2312, 2381 PSYC 2301, 2308, 2314, 2315, 2316 SOCI 1301, 1306, 2301, 2319	3
Component Area Option (090)	AGRI 1407, 1415, 1419, 2317 ANTH 2351 ARTS 1303, 1304, 1311 BCIS 1305 BIOL 1406, 1407*, 1408, 1409, 1411, 1413, 2401, 2402*, 2420, 2421* BUSI 1301 CHEM 1406, 1407*, 1411, 1412* COSC 1301 DRAM 1310, 2361, 2362, 2366 ECON 2301, 2302 ENGL 1302, 2322*, 2323, 2327*, 2328*, 2332* ENVR 1401 FREN 1411, 1412* GEOG 1301, 1302, 1303 GEOL 1403, 1404 GERM 1411, 1412* GOVT 2304 HIST 2301, 2311, 2312, 2381 HUMA 1315 MATH 1314, 1332, 1342, 1414, 2412*, 2413* MUSI 1301, 1306, 1307 KINE Physical Activity Courses PHIL 1301, 1304, 2306, 2307, 2321 PHYS 1401*, 1402*, 1403, 1404, 1415 PSYC 2301, 2308, 2314, 2315, 2316 RUSS 1411, 1412* SOCI 1301, 1306, 2301, 2319 SPAN 1411, 1412* SPCH 1315, 1318, 1321	3-4
Total Core Requirement 42		

* has prerequisite

Associate of Science and Associate of Arts Degree Requirements

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

Associate of Arts Degree:

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

Associate of Science Degree:

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

Additional Associate of Arts and Associate of Science Degree Requirements

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

Associate of Applied Science Degree

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

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

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

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

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

Associate of Arts - General Studies Degree

Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there. The minimum required hours for an Associate of Arts - General Studies Degree is 60 semester hours. Students must complete the specific degree requirements as shown in the program of study that includes:

- ENGL 1301 and three semester credit hours of oral communications.
- Three semester credit hours of Humanities/Fine Arts.
- Three semester credit hours of Mathematics/Natural Science selection.
- HIST 1301 and 1302.
- GOVT 2305 and 2306.
- A minimum of 25 percent of semester credit hours earned with Central Texas College.
- A minimum overall grade point average of 2.0 (C average), to include a minimum 2.0 (C average) on all courses taken with Central Texas College.
- Meeting all other Central Texas College and departmental requirements.
- In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor's degree differ from those listed above, changes may be made in the Associate of Arts in General Studies Degree requirements when approved by the appropriate Department Chair.

Associate of Applied Science Degree of Applied Technology

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

To receive an Associate of Applied Science Degree in Applied Technology students must complete a minimum of 60 semester hours. Students must complete the specific degree requirements as shown in the program of study that includes:

- ENGL 1301 and three semester credit hours of oral communications
- Three semester credit hours of Humanities/Fine Arts.
- Three semester credit hours of Mathematics/Natural Science selection.
- Three semester credit hours of Social/Behavioral Science.
- Three semester hours of computer instruction.
- Two semester hours of physical education (KINE) from activity courses.
- 40 semester credit hours of major area courses related to a specific MOS, Rating, or Job Specialty Code.
- A minimum of 25 percent of semester credit hours earned with Central Texas College.
- Satisfy:
 - A minimum overall grade point average 2.0 (C average).
 - A minimum grade of C on each required course in the program of study.
 - A minimum grade point average of 2.0 (C average) with Central Texas College.

Agriculture

The Central Texas College Department of Agriculture offers Certificates of Completion in Agricultural Industry, Agricultural Production, as well as Horticultural and Equine Specialization. These awards are designed to provide an entry-level, industry-validated “hands-on” approach to learning.

For students wishing to pursue a Baccalaureate degree the Associate of Science degree in Agriculture Science is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas.

Agriculture Science (AGR4) 010000 Associate of Science Degree

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
DEGR REQ	AGRI 1131	The Agriculture Industry	1
DEGR REQ	AGRI 1419	Introductory Animal Science	4
CORE REQ	GOVT 2306	Texas Government	3
Second Semester			
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
DEGR REQ	AGRI 1309	Computers in Agriculture	3
DEGR REQ	AGRI 2330	Wildlife Conse. & Mgmt.	3
CORE REQ		Life and Physical Science Selection	4
Second Year			
First Semester			
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		MATH 1332 or 1342	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ	AGRI 1407	Agromony	4
Second Semester			
DEGR REQ	AGRI 2317	Intro. to Agri. Economics	3
CORE REQ		Language/Philosophy/Culture Studies	3
CORE REQ		Social/Behavioral Science Selection	3
CORE REQ		Component Area Option	4
CORE REQ		Creative Arts Selection	3
Total Hours			60

Agriculture Production (AGP14) 010104

Associate of Applied Science Degree

First Year

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

Second Semester

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

Second Year

First Semester			Credit
AGAH	2313	Principles of Feeds and Feeding	3
AGAH	1353	Beef Cattle Production	3
FDST	1323	Principles of Viticulture I	3
MATH	1342	Elementary Statistical Methods	3
AGEQ	1311	Equine Science I	3
AGMG	2486	Internship	4

Second Semester

AGAH	1347	Animal Reproduction	3
AGEQ	1301	Equine Behavior and Training I	3
AGRI	2330	Wildlife Conservation & Management	3
AGCR	1307	Range Management	3
SPCH		SPCH 1315 or 1321	3
Total Hours			60

Equine Management (AGE14) 010104

Associate of Applied Science Degree

First Year

First Semester			Credit
AGRI	1131	The Agriculture Industry	1
AGRI	1419	Introductory Animal Science	4
ENGL	1301	Composition I	3
AGRI	2317	Introduction to Agriculture Economics	3
AGEQ	1319	Western Horsemanship I	3

Second Semester

AGRI	1309	Computers in Agriculture	3
AGEQ	1301	Equine Behavior and Training I	3
AGAH	1343	Animal Health	3
AGEQ	2339	Western Horsemanship II	3
AGEQ	1311	Equine Science I	3
AGMG	2306	Livestock and Meat Marketing	3

Second Year

First Semester			Credit
AGAH	2313	Principles of Feeds and Feeding	3
ELEC		Humanities/Fine Arts Selection	3
MATH	1342	Elementary Statistical Methods	3
ELEC		Social/Behavioral Science Selection	3
AGMG	2486	Internship	4

Second Semester

AGEQ	2301	Equine Behavior and Training II	3
AGEQ	2311	Equine Science II	3
AGCR	1307	Range Management	3
AGRI	2330	Wildlife Conservation Management	3
Total Hours			60

Horticultural Development (AGH14) 010104

Associate of Applied Science Degree

First Year

First Semester			Credit
AGRI	1419	Introductory Animal Science	4
ENGL	1301	Composition I	3
AGRI	2317	Introduction to Agriculture Economics	3
AGRI	1309	Computers in Agriculture	3

Second Semester

HALT	1345	Golf/Sports Field/Park Management	3
or			
HALT	1324	Turfgrass Science and Management	3
AGRI	1407	Agronomy	4
ELEC		Humanities/Fine Arts Selection	3
FDST	1323	Principles of Viticulture I	3
AGRI	1415	Horticulture	4

Second Year

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

Second Semester

FDST	2330	Principles of Viticulture II	3
HALT	2308	Greenhouse Management	3
ELEC		Social/Behavioral Science Selection	3
AGCR	2318	Soil Science	3
Total Hours			60

Agricultural Industries (AGI13) 010104

Certificate of Completion

First Semester			Credit
AGRI	1309	Computers in Agriculture	3
AGRI	1131	Agriculture Industry	1
AGRI	1407	Agronomy	
or			
AGRI	1419	Introduction to Animal Science	4
AGCR	1307	Range Management	3
AGEQ	1311	Equine Science I	3
Second Semester			
AGRI	2330	Wildlife Conservation and Mgmt.	3
AGAH	1347	Animal Reproduction	
or			
AGAH	1353	Beef Cattle Management	3
AGAH	1343	Animal Health	3
AGEQ	2311	Equine Science II	
or			
HALT	1322	Landscape Design	3
Third Semester			
AGEQ	1301	Equine Behavior and Training I	
or			
HALT	2308	Greenhouse Management	3
FDST	1323	Principles of Viticulture I	3
AGRI	2317	Introduction to Agriculture Economics	3
AGAH	2313	Principles of Feeds and Feeding	
or			
AGCR	2318	Soil Science	3
Fourth Semester			
AGEQ	1319	Western Horsemanship I	
or			
HALT	1319	Landscape Construction	3
AGEQ	2301	Equine Behavior and Training II	
or			
HALT	1345	Golf/Sports Field/Park Management	3
AGMG	2306	Livestock and Meat Marketing	3
AGMG	2486	Internship	4
Total Hours			51

Production Technology (AGP15) 010104

Certificate of Completion

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Automotive Mechanic

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

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

Automotive Mechanic/Technician (AUM15) 470604 Associate of Applied Science Degree

First Year

First Semester			Credit
AUMT	1405	Intro. to Automotive Technology	4
AUMT	2305	Automotive Engine Theory	3
AUMT	1407	Automotive Electrical Systems	4
AUMT	2337	Automotive Electronics	3
MATH	1332	Contemporary Mathematics	3

Second Semester

AUMT	1472	Automotive Computer Systems	4
AUMT	1445	Automotive Climate Control Systems	4
AUMT	1410	Automotive Brake Systems	4
AUMT	2413	Automotive Drive Train and Axles	4
ENGL	1301	Composition I	3

Second Year

First Semester

SPCH		SPCH 1315 or 1321	3
AUMT	1416	Automotive Suspension and Steering Systems	4
AUMT	2425	Automotive Automatic Transmission and Transaxle	4
AUMT	1319	Automotive Engine Repair	3

Second Semester

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

Total Hours			60
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Automotive Technician (AUT5) 470604 Certificate of Completion

			Cr/Clock
AUMT	1405	Intro. to Automotive Technology	4/96
AUMT	2305	Automotive Engine Theory	3/64
AUMT	1407	Automotive Electrical Systems	4/144
AUMT	2337	Automotive Electronics	3/96
AUMT	1319	Automotive Engine Repair	3/96
AUMT	1445	Automotive Climate Control Systems	4/128
AUMT	1472	Automotive Computer Systems	4/144
AUMT	1410	Automotive Brake Systems	4/128
AUMT	1416	Automotive Suspension and Steering Systems	4/128
AUMT	2413	Automotive Drive Train and Axles	4/128
AUMT	2425	Automotive Automatic Transmission and Transaxle	4/128
AUMT	2434	Automotive Engine Performance Analysis II	4/144
AUMT	2417	Automotive Engine Performance Analysis I	4/144
or			
AUMT	2488	Internship	4/304
Total Hours			49
Total Clock Hours			1568/1776

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful-employment/

Basic Automotive Technician (AUB13) 470604
Certificate of Completion

			Cr/Clock
AUMT	1405	Intro. to Automotive Technology	4/96
AUMT	1407	Automotive Electrical Systems	4/144
AUMT	1410	Automotive Brake Systems	4/128
AUMT	1416	Automotive Suspension and Steering Systems	4/128
AUMT	2305	Automotive Engine Theory	3/64
Total Hours			19
Total Clock Hours			560

Automotive System Specialist (AUSS5) 470604
Certificate of Completion

(Requires AUB13 completion)

			Cr/Clock
AUMT	2337	Automotive Electronics	3/96
AUMT	1445	Automotive Climate Control Systems	4/128
AUMT	2413	Automotive Drive Train and Axles	4/128
AUMT	2425	Automotive Automatic Transmissions and Transaxles	4/128
WLDG	2413	Intermediate Welding Using Multiple Processes	4/144
Total Hours			19
Total Clock Hours			624

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Aviation Science

The Central Texas College Aviation Science Department offers a two year program leading to an Associate of Applied Science degree and the Commercial Pilot Certificate with an Instrument Airplane rating. The curriculum includes 14 core aviation classes which are transferable to upper level institutions that offer Baccalaureate degrees in aviation. The Central Texas College Flight Training is conducted under Federal Aviation Association (FAA) regulations for FAR 141 Approved Schools. The local area offers an excellent training environment, which allows for efficient use of flight time. Central Texas College also offers advanced flight training for Flight Instructors and for Multi-Engine ratings. Extra curriculum activities include Alpha ETA Rho, the National Intercollegiate Aviation Fraternity and the Central Texas College Precision Flight Team which competes in the National Intercollegiate Flying Association (NIFA) competitions. Central Texas College is a member of the University Aviation Association.

Aviation Science (AVS15) 490102 Associate of Applied Science Degree

First Year

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

Second Year

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

Business

The Business Administration and Legal Assistant/Paralegal Department at Central Texas College offers 21 degrees and certificates through three divisions. Degree attainment in the career fields of business management, the hospitality industry, the legal assistant profession, homeland security, and real estate are available.

The Associate of Science degree in Business Administration is designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas.

The Associate of Applied Science and the certificate awards are designed to provide an entry-level, industry-validated "hands-on" approach to learning.

Business Administration (BUB15) 520101 Associate of Science Degree

First Semester			Credit
DEGR REQ	BUSI 1301	Business Principles	3
CORE REQ		Life and Physical Science Selection	4
CORE REQ	HIST 1301	U.S. History I	3
CORE REQ	ENGL 1301	Composition I	3
DEGR REQ	BCIS 1305	Business Computer Apps.	3
Second Semester			
CORE REQ		Life and Physical Science Selection	4
CORE REQ	HIST 1302	U.S. History II	3
CORE REQ	ECON 2301	Macroeconomics	3
CORE REQ	MATH 1314	College Algebra	3
Second Year			
First Semester			
DEGR REQ	ENGL 1302	Composition II	3
DEGR REQ	ACCT 2301	Principles of Financial Accounting	3
CORE REQ		Language/Philosophy/Culture (PHIL 1301*)	3
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Component Area Option	4
Second Semester			
DEGR REQ	ACCT 2302	Principles of Managerial Accounting	3
CORE REQ	GOVT 2306	Texas Government	3
DEGR REQ		Social/Behavioral Science Selection (ECON 2302*)	3
CORE REQ		Communications (SPCH 1321)	3
CORE REQ		Creative Arts	3
Total Hours			60

** For students transferring to Universities with the State of Texas, MATH 1314, PHIL 1301 and ECON 2302 are highly recommended.*

Business Management (BUBM5) 520201

Associate of Applied Science Degree

First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
ELEC		Humanities/Fine Arts Selection	3
BUSI	1301	Business Principles	3
SPCH		SPCH 1315 or 1321	3
KINE		Physical Activity Course	1

Second Semester

BMGT	1325	Office Management	3
BMGT	1327	Principles of Management	3
MRKG	1311	Principles of Marketing	3
ELEC		BMGT 2370, BMGT 2488 or RELE 2488	3
KINE		Physical Activity Course	1

Second Year

First Semester			Credit
MATH		MATH 1332, 1342 or higher level	3
ACCT	2301	Principles of Financial Accounting	
or			
ACNT	1303	Introduction to Accounting I	3
HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	
or			
BUSI	2301	Business Law	3
ECON		ECON 2301 or 2302	3

Second Semester

BUSG	2309	Small Business Management	3
ACCT	2302	Principles of Managerial Accounting	
or			
ACNT	1304	Introduction to Accounting II	3
ENGL	1302	Composition II	3
or			
BCIS	1305	Business Computer Applications	
or			
ITSC	1309	Integrated Software Applications	
BMGT	1301	Supervision	3
ELEC		BMGT 2371, 2489, BUSG 1371 or RELE 2489	4
Total Hours			60

Business Management (BUBM5) 520201

Certificate of Completion

First Semester			Credit
BUSI	1301	Business Principles	3
BMGT	1327	Principles of Management	3
HRPO	1311	Human Relations	3
ITSC	1309	Integrated Software Applications I	
or			
BCIS	1305	Business Computer Applications	3
MRKG	1311	Principles of Marketing	3
Second Semester			
HRPO	2301	Human Resource Management	3
BMGT	1301	Supervision	3
BUSG	2305	Business Law/Contracts	
or			
BUSI	2301	Business Law	3
ELEC		ACNT/BMGT/BUSG/BUSI/RELE/MRKG	3
ELEC		BMGT 2370, BMGT 2488, BUSG 1371 or RELE 2488	3-4
Total Hours			30-31

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Entrepreneurship (BUEN5) 520201

Certificate of Completion

First Semester			Credit
BUSG	2309	Small Business Management	3
POFT	1325	Business Math Using Technology	3
or			
MATH		MATH 1332, 1342 or higher level	
ITSC	1309	Integrated Software Applications	
or			
BCIS	1305	Business Computer Applications	3
MRKG	1311	Principles of Marketing	3
ACCT	2301	Principles of Financial Accounting	
or			
ACNT	1303	Introduction to Accounting I	3
Second Semester			
HRPO	2301	Human Resource Management	3
BUSG	2305	Business Law/Contracts	
or			
BUSI	2301	Business Law	3
ELEC		BUSI/BMGT/BUSG/RELE/IMED/MRKG/ACNT	3
BUSG	1303	Principles of Finance	3
BUSG	1371	Entrepreneurship and Business Plan Development	3
Total Hours			30

Accounting Technician (BMAT) 520302

Associate of Applied Science Degree

First Year			Credit
First Semester			
ACNT	1303	Introduction to Accounting I	3
or			
ACCT	2301	Principles of Financial Accounting	
ENGL	1301	Composition I	3
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
BUSI	1301	Business Principles	3
BCIS	1305	Business Computer Applications	3
or			
ITSC	1309	Integrated Software Applications I	
Second Semester			
ACNT	1304	Introduction to Accounting II	3
or			
ACCT	2302	Principles of Managerial Accounting	
ACNT	1311	Introduction to Computerized Accounting	3
BMGT	1325	Office Management	3
ACNT	1329	Payroll and Business Tax Accounting	3
BUSI	2301	Business Law	3
or			
BUSG	2305	Business Law/Contracts	
Second Year			
First Semester			
ELEC		Humanities/Fine Arts Elective	3
ELEC		Social & Behavioral Science Elective	3
ECON	2301	Principles of Macroeconomics	3
SPCH	1315	Public Speaking	3
or			
SPCH	1321	Business and Professional Communications	
MATH	1342	Elementary Statistical Methods	3
Second Semester			
BUSG	1303	Principles of Finance	3
HRPO	2301	Human Resources Management	3
ECON	2302	Principles of Microeconomics	3
ACNT	1331	Federal Income Tax Individual	3
BUSG	1371	Entrepreneurship and Business Plan Development	3
Total Hours			60

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful-employment/

Business Management Accounting Specialist (BMAS) 520201

Certificate of Completion

First Semester			Credit
ACNT	1303	Introduction to Accounting I	3
ACNT	1304	Introduction to Accounting II	3
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1329	Payroll and Business Tax Accounting	3
ACNT	1331	Federal Income Tax: Individual	3
BUSG	1303	Principles of Finance	3
Total Hours			18

Business Management Accounting Technician (BMAT) 520201

Certificate of Completion

First Semester			Credit
ACNT	1303	Introduction to Accounting I	3
ENGL	1301	Composition I	3
BMGT	1325	Office Management	3
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
BCIS	1305	Business Computer Applications	
or			
ITSC	1309	Integrated Software Applications	3
Second Semester			
ACNT	1304	Introduction to Accounting II	3
ACNT	1311	Introduction to Computerized Accounting	3
BUSI	2301	Business Law	
or			
BUSG	2305	Business Law/Contracts	3
ACNT	1329	Payroll and Business Tax Accounting	
or			
ACNT	1331	Federal Income Tax: Individual	3
BUSG	1303	Principles of Finance	3
Total Hours			30

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

**Business Management Marketing and Sales Management Specialization
(BUMS5) 520201**
Associate of Applied Science Degree

First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
BUSI	1301	Business Principles	3
ITSC	1309	Integrated Software Applications I	
or			
BCIS	1305	Business Computer Applications	3
SPCH		SPCH 1315 or 1321	3

Second Semester

MATH		MATH 1332, 1342 or higher level	3
MRKG	1311	Principles of Marketing	3
BMGT	1325	Office Management	3
MRKG	1302	Principles of Retailing	3
ELEC		BMGT 2370, 2488 or RELE 2488	3

Second Year

First Semester

ECON		ECON 2301 or 2302	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		BMGT/BUSI/BUSG/RELE/ACNT	3
ACCT	2301	Principles of Financial Accounting	
or			
ACNT	1303	Introduction to Accounting I	3

Second Semester

ACCT	2302	Principles of Managerial Accounting	
or			
ACNT	1304	Introduction to Accounting II	3
BUSG	2305	Business Law/Contracts	
or			
BUSI	2301	Business Law	3
MRKG	2333	Principles of Selling	3
ELEC		Elective	3
ELEC		BMGT/BUSI/BUSG/RELE	3
ELEC		BMGT 2371, 2489 or RELE 2489	3
Total Hours			60

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

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

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

First Year

First Semester			Credit
HRPO	1311	Human Relations	3
ENGL	1301	Composition I	3
BUSI	1301	Business Principles	3
ITSC	1309	Integrated Software Applications I	
or			
BCIS	1305	Business Computer Applications	3
SPCH		SPCH 1315 or 1321	3

Second Semester

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

Second Year

First Semester			
ELEC		RELE 2488, BMGT 2488 or 2370	3
ECON		ECON 2301 or 2302	3
ELEC		Humanities/Fine Arts Selection	3
RELE	1311	Law of Contracts	3
RELE	2301	Law of Agency	3
ACCT	2301	Principles of Financial Accounting	
or			
ACNT	1303	Introduction to Accounting I	3
Second Semester			
RELE	1200	Contract Forms and Addenda	2
RELE	1219	Real Estate Finance	2
MRKG	2333	Principles of Selling	3
RELE	1315	Property Management	3
RELE	2489	Internship	4
Total Hours			60

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

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

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

This meets the revised Texas Real Estate Commission Education requirements effective September 1, 2012.

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Business Management Supervision (BUS17) 520201
Certificate of Completion

First Semester			Credit
BUSI	1301	Business Principles	3
BMGT	1301	Supervision	3
BMGT	1327	Principles of Management	3
HRPO	1311	Human Relations	3
Second Semester			
HRPO	2301	Human Resources Management	3
BUSG	2309	Small Business Management	3
Total Hours			18

Human Resources Management (HRM17) 520201
Certificate of Completion

			Credits
BUSI	1301	Business Principles	3
HRPO	2301	Human Resources Management	3
HRPO	1311	Human Relations	3
POFT	1301	Business English	3
BMGT	1325	Administrative Office Management	3
ACNT	1329	Payroll and Business Tax Accounting	3
Total Hours			18

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Child Development

People working with young children must have special skills: knowledge of child development, boundless patience, good judgment, real strength of character, and maturity to exercise the balance of control and latitude such young children require. Few fields offer so many job opportunities for people with such varying levels of education, in such a variety of settings, and with as many different scheduling patterns.

Child Development (CDS15) 190709 Associate of Applied Science Degree

First Year

First Semester

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

Second Semester

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

Second Year

First Semester

CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	2164	Practicum - Child Development	1
CDEC	2307	Math & Science for Early Childhood	3
CDEC	2326	Administration of Programs for Children I	
or			
CDEC	2328	Admin. of Programs for Children II	3
SPCH		SPCH 1315, 1318, 1321 or 2341	3
MATH		MATH 1324, 1332, 1342 or higher level	
or			
ENVR	1401	Environmental Science I	4

Second Semester

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

Child Development (CDS15) 190701

Certificate of Completion

First Year

First Semester		Credit	
CDEC/TECA	1311	Educating Young Children	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1319	Child Guidance	3
ENGL	1301	Composition I	3
CDEC	1359	Children with Special Needs	3
KINE		Physical Activity Course	1

Second Semester

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

Third Semester

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

Administrator's Credentials (CDA14) 190708

Certificate of Completion

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

Second Semester

CDEC/TECA	1354	Child Growth and Development	3
CDEC/TECA	1318	Wellness of the Young Child	3
CDEC	2328	Administration of Programs for Children II	3
CDEC	1164	Practicum - Child Development	1
ELEC		Computer Technology Skills	3
Total Hours			31

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Child and Youth Serving Professional (CYSP) 190708

Certificate of Completion

First Year

First Semester		Credit	
CDEC/TECA	1303	Families, School and Community	3
CDEC	1319	Child Guidance	3
KINE	1306	First Aid	3
KINE	1321	Coaching/Sports/Athletics I	3
CDEC	1359	Children with Special Needs	3

Second Semester

CDEC/TECA	1354	Child Growth and Development	3
BUSG	2309	Small Business Management	3
CDEC	2341	The School Age Child	3
SPCH	1318	Interpersonal Communication	3
ITSC	1309	Integrated Software Applications I	3
Total Hours			30

Child Development Associate (CDCD) 190709

Occupational Skills Achievement

Upon successful completion, students are eligible to continue to pursue the CDA, National Credentialing program.

			Credit
CDEC	1317	Child Development Associate Training I	3
CDEC	2322	Child Development Associate Training II	3
CDEC	2324	Child Development Associate Training III	3
Total Hours			9

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Communications

The Communications Department at Central Texas College provides students with an academic foundation in English, speech, foreign language, and journalism to help them be successful in their chosen career field. The department offers Associates of Arts degrees in journalism and modern languages, both of which are designed for maximum transfer of lower-level course work to upper-level education institutions.

The Communications Department also offers many opportunities for students to become involved in activities that can enhance their educational experience. The Spanish Club offers students the opportunity to make new friends and practice their Spanish-speaking skills. Journalism students publish a monthly student newspaper. Byways, CTC's annual journal of arts and letters, publishes original art and writing by CTC students. The CTC Speech Team offers interested students an outstanding opportunity to improve speaking skills through competitions with two- and four-year schools around the state. The department also sponsors a local chapter of the Sigma Kappa Delta National English Honor Society.

Additionally, the Communications Department provides foundation skills for students interested in pursuing a degree in radio and television broadcasting. (See degree plans under Radio and Television Broadcasting.)

Journalism/Communications (COM5) 090401

Associate of Arts Degree

First Semester

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

Second Semester

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

Second Year

First Semester

CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		MATH 1332, 1342 or 1314	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ	COMM 1307	Intro. to Mass Comm.	3
DEGR REQ	COMM 2311	Media Writing	3

Second Semester

DEGR REQ	COMM 2315	News Reporting	3
DEGR REQ	COMM 2389	Academic Cooperative	3
DEGR REQ	COMM 2327	Introduction to Advertising	3
DEGR REQ	COMM 1335	Survey of Radio/TV	3
Total Hours			60

Modern Language (FLA4) 160101

Associate of Arts Degree

First Semester		Credit
CORE REQ	ENGL 1301	Composition I 3
CORE REQ	HIST 1301	United States History I 3
CORE REQ		Creative Arts Selection 3
CORE REQ	GOVT 2306	Texas Government 3
CORE REQ	LANG 1411	Beginning Foreign Language 4

Second Semester

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

Second Year

First Semester

CORE REQ	GOVT 2305	Federal Government 3
CORE REQ		MATH 1332, 1342 or 1314 3
CORE REQ		Life and Physical Science Selection 4
DEGR REQ	LANG 1412	Beg. Foreign Language II 4

Second Semester

DEGR REQ	LANG 2311	Intermediate Foreign Lang. 3
DEGR REQ	LANG 2312	Intermediate Foreign Lang. 3
DEGR REQ	ANTH 2351	Cultural Anthropology 3
DEGR REQ	HUMA 1315	Fine Arts Appreciation 3
DEGR REQ		KINE Physical Activity Course 2

Total Hours		60
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Computer Information Technology and Systems

Selecting the appropriate degree plan is a critical step for entering Computer Information Technology & Systems (CITS) students. Each degree and certificate leads to a specific career in the field of information technology. Students should gather information about these fields from many different sources so they can make an informed decision.

Information Security (CSS15) 111003 Associate of Applied Science Degree

The security manager determines policies and procedures to safeguard data on computers and networks, and monitors compliance. As ever increasing amounts of personal, business, and national security information is stored on computers, special attention must be paid to its security. Information must be protected as a business asset, to assure privacy, and to further national security.

First Year

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

Second Semester

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

Second Year

First Semester			
ITSC	1325	Personal Computer Hardware	3
or			
CPMT	1345	Computer Systems Maintenance	
HMSY	1370	IT Security for Homeland Security Specialist	3
ITSY	2401	Firewalls and Network Security	4
HUMA	1315	Fine Arts Appreciation	3
HMSY	2337	Managing a Unified Incident Command	3
Second Semester			
ITSY	2442	Incident Response and Handling	4
ITSC	1415	Project Management Software	4
ITSY	2441	Security Management Practices	4
ITSY	2459	Security Assessment & Auditing	
or			
ITSY	2486	Internship – Computer and Information Systems Security	4
Total Hours			60

Cybersecurity (CSUR5) 111003 Certificate of Completion

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Information Technology (CSI17) 110103

Associate of Applied Science Degree

The primary job function of the Information Management professional is to assist others with using computer technology in the performance of their jobs. This requires a general knowledge of PC hardware and software, to include operating systems and applications such as word processors and spreadsheets, and the internet. This degree offers a clear path to understanding computers and today's technology.

First Year

First Semester			Credit
COSC	1301	Introduction to Computing	3
ITSC	1309	Integrated Software Applications I	3
ITSC	1325	Personal Computer Hardware (CompTIA A+)	3
or			
CPMT	1345	Computer Systems Maintenance	
ITNW	1358	Network+ (CompTIA Network+)	3
ENGL	1301	Composition I	3

Second Semester

ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1337	Introduction to the Internet	3
ENGL	2311	Technical and Business Writing	3
ITSY	1342	Information Technology Security (CompTIA Security+)	3
MATH	1314	College Algebra	3

Second Year

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

Second Semester

ITSE	1302	Computer Programming (Visual Basic)	3
ITSW	1307	Introduction to Database	3
HUMA	1315	Fine Arts Appreciation	3
ITSC	2435	Application Software Problem Solving	
or			
ITSC	2486	Internship – Computer and Information Sciences, General	4
Total Hours			60

Network Systems Administrator (CSN17) 111001

Associate of Applied Science Degree

A Network Systems Administrator plans, installs, and maintains multi-user networks. Job duties include: networking systems with different types of hardware and operating systems, ensuring system security and integrity, troubleshooting and repairing network problems, training network users, and writing documentation.

First Year

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

Second Semester

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

Second Year**First Semester**

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

Second Semester

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

Computer Helpdesk Specialist (CSI17) 111006**Certificate of Completion**

First Semester			Credit
ITSC	1309	Integrated Software Applications I	3
ITSC	1325	Personal Computer Hardware (CompTIA A+)	3
or			
CPMT	1345	Computer Systems Maintenance	
ITNW	1358	Network+ (CompTIA Network+)	3
ITNW	1337	Introduction to the Internet	3
ITSC	1405	Introduction to PC Operating Systems	4
Second Semester			
ITSY	1342	Information Technology Security (CompTIA Security+)	3
ITSC	1415	Project Management Software	4
ITSE	1329	Programming Logic and Design	3
ITSC	2439	Personal Computer Help Desk Support	4
Total Hours			30

Web Technologies (CSW17) 110801**Certificate of Completion**

First Semester			Credit
ITNW	1337	Introduction to the Internet	3
ITSY	1342	Information Technology Security (CompTIA Security+)	3
ITSE	1329	Programming Logic and Design	3
Second Semester			
IMED	1316	Web Design I	3
ITSW	1307	Introduction to Database	3
ITSE	2402	Intermediate Web Programming (PHP/Scripting/Mobile Apps)	4
Total Hours			19

IT Industry Certification Preparation Program (MCS17) 111001**Certificate of Completion**

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

			Credit
ITSC	1325	Personal Computer Hardware (CompTIA A+)	3
ITNW	1358	Network+	3
ITNW	1316	Network Administration	3
ITNW	1345	Implementing Network Directory Services	3
ITNW	1454	Implementing and Supporting Servers	4
ITSY	1342	Information Technology Security (CompTIA Security+)	3
Total Hours			19

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Software Development & Testing Specialist (CSV15) 110201

Certificate of Completion

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

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

Network Server & Cloud Administrator (CSCA7) 111001

Certificate of Completion

Only active duty military members who enroll as part of the MSSA cohort will be assigned (CSCA7.CC1) degree plan/major code.

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

Network Server & Cloud Administrator (CSC17) 111001

Certificate of Completion

Students interested in Network Server & Cloud Administrator but are not part of the MSSA cohort, will be assigned (CSC17.CC1) degree plan/major code.

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Telecommunications Technician (ELN17) 111001

Certificate of Completion

First Semester			Credit
ITCC	1414	CCNA 1: Introduction to Networks	4
ITNW	1451	Fundamentals of Wireless LANs	4
Second Semester			
ITCC	1440	CCNA 2: Routing and Switching Essentials	4
ITCC	2412	CCNA 3: Scaling Networks	4
Third Semester			
ITCC	2413	CCNA 4: Connecting Networks	4
ITCC	2441	CCNA Security	4
ITCC	2459	Advanced Voice Over Internet Protocol (VOIP)	4
Total Hours			28

Network Administrator (CSN15) 110201

Occupational Skills Achievement Certificate

First Semester			Credit
COSC	1301	Introduction to Computing	3
ITSC	1325	Personal Computer Hardware	3
ITCC	1401	CISCO Exploration 1 - Network Fundamentals	4
ITCC	1404	CISCO Exploration 2 - Routing Protocols and Concepts	4
Total Hours			14

IT Network Analyst (INA17) 111001

Certificate of Completion

First Semester			Credit
ITNW	1358	Network+ (CompTIA)	3
ITNW	1316	Network Administration	3
ITNW	1345	Implementing Network Directory Services	3
Second Semester			
ITNW	1454	Implementing and Supporting Servers	4
ITSY	1342	Information Technology Security (CompTIA Security+)	3
Total Hours			16

Electronics Engineering Technology (ELC17) 151201

Associate of Applied Science Degree

First Year			Credit
First Semester			
ITSC	1301	Introduction to Computers	3
or			
COSC	1301	Introduction to Computing	
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
MATH		MATH 1332, 1342 or higher level	3
Second Semester			
CETT	1305	AC Circuits	3
CPMT	1345	Computer Systems Maintenance	3
CETT	1429	Solid State Devices	4
CETT	1331	Programming for Discrete Electronic Devices	3
ENGL	1301	Composition I	3
Second Year			
First Semester			
CETT	1321	Electronics Fabrication	3
ELEC		Approved Elective*	4
CETT	2335	Advanced Microprocessors	3
CETT	1441	Solid State Circuits	4
ELEC		Social/Behavioral Science Selection	3

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Second Semester

ITCC	1414	CCNA I: Introduction to Networks	4
CETT	1449	Digital Systems	4
ELMT	2435	Certified Electronics Tech. Training	4
ELEC		Humanities/Fine Arts Selection	3
Total Hours			60

**Any 4 hour course in the Core Component Option 090*

Computer Maintenance Technician (ELC17) 151201
Certificate of Completion

First Semester			Credit
ITSC	1301	Introduction to Computers	3
or			
COSC	1301	Introduction to Computing	
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
ITCC	1414	CCNA 1: Introduction to Networks	4
Second Semester			
CETT	1305	AC Circuits	3
CPMT	1345	Computer Systems Maintenance	3
CETT	1429	Solid State Devices	4
Total Hours			23

Electronics Instrument Technician (EIT17) 151201
Certificate of Completion

First Semester			Credit
ITSC	1301	Introduction to Computers	3
or			
COSC	1301	Introduction to Computing	
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
CETT	1321	Electronics Fabrication	3
Second Semester			
CETT	1305	AC Circuits	3
CPMT	1345	Computer Systems Maintenance	3
CETT	1449	Digital Systems	4
CETT	1429	Solid State Devices	4
Total Hours			26

Entry Level Electronics Technician (EET17) 151201
Certificate of Completion

First Semester			Credit
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
CETT	1321	Electronics Fabrication	3
Second Semester			
CETT	1305	AC Circuits	3
CETT	1429	Solid State Devices	4
Total Hours			16

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Diesel

This program is designed for students who wish to pursue a career in the Diesel Repair field. Students are taught using a “systems” approach (engines, power trains, hydraulics, etc.) which allows them to enter any one of the many separate fields of Diesel Repair (trucks/transportation construction equipment, agriculture, etc.). The program provides entry-level, industry-validated, hands-on instruction in Diesel Service and Repair using the latest technologies in Diesel systems, tools, and equipment.

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

Diesel Engine Technician and Maintainer (DEM15) 470605 **Associate of Applied Science Degree**

First Semester			Credit
DEMR	1401	Shop Safety and Procedures	4
DEMR	1306	Diesel Engine I	3
DEMR	1423	Heating, Ventilation, and Air Conditioning, Troubleshooting and Repair	4
ENGL	1301	Composition I	3
Second Semester			
DEMR	1321	Power Train I	3
DEMR	1405	Basic Electrical Systems	4
DEMR	1417	Basic Brake Systems	4
MATH	1332	Contemporary Mathematics	3
SPCH		SPCH 1315 or 1321	3
Third Semester			
DEMR	1416	Basic Hydraulics	4
DEMR	1410	Diesel Engine Testing and Repair I	4
DEMR	2412	Diesel Engine Testing and Repair II	4
ELEC		Humanities/Fine Arts Selection	3
Fourth Semester			
GOVT	2305	Federal Government	3
DEMR	1330	Steering and Suspension I	3
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
DEMR	1449	Diesel Engine II	
or			
DEMR	2488	Internship	4
Total Hours			60

Diesel Technician (DET15) 470605 **Certificate of Completion**

			Cr/Clock
DEMR	1401	Shop Safety and Procedures	4/96
DEMR	1306	Diesel Engine I	3/96
DEMR	1405	Basic Electrical Systems	4/144
DEMR	1410	Diesel Engine Testing and Repair I	4/128
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4/144
DEMR	2412	Diesel Engine Testing and Repair II	4/144
DEMR	1416	Basic Hydraulics	4/144
DEMR	1321	Power Train I	3/144
DEMR	1447	Power Train II	4/96
DEMR	1417	Basic Brake Systems	4/128
DEMR	1330	Steering and Suspension I	3/96
DEMR	1423	Heating, Ventilation, and Air Conditioning, Troubleshooting and Repair	4/128
DEMR	1449	Diesel Engine II	4/144
or			
DEMR	2488	Internship	4/304
Total Hours			49
Total Clock Hours			1632/1792

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful-employment/

Diesel System Specialist (DES15) 470605

Certificate of Completion

(Requires DESP7 Completion or Department approval)

			Cr/Clock
DEMR	1416	Basic Hydraulics	4/144
DEMR	1321	Power Train I	3/144
DEMR	1447	Power Train II	4/96
DEMR	1417	Basic Brake Systems	4/128
DEMR	1330	Steering and Suspension I	3/96
WLDG	2413	Intermediate Welding Using Multiple Processes	4/144
Total Hours			22
Total Clock Hours			432

Basic Diesel Technician (DESP7) 470605

Certificate of Completion

			Cr/Clock
DEMR	1401	Shop Safety and Procedures	4/96
DEMR	1306	Diesel Engine I	3/96
DEMR	1405	Basic Electrical Systems	4/144
DEMR	1410	Diesel Engine Testing and Repair I	4/128
DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4/144
Total Hours			19
Total Clock Hours			608

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Drafting and Design

The Computer-Aided Drafting & Design Department (CADD) at Central Texas College provides a flexible, competency-based program of study. The program is based on the competencies which are common to all drafting and design technicians. Emphasis is on developing the student's critical thinking process, world of work skills, as well as drafting procedures and techniques.

Computer-Aided Drafting and Design (DFT15) 151301

Associate of Applied Science Degree

First Year

First Semester

			Credit
DFTG	1405	Technical Drafting	4
DFTG	2412	Technical Illustration and Presentation	4
DFTG	1409	Basic Computer-Aided Drafting	4
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3

Second Semester

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

Second Year

First Semester

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

Second Semester

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

Computer-Aided Drafting and Design (DFT15) 151301

Certificate of Completion

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

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

Computer-Aided Drafting and Design (DFT15) 151301

Occupational Skills Achievement Certificate

			Credit
DFTG	1405	Technical Drafting	4
DFTG	1409	Basic CAD	4
DFTG	2440	Solid Modeling	4
Total Hours			12

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Emergency Medical Technology

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

Emergency Medical Technology (EMT15) 510904 Associate of Applied Science Degree

First Year

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

Second Semester

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

Third Semester

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

Second Year

First Semester

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

Second Semester

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

Total Hours			60
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* Biology 2421 may be accepted in lieu of BIOL 2420.

EMT - Paramedic (EMP15) 510904

Certificate of Completion

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

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

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

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Engineering

The Associate of Science degree in Engineering is designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas.

Engineering (ENGF4) 140101 Associate of Science Degree

First Year

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ		SPCH 1315, 1318, or 1321	3
CORE REQ		Creative Arts Selection	3
CORE REQ	MATH 2413	Calculus I	4

Second Semester

CORE REQ	HIST 1302	United States History II	3
CORE ELEC	CHEM 1411	General Chemistry I	4
DEGR REQ	ENGR 1201	Introduction to Engineering	2
CORE REQ	GOVT 2305	Federal Government	3

Third Semester

DEGR REQ	MATH 2414	Calculus II	4
CORE REQ		Component Area Option	3

Second Year

First Semester			
CORE ELEC	PHYS 2426	University Physics II	4
DEGR REQ	ENGR 2301	Engineering Mechanics I – Statics	3
DEGR REQ	ENGR 2305	Electrical Circuits I	3

Second Semester

CORE REQ	GOVT 2306	Texas Government	3
DEGR REQ	ENGR 2332	Mechanics of Materials	3
CORE REQ		Language/Philosophy/Culture Studies	3
DEGR REQ	ENGR 2302	Engineering Mechanics II – Dynamics	3
CORE REQ		Social/Behavioral Science Selection	3
Total Hours			60

Notes:

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 Art/Science degree requirements when approved by the appropriate department chair.

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

**Students not prepared to take PHYS 2426, University Physics II may be required to take PHYS 2425, University Physics I.

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

Fine Arts

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

Art (ART4) 500702

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

Associate of Arts Degree

Complete Core	42
Art Specialization	18
Total Hours	60

Core

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

Art Specialization Selection

Based on advisement choose eighteen credit hours from the following list: ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2341, 2346, 2347, 2356, 2357, 2366, 2389 or HUMA 1315.

Commercial Art (CART4) 500402

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

Associate of Arts Degree

Complete Core	42
Music Specialization	18
Total Hours	60

Core

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

Commercial Art Specialization Selection

Based on advisement choose eighteen credit hours from the following list: ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2323, 2313, 2314, 2341, 2346, 2347, 2356, 2357, 2389 or HUMA 1315

Drama (DRM15) 500501

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

Associate of Arts Degree

Complete Core	42
Drama Specialization	18
Total Hours	60

Core

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

Drama Specialization Selection

Based on advisement choose eighteen credit hours from the following list: DRAM 1310, 1330, 1342, 1351, 2366, 1352, 2336, 2389.

Music (MUS15) 500901

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

Associate of Arts Degree

Complete Core	42
Music Specialization	18
Total Hours	60

Core

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

Music Specialization Selection

*MUAP I, MUAP II, MUAP III, MUAP IV in area appropriate to student (Voice, Piano, Strings (including guitar), Brass, Percussion, or Woodwinds),
**MUEN 1132 Chamber (Small) Instrumental Ensemble,
**MUEN 1142 Large Vocal Ensemble,
**MUEN 1152 Chamber (Small) Vocal Ensemble,
*MUSI 1116 Sight Singing and Ear Training I, **MUSI 1117 Sight Singing and Ear Training II, MUSI 1181 Piano Class I, MUSI 1183 Voice Class I, MUSI 1188 Percussion Class I, MUSI 1192 Guitar Class I, MUSI 1307 Music Literature, *MUSI 1311 Music Theory I, **MUSI 1312 Music Theory II, MUSI 2311 Music Theory III, MUSI 2312 Music Theory IV, MUSI 1303 Fundamentals of Music I.

Notes

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

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

*MUSI 1116 and MUSI 1311 should be taken concurrently

**MUSI 1117 and MUSI 1312 should be taken concurrently

General Studies

The two-year General Studies program offers a wide selection of courses to fulfill degree requirements for students who have special education needs that are not satisfied by other degree programs; who want to experiment in diverse areas; who want to expand their base of knowledge or enhance their personal development; who are looking for particular skills; or who are employed and feel a need to expand overall skills to better meet new employment needs.

General Studies (GST4) 240102 Associate of Arts Degree

This is a suggested curriculum.

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

First Year

First Semester			Credit
ENGL	1301	Composition I	3
HIST	1301	United States History I	3
KINE		Physical Activity Course	1
ELEC		Electives*	9

Second Semester

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

Second Year

First Semester

GOVT	2305	Federal Government	3
ELEC		Electives*	12

Second Semester

GOVT	2306	Texas Government	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Electives*	10

Total Hours			60
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Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of receiving school for degree requirements and transfer policy.

* Students may select 35 semester credit hours from courses that fulfill the student's educational goals.

Graphics and Printing Technology

This program is for students who wish to prepare themselves to enter the Printing career field (Graphic Arts/Printing). The program provides entry-level, industry-validated, "hands-on" instruction that will prepare the student to enter and be successful in the Printing industry job market. Studies include: shop skills, layout, design, composition, desktop publishing (IBM compatible and Macintosh), press operation, bindery and preventive maintenance.

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

Graphics and Printing (GP15) 100305 Associate of Applied Science Degree

First Year

First Semester			Credit
GRPH	1305	Intro to Graphic Arts & Printing	3
ARTC	1313	Digital Publishing I	3
ARTC	2313	Digital Publishing II	3
ENGL	1301	Composition I	3
ELEC		Humanities/Fine Arts Selection	3

Second Semester

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

Second Year

First Semester

ARTC	1302	Digital Imaging I	3
ARTC	2305	Digital Imaging II	3
SPCH		SPCH 1315 or 1321	3
GRPH	2309	Digital Prepress	3
ARTC	2333	Publication Design	3

Second Semester

GRPH	1459	Vector Graphics for Production	4
GRPH	1419	Bindery & Finishing Operations	4
GRPH	1309	Press Operations I	3
GRPH	2338	Press Operations II	3
GRPH	2488	Internship Graphics & Printing Equipment Operator	4
or			
ARTC	2488	Internship Commercial and Advertising Art	
Total Hours			60

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

			Cr/Clock
GRPH	1305	Intro to Graphic Arts & Printing	3/96
ARTC	1313	Digital Publishing I	3/96
ARTC	2313	Digital Publishing II	3/96
ARTC	2348	Digital Publishing III	3/96
GRPH	2309	Digital Prepress	3/96
ARTC	1327	Typography	3/96
ARTC	1302	Digital Imaging I	3/96
ARTC	2305	Digital Imaging II	3/96
GRPH	1459	Vector Graphics for Production	4/96
ARTC	2333	Publication Design	3/96
GRPH	1419	Bindery & Finishing Operations	4/96
GRPH	1309	Press Operations I	3/96
GRPH	2338	Press Operations II	3/96
ARTC	2435	Portfolio Development for Graphic Design	4/96
GRPH	2488	Internship Graphics & Printing Equipment Operator	4/304
or			
ARTC	2488	Internship Commercial and Advertising Art	
Total Hours			49
Total Clock Hours			1648

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful-employment/

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

			Cr/Clock
GRPH	1305	Intro to Graphic Arts & Printing	3/96
GRPH	2309	Digital Prepress	3/96
GRPH	1419	Bindery & Finishing Operations	4/96
GRPH	1474	Preventive Maintenance	4/96
GRPH	1309	Press Operations I	3/96
GRPH	2338	Press Operations II	3/96
GRPH	1374	Press Operations III	3/96
Total Hours			23
Total Clock Hours			672

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

			Cr/Clock
GRPH	1305	Intro to Graphic Arts & Printing	3/96
ARTC	1313	Digital Publishing I	3/96
ARTC	2313	Digital Publishing II	3/96
ARTC	2348	Digital Publishing III	3/96
GRPH	2309	Digital Prepress	3/96
ARTC	2333	Publication Design	3/96
Total Hours			18
Total Clock Hours			576

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Heating and Air Conditioning

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

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

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

First Year

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

Second Semester

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

Second Year

First Semester			Credit
HART	2449	Heat Pumps	4
HART	2438	Air Conditioning Installation and Startup	4
HART	2341	Commercial Air Conditioning	3
HART	2342	Commercial Refrigeration	3
ELEC		Humanities/Fine Arts Selection	3

Second Semester

HART	2436	Air Conditioning Troubleshooting	4
HART	2431	Advanced Electricity for HVAC	4
SPCH		SPCH 1315 or 1321	3
HART	2445	Residential Air Conditioning System Design	
or			
HART	2488	Internship	4
Total Hours			60

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

			Credit
HART	1407	Refrigeration Principles	4/96
HART	1401	Basic Electricity for HVAC	4/96
HART	1445	Gas and Electric Heating	4/96
HART	1403	Air Conditioning Control Principles	4/96
HART	1341	Residential Air Conditioning	3/96
HART	2438	Air Conditioning Installation and Startup	4/96
HART	2449	Heat Pumps	4/96
HART	2341	Commercial Air Conditioning	3/96
HART	2342	Commercial Refrigeration	3/96
HART	2436	Air Conditioning Troubleshooting	4/96
HART	2431	Advanced Electricity for HVAC	4/96
HART	2445	Residential Air Conditioning System Design	
or			
HART	2488	Internship	4/96
Total Hours			45
Total Clock Hours			1056

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Air Conditioning and Refrigeration Technicians Assistant (ACR17) 470201
Certificate of Completion

			Credit
HART	1407	Refrigeration Principles	4/96
HART	1401	Basic Electricity for HVAC	4/96
HART	1445	Gas and Electric Heating	4/96
HART	1341	Residential Air Conditioning	3/96
HART	1403	Air Conditioning Control Principles	4/96
Total Hours			19
Total Clock Hours			480

Residential Heating, Air Conditioning and Refrigeration (HAC17) 470201
Certificate of Completion

(This certificate requires completion of Technicians Assistant Certificate)

			Credit
HART	2449	Heat Pumps	4/96
HART	2438	Air Conditioning Installation and Startup	4/96
HART	2431	Advanced Electricity for HVAC	4/96
HART	2436	Air Conditioning Troubleshooting	4/96
HART	2445	Residential Air Conditioning System Design	4/96
Total Hours			20
Total Clock Hours			480

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Histological Technician

Histologic Technician (HLAB) 51.1008

Associate of Applied Science Degree

First Year

First Semester			Credit
HLAB	1401	Introduction to Histotechnology	4
MATH	1314	College Algebra	3
BIOL	2401	Anatomy & Physiology I	4
ELCT		Humanities/Fine Arts	3

Second Semester

HLAB	1302	Histotechnology I	3
BIOL	2402	Anatomy & Physiology II	4
HLAB	1305	Functional Histology I	3
CHEM	1411	General Chemistry I	4

Third Semester

HLAB	1443	Histotechnology II	4
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Second Year

First Semester			
HLAB	2434	Histotechnology III	4
HLAB	1446	Functional Histology II	4
HLAB	1391	Special Topics Histotechnology	3
HLAB	1460	Clinical - Histologic Technology/Histotechnologist I	4

Second Semester

HLAB	2460	Clinical - Histologic Technology/Histotechnologist II	4
ENGL	1301	Composition I	3
HLAB	2341	Registry Review	3
ELCT		PSYC 2301 or SOCI 1301	3

Total Hours			60
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* MATH 1314 is Prerequisite for CHEM 1411

Hospitality Management

The Central Texas College Hospitality Management program offers an Associate in Applied Science degree in three areas of specialization: Restaurant and Culinary Management, Food and Beverage Management and Hotel Management.

Students at CTC have an opportunity to complete their Associate of Applied Science Degree using a “stepping stone” approach. Students may begin by completing one or several of the certificates of completion available. The semester credit hours earned through these certificates can be applied to the requirements of Associates of Applied Science degree. These certificates will enable the student to put their education to work for them in a shorter period of time and still pursue the Associate of Applied Science Degree. These certificates include Property Management, Baking, Institutional Food Service Operations, Culinary Arts, Rooms Divisions, Food and Beverage Management, Restaurant Skills and Restaurant Operations.

Restaurant and Culinary Management (RCM15) 520901

Associate of Applied Science Degree

First Year

First Semester

			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
ELEC		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1321	Menu Management	3

Second Semester

GOVT	2305	Federal Government	3
SPCH		SPCH 1315 or SPCH 1321	3
ELEC		CHEF/PSTR	3
HAMG	2301	Principles of Food and Beverage Operations	3

Second Year

First Semester

HAMG	2332	Hospitality Financial Management	3
ENGL	1301	Composition I	3
PSTR	1301	Fundamentals of Baking	3
ELEC		HAMG/IFWA/RSTO/TRVM	3

Second Semester

RSTO	1325	Purchasing for Hospitality Operations	3
MATH		MATH 1332 or MATH 1342	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELEC		Academic Elective	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	

Total Hours 60

Hotel Management Specialization (HMH15) 520901

Associate of Applied Science Degree

First Year

First Semester

			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
ELEC		Humanities/Fine Arts Selection	3
ELEC		Academic Elective	3

Second Semester

GOVT	2305	Federal Government	3
SPCH		SPCH 1315 or SPCH 1321	3
HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	1313	Front Office Procedures	3
HAMG	2301	Principles of Food and Beverage Operations	3

Second Year**First Semester**

RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1204	Dining Room Service	2
HAMG	1342	Guest Room Management	3
MATH		MATH 1332 or MATH 1342	3
HAMG	1340	Hospitality Legal Issues	3
KINE		Physical Activity Course	1

Second Semester

HAMG	2337	Hospitality Facilities Management	3
ENGL	1301	Composition I	3
HAMG	2307	Hospitality Marketing and Sales	3
ELEC		HAMG/IFWA/RSTO/TRVM	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project - Hospitality Management and Administration	60
Total Hours			60

Culinary Arts (HMC15) 520905
Associate of Applied Science Degree**First Year****First Semester**

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

Second Semester

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

Second Year**First Semester**

ENGL	1301	Composition I	3
PSTR	1301	Fundamentals of Baking	3
CHEF	1341	American Regional Cuisine	3
CHEF	1345	International Cuisine	3

Second Semester

RSTO	1325	Purchasing for Hospitality Operations	3
MATH		MATH 1332 or MATH 1342	3
RSTO	1313	Hospitality Supervision	3
ELEC		Academic Elective	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	60
Total Hours			60

Culinary Arts (HMC15) 520905

Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
RSTO	1313	Hospitality Supervision	3
HAMG	1321	Intro to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
Second Semester			
CHEF	1310	Garde Manger	3
ELEC		CHEF	3
RSTO	1325	Purchasing for Hospitality Operations	3
Third Semester			
ELEC		CHEF	3
PSTR	1301	Fundamentals of Baking	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			30

Restaurant Skills (HMR13) 520905

Certificate of Completion

			Credit
CHEF	1305	Sanitation and Safety	3
IFWA	1318	Nutrition for the Food Service Professional	3
CHEF	1301	Basic Food Preparation	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1321	Menu Management	3
ELEC		CHEF/PSTR	3
PSTR	1301	Fundamentals of Baking	3
Total Hours			21

Baking and Pastry Specialization (HMBP) 520901

Associate of Applied Science Degree

First Year			Credit
First Semester			
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
PSTR	1301	Fundamentals of Baking	3
ELEC		Humanities/Fine Arts Selection	3
CHEF	1301	Basic Food Preparation	3
Second Semester			
PSTR	1302	Cake Baking and Production	3
GOVT	2305	Federal Government	3
SPCH		SPCH 1315 or SPCH 1321	3
PSTR	1306	Cake Decorating I	3
PSTR	1305	Bread and Rolls	3
Second Year			
First Semester			
PSTR	2331	Advanced Pastry Shop	3
PSTR	2307	Cake Decorating II	3
ENGL	1301	Composition I	3
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1321	Menu Management	3
Second Semester			
PSTR	2350	Wedding Cakes	3
MATH		MATH 1332 or MATH 1342	3
RSTO	1313	Hospitality Supervision	3
ELEC		Academic Elective	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			60

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Baking (HMBK9) 520905

Certificate of Completion

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

Hospitality Property Management (HMP17) 520904

Certificate of Completion

First Semester			Credit
HAMG	1313	Front Office Procedures	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	1321	Intro to the Hospitality Industry	3
HAMG	2337	Hospitality Facilities Management	3
HAMG	2372	Hospitality Industry Training	3
Second Semester			
HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	2307	Hospitality Marketing and Sales	3
Third Semester			
HAMG	1342	Guest Room Management	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			30

Restaurant Operations (HRO13) 520905

Certificate of Completion

(Texas Department of Criminal Justice Only)

			Credit
CHEF	1305	Sanitation and Safety	3
CHEF	1301	Basic Food Preparation	3
HAMG	2301	Principles of Food and Beverage Operations	3
PSTR	1301	Fundamentals of Baking	3
RSTO	1321	Menu Management	3
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	1321	Intro to the Hospitality Industry	3
IFWA	1318	Nutrition for the Food Service Professional	3
Total Hours			27

Institutional Food Service Operations (HMI15) 520905

Certificate of Completion

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

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
IFWA	1318	Nutrition for the Food Service Professional	3
RSTO	2405	Management of Production & Service	4
CHEF	1301	Basic Food Preparation	3
Second Semester			
HAMG	1321	Intro to the Hospitality Industry	3
ELEC		CHEF/PSTR	3
RSTO	1321	Menu Management	3

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Third Semester			
RSTO	1325	Purchasing for Hospitality Operations	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1313	Hospitality Supervision	3
ELEC		CHEF/PSTR	3
Total Hours			34

Rooms Division (HRD13) 520904

Certificate of Completion

First Semester			Credit
HAMG	1313	Front Office Procedures	3
HAMG	1321	Intro to the Hospitality Industry	3
HAMG	1342	Guest Room Management	3
HAMG	1340	Hospitality Legal Issues	3
Second Semester			
RSTO	1313	Hospitality Supervision	3
RSTO	1325	Purchasing for Hospitality Operations	3
HAMG	2332	Hospitality Financial Management	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			24

Food and Beverage Management Specialization (HMF15) 520901

Associate of Applied Science Degree

First Year			
First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Intro to the Hospitality Industry	3
ELEC		Humanities/Fine Arts Selection	3
HAMG	2307	Hospitality Marketing and Sales	3
ELEC		HAMG/RSTO/TRVM	3
Second Semester			
GOVT	2305	Federal Government	3
SPCH		SPCH 1315 or 1321	3
RSTO	1204	Dining Room Service	2
HAMG	2301	Principles of Food and Beverage Operations	3
KINE		Physical Activity Course	1
Second Year			
First Semester			
HAMG	2332	Hospitality Financial Management	3
TRVM	2301	Introduction to Convention and Meeting Management	3
ENGL	1301	Composition I	3
RSTO	1301	Beverage Management	3
HAMG	2337	Hospitality Facilities Management	3
Second Semester			
RSTO	1325	Purchasing for Hospitality Operations	3
MATH		MATH 1332 or MATH 1342	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
ELEC		Academic Elective	3
HAMG	2388	Internship	3
or			
HAMG	2373	Final Project	
Total Hours			60

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Food and Beverage Management (HMF15) 520905

Certificate of Completion

(Offered at locations outside of Texas under Military Contract Obligation)

Lower Division Major Courses:

			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1204	Dining Room Service	2
RSTO	1313	Hospitality Supervision	3
HAMG	1321	Intro to the Hospitality Industry	3
HAMG	2332	Hospitality Financial Management	3

Hospitality

Select three of the following courses:

HAMG	1313	Front Office Procedures	3
HAMG	2337	Hospitality Facilities Management	3
HAMG	2372	Hospitality Industry Training	3
HAMG	2307	Hospitality Marketing and Sales	3
TRVM	2301	Introduction to Convention and Meeting Management	3

Total Hours			29
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Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Interdisciplinary Studies

The Interdisciplinary Studies Associate of Arts degree offers a wide selection of courses to fulfill degree requirements for students who have special education desires that are not satisfied by other degree programs. Completion of the Core requirements will maximize transfer credit for those students who want to pursue a Baccalaureate degree. Students planning to attend a senior college should coordinate with that senior college to ensure that the courses taken at Central Texas College will fulfill the degree requirements there.

Interdisciplinary Studies (IDS4) 240101

Associate of Arts Degree

First Year

First Semester

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

Second Semester

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

Second Year

First Semester

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

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

Kinesiology

Kinesiology (KIN4) 310505

Associate of Science Degree

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ	MATH 1314	College Algebra	3
CORE REQ		Component Area Option	4
DEGR REQ	KINE 1301	Intro. to Physical Fitness & Sport	3
DEGR REQ		KINE Physical Activity Course	1
Second Semester			
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Language, Philosophy & Culture	3
DEGR REQ	KINE 1306	First Aid	3
DEGR REQ		KINE Physical Activity Course	1
Second Year			
First Semester			
CORE REQ		Life and Physical Science (BIOL 2401 recommended)	4
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Creative Arts Selection	3
DEGR REQ	KINE 1304	Personal/Comm. Health I	3
DEGR REQ		KINE Physical Activity Course	1
Second Semester			
CORE REQ		Life and Physical Science (BIOL 2402 recommended)	4
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Social/Behavioral Science Selection	3
DEGR REQ	KINE 1321	Coaching/Sports/Athletics I	3
DEGR REQ	KINE 1338	Concepts of Physical Fitness	3
Total Hours			60

Maintenance Technology

This program is for the student who wishes to enter a Building Trades (Construction or Maintenance) career field. The program provides entry-level, industry-validated, hands-on instruction that prepares the student to enter and be successful in the job market.

Studies in the Maintenance Technology AAS degree include basic shop skills; electrical wiring; plumbing; painting and refinishing (interior and exterior); carpentry to include roofing, flooring, walls, doors, and windows, cabinets; welding; estimating; blueprint reading; and air conditioning/heating.

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

Maintenance Technology (MTN15) 460401 Associate of Applied Science Degree

First Year

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

Second Semester

ELPT 1411	Basic Electrical Theory		4
ENGL 1301	Composition I		3
CRPT 1415	Wall Systems		4
ELEC	Humanities/Fine Arts Selection		3

Second Year

First Semester

CRPT 1411	Roof Systems		4
PFPB 2409	Residential Construction Plumbing I		4
GOVT 2305	Federal Government		3

Second Semester

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

Total Hours 60

Building Trades (MTB15) 460401 Certificate of Completion

First Semester			Cr/Clock
CRPT 1429	Introduction to Carpentry		4/96
CRPT 1423	Floor Systems		4/96
CRPT 1411	Roof Systems		4/112
Second Semester			
CRPT 1415	Wall Systems		4/112
WDWK 1413	Cabinet Making I		4/112
WDWK 2351	Cabinet Making II		3/96
MBST 1507	Masonry I		5/144
ELPT 1411	Basic Electrical Theory		4/96

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful-employment/

Third Semester

ELPT	1429	Residential Wiring	4/96
PFPB	2409	Residential Construction Plumbing I	4/96
CNBT	1446	Construction Estimating I	4/96
PFPB	2445	Residential Construction Plumbing II	4/96
or			
CBFM	2487	Internship	4/304
Total Hours			48
Total Clock Hours			1248/1456

Carpentry Trades (MTC15) 460401**Certificate of Completion**

First Semester			Cr/Clock
CRPT	1429	Introduction to Carpentry	4/96
CRPT	1423	Floor Systems	4/96
CRPT	1415	Wall Systems	4/112
CRPT	1411	Roof Systems	4/112

Second Semester

CBFM	1334	Interior and Exterior Painting and Refinishing	3/96
Total Hours			19
Total Clock Hours			512

Construction Trades (MTCO) 460401**Certificate of Completion***(Requires completion of MTC15 certificate)*

			Cr/Clock
ELPT	1411	Basic Electrical Theory	4/96
ELPT	1429	Residential Wiring	4/96
PFPB	2409	Residential Construction Plumbing I	4/96
PFPB	2445	Residential Construction Plumbing II	4/96
Total Hours			16
Total Clock Hours			384

Residential Construction (MTR15) 460401**Certificate of Completion***(Brady Campus Only)*

First Semester			Credit
CRPT	1423	Floor Systems	4
CRPT	1415	Wall Systems	4
CRPT	1411	Roof Systems	4
CBFM	1334	Interior and Exterior Painting and Refinishing	3
Second Semester			
WDWK	2351	Cabinet Making II	3
MBST	1507	Masonry I	5
ELPT	1429	Residential Wiring	4
PFPB	2409	Residential Construction Plumbing I	4
Total Hours			31

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Mathematics

The Associate of Science degree in Mathematics is designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas.

Mathematics (MAT4) 270101

Associate of Science Degree

Fall Semester			Credit
CORE REQ	HIST 1301	United States History I	3
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Language/Philosophy/Culture Studies	3
CORE REQ		MATH 1342 or 1414	3-4
Spring Semester			
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ	MATH 2412	Pre-Calculus Math	4
Summer Semester			
DEGR REQ	MATH 2413	Calculus I	4
Second Year			
First Semester			
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ		Creative Arts Selection	3
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		Social/Behavioral Science Selection	3
DEGR REQ	MATH 2414	Calculus II	4
Second Semester			
DEGR REQ	MATH 2415	Calculus III	4
DEGR REQ		MATH 2318 or 2320	3
CORE REQ		Component Area Option	4
CORE REQ		Life and Physical Science Selection	4
Total Hours			60-61

Industrial Control and Robotic Technology (ELRT) 151202

Certificate of Completion

First Semester			Credit
ELMT 1301		Programmable Logic Controllers	3
ENGR 2301		Engineering Mechanics I - Statics	3
TECM 1301		Industrial Mathematics	3
RBTC 1343		Robotics	3
Second Semester			
ENGR 2305		Electrical Circuits I	3
ENGR 2302		Engineering Mechanics II - Dynamics	3
RBTC 1345		Robot Interfacing	3
RBTC 2345		Robot Application, Set-up, and Testing	3
Total Hours			24

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Medical Laboratory Technician

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

Medical Laboratory Technician (MLAB5) 511004 Associate of Applied Science Degree

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

The Medical Laboratory Technician program at CTC is accredited by the National Accrediting Agency for Clinical Laboratory Sciences programs, 5600 N. River Road, Suite 72, Rosemont, IL 60018. (773) 714-8880. Upon completion of the program, students are eligible to take a national credentialing examination.

First Year

First Semester			Credit
MLAB	1470	Introduction to Clinical Laboratory Science/Urinalysis	4
BIOL	2401	Anatomy and Physiology I*	4
CHEM	1411	General Chemistry I*	4
MATH	1314	College Algebra	3

Second Semester

MLAB	1415	Hematology	4
BIOL	2402	Anatomy and Physiology II*	4
MLAB	2221	Molecular Diagnostics	2
MLAB	1235	Immunology/Serology	2
ENGL	1301	Composition I	3

Third Semester

MLAB	2462	Clinical I-MLT	4
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Second Year

First Semester			
MLAB	2360	Clinical II-MLT	3
MLAB	2434	Clinical Microbiology	4
MLAB	2401	Clinical Chemistry	4
ELEC		Humanities/Fine Arts Selection	3

Second Semester

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

Total Hours	60
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* Credit in Science and MLAB courses must have been received within 5 years prior to enrollment in MLAB 1470.

Phlebotomy Technician (PLAB7) 511009 Certificate of Completion

First Semester			Credit
PLAB	1323	Phlebotomy	3
PLAB	1391	Special Topics in Phlebotomy/Phlebotomist	3
MDCA	1309	Anatomy & Physiology for Medical Assistants	3

Second Semester

PLAB	1360	Clinical: Phlebotomy/Phlebotomist	3
HITT	1305	Medical Terminology	3
SPCH	1318	Interpersonal Communications	3
Total Hours			18

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Mental Health Services

The Mental Health Services program offers Associate of Applied Science degrees and Certificates of Completion in the specialized areas of Chemical Dependency, At Risk Youth, Social Work and Criminal Justice Addictions. These degrees and certificates are designed for students seeking employment in Mental Health related career fields. Employment opportunities in the Mental Health Services field are expected to rise due to the increased number of older persons, many of whom will require mental health services; increased public acceptance of formal treatment for substance abuse; and a lessening of the stigma attached to those receiving mental health care. Additionally, CTC's Associate of Applied Science degrees and certificates lay the foundation for those students wishing to pursue a Baccalaureate degree in Mental Health related career fields.

At Risk Youth Specialization (MHAF4) 511503

Associate of Applied Science Degree

First Year

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3

Second Semester

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

Second Year

First Semester

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

Second Semester

MATH	1314	College Algebra	3
PSYT	2345	Principles of Behavior Management and Modification	3
SCWK	2301	Assessment and Case Management	3
CMSW	1167	Practicum	1
ELEC		Humanities/Fine Arts Selection	3

Total Hours **60**

At Risk Youth Advanced Certificate (MHA14) 511503

Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3

Second Semester

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

Third Semester

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

Second Year

First Semester

SCWK	2301	Assessment and Case Management	3
CMSW	1167	Practicum	1

Total Hours **45**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Chemical Dependency Specialization (MHCF5) 511503

Associate of Applied Science Degree

First Year

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3

Second Semester

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

Second Year

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

Second Semester

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

Chemical Dependency Counseling (MHC14) 511503

Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communication Skills	4
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3

Second Semester

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

Third Semester

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

Second Year

First Semester			Credit
DAAC	2341	Counseling Alcohol and Other Drug Addictions	3
DAAC	2367	Practicum	3
Total Hours			47

Criminal Justice Addictions (MCJ13) 511503

Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communications Skills	4
DAAC	1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3
Second Semester			
CMSW	1309	Problems of Children & Adolescents	3
CMSW	1166	Practicum	1
DAAC	1309	Assessment Skill of Alcohol & Other Drug Addictions	3
PSYT	2321	Crisis Intervention	3
DAAC	2307	Addicted Family Intervention	3
PSYT	2331	Abnormal Psychology	3
Third Semester			
PSYT	2345	Principles of Behavior Management and Modification	3
DAAC	2354	Dynamics of Group Counseling	3
DAAC	2301	Therapeutic Communities in a Criminal Justice Setting	3
Second Year			
First Semester			
DAAC	2341	Counseling Alcohol & Other Drug Addictions	3
DAAC	2367	Practicum	3
Total Hours			47

Social Work Specialization (MHSF4) 511503

Associate of Applied Science

First Year			Credit
First Semester			
PSYT	1429	Interviewing & Communications Skills	4
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3
Second Semester			
CMSW	1309	Problems of Children & Adolescents	3
CMSW	1166	Practicum	1
GOVT	2305	Federal Government	3
ENGL	1301	Composition I	3
PSYC	2301	General Psychology	3
PSYT	2321	Crisis Intervention	3
Second Year			
First Semester			
ENGL	1302	Composition II	3
SOCW	2361	Introduction to Social Work	3
DAAC	1311	Counseling Theories	3
PSYT	2331	Abnormal Psychology	3
DAAC	2354	Dynamics of Group Counseling	3
Second Semester			
MATH	1314	College Algebra	3
SOCW	2362	Social Welfare as a Social Institution	3
SCWK	2301	Assessment & Case Management	3
CMSW	1167	Practicum	1
ELEC		Humanities/Fine Arts Selection	3
Total Hours			60

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Basic Mental Health Professional (MHBP) 511501

Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communications Skills	4
DAAC	1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3
Second Semester			
CMSW	1309	Problems of Children & Adolescents	3
CMSW	1166	Practicum	1
Total Hours			20

Community Health Worker (MHCH) 511504

Certificate of Completion

			Credit
CHLT	1301	Introduction to Community Health	3
CHLT	1302	Wellness and Health Promotion	3
CHLT	1340	Community Health Advocacy	3
CHLT	1341	Environmental Health	3
CHLT	1342	Community Health Field Methods	3
or			
CHLT	1391	Special Topics in Community Health	3
CHLT	2367	Practicum - Community Health Services	3
Total Hours			18

**Available for registration as of Spring 2018 (January)*

Substance Abuse Prevention Specialist (MHP14) 511501

Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing & Communications Skills	4
DAAC	1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC	1304	Pharmacology of Addiction	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology	3
Second Semester			
CMSW	1309	Problems of Children & Adolescents	3
CMSW	1166	Practicum	1
DAAC	2306	Substance Abuse Prevention I	3
PSYT	2321	Crisis Intervention	3
DAAC	2307	Addicted Family Intervention	3
Third Semester			
DAAC	2353	Substance Abuse Prevention II	3
PSYT	2345	Principles of Behavior Management and Modification	3
DAAC	1167	Practicum	1
Total Hours			36

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Department of Nursing & Allied Health

Nursing Associate Degree (NUA15) 513801

Associate of Applied Science Degree

The Nursing Associate Degree program is accredited by the Accreditation Commission in Nursing, Inc. (ACEN), Marsal P. Stoll, EdD, RN, Executive Director, 3343 Peachtree Road, NE, Suite 500; Atlanta, GA 30326; P. 404-975-5000, F. 404-975-5020, www.acennursing.org.

The Nursing Associate Degree is a prelicensure nursing program which enables the graduate to sit the National Council Licensure Examination-Registered Nurse (NCLEX-RN®) and prepares graduates for professional practice in a variety of health care settings. The A.D.N. program provides classroom instruction and coordinated supervised clinical experiences in the nursing care of clients in local affiliated health care agencies. The CTC A.D.N. program is approved by the Texas Board of Nursing (TBON) and is fully accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Prerequisite Semester

First Year

First Semester

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

Admission into the Associate Degree Nursing Program

Second Semester

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

Third Semester

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

Fourth Semester

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

Fifth Semester

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

Total Hours

60

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

** BIOL 2401 is a recommended prerequisite or co-requisite for this course.

Nursing – Prospective ADN Student (NU15.CC1) 513801

Certificate of Completion

First Semester

			Credit
BIOL	2401	Anatomy & Physiology I	4
HPRS	2300	Pharmacology	3
BIOL	2420	Microbiology	4
ENGL	1301	Composition I	3

Second Semester

PSYC	2301	General Psychology	3
PSYC	2314	Life Span Growth and Development	3
BIOL	2402	Anatomy and Physiology II	4
ELEC		Humanities/Fine Arts Selection	3

Total Hours

27

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful-employment/

Nursing Option for Articulating Student (NOA15) 513801

Associate of Applied Science Degree

Prerequisite Semester

First Year

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

Second Semester

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

Admission into the Associate Degree Nursing Program

Third Semester

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

Fourth Semester

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

Fifth Semester

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

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

Total Hours 60

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

Nursing – Prospective Articulating Student (NOAP5.CC1) 513801

Certificate of Completion

First Semester			Credit
BIOL	2401	Anatomy & Physiology I	4
ENGL	1301	Composition I	3
PSYC	2301	General Psychology	3

Second Semester

BIOL	2402	Anatomy and Physiology II	4
*BIOL	2420	Microbiology	4
HPRS	2300	Pharmacology	3
RNSG	1229	Integrated Nursing Skills II	2

Other Requirements

PSYC	2314	Life Span Growth and Development	3
ELEC		Humanities/Fine Arts Selection	3
Total Hours			29

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

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

VOCATIONAL NURSING

Vocational Nursing (NUVF5) 513901

Certificate of Completion Fall Admission

A 12 month certificate program which enables the graduate to sit the National Council Licensure Examination-Practical Nurse (NCLEX-PN®) and prepares graduates for practical/vocational nursing practice in a variety of health care settings. The V.N. program provides classroom instruction and coordinated supervised clinical experiences in the nursing care of clients in local affiliated health care agencies. The CTC V.N. program is approved by the Texas Board of Nursing (TBON).

First Semester (Prerequisites)			Credit
BIOL	2401	Anatomy & Physiology I	4
HPRS	2300	Pharmacology	3
Second Semester (fall)			
VNSG	1126	Gerontology	1
VNSG	1323	Basic Nursing Skills	3
VNSG	1222	Vocational Nursing Concepts	2
VNSG	1227	Essentials of Medication Administration	2
VNSG	2331	Advanced Nursing Skills	3
VNSG	1160	Clinical-Practical Nurse I	1
Third Semester (spring)			
VNSG	1301	Mental Health & Mental Illness	3
VNSG	1219	Leadership and Professional Development	2
VNSG	1429	Medical-Surgical Nursing I	4
VNSG	1560	Clinical-Practical Nurse II	5
Fourth Semester (summer)			
VNSG	1230	Maternal/Neonatal Nursing	2
VNSG	1234	Pediatrics	2
VNSG	1432	Medical-Surgical Nursing II	4
VNSG	2360	Clinical-Practical Nurse III	3
Total Hours			44

Vocational Nursing (NUVS6) 513901

Certificate of Completion Spring Admission

A 12 month certificate program which enables the graduate to sit the National Council Licensure Examination-Practical Nurse (NCLEX-PN®) and prepares graduates for practical/vocational nursing practice in a variety of health care settings. The V.N. program provides classroom instruction and coordinated supervised clinical experiences in the nursing care of clients in local affiliated health care agencies. The CTC V.N. program is approved by the Texas Board of Nursing (TBON).

First Semester (Prerequisites)			Credit
BIOL	2401	Anatomy & Physiology I	4
HPRS	2300	Pharmacology	3
Second Semester (spring)			
VNSG	1126	Gerontology	1
VNSG	1323	Basic Nursing Skills	3
VNSG	1222	Vocational Nursing Concepts	2
VNSG	1227	Essentials of Medication Administration	2
VNSG	2331	Advanced Nursing Skills	3
VNSG	1160	Clinical-Practical Nurse I	1
Third Semester (summer)			
VNSG	1230	Maternal/Neonatal Nursing	2
VNSG	1234	Pediatrics	2
VNSG	1432	Medical-Surgical Nursing II	4
VNSG	1360	Clinical-Practical Nurse II	3
Third Semester			
VNSG	1301	Mental Health & Mental Illness	3
VNSG	1219	Leadership and Professional Development	2
VNSG	1429	Medical-Surgical Nursing I	4
VNSG	2560	Clinical-Practical Nurse III	5
Total Hours			44

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful-employment/

Office Technology

The Office Technology Department offers educational paths for meaningful careers in professional and health-related office settings. Students master state-of-the-art computer software applications as well as communication and interpersonal skills to equip them for employment in the global workforce.

Six of the Office Technology certificates of completion within this program may be completed through the Career and Technology Education (CATE) Center. The CATE Center offers students instruction through an open-entry delivery format. This instructional clock hour format or semester credit hour provides flexibility to accommodate the special needs of the student.

Office Technology (OT15) 520401

Associate of Applied Science Degree

(* Course offered in both the open-entry and online delivery formats)

First Year

First Semester

			Cr/Clock
POFT	1329	Beginning Keyboarding*	3/96
POFI	1301	Computer Applications I*	3/96
POFT	1301	Business English*	3/96
POFT	1319	Records & Information Management I*	3/96
POFT	1325	Business Math Using Technology*	3/96
POFT	1309	Administrative Office Procedures I*	3/96

Second Semester

POFI	2301	Word Processing*	3/96
POFT	2312	Business Correspondence and Communication*	3/96
POFI	2331	Desktop Publishing*	3/96
POFI	1349	Spreadsheets*	3/96

Second Year

First Semester

POFT	2333	Advanced Keyboarding*	3/96
BMGT	1325	Office Management	3/96
HRPO	2301	Human Resources Management	3/96
POFT	1349	Administrative Office Procedures II*	3/96
ELEC		POFI/POFM/POFT Internship Selection*	3/144

Second Semester

SPCH		SPCH 1315 or 1321	3/96
ELEC		Humanities/Fine Arts Selection	3/96
ELEC		Social/Behavioral Science Selection	3/96
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3/96
ENGL	1301	Composition I	3/96

Total Hours

60

Total Credit Hours

1968

Office Technology Specialist (OTS15) 520401

Certificate of Completion

(* Course offered in both the open-entry and online delivery formats)

First Semester

			Cr/Clock
POFT	1329	Beginning Keyboarding*	3/96
POFI	1301	Computer Applications I*	3/96
POFT	1301	Business English*	3/96
POFT	1319	Records & Information Mgmt. I*	3/96
POFT	1325	Business Math Using Technology*	3/96
POFT	1309	Administrative Office Procedures I*	3/96

Second Semester

POFI	2301	Word Processing*	3/96
POFT	2312	Business Correspondence and Communication*	3/96
POFI	2331	Desktop Publishing*	3/96
POFI	1349	Spreadsheets*	3/96

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Third Semester			
POFT	2333	Advanced Keyboarding*	3/96
BMGT	1325	Office Management*	3/96
HRPO	2301	Human Resources Management	3/96
POFT	1349	Administrative Office Procedures II*	3/96
ELEC		POFI/POFM/POFT Internship Selection*	3/144
Total Hours			45
Total Credit Hours			1440

General Office Assistant (OTG12) 520401

Certificate of Completion

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

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

Office Technology Professional (OTP15) 520401

Certificate of Completion

(All courses offered in both the open-entry and online delivery formats)

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

Office Technology Support (OTSP5) 520401

Certificate of Completion

(All courses offered in block, open-entry and online delivery formats)

			Cr/Clock
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFI	1301	Business English	3/96
POFT	1319	Records & Information Management I	3/96
POFT	1325	Business Math Using Technology	3/96
POFT	1309	Administrative Office Procedures I	3/96
Total Hours			18
Total Clock Hours			480

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Medical Office Technology (OTM15) 510716

Associate of Applied Science Degree

(*Courses offered in both the open-entry and online delivery formats)

First Year

First Semester

			Cr/Clock
POFT	1329	Beginning Keyboarding*	3/96
POFI	1301	Computer Applications I*	3/96
POFT	1301	Business English*	3/96
HITT	1305	Medical Terminology I*	3/96
POFT	1325	Business Math Using Technology*	3/96
POFM	1317	Medical Administrative Support*	3/96

Second Semester

POFI	2301	Word Processing*	3/96
POFI	1349	Spreadsheets*	3/96
POFM	1302	Medical Software Applications*	3/96
HITT	1301	Health Data Content and Structure*	3/96

Second Year

First Semester

POFT	2312	Business Correspondence and Communication*	3/96
HITT	1303	Medical Terminology II*	3/96
POFM	1327	Medical Insurance*	3/96
ELEC		POFI/POFM/POFT Internship Selection	3/144

Second Semester

ENGL	1301	Composition I	3/96
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3/96
SPCH		SPCH 1315 or 1321	3/96
ELEC		Humanities/Fine Arts Selection	3/96
ELEC		Social/Behavioral Science Selection	3/96
ELEC		HITT/MDCA/MRMT/POFI/POFM/POFT Selection*	3/96

Total Hours

60

Total Clock Hours

1968

Medical Office Technology Specialist (OTMO5) 510716

Certificate of Completion

(All courses offered in both the open-entry and online delivery formats)

First Semester

			Cr/Clock
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
HITT	1305	Medical Terminology I	3/96
POFT	1325	Business Math Using Technology	3/96
POFM	1317	Medical Administrative Support	3/96

Second Semester

POFI	2301	Word Processing	3/96
POFI	1349	Spreadsheets	3/96
POFM	1302	Medical Software Applications	3/96
HITT	1301	Health Data Content and Structure	3/96

Third Semester

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

Total Hours

42

Total Clock Hours

1392

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Medical Office Technology Professional (OTMP) 510716

Certificate of Completion

(All courses offered in both the open-entry and online delivery formats)

First Year

First Semester

			Cr/Clock
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
HITT	1305	Medical Terminology I	3/96
POFT	1325	Business Math Using Technology	3/96
POFM	1317	Medical Administrative Support	3/96

Second Semester

POFI	2301	Word Processing	3/96
POFI	1349	Spreadsheets	3/96
POFM	1302	Medical Software Applications	3/96
HITT	1301	Health Data Content and Structure	3/96

Total Hours

30

Total Clock Hours

960

Medical Office Technology Support (OTMS5) 510716

Certificate of Completion

(All courses offered in both the open-entry and online delivery formats)

First Semester

			Cr/Clock
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
HITT	1305	Medical Terminology I	3/96
POFT	1325	Business Math Using Technology	3/96
POFM	1317	Medical Administrative Support	3/96

Total Hours

18

Total Clock Hours

576

Medical Coding and Billing (OTMCB) 510713

Associate of Applied Science

(Program may be completed online, some courses available in traditional or open-entry format) (*Courses available in open-entry format)

First Year

First Semester

			Cr/Clock
HITT	1305	Medical Terminology I*	3/96
POFM	1302	Medical Software Applications*	3/96
HITT	1301	Health Data Content & Structure*	3/96
HITT	1341	Coding and Classification Systems*	3/96
MDCA	1302	Human Disease/Pathophysiology	3/96

Second Semester

HITT	2335	Coding and Reimbursement Methodologies	3/96
HITT	1303	Medical Terminology II*	3/96
POFM	1327	Medical Insurance*	3/96
MDCA	1309	Anatomy & Physiology for Medical Assistants	3/96
POFM	2310	Intermediate Medical Coding	3/96

Second Year

First Semester

POFI	1301	Computer Applications I*	3/96
POFT	1301	Business English*	3/96
HITT	1349	Pharmacology	3/96
HITT	2361	Clinical - Health Information/Medical Records Technology/Technician	3/144

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Second Semester

ENGL	1301	Composition I	3/96
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3/96
SPCH		SPCH 1315 or 1321	3/96
ELEC		Humanities/Fine Arts Selection	3/96
ELEC		Social/Behavioral Science Selection	3/96
ELEC		HITT/MDCA/MRMT/POFM*	3/96
Total Hours			60
Total Clock Hours			1968

Medical Coding and Billing (OTMC5) 510713**Certificate of Completion**

(Program may be completed online, some courses available in traditional or open-entry format) (All courses offered in both open-entry and online delivery formats.)

First Semester

HITT	1305	Medical Terminology I	Cr/Clock	3/96
POFM	1302	Medical Software Applications		3/96
HITT	1301	Health Data Content & Structure		3/96
HITT	1341	Coding and Classification Systems		3/96
MDCA	1302	Human Disease/Pathophysiology		3/96

Second Semester

HITT	2335	Coding and Reimbursement Methodologies	3/96
HITT	1303	Medical Terminology II	3/96
POFM	1327	Medical Insurance	3/96
MDCA	1309	Anatomy & Physiology for Medical Assistants	3/96
POFM	2310	Intermediate Medical Coding	3/96

Third Semester

POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
HITT	1349	Pharmacology	3/96
HITT	2361	Clinical-Health Information/Medical Records Technology/Technician	3/144

Total Hours**42****Total Clock Hours****1392**

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Paralegal/Legal Assistant

The Paralegal/Legal Assistant curriculum is designed primarily for persons who seek full or part-time employment as paralegals. The curriculum also serves students who are exploring their interest in law related careers, including as lawyers. The 2-year program culminates in an Associate of Applied Science Degree. Students may start in the program in any of the three semesters and each semester, one or more classes are offered online.

Paralegal/Legal Assistant (LAS15) 220302 Associate of Applied Science Degree

First Year

First Semester

			Credit
LGLA	1301	Legal Research and Writing	3
LGLA	1307	Introduction to Law and the Legal Profession	3
ENGL	1301	Composition I	3
ELEC		BCIS 1305 or ITSC 1309	3

Second Semester

LGLA	1317	Law Office Technology	3
LGLA	1345	Civil Litigation	3
LGLA	1351	Contracts	3
LGLA	1355	Family Law	3
MATH		MATH 1324 or 1342 or 1332	3
SPCH		SPCH 1315 or 1321	3

Second Year

First Semester

LGLA	1353	Wills, Trusts, and Probate Administration	3
POFT	1307	Proofreading and Editing	
or			
ACNT	1311	Introduction to Computerized Accounting	
or			
ACNT	1329	Payroll and Business Tax Accounting	3
LGLA	2303	Torts and Personal Injury Law	3
POFT	2312	Business Correspondence and Communication	3
GOVT	2305	Federal Government	3

Second Semester

LGLA	2313	Criminal Law and Procedures	3
POFT	1309	Administrative Office Procedures I	3
ELEC		Humanities/Fine Arts Selection	3
LGLA		Legal Elective	3
LGLA	2333	Advanced Legal Document Preparation	
or			
LGLA	2335	Advanced Civil Litigation	3
Total Hours			60

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful-employment/

Paralegal/Legal Assistant (LAS16) 220301

Certificate of Completion

First Year

First Semester

			Credit
LGLA	1301	Legal Research and Writing	3
LGLA	1307	Introduction to Law and the Legal Profession	3
LGLA	1317	Law Office Technology	3
LGLA	1351	Contracts	3
LGLA	1355	Family Law	3

Second Semester

LGLA	1345	Civil Litigation	3
LGLA	1353	Wills, Trusts, and Probate Administration	3
ELEC		BCIS 1305 or ITSC 1309	3
POFT	1309	Administrative Office Procedures I	3
POFT	1307	Proofreading and Editing	
or			
ACNT	1311	Introduction to Computerized Accounting	
or			
ACNT	1329	Payroll and Business Tax Accounting	3
Total Hours			30

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Protective Services

The Protective Services Department follows the principles and guidelines of the Central Texas College mission, utilizing its resources to provide qualified individuals for local, state, national, and international public criminal justice agencies. Further, it assists students in making intelligent career choices and assists the field in providing qualified employees by guaranteeing the performance of its graduates.

Criminal Justice (CJCJ5) 430104 Associate of Applied Science Degree

First Year

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

Second Semester

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

Second Year

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

Second Semester

CJSA 2331	Child Abuse, Prevention and Investigation	3
ELEC	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELEC	Humanities/Fine Arts Selection	3
ELEC	Computer Technology Skills	3
Total Hours		60

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

First Year

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

Second Semester

CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
CJCR 1304	Probation and Parole	3
CJSA 1348	Ethics in Criminal Justice	3
ENGL	ENGL 1302 or 2311	3
MATH	MATH 1332, 1342 or higher level	3

Second Year

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

Second Semester

CJCR 1358	Rights of Prisoners	3
ELEC	Criminal Justice Elective	3
SPCH	SPCH 1315 or SPCH 1321	3
ELEC	Humanities/Fine Arts Selection	3
ELEC	Computer Technology Skills	3
Total Hours		60

Criminal Justice Studies with Specialization 430104

Certificate of Completion

First Year

First Semester (Core Courses)

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

(Criminal Justice Studies Specialization-CJCJ)

Second Semester

CJSA 1342/CRIJ 2314	Criminal Investigation	3
CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
CJSA 1317/CRIJ 1313	Juvenile Justice System	3
CJSA 2300/CRIJ 2323	Legal Aspects of Law Enforcement	3
ELEC	Criminal Justice Elective	3

Specialization Courses Total 15

Certificate Total 30

(Criminal Justice Corrections Specialization-CJCR)

Second Semester

CJCR 2325	Legal Aspects of Corrections	3
CJCR 1304	Probation and Parole	3
CJCR 1307/CRIJ 2313	Correctional Systems and Practices	3
CJCR 2324/CRIJ 2301	Community Resources in Corrections	3
ELEC	Criminal Justice Elective	3

Specialization Courses Total 15

Certificate Total 30

Basic Peace Officer (BPC4) 430107

Certificate of Completion

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

Fire Protection Technology (BFPC.CC)

Central Texas College offers the workforce education courses listed below in Fire Protection Technology.

FIRT 1301	Fundamentals of Fire Protection	3
FIRT 1309	Fire Administration I	3
FIRT 2309	Firefighting Strategies and Tactics I	3
FIRT 1338	Fire Protection Systems	3
Total Hours		12

Upon successful completion of 12 semester credit hours the student may meet the initial employment requirements of a municipal fire department.

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Public Administration

This program is designed for individuals interested in entering the field of Emergency Management Planning and Homeland Security and additionally for those currently in an emergency response profession seeking to update or broaden their skills. The Associate of Applied Science degree and certificate will prepare students for decision making, problem solving, and skills to plan, implement, and coordinate resources necessary for preparedness, mitigation, response, and recovery from disasters. A number of the courses are pre-approved equivalents to courses offered by the Texas Department of Emergency Management and the Federal Management Agency.

Homeland Security and Emergency Management (HS15) 440401 Associate of Applied Science Degree

First Year

First Semester			Credit
HMSY	1337	Introduction to Homeland Security	3
EMAP	1400	Principles of Basic Emergency Management	4
HMSY	1371	Counter Terrorism	3
ENGL	1301	Composition I	3
GOVT	2305	Federal Government	3

Second Semester

HMSY	1338	Homeland Security Emergency Communications Management	3
HMSY	1340	Homeland Security Intelligence Operations	3
HMSY	1341	Critical Infrastructure Protection	3
HMSY	1342	Understanding and Combating Terrorism	3

Second Year

First Semester			
KINE		Physical Activity Course	1
ELEC		Humanities/Fine Arts Selection	3
MATH		MATH 1332, 1342 or higher level	3
HMSY	1370	IT Security for Homeland Security Specialists	3
ELEC		Social/Behavioral Science Selection	3
EMAP	2355	Disaster Recovery	3

Second Semester

EMAP	2300	Developing Volunteer Resources and Decision Making	3
EMAP	2301	Leadership and Effective Communication	3
EMAP	2302	Managing Mass Casualty and Fatality Incidents	3
HMSY	2337	Managing a Unified Incident Command	3
HMSY	1470	Final Project in Homeland Security and Emergency Management	4
Total Hours			60

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

First Semester			Credit
HMSY	1337	Introduction to Homeland Security	3
EMAP	1400	Principles of Basic Emergency Management	4
HMSY	1341	Critical Infrastructure Protection	3
HMSY	1338	Homeland Security Emergency Communications Management	3
HMSY	1342	Understanding and Combating Terrorism	3

Second Semester

EMAP	2355	Disaster Recovery	3
EMAP	2300	Developing Volunteer Resources and Decision Making	
or			
HMSY	1370	IT Security for Homeland Security Specialists	3
EMAP	2301	Leadership and Effective Communication	
or			
HMSY	1371	Counter Terrorism	3
HMSY	2337	Managing a Unified Incident Command	3
HMSY	1470	Final Project in Homeland Security and Emergency Management	4
Total Hours			32

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Homeland Security (HSHS) 440401
Certificate of Completion

First Semester			Credit
HMSY	1337	Introduction to Homeland Security	3
HMSY	1340	Homeland Security Intelligence Ops	3
HMSY	1341	Critical Infrastructure Protection	3
HMSY	1342	Understanding and Combating Terrorism	3
HMSY	2337	Managing a Unified Incident Command	3
HMSY	1371	Counter Terrorism	3
Total Hours			18

Emergency Management (EMHS) 440401
Certificate of Completion

First Semester			Credit
EMAP	1400	Principles of Basic Emergency Management	4
EMAP	2300	Developing Volunteer Resources and Decision Making	3
EMAP	2302	Managing Mass Casualty and Fatality Incidents	3
EMAP	2355	Disaster Recovery	3
HMSY	1338	Homeland Security Emergency Communications Management	3
Total Hours			16

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Radio and Television Broadcasting

We are on the threshold of a communications revolution. The number of channels of information which can be delivered to people around the world is increasing at a staggering rate. The Radio/Television Broadcasting Program at Central Texas College prepares students to be the innovators and the creative leaders for this growing communications future. Hands-on, practical, and comprehensive, the program instructs students in a variety of broadcasting fields, present and future.

The Associate of Arts degree in Radio/Television Broadcasting is designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting institution. As well as providing transfer credits and a hands-on, practical learning experience, the Certificates of Completion provide students with foundation skills which may be applied to the Central Texas College Associates of General Studies degree.

Radio/Television Broadcasting (RTB14) 090701

Associate of Art Degree

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
DEGR REQ	COMM 1335	Introduction to Electronic Media	3
DEGR REQ	COMM 2303	Audio Production	3
DEGR REQ	COMM 1336	Video Production I	3
Second Semester			
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Component Area Option	4
DEGR REQ	COMM 1337	Video Production II	3
DEGR REQ	COMM 2324	Practicum in Electronic Media (Audio)	3
Second Year			
First Semester			
CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		MATH 1332, 1342 or 1314	3
CORE REQ		Life and Physical Science Selection	4
CORE REQ		Creative Arts Selection	3
CORE REQ		Language/Philosophy/Culture Studies	3
Second Semester			
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Life and Physical Science Selection	4
CORE REQ		Social/Behavioral Science Selection	3
DEGR REQ		COMM 2327, 2331, 2332, 2339 or 2366	3
Total Hours			60

Radio/Television Broadcasting-Audio Emphasis (RTA4) 090701

Associate of Art Degree

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

Second Semester

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

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

First Semester			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ		Creative Arts Selection	3
DEGR REQ	COMM 1335	Introduction to Electronic Media	3
DEGR REQ	COMM 1336	Video Production I	3

Second Semester

CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Component Area Option	4
DEGR REQ	COMM 1337	Video Production II	3
DEGR REQ	COMM 2332	Radio/TV News	3

Second Year**First Semester**

CORE REQ	GOVT 2305	Federal Government	3
CORE REQ		MATH 1332, 1342, or 1314	3
CORE REQ		Life and Physical Science Selection	4
DEGR REQ	COMM 2366	Introduction to Cinema	3
CORE REQ	GOVT 2306	Texas Government	3

Second Semester

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

Radio Broadcasting (RTBD5) 090701**Certificate of Completion**

First Semester			Credit
COMM	1335	Introduction to Electronic Media	3
COMM	2303	Audio Production	3
COMM	2331	Radio/Television Announcing	3
ITSC	1309	Integrated Software Applications I	3
SPCH		SPCH 1315, 1321 or 2341	3

Second Semester

COMM	2339	Writing for Radio, TV and Film	3
COMM	2324	Practicum in Electronic Media (Audio)	3
COMM	2327	Introduction to Advertising	3
COMM	2332	Radio/Television News	3
COMM	2389	Academic Cooperative	3
Total Hours			30

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Television/Radio/Broadcasting (RTBC5) 090701

Certificate of Completion

First Semester			Credit
COMM	1335	Introduction to Electronic Media	3
COMM	2303	Audio Production	3
COMM	2331	Radio/Television Announcing	3
ARTS	2314	Design Communications II	3
COMM	1336	Video Production I	3
Second Semester			
COMM	2339	Writing for Radio, TV, and Film	3
COMM	2324	Practicum in Electronic Media (Audio)	3
COMM	2327	Introduction to Advertising	3
COMM	1337	Video Production II	3
COMM	2332	Radio/Television News	3
Third Semester			
ITSC	1309	Integrated Software Applications I	3
COMM	2389	Academic Cooperative	3
Total Hours			36

TV News Videographer (RTNV) 090701

Certificate of Completion

First Semester			Credit
COMM	2332	Radio/Television News	3
COMM	1337	Video Production II	3
COMM	2331	Radio/Television Announcing	3
COMM	2303	Audio Production	3
ITNW	1337	Introduction to the Internet	3
ARTS	2314	Design Communications II	3
Total Hours			18

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

Science

The Associate of Science degrees offered through the Science Department at Central Texas College are designed for the student wishing to pursue a Baccalaureate degree. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas. Associate of Science degrees are available in Biology, Chemistry, Environmental Science and Geology. These degrees provide the foundation skills required of many diverse career fields from the health care industry to the emerging alternative energy area.

Biology - Organismal (BIO14) 260101

Associate of Science Degree

First Year

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

Second Semester

DEGR REQ	BIOL 1407	Biology for Science Majors II	4
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Language/Philosophy/Culture Studies	4
DEGR REQ		KINE Physical Activity	1

Second Year

First Semester

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

Second Semester

DEGR REQ	BIOL 2421	Microbio. for Science Majors	4
DEGR REQ	BIOL 1413	General Zoology	4
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Component Area Option	3
CORE REQ		Creative Arts Selection	3

Total Hours			60
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Biology - Human Biology (BIOL4) 260101

Associate of Science Degree

First Year

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

Second Semester

DEGR REQ	BIOL 1407	Biology for Science Majors II	4
CORE REQ	CHEM 1411	General Chemistry I	4
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3

Summer Semester

CORE REQ	CHEM 1412	General Chemistry II	4
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Second Year**First Semester**

CORE REQ	BIOL 2421	Microbiology for Science Majors	4
DEGR REQ	CHEM 2423	Organic Chemistry I	4
CORE REQ		Social/Behavioral Science Selection	3
CORE REQ	GOVT 2305	Federal Government	3

Second Semester

DEGR REQ	CHEM 2425	Organic Chemistry II	4
CORE REQ		Language/Philosophy/Culture Studies	3
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Creative Arts Selection	3
DEG REQ		KINE Physical Activity	1
Total Hours			60

Chemistry (CHEM4) 400501**Associate of Science Degree****First Year****First Semester**

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

Second Semester

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

Summer Semester

DEGR REQ	CHEM 1412	General Chemistry II	4
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Second Year**First Semester**

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

Second Semester

DEGR REQ	CHEM 2425	Organic Chemistry II	4
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ	SPCH 1315, 1318 or 1321		3
CORE REQ		Creative Arts Selection	3
Total Hours			60

Environmental Science (ENV4) 030104**Associate of Science Degree****First Year****First Semester**

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

Second Semester

DEGR REQ	CHEM 1411	General Chemistry I	4
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
CORE REQ		Component Area Option	3
DEG REQ		KINE Physical Activity	1

Summer Semester

DEGR REQ	CHEM 1412	General Chemistry II	4
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Second Year**First Semester**

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

Second Semester

CORE REQ		Life and Physical Science Select from BIOL 1407 or 1413 or PHYS 1402	4
CORE REQ	GOVT 2306	Texas Government	3
CORE REQ		Creative Arts Selection	3
CORE REQ		Social/Behavioral Science Selection	3
Total Hours			60

Geology (GEOL4) 400601**Associate of Science Degree****First Year**

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

Second Semester

DEGR REQ	GEOL 1404	Historical Geology	4
CORE REQ		SPCH 1315, 1318 or 1321	3
CORE REQ	HIST 1302	United States History II	3
DEGR REQ	CHEM 1411	General Chemistry I	4
DEGR REQ		KINE Physical Activity (KINE 1111 recommended)	1

Second Year**First Semester**

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

Second Semester

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

Social Science

The Associate of Arts degree in Social Science is designed for the student wishing to pursue a Baccalaureate degree in one of the many liberal arts career fields. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas. The Associate of Arts in Social Science allows the student to choose instruction from a broad range of Social and Behavioral Science courses. This degree provides the foundation skills required of many diverse career fields from anthropology to sociology.

Social Science (SOC4) 450101

Associate of Arts Degree

First Year

First Semester

			Credit
CORE REQ	ENGL 1301	Composition I	3
CORE REQ	HIST 1301	United States History I	3
CORE REQ		Creative Arts Selection	3
CORE REQ		MATH 1332, 1342 or 1314	3
CORE REQ		Language/Philosophy/Culture Studies	3

Second Semester

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

Second Year

First Semester

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

Second Semester

DEGR REQ		Social and Behavioral Science Selection	3
DEGR REQ		Social and Behavioral Science Selection	3
DEGR REQ		Foreign Language	4
DEGR REQ		KINE Physical Activity Course	1
DEGR REQ		Social and Behavioral Science Selection	3
Total Hours			60

Teacher Education

The Associate of Arts in Teaching degree is designed for the student wishing to transfer to a senior institution within the State of Texas to pursue Teaching Certification. The AAT curriculum is the foundation for most Bachelor level degrees.

Teaching Certification (TEA5) 131210

Associate of Arts in Teaching Degree

First Year

First Semester			Credit
EDUC	1301	Intro to Teaching Profession**	3
or			
ELEC		Social/Behavioral Science Selection*	
MATH	1314	College Algebra*	3
ENGL	1301	Composition I*	3
ELEC		Life and Physical Science Selection*	4
PSYC	2301	General Psychology*	3

Second Semester

MATH	1350	Mathematics for Teachers I**	3
ELEC		Life and Physical Science Selection*	4
HIST	1301	United States History I*	3
SPCH		SPCH 1315, 1318 or 1321*	3
ENGL	1302	Composition II*	3

Second Year

First Semester

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

Second Semester

EDUC	2301	Introduction to Special Populations**	3
or			
TECA	1354	Child Growth and Development	
ELEC		Creative Arts Selection*	3
GOVT	2306	Texas Government*	3
ELEC		Component Area Option* (ENGL 2328 preferred)	3

Total Hours			60
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* Core Requirements

** EC-6 Requirements, 4-8, EC-12 Special Education

Welding Technology

This program is designed for students desiring to prepare themselves for a welding career. The program provides entry-level, industry-validated, "hands-on" instruction using current technologies and equipment. Studies include welding safety, tools and equipment, machine setup and operation, gas welding and cutting, plasma cutting, shielded metal arc welding, electrode identification and use, MIG welding, TIG welding, pipe welding, blueprint reading, weld testing, and welding fabrication. Welding positions 1G through 4G are covered in plate welding and positions 1G through 6G are covered in pipe welding. E6010 and E7018 electrodes are used. AWS Certification criteria are used throughout the program.

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

Welding (WLD15) 480508 **Associate of Applied Science Degree**

First Year

First Semester			Credit
WLDG	1323	Welding Safety Tools and Equipment	3
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
MATH	1332	Contemporary Mathematics	3

Second Semester

WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1313	Introduction to Blueprint Reading for Welders	3
ENGL	1301	Composition I	3

Second Year

First Semester			
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG	1435	Introduction to Pipe Welding	4
GOVT	2305	Federal Government	3

Second Semester

WLDG	2453	Advanced Pipe Welding	4
SPCH		SPCH 1315 or 1321	3
WLDG	1312	Introduction to Flux Core Arc Welding (FCAW)	3
ELEC		Humanities/Fine Arts Selection	3
WLDG	2435	Advanced Layout and Fabrication	
or			
WLDG	2488	Internship	4

Total Hours			60
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Welding Technology (WLD15) 480508

Certificate of Completion

			Cr/Clock
WLDG	1323	Welding Safety, Tools & Equipment	3/96
WLDG	1313	Introduction to Blueprint Reading for Welders	3/96
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4/96
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4/96
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4/96
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4/144
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4/96
WLDG	1312	Introduction to Flux Core Arc Welding (FCAW)	3/96
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4/96
WLDG	2451	Advanced Gas Tungsten Arc (GTAW) Welding	4/96
WLDG	2453	Advanced Pipe Welding	4/144
WLDG	1435	Introduction to Pipe Welding	4/96
WLDG	2435	Advanced Layout and Fabrication	4/96
or			
WLDG	2488	Internship	4/304
Total Hours			49
Total Clock Hours			1344/1552

Farm and Ranch (WLFR3) 480508

Certificate of completion

			Cr/Clock
WLDG	1323	Welding Safety, Tools & Equipment	3/96
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4/96
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4/96
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4/96
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4/96
Total Hours			19
Total Clock Hours			480

Structural (WLS15) 480508

Certificate of Completion

(Requires completion of WLFR3 certificate)

			Cr/Clock
WLDG	1313	Introduction to Blueprint Reading for Welders	3/96
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4/96
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4/96
WLDG	1312	Introduction to Flux Core Arc Welding (FCAW)	3/96
WLDG	1435	Introduction to Pipe Welding	4/96
Total Hours			18
Total Clock Hours			480

Industrial Welding Transition (WLTP) 480508

Certificate of Completion

(Offered at the Fort Hood Campus only)

This certificate of completion will be offered under the Veterans Opportunity to Work Act (VOW) in conjunction with the welding industry and is designed for service members transitioning out of the military to gain job skills through instruction and hands-on labs with the goal of preparation for civilian employment.

			Cr/Clock
WLDG	1323	Welding Safety, Tools, and Equipment	3/96
WLDG	1434	Introduction to Gas Tungsten Arc Welding	3/96
WLDG	1457	Intermediate Shielded Metal Arc Welding	4/96
WLDG	2447	Advanced Gas Metal Arc Welding	4/96
WLDG	2453	Advanced Pipe Welding	4/144
Total Hours			19
Total Clock Hours			528

Gainful Employment information on certificate programs can be found at ctcd.edu/academics/gainful_employment/

ABDR Autobody Repair

- ABDR 1331 Basic Refinishing 1-7-3**
An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts. Prerequisite: ABDR 1419.
- ABDR 1349 Automotive Plastic and Sheet Molded Compound Repair 1-8-3**
A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and plastic welding. Prerequisite: ABDR 1419.
- ABDR 2347 Advanced Collision Repair Welding 1-8-3**
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. Prerequisite: ABDR 1419.
- ABDR 1419 Basic Metal Repair 2-7-4**
In-depth coverage of basic metal principles and working techniques including proper tool usage and product application.
- ABDR 1441 Structural Analysis and Damage Repair I 2-7-4**
Expanded training in the roughing and shaping procedures on automotive sheet metal necessary to make satisfactory body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. Prerequisites: ABDR 1419 and 2447.
- ABDR 2449 Advanced Refinishing 2-7-4**
Skill development in multi-stage refinishing techniques. Further development in identification of problems and solutions in color matching and partial panel refinishing. Prerequisites: ABDR 1419 and 1431.
- ABDR 2488 Internship- Autobody/Collision and Repair Technology/Technician 0-19-4**
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

ACCT Accounting

- ACCT 2301 Principles of Financial Accounting 3-0-3**
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).
- ACCT 2302 Principles of Managerial Accounting 3-0-3**
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301.

ACNT Accounting Technician

- ACNT 1303 Introduction to Accounting I 3-0-3**
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.
- ACNT 1304 Introduction to Accounting II 3-0-3**
A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. Prerequisite: ACNT-1303.
- ACNT 1311 Introduction to Computerized Accounting 3-0-3**
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.
- ACNT 1329 Payroll and Business Tax Accounting 3-0-3**
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.
- ACNT 1331 Federal Income Tax: Individual 3-0-3**
A study of the federal tax law for preparation of individual income tax returns.

AGAH Agriculture see also AGCR, AGEQ, AGMG and HALT

- AGAH 1343 Animal Health 2-3-3**
An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals.
- AGAH 1347 Animal Reproduction 2-3-3**
Study of organs, functions, endocrinology, and common management practices related to reproduction. Other topics will include artificial insemination and pregnancy determination.
- AGAH 1353 Beef Cattle Production 2-3-3**
An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing. Suggested prerequisite: AGRI 1419.
- AGAH 2313 Principles of Feeds and Feeding 2-3-3**
An overview of the anatomy and physiology of the digestive systems of various livestock animals. Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens.

AGCR Agriculture see also AGAH, AGEQ, AGMG and HALT

- AGCR 1307 Range Management 2-3-3**
Study of the practical problems of managing native pastures and range lands. Topics include range land ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing.
- AGCR 2318 Soil Science 2-3-3**
Introduction to the physical, chemical, and biological properties of soils. Topics include the relationship between crops and soils, conservation of soil and water resources, and the economic use of fertilizer.

AGEQ Agriculture see also AGAH, AGCR, AGMG and HALT

- AGEQ 1301 Equine Behavior and Training I 2-3-3**
Instruction in basic equine behavior and training methods. Topics include anatomy and physiology, behavior, safety, health care management, and training methods.
- AGEQ 1311 Equine Science I 2-3-3**
An introduction to the horse industry. Topics include breeds and breeding, selection, and management practices.
- AGEQ 1319 Western Horsemanship I 2-3-3**
Instruction in basic horsemanship skills including handling, saddling, bridling, mounting, riding, grooming, safety, and basic health care.
- AGEQ 2301 Equine Behavior and Training II 2-3-3**
A study of advanced concepts in equine behavioral patterns relevant to specific performance training strategies. Emphasis on training methods for specific performance objectives.
- AGEQ 2311 Equine Science II 2-3-3**
Study of advanced concepts in horse production. Emphasis on management practices utilized in the horse industry.
- AGEQ 2339 Western Horsemanship II 2-3-3**
Instruction in advanced horsemanship skills including cues, lead changes, head-set, side-pass, and pivots. Prerequisite: AGEQ 1319.

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

- AGMG 2306 Livestock and Meat Marketing 2-3-3**
Exploration of the relationship of livestock production to marketing. Topics include trends, consumption, processing, distribution, governmental regulation, transportation, and animal health.
- AGMG 2486 Internship Agriculture Business & Management, General 0-19-4**
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Department approval required.

AGRI Agriculture

- AGRI 1131 The Agricultural Industry 1-0-1**
Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.
- AGRI 1309 Computers in Agriculture 2-2-3**
Survey of the use of computers in agricultural applications.

AGRI	1407	Agronomy	3-3-4
Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. Laboratory activities will reinforce the fundamental principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.			
AGRI	1415	Horticulture	3-3-4
Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management. Laboratory activities will reinforce the structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management.			
AGRI	1419	Introductory Animal Science	3-3-4
Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Laboratory activities will reinforce scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock.			
AGRI	2301	Agriculture Power Units	2-2-3
Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery.			
AGRI	2317	Introduction to Agriculture Economics	3-0-3
Fundamental economic principles and their application in the agriculture industry.			
AGRI	2330	Wildlife Conservation and Management	2-2-3
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands.			

AIRP Aviation Science see also AVIM

AIRP	1255	Intermediate Flight	1-3-2
Provides students with flight hours and skills to fulfill solo cross country requirements for the F.A.A., Commercial Pilot Certificate with airplane single engine land rating. Dual flight instruction provided to introduce basic instrument operations including instrument approaches and holding procedures. Prerequisites: F.A.A. Private Pilot Certificate with Airplane Category Rating; Current Class II F.A.A. Medical Certificate and completion or concurrent enrollment in AIRP 1341.			
AIRP	1305	Aircraft Science	3-0-3
Introductory course in the development of aviation. Topics include design and development of aircraft and aircraft components, basic flight systems, aircraft flight characteristics and performance and the historical development of the Aviation Industry.			
AIRP	1307	Aviation Meteorology	3-0-3
In-depth study of meteorological phenomena affecting aircraft operations. Topics include basic concepts of aviation meteorology including temperature, moisture, pressure and stability. Major emphasis is placed on recognition and avoidance of common aviation weather hazards. Course also covers procurement, analysis and use of weather reports and forecasts for flight planning.			
AIRP	1315	Private Flight	2-3-3
Flight training to prepare the student for the completion of F.A.A. certification requirements for the Private Pilot Certificate with Airplane Single Engine Land Rating. Dual and solo flight hours are included for training in the areas of private pilot flight maneuvers and cross country navigation. Prerequisite: F.A.A. Class II Medical Certificate, F.A.A. Student Pilot Certificate and completion or concurrent enrollment in AIRP 1417.			
AIRP	1341	Advanced Air Navigation	3-0-3
Skill development in advanced airplane systems and performance including radio navigation and cross-country flight planning. Includes an introduction to instrument flight operations and navigation. This course may be used as part of a program leading to Federal Aviation Administration certification. Prerequisite: AIRP 1417.			
AIRP	1343	Aerodynamics	3-0-3
Study of the general principles of the physical laws of flight. Topics include physical terms and the four forces of flight: lift, weight, thrust, and drag; aircraft design; stability control; and high-speed flight characteristics.			
AIRP	1417	Private Pilot Ground School	3-3-4
Basic ground school for the Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for FAA Private Pilot Certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations.			
AIRP	1451	Instrument Ground School	3-3-4
A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of aerial navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration certification. Prerequisite: AIRP 1341.			

AIRP 2239 Commercial Flight 1-3-2
Flight instruction necessary to qualify for the Federal Aviation Administration Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student for mastery of all commercial pilot maneuvers. Prerequisite: Minimum of a Private Pilot Certificate with Airplane category and instrument rating; have at least 125 hours of flight time of which no more than 40 were in an approved ground trainer; hold a current Class II FAA Medical Certificate; have completed or be concurrently enrolled in AIRP 2337, Commercial Ground School. Approved ground school must be completed prior to finishing AIRP 2239.

AIRP 2243 Flight Instructor -Multiengine Airplane 1-2-2
Instruction in flight training to prepare the student for the Federal Aviation Administration Flight Instructor - Multiengine Airplane Rating. Includes combined ground and flight instruction and analysis of flight maneuvers. Prerequisite: Must hold a current FAA CFI Certificate with Airplane Single Engine Rating and Instrument Airplane.

AIRP 2250 Instrument Flight 1-3-2
Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument procedures. Prerequisite: Minimum of a Private Pilot Certificate with an Airplane category; hold a Class II FAA Medical Certificate; a minimum of 95 hours of flight experience of which 25 were solo cross-country since the Private Pilot Certificate was issued; 20 hours of instrument instruction of which no more than 10 were in an approved ground trainer; have completed or will complete AIRP 1451 before the end of this course.

AIRP 2251 Multiengine Flight 2-2-2
Preparation for the multiengine class rating which will be added to a current pilot certificate. Includes explanation and demonstration of all required Federal Aviation Administration normal and emergency operations and procedures. Prerequisite: Commercial Pilot Certificate.

AIRP 2336 Certified Flight Instructor - Airplane 2-3-3
Flight instruction necessary to qualify for the Federal Aviation Administration Certified Flight Instructor - Airplane Certificate. Topics include ground and flight instruction. Prerequisite: Must hold Commercial Pilot certification with instrument rating.

AIRP 2337 Commercial Ground School 3-0-3
A study of advanced aviation topics that can be used for Federal Aviation Administration certification at the commercial pilot level. Includes preparation for the Commercial Airplane knowledge test. Prerequisite: AIRP 1451.

AIRP 2342 Flight Instructor - Instrument Airplane 2-2-3
Skill development for flight instructors necessary to qualify for the Federal Aviation Administration Certified Flight Instructor Instrument Rating, Airplane Single-Engine Land. Prerequisite: Certified Flight Instructor Certificate, with Single Engine Rating.

AIRP 2355 Propulsion Systems 3-0-3
In-depth coverage of aircraft engine theory and principles of operation of various types of aircraft engines including reciprocating, turboprop, turbojet, and turbo fan. Topics include propellers, superchargers, engine accessories, controls, and instrumentation.

ANTH Anthropology

ANTH 2301 Physical Anthropology 3-0-3
The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health, and ethics in the discipline.

ANTH 2302 Introduction to Archeology 3-0-3
The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies, and ethics in the discipline.

ANTH 2346 General Anthropology 3-0-3
The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline.

ANTH 2351 Cultural Anthropology 3-0-3
The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

ARAB Arabic

ARAB 1411 Beginning Arabic I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

ARAB 1412 Beginning Arabic II 4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: ARAB 1411 with a grade of "C" or above.

ARAB 2311 Intermediate Arabic I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: ARAB 1411 and ARAB 1412 with a grade of "C" or above.

ARAB 2312 Intermediate Arabic II 3-0-3
This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: ARAB 2311 with a grade of "C" or above.

ARCE Computer Aided Drafting and Design see also DFTG

ARCE 1452 Structural Drafting 3-3-4
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Prerequisite: DFTG 1409.

ARTC Graphics and Printing see also GRPH

ARTC 1302 Digital Imaging I 2-4-3
Digital imaging using raster image editing and/or image creation software; scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

ARTC 1313 Digital Publishing I 2-4-3
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. Prerequisite: GRPH 1305.

ARTC 1327 Typography 2-4-3
A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.

ARTC 2305 Digital Imaging II 2-4-3
Principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster-based image marking and the creative aspects of electronic illustration for commercial or fine art applications.

ARTC 2313 Digital Publishing II 2-4-3
Layout procedures from thumbnails and roughs to final comprehensive and print output. Emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects. Prerequisite: GRPH 1305.

ARTC 2333 Publication Design 2-4-3
Development of skills and advanced knowledge of publishing software, with emphasis on the maintenance of visual continuity in documents for publication. Prerequisite: ARTC 2348.

ARTC 2348 Digital Publishing III 2-4-3
A project based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques. Prerequisite: ARTC 2313.

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

ARTC 2488 Internship – Commercial and Advertising Art 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.

ARTS Arts

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

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

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

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

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

ARTS 1317	Drawing II	2-4-3
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Prerequisite: ARTS 1316.		
ARTS 2311	Design III	2-4-3
This course is designed primarily for the Commercial Art major, but can apply to Fine Arts as well. The student will learn to use standard computer-aided techniques in creating and elaborating upon designs. Focus will be on the use of Adobe Photoshop and Illustrator. Prerequisite: Computer literacy and ARTS 1311, or Instructor Approval.		
ARTS 2313	Design Communications I	2-4-3
This course is a study of current concerns and practices in the commercial arts, including contemporary media and techniques. Emphasis is on the introduction of Adobe Illustrator. Students must be computer literate. Prerequisite: None		
ARTS 2314	Design Communications II	2-4-3
This course is a study of current concerns and practices in the commercial arts, including contemporary media and techniques. Emphasis is on the use of Adobe Photoshop for the restoration and repair of images as well as correction and enhancement of digital photographs. Students must be computer literate. Prerequisite: None		
ARTS 2316	Painting I	2-4-3
This course studies the techniques and materials used in oil-based and emulsion based painting. Drawing skills are recommended. Prerequisite: None.		
ARTS 2317	Painting II	2-4-3
This course is a continuation of techniques explored in ARTS 2316 with emphasis on individual expression. Prerequisite: ARTS 2316.		
ARTS 2323	Life Drawing I	2-4-3
This is a life drawing course which emphasizes structure and action of the human figure. Prerequisite: None.		
ARTS 2341	Art Metals I	2-4-3
An introduction to jewelry-making and metalworking techniques. Basic fabrication techniques are stressed including bezel settings. Some lost wax casting is included. Prerequisite: None		
ARTS 2346	Ceramics I	2-4-3
This course is an introduction to making pottery by hand-built methods. Glazing and decoration techniques are covered. Prerequisite: None		
ARTS 2347	Ceramics II	2-4-3
This course is a continuation of pottery-making techniques. Prerequisite: ARTS 2346.		
ARTS 2356	Photography I	2-4-3
An introduction to the basics of photography including 35mm camera operations, techniques, knowledge of traditional black and white darkroom chemistry, and presentation skills. Emphasis will also be placed on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Prerequisites: None.		
ARTS 2357	Photography II	2-4-3
Extends the student's knowledge of technique including digital photography and guides them in developing a personal outlook towards a specific application of the photographic process. Prerequisite: None.		
ARTS 2366	Watercolor I	2-4-3
This course covers various techniques of painting in watercolor. It stresses color and composition in application of the medium. Drawing skills are recommended. Prerequisite: None.		
ARTS 2389	Academic Cooperative	2-4-3
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of studio art and/or art history.		

AUMT Automotive Service and Repair

AUMT 1319	Automotive Engine Repair	2-4-3
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. Prerequisites: AUMT 2305.		
AUMT 1405	Introduction to Automotive Technology	3-3-4
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance.		
AUMT 1407	Automotive Electrical Systems	2-7-4
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principle schematic diagrams and service manuals. Prerequisites: AUMT 1405.		

AUMT 1410	Automotive Brake Systems	2-6-4
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. Prerequisite: AUMT 1405.		
AUMT 1416	Automotive Suspension and Steering Systems	2-6-4
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. Prerequisite: AUMT 1405.		
AUMT 1445	Automotive Climate Control Systems	2-6-4
Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. Prerequisites: AUMT 1407.		
AUMT 1472	Automotive Computer Systems	2-7-4
This course provides the student with a working knowledge of automotive computer systems. It includes principles of operation, components and function, tools and test equipment, diagnosis, and service and repair of automotive computerized systems. Prerequisites: AUMT 1407.		
AUMT 2305	Automotive Engine Theory	2-2-3
Fundamentals of engine operation and diagnosis including lubrication and cooling systems. Emphasis on identification of components, measurements, inspections, and repair methods. Prerequisite: AUMT 1405.		
AUMT 2337	Automotive Electronics	2-4-3
Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. Prerequisites: AUMT 1407.		
AUMT 2413	Automotive Drive Train and Axles	2-6-4
A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair. Prerequisite: AUMT 1405.		
AUMT 2417	Automotive Engine Performance Analysis I	2-7-4
Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. Prerequisites: AUMT 2337.		
AUMT 2425	Automotive Automatic Transmission and Transaxle	2-6-4
A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions/transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. Prerequisite: AUMT 2413.		
AUMT 2434	Automotive Engine Performance Analysis II	2-7-4
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. Prerequisites: AUMT 2417.		
AUMT 2488	Internship - Automobile/Automotive Mechanics Technology/Technician	0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.		

AVIM Aviation Science *see also AIRP*

AVIM 2331	Airline Management	3-0-3
An examination of the organization, operation, and management of airlines. Topics include financing, aircraft selection, route feasibility studies, load factors, and marketing.		

BCIS Computer Information Technology and Systems *see also CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY*

BCIS 1305	Business Computer Applications	2-4-3
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Prerequisites: None		

BIOL Biology

BIOL 1322	Nutrition and Diet Therapy I	3-0-3
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. This course does not fulfill the Science requirement necessary for the completion of the Core Curriculum, the Associate of Science degree and the Associate of Arts degree.		

BIOL 1406	Biology for Science Majors I	3-3-4
Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Course includes laboratory activities. Prerequisite: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. Co-requisite BIOX 1406. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.		
BIOL 1407	Biology for Science Majors II	3-3-4
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Course includes laboratory activities. Prerequisite: Appropriate placement score or completion of the appropriate level of Developmental Studies course. Co-requisite: BIOX 1407. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. Note: It is recommended that BIOL 1406 be taken before BIOL 1407.		
BIOL 1408	Biology for Non-Science Majors I	3-3-4
This lecture and lab course provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Co-requisite: BIOX 1408.		
BIOL 1409	Biology for Non-Science Majors II	3-3-4
This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Course objectives will be met in lecture and laboratory. Pre-requisite: none. Co-requisite: BIOX 1409.		
BIOL 1411	General Botany	3-3-4
Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.) Laboratory activities will reinforce fundamental biological concepts relevant to the course material. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. Co-requisite: BIOX 1411. Completion of BIOL 1406 is recommended prior to enrollment in this course.		
BIOL 1413	General Zoology	3-3-4
Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. (This course is intended for science majors.) Lab activities will reinforce concepts discussed in lecture. Co-requisite: BIOX 1413. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher level mathematics is recommended.		
BIOL 2401	Anatomy and Physiology I	3-3-4
Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Hands-on learning experiences will be provided through laboratory activities. Co-requisite: BIOX 2401. Completion of BIOL 1406 is strongly recommended.		
BIOL 2402	Anatomy and Physiology II	3-3-4
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Hands-on learning experiences will be provided through laboratory activities. Prerequisite: BIOL 2401 with a grade of "C" or better; must have been taken within the last five years. Completion of BIOL 1406 is strongly recommended. Co-requisite: BIOX 2402.		
BIOL 2420	Microbiology for Non-Science Majors	3-3-4
This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Basics of culture and identification of bacteria and microbial ecology will be covered in laboratory activities. Completion of BIOL 1406 is strongly recommended. Co-requisite BIOX 2420.		
BIOL 2421	Microbiology for Science Majors	3-3-4
Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Lab activities will reinforce concepts discussed in lecture. Prerequisite: CHEM 1411 and (BIOL 1406 and BIOL 1407) OR (BIOL 1411 AND BIOL 1413). Co-requisite BIOX 2421.		

BMGT Business Administration and Management *see also* **BUSG, HRPO and MRKG**

BMGT 1301	Supervision	3-0-3
A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.		
BMGT 1325	Office Management	3-0-3
Systems, procedures, and practices related to organizing and planning office work, supervising employees' performance, and exercising leadership skills.		

BMGT 1327	Principles of Management	3-0-3
Concepts, terminology, principles, theory, and issues that are in the field of management.		
BMGT 2370	Management Applications I	1-5-3
A management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. It serves as a program Capstone for those students whose situation precludes an internship. The course may be repeated (if topics and learning outcomes vary). Note: Should be taken during the last semester of a certificate program or at about the halfway point in a degree plan. Prerequisite: Consent of the Department Chair.		
BMGT 2371	Management Applications II	1-5-3
A management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. It serves as a program Capstone for those students whose situation precludes an internship. Prerequisite: BMGT 2370 and Consent of the Department Chair.		
BMGT 2488	Internship - Business Administration and Management, General	0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.		
BMGT 2489	Internship - Business Administration and Management, General	0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: BMGT 2488 and Consent of the Department Chair.		

BUSG Business Administration and Management *see also BMGT, HRPO and MRKG*

BUSG 1303	Principles of Finance	3-0-3
Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money.		
BUSG 1315	Small Business Operations	3-0-3
Central Campus Only. A course in the unique aspects of operating a small business. Emphasizes management functions, planning, heading, organizing, staffing and controlling Enactus operations. Members of the organization that participate during the entire training program and document a minimum of 50 hours of active participation, can be awarded credit for this course with the approval of the Enactus Faculty Advisor.		
BUSG 1370	Small Business Accounting	3-0-3
A course designed to introduce small business owners to basic accounting/financial information necessary to the successful operation of a business. Topics covered include, but are not limited to, cost behavior, cost-volume-profit relationships, budgeting, relevant cost, pricing decisions, payroll accounting and taxes.		
BUSG 1371	Entrepreneurship and Business Plan Development	3-0-3
Involves the development and presentation of a plan to create or expand a business. It provides the student with an opportunity to develop and demonstrate a mastery of the essential competencies required for business opportunity analysis, the development of a marketing plan, and the development of a business financial plan. Students will prepare a business plan for a business that they want to develop or expand.		
BUSG 2305	Business Law/Contracts	3-0-3
Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.		
BUSG 2309	Small Business Management	3-0-3
A course on starting, operating and growing a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies and legal issues.		

BUSI Business Administration and Management

BUSI 1301	Business Principles	3-0-3
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.		
BUSI 1307	Personal Finance	3-0-3
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.		

BUSI	2301	Business Law	3-0-3
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The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

CBFM Maintenance Technology see also CNBT, ELPT, MBST, PFPB, and WDWK

CBFM	1334	Interior and Exterior Painting and Refinishing	2-4-3
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Interior and exterior painting and refinishing for commercial and residential applications. Prerequisite: CRPT 1429.

CBFM	2487	Internship–Building/Property Maintenance and Manager	0-19-4
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A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

CDEC Child Development

CDEC	1164	Practicum (or Field Experience) - Child Development	0-7-1
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Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Requires 112 hours at an approved Child Care facility. Prerequisite CDEC 1313 and CDEC 1319.

CDEC	1303	Families, School and Community	3-1-3
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Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC	1311	Educating Young Children	3-1-3
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An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC	1313	Curriculum Resources for Early Childhood Programs	3-0-3
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A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age 8.

CDEC	1317	Child Development Associate Training I	2-2-3
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Based on the requirements for the Child Development Associate credential (CDA). Topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication. 32 hour lab required.

CDEC	1318	Wellness of the Young Child	3-1-3
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Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC	1319	Child Guidance	3-0-3
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An exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

CDEC	1321	The Infant and Toddler	3-0-3
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A study of appropriate infant and toddler programs (birth to 3 years) , including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.

CDEC	1354	Child Growth & Development	3-0-3
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Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

CDEC	1356	Emergent Literacy for Early Childhood	3-0-3
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An exploration of principles, methods, and materials for teaching language and literacy through a play-based, integrated curriculum to children from birth through age eight.

CDEC	1358	Creative Arts for Early Childhood	3-0-3
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An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children from birth through age eight.

CDEC	1359	Children with Special Needs	3-0-3
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A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, and the advocacy role and legislative issues.

CDEC 2164	Practicum (or Field Experience) - Child Development	0-7-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Requires 112 hours at an approved Child Care facility. Prerequisite CDEC 1164.		
CDEC 2288	Internship Child Care Provider/Assistant	0-12-2
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Student's final course. 192 hours required at student's qualifying place of employment; or an approved site, must work directly with young children, ages 0-8.		
CDEC 2307	Math & Science for Early Childhood	3-0-3
An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play.		
CDEC 2322	Child Development Associate Training II	2-2-3
A continuation of the study of the requirements for the Child Development Associate Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. 32 hour lab required.		
CDEC 2324	Child Development Associate Training III	2-2-3
Continuation of the requirements for the Child Development Associate credential (CDA). The three functional areas of study include family, program management and professionalism. 32 hour lab required.		
CDEC 2326	Administration of Programs for Children I	3-0-3
Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Six hours of Child Development coursework.		
CDEC 2328	Administration of Programs for Children II	3-0-3
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, and planning parent education/partnerships. Prerequisite: Six hours of Child Development coursework.		
CETT Computer Information Technology and Systems see also BCIS, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY		
CETT 1303	DC Circuits	2-4-3
A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques. The aim of the course is to acquaint the student with the basic vocabulary of electronic circuits and to help them understand the relationship between voltage, current, power, and resistance. The student will be able to identify the basic circuit components, their schematic symbols and their proper function in electrical circuits. Prerequisite: None		
CETT 1305	AC Circuits	2-4-3
A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. This is a study of single and poly-phase AC circuits and the use of Kirchhoff's Laws as well as Thevenin's, Norton's, and Superposition theorems in analyzing these circuits. Prerequisite: CETT 1303 DC Circuits.		
CETT 1321	Electronic Fabrication	2-4-3
A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques. Prerequisite: None		
CETT 1325	Digital Fundamentals	2-4-3
An entry level course in digital electronics covering numbering systems, logic gates, Boolean algebra, and combinational logic. Prerequisite: None		
CETT 1331	Programming for Discrete Electronic Devices	2-4-3
Introduction to a high level programming language. Includes structured programming and problem solving applicable to discrete electronic devices. Prerequisite: CETT 1325.		
CETT 1429	Solid State Devices	3-3-4
A study of diodes, transistor characteristics and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations. Prerequisite: CETT 1305 or concurrent enrollment.		
CETT 1441	Solid State Circuits	3-3-4
A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Prerequisite: CETT 1429.		
CETT 1449	Digital Systems	3-3-4
A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems. This course includes a detailed study of various Integrated Devices currently on the market. It will include devices developed as general purpose as well as those designed for specified job-type applications. Prerequisite: CETT 1325		
CETT 2335	Advanced Microprocessors	2-4-3
An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. Prerequisite: CETT 1331		

CETT 2489 Internship-Computer Engineering Technology/Technician**0-19-4**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.

CHEF Hospitality Management see also HAMG, IFWA, PSTR, RSTO and TRVM**CHEF 1301 Basic Food Preparation****1-5-3**

A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. National Restaurant Association (NRA) Food Production Certificate Examination.

CHEF 1302 Principles of Healthy Cuisine**1-5-3**

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Prerequisite: CHEF 1301.

CHEF 1305 Sanitation and Safety**3-0-3**

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

CHEF 1310 Garde Manger**2-4-3**

A study of cold foods and garnishes. Emphasis on design, techniques, and display of fine foods. Prerequisite: CHEF 1301.

CHEF 1341 American Regional Cuisine**2-4-3**

A study of the development of regional cuisine in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and acquire knowledge of recipe strategies and production systems. Prerequisite: CHEF 1301.

CHEF 1345 International Cuisine**2-4-3**

The study of classical cooking skills associated with the preparation and service of international and ethnic cuisine. Topics include similarities between food production systems used in the United States and other regions of the world. Prerequisite: CHEF 1301.

CHEF 2301 Intermediate Food Preparation**2-4-3**

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Prerequisite: CHEF 1301.

CHEF 2302 Saucier**2-4-3**

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Prerequisite: CHEF 1301.

CHEM Chemistry**CHEM 1406 Introductory Chemistry I****3-3-4**

This course is a survey of the fundamentals of general chemistry with applications from medicine, modern living, agriculture, and the environment. This course is designed for non-science majors who need a lab science credit, for nursing students seeking a B.S. degree or background for physiology, and also for students who have very little or no chemical background. Lab activities will reinforce concepts discussed in lecture. Prerequisite: Appropriate placement score or completion of the appropriate level of Developmental Studies course. Co-requisite: CHEX 1406.

CHEM 1407 Introductory Chemistry II**3-3-4**

A survey of the fundamentals of organic and biochemistry for non-science majors or nursing students interested in the processes of life. Basic principles, nomenclature, principle reactions and methods of synthesis, and the major classes of physiologically important compounds are studied. Lab activities will reinforce concepts discussed in lecture. Co-requisite: CHEX 1407.

CHEM 1411 General Chemistry I**3-3-4**

The first of two courses covering the fundamental principles of chemistry for majors in the sciences, health sciences, and engineering. Topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Emphasis is placed on problem solving. Lab activities will reinforce concepts discussed in lecture. Prerequisite: Student must have completed MATH 1314 with a grade of "C" or better within the last 5 years. Co-requisite: CHEX 1411. High school chemistry is strongly recommended.

CHEM 1412 General Chemistry II**3-3-4**

The second of two courses covering the fundamental principles of chemistry for majors in the sciences, health sciences, and engineering. Topics include chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Emphasis is placed on problem solving. Lab activities will reinforce concepts discussed in lecture. Prerequisite: CHEM 1411. Co-requisite: CHEX 1412.

CHEM 2423 Organic Chemistry I 3-4-4
The first of two courses designed to provide a foundation in organic chemistry. Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. Lab activities will reinforce concepts discussed in lecture. Prerequisites: CHEM 1411 and CHEM 1412. Co-requisite: CHEX 2423.

CHEM 2425 Organic Chemistry II 3-4-4
As a continuation of CHEM 2423, this course involves a more in-depth study of some of the topics covered in CHEM 2423. Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. Lab activities will reinforce concepts discussed in lecture. Prerequisite: CHEM 2423. Co-requisite: CHEX 2425.

CHIN Chinese

CHIN 1411 Beginning Chinese I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

CHIN 1412 Beginning Chinese II 4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: CHIN 1411 with a grade of "C" or above.

CHIN 2311 Intermediate Chinese I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: CHIN 1411 and 1412 with a grade of "C" or above.

CHIN 2312 Intermediate Chinese II 3-0-3
This course continues reading, drill on syntax as needed for reading, composition, and conversation. Prerequisite: CHIN 2311 with a grade of "C" or above.

CHLT Community Health

CHLT 1301 Introduction to Community Health 3-0-3
Designed to provide a basic understanding of variables that affect health sectors in the community.

CHLT 1302 Wellness and Health Promotion 3-0-3
Overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication of wellness. Includes health behavior theories and approaches to behavior modification.

CHLT 1340 Community Health Advocacy 3-0-3
Study of local, regional, and national health care resources. Identification of health organizations, support groups, and health care delivery systems to be used for client referral. Activities include visits to various local agencies and attendance/participation in related activities.

CHLT 1341 Environmental Health 3-0-3
Survey of ecological principles and their application to the health and safety of physical and social environments, occupational settings, and human beings. Site visits to specific living quarters or occupational settings and measurement of environmental safety factors addressed.

CHLT 1342 Community Health Field Methods 3-0-3
Preparation for field work with individuals, families, and groups emphasizing teaching and capacity-building skills. Topics include outreach methods, area canvassing, home visiting, group work, community events, and community organizing.

CHLT 1391 Special Topics in Community Health 3-0-3
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

CHLT 2367 Practicum - Community Health Services 0-21-3
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CJCR Criminal Justice See also CJLE and CJSA

CJCR 1304 Probation and Parole 3-0-3
A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

CJCR	1307	Correctional Systems and Practices	3-0-3
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.			
CJCR	1358	Rights of Prisoners	3-0-3
Analysis of the legal rights of the convicted offender incarcerated in state and federal penal institutions. Emphasis on constitutional principles, case law, and federal and state statutes concerning prisoner rights.			
CJCR	1391	Special Topics in Corrections/Correctional Administration	3-0-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.			
CJCR	1400	Basic Jail Course	4-1-4
Provides instruction in human relations; observation; evaluation of prisoners, booking procedures; classification; mug shots; fingerprinting, strip searches; meals, medical services, visitation; inmates rights and privileges; detention areas; key, knife and tool control; disturbances; riots; fire procedures; and release procedures. Taught in accordance with the current TCLEOSE instructor guides provided by the Commission for course #1005.			
CJCR	2324	Community Resources in Corrections	3-0-3
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.			
CJCR	2325	Legal Aspects of Corrections	3-0-3
A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff.			
CJCR	2466	Practicum (or Field Experience) Corrections/Correctional Administration	0-28-4
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Consent of the Department Chair.			

CJLE Criminal Justice see also **CJCR** and **CJSA**

CJLE	1211	Basic Firearms	1-2-2
Instruction in firearm safety, cleaning and care techniques, proper shooting principles, and proficiency with a handgun and shotgun. Prerequisite: Department approval required.			
CJLE	1329	Basic Peace Officer V	2-3-3
Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement approved Basic Peace Officer Academy Course #1000. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.			
CJLE	1333	Traffic Law and Investigation	3-0-3
Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.			
CJLE	1345	Intermediate Crime Scene Investigation	3-0-3
Topics include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions.			
CJLE	1506	Basic Peace Officer I	3-7-5
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.			
CJLE	1512	Basic Peace Officer II	3-7-5
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.			
CJLE	1518	Basic Peace Officer III	3-7-5
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.			
CJLE	1524	Basic Peace Officer IV	3-8-5
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.			

CJLE	2345	Vice and Narcotics Investigation	3-0-3
Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques.			
CJLE	2486	Internship-Criminal Justice/Police Science	0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.			
CJSA Criminal Justice see also CJCR and CJLE			
CJSA	1170	Alcohol Awareness/Intervention	1-0-1
This course will provide the student with a basic overview of alcohol as a drug of abuse and the methodology for developing an action plan of intervention at a local level. Focus on alcohol fueled offenses and problems, identifying and dealing with alcohol abusers and the criminal justice implications of alcohol related convictions.			
CJSA	1171	Police Brutality	1-0-1
This course will provide students with basic information about the excessive use of force by police. The police have the right to use force to subdue criminals; even deadly force is authorized in certain situations. This course addresses what triggers the excessive use of force, what the consequences are to the police and society when this happens, and how it can be prevented.			
CJSA	1172	Topics for Parents	1-0-1
The course will focus on areas of concern for today's parents; on-line predators, teenage alcohol and drug abuse and teenage domestic violence. This course will provide students with knowledge concerning these areas that will provide additional avenues of communication.			
CJSA	1173	Drug Recognition for Law Enforcement	1-0-1
The course will provide the student with the basics of the most common controlled substances a law enforcement officer will encounter. The student will gain knowledge of classifications of, identification of, and effects of "street drugs".			
CJSA	1174	Terrorism as a Strategy	1-0-1
The course will consider the definition of terrorism and its place in the spectrum of political violence as well as comparing different classifications of insurgency. The course will introduce students to how terrorism is used as a strategy of insurgency and how it is a strategy based on the psychological impact.			
CJSA	1175	Investigation of Sexual Abuse	1-0-1
This course discusses the different formats used to investigate the crime of sexual assault. It includes strategies to investigate sexual assault, interview victims and witnesses, document evidence in accordance with state laws, and conduct case studies.			
CJSA	1176	Introduction to Gangs and Gang Infiltration of the Military	1-0-1
This course offers an introduction to gangs in America and the infiltration of gangs in the United States military. Topics include gang identification, the role of the criminal justice system and the community in suppressing, intervening and preventing gang activity, how and why gang members join the military and the impact of gangs on the military.			
CJSA	1177	International Criminal Justice	1-0-1
This course will provide an introduction to the history, policy, and practices of criminal justice in an international environment. The history of the development of the laws and judicial structures that serve to administer international criminal justice will be examined, particularly post World War II. The agencies involved in international criminal justice, from INTERPOL to the Federal Bureau of Investigation, will be studied as will the differing policing practices in particular comparative cases. Specific attention will be paid to the international issues arising for criminal justice practitioners in both domestic and foreign jurisdictions and the bodies of international law that will affect a criminal justice practitioner. Finally, the 21st Century international terrorist threat will be studied for its effects on the practice of criminal justice in civil and military contexts.			
CJSA	1178	Criminal Deviance	1-0-1
This course is an examination of criminal behavior with a special emphasis on the deviation from societal norms. The course will discuss ideas about crime, criminal intent, and criminal motivation. The course offers a survey of theories and research on the rationality of criminal behavior and stimulus of offenders. The course also offers a review of the social response to criminal behavior.			
CJSA	1192	Special Topics in Criminal Justice/Law Enforcement Administration	1-0-1
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.			
CJSA	1302	Private Security Officer Training	3-0-3
A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification. Prerequisite: Consent of Department Chair.			
CJSA	1308	Criminalistics I	3-0-3
Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.			

CJSA	1312	Crime in America	3-0-3
The study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and crime prevention.			
CJSA	1313	Court Systems and Practices	3-0-3
The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing.			
CJSA	1317	Juvenile Justice System	3-0-3
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.			
CJSA	1318	Court Management	3-0-3
Exploration of operational issues in the administration of American courts. Topics include responsibilities of court personnel, records management, and organizational management topics.			
CJSA	1322	Introduction to Criminal Justice	3-0-3
The study of the history and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement, court system; prosecution and defense; trial process; corrections.			
CJSA	1327	Fundamentals of Criminal Law	3-0-3
A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.			
CJSA	1342	Criminal Investigation	3-0-3
Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, case and trial preparation.			
CJSA	1348	Ethics in Criminal Justice	3-0-3
Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.			
CJSA	1351	Use of Force	3-0-3
A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement.			
CJSA	1359	Police Systems and Practices	3-0-3
Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.			
CJSA	1393	Special Topics in Criminal Justice Studies	3-0-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.			
CJSA	2300	Legal Aspects of Law Enforcement	3-0-3
Exploration of police authority. Topics include responsibilities and constitutional constraints, law of arrest, search and seizure, and police liability.			
CJSA	2302	Police Management, Supervision, and Related Topics	3-0-3
Techniques and theories regarding dealing with people, their performance and problems. Topics include basic supervision, leadership, time management, first-line supervision, and management by objectives.			
CJSA	2331	Child Abuse, Prevention and Investigation	3-0-3
Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law, and conduct case studies.			
CJSA	2488	Internship-Criminal Justice Safety Studies	0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.			

CMSW Mental Health Services see also DAAC, PSYT and SCWK

CMSW	1166	Practicum (or Field Experience) - Clinical/Medical Social Work	0-8-1
Practical, general workplace training supported by an individualized learning plan developed by the instructor and the student.			
CMSW	1167	Practicum (or Field Experience) - Clinical and Medical Social Work	0-10-1
This course provides the student with practical general training and experience in the workplace through assignment to a specific field placement site under the supervision of professionals from the host agency. This course is the Capstone Experience for students exiting the program with a Certificate or Associates in Applied Science (AAS) Degree in Mental Health Services with an At-Risk Youth Specialization, or an AAS with a Social Work Specialization. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1319, DAAC 2354, PSYT 1329, PSYT 2321, PSYT 2331. See Mental Health Services admissions requirements.			

CMSW 1309 Problems of Children and Adolescents 2-4-3
 Examine common problems and evaluate effective intervention models of at-risk children and youth. Topics include: social, family, educational systems impact, mental health, juvenile delinquency, teen sexuality, and additive behaviors. Articulate common problems and characteristics of at-risk children and youth in the social, family, and educational systems; investigate intervention models; and describe juvenile laws.

CNBT Maintenance Technology see also CBFM, CRPT, ELPT, MBST, PFPB and WDWK

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

COMM Communications/Journalism

COMM 1307 Introduction to Mass Communication 3-0-3
 Survey of basic content and structural elements of mass media and their functions and influences on society.

COMM 2305 Editing and Layout 2-2-3
 Enables students to develop an understanding of the newsroom organization and the entire news/editorial process. Students perform copy editing for errors of fact, interpretation, and grammar. Emphasis is on developing a regard for accuracy and fairness in the editing and design process. Prerequisite: COMM 2311.

COMM 2311 Media Writing 3-2-3
 Fundamentals of writing news for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content.

COMM 2315 News Reporting 3-2-3
 This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats. Prerequisite: COMM-2311 or consent of the Department Chair.

COMM Radio/Television Broadcasting Communications

COMM 1335 Introduction to Electronic Media 3-0-3
 An overview of the development, regulation, economics, social impact, and industry practices in electronic media.

COMM 1336 Video Production I 3-3-3
 Practical experience in the operation of studio and control room equipment, including both pre- and post-production needs.

COMM 1337 Video Production II 3-3-3
 Practical experience in the operation of television studio and control room equipment, including both pre- and post-production needs.

COMM 2300 Media Literacy 3-0-3
 Criticism and analysis of the function, role, and responsibility of the mass media in modern society from the consumer perspective. Includes the ethical problems and issues facing each media format, with the effect of political, economic, and cultural factors on the operation of the media.

COMM 2303 Audio Production 2-2-3
 Practical experience in the operation of audio equipment, including both pre- and post-production needs.

COMM 2324 Practicum in Electronic Media (Audio) 2-4-3
 Study and practical experience in digital audio production systems and software including multi-track recording techniques, processing and special effects. Prerequisite: COMM 2303.

COMM 2327 Introduction to Advertising 3-0-3
 Fundamentals of advertising including marketing theory and strategy, copy writing, and selection of media.

COMM 2331 Radio/Television Announcing 3-0-3
 Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics will be included.

COMM 2332 Radio/Television News 3-0-3
 Preparation and analysis of news gathering and presentation styles for the electronic media.

COMM 2339 Writing for Radio, TV, and Film 3-0-3
 Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotional announcements, and other materials.

COMM 2366 Introduction to Cinema 2-4-3
 Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures and cinema's impact on and reflection of society.

An instructional program designed to integrate on-campus study with practical hands-on work experience in a specific area of communication. Prerequisite: Consent of the Radio/TV Broadcasting Department Chair is required.

COSC Computer Information Technology and Systems see also BCIS, CETT, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, ITSJ

COSC 1301 Introduction to Computing

3-1-3

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. Prerequisites: None

COSC 1315 Introduction to Computer Programming

3-1-3

Introduction to computer programming for solving a variety of problems. This course is intended for non-computer science and non-computer engineering majors. Emphasis on the fundamentals of design, development, testing, implementation, and documentation of computer programs. Includes problem solving with structured techniques and algorithms using pseudo code and/or graphical representations.

COSC 1336 Programming Fundamentals I

2-4-3

This course introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.) Prerequisite: COSC 1315.

COSC 1337 Programming Fundamentals II

2-4-3

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) Prerequisite: COSC 1336.

COSC 2336 Programming Fundamentals III

2-4-3

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Advanced programming techniques including file access methods, data structures, modular programming, program testing and documentation. Programs will be implemented in an appropriate object oriented language. (This course is included in the Field of Study Curriculum for Computer Science.) Prerequisite: COSC 1337.

COSC 2325 Computer Organization

2-4-3

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. This course is included in the Field of Study Curriculum for Computer Science. Prerequisite: COSC 1336.

CPMT Computer Information Technology and Systems see also BCIS, CETT, COSC, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, ITSJ

CPMT 1345 Computer Systems Maintenance

2-4-3

A study of the components within a computer system. Development of testing and troubleshooting skills. Prerequisite: ITSC 1301 or COSC 1301 or concurrent enrollment.

CRIJ Criminal Justice

CRIJ 1301 Introduction to Criminal Justice

3-0-3

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306 Court Systems and Practices

3-0-3

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

CRIJ 1307 Crime in America

3-0-3

The study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

CRIJ 1310 Fundamentals of Criminal Law

3-0-3

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

CRIJ	1313	Juvenile Justice System	3-0-3
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.			
CRIJ	2301	Community Resources in Corrections	3-0-3
An introductory study of the role of the community in corrections, community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.			
CRIJ	2313	Correctional Systems and Practices	3-0-3
This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.			
CRIJ	2314	Criminal Investigation	3-0-3
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.			
CRIJ	2323	Legal Aspects of Law Enforcement	3-0-3
Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.			
CRIJ	2328	Police Systems and Practices	3-0-3
This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.			

CRPT Maintenance Technology see also CBFM, CNBT, ELPT, MBST, PFPB and WDWK

CRPT	1411	Roof Systems	3-4-4
Principles of design and construction of a roof system incorporating gable, hip, valley and intersections. Emphasis given to safe work practices and the use and maintenance of tools and equipment. Prerequisite: CRPT 1429 and CRPT 1415.			
CRPT	1415	Wall Systems	3-4-4
Identification of components; construction of wall systems; safe work practices; and the use and maintenance of tools and equipment. Prerequisite: CRPT 1429 and CRPT 1423.			
CRPT	1423	Floor Systems	3-3-4
An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the use and maintenance of tools and equipment. Prerequisite: CRPT 1429.			
CRPT	1429	Introduction to Carpentry	3-3-4
An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.			

DAAC Mental Health Services see also CMSW, PSYT and SCWK

DAAC	1167	Practicum (or Field Experience) – Substance Abuse/Addiction Counseling	0-10-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: See Mental Health Services admission requirement.			
DAAC	1304	Pharmacology of Addiction	2-4-3
This course provides an emphasis on the pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interactions, withdrawal, and recovery; describing the psychological and physiological effects of substance use. Recommended: DAAC 1319 be taken concurrently.			
DAAC	1309	Assessment Skill of Alcohol and Other Drug Addictions	2-4-3
An exploration of the procedures and tools used to identify and assess a client's problems, strengths, deficits, and needs. Emphasis will be on practical application through the development of assessment documentation, case studies, and treatment plans. Prerequisites: DAAC 1304, DAAC 1319.			
DAAC	1311	Counseling Theories	2-4-3
This course is an examination of the major theories and current treatment modalities used in the field of counseling. Prerequisite: PSYT 1329. Recommended prerequisite: PSYC 2301.			
DAAC	1319	Introduction to Alcohol and Other Drug Addictions	2-4-3
An examination of the causes and consequences of addiction, the major drug classifications, and the counselor's code of ethics. Attention is given to family systems, special populations & diversity, prevention, intervention, & relapse prevention, and legal and professional issues in addiction counseling. An overview of competencies and requirements for licensure in Texas is covered. Recommended: DAAC 1304 to be taken concurrently.			
DAAC	2301	Therapeutic Communities in a Criminal Justice Setting	2-2-3
The models of addiction counseling related to the treatment of incarcerated substance users are examined. This includes the application of ethical standards and laws that relate to addiction counseling. Information on relapse prevention and recovery programs is also covered. Prerequisites: DAAC 1304, DAAC 1309, DAAC 1319.			

DAAC	2306	Substance Abuse Prevention I	2-2-3
Identify evidence-based prevention strategies within a cultural context; identify risk and protective factors for substance use disorders; describe resources for prevention program planning; and explain program evaluation methods.			
DAAC	2307	Addicted Family Intervention	2-4-3
Examination of family systems focusing on the effects of addiction and recovery. Describe the effects of addiction on the family system; differentiate between various family treatment processes; identify the impact of addictive behaviors as they relate to diverse family structures; and analyze the roles of the family members in the addictive and recovery process. Therapeutic alternatives as they relate to the family from a multicultural and trans-generational perspective will be addressed. Prerequisite: DAAC 1319.			
DAAC	2341	Counseling Alcohol and Other Drug Addictions	2-4-3
This course is an advanced examination of skills, confidentiality and ethical guidelines applied in the counseling, treatment and recovery of substance use disorders. Required prerequisites: Departmental Approval, DAAC 1304, DAAC 1309, DAAC 2354, CMSW 1309, PSYT 1329, PSYT 2321, PSYT 2331.			
DAAC	2353	Substance Abuse Prevention II	2-2-3
In-depth exploration of research, evaluation methods and best practices in prevention program design.			
DAAC	2354	Dynamics of Group Counseling	2-4-3
Exploration of group counseling skills, techniques, and stages of group development, and confidentiality and ethics. Differentiate types of groups; describe the basic stages of the group process; demonstrate group management skills; produce client documentation; and identify issues of confidentiality. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1304, DAAC 1319, PSYT 1329, PSYT 2321, PSYT 2331. Recommended prerequisite: PSYC 2301.			
DAAC	2367	Practicum (or Field Experience) – Substance Abuse/Addiction Counseling	0-22-3
This advanced placement helps students gain practical experience in the discipline, enhances skills, and integrates knowledge gained from the classroom. Direct supervision at an advanced level is provided by clinical professionals at the host agency. This course is the Capstone Experience for students exiting the program with a Certificate or Associates in Applied Science (AAS) Degree in Chemical Dependency Counseling and the Certificate in Criminal Justice Addictions. Prerequisites: Departmental Approval, CMSW 1309, DAAC 1304, DAAC 1309, DAAC 1319, DAAC 2301, DAAC 2307, DAAC 2341, DAAC 2354, PSYT 1329, PSYT 2321, PSYT 2331. See Mental Health Services admission requirement.			

DEMR Diesel

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

DEM R	2412	Diesel Engine Testing and Repair II	2-7-4
Coverage of testing and repairing diesel engines including related systems and specialized tools. Prerequisites: DEMR 1410.			
DEM R	2434	Advanced Diesel Tune-Up and Troubleshooting	2-7-4
Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach. Prerequisites: DEMR 1410.			
DEM R	2488	Internship-Diesel Mechanics Technology/Technician	0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.			

DFTG Computer-Aided Drafting and Design see also ARCE

DFTG	1358	Electrical/Electronics Drafting	2-4-3
A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. All drawing assignments will be computer generated. Prerequisite: DFTG 1409.			
DFTG	1405	Technical Drafting	3-3-4
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.			
DFTG	1409	Basic Computer-Aided Drafting	3-3-4
An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Prerequisites: DFTG 1405 or concurrent enrollment.			
DFTG	1417	Architectural Drafting - Residential	3-3-4
Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for a residential structure with emphasis on light frame construction methods. All drawing assignments will be computer generated. Prerequisite: DFTG 1409.			
DFTG	2317	Descriptive Geometry	2-4-3
Examination of the graphical solution to problems involving points, lines, and planes in space. Prerequisite: DFTG 1405 or concurrent enrollment.			
DFTG	2323	Pipe Drafting	2-4-3
A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. All drawing assignments will be computer generated. Prerequisite: DFTG 1409.			
DFTG	2402	Machine Drafting	3-3-4
Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Prerequisites: DFTG 1409.			
DFTG	2412	Technical Illustration and Presentation	3-3-4
Introduction to pictorial drawings as used in industrial catalogs, assembly sheets, newspaper publications and promotional literature. Topics include pictorial drawing including isometrics, oblique, perspectives, charts, and graphs, shading, and use of different media including pencil and ink. Prerequisite: DFTG 1405, or concurrent enrollment			
DFTG	2421	Topographical Drafting	3-3-4
A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. All drawing assignments will be computer generated. Prerequisite: DFTG 1409.			
DFTG	2438	Final Project - Advanced Drafting	3-3-4
A general drafting course in which students participate in a simulated project. The process from conception to conclusion is studied. All work done in this class will typify actual industrial projects. An employment resume, cover letter, and portfolio will be completed as part of the course requirements. All projects will be completed with the use of Computer-Aided Drafting (AutoCAD). Prerequisites: Second semester Sophomore standing in the Drafting program.			
DFTG	2440	Solid Modeling/Design	3-3-4
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Prerequisite: DFTG 1409.			

DRAM Drama

DRAM	1310	Introduction to Theater	3-0-3
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. Prerequisite: None			
DRAM	1330	Stagecraft I	2-4-3
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Prerequisite: None			

DRAM 1342	Introduction to Costume	2-4-3
Principles and techniques of costume design and construction for theatrical productions.		
DRAM 1351	Acting I	2-4-3
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. Prerequisite: None		
DRAM 1352	Acting II	2-4-3
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. Prerequisite: DRAM 1351 or Instructor Approval.		
DRAM 2336	Voice for the Theater	3-0-3
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 2361	History of Theatre I	3-0-3
Study of the history of theatre from primitive times through the Renaissance.		
DRAM 2362	History of Theatre II	3-0-3
Study of the history of the theatre from the Renaissance through today.		
DRAM 2366	Introduction to Cinema	2-4-3
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. Prerequisite: None		
DRAM 2389	Academic Cooperative	2-4-3
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama. This course is for students majoring in Drama or students with supportable aptitude in performance or production design. Prerequisite: Instructor approval.		

DS— Developmental Studies

The credit received from these courses is not transferable and cannot be applied towards degree completion.

DSED 0300	College Study Skills	3-0-3
This course is designed to provide an opportunity for students to develop, select, and use strategies necessary in becoming prepared and successful in college and life. Emphasis in this particular course will be placed on the transference of high-level study skills to practical classroom situations and include the areas of time management, effective listening and note taking, concentration, learning through media, reading, retention of information, taking examinations, creativity, and leadership.		
DSMA 0190	NCBO Algebra Topics	0-1-1
This is a non-traditional, Just-In-Time Developmental Math course paired with a freshman level MATH class. This course is computer lab-structured model that will review/reteach concepts from Beginning Algebra and Intermediate Algebra to allow student success in their respective college level mathematics course. Students will benefit from the additional resources available to them through this course.		
DSMA 0303	Intermediate Algebra	4-0-3
Developmental Mathematics IV requires an understanding of the topics taught in DSMA 0401. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		
DSMA 0304	Fundamentals of Mathematics II	3-0-3
Fundamentals of Mathematics II is designed to help the student make the transition from arithmetic to algebra. This is accomplished through in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations. (Offered at locations that do not have a lab facility) Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		
DSMA 0306	Introductory Algebra	3-0-3
Introductory Algebra is designed to provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations that do not have a lab facility)		
DSMA 0307	Intermediate Algebra	3-0-3
Intermediate Algebra requires an understanding of the topics taught in DSMA 0306. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations that do not have a lab facility)		

DSMA 0400	Developmental Mathematics I	5-1-4
Developmental Mathematics I is designed to help the student make the transition from arithmetic to algebra. This is accomplished through in-depth coverage of the fundamentals of whole numbers, fractions, decimals, percents, sign numbers, order of operations, prime factorization, greatest common factor, variable expressions, introduction to graphs and linear equations. A computer lab where students practice math skills is required. Lecture class: Students will be required to complete 16 hours in a computer lab outside of regular class time. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		
DSMA 0401	Developmental Mathematics II	5-1-4
Developmental Mathematics II is designed to provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. A computer lab where students practice math skills is required. Lecture class: Students will be required to complete 16 hours in a computer lab outside of regular class time. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		
DSMA 0491	NCBO Foundations of Algebra	5-1-4
This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through Developmental Math. This course is designed specifically for those students that can be successful in the lower levels of the mathematics sequence in a faster paced setting but still need the lecture component of the course. This course will develop the students' skills starting with arithmetic through basic algebra to include graphing and operations of polynomials. Lecture class: Students will be required to complete 16 hours in a computer lab outside of regular class time.		
DSMA 0493	NCBO Intermediate Algebra	3-1-4
This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through the developmental math while being concurrently enrolled in College Algebra (MATH 1314). Emphasis is placed on those skills needed by the student to be successful in a paired-course. Lecture class: Students will be required to complete 16 hours in a computer lab outside of regular class time. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		
DSMA 0499	NCBO Developmental Mathematics	5-1-4
This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through the developmental math. Emphasis is placed on those skills needed by the student to advance to a credit bearing mathematics course. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		
DSRE 0300	Developmental Reading I	4-0-3
Developmental Reading I (DSRE 0300) is a fundamental reading course designed to aid students in acquiring and improving the basic skills needed for reading college-level materials. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		
DSRE 0302	Fundamentals of Reading I	3-0-3
Fundamentals of Reading I (DSRE 0302) is a fundamental reading course designed to aid students in acquiring and improving the basic skills needed for reading college-level materials. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. (Offered at locations that do not have a lab facility) Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		
DSRE 0303	Fundamentals of Reading II	3-0-3
Fundamentals of Reading II (DSRE 0303) is designed to aid students in developing and reinforcing the skills needed for reading college-level materials. This course was developed for those who have successfully completed Developmental Reading I (DSRE 0300 or DSRE 0302). Emphasis will be on vocabulary development, literal and critical comprehension skills, study and test taking skills, and fluency. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. (Offered at locations that do not have a lab facility)		
DSWR 0301	Developmental Writing I	3-1-3
Developmental Writing I is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to problems in grammar and usage as these problems occur in the paragraphs. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		
DIRW 0305	Princ. of Academic Literacy (PAL)	4-0-3
This is a Non-Course-Based-Option (NCBO) course, designed specifically for students needing an intensive intervention in reading and/or writing. Topics include reading comprehension vocabulary development, grammar, punctuation, and sentence structure. Prerequisite: Appropriate TSI score.		
DIRW 0413	Developmental Integrated Reading and Writing	4-0-4
The Integrated Reading and Writing course is designed to accelerate a student through Reading II and Writing II by combining both courses into a single semester course. Emphasis is placed on those reading and writing skills and abilities needed by the student for him or her to advance to a credit bearing English Composition course. DIRW 0413 is a prerequisite for ENGL 1301 for students who score below the college requirement set by the TSI. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		

DS— English for Speakers of Other Languages (ESOL)

The credit received from these courses is not transferable and cannot be applied towards degree completion.

- DSED 0302 College (TOEFL) Study Skills for Foreign Students (ESOL) 3-1-3**
This elective for ESOL students at levels 2 and 3 prepares students for the Test of English as a Foreign Language (TOEFL iBT), the test required for entry into most college-level institutions. Advanced reading, listening, speaking, writing, test-taking, and research techniques are taught. Prerequisites: Completion of all courses in Level I DSLA.
- DSLA 0310 Reading and Vocabulary I (ESOL) 4-1-3**
This course is designed for beginning non-native speakers who need to develop basic vocabulary and reading skills such as identifying the main idea, locating details, and using word analysis to sound out new words. A laboratory is required.
- DSLA 0314 Writing I (ESOL) 4-1-3**
This course, designed for intermediate non-native speakers, is a continuation of Grammar I. It covers grammatical structures, beginning with clauses in complex sentences. The course focuses on the development of correct simple, compound, and complex sentences; basic process paragraphs; and expository paragraphs. A laboratory is required. Prerequisite: DSLA 0315
- DSLA 0315 Grammar I (ESOL) 4-0-3**
This course is for beginning-intermediate non-native speakers. It covers basic elements of English sentence structure and linguistic problem areas such as countable/uncountable nouns, articles, prepositions, phrasal verbs, word order, and simple sentence construction.
- DSLA 0320 Reading and Vocabulary II (ESOL) 4-1-3**
This course, for intermediate non-native speakers, provides instruction in vocabulary, reading comprehension, structural analysis, and organizational patterns. A laboratory is required. Prerequisite: DSLA 0310.
- DSLA 0321 Writing II (ESOL) 4-1-3**
This course is a continuation of Grammar I and Writing I. Students continue their study of grammar while learning to write narrative and persuasive paragraphs. A laboratory is required. Prerequisite: DSLA 0314.
- DSLA 0322 Academic Listening and Speaking II (ESOL) 4-1-3**
In this course, designed for intermediate non-native speakers, students develop beginning note-taking and speaking skills to prepare them for academic environments. A laboratory is required. Prerequisites: DSLA 0323.
- DSLA 0323 Academic Listening and Speaking I 4-1-3**
This course, designed for beginning non-native speakers, moves students from aural language recognition to oral production through simple conversational dialogues and the use of dictation. This course focuses on fluency and accuracy. A laboratory is required.
- DSLA 0330 Reading and Vocabulary III (ESOL) 4-1-3**
This course is a continuation of DSLA 0320, Reading and Vocabulary II, in the Certificate Program for English for Speakers of Other Languages. It provides advanced vocabulary acquisition and comprehension skills through the study of short stories and informational articles. A laboratory is required. Prerequisite: DSLA 0320.
- DSLA 0332 Academic Listening and Speaking III (ESOL) 4-1-3**
In this course for advanced non-native speakers, students improve note taking, and oral reporting skills to prepare for college-level courses. Prerequisite: DSLA 0322.
- DSLA 0340 Accent Reduction (ESOL) 3-0-3**
This course is designed for non-native speakers of English who, despite knowledge of English, experience difficulty in pronouncing words and phrases correctly. It consists of exercises to shape and articulate correct consonant and vowel sounds in words and phrases using English rhythm, intonation, and pitch patterns. This course will not result in accent-free speech, but it will improve the speaker's clarity and phrasing so that English speakers will more readily understand the non-native speaker. This course differs from DSLA 0323 in that it focuses on pronunciation rather than vocabulary acquisition. A laboratory is required. Prerequisites: DSLA 0323 Academic Listening and Speaking I. Offered on Central Campus only.

ECON Economics

- ECON 2301 Principles of Macroeconomics 3-0-3**
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.
- ECON 2302 Principles of Microeconomics 3-0-3**
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

EDUC Education see also TECA

EDUC 1301 Introduction to the Teaching Profession 3-1-3

An enriched, integrated pre-service course and content experience that: provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

EDUC 2301 Introduction to Special Populations 3-1-3

An enriched, integrated pre-service course and content experience that: provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

ELMT Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY

ELMT 2435 Certified Electronics Technician Training 3-3-4

Review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency. The purpose of this course is to prepare the student for the International Society of Certified Electronics Technicians Associate CET exam. Prerequisite: CETT 1449.

ELPT Maintenance Technology see also CBFM, CNBT, CRPT, MBST, PFPB and WDWK

ELPT 1411 Basic Electrical Theory 3-3-4

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

ELPT 1429 Residential Wiring 3-3-4

Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. Prerequisite: ELPT 1411.

EMAP Public Administration/Homeland Security see also HMSY

EMAP 1400 Principles of Basic Emergency Management 4-0-4

Overview of the Texas Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards, the role of the local emergency manager, including interaction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.

EMAP 2300 Developing Volunteer Resources and Decision Making 3-0-3

Management of volunteer services. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288.

EMAP 2301 Leadership and Effective Communication 3-0-3

Analysis of personal and group dynamics in an emergency management setting. Examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G240 and G242.

EMAP 2302 Managing Mass Casualty and Fatality Incidents 3-0-3

Disaster scene control involving large numbers of casualties and fatalities; coordination of the responding agencies. Includes observation and critique of mass casualty disaster drills and critical incident stress debriefing.

EMAP 2355 Disaster Recovery 3-0-3

Policies, concepts, and procedures of recovery. Addresses the various federal and state assistance programs. Emphasizes coordination of damage assessment, preparing documentation, and recovery procedures. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency course G620.

EMSP Emergency Medical Technology

EMSP 1147 Pediatric Life Support 1-0-1

Theory and skills necessary for the management of pediatric or neonatal emergencies. This course was designed to be repeated multiple times to improve student proficiency.

EMSP 1160	Clinical-Emergency Medical Technology/Technician	0-6-1
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Upon successful completion of this course and EMSP 1401, students are eligible to take the exam to be certified as an Emergency Medical Technician. This course is only offered with EMSP 1401. See also admissions requirements.		
EMSP 1204	EMT Refresher	1-2-2
Update and review theory and skills necessary to meet national and/or state requirements for remediation or recertification as an Emergency Medical Technician (EMT).		
EMSP 1291	Special Topics in Emergency Medical Technology/Technician	2-0-2
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.		
EMSP 1305	Emergency Care Attendant	2-3-3
Preparation for certification as an Emergency Care Attendant (ECA)/Emergency Medical Responder (EMR).		
EMSP 1338	Introduction to Advanced Practice	3-0-3
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Upon successful completion of this course, EMSP 1356, EMSP 1355, EMSP 2206 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.		
EMSP 1355	Trauma Management	2-3-3
Knowledge and skills in the assessment and management of patients with traumatic injuries. Upon successful completion of this course, EMSP 1356, EMSP 1338, EMSP 2206 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.		
EMSP 1356	Patient Assessment and Airway Management	2-3-3
Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Upon successful completion of this course, EMSP 1355, EMSP 1338, EMSP 2206 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.		
EMSP 1391	Special Topics in Emergency Medical Technology/Technician	2-4-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.		
EMSP 1401	Emergency Medical Technician-Basic	2-6-4
Preparation for certification as an Emergency Medical Technician (EMT). Upon successful completion of this course and EMSP 1160, students are eligible to take the exam to be certified as an Emergency Medical Technician by the Texas Department of State Health Services and/or National Registry of EMT. Prerequisite: Current CPR certification. See also admission requirements.		
EMSP 2135	Advanced Cardiac Life Support	1-0-1
Theory and skills necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency.		
EMSP 2143	Assessment Based Management	0-3-1
A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Upon successful completion of this course, EMSP 2330, EMSP 2305, and EMSP 2164, students are eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 2444, EMSP 2434 and EMSP 2263. See also admission requirements.		
EMSP 2160	Clinical – Emergency Medical EMT Paramedic	0-3-1
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Co-requisite EMSP 2458. See also admission requirements.		
EMSP 2164	Practicum-Emergency Medical Technology/Technician EMT Paramedic	0-10-1
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Upon successful completion of this internship course, students are eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 2262 and EMSP 2263. See also admission requirements.		

EMSP 2206	Emergency Pharmacology	2-0-2
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Upon successful completion of this course, EMSP 1355, EMSP 1338, EMSP 1356 and EMSP 2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.		
EMSP 2262	Clinical-Emergency Medical Technology/Technician EMT Paramedic	0-10-2
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Upon successful completion of this course, EMSP 1356, EMSP 1355, EMSP 1338 and EMSP 2206, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. This course is designed to meet the clinical requirements for the Advanced EMT portion of the program. Prerequisites: EMSP 1356, EMSP 1355, and EMSP 1338. Co-requisites: EMSP 2206, EMSP 2444 and EMSP 2434. See also admission requirements.		
EMSP 2263	Clinical-Emergency Medical Technology/Technician EMT Paramedic	0-10-2
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Upon successful completion of this course, EMSP 2330, EMSP 2305, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2262. Co-requisites: EMSP 2330, EMSP 2305, and EMSP 2143. See also admission requirements.		
EMSP 2300	Methods of Teaching Emergency Medical Service	2-2-3
Focuses on instructional preparation, presentation, and evaluation, also essential knowledge, skills, and practices required to provide quality EMS educational programs applicable to the adult learner.		
EMSP 2305	EMS Operations	3-0-3
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Upon successful completion of this course, EMSP 2263, EMSP 2330, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2444, EMSP 2262 and EMSP 2434. Co-requisites: EMSP 2330, EMSP 2263, and EMSP 2143. See also admission requirements.		
EMSP 2330	Special Populations	2-2-3
Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. Upon successful completion of this course, EMSP 2263, EMSP 2305, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2444, EMSP 2262 and EMSP 2434. Co-requisites: EMSP 2305, EMSP 2263, and EMSP 2143. See also admission requirements.		
EMSP 2434	Medical Emergencies	3-3-4
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Upon successful completion of this course, EMSP 2444, EMSP 2206, EMSP 2262, EMSP 2330, EMSP 2305, EMSP 2263, EMSP 2143 and EMSP 2164, the student is eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 1355, EMSP 1356, and EMSP 1338. Co-requisites: EMSP 2444, EMSP 2262, and EMSP 2206. See also admission requirements.		
EMSP 2444	Cardiology	3-3-4
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Upon successful completion of this course, EMSP 2434, EMSP 2206, EMSP 2262, EMSP 2330, EMSP 2305, EMSP 2263, EMSP 2143 and EMSP 2164, the student is eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 1355, EMSP 1356, and EMSP 1338. Co-requisites: EMSP 2434, EMSP 2262, and EMSP 2206. See also admission requirements.		
EMSP 2458	Critical Care Paramedic	3-3-4
Prepares healthcare personnel to function as members of a critical care transport team. Co-requisite: EMSP 2160. See also admission requirements.		

ENGL English

ENGL 1301	Composition I	3-0-3
A study of the principles and techniques of written compositions including sentence structure, paragraph development, and paper organization. Also stresses the development of critical thinking as it applies to the textual analysis of expository prose. Prerequisite: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.		
ENGL 1302	Composition II	3-0-3
A continuation of ENGL 1301, emphasizing in more depth the principles and techniques of written compositions. Focus of compositions is on the development of critical thinking as it relates to the textual analysis of literary genres: the short story, poetry, drama, and the novel. Formal research paper is required. Prerequisite: ENGL 1301, or equivalent, with a grade of "C" or above.		

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- ENGL 2307 Creative Writing I 3-0-3**
This course provides practical experience in the techniques of imaginative writing. It is designed to engage students in practical criticism and contemporary trends while emphasizing the development of creative skills. Students will receive guidance and instruction in the skills and craft necessary to construct successful fiction (short stories) and poetry. Prerequisite: ENGL 1301, or equivalent, with a grade of "C" or above.
- ENGL 2308 Creative Writing II 3-0-3**
This course provides practical experience in the techniques of imaginative writing. The focus of this course will be genre specific. This course is designed to guide the student in completing a detailed outline of a working novel. It will expose students to constructive criticism of their own work, and develop appropriate critiquing skills to be applied to the writings of others. The course will also focus on developing skills to set and meet timelines for the completion of a large project. Prerequisite: ENGL 1301.
- ENGL 2311 Technical and Business Writing 3-0-3**
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: ENGL 1301 or equivalent, with a grade of "C" or above.
- ENGL 2322 British Literature I 3-0-3**
A survey of English literature from Beowulf to the major writers of the 18th Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.
- ENGL 2323 British Literature II 3-0-3**
A survey of English literature from the early Romantic writers to the Twentieth Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.
- ENGL 2327 American Literature I 3-0-3**
A survey of American literature from selected Pre-Colonial and Colonial literature to selected major writers of the American Renaissance period. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of our American literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.
- ENGL 2328 American Literature II 3-0-3**
A survey of American literature beginning with Walt Whitman and ending with selected major writers from the present. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis is on the individual selections themselves as outstanding expressions of our American literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.
- ENGL 2332 World Literature I 3-0-3**
A survey of the major works of world writers from ancient epics to Renaissance poetry. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected reading. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.
- ENGL 2333 World Literature II 3-0-3**
A survey of the major works of world writers from the Enlightenment to the Twenty-first Century. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGR Engineering

- ENGR 1201 Introduction to Engineering 2-0-2**
Introduction to engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society. Prerequisite: MATH 1414 or equivalent with a grade of "C" or above.
- ENGR 2301 Engineering Mechanics – Statics 3-0-3**
Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia. Prerequisite: MATH 2413 with a grade of C or above. Co-requisite: MATH 2414.

ENGR	2302	Engineering Mechanics – Dynamics	3-0-3
Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. Prerequisites: ENGR 2301 with a grade of C or above.			
ENGR	2305	Electric Circuits I	3-0-3
This course will cover Principles of electrical circuits and systems. Basic circuit elements, Kirchhoff's laws, node and mesh analysis, DC circuit analysis, operational amplifiers, transient and sinusoidal steady-state analysis, AC circuit analysis, first-and second-order circuits, and Bode plots. Prerequisite: MATH 2414 with a grade of C or above.			
ENGR	2332	Mechanics of Materials	3-0-3
This course will cover stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections in beams, combined loading, and combined stress. Prerequisite: ENGR 2301 with a grade of C or above.			

ENVR Environmental Science

ENVR	1401	Environmental Science I	3-3-4
A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Laboratory activities will reinforce concepts discussed in lecture. Prerequisites: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. Co-requisite: ENVX 1401.			

FDST Agriculture *see also* AGRI

FDST	1323	Principles of Viticulture I	2-3-3
Principles and practices of grape production including propagation, trellis and production systems, climate requirements, and economic factors affecting the choice of vineyard type and location.			
FDST	2320	Principles of Viticulture II	2-3-3
Principles and practices of grapevine production, including vineyard establishment, vine training and pruning, canopy management, nutrient and water.			

FIRT Fire Protection

FIRT	1301	Fundamentals of Fire Protection	3-0-3
Overview to fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection/service, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local governments, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, and basic fire chemistry and physics. Includes introduction to fire protection systems and introduction to fire strategy and tactics.			
FIRT	1303	Fire and Arson Investigation I	3-0-3
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.			
FIRT	1307	Fire Prevention Codes & Inspections	3-0-3
Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.			
FIRT	1309	Fire Administration I	3-0-3
Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.			
FIRT	1315	Hazardous Materials I	3-0-3
Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.			
FIRT	1319	Firefighter Health and Safety	3-0-3
Study of firefighter occupational safety and health in emergency and non-emergency situations.			
FIRT	1338	Fire Protection Systems	3-0-3
Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.			
FIRT	1349	Fire Administration II	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. Not offered in Texas.			
FIRT	2309	Firefighting Strategies and Tactics I	3-0-3
Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.			

FREN French

FREN 1411 Beginning French I 4-2-4

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

FREN 1412 Beginning French II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: FREN 1411 with a grade of "C" or above.

FREN 2311 Intermediate French I 3-0-3

This course includes grammar review, composition, and reading of French masterpieces, with conversation based on material read. Prerequisite: FREN 1411 and 1412 with a grade of "C" or above.

FREN 2312 Intermediate French II 3-0-3

This course continues reading of French masterpieces and drill on syntax as needed for reading, composition, and conversation. Prerequisite: FREN 2311 with a grade of "C" or above.

GEOG Geography

GEOG 1301 Physical Geography 3-0-3

This course introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment.

GEOG 1302 Human Geography 3-0-3

This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender, and ethnicity.

GEOG 1303 World Regional Geography 3-0-3

This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.

GEOL Geology

GEOL 1403 Physical Geology 3-3-4

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data. Co-requisite: GEOX 1403

GEOL 1404 Historical Geology 3-3-4

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils. Prerequisite: GEOL 1403. Co-requisite: GEOX 1404

GEOL 1405 Environmental Science 3-2-4

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Laboratory activities will cover methods used to collect and analyze earth science data.

GERM German

GERM 1411 Beginning German I 4-2-4

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

GERM 1412 Beginning German II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: GERM 1411 with a grade of "C" or above.

GERM 2311 Intermediate German I 3-0-3

This course includes grammar review, composition and practice in conversation, with readings in contemporary German writings. Includes short stories and some longer works, providing a conversational basis. Prerequisite: GERM 1411 and 1412 with a grade of "C" or above.

GERM 2312 Intermediate German II 3-0-3

This course continues reading in contemporary German writings and drill on syntax as needed for reading, composition, and conversation. Prerequisite: GERM 2311 with a grade of "C" or above.

GOVT Government

- GOVT 2304 Introduction to Political Science 3-0-3**
Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.
- GOVT 2305 Federal Government 3-0-3**
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.
- GOVT 2306 Texas Government 3-0-3**
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

GRPH Graphics and Printing Technology *see also* ARTC

- GRPH 1305 Introduction to Graphic Arts and Printing 2-4-3**
A study of the graphic and print industry, including the history of printing and techniques involved in the production and distribution of printed materials, printing terminology, and identification of career opportunities.
- GRPH 1309 Press Operations I 2-4-3**
Introduction to offset printing. Includes knowledge and skills for operating a small offset press. Emphasizes parts of the press and operation procedures, printing terminology, paper and inks, and cleanup. Prerequisite: GRPH 1305.
- GRPH 1374 Press Operations III 2-4-3**
Covers the press transport system, preparation of water and ink system and end of press run activities to include clean up of Hamada 234 press. Prerequisite: GRPH 2338.
- GRPH 1419 Bindery and Finishing Operations 3-3-4**
An overview of bindery and finishing equipment and techniques. Emphasis on parts and operation. Demonstration of sorting, folding, cutting, labeling, wrapping, packaging, and binding methods.
- GRPH 1459 Vector Graphics for Production 2-4-4**
A study and use of vector graphics for production. Students will compare the capabilities and functions of basic drawing tools in vector applications and develop graphics for production.
- GRPH 1474 Preventive Maintenance 3-3-4**
This course covers preventive maintenance of the offset printing press. A thorough study of the adjustments, preventive maintenance and simple repair on darkroom, composing room, press room, and bindery equipment.
- GRPH 2309 Digital Pre-press 2-4-3**
Theory and techniques for pre-press preparation using industry standard software for final file output. Topics include the procedures and problems involved in computer file preparation ranging from trapping, color separations, and resolutions to printing basics and service bureaus.
- GRPH 2338 Press Operations II 2-4-3**
Maintenance and operation of large sheet-fed offset press systems and production of process-color jobs with hairline registration. Prerequisite: GRPH 1309.
- GRPH 2488 Internship - Graphics & Printing Equipment Operator, General Production 0-19-4**
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

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

- HALT 1319 Landscape Construction 2-3-3**
Exploration of landscape construction materials and the methods used for installation. Topics on soil preparation, including wood, concrete, and masonry construction; and landscape lighting, including pools, spas, and general construction details.
- HALT 1322 Landscape Design 2-3-3**
A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.
- HALT 1324 Turf Grass Science and Management 2-3-3**
Coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.
- HALT 1338 Irrigation Water Management and Conservation 2-3-3**
Application of the science of soil-water plant relations and climatic conditions to develop effective scheduling and management of irrigation water systems for residential, commercial, industrial, park, and golf courses. Water conservation issues, water policies and codes and other related matters will be discussed.

HALT 1345 Golf/Sports Field/Park Management 2-3-3
Instruction in the management of golf courses, sports fields, and municipal parks departments. Topics include record keeping, budgeting, labor management, maintenance programs, financial reports, personnel management, and business functions.

HALT 1470 Horticulture – Home Gardening 2-4-4
This course provides the student with the fundamental skills necessary for planting and maintaining vegetable gardens crops, from both a home gardening and a commercial level of production. Specific topics include studies of soils, fertilizer, water requirements, container gardening, hydroponics gardening, pest control, composting, and plant propagation.

HALT 2308 Greenhouse Management 2-3-3
Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management.

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

HAMG 1313 Front Office Procedures 3-0-3
Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation.

HAMG 1321 Introduction to the Hospitality Industry 3-0-3
An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.

HAMG 1340 Hospitality Legal Issues 3-0-3
A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws.

HAMG 1342 Guest Room Management 3-1-3
A study of the working relationship among housekeeping, front office, and maintenance in the lodging industry.

HAMG 2301 Principles of Food and Beverage Operations 3-0-3
An overview of food and beverage management in various hospitality environments. Emphasizes cost controls from procurement to marketing and sales.

HAMG 2307 Hospitality Marketing and Sales 3-0-3
Identification of the core principles of marketing and sales in their impact on the hospitality industry.

HAMG 2332 Hospitality Financial Management 3-0-3
Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.

HAMG 2337 Hospitality Facilities Management 3-0-3
Identification of hospitality building systems and facilities; to include sustainability and risk management.

HAMG 2372 Hospitality Industry Training 3-0-3
This course provides a thorough look at training by addressing how to assess and analyze the training needs of new and established operations; design, implement, and evaluate training programs for non-management employees; manage the basic training functions; and train the trainer programs.

HAMG 2373 Final Project – Hospitality Management and Administration 3-0-3
Students will participate in a comprehensive project from conception to conclusion. The student will be required to plan and develop a project consisting of research, design, and layout. A formal written report and a demonstration and presentation of the process and results are required. Prerequisite: Consent of the program coordinator.

HAMG 2388 Internship - Hospitality Administration and Management 0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the program coordinator.

HART Heating, Air Conditioning and Refrigeration

HART 1341 Residential Air Conditioning 2-4-3
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisite or Co-requisite: HART 1401 and 1407.

HART 1401 Basic Electricity for HVAC 3-3-4
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Prerequisite: department consent required.

HART 1403 Air Conditioning Control Principles 3-3-4
A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. Prerequisite: HART 1401 and 1407.

HART	1407	Refrigeration Principles	3-3-4
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Prerequisite: Department consent required.			
HART	1445	Gas and Electric Heating	3-3-4
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Prerequisite or Co-requisite HART 1401.			
HART	2341	Commercial Air Conditioning	2-4-3
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisites: HART 1401 and 1407.			
HART	2342	Commercial Refrigeration	2-4-3
Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Prerequisites: HART 1401 and 1407.			
HART	2431	Advanced Electricity for HVAC	3-3-4
Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices. Prerequisites: HART 1401, 1403, 1407 and 1445.			
HART	2436	Air Conditioning Troubleshooting	3-3-4
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: HART 1401, 1403, 1407 and 1445.			
HART	2438	Air Conditioning Installation and Startup	3-3-4
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Prerequisite or co-requisite: HART 1407.			
HART	2445	Residential Air Conditioning System Design	3-3-4
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Prerequisite: HART 1407.			
HART	2449	Heat Pumps	3-3-4
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Prerequisites: HART 1401, 1403, and 1407.			
HART	2488	Internship - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR)	0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.			

HIND Hindi

HIND	1411	Beginning Hindi I	4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
HIND	1412	Beginning Hindi II	4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: HIND 1411 with a grade of "C" or above.			
HIND	2311	Intermediate Hindi I	3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: HIND 1411 and 1412 with a grade of "C" or above.			
HIND	2312	Intermediate Hindi II	3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: HIND 2311 with a grade of "C" or above.			

HIST History

HIST	1301	United States History I	3-0-3
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.			

HIST	1302	United States History II	3-0-3
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.			
HIST	2301	Texas History	3-0-3
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.			
HIST	2311	Western Civilization I	3-0-3
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.			
HIST	2312	Western Civilization II	3-0-3
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.			
HIST	2381	African-American History	3-0-3
Historical, economic, social, and cultural development of African-Americans and African-American issues.			

HITT Office Technology see also MDCA, MRMT, POFI, POFM, and POFT

HITT	1301	Health Data Content and Structure	2-4-3
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.			
HITT	1303	Medical Terminology II	2-4-3
A continuation of the study of medical terms through word origin and structure, abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Prerequisite: HITT 1305 or equivalent.			
HITT	1305	Medical Terminology I	2-4-3
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.			
HITT	1341	Coding and Classification Systems	2-4-3
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.			
HITT	1349	Pharmacology	2-4-3
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Prerequisite: HITT-1305 or MDCA-1309.			
HITT	2335	Coding and Reimbursement Methodologies	2-4-3
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisites: HITT 1341 and HITT 1305.			
HITT	2361	Clinical – Health Information/Medical Records Technology/Technician	0-9-3
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Completion of all first and second semester courses in the degree plan and departmental approval required.			

HLAB Histological Technician

HLAB	1302	Histotechnology I	2-3-3
Introduction to the basic theories and practices of histotechnology. Includes laboratory safety, fixation, tissue processing, embedding, microtomy and cryotomy, and routine staining.			
HLAB	1305	Functional Histology I	3-3-3
Recognition, composition, and function of cells, cell life cycles, blood, and basic tissue types.			
HLAB	1391	Special Topics in Histotechnology	3-0-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.			

HLAB 1401	Introduction to Histotechnology	3-3-4
Introduction to the healthcare environment and the histology laboratory. Includes laboratory safety and infection control; healthcare professionals; medical terminology; basic anatomy and physiology; laboratory mathematics; communication; and ethics, legal, and professional issues.		
HLAB 1443	Histotechnology II	3-3-4
A continuation of Histotechnology I. Introduces both theory and practice of common histochemical staining techniques. Topics include laboratory safety; laboratory mathematics and reagent preparation; basic tissue/dye bonding; differentiation and quality control; and nuclear, connective tissue, and carbohydrate staining techniques. Prerequisite: HLAB 1302.		
HLAB 1446	Functional Histology II	3-3-4
A continuation of Functional Histology I. Emphasis on the recognition, composition, and function of organ systems. Includes skeletal tissues, central nervous system, circulatory system, endocrine glands, and reproductive system. Prerequisite: HLAB 1305.		
HLAB 1460	Clinical - Histologic Technology/Histotechnologist I	0-24-4
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.		
HLAB 2341	Registry Review	3-0-3
Review of the major theoretical/practical applications in histotechnology. Includes fixation, processing, embedding, microtomy, frozen cryotomy, routine and special stains, tissue identification, immunohistochemistry, enzyme histochemistry, and electron microscopy.		
HLAB 2434	Histotechnology III	3-3-4
A continuation of Histotechnology II. Further introduces theory and practice of routine histochemical staining techniques. Techniques include microorganisms, tissue pigments and minerals, and neural tissue. Includes specialized techniques such as electron microscopy, immunohistochemistry, and muscle enzyme histochemistry. Prerequisite: HLAB 1302 and HLAB 1443.		
HLAB 2460	Clinical - Histologic Technology/Histotechnologist II	0-24-4
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis on employment skills, review of ethical and legal behavior, and professional development. Prerequisite: HLAB 1460.		

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

HMSY 1337	Introduction to Homeland Security	3-0-3
Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.		
HMSY 1338	Homeland Security Emergency Communications Management	3-0-3
A study of public safety communication system interactions. Topics include political and policy basis of emergency management, technology, mitigation, and disaster recovery. Includes an overview of incident command systems, emergency management, mitigation for emergency managers, and individual and community disaster education.		
HMSY 1340	Homeland Security Intelligence Operations	3-0-3
A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, management of operations, classification, production and analysis, and assessment of threat vulnerability. Source development will be conducted.		
HMSY 1341	Critical Infrastructure Protection	3-0-3
Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures.		
HMSY 1342	Understanding and Combating Terrorism	3-0-3
Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.		
HMSY 1370	Information Technology Security for Homeland Security Specialists	3-0-3
This course covers the basics of information technology security. Topics covered are: the uses of cyber crime by terrorist organizations and their impact on our nation's information-based infrastructure, government, corporate, and private institutions and citizens; how to protect data and infrastructure from cyber crimes and electronic terrorism. Desktop computer, organizational infrastructure, communications infrastructure, and network security will also be covered. The course includes a study of the uses of computer forensics and methods to defend against cyber attacks. It will examine applications with proven success and tie them to real-life scenarios.		
HMSY 1371	Counter Terrorism	3-0-3
This course will provide students with a broad understanding of the basic structure, roles and missions of the counterterrorism community in homeland security. The course will examine the definition of terrorism by investigating what motivates individuals to commit acts of terrorism, the political, legal, and policy measures that must be in place to execute counterterrorism measures, the rules of engagement in counterterrorism that affects commanders and policy makers, the role of both the legislature and courts regarding counterterrorism, the role of state sponsored terrorism and how the media influences counterterrorism operations and the implications of counterterrorism on homeland security and policies for the United States.		

HMSY 1470 Final Project in Homeland Security and Emergency Management 4-0-4
Students will participate in a comprehensive project from conception to conclusion. The student will be required to plan and develop a project consisting of research, design, and layout. A formal written report and a demonstration and presentation of the process and results are required. Prerequisite: Department approval required.

HMSY 2337 Managing a Unified Incident Command 3-0-3
A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios.

HPRS Nursing see also RNSG

HPRS 2300 Pharmacology for Health Professions 3-0-3
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. BIOL 2401 is a recommended prerequisite or co-requisite for this course.

HRPO Business Administration and Management see also BMGT, BUSG and MRKG

HRPO 1311 Human Relations 3-0-3
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301 Human Resources Management 3-0-3
Behavioral and legal approaches to the management of human resources in organizations.

HUMA Humanities

HUMA 1315 Fine Arts Appreciation 3-0-3
This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience. Prerequisite: None

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

IFWA 1318 Nutrition for the Food Service Professional 3-0-3
An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

IMED Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, INMT, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY

IMED 1316 Web Design I 2-4-3
Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers. Instruction in web page design specifications including HTML5, CSS3, and validation. Use of websites and browsers. Prerequisites: ITNW 1337.

INDO Indonesian

INDO 1411 Beginning Indonesian I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

INDO 1412 Beginning Indonesian II 4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: INDO 1411 with a grade of "C" or above.

INDO 2311 Intermediate Indonesian I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: INDO 1411 and 1412 with a grade of "C" or above.

INDO 2312 Intermediate Indonesian II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: INDO 2311 with a grade of "C" or above.

INMT Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY

INMT 1317 Industrial Automation 2-4-3
Applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of set-up, maintenance, and testing of the automated system. Prerequisites: None.

ITAL Italian

ITAL 1411 Beginning Italian I 4-2-4

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

ITAL 1412 Beginning Italian II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: ITAL 1411 with a grade of "C" or above.

ITAL 2311 Intermediate Italian I 3-0-3

This course includes grammar review, composition, and reading of Italian masterpieces, with conversation based on material read. Prerequisite: ITAL 1411 and ITAL 1412 with a grade of "C" or above.

ITAL 2312 Intermediate Italian II 3-0-3

This course continues reading of Italian masterpieces and drill on syntax as needed for reading composition and conversation. Prerequisite: ITAL 2311 with a grade of "C" or above.

ITCC Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITNW, ITSC, ITSE, ITSW, ITSY

ITCC 1414 CCNA 1: Introduction to Networks 3-3-4

This course covers networking architecture, structure, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum.

ITCC 1440 CCNA 2: Routing and Switching Essentials 3-3-4

Describes the architecture, components, and basic operation of routers and explains the basic principles of routing and routing protocols. It also provides an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Prerequisite: ITCC 1414

ITCC 2412 CCNA 3: Scaling Networks 3-3-4

CCNA R&S: Scaling Networks (ScaN) covers the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches using advanced protocols. Prerequisite: ITCC 1440.

ITCC 2413 CCNA 4: Connecting Networks 3-3-4

WAN technologies and network services required by converged applications in a complex network; enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Prerequisite: ITCC 2412.

ITCC 2441 CCNA Security 3-3-4

Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products, and solutions; and secure router design, installation, configuration, and maintenance; AAA and VPN implementation using routers and firewalls. Prerequisite: Departmental approval.

ITCC 2459 Advanced Voice Over Internet Protocol (VOIP) 3-3-4

Voice Over Internet Protocol (VOIP) architecture, components, and functionality. Includes VOIP signaling, call control, voice dial plans, configuring voice interfaces, dial peers, and quality of service (QoS) technologies. Prerequisite: Department approval required.

ITNW Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITSC, ITSE, ITSW, ITSY

ITNW 1313 Computer Virtualization 2-4-3

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. Prerequisite: 6 hours of Networking coursework (any combination of ITNW and/or ITCC).

ITNW 1316 Network Administration 2-4-3

An introduction to the basic concepts of network administration. Prerequisites: None

ITNW 1337 Introduction to the Internet 2-4-3

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

ITNW 1345 Implementing Network Directory Services 2-4-3

In-depth coverage of the skills necessary to install, configure, and administer Network Directory service. Prerequisites: ITNW1316 or concurrent enrollment.

ITNW 1353 Supporting Network Server Infrastructure 2-4-3

Installing, configuring, managing, and supporting a network infrastructure. Prerequisites: INTW1316 or concurrent enrollment.

ITNW 1358	Network+	2-4-3
Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional. Prerequisites: None		
ITNW 1451	Fundamentals of Wireless LANs	3-3-4
Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. Prerequisite: Department approval.		
ITNW 1454	Implementing and Supporting Servers	3-3-4
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Prerequisites: ITNW1316 and ITNW1345.		
ITNW 2354	Internet/Intranet Server	2-4-3
Advanced concepts in the designing, installing, and administration of an Internet/Intranet server. Prerequisites: ITNW1316, ITNW1345, and ITNW1353.		
ITNW 2356	Designing a Network Directory Infrastructure	2-4-3
Design, implement, and support a network directory infrastructure in a multi-domain environment. Prerequisites: ITNW1345 or concurrent enrollment.		
ITNW 2488	Internship - Computer Systems Networking and Telecommunications	0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 30 semester hours in computer science courses and consent of the Department Chair.		
ITSC Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSE, ITSW, ITSY		
ITSC 1301	Introduction to Computers	3-1-3
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. COSC 1301 is an acceptable substitution for this course. Prerequisites: None		
ITSC 1309	Integrated Software Applications I	2-4-3
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. BCIS 1305 is an acceptable academic substitution for this course. Prerequisites: None		
ITSC 1316	Linux Installation and Configuration	2-4-3
Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. Prerequisite: None.		
ITSC 1325	Personal Computer Hardware	2-4-3
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Prerequisites: None		
ITSC 1405	Intro. to PC Operating Systems	3-3-4
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Prerequisites: 6 semester hours in computer science courses.		
ITSC 1415	Project Management Software	3-3-4
Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools. Prerequisites: 6 semester hours in computer science courses.		
ITSC 2425	Advanced Linux	3-3-4
Provides instruction in advance open-source Linux operating system. Develops directory services for clients, support users remotely, and install and configure network services. Prerequisite: ITSC 1316.		
ITSC 2435	Application Software Problem Solving	3-3-4
Utilization of appropriate application software to solve advanced problems and generate customized solutions. Prerequisite: 30 semester hours of computer science course work		
ITSC 2439	Personal Computer Help Desk Support	3-3-4
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Prerequisites: 12 semester hours in computer science courses.		
ITSC 2486	Internship - Computer and Information Sciences, General	0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 30 semester hours in computer science courses and consent of the Department Chair.		

ITSE Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSW, ITSY

ITSE 1302 Computer Programming 2-4-3
Introduction to computer programming including design, development, testing, implementation, and documentation. COSC 1336 is an acceptable academic substitution for this course. Prerequisite: ITSE 1329.

ITSE 1329 Programming Logic and Design 3-1-3
Problem-solving applying structured techniques and representation of algorithms using design tools. Includes testing, evaluation, and documentation. Techniques and application for programming design and development for desktop, web, and database application. COSC 1315 is an acceptable academic substitution for this course. Prerequisites: None

ITSE 1359 Introduction to Scripting Languages 2-4-3
Introduction to scripting languages including basic data types, control structures, regular expressions, input/output and textual analysis. Prerequisite: ITSC 1316.

ITSE 2402 Intermediate Web Programming 3-3-4
Techniques for Web development. Includes server-side and client-side scripting. Prerequisites: ITSE 1329 and ITNW 1337.

ITSE 2486 Internship - Computer Programming/Programmer, General 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 29 semester hours in computer science courses and consent of the Department Chair

ITSW Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSY

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

ITSY Computer Information Technology and Systems see also BCIS, CETT, COSC, CPMT, ELMT, IMED, INMT, ITCC, ITNW, ITSC, ITSE, ITSW

ITSY 1342 Information Technology Security 2-4-3
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Prerequisites: ITNW 1358 or ITCC 1414 or concurrent enrollment with either.

ITSY 2330 Intrusion Detection 2-4-3
Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team. Prerequisite: ITSY 1342 and ITSC 1316.

ITSY 2401 Firewalls and Network Security 3-3-4
Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Prerequisites: ITNW 1358 or ITSC 1316 or concurrent enrollment with either.

ITSY 2441 Security Management Practices 3-3-4
In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. Prerequisites: 6 semester hours of Information Technology Security coursework (ITSY).

ITSY 2442 Incident Response & Handling 3-3-4
In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. Prerequisites: 6 semester hours of Information Technology Security coursework (ITSY).

ITSY 2445 Network Defense and Countermeasures 3-3-4
This is a practical application and comprehensive course that includes the planning, design, and construction of defenses for a complex network that will sustain an attack, document events, and mitigate the effects of the attack. Prerequisite: ITSY 2401.

ITSY 2459 Security Assessment and Auditing 3-3-4
Course Description: Capstone experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place to assure regulatory compliance. Prerequisites: 12 semester hours of Information Technology Security coursework (ITSY)

ITSY 2486 Internship - Computer and Information Systems Security 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 29 semester hours in computer science courses and consent of the Department Chair

JAPN Japanese

JAPN 1411 Beginning Japanese I 4-2-4

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

JAPN 1412 Beginning Japanese II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: JAPN 1411 with a grade of "C" or above.

JAPN 2311 Intermediate Japanese I 3-0-3

Review and application of skills in listening, comprehension, and speaking; introduction to advanced grammar patterns; and acquisition of additional Japanese characters. Prerequisite JAPN 1411 and 1412 with a grade of "C" or above.

JAPN 2312 Intermediate Japanese II 3-0-3

This course continues reading in contemporary Japanese writings and drill on syntax as needed for reading, composition, and conversation. Prerequisite: JAPN 2311 with a grade of "C" or above.

KINE Kinesiology

KINE 1106/1107 Basketball 0-3-1

This course is designed to acquaint students with basic fundamentals of basketball to include dribbling, passing, shooting and offensive/defensive positioning. This course also introduces basic rules and terminology of basketball.

KINE 1108/1109 Bowling 0-3-1

This course introduces students to fundamentals of bowling, lane etiquette, target bowling, 3-6-10 spare system and scoring. The course also includes individual bowling and in-class league tournament.

KINE 1110/1111 Fitness Walking 0-3-1

This course is designed to acquaint students with fitness walking as a choice to improve cardiovascular endurance. Also includes an introduction to basic resistance and core exercise to provide a full-body workout.

KINE 1114/1115 Spin Bike 0-3-1

This course is designed to improve fitness and endurance by participating in an indoor cycling workout. Also includes core exercise.

KINE 1122/1148 Kickboxing/Aerobics 0-3-1

This course introduces students to proper Kickboxing technique and form. Kickboxing will be used to develop fitness in cardiovascular endurance, muscular endurance, flexibility, balance, speed and coordination.

KINE 1123/1124 Muay Thai Kickboxing 0-3-1

This course introduces students to the fundamental basics of Muay Thai kickboxing. Muay Thai is the art of 8 limbs using boxing, elbow strikes, knee strikes and kicks as weapons. This system provides strength, cardiovascular fitness and self-defense

KINE 1125/1126 Physical Conditioning 0-3-1

This course emphasizes the development of cardiovascular fitness, muscular strength, muscular endurance, and flexibility through the use of cardio-activities, resistance training and core exercises.

KINE 1127/1128 Soccer 0-3-1

This course is designed to acquaint students with the basic fundamentals of soccer to include dribbling, passing, tackling, shooting, throw-ins and offensive/defensive positioning. Also introduces basic rules and terminology of soccer.

KINE 1132/1133 Swimming 0-3-1

This course is for students who have little or no experience in the water to the advanced swimmer. Students will be taught basic water safety, floating, treading water, proper breathing and 5 basic swim strokes (front crawl, backstroke, breaststroke, elementary back stroke and side stroke).

KINE 1135/1136 Tennis 0-3-1

This course is designed to acquaint students with the basic fundamentals of tennis to include basic groundstrokes, serving, volleying and offensive/defensive positioning. Students will also learn basic rules, terminology and etiquette of the game.

KINE 1137/1138 Volleyball 0-3-1

This course is designed to acquaint students with the basic fundamentals of volleyball to include passing, setting, serving, hitting and offensive/defensive positioning. Students will also learn basic rules and terminology.

KINE 1139/1140 Water Fitness 0-3-1

This course is designed to increase cardiovascular endurance, muscular endurance, strength and flexibility while using the water resistance. The resistance of water reduces impact on the joints of the body and challenges all fitness levels. Swimming skills are not required.

KINE 1143/1144 Weight Training 0-3-1

This course is designed for the beginner or novice weight lifter. This course introduces fundamental skills of weight training for personal fitness. Emphasis is placed on proper techniques, training programs and nutrition.

KINE	1146/1147 Yoga	0-3-1
This course is designed to improve muscular strength, endurance, flexibility, posture, balance and relaxation techniques. Students gain an increased understanding of yoga postures, benefits associated with yoga and meditation.		
KINE	1149/1150 Jogging	0-3-1
This course is designed for the beginner as well as the novice jogger. Students begin with low-intensity, short-distance training before progressing into a more aggressive, longer training distance. The course covers proper running mechanics, types of training and benefits of cardiovascular training.		
KINE	2100/2104 Zoomba Cardio	0-3-1
Zoomba is a Latin inspired dance-fitness course that incorporates international and pop music for a total-body workout. This course combines all elements of fitness, such as cardio, muscle conditioning, balance and flexibility.		
KINE	2105/2106 Krav Self-Defense	0-3-1
This course involves multiple levels of self-defense, various martial arts techniques, and skills based on safety principles such as the ABCs of Conflict Avoidance, your body's natural weapons, and target areas for striking. Self-defense training will teach you to be in control, have an action plan, and react quickly to any situation.		
KINE	2107/2108 Boot Camp	0-3-1
This course incorporates High Intensity Interval Training (HITT) in a motivating boot camp setting. Bootcamp classes combine functional training exercises and partner and group training. This course incorporates running, plyometric drills, body weight exercises, medicine balls, battle ropes, tires, free weights, sand bags and more.		
KINE	2109/2110 Eagle Fit	0-3-1
This course uses varied functional movements performed at high intensity in a team setting similar to CrossFit. The movements are taken from gymnastics, weight lifting, running, towing, and a variety of other types of workouts.		
KINE	1301 Introduction to Physical Fitness & Sport	3-0-3
A course which introduces the student to the fields of health, physical education, and recreation. Emphasis on the scope and organization of professional activities, opportunities and qualifications of the professional physical educator. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.		
KINE	1304 Personal/Community Health I	3-0-3
Investigation of the principles and practices in relation to personal and community health. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.		
KINE	1306 First Aid	3-0-3
First aid topics include how to assess and act in the event of injuries (including cuts, burns, joint injuries, and temperature-related illnesses). Splinting and bandaging techniques are covered. CPR topics include how to recognize an emergency, caring for conscious and unconscious choking victims, recognizing signs of a heart attack, rescue breathing, and cardiopulmonary resuscitation, and provides an introduction to Automatic External Defibrillation. American Heart Association certification in Standard First Aid Responding to an Emergency as well as Adult/Child/Infant CPR, and CPR for the Professional certifications may be earned. An additional fee will be charged in this course for American Heart Association books and supplies. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.		
KINE	1308 Sports Officiating I	3-0-3
Theory and practice in techniques of officiating. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.		
KINE	1321 Coaching/Sports/Athletics I	3-0-3
Techniques and theories underlying the coaching of men's and women's sports. Special emphasis upon AIDS, equipment, organization, and administration of the program. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.		
KINE	1338 Concepts of Physical Fitness – Personal Trainer – NCSF Trainer Certification Course	3-0-3
To provide professional development as well as theoretical proficiency required for qualified personal trainers. This course will also provide a hands-on approach as an integral component of preparation for careers that emphasize exercise prescription and training utilizing a practical skill approach. After completion of this program students will be prepared to sit for the NCSF-CPT exam and enter the job market with a valid credential denoting their qualified status. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies nor the Associate of Applied Science of Applied Technology degrees. Prerequisite: None.		

KORE Korean

KORE	1411 Beginning Korean I	4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.		

KORE 1412	Beginning Korean II	4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: KORE 1411 with a grade of "C" or above.		
KORE 2311	Intermediate Korean I	3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: KORE 1411 and 1412 with a grade of "C" or above.		
KORE 2312	Intermediate Korean II	3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: KORE 2311 with a grade of "C" or above.		

LGLA Paralegal/Legal Assistant

LGLA 1301	Legal Research and Writing	3-0-3
Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.		
LGLA 1307	Introduction to Law and the Legal Profession	3-0-3
Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.		
LGLA 1317	Law Office Technology	3-0-3
Computer technology and software applications within the law office emphasizing the paralegal's role in the use of law office technology. Prerequisite: Completion of BCIS 1305 or ITSC 1309 is recommended.		
LGLA 1345	Civil Litigation	3-0-3
Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes paralegal's role in civil litigation.		
LGLA 1351	Contracts	3-0-3
Presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.		
LGLA 1353	Wills, Trust and Probate Administration	3-0-3
Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.		
LGLA 1355	Family Law	3-0-3
Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.		
LGLA 1372	National Security Law	3-0-3
Emphasizes emerging issues of national security laws, terrorism and national security crimes, national security detentions and trials, military tribunals, and clandestine operations. It includes legal challenges to Intelligence Operations and Collection, as well as legal issues involved in detaining and interrogating terrorist suspects, and prosecution of accused terrorists and their supporters in criminal courts and before military tribunals.		
LGLA 1391	Special Topics in Paralegal/Legal Assistance	3-0-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.		
LGLA 2303	Torts and Personal Injury Law	3-0-3
Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.		
LGLA 2311	Business Organizations	3-0-3
Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role.		
LGLA 2313	Criminal Law and Procedure	3-0-3
Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.		
LGLA 2321	Military Law	3-0-3
Principles of operation and management of military law are presented as applicable to paralegals including detailed coverage of Uniform Code of Military Justice (UCMJ), claims, military administrative law, legal assistance, and civil law as it applies to the military.		
LGLA 2333	Advanced Legal Document Preparation	3-0-3
The use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law. Prerequisite LGLA 1345.		

LGLA	2335	Advanced Civil Litigation	3-0-3
Implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills acquired in prior civil litigation courses. Prerequisite: LGLA 1345.			
LGLA	2388	Internship- Paralegal/Legal Assistant	0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.			

LMGT Logistics

LMGT	1319	Introduction to Business Logistics	3-0-3
A systems approach to managing activities associated with traffic, transportation, inventory management, warehousing, packaging, order processing, and materials handling.			

MATH Mathematics

MATH	1314	College Algebra	3-0-3
A study of relations and functions, polynomial functions and equations of degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, the binomial theorem, and mathematical induction. This course satisfies the mathematics requirement in most curricula, except mathematics and engineering. Please check your degree plan to determine the status of this course in your program of study. This course is occupationally related and serves as preparation in careers in sciences, social sciences, and business. This course does not meet the prerequisite for Pre-Calculus. Prerequisites: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.			

MATH	1316	Plane Trigonometry	3-0-3
Topics include trigonometric functions, radian and degree measure, circular functions, solving right and oblique triangle problems, deriving and verifying trigonometric identities, inverse trigonometric functions, and solving conditional equations. Prerequisites: Appropriate placement score or completion of the appropriate level of Developmental Studies course.			

MATH	1324	Mathematics for Business and Social Sciences	3-0-3
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.			

MATH	1325	Calculus for Business and Social Sciences	3-0-3
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I. Prerequisite: MATH 1314 or MATH 1324.			

MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3-0-3
Topics include sets, logic, number theory, geometric concepts, consumer finance, and an introduction to probability and statistics. Prerequisite: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. This course is for non-mathematics, non-science, and non-business students.			

MATH	1342	Elementary Statistical Methods	3-0-3
Topics include the collecting, organizing, and displaying of data; measures of central tendency, measures of variation, histograms, probability; probability distributions, binomial distributions, normal distributions, linear regression and their applications. Prerequisites: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.			

MATH	1350	Mathematics for Teachers I	3-0-3
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is the first semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of elementary analysis. Prerequisite: A grade of "C" or above in MATH 1314.			

MATH	1351	Mathematics for Teachers II	3-0-3
Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This is the second semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of these concepts. Prerequisite: A grade of "C" or above in MATH 1314.			

MATH	1414	College Algebra	4-0-4
A study of relations and functions, polynomial functions and equations of degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, the binomial theorem, and mathematical induction. This course satisfies the mathematics requirement in most curricula, and is the prerequisite for Pre-Calculus. Please check your degree plan to determine the status of this course in your program of study. This course is occupationally related and serves as preparation for careers in mathematics and engineering. Prerequisites: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course.			

MATH 2318	Linear Algebra	3-0-3
Topics include finite dimensional vector spaces; linear transformations and matrices; quadratic forms; and eigenvalues and eigenvectors. Prerequisite: MATH 2414 with a grade of "C" or better within the last 5 years.		
MATH 2320	Differential Equations	3-0-3
First and second order differential equations and their applications. Laplace Transforms, Fourier Series, and their applications.		
MATH 2412	Precalculus Math	4-0-4
Topics include applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Prerequisite: MATH 1414 with a grade of "C" or better within the last 5 years. (A previous study of trigonometry is helpful but not required.)		
MATH 2413	Calculus I	4-0-4
Calculus I is a first course in calculus which emphasizes limits and continuity; the Fundamental Theorem of Calculus; derivatives and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule; the mean value theorem; rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions; and an application to calculation of areas. Prerequisite: MATH 2412 with a grade of "C" or above.		
MATH 2414	Calculus II	4-0-4
Calculus II is a second course in calculus which emphasizes differentiation and integration techniques of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; and improper integrals. Prerequisite: MATH 2413 with a grade of "C" or better within the last 5 years.		
MATH 2415	Calculus III	4-0-4
Calculus III is a third course in calculus which emphasizes vectors and vector-valued functions; partial differentiation; Lagrange multipliers; multiple integrals; Jacobians; and application of the line integral which includes Green's Theorem, the Divergence Theorem, and Stoke's Theorem. Prerequisite: MATH 2414 with a grade of "C" or better within the last 5 years.		

MBST Maintenance Technology see also CBFM, CNBT, CRPT, ELPT, PFPB and WDWK

MBST 1507	Masonry I	2-7-5
Introduction to masonry including safety, tools and equipment, masonry materials, theory, terminology, federal and state guidelines, building plans, mortar mixing and spreading. Emphasis on the fundamentals of laying bricks and block. Prerequisite: CRPT 1429.		

MDCA Office Technology see also HITT, MRMT, POFI, POFM and POFT

MDCA 1302	Human Disease/Pathophysiology	2-4-3
A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.		
MDCA 1309	Anatomy and Physiology for Medical Assistants	2-4-3
Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.		

MLAB Medical Lab Technician

MLAB 1231	Parasitology/Mycology	2-1-2
An introductory course in clinical parasitology, mycology, and virology. A study of the taxonomy, morphology, and pathogenesis of human parasites, fungi, and viruses and the practical application of laboratory procedures, quality control, quality assurance and safety. Prerequisite: MLAB 1470.		
MLAB 1235	Immunology/Serology	2-1-2
An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety.		
MLAB 1415	Hematology	3-3-4
The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of routine and special hematology procedures, including quality control, quality assurance, safety, both manual and automated; red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases. Prerequisite: MLAB 1470.		
MLAB 1470	Introduction to Clinical Laboratory Science/Urinalysis	3-3-4
An introduction to clinical laboratory science, including quality control, laboratory math, safety, and laboratory operations including basic laboratory equipment. An introduction to urinalysis and body fluid analysis will include anatomy and physiology of kidney, and physical, chemical, and microscopic examination of urine, cerebrospinal fluid, and other body fluids. Attention will be focused on basic didactic and practical techniques in the following laboratory areas: microscopy, phlebotomy, immunology, chemistry, hematology, and urinalysis.		
MLAB 2221	Molecular Diagnostics for Clinical Laboratory Science	2-1-2
A comprehensive overview of the fundamental principles of clinical molecular diagnostics and explores the use of molecular techniques in the diagnosis of disease.		

MLAB 2360	Clinical II - Medical Laboratory Technician	0-18-3
A health related work based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Course may be repeated if topics and learning outcomes vary. Weekly site visits are conducted by the college faculty. Prerequisite: MLAB 2461.		
MLAB 2361	Clinical III - Medical Laboratory Technician	0-18-3
A health related work based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Course may be repeated if topics and learning outcomes vary. Weekly site visits are conducted by the college faculty. Prerequisite: MLAB 2462, 2360.		
MLAB 2401	Clinical Chemistry	3-3-4
An introduction to the principles, procedures, physiological basis, and significance of testing performed in Clinical Chemistry. Also includes basic chemical laboratory technique, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology and chemical analysis of body fluids. Prerequisite: MLAB 1415, 1470, BIOL, 2401, 2402, CHEM 1411, 1412, MATH 1314.		
MLAB 2431	Immunohematology	3-3-4
A study of blood antigens and antibodies. Presents quality control, basic laboratory techniques and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group and Rh typing, pre-transfusion testing, adverse effects of transfusions, and donor selection and components, and hemolytic disease of the newborn. Included in this course is a study of the theory and application of basic immunology including the principles of serological procedures. Prerequisite: MLAB 1415, 1470, BIOL 2401, 2402.		
MLAB 2434	Clinical Microbiology	3-3-4
Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting results. Prerequisite: MLAB 1415, 1470.		
MLAB 2462	Clinical I - Medical Laboratory Technician	0-24-4
A health related work based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Course may be repeated if topics and learning outcomes vary. Weekly site visits are conducted by the college faculty. Prerequisite: MLAB 1415, 1470, BIOL 2401, 2402, CHEM 1411, 1412, MATH 1314.		

MRKG Business Administration and Management see also BMGT, BUSG and HRPO

MRKG 1302	Principles of Retailing	3-0-3
Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.		
MRKG 1311	Principles of Marketing	3-0-3
Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, environmental, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.		
MRKG 2333	Principles of Selling	3-0-3
Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.		

MRMT Office Technology see also HITT, MDCA, POFI, POFM, and POFT

MRMT 1307	Medical Transcription I	2-4-3
Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: HITT 1305 or concurrent enrollment. Keyboarding proficiency and written communication skills recommended.		
MRMT 2333	Medical Transcription II	2-4-3
Transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Prerequisite: MRMT 1307.		
MRMT 2363	Clinical – Medical Transcription/Transcriptionist	0-9-3
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Completion of all first and second semester courses in the degree plan and departmental approval required.		

MSMG Military Science Management (ROTC)

The credit received from these courses is not transferable to a degree and cannot be applied towards degree completion.

MSMG 1201 Leadership and Personal Development

2-2-2

The course introduces cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as time management, physical fitness, and stress management relate to leadership, officership, and Army operations. Focus is placed on developing basic knowledge and comprehension of Army Leadership Dimensions while gaining a broad understanding of the ROTC program, its purpose in the Army, and its advantages for the student. One Two hour lecture and one Two hour Lab a week for one semester.

MSMG 1203 Introduction to Tactical Leadership

2-2-2

This course presents an overview of leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback and using effective writing skills. Cadets explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. Cadre role models and the building of stronger relationships among the cadets through common experience and practical interaction are critical aspects of this course. Prerequisite: None. One Two hour lecture and one Two hour Lab a week for one semester.

MSMG 1310 Foundations of Leadership

2-2- 3

This course explores the dimensions of creative and innovative tactical leadership strategies and styles by studying historical case studies and engaging in interactive student exercises. Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises. Focus is on continued development of the knowledge of leadership values and attributes through an understanding of rank, uniform, customs, and courtesies. Leadership case studies provide tangible context for learning the Soldier's Creed and Warrior Ethos as they apply in the Contemporary Operating Environment (COE). Prerequisites: Leadership and Personal Development and Introduction to Tactical Leadership or approval of the Military Science department. One Two hour lecture and one Two hour Lab a week for one semester.

MSMG 1312 Foundations of Tactical Leadership

2-2-3

This course examines the challenges of leading teams in the complex contemporary operating environment (COE). The course highlights dimensions of cross-cultural challenges of leadership in a constantly changing world and applies these challenges to practical Army leadership tasks and situations. Cadets develop greater self-awareness as they practice communication and team building skills. COE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios. Prerequisites: Leadership and Personal Development, Introduction to Tactical Leadership and Foundations of Leadership or approval of the Military Science department. One Two hour lecture and one Two hour Lab a week for one semester.

MUAP Music Applied

INDIVIDUALIZED INSTRUCTION IS OFFERED IN THE FOLLOWING AREAS - Voice, Piano, Winds, Strings (including guitar), Brass, Percussion. Literature from all style periods and technical skills will be emphasized. One half hour lesson per week for Levels I and II. One hour lesson per week for Levels III and IV. One hour practice per day is required. Instructor approval. Special fees apply.

Course	Title	Prerequisite	Credit
MUAP 1137	Brass I	None	0-1-1
MUAP 1138	Brass II	MUAP 1137	0-1-1
MUAP 2237	Brass III	MUAP 1138	0-2-2
MUAP 2238	Brass IV	MUAP 2237	0-2-2
MUAP 1169	Piano I	None	0-1-1
MUAP 1170	Piano II	MUAP 1169	0-1-1
MUAP 2269	Piano III	MUAP 1170	0-2-2
MUAP 2270	Piano IV	MUAP 2269	0-2-2
MUAP 1157	Percussion I	None	0-1-1
MUAP 1158	Percussion II	MUAP 1157	0-1-1
MUAP 2257	Percussion III	MUAP 1158	0-2-2
MUAP 2258	Percussion IV	MUAP 2257	0-2-2
MUAP 1101	Strings I	None	0-1-1
MUAP 1102	Strings II	MUAP 1101	0-1-1
MUAP 2201	Strings III	MUAP 1102	0-2-2
MUAP 2202	Strings IV	MUAP 2201	0-2-2
MUAP 1181	Voice I	None	0-1-1
MUAP 1182	Voice II	MUAP 1181	0-1-1
MUAP 2281	Voice III	MUAP 1182	0-2-2
MUAP 2282	Voice IV	MUAP 2281	0-2-2
MUAP 1117	Woodwinds I	None	0-1-1
MUAP 1118	Woodwinds II	MUAP 1117	0-1-1
MUAP 2217	Woodwinds III	MUAP 1118	0-2-2
MUAP 2218	Woodwinds IV	MUAP 2217	0-2-2

MUEN Music

MUEN 1132 Chamber (Small) Instrumental Ensembles 1-1-1
Smaller instrumental ensembles: wind, string, percussion, piano, or laboratory (jazz, rock, fusion, or contemporary).

MUEN 1142 Major (Large) Vocal Ensemble 1-1-1
This course is open to all students. The ensemble will perform a variety of styles of music and will perform on and off campus. Music majors are required to take one ensemble each semester. Prerequisite: none

MUEN 1152 Chamber (Small) Vocal Ensembles 1-1-1
Vocal ensemble, glee club, madrigal, or small swing choir.

MUSI Music

MUSI 1116 Sight Singing and Ear Training I 1-1-1
This course is designed to help the student develop the aural skills pertinent to proficiency in music theory. It includes the study and proper identification of melodic patterns, intervals and triads, and exercises in melodic dictation. This course should be taken concurrently with MUSI 1311. Prerequisite: None. This is a required course for music majors.

MUSI 1117 Sight Singing and Ear Training II 1-1-1
A continuation of Ear Training and Sight Singing I. Sight singing, intervals, triads, and seventh chords, asymmetric and mixed meters. Exercises in melodic and harmonic dictation. Prerequisite: MUSI 1116. This course should be taken concurrently with MUSI 1312. This is a required course for music majors.

MUSI 1181 Piano Class I 1-1-1
Introduction to the keyboard. Beginning and elementary level teaching literature and technical skills will be emphasized. Course is geared towards students who have little or no previous musical experience. Five hours weekly practice is required. Open to all students. Prerequisite: None.

MUSI 1183 Voice Class I 1-1-1
This course is concerned with the most basic principles of singing; correct breathing, posture and the proper use of the vocal anatomy (i.e., palate, larynx, and tongue). Basic vocal literature will be introduced. Open to All Students. Prerequisite: None.

MUSI 1188 Percussion Class I 1-1-1
Class instruction in the fundamental techniques of playing and teaching percussion instruments. Prerequisite: None.

MUSI 1192 Guitar Class I 1-1-1
This course is an introduction to the guitar. Beginning level literature and technical skills will be emphasized. Course is geared towards students who have little or no musical experience. Practice outside class is required. Open to all students. Prerequisite: None.

MUSI 1301 Fundamentals of Music I 3-0-3
An introduction to music including note reading, rhythm, intervals, triads, scales, and key signatures. Open to all students. Prerequisite: None.

MUSI 1304 Foundations of Music 3-0-3
A study of the basic fundamentals of music with an introduction to melodic, rhythmic, and harmonic instruments. Emphasis on participation in singing and reading music. For students in the field of education and the general college student. This course is not for music majors. Prerequisite: None.

MUSI 1306 Music Appreciation 3-0-3
This course is designed for the general college student. It emphasizes intelligent, directed listening to music with attention focused on the materials, the forms and the periods and styles of music. Course work will also cover the relation of music to other areas of cultural development. Prerequisite: None.

MUSI 1307 Music Literature 3-0-3
An in-depth study of the music, literature and history from the 15th through the 21st centuries. Emphasis will be placed on principle forms and composers of the literature of those historical periods. This course is designed for music majors, but is also appropriate for any student who has prior musical knowledge. Prerequisite: None.

MUSI 1311 Music Theory I 3-0-3
A continuation of Music Fundamentals. Harmonic progressions, seventh chords, cadences, pentatonic, and modal scales with an introduction to four-part writing. Prerequisite: MUSI 1301 or placement exam by the instructor. This course should be taken concurrently with MUSI 1116. This course is required for music majors.

MUSI 1312 Music Theory II 3-0-3
A continuation of Music Theory I with an introduction to four-part writing and analysis of music. Prerequisite: MUSI 1311 or placement exam by the instructor. This course should be taken concurrently with MUSI 1117. This course is required for music majors.

MUSI 2311 Music Theory III 3-0-3
A study of the harmonic materials of the 18th and 19th centuries through analysis and written exercises. Dominant and secondary seventh chords, secondary dominants, the diminished seventh chord, the Neapolitan sixth, the augmented sixth chords, nonharmonic tones, harmonic tones, harmonic dictation for the keyboard. Prerequisite: MUSI 1312. This course is required for music majors.

MUSI	2312	Music Theory IV	3-0-3
The study of harmony as an organizing element of the large-scale musical structure. Diatonic, chromatic and inharmonic modulations; the modulating sequence. Melody harmonization, analysis of larger works, harmonic dictation. Modulation to related and distant keys on the keyboard. Prerequisite: MUSI 2311. This course is required for music majors.			
MUSI	2389	Academic Cooperative	2-4-3
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of music.			
PASH Pashtu			
PASH	1411	Beginning Pashtu I	4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
PASH	1412	Beginning Pashtu II	4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PASH 1411 with a grade of "C" or above.			
PASH	2311	Intermediate Pashtu I	3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PASH 1411 and 1412 with a grade of "C" or above.			
PASH	2312	Intermediate Pashtu II	3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PASH 2311 with a grade of "C" or above.			
PERS Persian-Iranian/Afghan			
PERS	1411	Beginning Persian-Iranian/Afghan I	4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
PERS	1412	Beginning Persian-Iranian/Afghan II	4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PERS 1411 with a grade of "C" or above.			
PERS	2311	Intermediate Persian-Iranian/Afghan I	3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PERS 1411 and 1412 with a grade of "C" or above.			
PERS	2312	Intermediate Persian- Iranian/Afghan II	3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PERS 2311 with a grade of "C" or above.			
PFPB Maintenance Technology <i>see also CBFM, CNBT, CRPT, ELPT, MBST and WDWK</i>			
PFPB	2409	Residential Const. Plumbing I	3-3-4
Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home.			
PFPB	2445	Residential Const. Plumbing II	3-3-4
Installation of residential plumbing fixtures used in single- and multi-family housing. Prerequisite: PFPB 2409.			
PHIL Philosophy			
PHIL	1301	Introduction to Philosophy	3-0-3
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.			
PHIL	1304	Introduction to World Religions	3-0-3
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity and Islam.			
PHIL	2303	Introduction to Logic	3-0-3
The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.			
PHIL	2306	Introduction to Ethics	3-0-3
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.			
PHIL	2307	Introduction to Social and Political Philosophy	3-0-3
A study of major issues in social and political theory and/or the work of major philosophical figures in this area.			

PHIL	2321	Philosophy of Religion	3-0-3
A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil.			
PHYS Physics			
PHYS	1401	College Physics I	3-3-4
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce concepts discussed in lecture. Prerequisite: MATH 1314 and (MATH 1316 OR MATH 2412) Co-requisite: PHYX 1401.			
PHYS	1402	College Physics II	3-3-4
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce concepts discussed in lecture. Prerequisite: PHYS 1401. Co-requisite: PHYX 1402.			
PHYS	1403	Stars and Galaxies	3-2-4
This course is a study of stars, galaxies, and the universe outside our solar system. Laboratory activities will reinforce concepts discussed in lecture.			
PHYS	1404	Solar System	3-2-4
This course is a study of the sun and its solar system, including its origin. Laboratory activities will reinforce concepts discussed in lecture.			
PHYS	1405	Elementary Physics I	3-3-4
Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Offered at C&I locations only.			
PHYS	1415	Physical Science I	3-3-4
Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Prerequisite: None. Co-requisite: PHYX 1415.			
PHYS	2425	University Physics I	3-3-4
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Laboratory activities will reinforce concepts discussed in lecture. Prerequisite: MATH 2413. Co-requisite: PHYX 2425.			
PHYS	2426	University Physics II	3-3-4
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory activities will reinforce concepts discussed in lecture. Prerequisites: PHYS 2425 and MATH 2414. Co-requisite: PHYX 2426.			
PLAB Phlebotomy			
PLAB	1323	Phlebotomy	3-3-3
Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.			
PLAB	1360	Clinical: Phlebotomy/Phlebotomist	3-0-3
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.			
PLAB	1391	Special Topics in Phlebotomy/Phlebotomist	3-3-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.			
POFI Office Technology see also HITT, MDCA, MRMT, POFM and POFT			
POFI	1301	Computer Applications I	2-4-3
This course is an overview of office computer applications including current terminology and technology. An introduction to computer hardware, software applications, and procedures. Prerequisite: Keyboarding skills or concurrent enrollment in keyboarding course recommended.			
POFI	1349	Spreadsheets	2-4-3
Skill development in concepts, procedures, and application of spreadsheets. Prerequisite: POFI 1301.			
POFI	2301	Word Processing	2-4-3
Word processing software focusing on business applications. Prerequisite: POFT 1329 with a minimum grade of "C".			

POFI	2331	Desktop Publishing	2-4-3
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Prerequisite: Keyboarding and word processing skills or concurrent enrollment in word processing course recommended.			
POFI	2386	Internship - Business/Office Automation/Technology/Data Entry	0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.			
POFM Office Technology see also HITT, MDCA, MRMT. POFI and POFT			
POFM	1302	Medical Software Applications	2-4-3
Medical software applications for the management and operation of health care information systems. Keyboarding proficiency recommended.			
POFM	1317	Medical Administrative Support	2-4-3
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.			
POFM	1327	Medical Insurance	2-4-3
Survey of medical insurance including the life cycle of various claim forms, terminology, patient relations, and legal and ethical issues. Prerequisite: HITT 1305. Keyboarding and computer skills recommended.			
POFM	2310	Intermediate Medical Coding	2-4-3
Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases. Prerequisites: HITT 1341.			
POFM	2333	Medical Document Production	2-4-3
Create, format and produce publishable documents. Prerequisites: MRMT 1307 and MRMT 2333.			
POFM	2386	Internship - Medical Administrative/Executive Assistant and Medical Secretary	0-9-3
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Departmental approval required upon completion of certificate requirements.			
POFT Office Technology see also HITT, MDCA, MRMT. POFI and POFM			
POFT	1301	Business English	2-4-3
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding skills recommended.			
POFT	1307	Proofreading and Editing	2-3-3
Instruction in proofreading and editing skills necessary to assure accuracy in business documents.			
POFT	1309	Administrative Office Procedures I	2-4-3
Study of current office procedures, duties and responsibilities applicable to an office environment.			
POFT	1319	Records and Information Management I	2-4-3
Introduction to basic records and information management systems including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.			
POFT	1325	Business Math Using Technology	2-4-3
Skills development in business math problem solving using technology.			
POFT	1329	Beginning Keyboarding	2-4-3
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.			
POFT	1349	Administrative Office Procedures II	2-4-3
In-depth coverage of office procedures with emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1301, POFT 1329, POFT 1309 and concurrent enrollment in or completion of second year office technology courses recommended.			
POFT	2312	Business Correspondence and Communication	2-4-3
Development of writing and presentation skills to produce effective business communications. Prerequisites: POFT 1301 or ENGL 1301.			
POFT	2333	Advanced Keyboarding	2-4-3
A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Prerequisite: POFT 1329 and POFI 2301.			

POFT 2386 Internship - Administrative Assistant and Secretarial Science, General 0-9-3
 A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

PORT Portuguese

PORT 1411 Beginning Portuguese I 4-2-4
 This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

PORT 1412 Beginning Portuguese II 4-2-4
 Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PORT 1411 with a grade of "C" or above.

PORT 2311 Intermediate Portuguese I 3-0-3
 This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PORT 1411 and 1412 with a grade of "C" or above.

PORT 2312 Intermediate Portuguese II 3-0-3
 This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PORT 2311 with a grade of "C" or above.

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

PSTR 1301 Fundamentals of Baking 2-4-3
 Fundamentals of baking including dough, quick breads, pies, cakes, cookies, and tarts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. National Restaurant Association (NRA) Food Production Certificate Examination.

PSTR 1302 Cake Baking and Production 2-4-3
 Principles and techniques of cake production. Emphasizes ingredient identification, functions, mixing, and baking. Prerequisite: PSTR 1301.

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

PSTR 1306 Cake Decorating I 2-4-3
 Introduction to skills, concepts and techniques of cake decorating.

PSTR 2307 Cake Decorating II 1-5-3
 A course in decoration of specialized and seasonal products. Prerequisite: PSTR 1306.

PSTR 2331 Advanced Pastry Shop 2-4-3
 A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques. Prerequisite: PSTR 1301.

PSTR 2350 Wedding Cakes 1-5-3
 Skills, concepts, and techniques for preparing wedding cakes. Includes marzipan, molding chocolate-rolled fondant, chocolate garnish, flower making, and royal icing piping work. Prerequisite: PSTR 1306.

PSYC Psychology

PSYC 1300 Learning Framework 3-0-3
 A study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

PSYC 2301 General Psychology 3-0-3
 Survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC 2308 Child Psychology 3-0-3
 This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development.

PSYC	2314	Life Span Growth and Development	3-0-3
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.			
PSYC	2315	Psychology of Adjustment	3-0-3
Study of the processes involved in adjustment of individuals to their personal and social environments.			
PSYC	2316	Psychology of Personality	3-0-3
The study of various approaches to determinants, development, and assessment of personality.			

PSYT Mental Health Services see also CMSW, DAAC and SCWK

PSYT	1309	Health Psychology	2-2-3
An exploration of behavioral medicine and the interdependence of mind, body, and spirit. Topics include stress and its effect on body systems, techniques for improving and maintaining health and physiological, psychological, behavioral, and social effects of disease and disabilities.			
PSYT	1429	Interviewing and Communication Skills	3-3-4
This course provides instruction for the development of interviewing and communication skills in professional relationships. Students are encouraged to explore personal issues which may affect their ability to remain objective in the clinical setting. Demonstration of skills learned serves as an integral part of the lab process. Recommended: to be taken in the first semester.			
PSYT	2321	Crisis Intervention	2-2-3
Examination of crisis management and intervention theories in assisting clients in crisis situations. This course introduces assessment skills and techniques in rating the severity of crisis in three areas; affective, cognitive and behavioral.			
PSYT	2331	Abnormal Psychology	2-2-3
An examination and assessment of the symptoms, etiology, and treatment procedures of mental, emotional, and behavioral disorders. Attention is paid to diagnostic criteria, predisposing factors, and dual diagnosis. Recommended prerequisite: PSYC 2301.			
PSYT	2345	Principles of Behavior Management and Modification	2-2-3
An analysis of behavior management and cognitive theories and techniques with emphasis on their applications. Topics covered include basic principles of behavior and behavior change, procedures to establish new behaviors, and procedures to increase desirable behaviors and decrease undesirable behaviors. Genetic, cultural, environmental, and social factors will be considered, as well as predisposing factors, perceptions, and prior learning.			

PUNJ Punjabi

PUNJ	1411	Beginning Punjabi I	4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
PUNJ	1412	Beginning Punjabi II	4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: PUNJ 1411 with a grade of "C" or above.			
PUNJ	2311	Intermediate Punjabi I	3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: PUNJ 1411 and 1412 with a grade of "C" or above.			
PUNJ	2312	Intermediate Punjabi II	3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: PUNJ 2311 with a grade of "C" or above.			

RBTC Robotics

RBTC	1343	Robotics	3-0-3
This course will identify and discuss safety, installation, and maintenance concepts; describe the various power sources used in robotics; identify the types of robot interface systems; explain and demonstrate programming methods and control devices; and demonstrate the types and uses of end effectors.			
RBTC	1345	Robot Interfacing	2-4-3
A study of the basic principles of robot controllers, controller input/output, memory, and interfacing with computer integrated manufacturing. Prerequisite: RBTC 1343.			
RBTC	1391	Special Topics in Robotics Technology/Technician	3-0-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.			

RBTC 2345 Robot Application, Set-up, and Testing 2-4-3
A capstone course that provides the student with laboratory experience in the installation, set-up, and testing of robotic cells. Topics include maintenance. Prerequisite: RBTC 1345.

RELE Real Estate

RELE 1200 Contract Forms and Addenda 2-0-2
Promulgated Contract Forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms and case studies involving use of forms. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.

RELE 1219 Real Estate Finance 2-0-2
Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.

RELE 1303 Real Estate Appraisal 3-0-3
A study of the central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting.

RELE 1311 Law of Contracts 3-0-3
Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.

RELE 1315 Property Management 3-0-3
A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.

RELE 1325 Real Estate Mathematics 3-0-3
Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements.

RELE 1406 Real Estate Principles 4-0-4
An overview of licensing as a real estate broker and salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community real estate principles reinvestment. This course meets the Texas Real Estate Licensing Act (TRELA) requirements for a core course on Real Estate principles. Fulfills the 60-hour requirement for salesperson license.

RELE 2301 Law of Agency 3-0-3
A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of agency. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate Agency Law.

RELE 2488 Internship- Real Estate 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: RELE 1311, 1406, 2301, and consent of the Department Chair.

RELE 2489 Internship- Real Estate 0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: RELE 2488 or BMGT 2488 or BMGT 2370 and consent of the Department Chair.

RNSG Nursing see also HPRS

RNSG 1115 Health Assessment 0-3-1
Development of skills and techniques required for a comprehensive nursing health assessment within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community will be included throughout the course. Prerequisite: HPRS 2300, BIOL 2401, BIOL 2420, ENGL 1301. Co-requisite: RNSG 1413, RNSG 1262, BIOL 2402.

RNSG 1229 Integrated Nursing Skills II 1-2-2
Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse patients across the life span. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. The concepts of communication, caring community, and clinical reasoning are used throughout the course. Prerequisite: Students must be Licensed Vocational Nurses, or certified EMT-Paramedic and receive Department Chair consent prior to enrolling. Prerequisites: BIOL 2401. ENGL 1301, PSYC 2301. Co-Requisite: BIOL 2402. BIOL 2420, HPRS 2300.

RNSG 1262	Clinical-Nursing I (RN Training)	0-9-2
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The concepts of communication, caring, community, and clinical reasoning are used throughout the course. Prerequisites: BIOL 2401, BIOL 2420, ENGL 1301, HPRS 2300. Co-requisites: RNSG 1115, RNSG 1413, BIOL 2402.		
RNSG 1331	Principles of Clinical Decision-Making	2-3-3
Examination of selected principles related to the continued development of the professional nurse as a provider of patient- centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes; perioperative care; pain; respiratory disorders; peripheral vascular disorders; immunologic disorders; and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. The concepts of communication, caring, community, and clinical reasoning are used throughout the course. Prerequisite: ENGL 1301, HPRS 2300, BIOL 2401, BIOL 2402, BIOL 2420, RNSG 1115, RNSG 1413, RNSG 1262. Co-requisites: PSYC 2301, RNSG 2213, RNSG 1363. Articulation Option Perquisites: RNSG 1229, HPRS 2300, PSYC 2301, ENG 1301, BIOL 2401, BIOL 2402, BIOL 2420. Articulation Option Co-requisites: RNSG 2213, RNSG 1363, PSYC 2314.		
RNSG 1347	Concepts of Clinical Decision-Making	2-3-3
Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of patient- centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders and integumentary disorders. Discussion or knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community, and clinical reasoning are used throughout the course. Prerequisites: PSYC 2301, RNSG 1331, RNSG 2213, RNSG 1363. Co-requisites: RNSG 1412, PSYC 2314, RNSG 2362. Articulation Option Prerequisite: PSYC 2314.		
RNSG 1363	Clinical -Nursing II	0-18-3
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The concepts of communication, caring, community, and clinical reasoning are used throughout the course. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2402, RNSG 1115, RNSG 1413, RNSG 1262. Co-requisites: RNSG 1331, RNSG 2213, PSYC 2301. Articulation Option Co-requisite: PSYC 2314, RNSG 1331, RNSG 2213.		
RNSG 1412	Nursing Care of Childbearing and Childrearing Family	3-3-4
Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application or systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childbearing family from birth to adolescence; and competency in knowledge, judgment, skill and professional values within a legal/ ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring community, and clinical reasoning are used throughout the course. Prerequisite: RNSG 1331, RNSG 2213, RNSG 1363, PSYC 2301. Co-Requisites: RNSG 1347, RNSG 2362, PSYC 2314. Articulation Option Pre-requisite: RNSG 1331, RNSG 2213, RNSG 1363, PSYC 2314, RNSG 1347, RNSG 2362.		
RNSG 1413	Foundations for Nursing Practice	2-7-4
Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision- making and critical thinking. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community, and clinical reasoning are included throughout the course. Prerequisite: BIOL 2401, BIOL 2420, ENGL 1301, HPRS 2300. Co-requisites: RNSG 1262, RNSG 1115, BIOL 2402.		
RNSG 2213	Mental Health Nursing	1-3-2
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families. The concepts of communication, caring, community, and clinical reasoning will be included throughout the course. This course lends itself to a blocked approach. Prerequisites: BIOL 2402. RNSG 1115, RNSG1413, RNSG 1262. Co-requisites: RNSG 1331, RNSG 1363, PSYC 2301. Articulation Option Prerequisites: RNSG 1229, HPRS 2300, BIOL 2402, BIOL 2420. Articulation Option Co-requisites: RNSG 1363, RNSG 1331, PSYC 2314.		
RNSG 2221	Professional Nursing Leadership and Management	1-3-2
Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community and clinical reasoning will be included throughout the course. Prerequisites: RNSG 1347, RNSG 1412, RNSG 2362, PSYC2314. Co-requisites: RNSG 2331, RNSG 2363, ELCT.		
RNSG 2331	Advanced Concepts in Adult Health	2-3-3
Application of advanced concepts and skills for the development of the professional nurses roles in caring for adult patients and families. Emphasis on advanced knowledge, judgment, skills and professional values within a legal/ethical framework. The concepts of communication, caring community, and clinical reasoning are used throughout the course. Prerequisite: RNSG 1347, RNSG 1412, RNSG 2362, PSYC 2314. Co-requisites: RNSG 2221. RNSG 2363, ELCT.		

RNSG 2362 Clinical - Nursing III (RN Training) 0-18-3
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The concepts of communication, caring, community, and clinical reasoning are used throughout the course. Prerequisites: PSYC 2301, RNSG 2213, RNSG 1331, RNSG 1363. Co-requisites: RNSG 1347, RNSG 1412, PSYC 2314.

RNSG 2363 Clinical-Nursing IV (RN Training) 0-18-3
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The concepts of communication, caring, community, and clinical reasoning are used throughout the course. Prerequisites: RNSG 1347, RNSG 1412, RNSG 2362, PSYC 2314. Co-requisites: RNSG 2331, RNSG 2221, ELCT.

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

RSTO 1204 Dining Room Service 1-3-2
Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

RSTO 1301 Beverage Management 3-0-3
A study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

RSTO 1313 Hospitality Supervision 3-0-3
Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development.

RSTO 1321 Menu Management 3-0-3
A study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

RSTO 1325 Purchasing for Hospitality Operations 3-0-3
Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

RSTO 2307 Catering 2-2-3
Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

RSTO 2405 Management of Food Production and Service 2-4-4
A study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning, and customer food preferences. Includes laboratory experiences in quantity food preparation and service.

RUSS Russian

RUSS 1411 Beginning Russian I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

RUSS 1412 Beginning Russian II 4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: RUSS 1411 with a grade of "C" or above.

RUSS 2311 Intermediate Russian I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: RUSS 1411 and 1412 with a grade of "C" or above.

RUSS 2312 Intermediate Russian II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: RUSS 2311 with a grade of "C" or above.

SCWK Mental Health Services see also CMSW, DAAC and PSYT

SCWK 2301 Assessment and Case Management 2-4-3
Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for screening, assessment, and case management to determine the need for prevention, intervention, and/or referral. Prerequisites: CMSW 1309, DAAC 1319, PSYT 1329, PSYT 2321, PSYT 2331.

SOCI Sociology

- SOCI 1301 Introduction to Sociology 3-0-3**
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.
- SOCI 1306 Social Problems 3-0-3**
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.
- SOCI 2301 Marriage and The Family 3-0-3**
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.
- SOCI 2319 Minority Studies 3-0-3**
This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

SOCW Mental Health Services

- SOCW 2361 Introduction to Social Work 3-0-3**
This course explores the development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.
- SOCW 2362 Social Welfare as a Social Institution 3-0-3**
Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives are explored.

SPAN Spanish

- SPAN 1411 Beginning Spanish I 4-2-4**
The study of basic Spanish grammar with the development of frequently used vocabulary. This course develops students' speaking, listening, reading and writing skills so they will be able to express their own ideas and interact with others. Some culture points are integrated to introduce students to the everyday lives of Spanish speakers in the twenty-one countries of the Spanish-speaking world.
- SPAN 1412 Beginning Spanish II 4-2-4**
The study of basic Spanish grammar and vocabulary development continued from the SPAN 1411 curriculum. Prerequisite: SPAN 1411 with a "C" or above.
- SPAN 2311 Intermediate Spanish I 3-0-3**
The study of grammar and vocabulary with emphasis on conversation and writing. This course will introduce students to Spanish culture and history as well as Latin American culture and history. Prerequisites: SPAN 1411 and SPAN 1412 with a "C" or above.
- SPAN 2312 Intermediate Spanish II 3-0-3**
The continuation of SPAN 2311. Emphasis on complex grammar, composition and conversation about Spanish American topics. Prerequisite: SPAN 2311 with a "C" or above.

SPCH Speech

- SPCH 1144 Forensic Activities I 1-0-1**
Study and practice of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. May include some travel to area forensic tournaments as a member of CTC's speech team.
- SPCH 1145 Forensic Activities II 1-0-1**
Study and practice of the nine individual speaking events that are commonly a part of forensic competition. Stresses research of subject matter, performance, and professionalism as a competitive speaker. May include some travel to area forensic tournaments as a member of CTC's speech team.
- SPCH 1315 Public Speaking 3-0-3**
Course encompasses both theory and practice of communicating with others and includes research, composition, organization, and delivery of speeches for various purposes and occasions.

SPCH	1318	Interpersonal Communication	3-0-3
Theory, examples, and participation in exercises to improve effective one-to-one and small-group communication.			
SPCH	1321	Business and Professional Communication	3-0-3
Theories and skills of speech communication as applied to business and professional situations. Includes participating in an interview, preparing a resume and cover letter, engaging in problem-solving discussions, and delivering public speeches.			
SPCH	2144	Forensic Activities III	1-0-1
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses advanced research of subject matter, performance, and professionalism as a competitive speaker. May include some travel to area forensic tournaments as a member of CTC's speech team.			
SPCH	2145	Forensic Activities IV	1-0-1
Study and practices of the nine individual speaking events that are commonly a part of forensic competition. Stresses advanced research of subject matter, performance, and professionalism as a competitive speaker. May include some travel to area forensic tournaments as a member of CTC's speech team.			
SPCH	2341	Oral Interpretation	3-0-3
Study and practice in the principles of oral reading of literature. Stresses analyzing good literature and recreating the logical and emotional content for an audience. Also includes group oral interpretation.			

TECA Child Development

TECA	1303	Families, School, & Community	3-1-3
A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and course includes a minimum of 16 hours of field experiences.			
TECA	1311	Educating Young Children	3-1-3
An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; course includes a minimum of 16 hours of field experiences.			
TECA	1318	Wellness of the Young Child	3-1-3
A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; course includes a minimum of 16 hours of field experiences.			
TECA	1354	Child Growth & Development	3-0-3
This course is a study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.			

TECM Industrial Mathematics

TECM	1301	Industrial Mathematics	3-0-3
This course will cover math skills applicable to industrial occupations, including fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications.			

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

TRVM	1300	Introduction to Travel and Tourism	3-0-3
An overview of the travel and tourism industry. Emphasis on travel careers and the impact of tourism on society.			
TRVM	2301	Introduction to Convention/Meeting Management	3-0-3
Overview of the meetings and convention industry and the various aspects and skills involved in planning and managing meetings, conventions and expositions. Emphasis on types of meetings, meeting markets, industry suppliers, budget and program planning, site selection and contract negotiations, registration and housing, food and beverage requirements, function and meeting room setup, and audiovisual requirements.			

TURK Turkish

TURK	1411	Beginning Turkish I	4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
TURK	1412	Beginning Turkish II	4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: TURK 1411 with a grade of "C" or above.			

TURK 2311 Intermediate Turkish I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: TURK 1411 and 1412 with a grade of "C" or above.

TURK 2312 Intermediate Turkish II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: TURK 2311 with a grade of "C" or above.

URDU Urdu

URDU 1411 Beginning Urdu I 4-2-4
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

URDU 1412 Beginning Urdu II 4-2-4
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: URDU 1411 with a grade of "C" or above.

URDU 2311 Intermediate Urdu I 3-0-3
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisites: URDU 1411 and 1412 with a grade of "C" or above.

URDU 2312 Intermediate Urdu II 3-0-3
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: URDU 2311 with a grade of "C" or above.

VNSG Nursing - LVN

VNSG 1126 Gerontology 1-0-1
Overview of the physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult. Prerequisites: BIOL 2401, HPRS 2300. Co-requisites: VNSG 1222, 1323.

VNSG 1160 Clinical - Practical Nurse I 0-6-1
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1323, 1222, 1126. Co-requisites: VNSG 1227, 2331.

VNSG 1219 Leadership and Prof. Development 1-1-2
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. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Co-requisites: VNSG 1301, 1429, 1560.

VNSG 1222 Vocational Nursing Concepts 2-0-2
Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Prerequisites: BIOL 2401, HPRS 2300. Co-requisites: VNSG 1126, 1323.

VNSG 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. Prerequisites: BIOL 2401, HPRS 2300. Co-requisites: VNSG 2331.

VNSG 1230 Maternal-Neonatal Nursing 2-0-2
A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Fall Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160, 1301, 1219, 1429, 1560. Fall Co-requisites: VNSG 1432, 1234, 2360. Spring Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Spring Co-requisites: VNSG 1429, 1234, 1360.

VNSG 1234 Pediatrics 2-1-2
Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process. Fall Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160, 1301, 1219, 1429, 1560. Fall Co-requisites: VNSG 1432, 1230, 2360. Spring Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Spring Co-requisites: VNSG 1429, 1230, 1360.

VNSG 1301 Mental Health & Mental Illness 3-0-3
Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Co-requisites: VNSG 1301, 1219, 1560.

VNSG 1323	Basic Nursing Skills	1-6-3
Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions. Prerequisites: BIOL 2401, HPRS 2300. Co-requisite: VNSG 1126, 1222.		
VNSG 1360	Clinical - Practical Nurse II	0-17-3
An intermediate/advanced health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Co-requisites: VNSG 1230, 1234, 1429.		
VNSG 1429	Medical - Surgical Nursing I	3-2-4
Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Fall Adm. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Fall Adm. Co-requisites: VNSG 1301, 1219, 1560. Spring Adm. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Spring Adm. Co-requisites: VNSG 1230, 1234, 1429, 1360.		
VNSG 1432	Medical - Surgical Nursing II	3-2-4
Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Fall Adm. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160, 1301, 1219, 1560, 1429. Fall Adm. Co-requisites: VNSG 1230, 1234, 2360. Spring Adm. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Spring Adm. Co-requisites: VNSG 1230, 1234, 1429, 1360.		
VNSG 1560	Clinical - Practical Nurse II	0-25-5
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fall Adm. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Fall Adm. Co-requisites: VNSG 1301, 1219, 1429.		
VNSG 2331	Advanced Nursing Skills	1-6-3
Application of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1323. Co-requisites: VNSG 1227, 1160.		
VNSG 2360	Clinical – Practical Nurse III	0-17-3
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Capstone course. Fall Adm. Prerequisites: BIOL 2401, HPRS, 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160, 1301, 1219, 1429, 1560. Fall Adm. Co-requisite: VNSG 1432, 1230, 1234.		
VNSG 2560	Clinical – Practical Nurse III	0-19-5
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Capstone course. Spring Adm. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160, 1230, 1234, 1429, 1360. Spring Adm. Co-requisite: VNSG 1301, 1219, 1432		

WDWK Maintenance Technology

WDWK 1413	Cabinet Making I	2-5-4
Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools. Prerequisite: CRPT 1429 .		
WDWK 2351	Cabinet Making II	2-4-3
Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation. Prerequisite: WDWK 1413.		

WLDG Welding

WLDG 1312	Introduction to Flux Cored Arc Welding	2-4-3
An overview of terminology, safety procedures, and equipment set-up. Practice in performing various joints using Flux Cored Arc Welding (FCAW) equipment.		
WLDG 1313	Introduction to Blueprint Reading for Welders	2-4-3
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Prerequisite: WLDG 1323.		
WLDG 1317	Introduction to Layout and Fabrication	2-4-3
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Prerequisite: WLDG 1313, WLDG 1323 and WLDG 1425.		
WLDG 1323	Welding Safety, Tools, and Equipment	2-4-3
An introduction to welding careers, equipment and safety practices, including OSHA standards for industry.		

WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	3-3-4
An introduction to oxy-fuel welding and cutting, safety, set up and maintenance of oxy-fuel welding, and cutting equipment and supplies. Prerequisite: WLDG 1323.		
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	3-3-4
An introduction to the shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Prerequisites: WLDG 1323 and WLDG 1425.		
WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	3-3-4
Principles of gas metal arc (GMAW) welding, setup and use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. Prerequisites: WLDG 1323.		
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	3-3-4
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs. Prerequisites: WLDG 1323.		
WLDG 1435	Introduction to Pipe Welding	3-3-4
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Prerequisite: WLDG 1457.		
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	3-3-4
A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. Prerequisite: WLDG 1428.		
WLDG 2413	Intermediate Welding Using Multiple Processes	2-7-4
Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW) or any other approved welding process.		
WLDG 2435	Advanced Layout and Fabrication	3-3-4
An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills. Prerequisite: WLDG 1317.		
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	2-7-4
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisites: WLDG 1323 and WLDG 1457.		
WLDG 2447	Advanced Gas Metal Arc Welding (GMAW)	3-3-4
Advanced topics in gas metal arc welding (GMAW). Includes welding in various positions. Prerequisite: WLDG 1430.		
WLDG 2451	Advanced Gas Tungsten Welding (GTAW)	3-3-4
Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: WLDG 1434.		
WLDG 2453	Advanced Pipe Welding	2-7-4
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.		
WLDG 2488	Internship - Welder/Welding Technology	0-19-4
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.		

Continuing Education

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

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

Continuing Education classes may be offered in the following areas:

Professional Development & Workforce Education

Basic Peace Officer Academy
Basic Jailer Course
Telecommunications Course
Truck Driving
Veterinary Assistant
Project Management Professional Certification Program
Project Management Professional (PMP) Exam Boot Camp

Allied Health Care Professions

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

Customized Training

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

Online Continuing Education

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

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

Professional Development and Workforce Education

Basic Peace Officer Academy

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

CJLE 1006 Basic Peace Officer I

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. *** (160 hours)

CJLE 1012 Basic Peace Officer II

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. *** (160 hours)

CJLE 1018 Basic Peace Officer III

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. *** (160 hours)

CJLE 1024 Basic Peace Officer IV

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. *** (160 hours)

CJLE 1029 Basic Peace Officer V

Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement approved Basic Peace Officer Academy Course #1000. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. *** (160 hours)

Basic Jail Course

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

Basic Telecommunicator Course

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

Project Management Professional Certification Program

The Project Management Professional (PMP®) credential is the most important industry-recognized certification for people working in project management. Our program is a five-meeting course that delivers the critical details needed for a successful, accelerated learning experience. You will learn how to initiate, plan, execute, monitor, control and close projects. Upon completion, you will be able to demonstrate you have the experience, education and competency to successfully lead and direct projects.

Project Management Professional (PMP) Exam Boot Camp

To earn your PMP® credential, you must meet the experience and education requirements plus pass the PMP® examination, a 200-question, multiple-choice test. Regardless of how advanced your project management experience or education might be you should still prepare vigorously for the exam. In this class, you will review test-relevant material, complete practice exercises and receive a four-hour take home exam that can be taken multiple times.

Truck Driving

A program that prepares individuals to apply technical knowledge and skills to drive trucks and buses, delivery vehicles, for-hire vehicles and other commercial vehicles. Includes instruction in operating gas, diesel, or electrically-powered vehicles; loading and unloading cargo or passengers; reporting delays or accidents on the road; verifying load against shipping papers; arranging transportation for personnel; and keeping records of receipts and fares.
(Total 160 Contact Hours)

CVOP 2033 Advanced Driving Skills I

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

CVOP2037 Advanced Driving Skills II

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

Veterinary Assistant

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

VTHT 1012 Veterinary Assistant

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

Allied Health Care Professions

Clinical Medical Assistant Training Program

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

MDCA 1009 Anatomy and Physiology

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

MDCA 1010 Medical Assistant Interpersonal and Communication Skills

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

MDCA 1017 Procedures in a Clinical Setting

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

MDCA 1052 Medical Assistant Lab. Procedures

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

MDCA 2031 Adv. Medical Assistant Technology

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

Certified Nurse Aide Training Program

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

NURA 1001 Nurse Aide for Health Care

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

NURA 1060 Clinical Nursing Assistant/Aide

Students will receive a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (40 hours)

Licensed Massage Therapy

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

MSSG 1007 Busi. Practices & Professional Ethics

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

MSSG 1013 Anatomy & Physiology for Massage

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

MSSG 2013 Kinesiology for Massage

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

MSSG 2014 Pathology for Massage

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

MSSG 1009 Health and Hygiene

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

MSSG 1005 Hydrotherapy/Therapeutic Modalities

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

MSSG 1011 Massage Fundamentals I

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

MSSG 2011 Massage Fundamentals II

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

MSSG 1091 Special Topics (Healthcare Communication)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (45 hours)

MSSG 2086 Internship

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. (50 hours)

Pharmacy Technician

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

PHRA 1001 Introduction to Pharmacy

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

PHRA 1002 Pharmacy Law

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

PHRA 1009 Pharmaceutical Math

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

PHRA 1013 Community Pharmacy Practice

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

Personnel

Deans

Janice Anderson, Dean, Central Campus and Service Area
Raul Garcia, Dean, Fort Hood and Continental Campuses
Gary Kindred, Dean, Europe Campus
Stephanie Legree-Roberts, Dean, Institutional Accountability and Curriculum Support
Lori Purser, Dean, Library Services
Dr. Johnelle L. Welsh, Dean, Student Services

Division Directors

James D. Barton, Internal Auditor
Sharon Davis, Director, Distance Education and Educational Technology
Cliff Gaines, Director, Information Technology
Ted Gonzalez, Director, Business Services/Contracting Officer
Mark Harmsen, Director, Facilities Management
Holly Jordan, Director, Human Resource Management
Robert W. Liberty, Comptroller
Deborah L. Shibley, General Counsel/Director, Risk Management

Associate Deans

Kerstin Brooks, Associate Dean, Central Campus
Eva Hutchens, Associate Dean, Enrollment Services
Stephen O'Donovan, Associate Dean, Admissions, Registration, Records, and Registration
Mark Pollett, Associate Dean, Adult Education and Service Area
Elaine Riley, Associate Dean, Fort Hood Campus
Annabelle L. Smith, Associate Dean, Financial Aid/Veterans Services

Personnel

Janice Allen, Coordinator, Lampasas
Lena Anderson, Academic Advisor
Roger Anderson, Assistant Director, Risk Management
Shelly Anderson, Academic Advisor, Evening and Weekend College
Jodi Andrews, Coordinator, Student Files/Records Retention
Pattie Aponte, Assistant Manager, Accounts Receivable
James Atchley, IT Desktop Technology Service Manager
Debra Austin, Director Payroll Services
Nelida Baker, Coordinator, Graduations
Troy Barber, Disability Coordinator
Amy Bawcom, Director, CTC Foundation
Shannon Bralley, Director, Admissions and Recruitment
Cheryl Burks, Student Advisor, Hamilton
Debbie Bush, Coordinator, Military Support Services
Douglas Bussell, Coordinator, Institutional Research and Effectiveness
Diana Castillo, Quality Liaison
Terry Caston, Coordinator, Veterans Services
Teresa Chavez, Director, Continuing Education
Kimberley Christian, Director, Recruitment Communications and Outreach
Amy Churchill, Coordinator, Distance Learning Operations
Justin Conover, Lead Student Services Advisor
Jennifer Cowfer, Coordinator, Marble Falls SAC
Pearl Creviston, Director, Financial Aid
Viola Crowder-Moger, Continuing Education, Director of Licensed Massage Therapy Program
Charese Cruz, Student Services Advisor
Julie Davenport, Manager, Systems Engineering, Distance Education and Educational Technology
Shaun Davis, Coordinator, Employee Benefits
Sonia Davis, Student Services Advisor

Janill Deal, Director, Public Education and Special Projects
Karen Dewees, Coordinator, Student Services
Laszlo Eosze, Lab Coordinator, Computer Science, Central Campus
David Fisher, Evaluator, Gatesville TDCJ/SAC
Brigitte Flynt, Director, College Credit for Heroes
Eva Garcia, Coordinator, Business Office, Fort Hood Campus
Victor Gates, Director, Testing Services
Shelly Gonsalves, Assistant Director, Human Resource Management
Tonia Griffin, Recruiter/Advisor
Dr. Lelia Hackett, Director, Institutional Effectiveness
Lorrie Hammer, Assistant Comptroller
Debbie Hansen, Director, Evaluations and Graduation
Sharon Herman, Coordinator, Course Scheduling
Tammy Holloway, Assistant Director, Business Services
Keisha Holman, Director, Career Planning & Placement
Richard R. Ibarra, Jr., Intramural Director
Steven Ivy, Program Manager, MSE/MOS Troop School, Fort Hood Campus
Sam Jackson, Math Resource Coordinator, Central Campus
Ricci Johns, Coordinator, Brady
Kenneth Jordan, Assistant Director, Facilities Management
Georgianna Karppi, Coordinator, Degree Audit
Jeanette Kendrick, IT Information Systems Consultant
Rowena Killough, Coordinator, GoArmyEd/eArmyU
Tamiko Kinnebrew, Lead Student Services Advisor
Eileen Ledet, Manager, Inventory Control
Stephanie Ledlow-Arndt, Associate Registrar of Technology
Tracy Lehmkuhler, Manager, Accounts Receivable
Carla Littlefield, Director, IT Customer Service
Timothy Loomis, Coordinator, College Credit for Heroes
Rebecca Lopez, Director, International Student Services
Cynethia Mahone, Recruiter, Student Services, Fort Hood Campus
Gerald Mahone-Lewis, Director, Substance Abuse Resource Center
Veronica Martin, Director, CATE Center Advising/Tech Prep
Morgan Matlock, Continuing Education Coordinator, Professional Development Programs
JoAnn Maxon, Manager, Reprographics
Angela May, Distance Learning Quality Assurance Manager
Roger McIntosh, Coordinator, Evaluations, Student Services
Barbara Merlo, Director, Community Relations & Technical Publications
Kristine Miller, Coordinator, Course Scheduling
Chalitta Moore, Academic Advisor
Marianela Morales, Coordinator, Testing, Fort Hood Campus
Teresa Morris, Coordinator, Document Imaging and Electronic Workflow
Atina Myazoe, Student Services Advisor
Sarah Mylcraine, Coordinator, Community Enrichment Programs
Christopher Niswonger, Academic Advisor
Terri K. O'Connor, Manager, IT Infrastructure Support, Computer Operations
Michael Oliver, Business Office Supervisor
Sue Payne, Webmaster
Sherry L. Pollett, Bursar
Ron Porter, Disability Coordinator
Jeffery Rankin, Director, SAC Gatesville
Barbara Riffel-Darter, Director, IT Information Systems
Felicia Robinson, Coordinator, Student Financial Aid
Gail Roderique, Supervisor, Accounts Payable
Lorene H. Roseberry, Coordinator, Course Scheduling
Max Rudolph, General Manager, KNCT-TV/FM
Laurie Sackett, Academic Advisor
Dr. Christy Shank, Director, Disability Support Services
R. Anne Sloane, Evaluator, Student Services, Fort Hood Campus
Lynn Spivey, Director, Burnet/Llano
Susan Stribling, Supervisor of Testing Services

Brian Sunshine, Director, Government and Community Relations
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Mariceli Vargas, Director, Student Life & Student Activities
Bruce Vasbinder, Coordinator, Community Relations and Marketing
Dexter Ward, Building Coordinator, Fort Hood Campus
Nadine Webber, Evaluator, Gatesville TDCJ/SAC
Mary Wheeler, Director, Security Services
Amy Williams, Admissions Counselor/TSI Coordinator
Caroline Williams, Coordinator, Central Records and Registration
Karla Williams, Vocational/Technical Advisor, Perkins
Michelle Williams, Evaluator/Advisor
Kim Wood, Coordinator, Mental Health Services
Billy Woodson, Instructional Department Manager
David Scott Wyman, Coordinator, Employee Training
Michele Yamasta, Coordinator, DL Admissions and Registration
Joseph Young, Instructional Technology Manager
Teresa Zinke, Director, Child Development Center/Lab School

Faculty

Figures in parentheses indicate date of first appointment on the Central Texas College staff and date of appointment to present position, respectively.

Aviation Science

Curtis Gibson, Department Chair (1981, 1987)
 Aviation Science
 A.A.S., Central Texas College
 B.S., University of Central Texas
 M.S., University of Central Texas

Timothy R. Hulon, Assistant Chief Flight Instructor (2012)
 Aviation Science
 A.A.S., Central Texas College
 B.S., Texas A&M University Central-Texas

Michael Hutyra, Assistant Chief Flight Instructor (1998)
 Aviation Science
 B.S., University of Central Texas

Clinton Ross, Assistant Chief Flight Instructor (2016)
 Aviation Science
 A.A.S., Central Texas College
 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

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 Aviation Science
 A.A.S., Central Texas College
 B.A.S., University of Central Texas

Business Administration/Paralegal/ Hospitality/Public Administration

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

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

Richard Hindman (2001)
 Hospitality Programs
 B.A., Texas Tech University
 M.S., University of North Texas

Vancy L. Hobbs (2007, 2008)
 Hospitality (Gatesville)
 A.G.S., Central Texas College
 B.S., Excelsior College

Elke Jensen (1999)
 Hospitality (Fort Hood Campus)
 A.G.S., Central Texas College
 A.A.S., Central Texas College
 B.S., Excelsior College
 M.S., Tarleton State University

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 Business Administration - *Management*
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 Hospitality
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 A.G.S., Jefferson Community College
 A.A.S., Central Texas College
 B.S., Excelsior College
 M.B.A., Tarleton State University

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

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 Business Management (Gatesville)
 A.A., Central Texas College
 B.A., Campbell University
 M.A., Webster University

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 Business Administration
 B.B.A., University of North Texas
 M.B.A., Tarleton State University
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 Paralegal/Legal Assistant
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 Post Doctorate Studies graduate TJAGSA, VA Military Law

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Homeland Security and Emergency Management
A.A., Central Texas College
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Hospitality
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Additional graduate studies, Texas A&M University-Central Texas

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Business Administration - *Accounting*
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M.P.A., University of Texas at Austin

Child Development

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Communications

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M.A. National University
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Communications
B.A., Metropolitan State College of Denver
M.A., University of Northern Colorado
Ph.D., University of Denver

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Communications - *English*
B.A., Millsaps College
M.A., University of Southern Mississippi
Ph.D., University of Southern Mississippi

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Communications – *Speech*
B.A.,E., Northwestern Oklahoma State University
M Ed., Southwest Texas State University
Ed. D., Baylor University

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Communications - *English*
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Communications - *English* (Fort Hood Campus)
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B.A., Baylor University
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M.A., Tarleton State University

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Communications - *Modern Languages*
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M.A.T., Southwest Texas State University

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Ed.D., University of Houston

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M.A., Purdue University

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B.M., Mississippi State University
M.A., University of Arkansas
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M.A., West Virginia University
Ed., Cert., Methodist College

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Communications
B.F.A., Baylor University
M.A., Baylor University

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Communications - *Spanish* (Fort Hood Campus)
B.A., Western New Mexico University
M.Ed., Eastern New Mexico University

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Communications - *Modern Languages*
B.A., Juniata College
M.A., West Virginia University
Ph.D., University of Texas-Austin

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Computer-Aided Drafting & Design

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Computer-Aided Drafting & Design
B.DES., University of Florida
B.ARCH., Texas Tech University
M.S., Georgia Institute of Technology
Registered Architect

Computer Information Technology and Systems

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Computer Information Technology and Systems
A.A.S., Community College of the Air Force
B.S., Embry-Riddle Aeronautical University
M.S., Colorado Technical University

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B.S., Baghdad University
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Computer Information Technology and Systems and
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B.S., U.S. Naval Academy
M.S., Naval Postgraduate
M.S., Nova Southeastern University

Developmental Studies

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

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

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M.S., Tarleton State University

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M.A. Mississippi State University

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M.S., George Mason University

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M.S., Baylor University

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M.Ed. TESOL, Grand Canyon University

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B.S., University of Mary Hardin-Baylor
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M.F.A., Bowling Green State University
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A.S., Mendocino College
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Developmental Studies - *Mathematics*
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B.S., Tarleton State University
M.S., Texas A&M University

Electronics

Norman D. Ahlhelm (1999, 2016)
Electronics
A.A.S., Community College of the Air Force
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M.S., Colorado Technical University

Matthew Minner (2017)
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Fine Arts

Regina Allen (2016)
Fine Arts - *Visual Arts*
B.A., Washington University in St. Louis
B.F.A., Washington University in St. Louis
M.F.A., Northwestern University

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Fine Arts – *Music*
B.M., University of Mary Hardin-Baylor
M.M.E., University of Texas at Arlington
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Fine Arts- *Drama*
B.A., Smith College
M.A., University of Central Florida
Ph.D., University of Pittsburgh

Celinda Hallbauer (1998)
Fine Arts - *Music*
B.M., University of Texas at Austin
M.M., Baylor University

Chad Hines (2010)
Fine Arts - *Art*
B.F.A., University of Mary Hardin Baylor
M.A., Stephen F. Austin
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James M. Salter, Department Chair (2002, 2010)
Fine Arts/Drama and Film Studies
B.A., California State University, Sacramento
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Industrial Technology

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Industrial Technology - *Diesel*
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Simon Garcia (2005)
Industrial Technology - *Automotive*
A.A.S., Central Texas College

Timothy Gohdes (2006)
Industrial Technology - *Heating and Air Conditioning*
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Industrial Technology - *Welding*
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Industrial Technology - *Diesel*
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Frank Morgan (2006)
Industrial Technology
Building Trades/Maintenance Technology
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Michael Morgese (2016)
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A.A.S., Central Texas College
B.S., Texas A&M University - Central Texas

David Walker (2005)
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A.A.S., Central Texas College

Kinesiology

Christine N. Holden Department Chair (1990, 2015)
Kinesiology
B.S., Southwest Texas State University
M.Ed., Tarleton State University

Marilyn L. Mapes (2009)
Kinesiology
B.S., University of Mary Hardin-Baylor
M.S. Ed., Tarleton State University

Reineer Schelert (2004)
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B.S., Lubbock Christian University
M.S., Texas Tech University
Additional graduate studies, Texas A&M University

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B.S., University of Mary Hardin-Baylor
M.S. Ed., Tarleton State University

Mathematics

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B.S., Tarleton State University
M.S., Tarleton State University

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Mathematics
B.S., Baylor University
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Mathematics
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Mathematics
B.A., Kentucky State University
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Engineering and Mathematics
B.S. University of Technology
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Mathematics
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Mathematics
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B.S., Cameron University
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Mental Health Services

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M.Ed., Tarleton State University

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Mental Health Services
B.S., Tarleton State University
M.S., Tarleton State University/Texas A&M-Central Texas

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Mental Health Services
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B.A., University of Texas at Austin
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Nursing and Allied Health

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Nursing and Allied Health - *EMT/Paramedic*
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Nursing and Allied Health - *Associate Degree Nursing*
A.A.S., Angelo State University
B.S.N., Angelo State University
M.S.N., Grand Canyon University

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Nursing and Allied Health - *Vocational Nursing*
B.S.N., University of Mary Hardin-Baylor
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Nursing and Allied Health - *Associate Degree Nursing*
B.S.N., University of Mary Hardin-Baylor
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Nursing and Allied Health - *Associate Degree Nursing*
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B.S.N., University of Texas at Arlington
M.S.N., Texas A&M University - Corpus Christi
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Nursing and Allied Health - *Associate Degree Nursing*
A.A.S., Central Texas College
M.S.N., Texas A&M University

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Nursing and Allied Health - *Associate Degree Nursing*
A.A.S., Owens Community College
B.S., University of Findlay
M.S.N., Walden University

Fermina (Marilyn) Espaillet (2008)
Nursing and Allied Health - *Associate Degree Nursing*
A.A.S., Anne Arundel Community College
B.S.N., University Mary Hardin-Baylor
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B.S., University of Saint Mary
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M.S.N., Drexel University
M.S.Ed., Nebraska Methodist College

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Nursing and Allied Health - *Vocational Nursing*
A.A.S., Burlington County College
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Nursing and Allied Health - *EMT/Paramedic*
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A.A.S., Central Texas College
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Nursing and Allied Health - *Associate Degree Nursing*
A.A.S., Central Texas College
B.S.N., University of Texas - Arlington
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Nursing and Allied Health - *Associate Degree Nursing*
B.B.A., University of Mary Hardin-Baylor
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Delores Williams, Clinical Coordinator/Professor (1990,
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Nursing and Allied Health - *Associate Degree Nursing*
A.A., Temple College
B.S.N., University of Mary Hardin-Baylor
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Office Technology

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A.A.S., Central Texas College
B.S., Tarleton State University
M.Ed., University of Arkansas
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Office Technology
A.A.S., Central Texas College
B.S., University of Central Texas

Melissa E. Gonzalez (2011)

Office Technology
BPS, University of Mary Hardin-Baylor
MS, Tarleton State University

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Office Technology
B.B.A., Tarleton State University
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M.L.S., Sam Houston State University

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Office Technology
A.A.S., North Central Texas College
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B.A., Western Governors University
M.Ed., Lamar University

Protective Services

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Computer Science
B.S., Ohio State University
M.C.J., Tarleton State University

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Criminal Justice
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M.C.J., University of Central Texas

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Police Academy
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B.S., University of Central Texas
M.S., University of Central Texas

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B.S., Texas A&M University
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Science

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 COMM Communications/Journalism 153
 COMM Radio/Television Broadcasting
 Communications 154
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 CPMT Computer Electronics Technology 155
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 ENGR Engineering 165
 ENVR Environmental Science 166
 FIRT Fire Protection 166
 FREN French 167
 GEOG Geography 167
 GEOL Geology 167
 GERM German 167
 GOVT Government 168
 GRPH Graphics and Printing 168
 HALT Agriculture 169
 HAMG Hospitality Management 169
 HART Heating, Air Conditioning and Refrigeration 169
 HIND Hindi 170
 HIST History 170
 HITT Office Technology 171
 HLAB Histological Technician 171
 HMSY Criminal Justice 172
 HPRS Nursing 173
 HRPO Business Administration and Management 173
 HUMA Humanities 173
 IFWA Hospitality Management 173
 IMED Computer Science 173
 INDO Indonesian 173
 INMT Industrial Automation 173
 ITAL Italian 174
 ITCC Electronics 174
 ITNW Computer Science 174
 ITNW Electronics 174
 ITSC Computer Science 175
 ITSE Computer Science 176
 ITSW Computer Science 176
 ITSY Computer Science 176
 JAPN Japanese 177
 KINE Kinesiology 177
 KORE Korean 178
 LGLA Paralegal/Legal Assistance 179
 MATH Mathematics 180
 MBST Maintenance Technology 181
 MDCA Office Technology 181
 MLAB Medical Lab Technician 181
 MRKG Business Administration and
 Management 182
 MRMT Office Technology 182
 MSGM Military Science Management (ROTC) 183
 MUAP Music Applied 183
 MUEN Music 184
 MUSI Music 184
 PASH Pashtu 185
 PERS Persian-Iranian/Afghan 185
 PFPB Maintenance Technology 185

PHIL Philosophy 185
 PHYS Physical Science 186
 PLAB Phlebotomy 186
 POFI Office Technology 186
 POFM Office Technology 187
 POFT Office Technology 187
 PORT Portuguese 188
 PSTR Hospitality Management 188
 PSYC Psychology 188
 PSYT Mental Health Services 189
 PUNJ Punjabi 189
 RBTC Electronics 189
 RELE Real Estate 190
 RNSG Nursing 190
 RSTO Hospitality Management 192
 RUSS Russian 192
 SCWK Mental Health Services 192
 SOCI Sociology 193
 SOCW Mental Health Services 193
 SPAN Spanish 193
 SPCH Speech 193
 TECA Child Development 194
 TECM Industrial Mathematics 194
 TRVM Hospitality Management 194
 TURK Turkish 194
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 VNSG Nursing - LVN 195
 WDWK Maintenance Technology 196
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Central and Service Area

Killeen, Texas
Lampasas
Burnet
Marble Falls
Goldthwaite
Gatesville including Correctional Programs
Hamilton
Brady
Fredericksburg

Continental Campus

Bethesda, MD
Bolling AFB, DC
Camp Pendleton, CA
Eglin AFB, FL
Fort Benning, GA
Fort Bragg, NC
Fort Campbell, KY
Fort Knox, KY
Fort Lee, VA
Fort Leonard Wood, MO
Fort Polk, LA
Fort Richardson/Elmendorf AFB, AK
Fort Riley, KS
Fort Rucker, AL
Fort Sill, OK
Fort Stewart/Hunter Army Airfield, GA
Fort Wainwright, AK
Joint Base Lewis-McChord, WA
MCB Quantico, VA
Schofield Barracks, HI

Fort Hood Campus

Fort Hood, TX

U.S. Embassy Program Worldwide

Navy Campus

Pacific Headquarters
San Diego, CA

Atlantic Headquarters
Norfolk, VA

Mayport, Florida
Kings Bay, Georgia
Groton, Connecticut
MCAS/MIRAMAR, CA
Naval Base Coronado
Naval Base San Diego
Coast Guard Sector San Diego
Bremerton, Washington
Pearl Harbor, Hawaii
Yokosuka, Japan

Pacific Far East Campus

(Included Korea, Mainland Japan, and Okinawa)

Campus Closed as of July 31, 2017.

For students who wish to transition to online classes
and current online students contact:

Eaglesoncall@ctcd.edu for more information

or

Phone (254) 526-1296

Outside U.S.:

Toll Free from Korea: 00798-1-1-009-3073

Toll Free from Japan: 00531-11-2670

Europe Campus

Germany	Kuwait
Bahrain	Netherlands
Belgium	Portugal
Djibouti	Qatar
Egypt	Spain
Greece	Turkey
Italy	United Kingdom
Jordan	

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