



# 2020/21 TEXAS CAMPUSES



## COURSE CATALOG



## 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) 526-1904

### 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

### 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](mailto: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-Seventh Edition • 2020-2021**

#### **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), 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 Global Community for Academic Advising (NACADA), The Planetary Society, Association of Fundraising Professionals, Western Association of Veterans Education Specialists (WAVES).



Back row (standing) left to right:  
 Brenda Coley, Killeen, TX  
 SFC (Ret) James A. Pierce, Jr., Copperas Cove, TX  
 Charles Hollinger, Killeen, TX  
 Jim Yeonopolus, Chancellor  
 Front row (seated) left to right:  
 Bill Beebe, Harker Heights, TX  
 Jimmy Towers, Killeen, TX  
 BG (Ret) Rex Weaver, Killeen, TX  
 Don Armstrong, Killeen, TX

## Board of Trustees

**BG (TX)(Ret.) Charles Rex Weaver**  
**Rev. Jimmy Towers**  
**Ms. Brenda Coley**  
**Mr. William B. Beebe**  
**Mr. Don R. Armstrong**  
**Mr. Charles Hollinger**  
**SFC (Ret.) James A. Pierce, Jr.**

**Killeen, TX**  
**Killeen, TX**  
**Killeen, TX**  
**Harker Heights, TX**  
**Killeen, TX**  
**Killeen, TX**  
**Copperas Cove, TX**

**Chair**  
**Vice Chair**  
**Secretary**  
**Treasurer**  
**Member**  
**Member**  
**Member**

## Executive Officers

**Jim M. Yeonopolus**, Chancellor  
 A.A., Temple College  
 B.S., Southwest Texas State University  
 M.Ed., University of Arizona

**Tina J. Ady**, Deputy Chancellor, Instruction and Workforce Initiatives  
 A.A., Central Texas College  
 B.S., University of Central Texas  
 M.Ed., Armstrong Atlantic State University  
 Ph.D., TUI University International

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

**Robin E. Garrett**, Deputy Chancellor, Academic and Student Success  
 A.A., San Jacinto College  
 B.S., Bellevue University  
 M.S., Nova Southeastern University  
 Ed.S., Nova Southeastern University  
 Ph.D., Nova Southeastern University



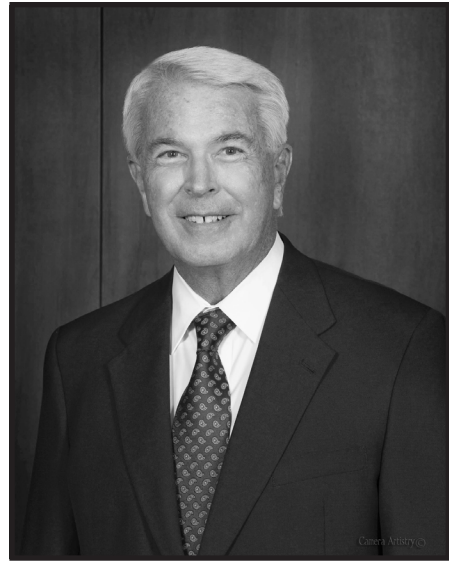
Jim Yeonopolus, Robin Garrett, Tina Ady and Michele Carter

# Chancellor's Message

Welcome to Central Texas College!

On behalf of the CTC faculty and staff, we sincerely appreciate your decision to be a part of our learning community during school year 2020-2021.

The current pandemic has significantly altered our way of life to include how our nation's colleges and universities deliver instruction and academic support services to its students. As you are aware, on March 13, 2020, a national emergency was declared concerning the COVID-19 outbreak. CTC faculty and staff immediately and successfully transitioned to an online learning and remote work environment allowing our students the opportunity to complete their spring semester/term coursework. The ingenuity of faculty and staff coupled with our students' tenacity and resiliency made it not only possible, but a reality.



The health and safety of our students, faculty, and staff remain my top priority during this pandemic crisis. While we eagerly anticipate reopening main campus in the fall and resuming normal operations at our various locations, we will do so in accordance with national, state, and local guidelines to ensure your safety and well-being. This requires a readiness to adapt to any change beyond our control as we develop and implement a strategy for a new way of serving our students worldwide.

We recognize that many of our students are experiencing financial, housing, and food insecurities during this time of uncertainty. We have put measures in place to address these needs through our College Development office, which administers an emergency student aid program and food pantry. We are committed to helping you complete your education and successfully transition into the workforce.

Finally, the COVID-19 crisis provides an opportunity for faculty and staff to continue efforts in developing strategies, practices, and processes to provide you with an accessible and quality education. I am confident in your ability to achieve your educational goals and look forward to a successful school year.

Thank you,

Jim Yeonopolus  
Chancellor

## Table of Contents

About the College .....	5
General Information .....	5
Admissions and Registration .....	8
College Costs .....	31
Student Financial Assistance .....	37
Student Services .....	44
Campus Life .....	47
Academic Policies and Guidelines .....	50
Degrees and Certificates .....	59
Programs of Study .....	63
Course Descriptions .....	149
Continuing Education .....	207
Personnel and Faculty .....	213

## 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. 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 and Associate of Applied Science degree programs. In addition, students choosing to earn a certificate may enroll in any of the more than 70 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 2020-2021

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](http://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](http://www.webadvisor.ctcd.edu).

## College Calendar\*

### Fall 2020

Registration	June 1 - August 23
<b>Classes Begin</b>	<b>August 24</b>
Labor Day (college closed)	September 7
Last Day to Apply for Fall Graduation	October 1
Columbus Day (college closed)	October 12
Veterans' Day (college closed)	November 11
Thanksgiving (college closed)	November 23-27
Final Exam Week	December 7-13
Graduation	December 10
Christmas (college closed)	Dec. 21 - Jan. 1

### Spring 2021

Registration	Oct. 19 - Dec. 18, Jan. 5-15
Martin Luther King Day (college closed)	January 18
<b>Classes Begin</b>	<b>January 19</b>
Last Day to Apply for Spring Graduation	February 1
Presidents' Day (college closed)	February 15
Spring Break (college closed)	March 15-19
Good Friday (college closed)	April 2
Final Exam Week	May 10-16
Graduation	May 14

### Summer 2021

Registration (Summer I, II and 10-week)	Apr. 12 - June 4
Memorial Day (college closed)	May 31
Last Day to Apply for Summer Graduation	June 1
<b>Classes Begin (Summer I and 10 Week)</b>	<b>June 7</b>
Independence Day (college closed)	July 5
Final Exams (Summer I)	July 11
<b>Classes Begin (Summer II)</b>	<b>July 12</b>
Final Exams (10 Week)	August 11-15
Final Exams (Summer II)	August 15

\* Calendar is subject to change

## About the College Mission

Central Texas College provides accessible and quality educational opportunities that support a diverse student population and promotes student success, completion and employability.

### Vision

Central Texas College serves our diverse 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. The Chancellor of Central Texas College has the authority to override institutional policies in this Catalog for certain exceptions when warranted.

*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 111.

## 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, 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 Coordinator for faculty and staff issues, Ms. Holly Jordan, Director, Human Resource Management, (254) 526-1128, [holly.jordan@ctcd.edu](mailto:holly.jordan@ctcd.edu);
- Title IX Coordinator for student issues, Ms. Julie Starkey, Dean, Student Success and Persistence, (254) 526-1293, [julie.starkey@ctcd.edu](mailto:julie.starkey@ctcd.edu).

## 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

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, Gatesville, Fredericksburg, Lampasas and Marble Falls. 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 distance 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](http://www.ctcd.edu/ce) under Continuing Education. We welcome suggestions from the community for Continuing Education classes. To request a schedule or for additional information, please call (254) 526-1586 or come by the Continuing Education Office located in the Clear Creek Building 136, Room 139.

## Adult Education and Literacy

Adult Education and Literacy provides Texas Certificate of High School Equivalency (TxCHSE) preparation, employment preparation and English for Speakers of Other Languages (ESOL) classes for eligible individuals who have limited mastery of basic educational skills.

A Career Navigator is available to advise and assist students with goal setting, career guidance, and provides support for students who are transitioning into post-secondary education or the workforce. Day and evening classes are available.

## 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 ten counties with offices in Brady, Burnet, Fredericksburg, Gatesville, Hamilton, Lampasas, Marble Falls and San Saba.

# Admissions and Registration

## General Admission Information

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

Central Texas College 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 and returning students must show evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the five-year preceding and at least 10 days prior to the first day of the semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at CTC or another institution.

A student is **not required** to submit evidence of receiving the vaccination against bacterial meningitis or evidence of a booster dose if (1) student is 22 years of age or older by the first day of the semester, or (2) student is enrolled only in online or other distance education courses, or (3) student is enrolled in a continuing education course or program that is less than 360 contact hours or continuing education corporate training, or (4) student is enrolled in a dual credit course taught at a public or private K-12 facility not located on a higher education institution campus, (5) student is incarcerated in a Texas prison, or (6) student is a member of the U.S. military on active duty.

A student is **not required** to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to CTC:

- An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination would be injurious to the health and well-being of the student; or
- An affidavit signed by the student or parent stating that the student or parent declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used, or
- An internet based Texas Department of State Health Services exemption form claiming an exemption for reasons of conscience. Only students attending public junior colleges are eligible to submit this form.

CTC uses Magnus Health to collect, track, and manage a student's bacterial meningitis compliancy. Visit the Texas CTC webpage "Apply for Admission," which provides step-by-step instructions for submitting the bacterial meningitis immunization record or exemption request.

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast. For more information about the disease refer to the Admissions section of the CTC website.

**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. Consult 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. Consult 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.

## 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. Consult 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 if required.
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. Consult with an academic advisor.
6. Make arrangements to attend the new student orientation.

## Transient Students

Transient students are enrolled at another college or university (home institution) and are interested in attending CTC with the intention of transferring credits to their home institution. Students admitted under this option are considered non-degree seeking and are not eligible for financial aid at CTC. Transient students are not required to submit official transcripts from previously attended colleges or universities unless needed to document courses to satisfy prerequisites. Official transcripts will be required if you later elect to seek a CTC degree or certificate. 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, speak 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 student account is used for all official email correspondence and must be checked frequently.
5. CTC uses the Blackboard Learning Management System for all online and blended classes and most face-to-face classes. We recommend that you familiarize yourself with the resources on using Blackboard that are provided at <http://online.ctcd.edu>.

## 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. Students interested in enrolling in a competency-based, open-entry course, certificate program or AAS program for Industrial Technology or Office Technology should contact a CATE Advisor in Building 118, Room 4.

## 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.

**During the 2020-2021 academic year the GoArmyEd portal will undergo a transition. As a result the procedures for applying for admissions as listed below are subject to change when the transition is completed.**

1. Access the GoArmyEd portal at [www.goarmyed.com](http://www.goarmyed.com) and create/activate your GoArmyEd account.
2. If CTC is your home school and you are a new CTC student, first-time in college, refer to Item 3 under "New CTC Students, First-Time Students" in this section of the catalog regarding submission of your high school transcripts or GED.
3. If CTC is your home school and you are a transfer student from another accredited college or university, refer to Item 3 under "Transfer Students" in this section of the catalog regarding submission of transcripts from previous colleges or universities attended.
4. Students who have not selected CTC as their home school are not required to submit official transcripts unless using financial aid or Veterans education benefits.
5. Visit with a CTC representative to obtain degree plan advisement and other school-related information (e.g. prerequisite requirements, instructional materials, EagleMail, etc.).
6. For information regarding your GoArmyEd course planner, student agreement requirements, holds, and other step-by-step tutorials, select the "GoArmyEd Tutorials" smart link on your GoArmyEd homepage and then "View Reference Documents".

7. Browse the GoArmyEd schedule of classes, on the GoArmyEd portal or at [www.ctcd.edu/armyclasses/lookup/](http://www.ctcd.edu/armyclasses/lookup/), and register for classes. Refer to Reference Document titled “Using Auto Advisor” or “How to Use 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 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.

## 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. Academic Fresh Start clears only your academic record. Federal regulations still apply when determining student’s eligibility for financial aid and VA educational benefits. Refer to the College for All Texans website for more information.

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.

## Students Age 17 or Younger

All students age 17 or younger must complete and return a Parental Consent, Waiver, Release and Indemnity for Minor Students Form and the Important Information for Minor Students and Parents/Legal Guardians, which are available in the Admissions Office at Central Texas College.

Students age 16 or younger must have a parent or legal guardian at the CTC campus, center, or facility at all times to monitor the student’s activities outside of class and to be immediately available in case of an emergency. This includes when student is present either in classes or participating in CTCD activities on or off campus. Failure to do so will cause the student to be removed from each enrolled class. Parents/legal guardians are not allowed to attend student’s classes unless parent/legal guardian is enrolled in the same classes.

The above does not apply to minors who are on campus participating in an independent school district activity such as Early College High School or designated CTC sponsored initiatives such as College for Kids.

## 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. Refer to the Texas Success Initiative information in this section of the catalog.

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

## 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 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.

### Academic Advisement and Admissions:

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

- Consult with a CTC academic advisor and choose a certificate/degree program.
- 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.

## 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](mailto:ctc.international@ctcd.edu).

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

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 \$17,000 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.
  10. Submit a copy of your current passport.

**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.
- Copy of passport and visa.
- Copy of current college transcript.

## 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.
- \$105 nonrefundable Residence Hall application and background check 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](mailto:ctc.international@ctcd.edu), who will provide forms and instructions for completing the requirements listed above. The CTC web site ([www.ctcd.edu](http://www.ctcd.edu)) provides detailed information.

## English 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 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.

## Placement Examinations

Student's Status	Testing Requirements
If entering a CATE Center competency-based, open-entry 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 an Occupational 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 CATE Center competency-based, open-entry, Level II program (more than 40 hours and listed as Level II).	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 a minimum Level 2 score of 4000 on English III and a minimum Level 2 score of 4000 on Algebra II. Scores valid 5 years from date tests taken and enrollment.	<ul style="list-style-type: none"><li>- TSI exempt in math, reading, and writing</li><li>- may enroll in any course if course prerequisites are met</li></ul>

\* Contact a 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) uses assessment and advising to ensure that students have the academic skills to enroll in freshman-level academic coursework. Unless a student is TSI exempted or waived, the student is required to take the TSI Assessment prior to enrolling in college-ready courses. The TSI Assessment includes three sections—reading, writing, and mathematics. TSI is applicable to students attending CTC Texas locations, all in-state distance learners, and out-of-state distance learners who are bona fide Texas residents and pay in-state tuition. Refer to the **Special Note** on page 16 in the catalog section “Texas Assessment Minimum Scores” for information about the required testing due to COVID-19.

A student who has met the minimum score required on one or more sections of the TSI Assessment or is exempted in reading, writing, and/or mathematics section(s) of the TSI Assessment is not required to enroll in developmental coursework and interventions in the corresponding area of exemption or TSI section prior to enrolling in designated college-ready courses.

**Note:** In Fall 2013, the State of Texas introduced the TSI Assessment replacing the Accuplacer, ASSET, Compass, and THEA assessments. Returning students who were previously TSI waived and new students who first enrolled in a Texas public college or university on or after August 26, 2013, are required to take the new TSI Assessment regardless if they had already taken the Accuplacer, ASSET, Compass, and/or THEA.

### TSI Exemptions and Waivers

A TSI exemption or partial exemption is permanent whereas a TSI waiver is temporary and must be renewed or expires. There are several types of TSI exemptions. Some are blanket exemptions that exempt students from TSI requirements in all sections (math, reading, and writing). Others are partial exemptions that exempt a student on a section basis. For example, a student may be exempt in reading and writing but not exempt in mathematics.

A student with a waiver is “waived” from TSI for the current semester and has not met the TSI obligation. The term waiver is also used for high school students enrolled for dual credit who have not met TSI obligations but have permission to enroll in courses for dual credit under dual credit rules.

#### Exemptions

The following students have blanket exemptions and are eligible to enroll in designated entry-level freshman courses.

1. 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) service as a member of a reserve component of the United States armed forces. Member copy 4 of DD214 required.
2. Associate or Higher Degree Graduate. A student who has graduated with an associate or higher degree from a recognized institution of higher education or from a recognized international institution. Submit official transcript with degree conferred.

The following students may have partial exemptions and are eligible to enroll in designated entry-level courses in the applicable exempt subject area.

3. Declared College-Ready by another Texas Public Institution of Higher Education. A student who has attended a Texas public institution of higher education has met the readiness standards in the reading, writing, and/or mathematics section of the TSI Assessment. **Note: For students meeting non-Algebra intensive readiness standards in mathematics, CTC requires additional preparatory coursework/interventions for Algebra intensive courses such as MATH 1314/1324/1414.**

4. ACT Scores. A student with a composite score of 23 with a minimum of 19 on the English test is exempt for both reading and writing sections of the TSI Assessment and/or 19 on the math test is exempt for the math section of the TSI Assessment. Scores valid for five (5) years from the date of testing.
5. 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. Scores valid for five (5) years from the date of testing. Mixing or combining scores from the SAT prior to March 5, 2016, and on or after March 5, 2016 is not allowable.
6. SAT Give prior to March 5, 2016. A student with a combined critical reading (formerly verbal) and mathematics score of 1070 and a minimum 500 score on the critical reading is exempt from the reading and writing sections of the TSI Assessment. The combined score of 1070 with a minimum 500 score on the mathematics test exempts a student from the mathematics section of the TSI Assessment. Scores valid for five (5) years from the date of testing. Mixing or combining scores from the SAT prior to March 5, 2016, and on or after March 5, 2016, is not allowable.
7. TAKS Scores. A student who has an 11th Grade Exit-Level with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts (ELA) section with a writing subsection score of at least 3 shall be exempt from the related section(s) of the TSI Assessment. An official high school transcript with an asterisk next to the ELA scale score indicates a student earned a score of 3 or higher on the writing subsection. Scores valid for five (5) years from the date of testing.
8. STARR End-of-Course (EOC) Scores. A student with a minimum Level 2 score of 4000 on the STAAR EOC in English III shall be exempt from the reading and writing sections of the TSI Assessment. A student with a minimum Level 2 score of 4000 on the STAAR Algebra II EOC shall be exempt from the mathematics section of the TSI Assessment. Scores valid for five (5) years from the date of testing.
9. C or Better Grade in Approved Transfer Course(s) from a Public, Private, or Independent College or University or an accredited Out-of-State institution of higher education. A student who has satisfactorily completed college-level coursework in designated reading, writing, and/or mathematics intensive courses as determined by CTC may be exempt from the applicable section(s) of the TSI Assessment. Transfer degree-seeking students must meet with an academic advisor to determine exemption eligibility.
10. AP/IB/CLEP Scores/Dual Credit Grades. A student who has satisfactorily completed college-level coursework as determined by CTC using AP scores, IB scores, CLEP scores or dual credit grades may be exempt from the applicable section(s) of the TSI Assessment.
11. College Preparatory Course. A student who successfully completes a college preparatory course taken in partnership with CTC and a local school district is exempt for a period of 24 months from the date of graduation with respect to the content area of the course. The student must enroll in the first college-level course in the exempted content area in his or first year of enrollment at CTC. This exemption applies only if CTC partners with the school district in which the student is enrolled to provide the course. CTC will not apply an exemption if another institution of higher education provided the course unless CTC enters into a Memorandum of Understanding with the other institution of higher education to accept the exemption for the college preparatory course.

## Waivers

Waivers are temporary and valid for a designated time. The student is waived from taking the TSI Assessment. When a waiver ends, the student must consult with an advisor to determine his or her TSI status.

12. Active Duty Military, Texas National Guard, and Reservists. A student who is serving on active duty as a member of the (a) 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. Waiver ends when no longer serving on active duty.
13. Non-Degree or Non-Certificate-Seeking Student. A student who is not seeking a degree or certificate with CTC. Valid for up to 15 semester hours. Waiver may be extended based on institutional guidelines.
14. Certificate Program, Level I. A student who is seeking a Level I certificate which is between 15 and 42 semester hours is waived from the TSI Assessment. If a student takes one course outside the certificate program, the student is no longer waived. Waiver ends based on student's anticipated completion date.
15. ESOL Waiver. A student with demonstrated limited English proficiency may be granted a temporary waiver while enrolled in ESOL/ESL coursework. The waiver ends after student attempts 15 semester hours of developmental ESOL coursework or enrolls in entry-level freshmen coursework, whichever comes first at which time student is to be given the TSIA.

## Waivers for Students Enrolled in Academic Dual Credit Courses

While in high school, students who enroll in academic dual credit courses that require demonstration of college readiness but have not met TSI obligations, may enroll in academic courses for dual credit under dual credit rules as listed below.

**These rules do not apply once the student graduates from high school.**

For courses that require demonstration of TSI college readiness in reading and/or writing, the student may enroll if one of the following is met.

16. English II STAAR EOC. Achieves a Level 2 final recommended score, as defined by the Texas Education Agency (TEA), on the English II STAAR EOC.
17. Redesigned PSAT/NMSQT Exam Given on or after October 15, 2015. A score of 460 on the Evidenced-Based Reading and Writing (EBRW) test. Mixing or combining of scores on the PSAT/NMSQT given prior to October 15, 2015, and the PSAT/NMSQT given on or after October 15, 2015, is not allowable.
18. PSAT/NMSQT Exam Given prior to October 15, 2015. A combined score of 107 with a minimum of 50 on the reading test. Mixing or combining of scores on the PSAT/NMSQT given prior to October 15, 2015, and the PSAT/NMSQT given on or after October 15, 2015, is not allowable.
19. PLAN or ACT-Aspire. A composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.

For academic courses that require demonstration of TSI readiness in mathematics, the student may enroll if one of the following is met.

20. Algebra I STAAR EOC and Passing Grade in Algebra II Course. A Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and passing grade in the Algebra II course.
21. Algebra II STAAR EOC. A Level 2 final recommended score, as defined by TEA.

22. Redesigned PSAT/NMSQT Exam Given on or after October 15, 2015. A score of 510 on the mathematics test. Mixing or combining of scores on the PSAT/NMSQT given prior to October 15, 2015, and the PSAT/NMSQT given on or after October 15, 2015, is not allowable.
23. PSAT/NMSQT Exam Given prior to October 15, 2015. A combined score of 107 with a minimum of 50 on the mathematics test. Mixing or combining of scores on the PSAT/NMSQT given prior to October 15, 2015, and the PSAT/NMSQT given on or after October 15, 2015, is not allowable.
24. PLAN or ACT-Aspire. A composite score of 23 on the PLAN with a 19 or higher in mathematics or mathematics score of 431 on the ACT-Aspire.

## Waivers for Students Enrolled in Workforce Dual Credit Courses

While in high school, students who enroll in workforce education dual credit courses and have not met TSI obligations, may enroll in courses for dual credit under dual credit rules as listed below. These rules do not apply once the student graduates from high school.

25. Level 1 Certificate or Credential Less than a Level 1 Certificate. Eligible to enroll in a Level I Certificate program which is between 15 and 42 semester hours or a program leading to a credential of less than a Level 1 certificate.
26. Level 2 Certificate or an Associate of Applied Science Degree Program. CTC's Level 2 certificates may be between 30 and 51 semester hours or more. For courses that require demonstration of TSI college readiness in reading and/or writing, the student may enroll if one of the following is met.
  - a. Achieves a Level 2 final recommended score, as defined by the Texas Education Agency (TEA), on the English II STAAR EOC.
  - b. Achieves (1) a minimum score of 460 on the redesigned PSAT/NMSQT Evidenced-Based Reading and Writing (EBRW) test given on or after October 25, 2015 or (2) a combined score of 107 with a minimum score of 50 on the reading test for the PSAT/NMSQT given prior to October 15, 2015.
  - c. Mixing or combining of scores on the PSAT/NMSQT given prior to October 15, 2015, and the PSAT/NMSQT given on or after October 15, 2015, is not allowable.
  - d. A composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.

For courses that require demonstration of TSI college readiness in mathematics, the student may enroll if one of the following is met.

- e. Achieves a Level 2 final recommended score, as defined by the Texas Education Agency (TEA) on the Algebra I STAAR EOC and passing grade in the Algebra II course.
- f. Achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC.
- g. Achieves (1) a minimum score of 510 on the redesigned PSAT/NMSQT mathematics test given on or after October 15, 2015, or (2) a combined score of 107 with a minimum 50 on the PSAT/NMSQT mathematics test given prior to October 15, 2015. Mixing or combining of scores on the PSAT/NMSQT given prior to October 15, 2015, and the PSAT/NMSQT given on or after October 15, 2015, is not allowable.
- h. A composite score of 23 on the PLAN with a 19 or higher in mathematics or mathematics score of 431 on the ACT-Aspire.

## Previous TASP Exemptions

Previous TASP exemptions can only be used for exemptions granted prior to September 1, 2003. Student must have been officially enrolled in a Texas public institution of higher learning between September 1, 1989, and August 31, 2003, and the TASP exemption must have been posted on the student's transcript. Valid TASP exemptions are:

1. Grandfathering-any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to Fall Semester 1989.
2. Deaf students who have three or more college-level 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 in a Recommended or Advanced Curriculum effective 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.

## TSI Assessment Minimum Scores

Students who are not TSI exempted or waived in reading, writing, or mathematics are required to take the TSI Assessment in the corresponding content area(s). Effective with the fall 2017 semester, students must achieve the minimum passing standards on the TSI Assessment as listed below to enroll in designated entry-level freshman courses in the related subject area. A student may retake the TSI Assessment at any time subject to availability.

**TSI Assessment scores are valid for five (5) years from date of testing.**

**Writing** - 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.

**Reading** - placement score of at least 351.

**Mathematics** - placement score of 350.

Due to COVID-19 the original launch date of September 28, 2020 for the new TSIA2 which will replace the current TSIA was moved to an approximate start date in early 2021 subject to change. The reading and writing testing will be integrated. The TSIA2 will include two tests: English Language Arts & Reading (ELAR) + Writing with Essay and Mathematics. At the time this catalog was published, the minimum college ready benchmarks for the TSIA2 tests had not been determined. Test scores from the TSIA remain valid for 5 years from date of testing. For students retesting, scores from the TSIA and TSIA2 cannot be combined.

**Special Note:** Due to COVID-19 the Texas Higher Education Coordinating Board has authorized options that Texas colleges can use for TSI non-exempt students. CTC is utilizing the Exceptional Circumstances provision of the Texas Administrative Code, in which students are allowed to enroll in freshman academic courses based on other indicators such as high school cumulative grade point average and high school courses taken. Non-exempt students would not need to take the TSIA until the end of the semester in which they first enroll in an academic freshman course. If a student enrolls in a college ready course and earns a C or better, student is not required to take the TSIA in the applicable subject area.

### 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 sequence. If a student completes the highest level developmental math, student is MATH TSI Complete. If a student completes the second level developmental math sequence, student is MATH TSI Complete Non-Algebraically. Note: Students who are Math TSI Complete

Non-Algebraically and wish to enroll in an algebra intensive course must complete the highest level developmental education coursework/interventions before enrolling in an algebra-intensive course or retest on the TSI and meet the minimum passing score on the TSI test.

- 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?

Students are required to begin the developmental course sequence during their first semester of enrollment and remain continuously enrolled in at least one developmental course each semester until TSI Complete in all three subject areas. Students who drop their development course(s) during the term may be dropped from all courses at CTC. High school students are not eligible to take developmental study courses.

## 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](http://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.

TSI Assessment (TSIA) scores must be on file prior to registration for all students who are not TSI complete, exempt or waived. TSIA scores are valid for five years only.

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 consult with 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 contact an advisor at the Sid M. Weiser CATE Center (Building 118, Room 4 (254) 526-1549 or [cate.center@ctcd.edu](mailto:cate.center@ctcd.edu)) 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. (Subject to change upon completion of the GoArmyEd Transition.)

If you are a financial aid student you should visit the Office of Student Financial Assistance prior to making a schedule change. It is your responsibility to meet with an advisor prior to dropping a course.

Students using VA education benefits must have schedule changes approved at the CTC Veteran Services Office. Students are required to submit a new Veterans Enrollment Certificate (VEC) to the CTC Veteran Services Office when "adding" a new course. **Students utilizing VA education benefits could be in debt to the Veterans Administration for withdrawal or early dismissal from school.**

## 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.

## 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. An additional program offered by the Mental Health Services is the Community Health Worker Certificate.

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 Health Sciences (DHS)

All programs in the Department of Health Sciences (DHS) 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; and Licensed Massage Therapy (LMT) Program.

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

**Certification Notice:** By participating in a Department of Health Sciences (DHS) program student understands and agrees that admission into Central Texas College Department of Health Sciences programs is not a guarantee of successful completion of the program. Likewise, student understands and agrees that Central Texas College does not guarantee that upon completion of a DHS program and award of a degree or certificate, that the student will become certified or licensed by any local, state or federal regulatory agency. Such certification is governed by the rules and laws of the locality, state or federal regulatory agency.

### Clinical Placements

Clinical experiences are completed only at sites with which Central Texas College, Department of Health Sciences (DHS) has contracted for clinical rotations. Clinical placements are provisional and dependent upon each affiliated clinical facility's approval/acceptance of each student. Citizenship status, presence of blood-borne pathogens, and/or prior work history within a facility or its affiliates may result in a student being denied access to a facility for clinical experiences. Each incident will be addressed on an individual basis and withdrawal from the course or the DHS program may be necessary. Admission into any DHS program does not guarantee acceptance by any clinical facility, or completion of the clinical course or the program. Students must successfully complete all clinical rotation assignments to fulfill degree and/or certificate requirements. Central Texas College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites.

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.

All DHS courses recognized as a co-requisite course are required to be taken at the same time.

Failure of any DHS co-requisite courses would result in withdrawal of all Department of Health Sciences core courses that are in the respective semester.

Final course grade, status and decisions will be determined by each DHS programs Admissions and Standards Committees on a case-by-case basis.

**Final Decisions Notice:** Decisions regarding student circumstances not covered by current DHS policies will be referred to an Adhoc Policy Committee for final decision.

### 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 Health Sciences. (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 Health Sciences 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 DHS will not be considered for admission until the Declaratory Order outcomes are received by the Chair, Department of Health Sciences from the prospective student/TBON. **Declaratory Orders that are unresolved 30 days prior to the first day of classes will result in the student being removed from the enrollment list.**

During progression through the program, students must inform the CTC DHS 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.** Medical care which results in student absence must include the physician's return to class/clinical/lab documentation following illness, injury, surgery, pregnancy, or as required by faculty. Documentation must be mailed, emailed, or faxed directly from the healthcare provider to the CTC DHS.

Negative 11-panel Drug Screen must be completed no more than 45 days prior to the program start date. Results must be mailed, emailed, or faxed directly to the CTC DHS.

#### **Emergency Medical Technician 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](http://mystudentcheck.com) no more than 6 months prior to the program start date. Results are automatically sent to the EMS Program Director or designee.

#### **Medical Lab Tech, Histology, and Phlebotomy Policy, Standard and Timing for Drug Screening and Background Checks**

This policy applies to all students applying for admission to the Lab Sciences 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.

Negative 11 panel Drug Screen and Criminal Background Check must be completed through [mystudentcheck.com](http://mystudentcheck.com) no more than 6 months prior to the program start date. Results are automatically sent to the MLT and Histology Program Directors or their designee.

*Pending SACSCOC, Veteran's Benefits, Financial Aid (Title IV) and Military Tuition Assistance Approval*

#### **Licensed Massage Therapy Program, Standard and Timing for Drug Screening and Background Checks**

Negative 11-panel Drug Screen must be completed no more than 45 days prior to the program start date. Results must be mailed, emailed, or faxed directly to the CTC DHS. This policy applies to all students applying for admission to the Licensed Massage Therapy Program and is at the student's own expense, and accounted for in program differential tuition.

Drug screen tests and background checks may be required by the healthcare facility in which students perform their massage clinicals. Therefore, results of the drug screen test and background checks must be received in the LMT Program prior to enrollment. Fingerprints and background checks are also required by Texas Department of Licensing and Regulation during the license application process.

During progression through the program, students must inform the CTC DHS 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.** Medical care which results in student absence must include the physician's return to class/clinical/lab documentation following illness, injury, surgery, pregnancy, or as required by faculty. Documentation must be mailed, emailed, or faxed directly from the healthcare provider to the CTC DHS.

#### **General Admission and Immunization Requirements**

- **Disclosure of the Social Security number** is required for admission into the Licensed Massage Therapy Program. Affiliated clinical facilities require the student Social Security number in order to approve placement of student in their facility. The Department of Health Sciences 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.
- **Current Cardiopulmonary Resuscitation (CPR)** - American Heart Association – Health Care Provider (BLS) and Military Training Network (MTN) are the only CPR courses that will be accepted. Please furnish the original card and a photocopy (front and back) – online certifications are not accepted. A current CPR card is also required for Texas Department of Licensing and Regulation massage therapy licensing application process.
- **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 LMT Program Director or designee if criminal activity or substance abuse occurs after the initial criminal background check and drug screen is completed.
  - Inform the CTC LMT Program Director 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.

**Licensed Massage Therapy Program Immunization Requirements follow Center for Disease Control and Department of Health Sciences Nursing Standards: 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.

**Immunization Requirements**

**\*\*AFTER** you are notified of selection to the Licensed Massage Therapy Program and prior to enrollment for the first semester, you must provide validation in the form of original documents and one photocopy of each of the following mandatory immunizations:

- **Tetanus/Diphtheria Tdap** must be noted as administered once in lifetime- If no record then student will need to get a Tdap. If a Tdap was administered, then Td is required every ten years.
- **Polio** Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.
- **Measles** Students born on or after January 1, 1957 must have two doses of measles-containing vaccine administered since January 1, 1968. Those born prior to January 1, 1957 must show one dose. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to measles).
- **Mumps** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to mumps).
- **Rubella** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to rubella).
- **Hepatitis B** Students must complete the Hepatitis B series which consists of three injections. The series of injections are administered over a 6-month period of time, please plan accordingly! Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to Hepatitis B).
- **Tuberculosis** Documentation of negative screening results for tuberculosis (TB) is required. **Students must complete one of the following TB tests within thirty (30) days preceding first day of first rotation period at any facility and repeated annually thereafter:** 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold in-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot) is required annually. **Those who have had a previous positive TB skin test result will be required to submit a negative chest x-ray completed within thirty (30) days preceding first day of first clinical rotation period at any Facility. There after an annual negative chest x-ray will be required through program completion.**
- **Varicella** must receive two doses of varicella (Chicken Pox) vaccine. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to varicella).

- **Influenza** Must show current flu season vaccination no later than October 1st; those admitted in Spring semesters must receive the current season flu shot no later than two weeks prior to the program start date and will be required to receive another vaccination for the upcoming flu season no later than October 1st
- **Bacterial Meningitis** the Texas legislature passed a law requiring ALL entering students 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. (See CTC Catalog Admissions and Registration section for exceptions)

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

- Serologic confirmations of immunity (serum titers) 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

**General Admission and Immunization Requirements for All Department of Health Sciences Programs:**

- **Disclosure of the Social Security number** is required for admission into the Department of Health Sciences 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 Health Sciences 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
- **Current Cardiopulmonary Resuscitation (CPR)** - American Heart Association – Health Care Provider (BLS) and Military Training Network (MTN) are the only CPR courses that will be accepted. Please furnish the original card and a photocopy – front and back) – **online certifications are not accepted.**
- **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 DHS 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 DHS 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.

#### **Immunization Requirements**

**\*\*AFTER** you are notified of selection to the ADN or VN Program and prior to registration for the first semester of nursing courses, you must provide validation in the form of original documents and one photocopy of each of the following mandatory immunizations:

- **Tetanus/Diphtheria** Tdap must be noted as administered once in lifetime- If no record then student will need to get a Tdap. If a Tdap was administered, then Td is required every ten years.
- **Polio** Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.
- **Measles** Students born on or after January 1, 1957 must have two doses of measles-containing vaccine administered since January 1, 1968. Those born prior to January 1, 1957 must show one dose. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to measles).
- **Mumps** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to mumps).
- **Rubella** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to rubella).
- **Hepatitis B** Students must complete the Hepatitis B series which consists of three injections. The series of injections are administered over a 6-month period of time, please plan accordingly! Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to Hepatitis B).
- **Tuberculosis** Documentation of negative screening results for tuberculosis (TB) is required. **Students must complete one of the following TB tests within thirty (30) days preceding first day of first rotation period at any Facility and repeated annually thereafter:** 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In- Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot) is required annually. **Those who have had a previous positive TB skin test result will be required to submit a negative chest x-ray completed within thirty (30) days preceding first day of first clinical rotation period at any Facility. There after an annual negative chest x-ray will be required through program completion.**
- **Varicella** must receive two doses of varicella (Chicken Pox) vaccine. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to varicella).
- **Influenza** Must show current flu season vaccination no later than October 1st; those admitted in Spring semesters must receive the current season flu shot no later than two weeks prior to the program start date and will be required to receive another vaccination for the upcoming flu season no later than October 1st
- **Bacterial Meningitis** the Texas legislature passed a law requiring ALL entering students at institutions of higher education to have an initial bacterial meningitis vaccination or booster during the five-year period preceding and at least 10 days prior to the first day of the first semester or submit an affidavit for an exemption. Vaccinations older than 5 years will require a booster.

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

- Serologic confirmations of immunity to Measles, 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.

## **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 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.
- Attain a minimum of a 2.8 overall (average) GPA (on a 4.0 scale) for CTC ADN Degree Plan lab science prerequisite/co-requisite courses. Lab science courses over five (5) years old must be repeated. This includes any science courses that were repeated. This must be done by the eligibility deadline date.
- 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 into the Associate Degree Nursing Program.
- HPRS 2300 courses greater than five years old will not be accepted. A student who has repeated HPRS 2300 more than once within the last five years and earned grades of less than a "C" (75%) will be ineligible for admission into the Associate Degree Nursing Program.

- Complete the HESI A2 Admission Assessment Exam by the eligibility deadline date. The HESI A2 is a computerized test which may be taken at the CTC Testing Center or other approved testing site. If the HESI A2 is successfully completed at another testing center, the results must be sent electronically from the testing site to the CTC DHS. A HESI (A2) Prep book is available in the CTC Bookstore. The HESI (A2) is the only exam accepted. The exam must be completed with passing scores of 80% in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge. Anatomy and Physiology will also be required with passing scores of 60%. HESI A2 exams greater than 2 years old will not be accepted. We recommend that prospective students take the HESI A2 when they are close.
- Mandatory attendance is required at a Preadmission Information Session and Orientation Session with the Nursing Programs Director or designee during the semester all prerequisite courses are completed. In addition, the following must be on record in the DHS prior to your being scheduled for this meeting: CTC DHS 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:
  - GPA for all CTC ADN Degree Plan prerequisite / co-requisite courses whether taken at CTC or transferred from another college or university. (Minimum 2.8 required).
  - GPA for all CTC ADN Degree Plan lab science prerequisite/co-requisite courses. (Minimum 2.8 required).
  - HESI A2 pre-entrance exam cumulative scores.
  - Pharmacology course grade and number of attempts.
- After selection for admission, but prior to registration, the following must be on record in the DHS office:
  - See Policy, Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations for the ADN and VN programs.
  - **Physical Examination** using the CTC DHS form **and must be completed no more than 90 days prior to the program start date.** Please make certain that the activity level (limited or unlimited) and all required immunizations are noted on the physical exam form **signed and stamped** by the health care provider.
  - **Documentation of negative screening results for tuberculosis (TB)** is required. Students must complete one of the following TB tests **within thirty (30) days preceding first day of first rotation period at any Facility and repeated annually thereafter:** 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold in- Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot) is required annually. Those who have had a previous positive TB skin test result will be required to submit a negative chest x-ray completed within thirty (30) days preceding first day of first clinical rotation period at any Facility. There after an annual negative chest x-ray will be required through program completion.
  - **Current Cardiopulmonary Resuscitation (CPR)** - American Heart Association – Health Care Provider (BLS) and Military Training Network (MTN) are the only CPR courses that will be accepted. Please furnish the original card and a photocopy – front and back) – **online certifications are not accepted.**
  - **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 four years of first enrollment in RNSG 1413. Transfer students are required to complete the ADN program within four years of first time enrollment.
- Students will be required to attend a Pre-Admission session and Orientation session to fulfill admission requirements in the ADN program.
  - Preadmission Information Session
  - Nursing Program Orientation
  - Success Camp (**on-line - must complete mandatory assignments by designated date**)

### 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. If withdrawal occurs for any reason from any of the co-requisite nursing courses, withdrawal from the corresponding clinical course is required.
- 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.
- During progression through the Program, inform the CTC DHS 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 wellbeing of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program. Medical care which results in student absence must include the physician’s return to class/clinical/ lab documentation following illness, injury, surgery, pregnancy, or as required by faculty. **Documentation must be mailed, emailed, or faxed directly from the healthcare provider to the CTC DHS.**
- **Tuberculosis Documentation repeated annually:** 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold in- Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot) is required annually. Those who have had a previous positive TB skin test result will be required to submit a negative chest x-ray completed within thirty (30) days preceding first day of first clinical rotation period at any Facility. There after an annual negative chest x-ray will be required through program completion.
- 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 four 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 Health Sciences 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 into the Associate Degree Nursing Program.
- HPRS 2300 courses greater than five years old will not be accepted. A student who has repeated HPRS 2300 more than once within the last five years and earned grades of less than a "C" (75%) will be ineligible for admission into the Associate Degree Nursing or Vocational Nursing Programs.
- 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 four 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 DHS. 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 or are eligible to apply to other DHS Programs **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.

### Nursing Option for Articulating Student Admission Policy

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

- Apply to the ADN Program and provide copies of transcripts to the Department of Health Sciences 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 Emergency Medical Technology Paramedic Program Director or VN Admissions and Standards committee chairperson recommending such a waiver.
- Appraisal forms (see program info packet) completed by 2 previous clinical faculty.
- Completion of all prerequisite courses listed on the Nursing Option for Articulating Student degree plan.

### Progression Requirements for Nursing Option for Articulating Student Program

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 DHS. 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.
- **Tuberculosis Documentation repeated annually:** 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold in- Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot) is required annually. Those who have had a previous positive TB skin test result will be required to submit a negative chest x-ray completed within thirty (30) days preceding first day of first clinical rotation period at any Facility. There after an annual negative chest x-ray will be required through program completion.
- 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 four 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. Upon successful completion students are eligible to receive a Vocational Nursing Certificate of completion and become candidates for the National Council Licensure Examination-LVN®. A candidate who successfully passes this exam is licensed to practice as a Licensed Vocational Nurse (LVN). In addition, the student must complete all Department of Health Sciences 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 Academic Advising office and refer to the current Central Texas College catalog.
- Submission of high school transcripts to the Department of Health Sciences verifying graduation or GED transcript that indicates student has earned a state equivalent high school diploma.
- Submit application for the Vocational Nursing program.
- Complete the HESI A2 Admission Assessment Exam by the eligibility deadline date. The HESI A2 is a computerized test which may be taken at the CTC Testing Center or other approved testing site. If the HESI A2 is successfully completed at another testing center, the results must be sent electronically from the testing site to the CTC DHS. A HESI (A2) Prep book is available in the CTC Bookstore. The HESI (A2) is the only exam accepted. The exam must be completed with passing scores of 70% in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge. Anatomy and Physiology will also be required with passing scores of 60%. HESI A2 exams greater than 2 years old will not be accepted. We recommend that prospective students take the HESI A2 when they are close.
- Attendance is required at a mandatory Preadmission Information Session and Orientation session with the Nursing Programs Director or designee. In addition, the following must be on record in the DHS prior to your being scheduled for this meeting: CTC DHS 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 two (2) mandatory orientation meetings to fulfill admission requirements for the VN program.

- Preadmission Information Session
- Nursing Orientation
- Success Camp (**on-line - must complete mandatory assignments by designated date**)

### 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 to other DHS programs 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 DHS admission policies found in the current DHS 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 DHS. 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.
- Tuberculosis Documentation of negative screening results for tuberculosis (TB) is required. Repeated annually thereafter: 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold in-Tube test (QFT-GIT or Q-Gold) or T-SPOT®/TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®/TB test (T-Spot) is required annually. Those who have had a previous positive TB skin test result will be required to submit a negative chest x-ray completed within thirty (30) days preceding first day of first clinical rotation period at any Facility. There after an annual negative chest x-ray will be required through program completion.
- 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 25 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.

## Paramedicine

### Emergency Medical Technician (EMT) Associate Degree and Paramedic Certificate 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 Health Sciences 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.
- Tuberculosis Documentation of negative screening results for tuberculosis (TB) is required. Students must complete one of the following TB tests **no more than 30 days prior to the first clinical start date**: 2-Step Tuberculin Skin Test; QuantiFERON® -TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-Spot®TB test (T-Spot) is required annually. Those who have had a previous positive TB skin test result will be required to submit a negative chest x-ray completed **no more than 30-days prior to the first clinical start date**. Thereafter an annual negative chest x-ray will be required through program completion.
- Neither the college nor hospitals provide medical coverage or worker's compensation for illness or injury or emergency illness or injury.
- Active Duty Military members admissions vary from standard EMS admission policies. Contact EMS Program Director for details.

#### 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 Health Sciences 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.
- Tuberculosis Documentation of negative screening results for tuberculosis (TB) is required. Students must complete one of the following TB tests **no more than 30 days prior to the first clinical start date**: 2-Step Tuberculin Skin Test; QuantiFERON® -TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-Spot®TB test (T-Spot) is required annually. Those who have had a previous positive TB skin test result will be required to submit a negative chest x-ray completed **no more than 30-days prior to the first clinical start date**. Thereafter an annual negative chest x-ray will be required through program completion.
- 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

##### 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 Health Sciences 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.
- Tuberculosis Documentation of negative screening results for tuberculosis (TB) is required. Students must complete one of the following TB tests **no more than 30 days prior to the first clinical start date**: 2-Step Tuberculin Skin Test; QuantiFERON® -TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-Spot®TB test (T-Spot) is required annually. Those who have had a previous positive TB skin test result will be required to submit a negative chest x-ray completed **no more than 30-days prior to the first clinical start date**. Thereafter an annual negative chest x-ray will be required through program completion.

- 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 Health Sciences 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.
- Tuberculosis Documentation of negative screening results for tuberculosis (TB) is required. Students must complete one of the following TB tests **no more than 30 days prior to the first clinical start date**: 2-Step Tuberculin Skin Test; QuantiFERON® -TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®/TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-Spot®/TB test (T-Spot) is required annually. Those who have had a previous positive TB skin test result will be required to submit a negative chest x-ray completed **no more than 30-days prior to the first clinical start date**. Thereafter an annual negative chest x-ray will be required through program completion.
- 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 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 Health Sciences 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.

## 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 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.

Deadline for application submission and supporting documentation is July 1. Pre-admission interviews will be scheduled by the MLT program to take place after application deadline for Fall admission.

### 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.

Additional information:

- The Medical Laboratory Technician program is a full-time program designed to be completed in 21 months as described in the Course Catalog Program of Study.
- There is no part-time option available in the MLT program.

### 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.
- Achieve a grade of 70% or better in each non-MLAB course listed on the degree plan.
- Achieve a grade of 75% or better on each exit exam in Clinical courses.
- Attendance is required in all MLAB classes and Clinical rotations. Three absences in a class or lab will result in the drop of one letter grade, and 4 absences will result in an F for the course.
- Successfully complete the prerequisites to Clinical I with a grade of 75% or better. Prerequisites are:  
MLAB 1470                      MLAB 1415  
BIOL 2401                      MLAB 2434  
CHEM 1411                      MLAB 2431  
MATH 1314                      MLAB 1235
- 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 Incoming Transcripts department.
- Submit transcripts and syllabi evaluations completed by the CTC Incoming Transcripts department to the MLT program.

### Readmission Policy

- Student must submit a written request for readmission to the program. Refer to the MLT Student Handbook.
- 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).

## Histology

### Admission Policy

Applicants desiring admission to the HT 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 HT program as follows:

- Application to the HT 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 Academic Advising 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.

Deadline for application submission and supporting documentation is July 1. Pre-admission interviews will be scheduled by the HT program to take place after application deadline for Fall admission.

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 HT office prior to the pre-admission interview. All transfer courses accepted in the HT program must have a grade of C or better. Science courses that are 5 years old or greater must be repeated.

Additional information:

- The Histotechnician program is a full-time program designed to be completed in 21 months as described in the Course Catalog Program of Study.
- There is no part-time option available in the HT program.

### Progression Requirements

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

- Achieve a grade of 75% or better in each course listed on the degree plan.
- Achieve a grade of 70% or better in each non-HLAB course listed on the degree plan.
- Achieve a grade of 75% or better on clinical rotations
- Attendance is required in all HLAB classes and Clinical rotations. Three absences in a class or lab will result in the drop of one letter grade, and 4 absences will result in an F for the course.
- Successfully complete the prerequisites to Clinical I with a grade of 75% or better. Prerequisites are:  
HLAB 1301                      HLAB 1302  
HLAB 1443                      HLAB 1305  
HLAB 1446
- 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 HT Program Director. The following criteria will serve as the basis for the decision regarding selection.
  - Students who have completed BIOL 2401, BIOL 2402, MATH 1314, and CHEM 1411 will be given priority for placement

- Further selection will be based on review of transcripts and courses currently in progress; specifically academic courses in biology, chemistry, mathematics, and histotechnology.
- Students will be notified by letter regarding their status for admission to Clinical I.
- Additional clinical rotations may be scheduled in the Summer semester for students unable to attend clinical rotations as outlined in the program of study.
- 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 HT program.
- Have a minimum 2.5 GPA or better on a 4.0 scale.
- Present transcripts and syllabi of completed science and HT courses to the CTC Incoming Transcripts department.
- Submit transcripts and syllabi evaluations completed by the CTC Incoming Transcripts department to the HT program.

### Readmission Policy

- Student must submit a written request for readmission to the program. Refer to the HT Student Handbook.
- Readmission to any HT course is dependent upon availability of class openings after current class enrollment, but it is not automatic.
- Student who does not successfully complete two HT or science courses or withdraws from two HT courses 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 HT program director and repeat the clinical admission process.
- Upon readmission to the clinical course, the following documents must be on file in the HT 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).

## Phlebotomy

### Admission Policy

Applicants desiring admission to the Phlebotomy 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 Phlebotomy program as follows:

- Application to the Phlebotomy 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 Academic Advising 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.

Applications are accepted every Fall, Spring and Summer.

Additional Information:

- The Phlebotomy program is offered every Fall, Spring and Summer.

### Progression Requirements

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

- Achieve a grade of 75% or better in each course listed on the certificate plan.
- Attendance is required in all PLAB classes and Clinical rotations. Three absences in a class or lab will result in the drop of one letter grade, and 4 absences will result in an F for the course.
- Current CPR certification on file.
- Negative results of TB Tine (skin) test or chest x-ray
- Negative results of Criminal Background Check and Urine Drug Screen

### Readmission Policy

- Student must submit a written request for readmission to the program.
- Readmission to any Phlebotomy course is dependent upon availability of class openings after current class enrollment, but it is not automatic.

*Pending SACSCOC, Veteran's Benefits, Financial Aid (Title IV) and Military Tuition Assistance Approval*

## Licensed Massage Therapy Program

### General policies related to students in the Licensed Massage Therapy Program.

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 and can be found in the Central Texas College Student Handbook and in the semester schedule bulletins.

### Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the student must complete all Department of Health Sciences 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 reading comprehension and writing skills.

### See Policy: Standard and Timing for Drug Screening and Background Checks and Mandatory Immunizations for the Licensed Massage Therapy Program.

The following must also be completed by the eligibility deadline date before admission to the Licensed Massage Therapy Program:

- All students must be 18 years of age at the time of enrollment.
- All students must complete TSI reading comprehension and writing skills or be exempt. For more information and assistance on the test, contact the Academic Advising office and refer to the current Central Texas College catalog.
- Submission of high school transcripts to the Department of Health Sciences verifying graduation or GED transcript that indicates student has earned a state equivalent high school diploma.
- Submit application packet for the Licensed Massage Therapy Program.

- Complete the HESI A2 Admission Assessment Exam by the eligibility deadline date. The HESI A2 is a computerized test which may be taken at the CTC Testing Center or other approved testing site. If the HESI A2 is successfully completed at another testing center, the results must be sent electronically from the testing site to the CTC Department of Health Sciences.

\* Attendance is mandatory at the Pre-admission Information Session and Orientation session with the Licensed Massage Therapy Program Director or designee. The following documents must be on record in the Department of Health Sciences prior to your being scheduled for these sessions: CTC DHS application, HESI A2 exam scores, TSI reading and writing/exemption verification, and all transcripts.

#### **Additional Need-to-Know Information**

Students must participate in two (2) mandatory sessions to fulfill admission requirements.

- Pre-admission Information Session
- Licensed Massage Therapy Program Orientation Session

#### **Licensed Massage Therapy Readmission Policy**

Readmission to any massage therapy course is dependent upon availability of class openings after current class cohort completes. Readmission is not automatic.

- If a student does not successfully complete any massage therapy course or withdraws from a massage therapy course with a failing average, the student may apply for readmission to the Licensed Massage Therapy Program Director one time. Failure of any two massage therapy courses will result in ineligibility for readmission.
- Students who become ineligible for readmission may reapply after 3 years to other DHS programs unless failure was due to a safety issue or unprofessional conduct.
- Students applying for readmission must bring all admissions requirements current and go through the selection process. See admissions requirements information.

When an applicant has been accepted for readmission, the student will follow standard DHS admission policies found in the current DHS Student Handbook.

#### **Progression Requirements**

- To progress in the Licensed Massage Therapy Program, a student must achieve an average of 70 percent or higher in each course.
- Complete the Licensed Massage Therapy Program within two years of first time enrollment.
- 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 Department of Health Sciences. 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.
- Meet the requirements of healthcare facility for clinical rotations.
- Maintain a negative 11-panel drug screen and criminal background check.
- Tuberculosis Documentation of negative screening results for tuberculosis (TB) is required. Repeated annually thereafter: 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold in-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot) is required annually. Those who have had a previous positive TB skin test result will be required to submit a negative

chest x-ray completed within thirty (30) days preceding first day of first clinical rotation period at any Facility. There after an annual negative chest x-ray will be required through program completion.

- The Licensed Massage Therapy Program culminates in a certification-of-completion for college credit. Completion of this program prepares the graduate to take the Massage and Bodywork Licensing Exam (MBLEx). Upon passing the MBLEx, the graduate may apply for state licensure through the Texas Department of Licensing and Regulation (TDLR). The Licensed Massage Therapist is responsible to maintain the Rules and Regulations Relating to Massage Therapy education, licensure, and practice in the State of Texas.

Massage Therapy students are responsible for maintaining professional conduct throughout all aspects of this program. TDLR defines the Massage Therapy Code of Conduct. A link to the State website can be found in the CTC LMT 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 massage therapy program in another college and has transferred course credit(s) to Central Texas College with the intention of enrolling in the LMT Program.

- Must apply for and meet general admission requirements of Central Texas College.
- Must submit the CTC Licensed Massage Therapy Program application and meet current program admission requirements.
- Transcripts providing 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.
- Massage Therapy courses used for transfer must have been completed within the previous two years and meet State of Texas requirements (Healthcare professionals wanting to use previous healthcare courses to meet Massage Therapy licensing standards may have their official transcripts evaluated by the Texas Department of Licensing and Regulation determine what Massage Therapy courses they need to complete.)
- Students requesting transfer must submit a packet containing:
  - Letter of request for transfer 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 massage therapy program providing character reference and skills evaluation. One letter is to be from the LMT Program Director and the other from the hands-on skills professor.
  - The official course description, learning guide, and syllabi of the massage therapy courses the student is requesting be transferred.
  - 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.
  - Proof of completed mandatory immunizations.
  - Proof of negative FBI Background Check.
  - Negative 11 panel drug screen.
  - Proof of having necessary massage therapy supplies and equipment.

Applicants will be evaluated on an individual basis.

Students must complete the Licensed Massage Therapy Program within two years of first time enrollment into the program.

# College Costs

## Tuition Schedule for 2020-2021

**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 more than two times since Fall 2002. These courses are not eligible for state funding, and as such are not eligible for exemptions or waivers.

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

Semester Hours	Resident In-District*	Resident Out-of-District*	Nonresident & International*
1	\$95	\$119	\$248
2	\$190	\$238	\$496
3	\$285	\$357	\$744
4	\$380	\$476	\$992
5	\$475	\$595	\$1,240
6	\$570	\$714	\$1,488
7	\$665	\$833	\$1,736
8	\$760	\$952	\$1,984
9	\$855	\$1,071	\$2,232
10	\$950	\$1,190	\$2,480
11	\$1,045	\$1,309	\$2,728
12	\$1,140	\$1,428	\$2,976
13	\$1,235	\$1,547	\$3,224
14	\$1,330	\$1,666	\$3,472
15	\$1,425	\$1,785	\$3,720
16	\$1,520	\$1,904	\$3,968
17	\$1,615	\$2,023	\$4,216
18	\$1,710	\$2,142	\$4,464

**Differential Tuition per credit hour:** CBFM \$15, CJLE \$15, CNBT \$15, CRPT \$15, ELPT \$15, EMSP \$65, HART \$12, HLAB \$30, MLAB \$40, MBST \$15, PFPB \$15, PLAB \$70, RNSG \$50, VNSG \$55, WDWK \$15, WLDG \$25.

## Other Fees \*

In addition to tuition, the following fees are required or applicable. Except for Individualized Instruction, all fees are nonrefundable. Refunds of flight fees are limited to the lesser of either a prorated amount based upon actual flight time used or the amount that would be refunded using the standard refund calculation set for by CTC policy.

Course Challenge.....	\$50
Diploma Replacement.....	\$25
Emergency Student Loan Origination Fee.....	1.25%
GED Testing.....	\$60
TSI Assessment.....	\$25
FAA Knowledge Test.....	\$55 - \$125
Individualized Instruction	
Aviation Science.....	\$3,550 - \$9,500
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
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
Instructional Materials	
(as required by contract, per credit hour,	
non refundable).....	\$30-\$40
Nursing Insurance, Fees and Testing .....	\$20-\$99
Residence Hall Violation Fee.....	\$5 - \$100
Return Check Fee.....	\$30
Student I.D or Meal Card Replacement (per card) .....	\$5
Transcript and Records (varies based upon delivery method) .....	\$5 - \$7

\* subject to change

## 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)\***

\* Students must be considered Texas residents as defined in the section “Determining Residence Status” of this catalog to be eligible for exemptions.

##### **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):

Tuition and fees

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.
- Courses of which the student attempted more than two times since Fall 2002 are not eligible for state funding. As such, they are also not eligible for any tuition/fee exemptions or waivers. Students must pay the full non-resident tuition for any courses in this category.
- Students receiving exemptions must maintain a cumulative GPA of 2.0 or higher to continue to be eligible for exemption programs.
- Students receiving exemptions may not continue to receive the exemption if the total cumulative credit hours exceed 150% of the hours required for the student's degree plan.
- For more information on exemptions and waivers, go to [www.collegefortexans.com](http://www.collegefortexans.com).

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

## **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 \$3,060
  - Double Occupancy Room \$2,640
- Summer Semester
  - Single Occupancy Room \$1,860
  - Double Occupancy Room \$1,650
- Monthly Board Plan for CATE Center only, per month
  - Single Occupancy Room \$830
  - Double Occupancy Room \$715
- Semester Breaks for Current Residents only; returning for the following semester (Board Plan not available), excludes break between Fall and Spring Semesters \$175

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

## Installment Payment Plan

CTC accepts installment payments from Texas-based students for fall, spring, and summer classes 10+ weeks in length.

- One half of tuition and fees plus the installment plan fee must be paid at the time of registration and before the start of the semester.
- A promissory note must be executed for the remaining balance to be paid with equal payments on due dates established for the semester and class length.
- For classes 15-16 weeks in length, due dates are as follows:  
**Fall semester:** October 5 and November 5  
**Spring semester:** March 5 and April 5  
**Summer 1 semester:** July 6 and August 10  
**Summer 2 semester:** August 10 and September 14
- For classes 10-14 weeks in length, due dates are as follows:  
**Fall semester:** September 7 and September 28  
**Spring semester:** February 1 and February 22  
**Summer 1 semester:** June 15 and July 6  
**Summer 2 semester:** July 20 and August 10
- All financial aid and third-party assistance 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 close of business on 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 or fee 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 actually filed with the Records Office (not from the date of last attendance) or the adjusted date if "retroactively" dropped 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.

### Central Texas College District Refund Schedule

Length of Class Term in Weeks	Last Day for 100 Percent Refund	Last Day for 75 Percent Refund	Last Day for 25 Percent Refund	Last Day for 5 Percent Refund 60% Completion	Thereafter:
16 or longer	prior to start	15	20	48	0
15	prior to start	14	19	45	0
14	prior to start	13	17	42	0
13	prior to start	13	16	39	0
12	prior to start	12	15	36	0
11	prior to start	10	14	33	0
10	prior to start	9	12	30	0
9	prior to start	9	11	27	0
8	prior to start	8	10	24	0
7	prior to start	7	9	21	0
6	prior to start	5	7	18	0
5	prior to start	5	6	15	0
4	prior to start	4	5	12	0
3	prior to start	3	4	9	0
2	prior to start	2	n/a	6	0
1	prior to start	1	n/a	3	0

- 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.
- Exceptions to the refund policy under the above special considerations must be requested within 4 (four) months of the course/semester/term end date.

## Noncredit Courses

CTC will not refund tuition except in the case of course cancellation or official withdrawal from a course. The refund policy for noncredit courses offered by Central Texas College 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.

### Member of U.S. Armed Forces

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.

**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 physical 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. 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.

### 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.

## Distance Learners

A bona fide Texas resident located out-of-state or out-of-country and who is enrolled in an online course offered 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](http://www.ctcd.edu).

## Selective Service Registration Compliance

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

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

## Eligibility Requirements for Financial Aid

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

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

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

## Satisfactory Academic Progress Policy, Financial Aid\*

Under current federal guidelines, students who are receiving financial aid are required to maintain the standards of satisfactory academic progress (SAP). The assessment will be made on a semester basis, regardless of the number of semester hours attended or the number of hours attempted during the year. Grades of A, B, C, D, and 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 who do not attend a course before the census day may be dropped from the course by the instructor.
- For an online course student must complete one academically related activity (graded or non-graded) prior to the census date or may be dropped from the class by the instructor. For blended or hybrid classes if the first class meeting is after the census, completion of a graded activity is required or student may be dropped from the course by the instructor.

\*Due to the COVID-19 Pandemic conditions, some students Financial Aid academic standard calculations may be waived under CARES Act legislation.

## 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 a cumulative average of 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 a cumulative average of 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 Timeframe (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. For example, if a student's completion rate is 66.666% the completion rate requirement of 67% will be rounded to 67%. 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.*

## 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 or a combination of W's, F's, N's or IP's, he or she may be placed on automatic suspension without being given a warning. A student placed on an automatic suspension status will not receive financial aid assistance until this status has been cleared. To reestablish eligibility, the student must meet both the cumulative 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 cumulative 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 cumulative GPA and also maintain a 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 cumulative 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 or has an approved Satisfactory Academic Progress appeal from the Financial Aid Appeals Committee.

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, for cumulative completion rate (67 %) and cumulative grade point average (2.0) or has an approved appeal. 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 through eForms. **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:** 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

### Appeal Approved

When a student is placed on an approved appeal status the student must meet the College's satisfactory academic progress policy (2.0 semester GPA and a semester completion rate of 67%) during the next semester of enrollment. If the student does not meet the minimum academic standards during that enrollment period, student's financial aid will be suspended and student will not be eligible to re-appeal. If the student meets semester academic standards, the student will be placed on a Continued Probation status for one additional semester. They must meet the cumulative 2.0 GPA and 67% completion rate at the end of the next semester for continued eligibility. When a

student does not meet the above standards, 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. 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, suspension or automatic 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 18 maximum credits for developmental coursework plus 9 semester credit hours in ESOL
- 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 exceptional financial need and receiving a Pell grant. 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 Educational Opportunity Grant (TEOG)

TEOG program provides aid to financially needy students enrolled in Texas public two-year colleges and have a Statement of Eligibility Certificate on file with the Student Financial Aid office. A student must satisfy general eligibility requirements. Academic performance and other requirements must be met for students to receive continuing eligibility. Any student facing extenuating circumstance leading to the loss of TEOG eligibility may submit a Satisfactory Academic Progress appeal through the normal appeal process. The Financial Aid Office will determine if TEOG is part of the aid package that is offered to you.

## College Work-Study Program (CWSP) and Texas College Work Study (TCWS)

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. For additional information and application process, review work-study programs at [www.ctcd.edu](http://www.ctcd.edu).

## Loans

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

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

The Federal Program that provides loans to eligible student and parent borrowers under Title IV of the Higher Education Act. The loan programs include Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans and Direct

Consolidation Loans. Funds are provided directly by the federal government to eligible borrowers through participating schools.

Please review the College Default Management plan at [www.ctcd.edu](http://www.ctcd.edu).

### Federal Loan Eligibility Requirements

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

### 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.studentaid.gov](http://www.studentaid.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, withdrawal from college or dropping below half-time attendance. Exit counseling is available by going directly to [www.studentaid.gov](http://www.studentaid.gov). 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. Student loan borrowers will have six

months after withdrawing, dropping below half-time or graduate before repayment is established. 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. Loan servicing information is available at [www.studentaid.gov](http://www.studentaid.gov) or [www.nslds.gov](http://www.nslds.gov).

### Sample Loan Repayment Schedule

Loan	Direct Subsidized/ Unsubsidized Loan	Direct Parent PLUS Loan
Amount Borrowed	\$5,500	\$7,000
Interest Rate	4.5%	7.1%
Standard Repayment Plan	120 months, \$57 per month	120 months, \$82 per month
Interest	\$1,340	\$2,796
Total Paid	\$6,840	\$9,796

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.

### Financial Aid Advisor – Military Students

CTC's Financial Aid Loan Officer is the designated Financial Aid Advisor for Servicemembers. The FA Advisor provides loan counseling, which includes, but is not limited to: (1) providing a clear and complete explanation of available financial aid, including Title IV; (2) explaining the difference between unsubsidized and subsidized federal student loans to include the terms, conditions, repayment and forgiveness options; (3) disclosing the College's most recent student loan Cohort Default Rate (CDR), the percentage of CTC students who borrow and how CTC's CDR compares to the national average; and (4) explaining to students they have the ability to refuse all or borrow less than the maximum student loan amount. Servicemembers can contact the Financial Aid Loan Officer at [financial.aid@ctcd.edu](mailto:financial.aid@ctcd.edu). Members of the U.S. Armed Forces are eligible for special benefits on their financial aid student loans. Visit the CTC loan department's website at [www.ctcd.edu/students/current-ctc-students/financial-aid/loans/](http://www.ctcd.edu/students/current-ctc-students/financial-aid/loans/) and click on the FAQ "I am a member of the U.S. military. Am I eligible for specific benefits on my student loan?"

### 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 Department of Education considers a student who earns all F’s to have officially withdrawn unless an instructor can prove otherwise. Students in this category must repay 50% of disbursed Title IV funds.

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 (FSEOG)
- Iraq and Afghanistan Service 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.

\* Due to the COVID-19 Pandemic conditions, some students Financial Aid academic standard calculations may be waived under CARES Act legislation.

## 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>.

## Central Texas College Foundation Scholarships

The Central Texas College Foundation has over 200 scholarships, providing up to 225 awards to competitively selected students every year. Foundation scholarships are both need- and merit-based. Only one application is necessary and will place a student in consideration for all awards matching specific criteria. A student must complete an application each year via the online portal that is open from January through February 28. These scholarships are awarded in late spring and available for the fall and spring semesters of the following academic year. A list of scholarships and the specific criteria can be found at <https://ctcd.academicworks.com>. 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. An account must be created in AcademicWorks. It is necessary to use your CTC email address to create the account. If you are unsure which email address CTC has on file for you, this information can be found on your WebAdvisor profile. After an account has been created in AcademicWorks, a confirmation email will be received. Once the account and email address have been confirmed, you will be able to access the scholarship application. For more information,

please contact the CTC Foundation Office at 254-526-1662. If a continuing or transfer student, student must meet the minimum grade point average (GPA) requirement of the college's Satisfactory Academic Progress (SAP) policy as determined by Central Texas College's financial aid policy. Some scholarships may require a higher GPA.

## Veterans 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 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.

Any complaint against Central Texas College from a current or prospective student who received V.A. education benefits should be routed through the VA GI Bill® Feedback System\* by going to the following link: <http://www.benefits.va.gov/GIBILL/FEEDBACK.ASP>. The VA will follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

\*GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (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. Distance 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](mailto:veterans.services@ctcd.edu).*

## CTC Compliance - Veterans Benefits

**Note:** A covered individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.\*

In accordance with the Veterans Benefits and Transition Act of 2018, section 3679(e) of Title 38, United States Code as amended, Central Texas College (CTC) will permit any covered individual to attend or participate in a course of education, during the period beginning on the date on which the individual provides to the educational institution a certificate of entitlement to educational assistance under Chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website—eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to CTC.
2. Ninety (90) days after the date CTC certified tuition and fees following the receipt of the certificate of eligibility.

To qualify for the above provision, CTC requires the covered individual to take the following additional actions:

- Submit a Certificate of Eligibility for entitlement to educational assistance no later than the first day of the course of education;
- Submit CTC’s Veterans Enrollment Certificate eForm to CTC’s Veteran Services office each semester/term that he or she enrolls and when changes are made to the class schedule;
- Provide additional information necessary to properly certify the enrollment as requested by Central Texas College;
- Submit any difference in payment between the student’s financial obligation and the amount of the VA education benefit disbursement.

Central Texas College will **not** impose any penalty, including:

- The assessment of late fees;
- The denial of access to classes, libraries, or other institutional facilities; and
- The requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to CTC due to the delayed disbursement funding from VA under Chapter 31 or 33.

*\*GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA).*

## 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 he or she is qualified for Hazelwood Educational Benefits. Please go to [www.collegeforalltxans.com](http://www.collegeforalltxans.com) for full information. If a continuing or transfer student, student must meet the grade point average (GPA) requirement of the college’s Satisfactory Academic Progress (SAP) policy in a degree or certificate program as determined by Central Texas College’s financial aid policy.

## 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.

## Student Services

### Academic Advising

The CTC Academic Advising office provides advising services to assist students with career planning and their educational and personal goals. Services include occupational and labor market information, degree program planning and general academic advising. Steps for new students to CTC (first-time in college and transfer) and returning students include:

1. New degree or certificate seeking students to CTC. Choose your program of study at the time of admissions with an advisor virtually or by appointment.
2. Returning students. Use your Progress Report in Student Planning to choose your classes each semester. Contact an advisor if you need assistance.
3. Transfer students enrolling at CTC for the first time with a cumulative total of 30 or more semester credit hours must file a degree plan by the end of the semester of first enrollment.
4. Continuing students enrolled in an associate degree program are required file a degree plan immediately following the semester in which a total of 30 or more semester hours has been successfully completed, which includes CTC courses, evaluated credit awarded, and transfer courses.
5. If a high school student enrolls in dual credit courses, a degree plan must be filed no later than:
  - The end of the second regular semester immediately following the semester in which the student earned a cumulative total of 15 or more semester credit hours for dual credit courses successfully completed at CTC, or
  - The end of the student’s second regular semester at CTC if student starts the first semester at CTC with 15 or more semester credit hours of course credit for dual credit courses successfully completed by the student.

### 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.

### Academic and Financial Advising - Servicemembers

The Associate Dean, Student Financial Aid and Veteran Services, is the primary contact for academic and financial advising, including student support services, for Servicemembers. The Associate Dean may be reached at [asmith@ctcd.edu](mailto:asmith@ctcd.edu) or 254-526-1205. Information about the military tuition assistance program, Department of Education Title IV financial aid, education benefits offered by the Veterans Administration and other services is available. While the Associate Dean is not exclusively dedicated to providing these services, the associate dean may refer the Servicemember to other individuals with an ability to provide these services, both on- and off-campus.

## 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)

## 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 111, or 254-526-1195 for more information. Students are encouraged to visit the DSS website at [www.ctcd.edu/disability-support](http://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.

## 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](http://www.ctcd.edu/career-center).

## 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 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.

## CTC Transcripts

Unofficial Transcripts. Students may obtain an UNOFFICIAL CTC transcript through their CTC WebAdvisor student account.

Official Transcripts. CTC has retained the National Student Clearinghouse (NSC) to accept official transcript requests over the Internet via a secured site. Visit the CTC "Transcript Services" webpage on the CTC website at [www.ctcd.edu](http://www.ctcd.edu) for specific transcript ordering information. Upon transitioning to the NSC, transcript delivery options will include Electronic, PDF or paper (mailed). Transcript order handling fees vary based on the delivery method requested.

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, 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 DSST 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 based on availability.
- **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](http://www.ctcd.edu/testing/testing.htm) and refer to the “College Costs” section of the catalog for fees.

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

## Institutional Challenge Examinations

CTC instructional departments may make available institutional challenge examinations for some of their courses based on availability. Cost of the exam is \$50.00 and is non-refundable. Students are eligible to take a challenge exam upon successful completion of six semester credit hours with “C” or higher grades at CTC. Students who wish to take a challenge exam should inquire within the applicable instructional department. Passing grades to receive course credit are determined by the instructional department administering the exam. Credit awarded for successful completion of the challenge exam is posted as evaluated credit on the student’s CTC transcript, and cannot be used to satisfy CTC residency requirements.

## 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).

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:

- DSST Exams.
- College Level Examination Program (CLEP).
- UExcel® College Examinations (ECE).
- Defense Language Proficiency Tests (DLPT).
- College Board Advanced Placement (AP).
- 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 unless otherwise stated in a memorandum of understanding or contract.
- **GoArmyEd students** who chose CTC as their home college will automatically receive a Military 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](http://www.ctcd.edu). If you are unable to submit the online eForm, a paper version is available on the CTC Evaluated Credit webpage. GoArmyEd students do not need to submit a request form. Evaluations for GoArmyEd students are completed within 60 days of receipt of all official documents.
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.
4. For questions regarding your evaluation, contact us directly at [evaluation.info@ctcd.edu](mailto:evaluation.info@ctcd.edu) or 254-526-1317 or 254-526-1635.

## CTC’s Fast Forward

CTC’s Fast Forward tool at <https://fastforward.ctcd.edu> is available to Servicemembers and Veterans. Servicemembers and Veterans can 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.

## Student Complaint Process

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

## Graduation

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

**Associate of Arts and Associate of Science Degrees** are primarily designed to allow the transfer of credits earned at CTC to a bachelor’s degree at most four-year Texas colleges and universities. The degrees require 60 semester credit hours of which 42 are core curriculum courses (CORE) transferable toward the general education requirements of a bachelor’s degree at Texas state-supported colleges and universities. Some degrees include complete or partial field of study courses (FOS)

designed to transfer toward a bachelor's degree and be applied to an appropriate major at Texas colleges and universities. For more information on the CORE and FOS courses, refer to the Degrees and Certificates section of this catalog.

**Associate of Applied Science Degrees** are designed to prepare students for employment. All programs require a minimum of 15 semester hours in general education courses selected from specific core curriculum components. Many of the fastest growing careers in the state of Texas require these degrees and certificates.

**Certificates of Completion**, Level I are 15 to 42 semester credit hours and Level II are 15 to 51 semester credit hours. Within many of the associate of applied science degrees, there are certificates of completion that can be finished in less than two years. The certificates are building blocks for students to move from basic to more advanced workplace competencies. Most certificates allow students to build toward the associate of applied science degree.

## Graduation Requirements

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.

## 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. Due to the COVID-19 Pandemic conditions, CTC graduation ceremonies may be changed, canceled, or held virtually.

## Reverse Transfer Graduation

If you transfer to a university before completing an associate degree at CTC, you can still earn your associate degree through reverse transfer. Texas public universities are required to identify, track, and follow up with each student who has (1) earned at least 30 semester credit hours at a community college and (2) completed a total of 66 semester credit hours. Once a student meets these requirements and students have submitted a signed consent form for release of information, the university will release courses, grades, and credit information to the lower institution of higher education. CTC will review the information. If CTC determines you have completed the course and degree requirements for an associate degree, CTC will award you the degree.

## 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.

# 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](http://www.ctcd.edu).

## Student Organizations

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

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

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

## Student Travel

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

## KNCT-FM

KNCT FM is a full power radio station that broadcasts at 91.3 MHZ with both a digital HD and analog signal. Digital 91.3 (1) and analog provide 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 Communication and Media Technology 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 and observe in a NAEYC accredited program. The Center, located on Clear Creek Road, is licensed for children ages 6 months - 5 years of age. A developmentally appropriate curriculum meets the physical, emotional, social, and intellectual needs of children. College students, faculty, staff and members of the community are 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 and Bacterial Meningitis

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 as well as part-time Resident Assistants who are readily available to assist residents as needed. 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 Winter break and Spring break. Alternative housing arrangements will need to be made during this time. No exceptions will be made. 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 **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.

**Live Chat and Text** available during the library's open hours. Library users can ask questions and receive an immediate response. Text: 254-400-2275.

**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** Submit papers for review and citation help online by clicking the Research Paper Review link from the Library's home page.

**Multimedia Lab** has 30+ 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-TAMUCT ROTC program. For further information contact the Academic Advising 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 and Guidelines

## Program Timelines for Completing a Degree or Certificate

Students may graduate in the program requirements listed in the catalog that was in effect at the time the student first enrolled in a college-level course at CTC or subsequent catalogs if (1) the catalog requirements are not more than five years old, and (2) the program has not been discontinued. Students whose program of study is 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 program requirements. Contact the Director of Evaluations and Graduation for more information.

## Interdisciplinary Studies Associate Degree Advising Requirement

Senate Bill 1189, 85th Legislature, requires all public community colleges to establish a multidisciplinary studies associate degree. CTC designated its Associate of Arts Interdisciplinary Studies degree as its multidisciplinary degree which requires students to:

1. Successfully complete the college's core curriculum; and
2. Consult with an academic advisor prior to the start of the semester immediately following the semester or term that the student successfully completes a cumulative total of 30 or more semester credit hours; and
3. In consultation with the academic advisor, complete a degree plan that accounts for all remaining credit hours to complete the degree program to transfer to a field of study or major at a university of the student's choice.

Students are responsible for contacting an academic advisor once they have earned 30 or more semester credit hours.

## Required Degree Planning

Per Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter T, the following degree planning is required:

- a. A student enrolled in an associate degree program at CTC must file a degree plan after the 12th class day but before the end of the semester immediately following the semester in which the student earned a cumulative total of 30 or more semester credit hours for coursework successfully completed by the student, including transfer courses, international baccalaureate courses, dual credit courses, and any other course the college awarded college credit, including course credit awarded by examination.
- b. A student who enrolls in an associate degree program at CTC for the first time and has a cumulative total of 30 or more semester credit hours must file a degree plan with the college after the 12th class day but before the end of the semester of first enrollment.
- c. A student enrolled in dual credit courses at CTC is required to file a degree plan with the college not later than:
  - the end of the second regular semester immediately following the semester in which the student earned a cumulative total of 15 or more semester credit hours of course credit for dual credit courses successfully completed by the student at CTC, or
  - if the student begins the student's first semester at CTC with 15 or more semester credit hours of course credit for dual credit courses successfully completed by the student, the end of the student's second regular semester at the college.

Students are responsible for contacting their advisor to file their degree plan and the college will reach out to the student. Students are responsible for enrolling in courses on their filed degree plan and notifying the appropriate offices when a change to their degree program is made. Students who fail to file a degree plan may not be provided their official CTC transcript until a degree plan is filed.

## Academic Course 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 Course 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 course load must have at least a 2.0 grade point average and 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.

## Amount of Credit Earned by a Student in a Given Time Period

Every college course is assumed to involve a significant amount of time outside the classroom for out-of-class student learning. Based on Coordinating Board requirements, institutions should not allow students to carry more courses in any term (regular or shortened semester), which would allow them to earn more than one semester credit hour per week over the course of the term. For example, in a five and a half week summer term, students should not generally be allowed to enroll for more than six semester credit hours.

CTC has declared its maximum student load as no more than 18 semester hours within a 16-week semester or 8 semester hours during a 5 ½ week summer semester. Otherwise, a student must request an overload. Maximum course load policy was established based on the numerous four-semester hour courses required in certain programs of study, and students often enroll in a combination of three- and four-semester credit hour courses. The CTC Campus Dean or Campus Dean designee may consider an exception when (1) the student is enrolled in courses with different start/end dates within a given semester, (2) the student has demonstrated above average academic performance in previous attempted CTC coursework, (3) student is near graduation and the course(s) is required for graduation and will not be offered again before the student's intended graduation date, or (4) due to a program change the course will no longer be offered in the revised program of study and student wishes to remain in his or her current program of study. Other exceptions based on individual student circumstances may be considered.

## 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. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action.
- Only instructors can authorize an excused absence. Regardless of the reason for the absence, the student is responsible for completing all coursework covered during any absence.
- Failure to meet the attendance requirements in a course may result in a lower grade or failure in the course.
- 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."

## Absence/Participation Policy

Students are expected to actively participate in all courses at all times. **Instructors are required to document attendance through the census date by requiring students to complete an academically related activity or to communicate extenuating circumstances to the instructor PRIOR to census.**

The census date is the day that CTC officially certifies with the State of Texas the number of enrollments in each credit course. This chart depicts the census date based on course length.

**NOTE:** *Census dates are subject to change by the Texas Higher Education Coordinating Board.*

Length of Class in Weeks	Census Date	Last Date to Withdraw from a Class*
2 or less	1st Class Day	1½ Week
3	2nd Class Day	2¼ Week
4	3rd Class Day	3rd Week
5	4th Class Day	3¾ Week
6	4th Class Day	4½ Week
7	5th Class Day	5¼ Week
8	6th Class Day	6th Week
9	7th Class Day	6¾ Week
10**	7th Class Day	7th Week
12**	9th Class Day	9th Week
16**	12th Class Day	12th Week
*This information is to serve as a guide. Refer to the applicable semester Central Campus Schedule bulletin for actual dates of withdrawal. Schedule bulletins can be found at <a href="http://www.ctcd.edu/academics/class-schedules/">www.ctcd.edu/academics/class-schedules/</a> . **In the Summer Semesters, the official census date for classes taught 10 or more weeks is the 12th class day.		

For all courses, including competency-based, open entry (self-paced), lack of evidence of active student participation before census may result in the student being dropped from the course and having to pay partial tuition and fees. For blended or hybrid

classes where the first class meeting is after census, completion of a graded activity is still required.

**After the census date, students wishing to withdraw must withdraw themselves through the CTC Central Records or Fort Hood Campus, Eagles on Call, Etrieve (online) or GoArmyEd portal if enrolled in the class through the portal.** Faculty are prohibited from withdrawing students from a course after census and instead will report a last date of attendance with final grade for students who stop attending or participating in class.

**NOTE:** *For co-requisite classes a withdrawal/drop from one class will result in an automatic withdrawal/drop from the other co-requisite class.*

## Religious Holy Days

If you desire to be absent from classes for the observance of a religious holy day, you must work with the instructor prior to the absence. You will be excused, without penalty, from classes or other activities, including examinations, for the observance of a religious holy day, including travel for that purpose. However, you will be responsible for make-up of all work or examinations 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 of the Tax Code.

## 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 are responsible for contacting 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 wishing to officially withdraw from a course on or after the first scheduled class day must file an eForm “Student Application for Withdrawal” located on the CTC website at [www.ctcd.edu](http://www.ctcd.edu) and submit to their appropriate Texas campus or designated CTC office by the last date to withdraw.
- The effective date of withdrawal is the date that the withdrawal application is received by the CTC representative or received in the Central Campus Records Office, Fort Hood Campus or the Eagles on Call Center. Deadline dates are based on Central Standard time zone (or Central Daylight Saving time when in effect).
- For Central Campus/Distance Learning courses withdrawal dates are available in the applicable semester Central Campus Schedule Bulletin located at [www.ctcd.edu/academics/class-schedules](http://www.ctcd.edu/academics/class-schedules).
- Students who used financial aid, military tuition assistance, Veterans Education Benefits or other non-personal funds may be required to repay tuition and fees to the funding agency. Contact the Office of Student Financial Aid or the Veterans Services Office prior to 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”.
- Servicemembers in the United States Armed Forces or in the Reserves who had to withdraw from CTC due to military obligations should refer to the “Readmission of Member of the United States Armed Forces” section in the Admissions and Registration section of the catalog for additional information.

## 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.

## “Six-Drop” Rule per TEC 51.907 (SB 1231)

Effective with the Fall 2007 semester and thereafter, all undergraduate students enrolling for the first time in a Texas public college or university are not permitted to drop more than six courses throughout their undergraduate career. This policy does not apply to courses dropped on or before the census date for which a grade is not entered on the student’s transcript. All college-level courses dropped after the official course census date are included in the six-drop limit to include college-level courses dropped at CTC or another Texas public college or university, unless the reason for dropping qualifies as an exception. The purposes of the rule are to motivate and encourage students to successfully complete their courses and degree in a timely manner, and with less financial loss to all parties concerned. Students should carefully select their courses and minimize the likelihood of dropping a course.

### Course Drop Definition and Penalty

For purposes of clarification, a course drop applies to CTC college-level courses in which the student is officially enrolled in the course as of census date and the course will be reflected on the student’s transcript with a non-punitive grade of W. Courses with grades of A, B, C, D, F, IP, N or P are earned and are not included in the six-limit course drop.

Once a student has six (6) withdrawals that do not qualify for an exception the student may not be permitted to drop future courses, and the student will receive the grade earned in the course. If a CTC course was dropped that exceeded the six-drop limit, the drop will be removed and the faculty member of the associated course will be contacted to issue the appropriate grade.

### Courses Excluded from the Six-Drop Limit

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

1. Courses taken by students while enrolled in high school or early college high school for dual credit or for college credit only (early admissions).
2. Courses taken at private and out-of-state colleges and universities.
3. Remedial, developmental or other courses such as continuing education courses that do not apply to a degree.
4. Drops that require co-requisite enrollment such as a lecture class with a required laboratory are counted as one drop. This does **not** apply to accelerated instruction in which student is enrolled in a co-requisite developmental course with an intensive reading, mathematics or writing college credit course.

5. Complete withdrawal of all courses in a semester, constituting withdrawal from the institution.
6. Courses not submitted for state funding such as third-course repeats and developmental courses that exceed the 18 semester credit hour limit. This includes CTC courses offered at CTC locations outside Texas and online courses taken by students located outside of Texas whose legal state of residence is not Texas.
7. Courses dropped as a result of documented college error.
8. CTC courses which were dropped for good cause as listed in the Course Drop Exceptions.

### 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 as a member of the armed forces of the United States 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.

In February 2018 the limitations on the number of courses dropped was amended permitting a seventh-course drop if the student:

- reenrolled at the institution following a break in enrollment from the institution or another institution of higher education covering at least the 24-month period preceding the first class day of the initial semester or other academic term of the student’s enrollment; and
- successfully completed at least 50 semester credit hours of coursework at an institution of higher education that were not exempt from the limitation on formula funding before that break in enrollment.

**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. Also, a person who is otherwise considered to have a significantly close relationship to the student.
- 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

Once a student has reached the Six-Drop limit and is requesting to be dropped from one or more classes (not withdrawn from all classes) for the semester, the student must request an exemption from the six-drop rule and provide appropriate documentation to the Associate Dean, Admissions, Registration and Records. Students who do not agree with the Associate Dean's decision must submit their request for an appeal within 30 days of the Associate Dean's decision. An appeal request will not be accepted without supporting documentation attached. The Appeal must be submitted to the Associate Dean, Enrollment Services, who will convene the Drop Review Committee. The decision of the Drop Review Committee is final.

## Student Classification

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

## Credit Transfer

### CTC Courses to Other Colleges and Universities

Central Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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 CTC courses for transfer to another college or university should consult with their advisor at the receiving institution to ensure coursework will be accepted in their program of study. Although CTC academic advisors can assist with general academic advising, it is the student's responsibility to ensure CTC courses will meet degree requirements at the student's college or university. As a general rule four-year colleges and universities will accept a maximum of 66 semester credit hours of academic (not workforce education) lower-division coursework in transfer toward a bachelor's degree.

All successfully completed lower-division academic courses identified by the Texas Common Course Numbering System (TCCNS) and listed in the Lower-Division Academic Course Guide Manual (AGCM) are fully transferable among Texas public colleges and universities. Except in the case of courses belonging to a Coordinating Board-approved Field of Study Curriculum (FOSC), applicability of transferred courses to requirements for specific degree programs is determined by the receiving institution. Texas public colleges and universities may deny the transfer of credit in courses with a grade of "D" in the student's core curriculum courses, field of study curriculum courses, or major.

### Transfer Dispute for Academic Courses

If a Texas public college or university (institution of higher education) does not accept academic lower-division course credit earned by another Texas institution of higher education, the receiving institution must give written notice to the student and the sending institution that transfer of course credit is denied and the reasons for denying the credit. The written notice must include an attachment that outlines the procedures for resolution of transfer disputes for academic lower-division credit, accompanied by instructions outlining the procedure for appealing the decision with the Texas Commissioner of Higher Education (Commissioner). The receiving and sending institutions and student must attempt to

resolve the transfer of course credit in accordance with Board rules and guidelines. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the student received the written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for denial. The Commissioner or Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and provide written notice of the determination to the student and two institutions. The Commissioner or Commissioner's designee collects data on the types of transfer disputes that are reported and the disposition of each case considered. If the receiving institution does not believe a course presented for transfer from another institution is not of an acceptable level of quality, the receiving institution must first contact the sending institution and attempt to resolve the problem. If the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner who may investigate further.

### Transfer Credits to CTC

Official transcripts from all regionally accredited colleges and universities previously attended are required if the student is seeking a degree or certificate from CTC, intends to use financial aid or Veterans Education Benefits at CTC, requests an official evaluation of prior learning experiences, or to determine the student's Texas Success Initiative (TSI) status. Transfer students who plan to use financial aid with CTC must have transcripts on file prior to determining financial aid eligibility. Official transcripts must be mailed from each college or university to CTC Student Services-Incoming Transcripts in Killeen, Texas. Hand-carried transcripts will be accepted only if received in a sealed envelope marked "official".

Transfer of credit from regionally accredited colleges and universities may be accepted when the grade earned was "C" or better, courses are lower-division, 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 current institutional procedures and departmental requirements. Courses earned at other colleges/institutions with "D" grades are not automatically articulated and added to a student's CTC record. If the student believes the "D" grade in a course should be considered, the student must consult with an academic advisor.

Transfer credits are evaluated 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 reviewed based on CTC guidelines. If a course from a non-regionally accredited institution has not been evaluated previously by the applicable CTC instructional department chair, the student will be required to submit a syllabus for each course he or she wishes to be considered in transfer. The syllabus will be forwarded to the appropriate CTC Department Chair who will determine if the course is equivalent to a CTC course and can be accepted in transfer. Courses from non-regionally accredited institutions with grades below C will not be forwarded to the department.

Due to the rapid changes occurring in the career and technical fields, the courses taken in a major field of study or career-technical courses directly related to the major field have a limited shelf-life. Depending on the career fields, transfer courses taken two to five years ago may no longer be accepted in transfer. Transfer students should consult with an advisor to determine the expiration dates of courses by program of study. This also applies to returning CTC students who completed career and technical courses at Central Texas College.

## Acceptance of Grades in Student's Program of Study

The following is provided as a guideline for determining grades that can be accepted in a student's degree program of study. Students should consult with the designated CTC advisor to determine official acceptance of a grade. Although a grade of "D" in a course may be accepted on a case-by-case basis, D grades will not be used when the course:

- is a prerequisite to a required course,
- is a designated course that would otherwise qualify a student for a TSI exemption or completion,
- is a major or major-related elective in a program of study, and/or
- lowers the student's CTC grade point average (GPA) and/or overall GPA below 2.0.

Although a "D" grade may be accepted in some programs such as the AA Interdisciplinary Studies and AA General Studies, if a student changes his or her program of study, a "D" grade in a course will not be accepted if the course is a major or major-related course in the new program. A "D" grade may be accepted in general education and core curriculum courses if the student's CTC grade point average (GPA) and overall GPA are at least 2.0. Specific degree and certificate information is provided below.

- **Certificates of Completion:** A grade of "C" or better is required in all courses with the exception of certificates that include non-major courses and non-major related courses such as English, mathematics, and speech. A "D" grade may be accepted in non-major and non-major related courses as long as student's CTC GPA and overall GPA is at 2.0 or better and course is not a prerequisite.
- **Associate of Applied Science:** A grade of "C" or better is required in all major and major-related courses. A "D" grade may be accepted in general education courses if the student's CTC GPA and overall GPA are at least 2.0 or better and course is not a prerequisite.
- **Associate of Arts in Interdisciplinary Studies:** A grade of "D" or better may be accepted in any course (core and 18 semester hours of specialization) as long as the student's CTC GPA and overall GPA are at least 2.0 or higher and the course is not a prerequisite.
- **Associate of Arts with a designated major such as an AA in Social Science:** A "C" or better grade is required in major and major-related courses. A "D" grade may be accepted in a core curriculum course as long as the total CTC GPA and overall GPA are at least 2.0 and the course is not a prerequisite.
- **Associate of Science:** A "C" or better grade is required in major and major-related courses. A "D" grade may be accepted in a core curriculum course as long as the total CTC GPA and overall GPA are at least 2.0 and the course is not a prerequisite.
- **Associate of Arts in General Studies:** A grade of "D" or better in a course may be accepted in the general education and elective courses as long as the CTC GPA and overall GPA is 2.0 or better and the course is not a prerequisite.

## 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 system-converted to an "FI" and appear as an "F" on the student's official transcript. Only in the most extenuating circumstances will extensions be granted beyond the 110 days. If an extension is granted beyond the 110 days, the system-generated "F" grade remains on the student's official transcript until such time the student completes the remaining requirements. The reason for the extension must be approved by the instructor, Campus Dean, Deputy Chancellor, and Chancellor of Central Texas College.

The IP grade replaced the I (Incomplete) grade in Summer 2001. In calculating the grade point average for graduation or other purposes, the "I" grade was calculated as an F.

**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 noncredit courses such as continuing education and military contract courses. The "N" grade is assigned to students who did not successfully complete the course. Re-enrollment requires the payment of usual tuition and fees for the course.

### "P"- Completed

The grade of "P" is reserved primarily for use with noncredit courses such as continuing education and military contract courses. The "P" grade is assigned to students who successfully completed the course. In some developmental courses, the "P" grade may be assigned. When used with credit-granting courses, earned 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	$4 \times 3 = 12$
ENGL 1301	B	3	3	$3 \times 3 = 9$
ITSC 1415	C	2	4	$2 \times 4 = 8$
CJLE 1211	D	1	2	$1 \times 2 = 2$
			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/Veterans Education 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 withdrawals “W.”

### **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 academic achievement is outstanding may qualify for the “Dean's Honor Roll.” Please contact the Office of the Dean of Central Campus & Service Area 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 and modular courses with a “P” grade) 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 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 Academic Advising 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.
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 term 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.)

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 an “F” 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.

## Academic Misconduct

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

<b>Plagiarism</b>	The taking of passages from the writing of others without giving proper credit to the sources.
<b>Collusion</b>	Using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
<b>Cheating</b>	Giving or receiving information on examinations.

Students guilty of academic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension and expulsion.

## Student Discipline

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

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

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

## Summons

On some occasions it will be necessary for a faculty member, 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/](http://www.ctcd.edu/locations/central-campus/student-life/publications/student-handbook/).

## Falsification of Records

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

## Honor Societies

### Psi Beta Psychology National Honor Society

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

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

### Phi Theta Kappa

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

### Sigma Kappa Delta

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

## Obligations to the College

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

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

## Alcohol and Other Drug Abuse

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

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

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

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

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

## Student Responsibilities

Students must provide their current home address to the Admissions Office. Students who change their name, address, or social security number must submit appropriate documentation to the college.

### Address Changes

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

### Name Changes

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

### Social Security Number

A student's Social Security number is required to receive federal financial aid disbursements and an end-of-year 1098-T tax form for reporting tuition payments. If CTC does not

receive or cannot confirm a student's Social Security number, CTC will be unable to provide these services to a student. Although providing a Social Security number is not required for admission to the college, it is important for purposes of matching the identity of a student's application, transcripts, and other related enrollment information; and CTC will not be able to verify enrollment for loans or employment purposes.

## CTC Correspondence and Email

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

## Classroom Visitors

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. One of the primary exceptions is that an institution may release personally identifiable information (PII), without the student's consent, to school officials whom the institution has determined have a legitimate educational interest. 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.

## 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 taken by a student in excess of 18 semester credit hours or the equivalent. Up to 9 additional semester credit hours of ESOL courses and/or interventions is allowed, bringing the maximum to 27 semester credit hours. 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 18 semester credit hours or equivalent or 27 if ESOL taken.

## 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 18 plus 9 semester credit hours in ESOL 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 Associate of Science degrees are designed to transfer to a bachelor's degree program at Texas public colleges and universities. Associate of Applied Science degrees are technical in nature and are designed to prepare students for employment in the workforce.

## 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 an academic undergraduate degree. 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 completed successfully 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.

## Field of Study

A Field of Study (FOS) is a group of lower-division courses that are guaranteed by state law to transfer and apply to a degree program. If a student takes all courses in the FOS and then transfers to another Texas public institution of higher education, the FOS is guaranteed to transfer as a block and be applied to the appropriate major. If a student transfers without completing the FOS, then each completed FOS course is guaranteed to transfer and apply to the degree program, although the institution may require additional lower-division courses. FOS courses are guaranteed to transfer and apply to degree programs at all Texas public institutions of higher education. This means that courses will transfer and apply from a two-year to a four-year institution, from a two-year to a two-year institution, from a four-year to a two-year institution, and from a four-year to a four-year institution. The same course can count toward the core curriculum and an FOS. A FOS can also include courses outside the main field of the major.

Central Texas College has implemented several complete FOS curricular (FOSC) and programs that include partial FOSCs. All FOS curricular are Texas Higher Education Coordinating Board-approved. Programs of Study that include the complete Board-approved FOSC are identified in their degree program title.

## CORE and Field of Study Completers

If a student completes (1) the Texas common core curriculum; (2) the university or college courses required of all students regardless of major; if any; and (3) a completed FOS, then the student is finished with all lower-division courses for the degree program. This is true even if the college or university the student transfers requires a different selection of lower-division courses for its freshman and sophomore students, and even if the college or university has prerequisites for their upper-division courses that are not included in the FOS.

## Programs and Requirements

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), BUBM5 (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 major and major-related elective 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 advising 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

In the catalog course descriptions 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.

## Texas Common Course Numbering System (TCCNS)

Central Texas College has adopted the Texas Common Course Numbering System (TCCNS), which is a voluntary, shared effort among 137 Texas community colleges and universities. The TCCNS is a Texas Higher Education Coordinating Board (Board)-approved course numbering system for lower-division academic courses that assigns common course numbers to facilitate the transfer of lower-division academic courses among Texas institutions of higher education. Students and their advisors can use the common course numbers to determine both course equivalency and degree applicability of transcript credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course with the same TCCNS designation at the receiving institution.

An explanation of the TCCNS course numbering designations is provided below.

- 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 (e.g. 1 = freshman, 2 = sophomore)
  - 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 for certain undergraduate students as a financial incentive for students to complete their bachelor's degree with as few courses outside the degree plan as possible.

To be eligible for a rebate under this program, a student must:

1. have enrolled for the first time in a Texas public institution of higher education in the Fall 1997 semester or later;
2. request a rebate for coursework related to a first baccalaureate degree received from a general academic teaching institution;
3. have been a Texas resident and entitled to pay resident tuition at all times while pursuing the degree;
4. if enrolled for the first time in Fall 2005 or later, graduate within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is in architecture, engineering or any other program determined by the Board to require more than four years to complete; and
5. 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 the student graduated.
  - a. Hours attempted shall include transfer credits; course credit earned exclusively by examination (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted). Courses dropped after the official census date; and repeated courses.
  - b. Hours attempted shall not include course credit that is earned to satisfy requirements for a Reserve

Officers' Training Corps (ROTC) program but that is not required to complete the degree program; course credit, other than course credit earned exclusively by examination, that is earned before graduating from high school; and courses dropped for reasons that are determined by the institution to be totally beyond the control of the student.

- c. For students concurrently earning a bachelor's degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the bachelor's degree program.

## Associate of Science and Associate of Arts Degree Requirements

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

#### Associate of Arts Degree:

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

#### Associate of Science Degree:

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

### Additional Associate of Arts and Associate of Science Degree Requirements

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

### Associate of Applied Science Degree

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

The Associate of Applied Science degree's general education component must include a minimum of 15 semester credit hours. The 15 credit hours must include at least one course from each of the following areas: Humanities/Fine Arts, Social/Behavioral sciences, 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, an additional 12 semester credit hours in general education courses as determined by the program of study. The 12 credit hours must include at least one course from each of the following three general education 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(GPA) 2.0 (C average).
  - A minimum grade of C on each major or major-related elective 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 three to five years after courses are completed based on the instructional departmental requirements.

### General Education Requirements

#### Associate of Applied Science Degrees

The General Education courses must be taken from the applicable core curriculum foundational component areas (FCA). While some programs of study indicate the specific FCA such as "Creative Arts Elective," other programs may provide with students with the option to take a "Humanities/Fine Arts Elective." For programs that do not specify a specific humanities/fine arts, social/behavioral sciences, or natural sciences/mathematics course (or FCA) students may choose from the following.

#### Humanities/Fine Arts Electives

<b>Language, Philosophy &amp; Culture (040)</b>	ANTH 2351 DRAM 2361, 2362 MUSI 1307 ENGL 2322*, 2323, 2327*, 2328*, 2332* PHIL 1301, 1304, 2306, 2307, 2321
<b>Creative Arts (050)</b>	ARTS 1303, 1304 DRAM 1310, 2366 HUMA 1315 MUSI 1306

#### Social/Behavioral Sciences Electives

<b>American History (060)</b>	HIST 1301, 1302
<b>Government/Political Science (070)</b>	GOVT 2305, 2306
<b>Social &amp; Behavioral Sciences (080)</b>	AGRI 2317 ECON 2301, 2302 GEOG 1301, 1302, 1303 GOVT 2304 HIST 2301, 2311, 2312, 2321, 2322, 2381 PSYC 2301, 2308, 2314, 2315, 2316 SOCI 1301, 1306, 2301, 2319

#### Natural Science/Mathematics Electives

<b>Mathematics (020)</b>	MATH 1314, 1324, 1332, 1342, 1414, 2412*, 2413*
<b>Life and Physical Sciences (030)</b>	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*

\* has prerequisite

## 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, 1302* SPCH 1315, 1318, 1321	6
Mathematics (020)	MATH 1314, 1324, 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 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 DRAM 1310, 2366 HUMA 1315 MUSI 1306	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, 2321, 2322, 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 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 EDUC 1100 ENGL 1301, 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 1306, 1307 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
<b>Total Core Requirement</b>		<b>42</b>

\* has prerequisite

2020/2021 Academic Year

# 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 Year

First Semester				Credit
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
DEGR	AGRI	1131	The Agriculture Industry	1
DEGR	AGRI	1419	Introductory Animal Science	4
CORE	GOVT	2306	Texas Government	3

### Second Semester

CORE	SPCH		SPCH 1315, 1318 or 1321	3
CORE	HIST	1302	United States History II	3
DEGR	AGRI	1309	Computers in Agriculture	3
DEGR	AGRI	2330	Wildlife Conservation and Management	3
CORE			Life and Physical Science Selection	4

### Second Year

First Semester				Credit
CORE	GOVT	2305	Federal Government	3
CORE	MATH		MATH 1332 or 1342	3
CORE			Life and Physical Science Selection	4
DEGR	AGRI	1407	Agronomy	4

### Second Semester

DEGR	AGRI	2317	Introduction to Agriculture Economics	3
CORE			Language/Philosophy/Culture	3
CORE			Social/Behavioral Science Selection	3
CORE			Component Area Option	4
CORE			Creative Arts	3

**Total Hours** **60**

## Agriculture Production (AGP14) 010104 Associate of Applied Science Degree

### First Year

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

### Second Semester

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

### Second Year

DEGR	AGAH	2313	Principles of Feeds and Feeding	3
DEGR	AGAH	1353	Beef Cattle Production	3
DEGR	FDST	1323	Principles of Viticulture I	3
CORE	MATH	1342	Elementary Statistical Methods	3
DEGR	AGEQ	1311	Equine Science I	3
DEGR	AGMG	2486	Internship - Agriculture Business and Management, General	4

---

**Second Semester**

DEGR	AGAH	1347	Animal Reproduction	3
DEGR	AGEQ	1301	Equine Behavior and Training I	3
DEGR	AGRI	2330	Wildlife Conservation and Management	3
DEGR	AGCR	1307	Range Management	3
CORE	SPCH		SPCH 1315 or 1321	3
<b>Total Hours</b>				<b>60</b>

**Agricultural Industries (AGI13) 010104**  
**Certificate of Completion**

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

<sup>+</sup> Courses are stackable towards AAS Agriculture Production (AGP14)

**Production Technology (AGP15) 010104**  
**Certificate of Completion**

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

<sup>\*\*</sup> Courses are stackable towards AAS Agriculture Production (AGP14) and AAS Equine Management (AGE14)

## Equine Management (AGE14) 010104

### Associate of Applied Science Degree

#### First Year

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

#### Second Semester

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

#### Second Year

First Semester				Credit
DEGR	AGAH	2313	Principles of Feeds and Feeding	3
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	MATH	1342	Elementary Statistical Methods	3
CORE	ELEC		Social/Behavioral Science Selection	3
DEGR	AGMG	2486	Internship - Agriculture Business and Management, General	4

#### Second Semester

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

**Total Hours** **60**

## Horticultural Development (AGH14) 010104

### Associate of Applied Science Degree

#### First Year

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

#### Second Semester

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

#### Second Year

First Semester				Credit
DEGR	HALT	1470	Horticulture - Home Gardening	4
CORE	MATH	1342	Elementary Statistical Methods	3
DEGR	HALT	1319	Landscape Construction	
or				
DEGR	HALT	1322	Landscape Design	3
CORE	BIOL	1411	General Botany	4
DEGR	AGMG	2486	Internship - Agriculture Business and Management, General	4

#### Second Semester

DEGR	FDST	2320	Principles of Viticulture II	3
DEGR	HALT	2308	Greenhouse Management	3
CORE	ELEC		Social/Behavioral Science Selection	3
DEGR	AGCR	2318	Soil Science	3

**Total Hours** **60**

# 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
DEGR	AUMT	1405	Introduction to Automotive Technology	4
DEGR	AUMT	2305	Automotive Engine Theory	3
DEGR	AUMT	1407	Automotive Electrical Systems	4
DEGR	AUMT	2337	Automotive Electronics	3
CORE	MATH	1332	Contemporary Mathematics	3

### Second Semester

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

### Second Year

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

### Second Semester

CORE	GOVT	2305	Federal Government	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	AUMT	2417	Automotive Engine Performance Analysis I	
or				
DEGR	AUMT 2488		Internship - Automobile/Automotive Mechanics Technology/Technician	4
<b>Total Hours</b>				<b>60</b>

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

				Cr/Clock
AUMT	1405		Introduction 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
<b>Total Hours</b>				<b>19</b>
<b>Total Clock Hours</b>				<b>560</b>

Certificate is stackable towards AAS Automotive Mechanic/Technician (AUM15)

---

## 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
<b>Total Hours</b>			<b>19</b>
<b>Total Clock Hours</b>			<b>624</b>

Certificate is stackable towards AAS Automotive Mechanic/Technician (AUM15)

## Automotive Technician (AUT5) 470604

### Certificate of Completion

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

<sup>+</sup> Certificate is stackable towards AAS Automotive Mechanic/Technician (AUM15)

# 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
DEGR	AIRP	1315	Private Flight	3
DEGR	AIRP	1417	Private Pilot Ground School	4
DEGR	AIRP	1305	Aircraft Science	3
DEGR	AIRP	1307	Aviation Meteorology	3
CORE	ENGL	1301	Composition I	3

### Second Semester

DEGR	AIRP	1255	Intermediate Flight	2
DEGR	AIRP	1341	Advanced Air Navigation	3
DEGR	AIRP	2355	Propulsion Systems	3
CORE	MATH	1314	College Algebra	3
DEGR	ENGL	1302	Composition II	3

### Second Year

First Semester				
DEGR	AIRP	2250	Instrument Flight	2
DEGR	AIRP	1451	Instrument Ground School	4
DEGR	AIRP	1343	Aerodynamics	3
CORE			Life and Physical Science (with Lab)	4
CORE	GOVT	2305	Federal Government	3

### Second Semester

DEGR	AIRP	2239	Commercial Flight	2
DEGR	AIRP	2337	Commercial Ground School	3
DEGR	AVIM	2331	Airline Management	3
DEGR	ELEC		Fine Arts Selection	3
CORE	ELEC		Humanities Elective (Literature)	3
<b>Total Hours</b>				<b>60</b>

# Business

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

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

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

## Business Administration (BUB15) 520101 Associate of Science Degree

### First Year

First Semester				Credit
DEGR/FOS	BUSI	1301	Business Principles	3
CORE			Life and Physical Science Selection	4
CORE	HIST	1301	U.S. History I	3
CORE	ENGL	1301	Composition I	3
DEGR/FOS	BCIS	1305	Business Computer Applications	3

### Second Semester

CORE			Life and Physical Science Selection	4
CORE	HIST	1302	U.S. History II	3
CORE/FOS	ECON	2301	Macroeconomics	3
CORE	MATH		MATH 1314, 1332 or 1342	3

### Second Year

First Semester				Credit
DEGR	ENGL	1302	Composition II	3
DEGR/FOS	ACCT	2301	Principles of Financial Accounting	3
CORE			Language/Philosophy/Culture (PHIL 1301*)	3
CORE	GOVT	2305	Federal Government	3
CORE			Component Area Option	4

### Second Semester

DEGR/FOS	ACCT	2302	Principles of Managerial Accounting	3
CORE	GOVT	2306	Texas Government	3
DEGR			Social/Behavioral Science (ECON 2302*/FOS)	3
CORE			Communications (SPCH 1321)	3
CORE			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.

<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

## Business Management (BUBM5) 520201 Associate of Applied Science Degree

### First Year

First Semester				Credit
DEGR	HRPO	1311	Human Relations	3
CORE	ENGL	1301	Composition I	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR/FOS	BUSI	1301	Business Principles	3
CORE	SPCH		SPCH 1315, 1318 or 1321	3
DEGR	KINE		Physical Activity Course	1

### Second Semester

CORE	MATH		MATH 1314, 1332, 1342	3
DEGR	BMGT	1327	Principles of Management	3
DEGR	MRKG	1311	Principles of Marketing	3
DEGR	ELEC		BMGT 2370, BMGT 2488 or RELE 2488	3-4
DEGR	KINE		Physical Activity Course	1

---

**Second Year****First Semester**

DEGR	BMGT	1325	Office Management	3
DEGR/FOS	ACCT	2301	Principles of Financial Accounting	
or				
DEGR	ACNT	1303	Introduction to Accounting I	3
DEGR	HRPO	2301	Human Resource Management	3
DEGR	BUSG	2305	Business Law/Contracts	
or				
DEGR	BUSI	2301	Business Law	3
CORE/FOS	ECON		ECON 2301 or 2302	3
DEGR	KINE		Physical Activity Course	1

**Second Semester**

DEGR	BUSG	2309	Small Business Management	3
DEGR/FOS	ACCT	2302	Principles of Managerial Accounting	
or				
DEGR	ACNT	1304	Introduction to Accounting II	3
DEGR	ENGL	1302	Composition II	
or				
DEGR/FOS	BCIS	1305	Business Computer Applications	
or				
DEGR	ITSC	1309	Integrated Software Applications	3
DEGR	BMGT	1301	Supervision	3
DEGR	ELEC		BMGT 2371, 2489, BUSG 1371 or RELE 2489	3-4
<b>Total Hours</b>				<b>60-62</b>

<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

**Business Management (BUBM5) 520201**  
**Certificate of Completion**

				<b>Credit</b>
<b>First Semester</b>				
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
<b>Second Semester</b>				
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
<b>Total Hours</b>				<b>30-31</b>

Certificate is stackable towards AAS Business Management (BUBM5)

**Business Management Supervision (BUS17) 520201**  
**Certificate of Completion**

				<b>Credit</b>
<b>First Semester</b>				
BUSI	1301	Business Principles		3
BMGT	1301	Supervision		3
BMGT	1327	Principles of Management		3
HRPO	1311	Human Relations		3
<b>Second Semester</b>				
HRPO	2301	Human Resources Management		3
BUSG	2309	Small Business Management		3
<b>Total Hours</b>				<b>18</b>

Certificate is stackable towards AAS Business Management (BUBM5)

## Business Management - Entrepreneurship (BUEN5) 520201

### Certificate of Completion

First Semester			Credit
BUSG	2309	Small Business Management <sup>+</sup>	3
POFT	1325	Business Math Using Technology	
or			
MATH		MATH 1314, 1332 or 1342	3
ITSC	1309	Integrated Software Applications <sup>+</sup>	
or			
BCIS	1305	Business Computer Applications <sup>+</sup>	3
MRKG	1311	Principles of Marketing <sup>+</sup>	3
ACCT	2301	Principles of Financial Accounting <sup>+</sup>	
or			
ACNT	1303	Introduction to Accounting I <sup>+</sup>	3
Second Semester			
HRPO	2301	Human Resource Management <sup>+</sup>	3
BUSG	2305	Business Law/Contracts <sup>+</sup>	
or			
BUSI	2301	Business Law <sup>+</sup>	3
ELEC		BUSI/BMGT/BUSG/RELE/IMED/MRKG/ACNT	3
BUSG	1303	Principles of Finance	
or			
ACCT	2302	Principles of Managerial Accounting II <sup>+</sup>	
or			
ACNT	1304	Introduction to Accounting II <sup>+</sup>	3
BUSG	1371	Entrepreneurship and Business Plan Development	3
<b>Total Hours</b>			<b>30</b>

\* Courses are stackable towards AAS Business Management (BUBM5)

## Human Resources Management (HRM17) 520201

### Certificate of Completion

			Credits
BUSI	1301	Business Principles <sup>+</sup>	3
HRPO	2301	Human Resources Management <sup>+</sup>	3
HRPO	1311	Human Relations <sup>+</sup>	3
POFT	1301	Business English	3
BMGT	1325	Office Management <sup>+</sup>	3
ACNT	1329	Payroll and Business Tax Accounting	
or			
ACNT	1303	Introduction to Accounting II <sup>+</sup>	
or			
ACCT	2301	Principles of Financial Accounting <sup>+</sup>	3
<b>Total Hours</b>			<b>18</b>

\* Courses are stackable towards AAS Business Management (BUBM5)

## Accounting Technician (BMAT) 520302

### Associate of Applied Science Degree

First Year				Credit
First Semester				
DEGR	ACNT	1303	Introduction to Accounting I	
or				
DEGR	ACCT	2301	Principles of Financial Accounting	3
CORE	ENGL	1301	Composition I	3
CORE	MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
DEGR	BUSI	1301	Business Principles	3
DEGR	BCIS	1305	Business Computer Applications	
or				
DEGR	ITSC	1309	Integrated Software Applications I	3

<b>Second Semester</b>				
DEGR	ACNT	1304	Introduction to Accounting II	
or				
DEGR	ACCT	2302	Principles of Managerial Accounting	3
DEGR	ACNT	1311	Introduction to Computerized Accounting	3
DEGR	BMGT	1325	Office Management	3
DEGR	ACNT	1329	Payroll and Business Tax Accounting	3
DEGR	BUSI	2301	Business Law	
or				
DEGR	BUSG	2305	Business Law/Contracts	3
<b>Second Year</b>				
<b>First Semester</b>				
DEGR	ELEC		Humanities/Fine Arts Elective	3
CORE	ELEC		Social and Behavioral Science	3
DEGR	ECON	2301	Principles of Macroeconomics	3
CORE	SPCH	1315	Public Speaking	
or				
CORE	SPCH	1321	Business and Professional Communications	3
CORE	MATH	1342	Elementary Statistical Methods	3
<b>Second Semester</b>				
DEGR	BUSG	1303	Principles of Finance	3
DEGR	HRPO	2301	Human Resources Management	3
DEGR	ECON	2302	Principles of Microeconomics	3
DEGR	ACNT	1331	Federal Income Tax Individual	3
DEGR	BUSG	1371	Entrepreneurship and Business Plan Development	3
<b>Total Hours</b>				<b>60</b>

### Business Management Accounting Specialist (BMAS) 520201 Certificate of Completion

<b>First Semester</b>			<b>Credit</b>
ACNT	1303	Introduction to Accounting I	
or			
ACCT	2301	Principles of Financial Accounting	3
ACNT	1304	Introduction to Accounting II	
or			
ACCT	2302	Principles of Managerial Accounting	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
<b>Total Hours</b>			<b>18</b>

Certificate is stackable towards AAS Accounting Technician (BMAT)

### Business Management Accounting Technician (BMAT) 520201 Certificate of Completion

<b>First Semester</b>			<b>Credit</b>
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
<b>Second Semester</b>			
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
<b>Total Hours</b>			<b>30</b>

Certificate is stackable towards AAS Accounting Technician (BMAT)

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

**First Year**

<b>First Semester</b>				<b>Credit</b>
DEGR	HRPO	1311	Human Relations	3
CORE	ENGL	1301	Composition I	3
DEGR/FOS	BUSI	1301	Business Principles	3
DEGR	ITSC	1309	Integrated Software Applications I	
or				
DEGR/FOS	BCIS	1305	Business Computer Applications	3
CORE	SPCH		SPCH 1315, 1318 or 1321	3

**Second Semester**

CORE	MATH		MATH 1314, 1332, 1342 or 1414	3
DEGR	MRKG	1311	Principles of Marketing	3
DEGR	BMGT	1325	Office Management	3
DEGR	MRKG	1302	Principles of Retailing	3
DEGR	ELEC		BMGT 2370, 2488 or RELE 2488	3

**Second Year**

<b>First Semester</b>				
CORE/FOS	ECON		ECON 2301 or 2302	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	ELEC		BMGT/BUSI/BUSG/RELE/ACNT	3
DEGR/FOS	ACCT	2301	Principles of Financial Accounting	
or				
DEGR	ACNT	1303	Introduction to Accounting I	3

**Second Semester**

DEGR/FOS	ACCT	2302	Principles of Managerial Accounting	
or				
DEGR	ACNT	1304	Introduction to Accounting II	3
DEGR	BUSG	2305	Business Law/Contracts	
or				
DEGR	BUSI	2301	Business Law	3
DEGR	MRKG	2333	Principles of Selling	3
DEGR	ELEC		Elective	3
DEGR	ELEC		BMGT/BUSI/BUSG/RELE	3
DEGR	ELEC		BMGT 2371, 2489 or RELE 2489	3

**Total Hours** **60**

<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

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

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

Certificate is stackable towards AAS Business Management Marketing and Sales Management Specialization (BUMS5)

## Business Management Real Estate Specialization (BUR15) 520201

### Associate of Applied Science Degree

#### First Year

First Semester				Credit
DEGR	HRPO	1311	Human Relations	3
CORE	ENGL	1301	Composition I	3
DEGR/FOS	BUSI	1301	Business Principles	3
DEGR	ITSC	1309	Integrated Software Applications I	
or				
DEGR/FOS	BCIS	1305	Business Computer Applications	3
CORE	SPCH		SPCH 1315, 1318 or 1321	3

#### Second Semester

CORE	MATH		MATH 1314, 1332, 1342 or 1414	3
DEGR	MRKG	1311	Principles of Marketing	3
DEGR	BMGT	1325	Office Management	3
DEGR	RELE	1406	Real Estate Principles	4

#### Second Year

First Semester				Credit
DEGR	ELEC		RELE 2488, BMGT 2488 or 2370	3
CORE/FOS	ECON		ECON 2301 or 2302	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	RELE	1311	Law of Contracts	3
DEGR	RELE	2301	Law of Agency	3
DEGR/FOS	ACCT	2301	Principles of Financial Accounting	
or				
DEGR	ACNT	1303	Introduction to Accounting I	3
Second Semester				Credit
DEGR	RELE	1200	Contract Forms and Addenda	2
DEGR	RELE	1219	Real Estate Finance	2
DEGR	MRKG	2333	Principles of Selling	3
DEGR	RELE	1315	Property Management	3
DEGR	RELE	2489	Internship - Real Estate	4
<b>Total Hours</b>				<b>60</b>

For a complete list of the Business Administration and Management Field of Study (FOS) curriculum, please visit <http://www.theccb.state.tx.us/institutional-resources-programs/public-community-technical-state-colleges/transfer-resources/field-of-study-curricula/>.

## 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				Credit
RELE	1219		Real Estate Finance**	2
RELE	2488		Internship - Real Estate	4
<b>Total Hours</b>				<b>18</b>

\*Courses are stackable towards AAS Business Management Real Estate Specialization (BUR15)

\* 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.

## Logistics and Global Supply Chain Management (LGS18) 520203

### Associate of Applied Science

#### First Year

First Semester				Credits
CORE	ENGL	1301	English Composition I	3
DEGR	BMGT	1325	Office Management	3
CORE	MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3
DEGR	LMGT	1319	Introduction to Business Logistics	3
DEGR	BCIS	1305	Business Computer Applications	
or				
DEGR	ITSC	1309	Integrated Software Applications I	3

#### Second Semester

DEGR	ACNT	1303	Introduction to Accounting I	
or				
DEGR	ACCT	2301	Principles of Financial Accounting	3
DEGR	IBUS	1301	Principles of Exports	3
DEGR	BMGT	1313	Principles of Purchasing	3
DEGR	LMGT	1321	Introduction to Materials Handling	3
DEGR	IBUS	1305	Introduction to International Business and Trade	3

#### Second Year

First Semester				
DEGR	BUSI	2301	Business Law	
or				
DEGR	BUSG	2305	Business Law/Contracts	3
CORE	ECON	2301	Principles of Macroeconomics	3
DEGR	IBUS	1302	Principles of Imports	3
DEGR	LMGT	1323	Domestic and International Transportation Management	3
DEGR	IBUS	1341	Global Supply Chain Management	3

#### Second Semester

CORE	ELEC		Humanities/Fine Arts Elective	3
CORE	ECON	2302	Principles of Microeconomics	3
DEGR	LMGT	1325	Warehouse and Distribution Center Management	3
DEGR	BMGT	2488	Internship – Business Administration and Management, General	4
or				
DEGR	BMGT	2370	Management Applications I	3
DEGR	IBUS	2332	Global Business Simulation	3
<b>Total Hours</b>				<b>60</b>

## Logistics Specialist (LGS18) 520203

### Certificate of Completion

First Semester				Credit
BMGT	1325		Office Management	3
LMGT	1319		Introduction to Business Logistics	3
LMGT	1321		Introduction to Materials Handling	3
LMGT	1323		Domestic and International Transportation Management	3
Second Semester				
LMGT	1325		Warehouse and Distribution Center Management	3
BMGT	2488		Internship – Business Administration and Management, General	4
or				
BMGT	2370		Management Applications I	3
<b>Total Hours</b>				<b>18-19</b>

Certificate is stackable towards AAS Logistics and Global Supply Chain Management (LGS18)

## Global Supply Chain Management Specialist (LGS19) 520203

### Certificate of Completion

First Semester				Credit
BMGT	1313		Principles of Purchasing	3
IBUS	1301		Principles of Exports	3
IBUS	1302		Principles of Imports	3
IBUS	1305		Introduction to International Business and Trade	3
Second Semester				
IBUS	1341		Global Supply Chain Management	3
IBUS	2332		Global Business Stimulation	3
<b>Total Hours</b>				<b>18</b>

Certificate is stackable towards AAS Logistics and Global Supply Chain Management (LGS18)

# 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
DEGR	CDEC/TECA	1311	Educating Young Children	3
DEGR	CDEC	1413	Curriculum Resources for Early Childhood Programs	4
DEGR	CDEC	1419	Child Guidance	4
CORE	ENGL	1301	Composition I	3
DEGR	CDEC	1359	Children with Special Needs	3

##### Second Semester

DEGR	CDEC	1358	Creative Arts for Early Childhood	3
DEGR	CDEC/TECA	1354	Child Growth and Development	3
DEGR	CDEC/TECA	1318	Wellness of the Young Child	3
DEGR	CDEC/TECA	1303	Families, School and Community	3
DEGR	CDEC	1321	The Infant and Toddler	3

#### Second Year

##### First Semester

DEGR	CDEC	1356	Emergent Literacy for Early Childhood	3
DEGR	CDEC	2307	Math and Science for Early Childhood	3
DEGR	CDEC	2426	Administration of Programs for Children I	4
CORE	ELEC		Social/Behavioral Science Selection	3
CORE	ELEC		Natural Science/Mathematics	3

##### Second Semester

DEGR	CDEC	2388	Internship - Child Care Provider/Assistant	3
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	ELEC		Social/Behavioral Science Selection	3
DEGR	CDEC	2341	School Age Child	3
<b>Total Hours</b>				<b>60</b>

## Administrator's Credentials (CDA14) 190708

### Certificate of Completion

First Semester				Credit
CDEC/TECA	1311	Educating Young Children		3
CDEC/TECA	1303	Families, School and Community		3
CDEC	1413	Curriculum Resources for Early Childhood Programs		4
CDEC	1419	Child Guidance		4
CDEC	2426	Administration of Programs for Children I		4
<b>Total Hours</b>				<b>18</b>

Certificate is stackable towards AAS Child Development (CDS15)

## Child Development Instructional Aide/Teacher Assistant (CDS20) 190701

### Certificate of Completion

#### First Year

##### First Semester

			Credit
CDEC/TECA	1311	Educating Young Children <sup>+</sup>	3
CDEC	1413	Curriculum Resources for Early Childhood Programs <sup>+</sup>	4
CDEC	1419	Child Guidance <sup>+</sup>	4
ENGL	1301	Composition I <sup>+</sup>	3
CDEC	1359	Children with Special Needs <sup>+</sup>	3
EDUC	1100	Learning Frameworks	1

---

**Second Semester**

EDUC	1301	Introduction to the Teaching Profession	3
CDEC/TECA	1354	Child Growth and Development <sup>+</sup>	3
CDEC/TECA	1318	Wellness of the Young Child <sup>+</sup>	3
CDEC/TECA	1303	Families, School and Community <sup>+</sup>	3
ELEC		BCIS 1305 or COSC 1301	3

**Third Semester**

ELEC		Natural Science or Mathematics Selection <sup>+</sup>	3
SPCH		SPCH 1315, 1318, 1321 or 2341 (SPCH 1315 is preferred)	3
EDUC	2301	Introduction to Special Populations	3
CDEC	2341	The School Age Child <sup>+</sup>	3
CDEC	1356	Emergent Literacy for Early Childhood <sup>+</sup>	3
<b>Total Hours</b>			<b>48</b>

<sup>+</sup> Courses are stackable towards AAS Child Development (CDS15)

**Child and Youth Serving Professional (CYSP) 190708**  
**Certificate of Completion****First Year**

<b>First Semester</b>			<b>Credit</b>
CDEC/TECA	1303	Families, School and Community <sup>+</sup>	3
CDEC	1419	Child Guidance <sup>+</sup>	4
KINE	1306	First Aid	3
KINE	1321	Coaching/Sports/Athletics I	3
CDEC	1359	Children with Special Needs <sup>+</sup>	3

**Second Semester**

CDEC/TECA	1354	Child Growth and Development <sup>+</sup>	3
BUSG	2309	Small Business Management	3
CDEC	2341	The School Age Child <sup>+</sup>	3
SPCH	1318	Interpersonal Communication	3
ITSC	1309	Integrated Software Applications I	3
<b>Total Hours</b>			<b>31</b>

<sup>+</sup> Courses are stackable towards AAS Child Development (CDS15)

**Child Development Associate (CDCD) 190709**  
**Occupational Skills Achievement**

*Upon successful completion, students are eligible to continue to pursue the CDA, National Credentialing program.*

			<b>Credit</b>
CDEC	1417	Child Development Associate Training I	4
CDEC	2422	Child Development Associate Training II	4
CDEC	2424	Child Development Associate Training III	4
<b>Total Hours</b>			<b>12</b>

# Communication and Media Technology

*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 Communications and Media Technology 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 Communications and Media Technology 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.*

## Communication and Media Technology (CMT18) 090701 Associate of Art Degree

### First Year

First Semester				Credit
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
DEGR	COMM	1307	Introduction to Mass Communication	3
DEGR	COMM	2303	Audio Production	3
DEGR	COMM	1336	Video Production I	3

### Second Semester

CORE	SPCH		SPCH 1315, 1318, or 1321	3
CORE	HIST	1302	United States History II	3
CORE			Component Area	4
DEGR	COMM	1337	Video Production II	3
DEGR	COMM	2311	Media Writing	3

### Second Year

First Semester				
CORE	GOVT	2305	Federal Government	3
CORE	MATH		MATH 1314, 1332 or 1342	3
CORE			Life and Physical Science Selection	4
CORE			Creative Arts	3
CORE			Language/Philosophy/Culture Studies	3

### Second Semester

CORE	GOVT	2306	Texas Government	3
CORE			Life and Physical Science Selection	4
CORE			Social/Behavioral Science Selection	3
DEGR	COMM	2331	Radio Television Announcing	3
<b>Total Hours</b>				<b>60</b>

---

# Communications

*The Communications Department at Central Texas College provides students with an academic foundation in English, speech, foreign language, and journalism to help them be successful in their chosen career field. The department offers Associates of Arts degrees in journalism and modern languages, both of which are designed for maximum transfer of lower-level course work to upper-level education institutions.*

*The Communications Department also offers many opportunities for students to become involved in activities that can enhance their educational experience. The Spanish Club offers students the opportunity to make new friends and practice their Spanish-speaking skills. Journalism students publish a monthly student newspaper. Byways, CTC's annual journal of arts and letters, publishes original art and writing by CTC students. The CTC Speech Team offers interested students an outstanding opportunity to improve speaking skills through competitions with two- and four-year schools around the state. The department also sponsors a local chapter of the Sigma Kappa Delta National English Honor Society.*

*Additionally, the Communications Department provides foundation skills for students interested in pursuing a degree in radio and television broadcasting. (See degree plans under Radio and Television Broadcasting.)*

## Journalism/Communications (COM5) 090401

### Associate of Arts Degree

#### First Year

First Semester				Credit
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE			Creative Arts	3
CORE	GOVT	2306	Texas Government	3
CORE			Language/Philosophy/Culture	3

#### Second Semester

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

#### Second Year

First Semester				
CORE	GOVT	2305	Federal Government	3
CORE	MATH		MATH 1314, 1332 or 1342	3
CORE			Life and Physical Science Selection	4
DEGR	COMM	1307	Introduction to Mass Communication	3
DEGR	COMM	2311	Media Writing	3

#### Second Semester

DEGR	COMM	2315	News Reporting	3
DEGR	COMM	2389	Academic Cooperative	3
DEGR	COMM	2327	Introduction to Advertising	3
DEGR	COMM	1335	Survey of Radio/TV	3

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

---

**Modern Language (FLA4) 160101****Associate of Arts Degree**

<b>First Semester</b>				<b>Credit</b>
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE			Creative Arts	3
CORE	GOVT	2306	Texas Government	3
CORE	LANG	1411	Beginning Foreign Language	4
<b>Second Semester</b>				
CORE	SPCH		SPCH 1315, 1318 or 1321	3
CORE	HIST	1302	United States History II	3
CORE			Component Area Option	4
CORE			Life and Physical Science Selection	4
CORE			Social/Behavioral Science Selection	3
<b>Second Year</b>				
<b>First Semester</b>				
CORE	GOVT	2305	Federal Government	3
CORE	MATH		MATH 1314, 1332 or 1342	3
CORE			Life and Physical Science Selection	4
DEGR	LANG	1412	Beginning Foreign Language II	4
<b>Second Semester</b>				
DEGR	LANG	2311	Intermediate Foreign Language	3
DEGR	LANG	2312	Intermediate Foreign Language	3
DEGR	ANTH	2351	Cultural Anthropology	3
DEGR	HUMA	1315	Fine Arts Appreciation	3
DEGR	KINE		Physical Activity Course	2
<b>Total Hours</b>				<b>60</b>

# Computer Information Technology and Systems

Selecting the appropriate degree plan is a critical step for entering Computer Information Technology and 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.

## Computer Science (CS17) 110201 Associate of Science Degree

### First Year

First Semester				Credit
DEGR	COSC	1301	Introduction to Computing	3
DEGR	COSC	1315	Introduction to Computer Programming	3
CORE	ENGL	1301	Composition I	3
CORE	MATH		MATH 1314, 1332 or 1342	3
CORE	HIST	1301	United States History I	3

### Second Semester

DEGR	COSC	1336	Programming Fundamentals I	3
CORE	SPCH		SPCH 1318 or 1321	3
CORE	PHYS	1415	Physical Science I	4
CORE	ANTH	2351	Cultural Anthropology	3
CORE	HIST	1302	United States History II	3

### Second Year

First Semester				Credit
DEGR	COSC	1337	Programming Fundamentals II	3
DEGR	COSC	2325	Computer Organization	3
CORE	HUMA	1315	Fine Arts Appreciation	3
CORE	GOVT	2305	Federal Government	3
CORE	PSYC	2315	Psychology of Adjustment	3

### Second Semester

DEGR	COSC	2336	Programming Fundamentals III	3
CORE	GOVT	2306	Texas Government	3
CORE	ENVR	1401	Environmental Science I	4
CORE	ELEC		Approved Elective*	4

**Total Hours** **60**

\*Any 4 hour course in the Core Component Option 090

## Cyberdefense – Information Assurance (CDIA) 111003 Associate of Applied Science

### First Year

First Semester				Credit
DEGR	COSC	1301	Introduction to Computing	3
or				
DEGR	ITSC	1301	Introduction to Computers	
DEGR	ITSC	1316	Linux Installation and Configuration	3
DEGR	ITCC	1314	CCNA 1: Introduction to Networks	3
or				
DEGR	ITNW	1325	Fundamentals of Networking Technologies	
DEGR	ITNW	1316	Network Administration	3
CORE	MATH	1314	College Algebra	3

### Second Semester

DEGR	ITSY	1342	Information Technology Security	3
DEGR	ITSE	1359	Introduction to Scripting Languages	3
DEGR	ITCC	1344	CCNA2: Switching, Routing and Wireless Essentials	3
CORE	ENGL	1301	Composition I	3
CORE			Social and Behavioral Science Selection	3

---

**Second Year****First Semester**

DEGR	ITNW	1345	Implementing Network Directory Services	3
DEGR	ITSY	2401	Firewalls and Network Security	4
DEGR	ITSC	2325	Advanced Linux	3
DEGR	ITNW	1313	Computer Virtualization	3
CORE	SPCH	1321	Business and Professional Communication	3

**Second Semester**

DEGR	ITSY	2345	Network Defense and Countermeasures	3
CORE			Creative Arts	3
DEGR	ITNW	1454	Implementing and Supporting Servers	4
DEGR	ITSY	2459	Security Assessment and Auditing (CAPSTONE)	4
or				
DEGR	ITSY	2486	Internship – Computer and Information Systems Security	
<b>Total Hours</b>				<b>60</b>

**Cyberdefense – Information Assurance (CDIA) 111003****Certificate of Completion\*****First Semester**

COSC	1301	Introduction to Computing	<b>Credit</b> 3
ITSC	1316	Linux Installation and Configuration	3
ITCC	1314	CCNA 1: Introduction to Networks	3
ITSE	1359	Introduction to Scripting Languages	3

**Second Semester**

ITCC	1344	CCNA2: Switching, Routing and Wireless Essentials	3
ITSY	1342	Information Technology Security	3
ITSY	2401	Firewalls and Network Security	4
ITNW	1316	Network Administration	3

**Third Semester**

ITSC	2325	Advanced Linux	3
ITSY	2345	Network Defense and Countermeasures	3
<b>Total Hours</b>			<b>31</b>

\* This is a Level II certificate stackable towards AAS Cyberdefense-Information Assurance (CDIA)

**Cyberdefense – Information Assurance (CDIA) 111003****Certificate of Completion\*****First Semester**

COSC	1301	Introduction to Computing	<b>Credit</b> 3
or			
ITSC	1301	Introduction to Computers	
ITCC	1314	CCNA 1: Introduction to Networks	3
or			
ITNW	1325	Fundamentals of Networking Technologies	
ITSC	1316	Linux Installation and Configuration	3

**Second Semester**

ITSY	1342	Information Technology Security	3
ITSY	2401	Firewalls and Network Security	4

**Third Semester**

ITNW	1316	Network Administration	3
ITSY	2345	Network Defense and Countermeasures	3
<b>Total Hours</b>			<b>22</b>

\* This is a Level I certificate stackable towards AAS Cyberdefense-Information Assurance (CDIA)

## Cybersecurity (CSUR5) 111003

### Certificate of Completion

First Semester			Credit
ITCC	1314	CCNA 1: Introduction to Networks	3
or			
ITNW	1325	Fundamentals of Networking Technologies	3
ITSC	1316	Linux Installation and Configuration	3
ITSY	1342	Information Technology Security	3
ITNW	1316	Network Administration	3
ITSY	2401	Firewalls and Network Security	4
<b>Total Hours</b>			<b>16</b>

Certificate stackable towards AAS Cyberdefense-Information Assurance (CDIA)

## IT Network Analyst (INA17) 111001

### Certificate of Completion

First Semester			Credit
ITCC	1314	CCNA 1: Introduction to Networks	3
or			
ITNW	1325	Fundamentals of Networking Technologies	3
ITNW	1316	Network Administration	3
Second Semester			
ITNW	1345	Implementing Network Directory Services	3
ITNW	1454	Implementing and Supporting Servers	4
ITSY	1342	Information Technology Security	3
<b>Total Hours</b>			<b>16</b>

Certificate stackable towards AAS Cyberdefense-Information Assurance (CDIA)

## 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				Credit
First Semester				
DEGR	COSC	1301	Introduction to Computing	3
or				
DEGR	ITSC	1301	Introduction to Computers	3
DEGR	ITSC	1309	Integrated Software Applications I	3
or				
DEGR	BCIS	1305	Business Computer Applications	3
DEGR	ITSE	1329	Programming Logic and Design	3
or				
DEGR	COSC	1315	Introduction to Computer Programming	3
DEGR	ITNW	1325	Fundamentals of Networking Technologies	3
or				
DEGR	ITCC	1314	CCNA 1: Introduction to Networks	4
CORE	MATH	1414	College Algebra	4
Second Semester				
DEGR	CPMT	1345	Computer Systems Maintenance	3
DEGR	ITSW	1307	Introduction to Database	3
DEGR	ITSC	1415	Project Management Software	4
DEGR	ITSY	1342	Information Technology Security	3
CORE	ENGL	1301	Composition I	3
Second Year				
First Semester				
DEGR	ITNW	1316	Network Administration	3
DEGR	ITNW	1337	Introduction to the Internet	3
DEGR	ITSC	1325	Personal Computer Hardware	3
CORE			Social and Behavioral Sciences Selection	3
CORE	SPCH	1318	Interpersonal Communication	3

<b>Second Semester</b>				
DEGR	ITSE	1302	Computer Programming	3
or				
DEGR	COSC	1336	Programming Fundamentals I	
DEGR	IMED	1316	Web Design I	3
CORE			Creative Arts	3
DEGR	ITSC	2439	Personal Computer Help Desk Support	4
or				
DEGR	ITSC	2486	Internship – Computer and Information Sciences, General	
<b>Total Hours</b>				<b>60</b>

### **Computer Helpdesk Specialist (CSI17) 111006** **Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
ITSC	1309	Integrated Software Applications I		3
or				
BCIS	1305	Business Computer Applications		
ITNW	1325	Fundamentals of Networking Technologies		3
or				
ITCC	1314	CCNA 1: Introduction to Networks		
ITSE	1329	Programming Logic and Design		3
or				
COSC	1315	Introduction to Computer Programming		
ITSC	1325	Personal Computer Hardware		3
ITNW	1337	Introduction to the Internet		3
<b>Second Semester</b>				
CPMT	1345	Computer Systems Maintenance		3
ITSC	1415	Project Management Software		4
ITSY	1342	Information Technology Security		3
ITSC	2439	Personal Computer Help Desk Support		4
<b>Total Hours</b>				<b>29</b>

Certificate is stackable towards AAS Information Technology (CSI17)

### **Computer Systems Technician (CST19) 151201** **Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
ITSC	1301	Introduction to Computers <sup>+</sup>		
or				
COSC	1301	Introduction to Computing <sup>+</sup>		3
CETT	1325	Digital Fundamentals		3
CETT	1303	DC Circuits		3
ITSC	1325	Personal Computer Hardware <sup>+</sup>		3
<b>Second Semester</b>				
ITNW	1325	Fundamentals of Networking Technologies <sup>+</sup>		3
CETT	1305	AC Circuits		3
CPMT	1345	Computer Systems Maintenance <sup>+</sup>		3
CETT	1429	Solid State Devices		4
<b>Total Hours</b>				<b>25</b>

<sup>+</sup> Courses are stackable towards AAS Information Technology (CSI17)

### **Web Technologies (CSW17) 110801** **Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
ITCC	1314	CCNA 1: Introduction to Network <sup>+</sup>		3
or				
ITNW	1325	Fundamentals of Network Technologies <sup>+</sup>		
ITNW	1337	Introduction to the Internet <sup>+</sup>		3
ITSE	1329	Programming Logic and Design <sup>+</sup>		3
or				
COSC	1315	Introduction to Computer Programming <sup>+</sup>		

---

**Second Semester**

ITSY	1342	Information Technology Security <sup>+</sup>	3
IMED	1316	Web Design I <sup>+</sup>	3
ITSW	1307	Introduction to Database <sup>+</sup>	3
ITSE	2402	Intermediate Web Programming (PHP/Scripting/Mobile Apps)	4
<b>Total Hours</b>			<b>22</b>

<sup>+</sup> Courses are stackable towards AAS Information Technology (CSI17)

**IT Industry Certification Preparation Program (MCS17) 111002****Certificate of Completion**

*Program not available to new students. Currently scheduled for August 2022 deactivation.*

*Upon successful completion of each course listed below the student can attempt certification exams offered by independent companies leading to certification as a MCSA Server Administrator, or CompTIA's Network+, or Security + certification.*

			Credit
ITSC	1325	Personal Computer Hardware <sup>+</sup>	3
ITNW	1325	Fundamentals of Networking Technologies <sup>+</sup>	3
ITNW	1316	Network Administration <sup>+</sup> * <sup>^</sup>	3
ITNW	1345	Implementing Network Directory Services* <sup>^</sup>	3
ITNW	1454	Implementing and Supporting Servers* <sup>^</sup>	4
ITSY	1342	Information Technology Security <sup>+</sup> * <sup>^</sup>	3
<b>Total Hours</b>			<b>19</b>

<sup>+</sup> Courses are stackable towards AAS Information Technology (CSI17)

\* Courses are stackable towards AAS Cyberdefense-Information Assurance (CDIA)

<sup>^</sup> Courses are stackable towards AAS Network Systems Administrator (CSN17)

**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**

DEGR or DEGR DEGR or DEGR DEGR DEGR CORE	COSC ITSC ITCC ITNW ITSC ITNW MATH	1301 1301 1314 1325 1316 1316 1414	Introduction to Computing  Introduction to Computers CCNA 1: Introduction to Networks  Fundamentals of Networking Technologies Linux Installation and Configuration Network Administration College Algebra	3   3  3 3 4
--	--	--	--	-----------------------------------

**Second Semester**

DEGR	ITSY	1342	Information Technology Security	3
DEGR	ITSE	1359	Introduction to Scripting Languages	3
DEGR	ITCC	1344	CCNA 2: Switching, Routing, and Wireless Essentials	3
CORE	ENGL	1301	Composition I	3

**Second Year****First Semester**

DEGR	ITNW	1345	Implementing Network Directory Services	3
DEGR	ITSY	2401	Firewalls and Network Security	4
DEGR	ITNW	1313	Computer Virtualization	3
DEGR	ITNW	1337	Introduction to the Internet	3
CORE	SPCH	1321	Business and Professional Communication	3

**Second Semester**

DEGR	ITSY	2345	Network Defense and Countermeasures	3
CORE			Creative Arts	3
CORE			Social and Behavioral Sciences Selection	3
DEGR	ITSW	1307	Introduction to Database	3
DEGR	ITNW	1454	Implementing and Supporting Servers	4
or				
DEGR	ITNW	2488	Internship – Computer Systems Networking/Telecommunications	4
<b>Total Hours</b>				<b>60</b>

## Telecommunications Technician (ELN17) 111001

### Certificate of Completion

First Semester			Credit
ITCC	1314	CCNA 1: Introduction to Networks <sup>^</sup>	3
or			
ITNW	1325	Fundamentals of Networking Technologies <sup>+</sup>	
ITSC	1325	Personal Computer Hardware	3
Second Semester			
ITCC	1344	CCNA 2: Switching, Routing and Wireless Essentials <sup>+</sup>	3
ITSE	1359	Introduction to Scripting Languages <sup>^</sup>	3
CPMT	1345	Computer Systems Maintenance	3
Third Semester			
ITCC	2420	CCNA 3: Enterprise Networking, Security and Automation	4
ITSY	1342	Information Technology Security <sup>^</sup>	3
ITSY	2401	Firewalls and Network Security <sup>+</sup>	4
<b>Total Hours</b>			<b>26</b>

<sup>+</sup> Courses are stackable towards AAS Network Systems Administrator (CSN17)

<sup>^</sup> Courses stackable towards AAS Network Cloud Support and Cybersecurity (NCS20)

## Network Cloud Support and Cybersecurity (NCS20) 111002

### Associate of Applied Science Degree

*Pending Veteran's Benefits, Financial Aid (Title IV) and Military Tuition Assistance approval*

First Year				Credit
First Semester				
DEGR	COSC	1301	Introduction to Computing	3
or				
DEGR	ITSC	1301	Introduction to Computers	
DEGR	ITSC	1316	Linux Installation and Configuration	3
DEGR	ITCC	1314	CCNA 1: Introduction to Networks	3
or				
DEGR	ITNW	1325	Fundamentals of Networking Technologies	
DEGR	ITNW	1316	Network Administration	3
CORE	MATH	1342	Elementary Statistical Methods	3
Second Semester				
DEGR	ITSY	1342	Information Technology Security	3
DEGR	ITSE	1359	Introduction to Scripting Languages	3
DEGR	ITNW	1309	Fundamentals of Cloud Computing	3
CORE	ENGL	1301	Composition I	
Second Year				
First Semester				
DEGR	ITNW	1308	Implementing and Supporting Client Operating Systems	3
DEGR	ITNW	1336	Cloud Deployment and Infrastructure	3
DEGR	ITSE	1329	Programming Logic and Design	3
or				
DEGR	COSC	1315	Introduction to Computer Programming	
DEGR	ITSC	1415	Project Management	4
CORE			Creative Arts	3
Second Semester				
CORE	SPCH	1321	Business and Professional Communication	3
CORE	ELEC		Social and Behavioral Sciences Selection	3
DEGR	ITSW	1307	Introduction to Database	3
DEGR	ITNW	1454	Implementing and Supporting Servers	4
DEGR	ITNW	2427	Advanced Cloud Concepts	4
or				
DEGR	ITNW	2488	Internship – Computer Systems Networking/Telecommunications	
<b>Total Hours</b>				<b>60</b>

## Network Server & Cloud Administrator (CSC17) 111002

### Certificate of Completion

First Semester			Credit
ITCC	1314	CCNA 1: Introduction to Networks <sup>+</sup> <sup>^</sup> *	3
or			
ITNW	1325	Fundamentals of Networking Technologies <sup>+</sup> <sup>^</sup> *	
ITSC	1316	Linux Installation and Configuration <sup>^</sup> *	3
ITSE	1359	Introduction to Scripting Languages <sup>^</sup> *	3
ITNW	1316	Network Administration <sup>+</sup> <sup>^</sup> *	3
Second Semester			
ITSY	1342	Information Technology Security <sup>+</sup> <sup>^</sup> *	3
ITSW	1307	Introduction to Database <sup>+</sup>	3
ITNW	1309	Fundamentals of Cloud Computing	3
ITNW	1454	Implementing and Supporting Servers <sup>^</sup> *	4
<b>Total Hours</b>			<b>25</b>

Certificate is stackable towards AAS Network Cloud Support and Cybersecurity (NCS20)

<sup>+</sup> Courses stackable towards AAS Information Technology (CSI17)

<sup>^</sup> Courses stackable towards AAS Network Systems Administrator (CSN17)

\* Courses stackable towards AAS Cyberdefense - Information Assurance (CDIA)

## Network Administrator (CSN15) 110201

### Occupational Skills Achievement Certificate

First Semester			Credit
COSC	1301	Introduction to Computing	3
or			
ITSC	1301	Introduction to Computers	
ITSC	1325	Personal Computer Hardware	3
ITCC	1314	CCNA 1 - Introduction to Networks	3
or			
ITNW	1325	Fundamentals of Networking Technologies	
ITCC	1344	CCNA2: Switching, Routing, and Wireless Essentials	3
<b>Total Hours</b>			<b>12</b>

Courses stackable towards AAS Cyberdefense-Information Assurance (CDIA) and AAS Network Systems Administrator (CSN17)

## Electronics Engineering Technology (ELC17) 151201

### Associate of Applied Science Degree

*Program not available to new students. Currently scheduled for December 2020 deactivation.*

First Year				Credit
First Semester				
DEGR	ITSC	1301	Introduction to Computers	
or				
DEGR	COSC	1301	Introduction to Computing	3
DEGR	CETT	1325	Digital Fundamentals	3
DEGR	CETT	1303	DC Circuits	3
CORE	MATH		MATH 1314, 1332 or 1342	3
Second Semester				
DEGR	CETT	1305	AC Circuits	3
DEGR	CPMT	1345	Computer Systems Maintenance	3
DEGR	CETT	1429	Solid State Devices	4
DEGR	CETT	1331	Programming for Discrete Electronic Devices	3
CORE	ENGL	1301	Composition I	3
Second Year				
First Semester				
DEGR	CETT	1321	Electronics Fabrication	3
CORE	ELEC		Approved Elective*	4
DEGR	CETT	2335	Advanced Microprocessors	3
DEGR	CETT	1441	Solid State Circuits	4
CORE	ELEC		Social/Behavioral Science Selection	3

<b>Second Semester</b>				
DEGR	ITCC	1414	CCNA I: Introduction to Networks	4
DEGR	CETT	1449	Digital Systems	4
DEGR	ELMT	2435	Certified Electronics Tech. Training	4
CORE	ELEC		Humanities/Fine Arts Selection	3
<b>Total Hours</b>				<b>60</b>

*\*Any 4 hour course in the Core Component Option 090*

## Computer Maintenance Technician (ELC17) 151201

### Certificate of Completion

*Program not available to new students. Currently scheduled for December 2020 deactivation.*

<b>First Semester</b>			<b>Credit</b>
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
<b>Second Semester</b>			
CETT	1305	AC Circuits	3
CPMT	1345	Computer Systems Maintenance	3
CETT	1429	Solid State Devices	4
<b>Total Hours</b>			<b>23</b>

Certificate is stackable towards AAS Electronics Engineering Technology (ELC17)

## Electronics Instrument Technician (EIT17) 151201

### Certificate of Completion

*Program not available to new students. Currently scheduled for December 2020 deactivation.*

<b>First Semester</b>			<b>Credit</b>
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
<b>Second Semester</b>			
CETT	1305	AC Circuits	3
CPMT	1345	Computer Systems Maintenance	3
CETT	1449	Digital Systems	4
CETT	1429	Solid State Devices	4
<b>Total Hours</b>			<b>26</b>

Certificate is stackable towards AAS Electronics Engineering Technology (ELC17)

## Entry Level Electronics Technician (EET17) 151201

### Certificate of Completion

*Program not available to new students. Currently scheduled for December 2020 deactivation.*

<b>First Semester</b>			<b>Credit</b>
CETT	1325	Digital Fundamentals	3
CETT	1303	DC Circuits	3
CETT	1321	Electronics Fabrication	3
<b>Second Semester</b>			
CETT	1305	AC Circuits	3
CETT	1429	Solid State Devices	4
<b>Total Hours</b>			<b>16</b>

Certificate is stackable towards AAS Electronics Engineering Technology (ELC17)

# Construction 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 Construction Technology 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.*

## Craftsman Trades (CFT18) 460401 Associate of Applied Science Degree

### First Year

First Semester				Credit
DEGR	CRPT	1429	Introduction to Carpentry	4
DEGR	WDWK	1413	Cabinet Making I	4
DEGR	CRPT	1423	Floor Systems	4
CORE	MATH	1332	Contemporary Mathematics	3
DEGR	KINE		Physical Activity Course	1

### Second Semester

DEGR	ELPT	1429	Residential Wiring	4
CORE	ENGL	1301	Composition I	3
DEGR	CRPT	1415	Wall Systems	4
CORE	ELEC		Humanities/Fine Arts Selection	3

### Second Year

First Semester				
DEGR	CRPT	1411	Roof Systems	4
DEGR	PFPB	2409	Residential Construction Plumbing I	4
DEGR	PFPB	2445	Residential Construction Plumbing II	4
CORE	GOVT	2305	Federal Government	3

### Second Semester

DEGR	CBFM	1334	Interior and Exterior Painting and Refinishing	
or				
DEGR	WDWK	2351	Cabinet Making II	3
DEGR	MBST	1507	Masonry I	5
CORE	SPCH		SPCH 1315 or 1321	3
DEGR	CNBT	1446	Construction Estimating I	
or				
DEGR	CBFM	2487	Internship - Building/Property Maintenance and Manager	4
<b>Total Hours</b>				<b>60</b>

## 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
<b>Total Hours</b>				<b>19</b>
<b>Total Clock Hours</b>				<b>512</b>

Certificate is stackable towards AAS Craftsman Trades (CFT18)

## 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
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 - Building/Property Maintenance and Manager	4/304
<b>Total Hours</b>			<b>44</b>
<b>Total Clock Hours</b>			<b>1152/1360</b>

Certificate is stackable towards AAS Craftsman Trades (CFT18)

## Construction Trades (MTCO) 460401

### Certificate of Completion

*(Requires completion of MTC15 certificate)*

			Cr/Clock
ELPT	1429	Residential Wiring	4/96
PFPB	2409	Residential Construction Plumbing I	4/96
PFPB	2445	Residential Construction Plumbing II	4/96
WDWK	1413	Cabinet Making I	4/112
<b>Total Hours</b>			<b>16</b>
<b>Total Clock Hours</b>			<b>400</b>

Certificate is stackable towards AAS Craftsman Trades (CFT18)

## 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
<b>Total Hours</b>			<b>31</b>

# Diesel

*This program is designed for students who wish to pursue a career in the Diesel Repair field. Students are taught using a “systems” approach (engines, power trains, hydraulics, etc.) which allows them to enter any one of the many separate fields of Diesel Repair (trucks/ transportation construction equipment, agriculture, etc.). The program provides entry-level, industry-validated, hands-on instruction in Diesel Service and Repair using the latest technologies in Diesel systems, tools, and equipment.*

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

## Diesel Engine Technician and Maintainer (DEM15) 470605 Associate of Applied Science Degree

First Semester				Credit
DEGR	DEMR	1301	Shop Safety and Procedures	3
DEGR	DEMR	1306	Diesel Engine I	3
DEGR	DEMR	1423	Heating, Ventilation, and Air Conditioning, Troubleshooting and Repair	4
CORE	ENGL	1301	Composition I	3
Second Semester				
DEGR	DEMR	1447	Power Train II	4
DEGR	DEMR	1405	Basic Electrical Systems	4
DEGR	DEMR	1417	Basic Brake Systems	4
CORE	MATH	1332	Contemporary Mathematics	3
CORE	SPCH		SPCH 1315 or 1321	3
Third Semester				
DEGR	DEMR	1416	Basic Hydraulics	4
DEGR	DEMR	1410	Diesel Engine Testing and Repair I	4
CORE	ELEC		Humanities/Fine Arts Selection	3
Fourth Semester				
CORE	GOVT	2305	Federal Government	3
DEGR	DEMR	1330	Steering and Suspension I	3
DEGR	DEMR	2434	Advanced Diesel Tune-Up and Troubleshooting	4
DEGR	DEMR	1449	Diesel Engine II	4
DEGR	DEMR	2488	Internship - Diesel Mechanics Technology/Technician	4
<b>Total Hours</b>				<b>60</b>

## Diesel Technician (DET15) 470605 Certificate of Completion

			Cr/Clock
DEMR	1301	Shop Safety and Procedures	3/96
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	1416	Basic Hydraulics	4/144
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	4/144
DEMR	1449	Diesel Engine II	4/144
DEMR	2488	Internship - Diesel Mechanics Technology/Technician	4/304
<b>Total Hours</b>			<b>45</b>
<b>Total Clock Hours</b>			<b>1664</b>

Certificate is stackable towards AAS Diesel Engine Technician and Maintainer (DEM15)

---

## Diesel System Specialist (DES15) 470605

### Certificate of Completion

*(Requires DESP7 Completion or Department approval)*

			<b>Cr/Clock</b>
DEMR	1416	Basic Hydraulics	4/144
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	4/144
<b>Total Hours</b>			<b>19</b>
<b>Total Clock Hours</b>			<b>608</b>

Certificate is stackable towards AAS Diesel Engine Technician and Maintainer (DEM15)

## Basic Diesel Technician (DESP7) 470605

### Certificate of Completion

			<b>Cr/Clock</b>
DEMR	1301	Shop Safety and Procedures	3/96
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
<b>Total Hours</b>			<b>18</b>
<b>Total Clock Hours</b>			<b>608</b>

Certificate is stackable towards AAS Diesel Engine Technician and Maintainer (DEM15)

# Drafting and Design

The Computer-Aided Drafting and 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
DEGR	DFTG	1405	Technical Drafting	4
DEGR	DFTG	2412	Technical Illustration and Presentation	4
DEGR	DFTG	1409	Basic Computer-Aided Drafting	4
CORE	MATH		MATH 1332, 1342 or 1414	3-4

#### Second Semester

DEGR	DFTG	2317	Descriptive Geometry	3
DEGR	DFTG	2402	Machine Drafting	4
DEGR	DFTG	2440	Solid Modeling/Design	4
CORE	ENGL	1301	Composition I	3

#### Second Year

First Semester				
DEGR	DFTG	1417	Architectural Drafting-Residential	4
DEGR	DFTG	1358	Electrical/Electronics Drafting	3
DEGR	DFTG	1491	Special Topics in Drafting and Design Technology	4
CORE	ELEC		Humanities/Fine Arts Selection	3

#### Second Semester

DEGR	DFTG	2323	Pipe Drafting	3
DEGR	DFTG	2421	Topographical Drafting	4
DEGR	DFTG	2438	Final Project -Advanced Drafting	4
CORE	ELEC		Social/Behavioral Science Selection	3
CORE	SPCH		SPCH 1315 or 1321	3

**Total Hours** **60**

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

### Certificate of Completion

				Cr/Clock
DFTG	1405	Technical Drafting		4/96
DFTG	2412	Technical Illustration and Presentation		4/96
DFTG	1409	Basic Computer-Aided Drafting		4/96
MATH	1332	Contemporary Mathematics (Quantitative Reasoning)		3
DFTG	2317	Descriptive Geometry		3/96
DFTG	2402	Machine Drafting*		4/96
DFTG	2440	Solid Modeling/Design		4/96
<b>Total Hours</b>				<b>26</b>
<b>Total Clock Hours</b>				<b>576</b>

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

Certificate is stackable towards AAS Computer-Aided Drafting and Design (DFT15)

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

### Occupational Skills Achievement Certificate

				Cr/Clock
DFTG	1405	Technical Drafting		4/96
DFTG	1409	Basic Computer-Aided Drafting		4/96
DFTG	2440	Solid Modeling		4/96
<b>Total Hours</b>				<b>12</b>
<b>Total Credit Hours</b>				<b>288</b>

Certificate is stackable towards AAS Computer-Aided Drafting and Design (DFT15)

# 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	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE			SPCH 1315, 1318, or 1321	3
CORE			Creative Arts	3
DEGR	ENGR	1201	Introduction to Engineering	2

### Second Semester

CORE	HIST	1302	United States History II	3
CORE/FOS	ELEC		Life and Physical Science Selection (PHYS 2425 recommended)	4
CORE/FOS	MATH	2413	Calculus I*	4
CORE	GOVT	2305	Federal Government	3

### Third Semester

DEGR/FOS	MATH	2414	Calculus II	4
CORE			Component Area Option	3

### Second Year

#### First Semester

CORE/FOS	ELEC		Life and Physical Science Selection (PHYS 2426 recommended)	4
DEGR/FOS	ENGR	2301	Engineering Mechanics I – Statics	3
DEGR			ENGR 2305 or ENGR 1304	3

#### Second Semester

CORE	GOVT	2306	Texas Government	3
DEGR/FOS	ENGR	2332	Mechanics of Materials	3
CORE			Language/Philosophy/Culture	3
DEGR/FOS	ENGR	2302	Engineering Mechanics II – Dynamics	3
CORE			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 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.

<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

---

# 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 - Studio (ARTS2) 500702

### Associate of Arts

This program provides a foundation in studio art practice and is designed to transfer to a baccalaureate-level program. The program includes foundation classes in drawing, 2-D and 3-D design, digital art, and art history, as well as numerous elective choices in studio courses such as ceramics, painting, metals, photography, and watercolor.

#### First Year

First Semester				Credit
CORE	ENGL	1301	Composition I	3
CORE	MATH	1314	College Algebra	3
CORE	HIST	1301	United States History I	3
CORE	EDUC	1100	Learning Frameworks	1
DEGR	ARTS	1311	Design I (2 – Dimensional)	3
DEGR	ARTS	1316	Drawing I	3

#### Second Semester

CORE	SPCH	1315	Public Speaking	3
CORE			Life and Physical Science Selection	4
CORE	HIST	1302	United States History II	3
DEGR	ARTS	1312	Design II (3 – Dimensional)	3
DEGR	ARTS	2348	Digital Arts I	3

#### Second Year

First Semester				
CORE	GOVT	2305	Federal Government	3
CORE			Life and Physical Science Selection	4
CORE	ARTS	1303	Art History I	3
DEGR	ELEC		ARTS Elective*	3

#### Second Semester

CORE			Social and Behavioral Sciences Selection	3
CORE	GOVT	2306	Texas Government	3
CORE	ARTS	1304	Art History II	3
CORE			Language/Philosophy/Culture	3
DEGR	ELEC		ARTS Elective*	3

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

\*ARTS Electives choose three of the following: ARTS 1317, 2313, 2316, 2341, 2346, 2356, 2366 (including no more than one of the following) ARTS 2311, 2317, 2323, 2347, 2357.

---

## Commercial Art (CART4) 500402

The focus in commercial art accommodates the student with a specific visual art lean in drawing, photography or design. The following are the course listings related to the associate of arts degree with a commercial art specialization:

### Associate of Arts Degree

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

CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE			Creative Arts	3
CORE	GOVT	2306	Texas Government	3
CORE			Language/Philosophy/Culture	3
CORE			SPCH 1315, 1318 or 1321	3
CORE	HIST	1302	United States History II	3
CORE			Component Area Option	4
CORE			Life and Physical Science Selection	4
CORE			Social/Behavioral Science Selection	3
CORE	GOVT	2305	Federal Government	3
CORE			MATH 1314, 1332 or 1342	3
CORE			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, 2341, 2346, 2347, 2348, 2356, 2357, 2389 or HUMA 1315

## Drama - General (DRMG2) 500501

### Associate of Arts Degree

A program that focuses on the general study of dramatic works and their performance and is designed to transfer to a baccalaureate-level program. Includes instruction in major works of dramatic literature, dramatic styles and types, and the principles of organizing and producing live or recorded productions.

### First Year

First Semester				Credit
CORE	ENGL	1301	Composition I	3
CORE	MATH	1314	College Algebra	3
CORE	HIST	1301	United States History I	3
CORE	EDUC	1100	Learning Frameworks	1
DEGR			Drama Elective	3
DEGR	DRAM	1351	Acting I	3

### Second Semester

CORE			Life and Physical Science Selection	4
CORE	HIST	1302	United States History II	3
CORE	DRAM	2366	Film Appreciation	3
CORE			SPCH 1315, 1318 or 1321	3
DEGR	DRAM	1330	Stagecraft I	3

### Second Year

First Semester				Credit
CORE	GOVT	2305	Federal Government	3
CORE			Life and Physical Science Selection	4
CORE			ARTS 1303 or MUSI 1306	3
DEGR			Drama Elective	3

### Second Semester

CORE			Social and Behavioral Sciences	3
CORE	DRAM	2361	History of Theatre I	3
CORE	GOVT	2306	Texas Government	3
DEGR	DRAM	2355	Script Analysis	3
DEGR	DRAM	2389	Academic Cooperative	3

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

Drama Electives: Choose from DRAM 1120, 1310, 1341, 1342, 2331, 2336, 2362.

## Drama - Design/Technical (DRMD2) 500501

### Associate of Arts

*A program that focuses on the study of dramatic works from a design and technical theatre perspective and is designed to transfer to a baccalaureate-level program. Includes instruction in design, technical theatre, major works of dramatic literature, dramatic styles and types, and the principles of organizing and producing live or recorded productions*

#### First Year

First Semester				Credit
CORE	ENGL	1301	Composition I	3
CORE	MATH	1314	College Algebra	3
CORE	HIST	1301	United States History I	3
CORE	EDUC	1100	Learning Frameworks	1
DEGR			Drama Elective	3
DEGR	DRAM	1351	Acting I	3

#### Second Semester

CORE			Life and Physical Science Selection	4
CORE	HIST	1302	United States History II	3
CORE	DRAM	2366	Film Appreciation	3
CORE			SPCH 1315, 1318 or 1321	3
DEGR	DRAM	1330	Stagecraft I	3

#### Second Year

First Semester				Credit
CORE	GOVT	2305	Federal Government	3
CORE			Life and Physical Science Selection	4
CORE			ARTS 1303 or MUSI 1306	3
DEGR			Drama Elective	3

#### Second Semester

CORE			Social and Behavioral Sciences	3
CORE	DRAM	2361	History of Theatre I	3
CORE	GOVT	2306	Texas Government	3
DEGR	DRAM	2355	Script Analysis	3
DEGR	DRAM	2389	Academic Cooperative	3

**Total Hours** **60**

Drama Electives: Choose from DRAM 1120, 1341, 1342, 2331.

## Drama - Performance (DRMP2) 500501

### Associate of Arts

*A program that focuses on the study of dramatic works from a performance perspective and is designed to transfer to a baccalaureate-level program. Includes instruction in acting, voice, major works of dramatic literature, dramatic styles and types, and the principles of organizing and producing live or recorded productions.*

#### First Year

First Semester				Credit
CORE	ENGL	1301	Composition I	3
CORE	MATH	1314	College Algebra	3
CORE	HIST	1301	United States History I	3
CORE	EDUC	1100	Learning Frameworks	1
DEGR			Drama Elective	3
DEGR	DRAM	1351	Acting I	3

#### Second Semester

CORE			Life and Physical Science Selection	4
CORE	HIST	1302	United States History II	3
CORE	DRAM	2366	Film Appreciation	3
CORE			SPCH 1315, 1318 or 1321	3
DEGR	DRAM	1330	Stagecraft I	3

#### Second Year

First Semester				Credit
CORE	GOVT	2305	Federal Government	3
CORE			Life and Physical Science Selection	4
CORE			ARTS 1303 or MUSI 1306	3
DEGR			Drama Elective	3

<b>Second Semester</b>				
CORE			Social and Behavioral Sciences	3
CORE	DRAM	2361	History of Theatre I	3
CORE	GOVT	2306	Texas Government	3
DEGR	DRAM	2355	Script Analysis	3
DEGR	DRAM	2389	Academic Cooperative	3
<b>Total Hours</b>				<b>60</b>

Drama Electives: Choose from DRAM 1120, 1341, 1352, 2336.

## Music (MUSG2) 500901

### Associate of Arts Degree

#### Field of Study - General Track

*A program of study for music designed to transfer to a baccalaureate-level program. Includes instruction in ensemble, applied study, theory/aural skills, and music literature.*

<b>First Year</b>				
<b>First Semester</b>				<b>Credit</b>
CORE	ENGL	1301	Composition I	3
CORE	MATH	1314	College Algebra	3
CORE	MUSI	1306	Music Appreciation	3
DEGR/FOS	MUSI	1311	Music Theory I	3
DEGR/FOS	MUSI	1116	Sight Singing and Ear Training I	1
DEGR/FOS	MUSI	1181	Piano Class I	1
DEGR/FOS	MUAP	11XX	Individual Instruction	1
DEGR/FOS	MUEN	11XX	Ensemble	1
<b>Second Semester</b>				
CORE	SPCH	1321	Business and Professional Communication	3
CORE	HIST	1301	United States History I	3
CORE/FOS	MUSI	1307	Music Literature	3
DEGR/FOS	MUSI	1312	Music Theory II	3
DEGR/FOS	MUSI	1117	Sight Singing and Ear Training II	1
DEGR/FOS	MUAP	11XX	Individual Instruction II	1
DEGR/FOS	MUEN	11XX	Ensemble	1
<b>Second Year</b>				
<b>First Semester</b>				
CORE	GOVT	2305	Federal Government	3
CORE	HIST	1302	United States History II	3
CORE	PSYC	2301	General Psychology	3
DEGR/FOS	MUSI	2311	Music Theory III	3
DEGR/FOS	MUSI	2116	Sight Singing and Ear Training III	1
DEGR/FOS	MUAP	22XX	Individual Instruction III	2
DEGR/FOS	MUEN	11XX	Ensemble	1
<b>Second Semester</b>				
CORE	GOVT	2306	Texas Government	3
CORE			DRAM 1310 or ARTS 1303	3
DEGR/FOS	MUSI	2312	Music Theory IV	3
DEGR/FOS	MUSI	2117	Sight Singing and Ear Training IV	1
DEGR/FOS	MUAP	22XX	Individual Section IV	2
DEGR/FOS	MUEN		Ensemble	1
<b>Total Hours</b>				<b>60</b>

#### Notes

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

The Field of Study Curriculum for Music for General Track should serve as the basis for structuring the associate degree. Each two-year college determines which courses from its approved general education core curriculum, along with the Field of Study Curriculum for Music, constitute a 60-semester credit-hour transfer block. Students shall complete the remaining general education core curriculum in effect at Central Texas College or the receiving institution.

<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

---

# 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
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE	ELEC		Life/Physical Science Selection	4
DEGR	ELEC		Electives*	6

### Second Semester

CORE	SPCH		SPCH 1315, 1318 or 1321	3
CORE	HIST	1302	United States History II	3
CORE	MATH		MATH 1314, 1332, 1342, 1414, 2412+ or 2413+	3-4
CORE	ELEC		Language, Philosophy, Culture	3-4

### Second Year

First Semester				
CORE	GOVT	2305	Federal Government	3
CORE	ELEC		Life/Physical Science Selection	4
CORE	ELEC		Social/Behavioral Selection	3
DEGR	ELEC		Electives*	6

### Second Semester

CORE	GOVT	2306	Texas Government	3
CORE	ELEC		Creative Arts	3
CORE	ELEC		Component Area Option	4
DEGR	ELEC		Electives*	6

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

Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of receiving school for degree requirements and transfer policy.

\* Students may select 18 semester credit hours from courses that fulfill the student's educational goals.

+ Prerequisite required.

# 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
DEGR	GRPH	1305	Introduction to Graphic Arts and Printing	3
DEGR	ARTC	1313	Digital Publishing I	3
DEGR	ARTC	1302	Digital Imaging I	3
CORE	ENGL	1301	Composition I	3
CORE	ELEC		Humanities/Fine Arts Selection	3

#### Second Semester

DEGR	ARTC	2313	Digital Publishing II	3
DEGR	GRPH	1459	Vector Graphics for Production	4
CORE	MATH	1332	Contemporary Mathematics	3
CORE	GOVT		GOVT 2305 or 2306	3

### Second Year

#### First Semester

DEGR	ARTC	1327	Typography	3
DEGR	ARTC	2305	Digital Imaging II	3
CORE	SPCH		SPCH 1315 or 1321	3
DEGR	GRPH	2309	Digital Prepress	3
DEGR	ARTC	2348	Digital Publishing III	3

#### Second Semester

DEGR	GRPH	1419	Bindery and Finishing Operations	4
DEGR	GRPH	1309	Press Operations I	3
DEGR	GRPH	2338	Press Operations II	3
DEGR	ARTC	2333	Publication Design	3
DEGR	ARTC	2435	Portfolio Development for Graphic Design	
or				
DEGR	GRPH	2488	Internship Graphics and Printing Equipment Operator	
or				
DEGR	ARTC	2488	Internship Commercial and Advertising Art	4
<b>Total Hours</b>				<b>60</b>

## Graphics and Printing Technology (GP15) 100301

### Certificate of Completion – Level 2

First Semester			Cr/Clock
GRPH	1305	Introduction to Graphic Arts and Printing	3/96
ARTC	1313	Digital Publishing I	3/96
ARTC	1302	Digital Imaging I	3/96
ARTC	2313	Digital Publishing II	3/96
ARTC	2305	Digital Imaging II	3/96
GRPH	1459	Vector Graphics for Production	4/96
ARTC	1327	Typography	3/96
GRPH	2309	Digital Prepress	3/96
ARTC	2348	Digital Publishing III	3/96
Second Semester			
GRPH	1419	Bindery and Finishing Operations	4/96
ARTC	2333	Publication Design	3/96
GRPH	1309	Press Operations I	3/96
GRPH	2338	Press Operations II	3/96
ARTC	2435	Portfolio Development for Graphic Design	4/96
or			
GRPH	2488	Internship Graphics and Printing Equipment Operator	4/304
or			
ARTC	2488	Internship Commercial and Advertising Art	
<b>Total Hours</b>			<b>45</b>
<b>Total Clock Hours</b>			<b>1344/1552</b>

Certificate is stackable towards AAS Graphics and Printing (GP15)

## Graphics and Printing Technology Press Operations (GPP15) 100305

### Certificate of Completion

			Cr/Clock
GRPH	1305	Introduction to Graphic Arts and Printing	3/96
GRPH	2309	Digital Prepress	3/96
GRPH	1419	Bindery and Finishing Operations	4/96
GRPH	1309	Press Operations I	3/96
GRPH	2338	Press Operations II	3/96
<b>Total Hours</b>			<b>16</b>
<b>Total Clock Hours</b>			<b>384</b>

Certificate is stackable towards AAS Graphics and Printing (GP15)

## Graphics and Printing Technology Graphic Design (GPGF5) 100301

### Certificate of Completion

			Cr/Clock
GRPH	1305	Introduction to Graphic Arts and Printing	3/96
ARTC	1313	Digital Publishing I	3/96
ARTC	1302	Digital Imaging I	3/96
ARTC	2313	Digital Publishing II	3/96
ARTC	2305	Digital Imaging II	3/96
ARTC	2348	Digital Publishing III	3/96
<b>Total Hours</b>			<b>18</b>
<b>Total Clock Hours</b>			<b>576</b>

Certificate is stackable towards AAS Graphics and Printing (GP15)

# 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
DEGR	HART	1407	Refrigeration Principles	4
DEGR	HART	1401	Basic Electricity for HVAC	4
DEGR	HART	1445	Gas and Electric Heating	4
CORE	MATH	1332	Contemporary Mathematics	3

#### Second Semester

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

### Second Year

#### First Semester

DEGR	HART	2449	Heat Pumps	4
DEGR	HART	2438	Air Conditioning Installation and Startup	4
DEGR	HART	2341	Commercial Air Conditioning	3
DEGR	HART	2342	Commercial Refrigeration	3
CORE	ELEC		Humanities/Fine Arts Selection	3

#### Second Semester

DEGR	HART	2436	Air Conditioning Troubleshooting	4
DEGR	HART	2431	Advanced Electricity for HVAC	4
CORE	SPCH		SPCH 1315 or 1321	3
DEGR	HART	2445	Residential Air Conditioning System Design	
or				
DEGR	HART	2488	Internship - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/Technician	4

**Total Hours** **60**

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

			Cr/Clock
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 - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/Technician	4/96
<b>Total Hours</b>			<b>45</b>
<b>Total Clock Hours</b>			<b>1056</b>

Certificate is stackable towards AAS Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART5)

---

## Air Conditioning and Refrigeration Technicians Assistant (ACR17) 470201

### Certificate of Completion

			Cr/Clock
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
<b>Total Hours</b>			<b>19</b>
<b>Total Clock Hours</b>			<b>480</b>

Certificate is stackable towards AAS Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART5)

## Residential Heating, Air Conditioning and Refrigeration (HAC17) 470201

### Certificate of Completion

*(This certificate requires completion of Technicians Assistant Certificate)*

			Cr/Clock
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
<b>Total Hours</b>			<b>20</b>
<b>Total Clock Hours</b>			<b>480</b>

Certificate is stackable towards AAS Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART5)

---

# Histological Technician

## Histologic Technician (HLAB) 511008 Associate of Applied Science Degree

### First Year

First Semester				Credit
DEGR	HLAB	1301	Introduction to Histotechnology	3
CORE	MATH	1314	College Algebra	3
DEGR	BIOL	2401	Anatomy and Physiology I	4
DEGR	HLAB	1305	Functional Histology I	3

### Second Semester

DEGR	HLAB	1302	Histotechnology I	3
DEGR	BIOL	2402	Anatomy and Physiology II	4
CORE	CHEM	1411	General Chemistry I	4
DEGR	HLAB	1446	Functional Histology II	4

### Third Semester

DEGR	HLAB	1443	Histotechnology II	4
------	------	------	--------------------	---

### Second Year

First Semester				
DEGR	HLAB	2434	Histotechnology III	4
DEGR	HLAB	1460	Clinical - Histologic Technology/Histotechnologist I	4
DEGR	MLAB	1235	Immunology	2
CORE	ENGL	1301	Composition I	3

### Second Semester

DEGR	HLAB	2460	Clinical - Histologic Technology/Histotechnologist II	4
DEGR	HLAB	2341	Registry Review	3
CORE	ELCT		PSYC 2301 or SOCI 1301	3
DEGR	MLAB	2221	Molecular Diagnostics for Clinical Laboratory Science	2
CORE	ELCT		Humanities/Fine Arts	3

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

\* 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
DEGR	CHEF	1305	Sanitation and Safety	3
DEGR	HAMG	1321	Introduction to the Hospitality Industry	3
DEGR	CHEF	1301	Basic Food Preparation	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	HAMG	2307	Hospitality Marketing and Sales	3
DEGR	RSTO	1321	Menu Management	3

### Second Semester

CORE	GOVT	2305	Federal Government	3
CORE	SPCH		SPCH 1315 or SPCH 1321	3
DEGR	ELEC		CHEF/PSTR	3
DEGR	HAMG	2301	Principles of Food and Beverage Operations	3

### Second Year

First Semester				
DEGR	HAMG	2332	Hospitality Financial Management	3
CORE	ENGL	1301	Composition I	3
DEGR	PSTR	1301	Fundamentals of Baking	3
DEGR	ELEC		HAMG/IFWA/RSTO/TRVM	3

### Second Semester

DEGR	RSTO	1325	Purchasing for Hospitality Operations	3
CORE	MATH		MATH 1332 or MATH 1342	3
DEGR	HAMG	1340	Hospitality Legal Issues	3
DEGR	RSTO	1313	Hospitality Supervision	3
DEGR	ELEC		Academic Elective	3
DEGR	HAMG	2388	Internship - Hospitality Administration and Management	
or				
DEGR	BUSG	1371	Entrepreneurship and Business Plan Development	3
<b>Total Hours</b>				<b>60</b>

## Restaurant Management (RCM18) 520901

### Certificate of Completion

#### First Year

##### First Semester

			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

##### Second Semester

HAMG	2307	Hospitality Marketing and Sales	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	1321	Introduction to Hospitality Industry	3
IFWA	1318	Nutrition for the Food Service Professional	3
or			
CHEF	1302	Principles of Healthy Cuisine	
RSTO	1325	Purchasing for Hospitality Operations	3

#### Second Year

##### First Semester

ELEC		CHEF/PSTR	3
HAMG	2332	Hospitality Financial Management	3
RSTO	1313	Hospitality Supervision	3
HAMG	2388	Internship – Hospitality Administration and Management	
or			
BUSG	1371	Entrepreneurship and Business Plan Development	3

**Total Hours** **42**

Certificate is stackable towards AAS Restaurant and Culinary Management (RCM15)

## Restaurant Operations (HRO13) 520905

### Certificate of Completion

			Credit
CHEF	1305	Sanitation and Safety <sup>+</sup>	3
CHEF	1301	Basic Food Preparation <sup>+</sup>	3
HAMG	2301	Principles of Food and Beverage Operations <sup>+</sup>	3
PSTR	1301	Fundamentals of Baking <sup>+</sup>	3
RSTO	1321	Menu Management <sup>+</sup>	3
HAMG	2307	Hospitality Marketing and Sales <sup>+</sup>	3
HAMG	1340	Hospitality Legal Issues <sup>+</sup>	3
HAMG	1321	Introduction to the Hospitality Industry <sup>+</sup>	3
IFWA	1318	Nutrition for the Food Service Professional	3
or			
CHEF	1302	Principles of Healthy Cuisine	
<b>Total Hours</b>			<b>27</b>

<sup>+</sup> Courses is stackable towards AAS Restaurant and Culinary Management (RCM15)

## Hotel Management Specialization (HMH15) 520901

### Associate of Applied Science Degree

#### First Year

##### First Semester

			Credit
DEGR	CHEF	1305	Sanitation and Safety
DEGR	HAMG	1321	Introduction to the Hospitality Industry
CORE	ELEC		Humanities/Fine Arts Selection
DEGR	ELEC		Academic Elective

##### Second Semester

CORE	GOVT	2305	Federal Government	3
CORE	SPCH		SPCH 1315 or SPCH 1321	3
DEGR	HAMG	2332	Hospitality Financial Management	3
DEGR	RSTO	1313	Hospitality Supervision	3
DEGR	HAMG	1313	Front Office Management	3
DEGR	HAMG	2301	Principles of Food and Beverage Operations	3

---

**Second Year****First Semester**

DEGR	RSTO	1325	Purchasing for Hospitality Operations	3
DEGR	RSTO	1204	Dining Room Service	2
DEGR	HAMG	1342	Guest Room Management	3
CORE	MATH		MATH 1332 or MATH 1342	3
DEGR	HAMG	1340	Hospitality Legal Issues	3
DEGR	KINE		Physical Activity Course	1
or				
DEGR	EDUC	1100	Learning Frameworks	

**Second Semester**

DEGR	HAMG	2337	Hospitality Facilities Management	3
CORE	ENGL	1301	Composition I	3
DEGR	HAMG	2307	Hospitality Marketing and Sales	3
DEGR	TRVM	2301	Introduction to Convention Meeting Management	3
DEGR	HAMG	2388	Internship - Hospitality Administration and Management	
or				
DEGR	BUSG	1371	Entrepreneurship and Business Plan Development	3
<b>Total Hours</b>				<b>60</b>

**Hospitality Property Management (HMP19) 520904**  
**Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
HAMG	1313	Front Office Management		3
CHEF	1305	Sanitation and Safety		3
HAMG	2301	Principles of Food and Beverage Operations		3
RSTO	1204	Dining Room Services		2
RSTO	1313	Hospitality Supervision		3
<b>Second Semester</b>				
HAMG	1340	Hospitality Legal Issues		3
HAMG	1321	Introduction to the Hospitality Industry		3
HAMG	2337	Hospitality Facilities Management		3
RSTO	1325	Purchasing for Hospitality Operations		3
<b>Third Semester</b>				
HAMG	2332	Hospitality Financial Management		3
HAMG	2307	Hospitality Marketing and Sales		3
HAMG	1342	Guest Room Management		3
TRVM	2301	Introduction to Convention Meeting and Management		3
HAMG	2388	Internship - Hospitality Administration and Management		
or				
BUSG	1371	Entrepreneurship and Business Plan Development		3
<b>Total Hours</b>				<b>41</b>

Certificate is stackable towards AAS Hotel Management Specialization (HMH15)

**Rooms Division (HRD13) 520904**  
**Certificate of Completion**

<b>First Semester</b>				<b>Credit</b>
HAMG	1313	Front Office Management		3
HAMG	1321	Introduction to the Hospitality Industry		3
HAMG	1342	Guest Room Management		3
HAMG	1340	Hospitality Legal Issues		3
RSTO	1313	Hospitality Supervision		3
<b>Second Semester</b>				
RSTO	1325	Purchasing for Hospitality Operations		3
CHEF	1305	Sanitation and Safety		3
HAMG	2301	Principles of Food and Beverage Operations		3
RSTO	1204	Dining Room Services		2
HAMG	2307	Hospitality Marketing and Sales		3
<b>Total Hours</b>				<b>29</b>

Certificate is stackable towards AAS Hotel Management Specialization (HMH15)

## Service Management (HMH18) 520901

### Certificate of Completion

			Credit
CHEF	1305	Sanitation and Safety	3
RSTO	1204	Dining Room Service	2
HAMG	1321	Introduction to Hospitality Industry	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1313	Hospitality Supervision	3
HAMG	2307	Hospitality Marketing and Sales	3
RSTO	1325	Purchasing for Hospitality Operations	3
<b>Total Hours</b>			<b>20</b>

Certificate is stackable towards AAS Hotel Management Specialization (HMH15)

## Culinary Arts (HMC15) 520905

### Associate of Applied Science Degree

#### First Year

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

#### Second Semester

DEGR	CHEF	1310	Garde Manger	3
CORE	GOVT	2305	Federal Government	3
CORE	SPCH		SPCH 1315 or SPCH 1321	3
DEGR	CHEF	2301	Intermediate Food Preparation	3
DEGR	CHEF	1302	Principles of Healthy Cuisine	
or				
DEGR	IFWA	1318	Nutrition for the Food Service Professional	3
DEGR	CHEF	2302	Saucier	3

#### Second Year

First Semester				Credit
CORE	ENGL	1301	Composition I	3
DEGR	PSTR	1301	Fundamentals of Baking	3
DEGR	CHEF	1341	American Regional Cuisine	3
DEGR	CHEF	1345	International Cuisine	3
DEGR	HAMG	2301	Principles of Food and Beverage Operations	3

#### Second Semester

DEGR	RSTO	1325	Purchasing for Hospitality Operations	3
CORE	MATH		MATH 1332 or MATH 1342	3
DEGR	ELEC		Academic Elective	3
DEGR	HAMG	2388	Internship - Hospitality Administration and Management	
or				
DEGR	BUSG	1371	Entrepreneurship and Business Plan Development	3
<b>Total Hours</b>				<b>60</b>

## Culinary Skills (HMC18) 520905

### Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
PSTR	1301	Fundamentals of Baking	3
HAMG	1321	Introduction to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
HAMG	2301	Principles of Food and Beverage Operations	3
Second Semester			
CHEF	1310	Garde Manger	3
CHEF	2302	Saucier	3
RSTO	1321	Menu Management	3
CHEF	1341	American Regional Cuisine	3

---

**Third Semester**

CHEF	1345	International Cuisine	3
CHEF	2301	Intermediate Food Preparation	3
HAMG	2388	Internship-Hospitality Administration and Management	3
or			
BUSG	1371	Entrepreneurship and Business Plan Development	
RSTO	1325	Purchasing for Hospitality Operations	3
CHEF	1302	Principles of Healthy Cuisine	
or			
IFWA	1318	Nutrition for the Food Service Professional	3
<b>Total Hours</b>			<b>42</b>

Certificate is stackable towards AAS Culinary Arts (HMC15)

**Culinary Arts (HMC15) 520905****Certificate of Completion**

<b>First Semester</b>			<b>Credit</b>
CHEF	1305	Sanitation and Safety	3
PSTR	1301	Fundamentals of Baking	3
HAMG	1321	Introduction to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
RSTO	1321	Menu Management	3
<b>Second Semester</b>			
CHEF	1310	Garde Manger	3
HAMG	2301	Principles of Food and Beverage Management	3
IFWA	1318	Nutrition for the Food Services Professional	3
or			
CHEF	1302	Principles of Healthy Cuisine	
RSTO	1325	Purchasing for Hospitality Operations	3
CHEF	1341	American Regional Cuisine	3
<b>Total Hours</b>			<b>30</b>

Certificate is stackable towards AAS Culinary Arts (HMC15)

**Restaurant Skills (HMR13) 520905****Certificate of Completion**

			<b>Credit</b>
CHEF	1305	Sanitation and Safety	3
IFWA	1318	Nutrition for the Food Service Professional	3
or			
CHEF	1302	Principles of Healthy Cuisine	
CHEF	1301	Basic Food Preparation	3
HAMG	1321	Introduction to Hospitality Industry	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1321	Menu Management	3
PSTR	1301	Fundamentals of Baking	3
<b>Total Hours</b>			<b>21</b>

Certificate is stackable towards AAS Culinary Arts (HMC15)

## Baking and Pastry Specialization (HMBP) 520901

### Associate of Applied Science Degree

#### First Year

First Semester				Credit
DEGR	CHEF	1305	Sanitation and Safety	3
DEGR	HAMG	1321	Introduction to the Hospitality Industry	3
DEGR	PSTR	1301	Fundamentals of Baking	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	CHEF	1301	Basic Food Preparation	3

#### Second Semester

DEGR	PSTR	1302	Cake Baking and Production	3
CORE	GOVT	2305	Federal Government	3
CORE	SPCH		SPCH 1315 or SPCH 1321	3
DEGR	PSTR	1306	Cake Decorating I	3
DEGR	PSTR	1305	Bread and Rolls	3

#### Second Year

First Semester				
DEGR	PSTR	2331	Advanced Pastry Shop	3
DEGR	PSTR	2307	Cake Decorating II	3
CORE	ENGL	1301	Composition I	3
DEGR	RSTO	1325	Purchasing for Hospitality Operations	3
DEGR	RSTO	1321	Menu Management	3

#### Second Semester

DEGR	PSTR	2350	Wedding Cakes	3
CORE	MATH		MATH 1332 or MATH 1342	3
DEGR	RSTO	1313	Hospitality Supervision	3
DEGR	ELEC		Academic Elective	3
DEGR	HAMG	2388	Internship - Hospitality Administration and Management	3
or				
DEGR	BUSG	1371	Entrepreneurship and Business Plan Development	3

**Total Hours** **60**

## Baking and Cake Decorating (HMB19) 520901

### Certificate of Completion

First Semester				Credit
CHEF	1305		Sanitation and Safety	3
HAMG	1321		Introduction to the Hospitality Industry	3
PSTR	1306		Cake Decorating I	3
PSTR	1301		Fundamentals of Baking	3

#### Second Semester

PSTR	1302		Cake Baking and Production	3
RSTO	1321		Menu Management	3
PSTR	1305		Breads and Rolls	3
PSTR	2307		Cake Decorating II	3
CHEF	1301		Basic Food Preparation	3

#### Third Semester

PSTR	2350		Wedding Cakes	3
PSTR	2331		Advanced Pastry Shop	3
RSTO	1325		Purchasing for the Hospitality Operations	3
RSTO	1313		Hospitality Supervision	3
HAMG	2388		Internship-Hospitality Administration and Management	3
or				
BUSG	1371		Entrepreneurship and Business Plan Development	3

**Total Hours** **42**

Certificate is stackable towards AAS Baking and Pastry Specialization (HMBP)

## Baking (HMBK9) 520905

### Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Introduction to Hospitality Industry	3
RSTO	1321	Menu Management	3
PSTR	1301	Fundamentals of Baking	3
CHEF	1301	Basic Food Preparation	3
Second Semester			
PSTR	1302	Cake Baking and Production	3
PSTR	1306	Cake Decorating	3
PSTR	1305	Bread and Rolls	3
RSTO	1325	Purchasing for the Hospitality Operations	3
<b>Total Hours</b>			<b>27</b>

Certificate is stackable towards AAS Baking and Pastry Specialization (HMBP)

## Baking Skills (HMBP) 520901

### Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	1321	Introduction to the Hospitality Industry	3
CHEF	1301	Basic Food Preparation	3
RSTO	1321	Menu Management	3
PSTR	1301	Fundamentals of Baking	3
PSTR	1302	Cake Baking and Production	3
<b>Total Hours</b>			<b>18</b>

Certificate is stackable towards AAS Baking and Pastry Specialization (HMBP)

## Food and Beverage Management Specialization (HMF15) 520901

### Associate of Applied Science Degree

First Year				Credit
First Semester				
DEGR	CHEF	1305	Sanitation and Safety	3
DEGR	HAMG	1321	Introduction to the Hospitality Industry	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	HAMG	2307	Hospitality Marketing and Sales	3
DEGR	IFWA	1318	Nutrition for the Food Service Professional	3
or				
DEGR	CHEF	1302	Principles of Healthy Cuisine	
Second Semester				
CORE	GOVT	2305	Federal Government	3
CORE	SPCH		SPCH 1315 or 1321	3
DEGR	RSTO	1204	Dining Room Service	2
DEGR	HAMG	2301	Principles of Food and Beverage Operations	3
DEGR	KINE		Physical Activity Course	1
or				
DEGR	EDUC	1100	Learning Frameworks	
Second Year				
First Semester				
DEGR	HAMG	2332	Hospitality Financial Management	3
DEGR	TRVM	2301	Introduction to Convention and Meeting Management	3
CORE	ENGL	1301	Composition I	3
DEGR	RSTO	1301	Beverage Management	3
DEGR	HAMG	2337	Hospitality Facilities Management	3
Second Semester				
DEGR	RSTO	1325	Purchasing for Hospitality Operations	3
CORE	MATH		MATH 1332 or MATH 1342	3
DEGR	HAMG	1340	Hospitality Legal Issues	3
DEGR	RSTO	1313	Hospitality Supervision	3
DEGR	ELEC		Component Area Option	3
DEGR	HAMG	2388	Internship - Hospitality Administration and Management	3
or				
DEGR	BUSG	1371	Entrepreneurship and Business Plan Development	
<b>Total Hours</b>				<b>60</b>

## Food Service Operations (HMI15) 520905

### Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
IFWA	1318	Nutrition for the Food Service Professional	3
or			
CHEF	1302	Principles of Healthy Cuisine	
HAMG	1321	Introduction to the Hospitality Industry	3
RSTO	1301	Beverage Management	3
Second Semester			
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1204	Dining Room Service	2
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	2337	Hospitality Facilities Management	3
HAMG	1340	Hospitality Legal Issues	3
Third Semester			
HAMG	2332	Hospitality Financial Management	3
TRVM	2301	Introduction to Convention Meeting Management	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1313	Hospitality Supervision	3
HAMG	2388	Internship - Hospitality Administration and Management	3
or			
BUSG	1371	Entrepreneurship and Business Plan Development	
<b>Total Hours</b>			<b>41</b>

Certificate is stackable towards AAS Food and Beverage Management Specialization (HMF15)

## Food and Beverage Management (HMF15) 520905

### Certificate of Completion

First Semester			Credit
CHEF	1305	Sanitation and Safety	3
HAMG	2301	Principles of Food and Beverage Operations	3
RSTO	1313	Hospitality Supervision	3
HAMG	1321	Introduction to the Hospitality Industry	3
HAMG	2332	Hospitality Financial Management	3
Second Semester			
HAMG	2337	Hospitality Facilities Management	3
HAMG	2307	Hospitality Marketing and Sales	3
TRVM	2301	Introduction to Convention and Meeting Management	3
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	1204	Dining Room Services	2
<b>Total Hours</b>			<b>29</b>

Certificate is stackable towards AAS Food and Beverage Management Specialization (HMF15)

# 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	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE			Creative Arts Selection	3
CORE	GOVT	2306	Texas Government	3
CORE			Language/Philosophy/Culture	3

### Second Semester

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

### Second Year

First Semester				Credit
CORE	GOVT	2305	Federal Government	3
CORE	MATH		MATH 1314, 1332 or 1342	3
CORE			Life and Physical Science Selection	4

### Second Semester

DEGR			Electives*	18
<b>Total Hours</b>				<b>60</b>

\* Students may select 18 semester credit hours from TCCN courses that fulfill the student's educational goals.

# Kinesiology

## Kinesiology (KIN4) 310505

### Associate of Science Degree

First Semester				Credit
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE	MATH	1314	College Algebra	3
CORE			Life and Physical Science (BIOL 2401 recommended)	4
DEGR	KINE	1301	Intro. to Physical Fitness and Sport	3
Second Semester				
CORE	SPCH		SPCH 1315, 1318 or 1321	3
CORE	HIST	1302	United States History II	3
CORE			Life and Physical Science (BIOL 2402 recommended)	4
DEGR	KINE	1306	First Aid	3
DEGR	KINE		Physical Activity Course	1
Second Year				
First Semester				
CORE			Component Area Option	4
CORE	GOVT	2305	Federal Government	3
CORE			Creative Arts	3
DEGR	KINE	1304	Personal/Comm. Health I	3
DEGR	KINE		Physical Activity Course	1
Second Semester				
CORE			Language, Philosophy and Culture	3
CORE	GOVT	2306	Texas Government	3
CORE			Social/Behavioral Science Selection	3
DEGR	KINE	1321	Coaching/Sports/Athletics I	3
DEGR	KINE	1338	Concepts of Physical Fitness	3
DEGR	KINE		Physical Activity Course	1
<b>Total Hours</b>				<b>60</b>

---

# Massage Therapy

## Licensed Massage Therapy (LMT20) 513501

### Certificate of Completion

*Pending SACSCOC, Veteran's Benefits, Financial Aid (Title IV) and Military Tuition Assistance approval*

First Semester			Credit
MSSG	1413	Anatomy & Physiology for Massage	4
MSSG	1109	Health & Hygiene	1
MSSG	1207	Business Practices & Professional Ethics	2
MSSG	1411	Massage Therapy Fundamentals I	4
MSSG	2101	Chair Massage	1
Second Semester			
MSSG	2313	Kinesiology for Massage	3
MSSG	1105	Hydrotherapy/Therapeutic Modalities	1
MSSG	2314	Pathology	3
MSSG	2311	Massage Therapy Fundamental II	3
MSSG	2130	Advanced Massage Therapy Techniques	1
Third Semester			
MSSG	1371	Healthcare Communications	3
MSSG	2287	Internship – Massage Therapy/Therapeutic Massage	2
Total Hours			28

# 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

### First Year

#### Fall Semester

				Credit
CORE	HIST	1301	United States History I	3
CORE	GOVT	2306	Texas Government	3
CORE			Language/Philosophy/Culture Studies	3
CORE	MATH		MATH 1342 or 1414	3-4

#### Spring Semester

CORE	ENGL	1301	Composition I	3
CORE	HIST	1302	United States History II	3
CORE			Life and Physical Science Selection (PHYS 2425 recommended)	4
DEGR	MATH	2412	Pre-Calculus Math	4

#### Summer Semester

DEGR	MATH	2413	Calculus I	4
------	------	------	------------	---

### Second Year

#### First Semester

CORE	SPCH		SPCH 1315, 1318 or 1321	3
CORE			Creative Arts	3
CORE	GOVT	2305	Federal Government	3
CORE			Social/Behavioral Science Selection	3
DEGR	MATH	2414	Calculus II	4

#### Second Semester

DEGR	MATH	2415	Calculus III	4
DEGR	MATH		MATH 2318 or 2320	3
CORE			Component Area Option	4
CORE			Life and Physical Science Selection	4

**Total Hours** **60-61**

## Robotics Technology (RBT19) 150405

### Associate of Applied Science Degree

#### First Year

First Semester				Credit
CORE	MATH	1414	College Algebra	4
DEGR	RBTC	1343	Robotics	3
DEGR	RBTC	1301	Programmable Logic Controllers	3
DEGR	COSC	1315	Introduction to Computer Programming	3
CORE	ENGL	1301	Composition I	3

#### Second Semester

DEGR	RBTC	1305	Robotic Fundamentals	3
DEGR	RBTC	1351	Robotic Mechanisms	3
CORE	MATH	2412	Pre-Calculus	4
DEGR	COSC	1336	Programming Fundamentals I	3
DEGR	RBTC	1347	Electro-Mechanical Devices	3

#### Second Year

First Semester				Credit
CORE	ELEC		Creative Arts	3
DEGR	COSC	1337	Programming Fundamentals II	3
CORE	ELEC		Social/Behavior Science Selection	3
DEGR	RBTC	1345	Robot Interfacing	3
CORE	PHYS	1401	College Physics I	4

#### Second Semester

DEGR	RBTC	1355	Sensors	3
DEGR	RBTC	2339	Robot Programming and Diagnostics	3
DEGR	RBTC	2345	Robot Application, Set-Up, and Testing	3
DEGR	RBTC	1391	Special Topics in Robotics Technology	3

**Total Hours** **60**

## Robotics Technology (RBT19) 150405

### Certificate of Completion

First Semester				Credit
RBTC	1301		Programmable Logic Controllers	3
RBTC	2339		Robot Programming and Diagnostics	3
RBTC	2345		Robot Application, Set-Up and Testing	3
RBTC	1343		Robotics	3
RBTC	1351		Robotics Mechanisms	3
RBTC	1391		Special Topics in Robotics Technology	3
<b>Total Hours</b>				<b>18</b>

Certificate is stackable towards AAS Robotics Technology (RBT19).

# 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 (MLT) program. MLT application, physical form, immunizations, academic records are required BEFORE you schedule your pre-admission orientation 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 1114 or call 526-1883 for application and forms. More information can be found under Departmental Admissions Requirements website.

The Medical Laboratory Technician program at CTC is accredited by the National Accrediting Agency for Clinical Laboratory Sciences programs, 5600 N. River Road, Suite 720, 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
DEGR	MLAB	1470	Introduction to Clinical Laboratory Science	4
CORE	BIOL	2401	Anatomy and Physiology I*	4
CORE	MATH	1314	College Algebra	3
DEGR	MLAB	1235	Immunology/Serology	2
<b>Second Semester</b>				
DEGR	MLAB	1415	Hematology	4
DEGR	CHEM	1411	General Chemistry I*	4
DEGR	MLAB	2431	Immunohematology	4
DEGR	MLAB	2434	Clinical Microbiology	4

#### Third Semester

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

#### Second Year

First Semester				
DEGR	MLAB	2360	Clinical II-MLT	3
DEGR	MLAB	2401	Clinical Chemistry	4
DEGR	MLAB	2221	Molecular Diagnostics	2
DEGR	BIOL	2402	Anatomy and Physiology II*	4
<b>Second Semester</b>				
CORE	ENGL	1301	Composition I	3
CORE	ELEC		PSYC 2301 or SOCI 1301	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	MLAB	2361	Clinical III-MLT	3
DEGR	MLAB	1231	Parasitology/Mycology	2
<b>Total Hours</b>				<b>60</b>

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

## Phlebotomy Technician (PLAB7) 511009

### Certificate of Completion

Upon successful completion of PLAB 1323 and PLAB 1460, students are eligible to sit for the American Society for Clinical Pathology (ASCP) PBT credentialing exam.

First Semester				Credit
PLAB	1323	Phlebotomy		3
MDCA	1309	Anatomy and Physiology for Medical Assistants		3
HITT	1305	Medical Terminology		3
SPCH	1318	Interpersonal Communications		3
PLAB	1460	Clinical: Phlebotomy/Phlebotomist		4
<b>Total Hours</b>				<b>16</b>

# 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
DEGR	PSYT	1429	Interviewing and Communication Skills	4
DEGR	DAAC	1319	Substance-Related and Addictive Disorders	3
DEGR	DAAC	1304	Pharmacology of Addiction	3
DEGR	PSYC	1300	Learning Frameworks	3
DEGR	PSYT	1309	Health Psychology	3

#### Second Semester

DEGR	CMSW	1309	Problems of Children and Adolescents	3
DEGR	CMSW	1166	Practicum	1
CORE	GOVT	2305	Federal Government	3
CORE	ENGL	1301	Composition I	3
CORE	PSYC	2301	General Psychology	3
DEGR	PSYT	2321	Crisis Intervention	3

#### Second Year

First Semester				Credit
DEGR	ENGL	1302	Composition II	3
DEGR	DAAC	2307	Addicted Family Intervention	3
DEGR	DAAC	1311	Counseling Theories	3
DEGR	PSYT	2331	Abnormal Psychology	3
DEGR	DAAC	2354	Dynamics of Group Counseling	3

#### Second Semester

CORE	MATH	1314	College Algebra	3
DEGR	PSYT	2345	Principles of Behavior Management and Modification	3
DEGR	SCWK	2301	Assessment and Case Management	3
DEGR	CMSW	1167	Practicum	1
CORE	ELEC		Humanities/Fine Arts Selection	3

**Total Hours** **60**

## Basic Mental Health Professional (MHBP) 511501

### Certificate of Completion

First Semester				Credit
PSYT	1429	Interviewing and Communications Skills		4
DAAC	1319	Substance-Related and Addictive Disorders		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

**Total Hours** **20**

Certificate is stackable towards AAS At Risk Youth Specialization (MHAF4)

## At Risk Youth Advanced Certificate (MHA14) 511503

### Certificate of Completion

First Semester				Credit
PSYT	1429	Interviewing and Communication Skills <sup>+</sup>		4
DAAC	1319	Substance-Related and Addictive Disorders <sup>+</sup>		3
DAAC	1304	Pharmacology of Addiction <sup>+</sup>		3
PSYC	1300	Learning Frameworks <sup>+</sup>		3
PSYT	1309	Health Psychology <sup>+</sup>		3
Second Semester				
CMSW	1309	Problems of Children and Adolescents <sup>+</sup>		3
CMSW	1166	Practicum <sup>+</sup>		1
DAAC	2306	Substance Abuse Prevention I		3
PSYT	2321	Crisis Intervention <sup>+</sup>		3
DAAC	2307	Addicted Family Intervention <sup>+</sup>		3
DAAC	1311	Counseling Theories <sup>+</sup>		3
Third Semester				
PSYT	2331	Abnormal Psychology <sup>+</sup>		3
DAAC	2354	Dynamics of Group Counseling <sup>+</sup>		3
PSYT	2345	Principles of Behavior Management and Modification <sup>+</sup>		3
Second Year				
First Semester				
SCWK	2301	Assessment and Case Management <sup>+</sup>		3
CMSW	1167	Practicum <sup>+</sup>		1
<b>Total Hours</b>				<b>45</b>

<sup>+</sup> Courses stackable towards AAS At Risk Youth Specialization (MHAF4)

## Chemical Dependency Specialization (MHCF5) 511503

### Associate of Applied Science Degree

First Year				Credit
First Semester				
DEGR	PSYT	1429	Interviewing and Communication Skills	4
DEGR	DAAC	1319	Substance-Related and Addictive Disorders	3
DEGR	DAAC	1304	Pharmacology of Addiction	3
CORE	GOVT	2305	Federal Government	3
DEGR	PSYT	1309	Health Psychology	3
Second Semester				
DEGR	CMSW	1309	Problems of Children and Adolescents	3
DEGR	CMSW	1166	Practicum	1
DEGR	DAAC	1309	Assessment Skills of Alcohol and Other Drug Addictions	3
CORE	ENGL	1301	Composition I	3
CORE	PSYC	2301	General Psychology	3
DEGR	PSYT	2321	Crisis Intervention	3
Second Year				
First Semester				
DEGR	DAAC	2307	Addicted Family Intervention	3
DEGR	DAAC	1311	Counseling Theories	3
DEGR	PSYT	2331	Abnormal Psychology	3
DEGR	DAAC	2354	Dynamics of Group Counseling	3
DEGR	KINE		Physical Activity	1
Second Semester				
CORE	MATH	1314	College Algebra	3
DEGR	PSYT	2345	Principles of Behavior Management and Modification	3
DEGR	DAAC	2341	Counseling Alcohol and Other Drug Addictions	3
DEGR	DAAC	2367	Practicum	3
CORE	ELEC		Humanities/Fine Arts Selection	3
<b>Total Hours</b>				<b>60</b>

## Chemical Dependency Counseling (MHC14) 511503

### Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing and Communication Skills <sup>+</sup>	4
DAAC	1319	Substance-Related and Addictive Disorders <sup>+</sup>	3
DAAC	1304	Pharmacology of Addiction <sup>+</sup>	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology <sup>+</sup>	3
Second Semester			
CMSW	1309	Problems of Children and Adolescents <sup>+</sup>	3
CMSW	1166	Practicum <sup>+</sup>	1
DAAC	1309	Assessment Skill of Alcohol and Other Drug Addictions <sup>+</sup>	3
PSYT	2321	Crisis Intervention <sup>+</sup>	3
DAAC	2307	Addicted Family Intervention <sup>+</sup>	3
DAAC	1311	Counseling Theories <sup>+</sup>	3
Third Semester			
PSYT	2331	Abnormal Psychology <sup>+</sup>	3
DAAC	2354	Dynamics of Group Counseling <sup>+</sup>	3
PSYT	2345	Principles of Behavior Management and Modification <sup>+</sup>	3
Second Year			
First Semester			
DAAC	2341	Counseling Alcohol and Other Drug Addictions <sup>+</sup>	3
DAAC	2367	Practicum <sup>+</sup>	3
<b>Total Hours</b>			<b>47</b>

<sup>+</sup> Courses stackable towards AAS Chemical Dependency Specialization (MHCF5)

## Criminal Justice Addictions (MCJ13) 511501

### Certificate of Completion

First Semester			Credit
PSYT	1429	Interviewing and Communications Skills <sup>+</sup>	4
DAAC	1319	Substance-Related and Addictive Disorders <sup>+</sup>	3
DAAC	1304	Pharmacology of Addiction <sup>+</sup>	3
PSYC	1300	Learning Frameworks	3
PSYT	1309	Health Psychology <sup>+</sup>	3
Second Semester			
CMSW	1309	Problems of Children and Adolescents <sup>+</sup>	3
CMSW	1166	Practicum <sup>+</sup>	1
DAAC	1309	Assessment Skill of Alcohol and Other Drug Addictions <sup>+</sup>	3
PSYT	2321	Crisis Intervention <sup>+</sup>	3
DAAC	2307	Addicted Family Intervention <sup>+</sup>	3
PSYT	2331	Abnormal Psychology <sup>+</sup>	3
Third Semester			
PSYT	2345	Principles of Behavior Management and Modification <sup>+</sup>	3
DAAC	2354	Dynamics of Group Counseling <sup>+</sup>	3
DAAC	2301	Therapeutic Communities in a Criminal Justice Setting	3
Second Year			
First Semester			
DAAC	2341	Counseling Alcohol and Other Drug Addictions <sup>+</sup>	3
DAAC	2367	Practicum <sup>+</sup>	3
<b>Total Hours</b>			<b>47</b>

<sup>+</sup> Courses stackable towards AAS Chemical Dependency Specialization (MHCF5)

## Substance Abuse Prevention Specialist (MHP14) 511501

### Certificate of Completion

First Semester				Credit
PSYT	1429	Interviewing and Communications Skills**		4
DAAC	1319	Substance-Related and Addictive Disorders**		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
Third Semester				
DAAC	2353	Substance Abuse Prevention II		3
PSYT	2345	Principles of Behavior Management and Modification*		3
DAAC	1167	Practicum*		1
<b>Total Hours</b>				<b>36</b>

\* Courses are stackable towards AAS At Risk Youth Specialization (MHAF4)

\* Courses are stackable towards AAS Chemical Dependency Specialization (MHC5)

## Social Work Specialization (MHSF4) 511503

### Associate of Applied Science Degree

First Year				Credit
First Semester				
DEGR	PSYT	1429	Interviewing and Communications Skills	4
DEGR	DAAC	1319	Substance-Related and Addictive Disorders	3
DEGR	DAAC	1304	Pharmacology of Addiction	3
DEGR/FOS	SOCI	1306	Social Problem	3
DEGR	PSYT	1309	Health Psychology	3
Second Semester				
DEGR	CMSW	1309	Problems of Children and Adolescents	3
DEGR	CMSW	1166	Practicum	1
CORE	GOVT	2305	Federal Government	3
DEGR	KINE		Physical Activity Course	1
or				
DEGR	EDUC	1100	Learning Frameworks	
CORE	ENGL	1301	Composition I	3
CORE	PSYC	2301	General Psychology	3
DEGR	PSYT	2321	Crisis Intervention	3
Second Year				
First Semester				
DEGR	ENGL	1302	Composition II	3
DEGR/FOS	SOCW	2361	Introduction to Social Work	3
DEGR	DAAC	1311	Counseling Theories	3
DEGR	PSYT	2331	Abnormal Psychology	3
DEGR	DAAC	2354	Dynamics of Group Counseling	3
Second Semester				
CORE/FOS	MATH	1342	Elementary Statistical Methods	3
DEGR/FOS	SOCW	2362	Social Welfare: Legislature, Programs and Services	3
DEGR/FOS	SOCW	2389	Academic Cooperative	3
CORE	ELEC		Humanities/Fine Arts Selection	3
<b>Total Hours</b>				<b>60</b>

<http://www.theccb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

---

**Community Health Worker (MHCH) 511504**  
**Certificate of Completion**

			<b>Credit</b>
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	
CHLT	2367	Practicum - Community Health Services	3
<b>Total Hours</b>			<b>18</b>

# Department of Health Sciences

## 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](http://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
CORE/FOS	BIOL	2401	Anatomy and Physiology I	4
DEGR	BIOL	2420*	Microbiology for Non-science Majors	4
CORE/FOS	ENGL	1301	Composition I	3
DEGR	HPRS	2300	Pharmacology for Health Professions	3

#### Admission into the Associate Degree Nursing Program

##### Second Semester

DEGR	RNSG	1115	Health Assessment	1
DEGR	RNSG	1413	Foundations for Nursing Practice	4
DEGR	RNSG	1262	Clinical - Nursing I	2
CORE/FOS	BIOL	2402	Anatomy and Physiology II	4

##### Third Semester

DEGR	RNSG	1331	Principles of Clinical Decision Making	3
DEGR	RNSG	2213	Mental Health Nursing	2
DEGR	RNSG	1363	Clinical-Nursing II	3
CORE/FOS	PSYC	2301	General Psychology	3

##### Fourth Semester

DEGR	RNSG	1347	Concepts of Clinical Decision Making	3
DEGR	RNSG	1412	Nursing Care of Childbearing and Childrearing Family	4
DEGR	RNSG	2362	Clinical-Nursing III	3
DEGR/FOS	PSYC	2314	Life Span Growth and Development	3

##### Fifth Semester

DEGR	RNSG	2331	Advanced Concepts of Adult Health	3
DEGR	RNSG	2221	Professional Nursing: Leadership and Management	2
DEGR	RNSG	2363	Clinical-Nursing IV	3
CORE	ELEC		Humanities/Fine Arts Selection	3

**Total Hours** **60**

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

<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

## Nursing – Prospective ADN Student (NU15.CC1) 513801

### Certificate of Completion

##### First Semester

			Credit
BIOL	2401	Anatomy and 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.

Certificate is stackable towards AAS Nursing Associate Degree (NUA15)

## Nursing Option for Articulating Student (NOA15) 513801

### Associate of Applied Science Degree

#### Prerequisite Semester

##### First Year

First Semester				Credit
CORE/FOS	BIOL	2401	Anatomy and Physiology I	4
CORE/FOS	ENGL	1301	Composition I	3
CORE/FOS	PSYC	2301	General Psychology	3

##### Second Semester

CORE/FOS	BIOL	2402	Anatomy and Physiology II	4
DEGR	BIOL	2420*	Microbiology for Non-science Majors	4
DEGR	RNSG	1229	Integrated Nursing Skills II	2
DEGR	HPRS	2300	Pharmacology for Health Professions	3

#### Admission into the Associate Degree Nursing Program

##### Third Semester

DEGR	RNSG	1331	Principles of Clinical Decision Making	3
DEGR	RNSG	2213	Mental Health Nursing	2
DEGR	RNSG	1363	Clinical Nursing II	3
DEGR/FOS	PSYC	2314	Life Span Growth and Development	3

##### Fourth Semester

DEGR	RNSG	1347	Concepts of Clinical Decision Making	3
DEGR	RNSG	1412	Nursing Care of Childbearing and Childrearing Family	4
DEGR	RNSG	2362	Clinical - Nursing III	3

##### Fifth Semester

DEGR	RNSG	2331	Advanced Concepts of Adult Health	3
DEGR	RNSG	2221	Professional Nursing: Leadership and Management	2
DEGR	RNSG	2363	Clinical-Nursing IV	3
CORE	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.

For a complete list of the Nursing Field of Study (FOS) curriculum, please visit <http://www.thecb.state.tx.us/institutional-resources-programs/public-community-technical-state-colleges/transfer-resources/field-of-study-curricula/>.

## Nursing – Prospective Articulating Student (NOAP5.CC1) 513801

### Certificate of Completion

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	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.

Certificate is stackable towards AAS Nursing Option for Articulating Student (NOA15)

---

# 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 (fall)			Credit
VNSG	1126	Gerontology	1
VNSG	1323	Basic Nursing Skills	3
VNSG	1222	Vocational Nursing Concepts	2
VNSG	2331	Advanced Nursing Skills	3
VNSG	1160	Clinical-Practical Nurse I	1
BIOL	2401	Anatomy and Physiology I <sup>+^</sup> *	4
HPRS	2300	Pharmacology <sup>+^</sup> *	3
Second Semester (spring)			
VNSG	1301	Mental Health and Mental Illness	3
VNSG	1219	Leadership and Professional Development	2
VNSG	1429	Medical-Surgical Nursing I	4
VNSG	1560	Clinical-Practical Nurse II	5
Third 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
<b>Total Hours</b>			<b>42</b>

\* Alternate tracks are offered under this degree/certificate. See CTC website for additional information.

\* Course can be taken before acceptance into the program

<sup>+^</sup> Courses are stackable towards AAS Nursing Associate Degree (NUA15) and AAS Nursing Option for Articulating Student (NOA15)

#### Note:

- Must complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirement).
- Science courses must have been completed within the past five (5) years.
- HPRS 2300 must have been completed within the past five (5) years.

---

## 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 (spring)			Credit
VNSG	1126	Gerontology	1
VNSG	1323	Basic Nursing Skills	3
VNSG	1222	Vocational Nursing Concepts	2
VNSG	2331	Advanced Nursing Skills	3
VNSG	1160	Clinical-Practical Nurse I	1
BIOL	2401	Anatomy and Physiology I*	4
HPRS	2300	Pharmacology*	3
Second 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 (fall)			
VNSG	1301	Mental Health and Mental Illness	3
VNSG	1219	Leadership and Professional Development	2
VNSG	1429	Medical-Surgical Nursing I	4
VNSG	2560	Clinical-Practical Nurse III	5
<b>Total Hours</b>			<b>42</b>

\* Alternate tracks are offered under this degree/certificate. See CTC website for additional information.

\* Course can be taken before acceptance into the program

+^ Courses are stackable towards AAS Nursing Associate Degree (NUA15) and AAS Nursing Option for Articulating Student (NOA15)

#### Note:

- Must complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirement).
- Science courses must have been completed within the past five (5) years.
- HPRS 2300 must have been completed within the past five (5) years.

# 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				Credit
DEGR	POFT	1329	Beginning Keyboarding*	3
DEGR	POFI	1301	Computer Applications I*	3
DEGR	POFT	1301	Business English*	3
DEGR	POFT	1325	Business Math Using Technology*	3
DEGR	POFT	1309	Administrative Office Procedures I*	3
CORE	MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3

#### Second Semester

DEGR	POFT	1319	Records and Information Management I*	3
DEGR	POFI	2301	Word Processing*	3
DEGR	POFT	2312	Business Correspondence and Communication*	3
DEGR	POFI	1349	Spreadsheets*	3
CORE	ENGL	1301	Composition I	3

#### Second Year

First Semester				
DEGR	POFI	2331	Desktop Publishing*	3
DEGR	POFT	2333	Advanced Keyboarding*	3
DEGR	POFT	1349	Administrative Office Procedures II*	3
DEGR	ELEC		POFI/POFM/POFT Internship Selection*	3

#### Second Semester

DEGR	BMGT	1325	Office Management	3
DEGR	HRPO	2301	Human Resources Management	3
CORE	SPCH		SPCH 1315 or 1321	3
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	ELEC		Social/Behavioral Science Selection	3

**Total Hours** **60**

## 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 and 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

<b>Third Semester</b>			
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
<b>Total Hours</b>			<b>45</b>
<b>Total Credit Hours</b>			<b>1440</b>

Certificate is stackable into AAS Office Technology (OT15)

## General Office Assistant (OTG12) 520401

### Certificate of Completion

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

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

Certificate is stackable into AAS Office Technology (OT15)

## Office Technology Professional (OTP15) 520401

### Certificate of Completion

(All courses offered in both the open-entry and online delivery formats)

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

Certificate is stackable into AAS Office Technology (OT15)

## Office Technology Support (OTSP5) 520401

### Certificate of Completion

(All courses offered in block, open-entry and online delivery formats)

			<b>Cr/Clock</b>
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
POFT	1319	Records and Information Management I	3/96
POFT	1325	Business Math Using Technology	3/96
POFT	1309	Administrative Office Procedures I	3/96
<b>Total Hours</b>			<b>18</b>
<b>Total Clock Hours</b>			<b>480</b>

Certificate is stackable into AAS Office Technology (OT15)

---

## 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				Credit
DEGR	POFT	1329	Beginning Keyboarding*	3
DEGR	POFI	1301	Computer Applications I*	3
DEGR	POFT	1301	Business English*	3
DEGR	HITT	1305	Medical Terminology I*	3
DEGR	POFM	1317	Medical Administrative Support*	3
CORE	MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3

#### Second Semester

DEGR	POFI	2301	Word Processing*	3
DEGR	POFI	1349	Spreadsheets*	3
DEGR	POFM	1302	Medical Software Applications*	3
DEGR	HITT	1301	Health Data Content and Structure*	3
CORE	ENGL	1301	Composition I	3

#### Second Year

First Semester				
DEGR	POFT	1325	Business Math Using Technology*	3
DEGR	POFT	2312	Business Correspondence and Communication*	3
DEGR	HITT	1303	Medical Terminology II*	3
DEGR	POFM	1327	Medical Insurance*	3
DEGR	ELEC		POFI/POFM/POFT Internship Selection	3

#### Second Semester

CORE	SPCH		SPCH 1315 or 1321	3
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	ELEC		Social/Behavioral Science Selection	3
DEGR	ELEC		HITT/MDCA/MRMT/POFI/POFM/POFT Selection*	3
<b>Total Hours</b>				<b>60</b>

## 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
<b>Total Hours</b>				<b>42</b>
<b>Total Clock Hours</b>				<b>1392</b>

Certificate is stackable into AAS Medical Office Technology (OTM15)

---

## 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**

Certificate is stackable into AAS Medical Office Technology (OTM15)

## 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
<b>Total Hours</b>			<b>18</b>
<b>Total Clock Hours</b>			<b>576</b>

Certificate is stackable into AAS Medical Office Technology (OTM15)

## 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				Credit
DEGR	HITT	1305	Medical Terminology I*	3
DEGR	POFM	1302	Medical Software Applications*	3
DEGR	HITT	1301	Health Data Content and Structure*	3
DEGR	HITT	1341	Coding and Classification Systems*	3
CORE	MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3

#### Second Semester

DEGR	MDCA	1302	Human Disease/Pathophysiology	3
DEGR	HITT	2335	Coding and Reimbursement Methodologies	3
DEGR	HITT	1303	Medical Terminology II*	3
DEGR	POFM	1327	Medical Insurance*	3
DEGR	POFM	2310	Intermediate Medical Coding	3
CORE	ENGL	1301	Composition I	3

#### Second Year

First Semester				
DEGR	MDCA	1309	Anatomy and Physiology for Medical Assistants	3
DEGR	POFI	1301	Computer Applications I*	3
DEGR	POFT	1301	Business English*	3
DEGR	HITT	1349	Pharmacology	3
DEGR	HITT	2361	Clinical - Health Information/Medical Records Technology/Technician	3

#### Second Semester

CORE	SPCH	SPCH 1315 or 1321	3
CORE	ELEC	Humanities/Fine Arts Selection	3
CORE	ELEC	Social/Behavioral Science Selection	3
DEGR	ELEC	HITT/MDCA/MRMT/POFM*	3
<b>Total Hours</b>			<b>60</b>

---

## 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			Cr/Clock
HITT	1305	Medical Terminology I	3/96
POFM	1302	Medical Software Applications	3/96
HITT	1301	Health Data Content and 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 and 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
<b>Total Hours</b>			<b>42</b>
<b>Total Clock Hours</b>			<b>1392</b>

Certificate is stackable into AAS Medical Coding and Billing (OTMCB)

# 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
DEGR	LGLA	1301	Legal Research and Writing	3
DEGR	LGLA	1307	Introduction to Law and the Legal Profession	3
CORE	ENGL	1301	Composition I	3
DEGR	ELEC		BCIS 1305 or ITSC 1309	3

### Second Semester

DEGR	LGLA	1317	Law Office Technology	3
DEGR	LGLA	1345	Civil Litigation	3
DEGR	LGLA	1351	Contracts	3
DEGR	LGLA	1355	Family Law	3
CORE	MATH		MATH 1332 or 1342	3
CORE	SPCH		SPCH 1315 or 1321	3

### Second Year

First Semester				Credit
DEGR	LGLA	1353	Wills, Trusts, and Probate Administration	3
DEGR	POFT	1307	Proofreading and Editing	
or				
DEGR	ACNT	1311	Introduction to Computerized Accounting	3
or				
DEGR	ACNT	1329	Payroll and Business Tax Accounting	
DEGR	LGLA	2303	Torts and Personal Injury Law	
DEGR	POFT	2312	Business Correspondence and Communication	
CORE	GOVT	2305	Federal Government	3

### Second Semester

DEGR	LGLA	2313	Criminal Law and Procedures	3
DEGR	POFT	1309	Administrative Office Procedures I	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	LGLA		Legal Elective	3
DEGR	LGLA	2333	Advanced Legal Document Preparation	3
or				
DEGR	LGLA	2335	Advanced Civil Litigation	3
<b>Total Hours</b>				<b>60</b>

## 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	3
or				
ACNT	1311		Introduction to Computerized Accounting	
or				
ACNT	1329		Payroll and Business Tax Accounting	
<b>Total Hours</b>				<b>30</b>

Certificate is stackable towards AAS Paralegal/Legal Assistant (LAS15)

# Paramedicine

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 (Pre-requisites Semester)

				Credit
DEGR	EMSP	1401	Emergency Medical Technician - Basic	4
DEGR	EMSP	1160	Clinical-EMT	1
CORE	BIOL	2401	Anatomy and Physiology I	4
CORE	PSYC	2314	Life Span Growth and Development	3

#### Second Semester

DEGR	EMSP	2206	Emergency Pharmacology	2
DEGR	EMSP	1355	Trauma Management	3
DEGR	EMSP	1356	Patient Assessment and Airway Management	3
DEGR	BIOL	2402	Anatomy and Physiology II	4

#### Third Semester

DEGR	EMSP	1338	Introduction to Advanced Practice	3
DEGR	EMSP	2444	Cardiology	4
DEGR	EMSP	2434	Medical Emergencies	4
DEGR	EMSP	2262	Clinical- Paramedic	2

### Second Year

#### First Semester

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

#### Second Semester

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

**Total Hours** **60**

\* Alternate Tracks are offered under this degree/certificate. See CTC website for additional information.

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

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

\*Alternate tracks are offered under this degree/certificate. See CTC website for additional information.

Certificate is stackable towards AAS Emergency Medical Technology (EMT15)

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

#### Second Semester

DEGR/FOS	CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
DEGR	CJSA 1317/CRIJ 1313	Juvenile Justice System	3
DEGR	CJSA 1348	Ethics in Criminal Justice	3
DEGR	ENGL	ENGL 1302 or 2311	3
CORE	MATH	MATH 1314, 1332 or 1342	3

#### Second Year

First Semester			Credit
DEGR/FOS	CJSA 1359/CRIJ 2328	Police Systems and Practices	3
DEGR	CJSA 1342/CRIJ 2314	Criminal Investigation	3
DEGR/FOS	CRIJ 2313	Correctional Systems and Practices	3
CORE	SOCI 1301	Introduction to Sociology	3
CORE	GOVT 2305	Federal Government	3

#### Second Semester

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

**Total Hours** **60**

To view the Criminal Justice Field of Study (FOS) curriculum, please visit <http://www.thecb.state.tx.us/institutional-resources-programs/public-community-technical-state-colleges/transfer-resources/field-of-study-curricula/>.

## Criminal Justice - Corrections Specialization (CJCR5) 430104

### Associate of Applied Science Degree

#### First Year

First Semester			Credit
DEGR/FOS	CJSA1322/CRIJ 1301	Introduction to Criminal Justice	3
DEGR	CJCR 2325	Legal Aspects of Corrections	3
DEGR/FOS	CJSA 1313/CRIJ 1306	Court Systems and Practices	3
DEGR	CJSA 1312/CRIJ 1307	Crime in America	3
CORE	ENGL 1301	Composition I	3

#### Second Semester

DEGR/FOS	CJSA 1327/CRIJ 1310	Fundamentals of Criminal Law	3
DEGR	CJCR 1304	Probation and Parole	3
DEGR	CJSA 1348	Ethics in Criminal Justice	3
CORE	ENGL	ENGL 1302 or 2311	3
CORE	MATH	MATH 1314, 1332 or 1342	3

---

**Second Year****First Semester**

DEGR/FOS	CJCR 1307/CRIJ 2313	Correctional Systems and Practices	3
DEGR	CJCR 2324/CRIJ 2301	Community Resources in Corrections	3
DEGR/FOS	CRIJ 2328	Police Systems and Practices	3
CORE	SOCI 1301	Introduction to Sociology	3
CORE	GOVT 2305	Federal Government	3

**Second Semester**

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

**Total Hours** **60**

To view the Criminal Justice Field of Study (FOS) curriculum, please visit <http://www.theccb.state.tx.us/institutional-resources-programs/public-community-technical-state-colleges/transfer-resources/field-of-study-curricula/>.

**Criminal Justice Studies with Specialization (CJCJ) 430104**  
**Certificate of Completion****First Year**

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

\* Courses stackable towards AAS Criminal Justice (CJCJ5)

\*\* Courses stackable towards AAS Criminal Justice-Corrections Specialization (CJCR5)

**(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**

All courses stackable towards AAS Criminal Justice (CJCJ5)

**(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**

All courses stackable towards AAS Criminal Justice-Corrections Specialization (CJCR5)

**Basic Peace Officer (BPC4) 430107**  
**Certificate of Completion**

			<b>Credit</b>
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	1429	Basic Peace Officer V	4
<b>Total Hours</b>			<b>24</b>

## Fire Service Administration (FRSV8) 430202

### Associate of Applied Science Degree

#### First Year

First Semester				Credit
DEGR	FIRT	1301	Fundamentals of Fire Protection	3
DEGR	FIRT	1309	Fire Administration I	3
DEGR	PSYC	1300	Learning Framework	3
CORE	SPCH	1321	Business and Professional Communications	3
DEGR	BMGT	1325	Office Management	3

#### Second Semester

DEGR	FIRT	2309	Firefighting Strategies and Tactics I	3
DEGR	FIRT	1338	Fire Protection Systems	3
CORE	ENGL	1301	Composition I	3
DEGR	ACCT	2301	Principles of Financial Accounting	3
DEGR	FIRT	1319	Firefighter Health and Safety	3

#### Second Year

First Semester				Credit
DEGR	HRPO	1311	Human Relations	3
CORE	MATH	1332	Contemporary Mathematics I or higher-level	3
DEGR	HMSY	2337	Managing a Unified Incident Command	3
DEGR	EMSP	1401	Emergency Medical Technician Basic	4
DEGR	EMSP	1160	Clinical – EMT	1

#### Second Semester

DEGR	EMAP	1400	Principles of Basic Emergency Management	4
CORE	GOVT	2305	Federal Government	3
DEGR	BUSI	1301	Business Principles	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	FIRT	1349	Fire Administration II	3

**Total Hours** **60**

## Fire Protection Technology (BFPC.CC)

### Certificate of Completion

Central Texas College offers the workforce education courses listed below in Fire Protection Technology.

				Credit
FIRT	1301	Fundamentals of Fire Protection		3
FIRT	1309	Fire Administration I		3
FIRT	2309	Firefighting Strategies and Tactics I		3
FIRT	1338	Fire Protection Systems		3
<b>Total Hours</b>				<b>12</b>

Upon successful completion of 12 semester credit hours the student may meet the initial employment requirements of a municipal fire department.

Certificate is stackable towards AAS Fire Service Administration (FRSV8)

---

# 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
DEGR	HMSY	1337	Introduction to Homeland Security	3
DEGR	EMAP	1400	Principles of Basic Emergency Management	4
DEGR	HMSY	1371	Counter Terrorism	3
CORE	ENGL	1301	Composition I	3
CORE	GOVT	2305	Federal Government	3

#### Second Semester

DEGR	HMSY	1338	Homeland Security Emergency Communications Management	3
DEGR	HMSY	1340	Homeland Security Intelligence Operations	3
DEGR	HMSY	1341	Critical Infrastructure Protection	3
DEGR	HMSY	1342	Understanding and Combating Terrorism	3

### Second Year

#### First Semester

DEGR	KINE		Physical Activity Course	1
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	MATH		MATH 1314, 1332, 1342 or 1414	3
DEGR	HMSY	1370	IT Security for Homeland Security Specialists	3
CORE	ELEC		Social/Behavioral Science Selection	3
DEGR	EMAP	2355	Disaster Recovery	3

#### Second Semester

DEGR	EMAP	2300	Developing Volunteer Resources and Decision Making	3
DEGR	EMAP	2301	Leadership and Effective Communication	3
DEGR	EMAP	2302	Managing Mass Casualty and Fatality Incidents	3
DEGR	HMSY	2337	Managing a Unified Incident Command	3
DEGR	HMSY	1470	Final Project in Homeland Security and Emergency Management	4
<b>Total Hours</b>				<b>60</b>

---

## Homeland Security and Emergency Management (HS15) 440401

### Certificate of Completion

First Semester			Credit
HMSY	1337	Introduction to Homeland Security	3
EMAP	1400	Principles of Basic Emergency Management	4
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
<b>Total Hours</b>			<b>32</b>

Certificate is stackable towards AAS Homeland Security and Emergency Management (HS15)

## 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
<b>Total Hours</b>			<b>18</b>

Certificate is stackable towards AAS Homeland Security and Emergency Management (HS15)

## 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
<b>Total Hours</b>			<b>16</b>

Certificate is stackable towards AAS Homeland Security and Emergency Management (HS15)

# 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	MATH	1414	College Algebra	4
DEGR/FOS	BIOL	1406	Biology for Science Majors I	4
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
DEGR	KINE		Physical Activity	1

##### Second Semester

DEGR/FOS	BIOL	1407	Biology for Science Majors II	4
CORE	SPCH		SPCH 1315, 1318 or 1321	3
CORE	HIST	1302	United States History II	3
CORE			Language/Philosophy/Culture	3
DEG	KINE		Physical Activity	1

#### Second Year

##### First Semester

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

##### Second Semester

DEGR	BIOL	2421	Microbiology for Science Majors	4
DEGR	BIOL	1413	General Zoology	4
CORE	GOVT	2306	Texas Government	3
CORE			Component Area Option	3
CORE			Creative Arts	3

**Total Hours 60**

<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

## Biology - Human Biology (BIOL4) 260101

### Associate of Science Degree

#### First Year

First Semester				Credit
CORE	MATH	1414	College Algebra	4
CORE/FOS	BIOL	1406	Biology for Science Majors I	4
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3

#### Second Semester

DEGR/FOS	BIOL	1407	Biology for Science Majors II	4
CORE/FOS	CHEM	1411	General Chemistry I	4
CORE	SPCH		SPCH 1315, 1318 or 1321	3
CORE	HIST	1302	United States History II	3

#### Summer Semester

CORE/FOS	CHEM	1412	General Chemistry II	4
----------	------	------	----------------------	---

#### Second Year

First Semester				Credit
DEGR	BIOL	2421	Microbiology for Science Majors	4
DEGR/FOS	CHEM	2423	Organic Chemistry I	4
CORE			Social/Behavioral Science Selection	3
CORE	GOVT	2305	Federal Government	3

#### Second Semester

DEGR	CHEM	2425	Organic Chemistry II	4
CORE			Language/Philosophy/Culture	3
CORE	GOVT	2306	Texas Government	3
CORE			Creative Arts	3
DEG	KINE		Physical Activity	1

**Total Hours** **60**

<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

## Chemistry (CHEM4) 400501

### Associate of Science Degree

#### First Year

First Semester				Credit
CORE	MATH	1414	College Algebra	4
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE	BIOL	1406	Biology for Science Majors I	4
DEG	KINE		Physical Activity	1

#### Second Semester

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

#### Summer Semester

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

#### Second Year

First Semester				Credit
DEGR	CHEM	2423	Organic Chemistry I	4
CORE	PHYS	1401	College Physics I	4
CORE	GOVT	2305	Federal Government	3
CORE			Language/Philosophy/Culture	3

#### Second Semester

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

**Total Hours** **60**

## Environmental Science (ENV4) 030104

### Associate of Science Degree

#### First Year

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

#### Second Semester

DEGR	CHEM	1411	General Chemistry I	4
CORE	SPCH		SPCH 1315, 1318 or 1321	3
CORE	HIST	1302	United States History II	3
CORE			Component Area Option	4
DEG	KINE		Physical Activity	1

#### Summer Semester

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

#### Second Year

First Semester				Credit
DEGR	GEOL	1403	Physical Geology	4
CORE	GOVT	2305	Federal Government	3
CORE			Language/Philosophy/Culture	3
DEGR			BIOL 1406 or 1411 or PHYS 1401	4

#### Second Semester

CORE			BIOL 1407 or 1413 or PHYS 1402	
CORE	GOVT	2306	Texas Government	3
CORE			Creative Arts	3
CORE			Social/Behavioral Science Selection	3
<b>Total Hours</b>				<b>60</b>

## Geology (GEOL4) 400601

### Associate of Science Degree

#### First Year

First Semester				Credit
CORE	MATH	1414	College Algebra	4
DEGR	GEOL	1403	Physical Geology	4
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
DEG	KINE		Physical Activity (KINE 1110 recommended)	1

#### Second Semester

DEGR	GEOL	1404	Historical Geology	4
CORE	SPCH		SPCH 1315, 1318 or 1321	3
CORE	HIST	1302	United States History II	3
DEG			CHEM 1411, PHYS 1401 or BIOL 1407	4
DEG	KINE		Physical Activity (KINE 1111 recommended)	1

#### Second Year

First Semester				Credit
DEGR			GEOL 1405 or ENVR 1401	4
CORE			CHEM 1411 or 1412, PHYS 1401 or 1402 or BIOL 1407	4
CORE	GOVT	2305	Federal Government	3
CORE			Creative Arts	3

#### Second Semester

CORE			CHEM 1411 or 1412, PHYS 1401 or 1402 or BIOL 1407	4
CORE	GOVT	2306	Texas Government	3
CORE			Language/Philosophy/Culture	3
CORE			Social/Behavioral Science Selection	3
CORE			Component Area Option	3
<b>Total Hours</b>				<b>60</b>

# Social Science

*The Associate of Arts degree in Social Science is designed for the student wishing to pursue a Baccalaureate degree in one of the many liberal arts career fields. The Central Texas College curriculum is designed to maximize the transfer of lower level course work to the Baccalaureate degree granting public education institution within the State of Texas. The Associate of Arts in Social Science allows the student to choose instruction from a broad range of Social and Behavioral Science courses. This degree provides the foundation skills required of many diverse career fields from anthropology to sociology.*

## Social Science (SOC4) 450101

### Associate of Arts Degree

#### First Year

First Semester				Credit
CORE	ENGL	1301	Composition I	3
CORE	HIST	1301	United States History I	3
CORE			Creative Arts	3
CORE			MATH 1314, 1332 or 1342	3
CORE			Language/Philosophy/Culture	3

#### Second Semester

CORE	SPCH		SPCH 1315, 1318 or 1321	3
CORE	HIST	1302	United States History II	3
CORE			Component Area Option	4
CORE			Life and Physical Science Selection	4
CORE	GOVT	2305	Federal Government	3

#### Second Year

First Semester				
CORE			Social/Behavioral Science Selection	3
CORE	GOVT	2306	Texas Government	3
CORE			Life and Physical Science Selection	4
DEGR			Foreign Language	4

#### Second Semester

DEGR			Social and Behavioral Science Selection	3
DEGR			Social and Behavioral Science Selection	3
DEGR			Foreign Language	4
DEGR	KINE		Physical Activity Course	1
DEGR			Social and Behavioral Science Selection	3

**Total Hours** **60**

<http://www.theccb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/field-of-study-curricula/>.

#### Field of Study Curriculum for Political Science and Government

GOVT 2304, GOVT 2305, GOVT 2306 and MATH 1342

#### Field of Study Curriculum for Sociology

SOCI 1301, SOCI 1306, SOCI 2301 and SOCI 2319

# 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.

## Teacher Education (TEAE2) 131210

### Associate of Arts in Teaching Degree

#### First Year

##### First Semester

DEGR	EDUC	1301	Introduction to Teaching Profession*	
or				
DEGR			Social/Behavioral Science Selection	3
CORE	MATH	1314	College Algebra	3
CORE	ENGL	1301	Composition I	3
CORE			Life and Physical Science Selection	4
CORE	PSYC	2301	General Psychology	3

##### Second Semester

DEGR	MATH	1350	Mathematics for Teachers I*	3
CORE			Life and Physical Science Selection	4
CORE	HIST	1301	United States History I	3
CORE	SPCH		SPCH 1315, 1318 or 1321	3
CORE	ENGL	1302	Composition II	3

#### Second Year

##### First Semester

DEGR	MATH	1351	Mathematics for Teachers II*	3
CORE	ENGL	2327	American Literature I	3
CORE	GOVT	2305	Federal Government	3
CORE	HIST	1302	United States History II	3
DEGR			Life and Physical Science Selection*	4

##### Second Semester

DEGR	EDUC	2301	Introduction to Special Populations*	
or				
DEGR	TECA	1354	Child Growth and Development	3
CORE			Creative Arts	3
CORE	GOVT	2306	Texas Government	3
DEGR	ENGL	2328	American Literature II	3

##### Total Hours

**60**

\* 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 (WLD21) 480508 Associate of Applied Science Degree

### First Year

First Semester				Credit
DEGR	WLDG	1323	Welding Safety Tools and Equipment	3
DEGR	WLDG	1313	Introduction to Blueprint Reading for Welders	3
DEGR	WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4
DEGR	WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
CORE	MATH	1332	Contemporary Mathematics	3

### Second Semester

DEGR	WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
DEGR	WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
or				
DEGR	WLDG	1435	Introduction to Pipe Welding	
DEGR	WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
CORE	ENGL	1301	Composition I	3

### Second Year

First Semester				
DEGR	WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
DEGR	WLDG	2447	Advanced Gas Metal Arc Welding (GMAW)	4
or				
DEGR	WLDG	2406	Intermediate Pipe Welding	
DEGR	WLDG	1317	Introduction to Layout and Fabrication	3
CORE	GOVT	2305	Federal Government	3

### Second Semester

DEGR	WLDG	2451	Advanced Gas Tungsten Welding (GTAW)	4
CORE	SPCH		SPCH 1315 or 1321	3
CORE	ELEC		Humanities/Fine Arts Selection	3
DEGR	WLDG	2435	Advanced Layout and Fabrication	4
or				
DEGR	WLDG	2453	Advanced Pipe Welding	

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

---

## **Welding Technology (WLD21) 480508**

### **Certificate of Completion**

			<b>Cr/Clock</b>
WLDG	1323	Welding Safety, Tools and Equipment	3/96
WLDG	1313	Introduction to Blueprint Reading for Welders	3/96
WLDG	1425	Introduction to Oxy-Fuel Welding and Cutting	4/96
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4/96
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4/96
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4/144
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4/96
WLDG	2447	Advanced Gas Metal Arc Welding	4/96
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4/144
WLDG	2451	Advanced Gas Tungsten Arc Welding	4/128
WLDG	1317	Introduction to Layout and Fabrication	3/96
WLDG	2435	Advanced Layout and Fabrication	4/96
<b>Total Hours</b>			<b>45</b>
<b>Total Clock Hours</b>			<b>1280</b>

Certificate is stackable towards AAS Welding (WLD21)

## **Farm and Ranch (WLFR9) 480508**

### **Certificate of completion**

			<b>Cr/Clock</b>
WLDG	1323	Welding Safety, Tools and 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
<b>Total Hours</b>			<b>18</b>
<b>Total Clock Hours</b>			<b>480</b>

Certificate is stackable towards AAS Welding (WLD21)

## **Structural Welding Technology (WLS19) 480508**

### **Certificate of Completion**

*(Requires completion of WLFR9 certificate)*

			<b>Cr/Clock</b>
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4/96
WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4/96
WLDG	2447	Advanced Gas Metal Arc Welding (GMAW)	4/96
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4/144
WLDG	2451	Advanced Gas Tungsten Welding (GTAW)	4/128
<b>Total Hours</b>			<b>20</b>
<b>Total Clock Hours</b>			<b>560</b>

Certificate is stackable towards AAS Welding (WLD21)

## **Industrial Welding Transition (WLTP) 480508**

### **Certificate of Completion**

This certificate of completion is 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.

			<b>Cr/Clock</b>
WLDG	1323	Welding Safety, Tools, and Equipment <sup>+</sup>	3/96
WLDG	1434	Introduction to Gas Tungsten Arc Welding <sup>+</sup>	3/144
WLDG	1457	Intermediate Shielded Metal Arc Welding <sup>+</sup>	4/96
WLDG	2447	Advanced Gas Metal Arc Welding	4/96
WLDG	2453	Advanced Pipe Welding <sup>+</sup>	4/144
<b>Total Hours</b>			<b>19</b>
<b>Total Clock Hours</b>			<b>576</b>

<sup>+</sup> Courses stackable towards AAS Welding (WLD21)

---

## Pipe Welding (WLP20) 480508

### Certificate of Completion

*Pending Veteran's Benefits, Financial Aid (Title IV) and Military Tuition Assistance approval*

			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)	4/128
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4/144
WLDG	2451	Advanced Gas Tungsten Arc Welding	4/128
WLDG	2406	Intermediate Pipe Welding	4/96
WLDG	2453	Advanced Pipe Welding	4/144
WLDG	1317	Introduction to Layout and Fabrication	3/96
<b>Total Hours</b>			<b>41</b>
<b>Total Clock Hours</b>			<b>1216</b>

\* This is a Level 2 certificate that is stackable towards the AAS Welding (WLD21)

## Pipe Welding (WLP20) 480508

### Certificate of Completion

Requires completion of WLF9 certificate

*Pending Veteran's Benefits, Financial Aid (Title IV) and Military Tuition Assistance approval*

			Cr/Clock
WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4/128
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4/144
WLDG	2451	Advanced Gas Tungsten Arc Welding (GTAW)	4/128
WLDG	1435	Introduction to Pipe Welding	4/96
WLDG	2406	Intermediate Pipe Welding	4/96
<b>Total Hours</b>			<b>20</b>
<b>Total Clock Hours</b>			<b>592</b>

This is a Level 1 certificate that is stackable towards the AAS Welding (WLD21)

---

*This page was intentionally left blank*

---

## Explanation of Items in Course Descriptions

**Course Type:** ACNT Accounting Technician (**N**)

**Course Prefix:** ACNT

**Course Number:** 1303

**Course Title:** Introduction to Accounting I

**Semester Hour Credit:** (3-0-3)

**Lecture Hours Each Week:** (3-0-3)

**Lab Hours Each Week:** (3-0-3)

**TSI Skills:** See Texas Success Initiative (TSI) Requirements Legend

## Texas Success Initiative (TSI) Requirement Legend

**R:** Reading

**M:** Math

**W:** Writing

**R, M:** Reading and Math

**R, W:** Reading and Writing

**R, W, M:** Reading, Writing and Math

## Course Types

**T - Transfer/Academic Courses:** Designated by the Texas Higher Education Coordinating Board for general academic transfer among community, state, and technical colleges in Texas; and state public four-year colleges and universities as freshman and sophomore general education courses. Students should check with the transfer institution to verify applicability to their specific major.

**N - WECM Courses:** Designated by the Texas Higher Education Coordinating Board as workforce education (technical) courses offered for credit and CEUs (Continuing Education Units). While these courses are designed to transfer among state community colleges, they are not designed to automatically transfer to public four-year colleges and universities. Continuing education courses do not transfer to other colleges or to semester hour programs.

---

## ABDR Autobody Repair (N)

- 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 1-7-3**  
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 (T)

- 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 13 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 (N)

- 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 (N) 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 (N) 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 (N) 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 (N) 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 (T)**

- 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.

---

<b>AGRI</b>	<b>1407</b>	<b>Agronomy</b>	<b>3-3-4</b>
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.			
<b>AGRI</b>	<b>1415</b>	<b>Horticulture</b>	<b>3-3-4</b>
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.			
<b>AGRI</b>	<b>1419</b>	<b>Introductory Animal Science</b>	<b>3-3-4</b>
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.			
<b>AGRI</b>	<b>2301</b>	<b>Agriculture Power Units</b>	<b>2-2-3</b>
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.			
<b>AGRI</b>	<b>2317</b>	<b>Introduction to Agriculture Economics</b>	<b>3-0-3</b>
Fundamental economic principles and their application in the agriculture industry.			
<b>AGRI</b>	<b>2330</b>	<b>Wildlife Conservation and Management</b>	<b>2-2-3</b>
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 (N) see also AVIM**

<b>AIRP</b>	<b>1255</b>	<b>Intermediate Flight</b>	<b>1-3-2</b>
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: AIRP 2250, 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.			
<b>AIRP</b>	<b>1305</b>	<b>Aircraft Science</b>	<b>3-0-3</b>
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.			
<b>AIRP</b>	<b>1307</b>	<b>Aviation Meteorology</b>	<b>3-0-3</b>
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.			
<b>AIRP</b>	<b>1315</b>	<b>Private Flight</b>	<b>2-3-3</b>
Flight training to prepare the student for the completion of F.A.A. certification requirements for the Private Pilot Certificate with Airplane Single Engine Land Rating. Dual and solo flight hours are included for training in the areas of private pilot flight maneuvers and cross country navigation. Prerequisite: F.A.A. Class II Medical Certificate, F.A.A. Student Pilot Certificate and completion or concurrent enrollment in AIRP 1417.			
<b>AIRP</b>	<b>1341</b>	<b>Advanced Air Navigation</b>	<b>3-0-3</b>
Skill development in advanced airplane systems and performance including radio navigation and cross-country flight planning. Includes an introduction to instrument flight operations and navigation. This course may be used as part of a program leading to Federal Aviation Administration certification. Prerequisite: AIRP 1451.			
<b>AIRP</b>	<b>1343</b>	<b>Aerodynamics</b>	<b>3-0-3</b>
Study of the general principles of the physical laws of flight. Topics include physical terms and the four forces of flight: lift, weight, thrust, and drag; aircraft design; stability control; and high-speed flight characteristics.			
<b>AIRP</b>	<b>1417</b>	<b>Private Pilot Ground School</b>	<b>3-3-4</b>
Basic ground school for the Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for FAA Private Pilot Certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations.			
<b>AIRP</b>	<b>1451</b>	<b>Instrument Ground School</b>	<b>3-3-4</b>
A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of aerial navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration certification. Prerequisite: AIRP 1417.			

<b>AIRP</b>	<b>2239</b>	<b>Commercial Flight</b>	<b>1-3-2</b>
Flight instruction necessary to qualify for the Federal Aviation Administration Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student for mastery of all commercial pilot maneuvers. Prerequisite: Minimum of a Private Pilot Certificate with Airplane category and instrument rating; have at least 125 hours of flight time of which no more than 40 were in an approved ground trainer; hold a current Class II FAA Medical Certificate; have completed or be concurrently enrolled in AIRP 2337, Commercial Ground School. Approved ground school must be completed prior to finishing AIRP 2239.			
<b>AIRP</b>	<b>2243</b>	<b>Flight Instructor -Multiengine Airplane</b>	<b>1-2-2</b>
Instruction in flight training to prepare the student for the Federal Aviation Administration Flight Instructor - Multiengine Airplane Rating. Includes combined ground and flight instruction and analysis of flight maneuvers. Prerequisite: Must hold a current FAA CFI Certificate with Airplane Single Engine Rating and Instrument Airplane.			
<b>AIRP</b>	<b>2250</b>	<b>Instrument Flight</b>	<b>1-3-2</b>
Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument procedures. Prerequisite: Minimum of a Private Pilot Certificate with an Airplane category; hold a Class II FAA Medical Certificate; a minimum of 95 hours of flight experience of which 25 were solo cross-country since the Private Pilot Certificate was issued; 20 hours of instrument instruction of which no more than 10 were in an approved ground trainer; have completed or will complete AIRP 1451 before the end of this course.			
<b>AIRP</b>	<b>2251</b>	<b>Multiengine Flight</b>	<b>2-2-2</b>
Preparation for the multiengine class rating which will be added to a current pilot certificate. Includes explanation and demonstration of all required Federal Aviation Administration normal and emergency operations and procedures. Prerequisite: Commercial Pilot Certificate.			
<b>AIRP</b>	<b>2336</b>	<b>Certified Flight Instructor - Airplane</b>	<b>2-3-3</b>
Flight instruction necessary to qualify for the Federal Aviation Administration Certified Flight Instructor - Airplane Certificate. Topics include ground and flight instruction. Prerequisite: Must hold Commercial Pilot certification with instrument rating.			
<b>AIRP</b>	<b>2337</b>	<b>Commercial Ground School</b>	<b>3-0-3</b>
A study of advanced aviation topics that can be used for Federal Aviation Administration certification at the commercial pilot level. Includes preparation for the Commercial Airplane knowledge test. Prerequisite: AIRP 1451.			
<b>AIRP</b>	<b>2342</b>	<b>Flight Instructor - Instrument Airplane</b>	<b>2-2-3</b>
Skill development for flight instructors necessary to qualify for the Federal Aviation Administration Certified Flight Instructor Instrument Rating, Airplane Single-Engine Land. Prerequisite: Certified Flight Instructor Certificate, with Single Engine Rating.			
<b>AIRP</b>	<b>2355</b>	<b>Propulsion Systems</b>	<b>3-0-3</b>
In-depth coverage of aircraft engine theory and principles of operation of various types of aircraft engines including reciprocating, turboprop, turbojet, and turbo fan. Topics include propellers, superchargers, engine accessories, controls, and instrumentation.			

## **ANTH Anthropology (T)**

<b>ANTH</b>	<b>2301</b>	<b>Physical Anthropology</b>	<b>3-0-3</b>
The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health, and ethics in the discipline.			
<b>ANTH</b>	<b>2302</b>	<b>Introduction to Archeology</b>	<b>3-0-3</b>
The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies, and ethics in the discipline.			
<b>ANTH</b>	<b>2346</b>	<b>General Anthropology</b>	<b>3-0-3</b>
The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline.			
<b>ANTH</b>	<b>2351</b>	<b>Cultural Anthropology</b>	<b>3-0-3</b>
The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.			

## **ARCE Computer Aided Drafting and Design (N) see also DFTG**

<b>ARCE</b>	<b>1452</b>	<b>Structural Drafting</b>	<b>3-3-4</b>
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Prerequisite: DFTG 1409.			

## **ARTC Graphics and Printing (N) see also GRPH**

<b>ARTC</b>	<b>1302</b>	<b>Digital Imaging I</b>	<b>2-4-3</b>
Digital imaging using raster image editing and/or image creation software; scanning, resolution, file formats, output devices, color systems, and image-acquisitions.			

<b>ARTC 1313</b>	<b>Digital Publishing I</b>	<b>2-4-3</b>
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.		
<b>ARTC 1327</b>	<b>Typography</b>	<b>2-4-3</b>
A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards. Prerequisite: ARTC 2348.		
<b>ARTC 2305</b>	<b>Digital Imaging II</b>	<b>2-4-3</b>
Principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster-based image marking and the creative aspects of electronic illustration for commercial or fine art applications. Prerequisite: ARTC 1302.		
<b>ARTC 2313</b>	<b>Digital Publishing II</b>	<b>2-4-3</b>
Layout procedures from thumbnails and roughs to final comprehensive and print output. Emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects. Prerequisite: ARTC 1313.		
<b>ARTC 2333</b>	<b>Publication Design</b>	<b>2-4-3</b>
Development of skills and advanced knowledge of publishing software, with emphasis on the maintenance of visual continuity in documents for publication. Prerequisite: ARTC 2348.		
<b>ARTC 2348</b>	<b>Digital Publishing III</b>	<b>2-4-3</b>
A project based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques. Prerequisite: ARTC 2313.		
<b>ARTC 2435</b>	<b>Portfolio Development for Graphic Design</b>	<b>3-3-4</b>
Preparation of a portfolio comprised of completed graphic design projects. An evaluation and demonstration of the portfolio presentation methods based on the student's specific area of study.		
<b>ARTC 2488</b>	<b>Internship – Commercial and Advertising Art</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.		

## ARTS Arts (T)

<b>ARTS 1303</b>	<b>Art History I</b>	<b>3-0-3</b>
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Prerequisite: None		
<b>ARTS 1304</b>	<b>Art History II</b>	<b>3-0-3</b>
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Prerequisite: None		
<b>ARTS 1311</b>	<b>Design I (2-dimensional)</b>	<b>2-4-3</b>
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. Prerequisite: None		
<b>ARTS 1312</b>	<b>Design II (3-dimensional)</b>	<b>2-4-3</b>
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. Prerequisite: None		
<b>ARTS 1316</b>	<b>Drawing I</b>	<b>2-4-3</b>
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. Prerequisite: None		
<b>ARTS 1317</b>	<b>Drawing II</b>	<b>2-4-3</b>
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Prerequisite: ARTS 1316.		
<b>ARTS 2311</b>	<b>Design III (Color Theory)</b>	<b>2-4-3</b>
Studio art course that is a theoretical and practical study of color and composition in art and design. The course consists of studio based projects using the formal and conceptual aspects of color. The course also examines the functions of color in art from different historical and cultural perspectives. Prerequisite: Computer literacy and ARTS 1311, or Instructor Approval.		
<b>ARTS 2313</b>	<b>Graphic Design</b>	<b>2-4-3</b>
Studio course that introduces basic objectives, principles and methods used in graphic design. The course focuses on creativity, aesthetic judgment and critical thinking skills to expand conceptual solutions within the realm of contemporary graphic design. Prerequisite: None		
<b>ARTS 2316</b>	<b>Painting I</b>	<b>2-4-3</b>
Studio art course that introduces the fundamental principles, materials, and techniques of painting. Prerequisite: None.		
<b>ARTS 2317</b>	<b>Painting II</b>	<b>2-4-3</b>
Studio art course that furthers the study of the principles, materials and techniques of painting. Prerequisite: ARTS 2316.		

<b>ARTS</b>	<b>2323</b>	<b>Life Drawing I</b>	<b>2-4-3</b>
Studio art course that introduces the analytic study of the human form and the figure's potential for compositional and expressive use in drawing. Prerequisite: None.			
<b>ARTS</b>	<b>2341</b>	<b>Metals</b>	<b>2-4-3</b>
An introduction to jewelry-making and metalworking techniques. Basic fabrication techniques are stressed including bezel settings. Some lost wax casting is included. Prerequisite: None			
<b>ARTS</b>	<b>2346</b>	<b>Ceramics I</b>	<b>2-4-3</b>
A studio art course that introduces basic building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery. Prerequisite: None			
<b>ARTS</b>	<b>2347</b>	<b>Ceramics II</b>	<b>2-4-3</b>
A studio art course that furthers the study of building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery. Prerequisite: ARTS 2346.			
<b>ARTS</b>	<b>2348</b>	<b>Digital Media</b>	<b>2-4-3</b>
Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.			
<b>ARTS</b>	<b>2356</b>	<b>Photography I (fine arts emphasis)</b>	<b>2-4-3</b>
A studio art course that introduces the technical and conceptual basics of photography as a creative medium. Prerequisites: None.			
<b>ARTS</b>	<b>2357</b>	<b>Photography II (fine arts emphasis)</b>	<b>2-4-3</b>
A studio art course that furthers the study of the technical and conceptual basics of photography as a creative medium. Prerequisite: ARTS 2356.			
<b>ARTS</b>	<b>2366</b>	<b>Watercolor I</b>	<b>2-4-3</b>
Studio art course that introduces the fundamental principles, materials, and techniques of watercolor and other water-based media. Prerequisite: None.			
<b>ARTS</b>	<b>2389</b>	<b>Academic Cooperative</b>	<b>2-4-3</b>
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 (N)**

<b>AUMT</b>	<b>1319</b>	<b>Automotive Engine Repair</b>	<b>2-4-3</b>
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. Prerequisites: AUMT 2305.			
<b>AUMT</b>	<b>1405</b>	<b>Introduction to Automotive Technology</b>	<b>3-3-4</b>
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.			
<b>AUMT</b>	<b>1407</b>	<b>Automotive Electrical Systems</b>	<b>2-7-4</b>
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.			
<b>AUMT</b>	<b>1410</b>	<b>Automotive Brake Systems</b>	<b>2-6-4</b>
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.			
<b>AUMT</b>	<b>1416</b>	<b>Automotive Suspension and Steering Systems</b>	<b>2-6-4</b>
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.			
<b>AUMT</b>	<b>1445</b>	<b>Automotive Climate Control Systems</b>	<b>2-6-4</b>
Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. Prerequisites: AUMT 1407.			
<b>AUMT</b>	<b>1472</b>	<b>Automotive Computer Systems</b>	<b>2-7-4</b>
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.			
<b>AUMT</b>	<b>2305</b>	<b>Automotive Engine Theory</b>	<b>2-2-3</b>
Fundamentals of engine operation and diagnosis including lubrication and cooling systems. Emphasis on identification of components, measurements, inspections, and repair methods. Prerequisite: AUMT 1405.			
<b>AUMT</b>	<b>2337</b>	<b>Automotive Electronics</b>	<b>2-4-3</b>
Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. Prerequisites: AUMT 1407.			

---

<b>AUMT</b>	<b>2413</b>	<b>Automotive Drive Train and Axles</b>	<b>2-6-4</b>
A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair. Prerequisite: AUMT 1405.			
<b>AUMT</b>	<b>2417</b>	<b>Automotive Engine Performance Analysis I</b>	<b>2-7-4</b>
Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. Prerequisites: AUMT 2337.			
<b>AUMT</b>	<b>2425</b>	<b>Automotive Automatic Transmission and Transaxle</b>	<b>2-6-4</b>
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.			
<b>AUMT</b>	<b>2434</b>	<b>Automotive Engine Performance Analysis II</b>	<b>2-7-4</b>
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.			
<b>AUMT</b>	<b>2488</b>	<b>Internship - Automobile/Automotive Mechanics Technology/Technician</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.			

## **AVIM Aviation Science (N) see also AIRP**

<b>AVIM</b>	<b>2331</b>	<b>Airline Management</b>	<b>3-0-3</b>
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 (T) see also CETT, COSC, CPMT, ELMT, IMED, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY**

<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications</b>	<b>2-4-3</b>
Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.) Prerequisites: None			

## **BIOL Biology (T)**

<b>BIOL</b>	<b>1322</b>	<b>Nutrition and Diet Therapy I</b>	<b>3-0-3</b>
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.			
<b>BIOL</b>	<b>1406</b>	<b>Biology for Science Majors I</b>	<b>3-3-4</b>
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. TSI Skills: R, M.			
<b>BIOL</b>	<b>1407</b>	<b>Biology for Science Majors II</b>	<b>3-3-4</b>
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. TSI Skills: R, M.			
<b>BIOL</b>	<b>1408</b>	<b>Biology for Non-Science Majors I</b>	<b>3-3-4</b>
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.			
<b>BIOL</b>	<b>1409</b>	<b>Biology for Non-Science Majors II</b>	<b>3-3-4</b>
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.			
<b>BIOL</b>	<b>1411</b>	<b>General Botany</b>	<b>3-3-4</b>
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. TSI Skills: R, M.			

<b>BIOL 1413</b>	<b>General Zoology</b>	<b>3-3-4</b>
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. TSI Skills: R, M.		
<b>BIOL 2401</b>	<b>Anatomy and Physiology I</b>	<b>3-3-4</b>
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. Appropriate placement exam reading score or successful completion of a reading intensive course with a "C" or better. Completion of BIOL 1406 is strongly recommended. TSI Skills: R, M.		
<b>BIOL 2402</b>	<b>Anatomy and Physiology II</b>	<b>3-3-4</b>
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.		
<b>BIOL 2420</b>	<b>Microbiology for Non-Science Majors</b>	<b>3-3-4</b>
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. TSI Skills: R, M.		
<b>BIOL 2421</b>	<b>Microbiology for Science Majors</b>	<b>3-3-4</b>
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.		
<b>BMGT Business Administration and Management (N) see also BUSG, HRPO and MRKG</b>		
<b>BMGT 1301</b>	<b>Supervision</b>	<b>3-0-3</b>
A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.		
<b>BMGT 1313</b>	<b>Principles of Purchasing</b>	<b>3-0-3</b>
The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain management, negotiation techniques, and ethical issues in purchasing.		
<b>BMGT 1325</b>	<b>Office Management</b>	<b>3-0-3</b>
Systems, procedures, and practices related to organizing and planning office work, supervising employees' performance, and exercising leadership skills.		
<b>BMGT 1327</b>	<b>Principles of Management</b>	<b>3-0-3</b>
Concepts, terminology, principles, theory, and issues that are in the field of management.		
<b>BMGT 2370</b>	<b>Management Applications I</b>	<b>1-5-3</b>
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.		
<b>BMGT 2371</b>	<b>Management Applications II</b>	<b>1-5-3</b>
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.		
<b>BMGT 2488</b>	<b>Internship - Business Administration and Management, General</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.		
<b>BMGT 2489</b>	<b>Internship - Business Administration and Management, General</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: BMGT 2488 and Consent of the Department Chair.		

---

## **BUSG Business Administration and Management (N) 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 including planning, heading, organizing, staffing and controlling Net Impact 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 Net Impact 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 (T)**

**BUSI 1301 Business Principles 3-0-3**  
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

**BUSI 1307 Personal Finance 3-0-3**  
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

**BUSI 2301 Business Law 3-0-3**  
The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

**BUSI 2305 Business Statistics 3-0-3**  
Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. Prerequisite: MATH 1314 or MATH 1324 and BCIS 1305

## **CBFM Construction Technology (N) see also CNBT, ELPT, MBST, PFPB, and WDWK**

**CBFM 1334 Interior and Exterior Painting and Refinishing 2-4-3**  
Interior and exterior painting and refinishing for commercial and residential applications. Prerequisite: CRPT 1429.

**CBFM 2487 Internship—Building/Property Maintenance and Manager 0-19-4**  
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.

## **CDEC Child Development (N)**

**CDEC 1303 Families, School and Community 3-1-3**  
Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

<b>CDEC 1311</b>	<b>Educating Young Children</b>	<b>3-1-3</b>
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.		
<b>CDEC 1318</b>	<b>Wellness of the Young Child</b>	<b>3-1-3</b>
Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.		
<b>CDEC 1321</b>	<b>The Infant and Toddler</b>	<b>3-1-3</b>
A study of appropriate infant and toddler programs (birth to 3 years) , including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. 16 lab hours required.		
<b>CDEC 1354</b>	<b>Child Growth &amp; Development</b>	<b>3-0-3</b>
Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.		
<b>CDEC 1356</b>	<b>Emergent Literacy for Early Childhood</b>	<b>3-1-3</b>
An exploration of principles, methods, and materials for teaching language and literacy through a play-based, integrated curriculum to children from birth through age eight. 16 lab hours required.		
<b>CDEC 1358</b>	<b>Creative Arts for Early Childhood</b>	<b>3-1-3</b>
An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children from birth through age eight. 16 lab hours required.		
<b>CDEC 1359</b>	<b>Children with Special Needs</b>	<b>3-1-3</b>
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, and the advocacy role and legislative issues. 16 lab hours required.		
<b>CDEC 1413</b>	<b>Curriculum Resources for Early Childhood Programs</b>	<b>3-2-4</b>
A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age 8. 32 lab hours required.		
<b>CDEC 1417</b>	<b>Child Development Associate Training I</b>	<b>3-2-4</b>
Based on the requirements for the Child Development Associate credential (CDA). Topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication. 32 hour lab required.		
<b>CDEC 1419</b>	<b>Child Guidance</b>	<b>3-2-4</b>
An exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. 32 lab hours required.		
<b>CDEC 2307</b>	<b>Math &amp; Science for Early Childhood</b>	<b>3-1-3</b>
An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play. 16 lab hours required.		
<b>CDEC 2341</b>	<b>The School Age Child</b>	<b>3-1-3</b>
A study of programs for the school age child, including an overview of development, learning environments, materials, activities and guidance techniques. 16 lab hours required.		
<b>CDEC 2388</b>	<b>Internship Child Care Provider/Assistant</b>	<b>0-9-3</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Student's final course. 144 work-based or volunteer lab experience in an approved facility, final course taken.		
<b>CDEC 2422</b>	<b>Child Development Associate Training II</b>	<b>3-2-4</b>
A continuation of the study of the requirements for the Child Development Associate Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. 32 hour lab required.		
<b>CDEC 2424</b>	<b>Child Development Associate Training III</b>	<b>3-2-4</b>
Continuation of the requirements for the Child Development Associate credential (CDA). The three functional areas of study include family, program management and professionalism. 32 hour lab required.		
<b>CDEC 2426</b>	<b>Administration of Programs for Children I</b>	<b>3-2-4</b>
Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Six hours of Child Development coursework. 32 lab hours required.		

---

**CETT Computer Information Technology and Systems (N)** see also BCIS, COSC, CPMT, ELMT, IMED, 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 *Scheduled for December 2020 deactivation*

**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. *Scheduled for December 2020 deactivation*

**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. *Scheduled for December 2020 deactivation*

**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 *Scheduled for December 2020 deactivation*

**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. *Scheduled for December 2020 deactivation*

**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. *Scheduled for December 2020 deactivation*

**CHEF Hospitality Management (N)** 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. 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 (T)**

**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. TSI Skills: M.

**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. TSI Skills: M.

**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.

## **CHLT Community Health (N)**

**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 (N) 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 (N) 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 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 1429 Basic Peace Officer V 2-6-4**  
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 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.

<b>CJLE</b>	<b>1518</b>	<b>Basic Peace Officer III</b>	<b>3-7-5</b>
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.			
<b>CJLE</b>	<b>1524</b>	<b>Basic Peace Officer IV</b>	<b>3-8-5</b>
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.			
<b>CJLE</b>	<b>2345</b>	<b>Vice and Narcotics Investigation</b>	<b>3-0-3</b>
Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques.			
<b>CJLE</b>	<b>2486</b>	<b>Internship-Criminal Justice/Police Science</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.			
<b>CJSA Criminal Justice (N) see also CJCR and CJLE</b>			
<b>CJSA</b>	<b>1170</b>	<b>Alcohol Awareness/Intervention</b>	<b>1-0-1</b>
This course will provide the student with a basic overview of alcohol as a drug of abuse and the methodology for developing an action plan of intervention at a local level. Focus on alcohol fueled offenses and problems, identifying and dealing with alcohol abusers and the criminal justice implications of alcohol related convictions.			
<b>CJSA</b>	<b>1171</b>	<b>Police Brutality</b>	<b>1-0-1</b>
This course will provide students with basic information about the excessive use of force by police. The police have the right to use force to subdue criminals; even deadly force is authorized in certain situations. This course addresses what triggers the excessive use of force, what the consequences are to the police and society when this happens, and how it can be prevented.			
<b>CJSA</b>	<b>1173</b>	<b>Drug Recognition for Law Enforcement</b>	<b>1-0-1</b>
The course will provide the student with the basics of the most common controlled substances a law enforcement officer will encounter. The student will gain knowledge of classifications of, identification of, and effects of "street drugs".			
<b>CJSA</b>	<b>1174</b>	<b>Terrorism as a Strategy</b>	<b>1-0-1</b>
The course will consider the definition of terrorism and its place in the spectrum of political violence as well as comparing different classifications of insurgency. The course will introduce students to how terrorism is used as a strategy of insurgency and how it is a strategy based on the psychological impact.			
<b>CJSA</b>	<b>1175</b>	<b>Investigation of Sexual Abuse</b>	<b>1-0-1</b>
This course discusses the different formats used to investigate the crime of sexual assault. It includes strategies to investigate sexual assault, interview victims and witnesses, document evidence in accordance with state laws, and conduct case studies.			
<b>CJSA</b>	<b>1176</b>	<b>Introduction to Gangs and Gang Infiltration of the Military</b>	<b>1-0-1</b>
This course offers an introduction to gangs in America and the infiltration of gangs in the United States military. Topics include gang identification, the role of the criminal justice system and the community in suppressing, intervening and preventing gang activity, how and why gang members join the military and the impact of gangs on the military.			
<b>CJSA</b>	<b>1177</b>	<b>International Criminal Justice</b>	<b>1-0-1</b>
This course will provide an introduction to the history, policy, and practices of criminal justice in an international environment. The history of the development of the laws and judicial structures that serve to administer international criminal justice will be examined, particularly post World War II. The agencies involved in international criminal justice, from INTERPOL to the Federal Bureau of Investigation, will be studied as will the differing policing practices in particular comparative cases. Specific attention will be paid to the international issues arising for criminal justice practitioners in both domestic and foreign jurisdictions and the bodies of international law that will affect a criminal justice practitioner. Finally, the 21st Century international terrorist threat will be studied for its effects on the practice of criminal justice in civil and military contexts.			
<b>CJSA</b>	<b>1178</b>	<b>Criminal Deviance</b>	<b>1-0-1</b>
This course is an examination of criminal behavior with a special emphasis on the deviation from societal norms. The course will discuss ideas about crime, criminal intent, and criminal motivation. The course offers a survey of theories and research on the rationality of criminal behavior and stimulus of offenders. The course also offers a review of the social response to criminal behavior.			
<b>CJSA</b>	<b>1192</b>	<b>Special Topics in Criminal Justice/Law Enforcement Administration</b>	<b>1-0-1</b>
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.			
<b>CJSA</b>	<b>1302</b>	<b>Private Security Officer Training</b>	<b>3-0-3</b>
A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification. Prerequisite: Consent of Department Chair.			

<b>CJSA</b>	<b>1308</b>	<b>Criminalistics I</b>	<b>3-0-3</b>
Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.			
<b>CJSA</b>	<b>1312</b>	<b>Crime in America</b>	<b>3-0-3</b>
The study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and crime prevention.			
<b>CJSA</b>	<b>1313</b>	<b>Court Systems and Practices</b>	<b>3-0-3</b>
The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing.			
<b>CJSA</b>	<b>1317</b>	<b>Juvenile Justice System</b>	<b>3-0-3</b>
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.			
<b>CJSA</b>	<b>1318</b>	<b>Court Management</b>	<b>3-0-3</b>
Exploration of operational issues in the administration of American courts. Topics include responsibilities of court personnel, records management, and organizational management topics.			
<b>CJSA</b>	<b>1322</b>	<b>Introduction to Criminal Justice</b>	<b>3-0-3</b>
The study of the history and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement, court system; prosecution and defense; trial process; corrections.			
<b>CJSA</b>	<b>1327</b>	<b>Fundamentals of Criminal Law</b>	<b>3-0-3</b>
A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.			
<b>CJSA</b>	<b>1342</b>	<b>Criminal Investigation</b>	<b>3-0-3</b>
Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, case and trial preparation.			
<b>CJSA</b>	<b>1348</b>	<b>Ethics in Criminal Justice</b>	<b>3-0-3</b>
Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.			
<b>CJSA</b>	<b>1351</b>	<b>Use of Force</b>	<b>3-0-3</b>
A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement.			
<b>CJSA</b>	<b>1359</b>	<b>Police Systems and Practices</b>	<b>3-0-3</b>
Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.			
<b>CJSA</b>	<b>1393</b>	<b>Special Topics in Criminal Justice Studies</b>	<b>3-0-3</b>
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.			
<b>CJSA</b>	<b>2300</b>	<b>Legal Aspects of Law Enforcement</b>	<b>3-0-3</b>
Exploration of police authority. Topics include responsibilities and constitutional constraints, law of arrest, search and seizure, and police liability.			
<b>CJSA</b>	<b>2302</b>	<b>Police Management, Supervision, and Related Topics</b>	<b>3-0-3</b>
Techniques and theories regarding dealing with people, their performance and problems. Topics include basic supervision, leadership, time management, first-line supervision, and management by objectives.			
<b>CJSA</b>	<b>2331</b>	<b>Child Abuse, Prevention and Investigation</b>	<b>3-0-3</b>
Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law, and conduct case studies.			
<b>CJSA</b>	<b>2488</b>	<b>Internship-Criminal Justice Safety Studies</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the Department Chair.			

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

<b>CMSW</b>	<b>1166</b>	<b>Practicum (or Field Experience) - Clinical/Medical Social Work</b>	<b>0-8-1</b>
Practical, general workplace training supported by an individualized learning plan developed by the instructor and the student.			

---

**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 addictive behaviors. Articulate common problems and characteristics of at-risk children and youth in the social, family, and educational systems; investigate intervention models; and describe juvenile laws.

## **CNBT Construction Technology (N) 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 (T)**

**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 Communication and Media Technology (T)**

**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 Film Appreciation 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.

**COMM 2389 Academic Cooperative 0-9-3**

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 (T) see also BCIS, CETT, CPMT, ELMT, IMED, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY****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. Prerequisites: None

**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 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 or COSC 1315 or departmental approval.

**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.

**CPMT Computer Information Technology and Systems (N) see also BCIS, CETT, COSC, ELMT, IMED, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY****CPMT 1345 Computer Systems Maintenance 2-4-3**

A study of the components within a computer system. Development of testing and troubleshooting skills. Prerequisite: None.

**CRIJ Criminal Justice (T)****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.

<b>CRIJ</b>	<b>1310</b>	<b>Fundamentals of Criminal Law</b>	<b>3-0-3</b>
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.			
<b>CRIJ</b>	<b>1313</b>	<b>Juvenile Justice System</b>	<b>3-0-3</b>
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.			
<b>CRIJ</b>	<b>2301</b>	<b>Community Resources in Corrections</b>	<b>3-0-3</b>
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.			
<b>CRIJ</b>	<b>2313</b>	<b>Correctional Systems and Practices</b>	<b>3-0-3</b>
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.			
<b>CRIJ</b>	<b>2314</b>	<b>Criminal Investigation</b>	<b>3-0-3</b>
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.			
<b>CRIJ</b>	<b>2323</b>	<b>Legal Aspects of Law Enforcement</b>	<b>3-0-3</b>
Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.			
<b>CRIJ</b>	<b>2328</b>	<b>Police Systems and Practices</b>	<b>3-0-3</b>
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 Construction Technology (N) see also CBFM, CNBT, ELPT, MBST, PFPB and WDWK**

<b>CRPT</b>	<b>1411</b>	<b>Roof Systems</b>	<b>3-4-4</b>
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.			
<b>CRPT</b>	<b>1415</b>	<b>Wall Systems</b>	<b>3-4-4</b>
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.			
<b>CRPT</b>	<b>1423</b>	<b>Floor Systems</b>	<b>3-3-4</b>
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.			
<b>CRPT</b>	<b>1429</b>	<b>Introduction to Carpentry</b>	<b>3-3-4</b>
An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.			

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

<b>DAAC</b>	<b>1167</b>	<b>Practicum (or Field Experience) – Substance Abuse/Addiction Counseling</b>	<b>0-10-1</b>
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: See Mental Health Services admission requirement.			
<b>DAAC</b>	<b>1304</b>	<b>Pharmacology of Addiction</b>	<b>2-4-3</b>
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.			
<b>DAAC</b>	<b>1309</b>	<b>Assessment Skill of Alcohol and Other Drug Addictions</b>	<b>2-4-3</b>
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.			
<b>DAAC</b>	<b>1311</b>	<b>Counseling Theories</b>	<b>2-4-3</b>
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.			
<b>DAAC</b>	<b>1319</b>	<b>Substance-Related &amp; Addictive Disorders</b>	<b>2-4-3</b>
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.			

<b>DAAC 2301</b>	<b>Therapeutic Communities in a Criminal Justice Setting</b>	<b>2-2-3</b>
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.		
<b>DAAC 2306</b>	<b>Substance Abuse Prevention I</b>	<b>2-2-3</b>
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.		
<b>DAAC 2307</b>	<b>Addicted Family Intervention</b>	<b>2-4-3</b>
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.		
<b>DAAC 2341</b>	<b>Counseling Alcohol and Other Drug Addictions</b>	<b>2-4-3</b>
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.		
<b>DAAC 2353</b>	<b>Substance Abuse Prevention II</b>	<b>2-2-3</b>
In-depth exploration of research, evaluation methods and best practices in prevention program design.		
<b>DAAC 2354</b>	<b>Dynamics of Group Counseling</b>	<b>2-4-3</b>
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.		
<b>DAAC 2367</b>	<b>Practicum (or Field Experience) – Substance Abuse/Addiction Counseling</b>	<b>0-22-3</b>
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 (N)

<b>DEMR 1301</b>	<b>Shop Safety and Procedures</b>	<b>3-3-3</b>
A study of shop safety, rules, basic shop tools, and test equipment.		
<b>DEMR 1306</b>	<b>Diesel Engine I</b>	<b>2-4-3</b>
An introduction to the basic principles of diesel engines and systems.		
<b>DEMR 1330</b>	<b>Steering and Suspension I</b>	<b>2-4-3</b>
A study of design, function, maintenance, and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components.		
<b>DEMR 1405</b>	<b>Basic Electrical Systems</b>	<b>2-7-4</b>
Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries. Prerequisites: DEMR 1306.		
<b>DEMR 1410</b>	<b>Diesel Engine Testing and Repair I</b>	<b>2-6-4</b>
An introduction to testing and repairing diesel engines including related systems specialized tools. Prerequisites: DEMR 1405.		
<b>DEMR 1416</b>	<b>Basic Hydraulics</b>	<b>2-7-4</b>
Fundamentals of hydraulics including components and related systems.		
<b>DEMR 1417</b>	<b>Basic Brake Systems</b>	<b>2-6-4</b>
Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting. Prerequisite: DEMR 1405.		
<b>DEMR 1423</b>	<b>Heating, Ventilation and Air Conditioning, Troubleshooting and Repair</b>	<b>2-7-4</b>
Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. Prerequisite: DEMR 1405.		
<b>DEMR 1447</b>	<b>Power Train II</b>	<b>3-3-4</b>
Continuation of fundamentals and theory of power train systems. Emphasis on disassembly, inspection, and repair of power train components.		
<b>DEMR 1449</b>	<b>Diesel Engine II</b>	<b>2-7-4</b>
An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. Prerequisites: DEMR 2434.		

---

**DEMR 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.

**DEMR 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 (N) 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 1491 Special Topics in Drafting and Design Technology/Technician General 2-4-4**  
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course will allow students to improve knowledge and skills in an area of interest or specialty through a research project.

**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: DFTG 1358, DFTG 1405, DFTG 1409, DFTG 1417, DFTG 2317, DFTG 2402, DFTG 2412, DFTG 2440 and ARCE 1452.

**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 (T)**

**DRAM 1120 Theatre Practicum I 0-1-1**  
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

**DRAM 1310 Theater Appreciation 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

<b>DRAM 1330</b>	<b>Stagecraft I</b>	<b>2-4-3</b>
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Prerequisite: None		
<b>DRAM 1341</b>	<b>Stage Makeup</b>	<b>2-4-3</b>
Design and execution of makeup for the stage performer. Includes discussion of basic makeup principles and practical experience of makeup application.		
<b>DRAM 1342</b>	<b>Costume Technology</b>	<b>2-4-3</b>
Introduction to the process and application of the fundamental skills of costume production, modification, and maintenance.		
<b>DRAM 1351</b>	<b>Acting I</b>	<b>2-4-3</b>
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. Prerequisite: None		
<b>DRAM 1352</b>	<b>Acting II</b>	<b>2-4-3</b>
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. Prerequisite: DRAM 1351 or Instructor Approval.		
<b>DRAM 2331</b>	<b>Stagecraft II</b>	<b>2-4-3</b>
Continued 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.		
<b>DRAM 2336</b>	<b>Voice for the Actor</b>	<b>3-0-3</b>
Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.		
<b>DRAM 2355</b>	<b>Script Analysis</b>	<b>3-0-3</b>
Examination of foundational skills for understanding the structure and content of play scripts for interpretation and conceptualization in theater productions by directors, designers, actors, and technicians. Introduces students to significant plays in the history of dramatic literature in the playwright's social and cultural context.		
<b>DRAM 2361</b>	<b>History of Theatre I</b>	<b>3-0-3</b>
Study of the history of theatre from primitive times through the Renaissance.		
<b>DRAM 2362</b>	<b>History of Theatre II</b>	<b>3-0-3</b>
Study of the history of the theatre from the Renaissance through today.		
<b>DRAM 2366</b>	<b>Film Appreciation</b>	<b>2-4-3</b>
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. Prerequisite: None		
<b>DRAM 2389</b>	<b>Academic Cooperative</b>	<b>2-4-3</b>
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.

<b>DSED 0300</b>	<b>College Study Skills</b>	<b>3-0-3</b>
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.		
<b>DSMA 0100</b>	<b>BASE NCBO Developmental Mathematics</b>	<b>1-0-1</b>
The BASE NCBO Developmental Mathematics supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college level mathematics courses. This intervention is designed specifically for students assessed at BASE levels 3-4 in the TSIA and must be part of a student's co-enrollment (co-requisite) in DSMA0300 Developmental Mathematics I. The intervention is a mainstreamed intensifier providing additional, just-in-time instructional support for the student's success in DSMA0300. Co-Requisite: DSMA 0300. Course requires a granted petition from the department; please email dev.studies@ctcd.edu for help.		

<b>DSMA 0101</b>	<b>Base NCBO Foundations of Algebra</b>	<b>1-0-1</b>
The BASE NCBO Developmental Mathematics supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This intervention is designed specifically for students assessed at BASE levels 3-4 in the TSIA and must be part of a student's co-enrollment in DSMA0491 NCBO Foundations of Algebra or DSMA0499 NCBO Developmental Mathematics. The intervention is a mainstreamed intensifier providing additional, just-in-time instructional support for the student's success in DSMA00491 or DSMA0499. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college level mathematics courses. Co-requisite: DSMA 0491 or DSMA 0499. Course requires a granted petition from the department; please email dev.studies@ctcd.edu for help.		
<b>DSMA 0190</b>	<b>NCBO STEM Intermediate Algebra Topic</b>	<b>0-1-1</b>
NCBO STEM Intermediate Algebra Topics is designed to help students successfully complete their freshman level STEM mathematics in one term. This is accomplished through just-in-time interventions that use innovative learning approaches that, compared to traditional lecture-only classes, more effectively and efficiently prepare students to advance to PreCalculus. This course specifically focuses on the algebra concepts necessary for the student to complete their first level STEM mathematics concurrently to include relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Prerequisite: Department approval required.		
<b>DSMA 0300</b>	<b>Developmental Mathematics I</b>	<b>4-0-3</b>
Developmental Mathematics I is designed to help students make the transition from arithmetic to algebra. The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. Additional topics include order of operations, problem solving with sales tax, commission, discounts, compound interest, etc. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for other developmental or college-level courses. This course is required for students who have not achieved a passing score on the TSI Assessment. Successful completion of this course fulfills the prerequisite for the next higher developmental or co-requisite course run concurrently with the college-level mathematics course. This course has no prerequisite. Course requires a granted petition from the department; please email dev.studies@ctcd.edu for help.		
<b>DSMA 0394</b>	<b>NCBO Developmental Math for Statistics</b>	<b>3-0-3</b>
NCBO Developmental Math for Statistics is the developmental mathematics co-requisite course designed to be completed with MATH 1342 Elementary Statistical Methods concurrently. This is accomplished through developmental education interventions that use innovative learning approaches that, compared to traditional lecture-only classes, more effectively and efficiently prepare students to advance. This course specifically focuses on the concepts of Developmental Mathematics I & II necessary for the student to complete Elementary Statistical Methods concurrently. The course includes an in-depth study and application of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. Additional topics include: creating & interpreting graphs, solving & graphing linear equations and inequalities. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for other developmental or college-level courses. Concurrent Enrollment: MATH-1342		
<b>DSMA 0399</b>	<b>NCBO Developmental Mathematics</b>	<b>3-1-3</b>
This is a Non-Course-Based Option (NCBO) course, designed to accelerate the student through the developmental math. Emphasis is placed on those skills needed by the student to advance to a credit bearing mathematics course. This course is only offered in the evening in Summer.		
<b>DSMA 0491</b>	<b>NCBO Foundations of Algebra</b>	<b>5-1-4</b>
This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through Developmental Math. This course is designed specifically for those students that can be successful in the lower levels of the mathematics sequence in a faster paced setting but still need the lecture component of the course. This course will develop the students' skills starting with arithmetic through basic algebra to include graphing and operations of polynomials. Lecture class: Students will be required to complete 16 hours in a computer lab outside of regular class time. Course requires a granted petition from the department; please email dev.studies@ctcd.edu for help.		
<b>DSMA 0492</b>	<b>NCBO Beginning Algebra</b>	<b>3-1-4</b>
This is a Non-Course-Based (NCBO) course, designed specifically for students through the developmental math while being concurrently enrolled in Contemporary Mathematics (MATH 1332). Emphasis is placed on those skills needed by the student to be successful in a paired-class.		
<b>DSMA 0493</b>	<b>NCBO Intermediate Algebra</b>	<b>3-1-4</b>
This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through the developmental math while being concurrently enrolled in College Algebra (MATH 1314). Emphasis is placed on those skills needed by the student to be successful in a paired-course. 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.		
<b>DSMA 0499</b>	<b>NCBO Developmental Mathematics</b>	<b>5-1-4</b>
This is a Non-Course-Based-Option (NCBO) course, designed to accelerate the student through the developmental math. Emphasis is placed on those skills needed by the student to advance to a credit bearing mathematics course. Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course. Course requires a granted petition from the department; please email dev.studies@ctcd.edu for help.		
<b>DSRE 0302</b>	<b>Fundamentals of Reading I</b>	<b>3-0-3</b>
Fundamentals of Reading I (DSRE 0302) is a fundamental reading course designed to aid students in acquiring and improving the basic skills needed for reading college-level materials. Emphasis will be on word attack skills, vocabulary development, comprehension, fluency, and study and test-taking skills. <b>(Offered at locations that do not have a lab facility)</b> Prerequisite: Appropriate TSI score or TSI exemption or completion of the appropriate level of the Developmental studies course.		

---

**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)**

**DIRW 0200 Developmental Integrated Reading/Writing (BASE NCO) 2-0-2**  
The BASE NCBO Developmental Integrated Reading and Writing supports students in developing skills, strategies, and reasoning needed to succeed in English classes, including appropriate use of technology. Topics include the study of word attack skills, vocabulary development, comprehension, fluency, sentence and paragraph development, grammar and usage problems as they occur in the paragraphs, and study and test-taking skills. This intervention is designed specifically for students assessed at BASE levels 3-4 in the TSIA and must be part of a student's co-enrollment (co-requisite) in DSRE 0300 Developmental Reading I and/or DSWR 0301 Developmental Writing I. The intervention is a mainstreamed intensifier providing additional, just-in-time instructional support for the student's success in DSRE 0300 and/or DSWR 0301. This course will assist the student in developing the critical reading and academic writing skills necessary for college level English courses.

**DIRW 0403 Developmental Integrated Reading and Writing I 4-0-3**  
Developmental Integrated Reading and Writing I is designed to help students develop reading and writing skills necessary to read academic texts and write essays. This course supports students in developing skills, strategies, and reasoning needed to succeed in English classes, including appropriate use of technology. Topics include the study of word attack skills, vocabulary development, comprehension, fluency, sentence, paragraph, and essay development, grammar and usage problems as they occur in the essays, and study and test-taking skills. This course is designed specifically for students assessed at BASE levels 3-4 in the TSIA and must be part of a student's co-enrollment (co-requisite) in DIRW 0200 BASE NCBO Developmental Reading and Writing. This course will assist the student in developing the critical reading and academic writing skills necessary for college level English courses

**DIRW 0413 Developmental Integrated Reading and Writing II 3-1-4**  
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.

**DIRW 0493 NCBO Integrated Reading and Writing II 4-0-4**  
NCBO Integrated Reading and Writing is a fundamental English language course designed to aid the student in acquiring the basic skills needed for college level reading and writing. This is accomplished through developmental education interventions that combine to effectively and efficiently prepare students to advance into college credit courses. Emphasis will be placed on reading comprehension, which focuses on literal, critical, and affective understanding of a variety of texts; and essay development, which focuses on structure, style, and usage. Students will also gain an appreciation of rhetorical situations by focusing on a writer's awareness and application of purpose, audience and tone. DIRW 0493 is a corequisite for any credit bearing reading/writing intensive course (i.e. 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) 3-1-3**  
This course is for beginning-intermediate non-native speakers. It covers basic elements of English sentence structure and linguistic problem areas such as countable/uncountable nouns, articles, prepositions, phrasal verbs, word order, and simple sentence construction.

**DSLA 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.

<b>DSL A</b>	<b>0322</b>	<b>Academic Listening and Speaking II (ESOL)</b>	<b>4-1-3</b>
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.			
<b>DSL A</b>	<b>0323</b>	<b>Academic Listening and Speaking I</b>	<b>4-1-3</b>
This course, designed for beginning non-native speakers, moves students from aural language recognition to oral production through simple conversational dialogues and the use of dictation. This course focuses on fluency and accuracy. A laboratory is required.			
<b>DSL A</b>	<b>0330</b>	<b>Reading and Vocabulary III (ESOL)</b>	<b>4-1-3</b>
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.			
<b>DSL A</b>	<b>0332</b>	<b>Academic Listening and Speaking III (ESOL)</b>	<b>4-1-3</b>
In this course for advanced non-native speakers, students improve note taking, and oral reporting skills to prepare for college-level courses. Prerequisite: DSLA 0322.			
<b>DSL A</b>	<b>0340</b>	<b>Accent Reduction (ESOL)</b>	<b>3-1-3</b>
This course is designed for non-native speakers of English who, despite knowledge of English, experience difficulty in pronouncing words and phrases correctly. It consists of exercises to shape and articulate correct consonant and vowel sounds in words and phrases using English rhythm, intonation, and pitch patterns. This course will not result in accent-free speech, but it will improve the speaker's clarity and phrasing so that English speakers will more readily understand the non-native speaker. This course differs from DSLA 0323 in that it focuses on pronunciation rather than vocabulary acquisition. A laboratory is required. Prerequisites: DSLA 0323 Academic Listening and Speaking I. Offered on Central Campus only.			

## **ECON Economics (T)**

<b>ECON</b>	<b>2301</b>	<b>Principles of Macroeconomics</b>	<b>3-0-3</b>
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. TSI Skills: R.			
<b>ECON</b>	<b>2302</b>	<b>Principles of Microeconomics</b>	<b>3-0-3</b>
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. TSI Skills: R.			

## **EDUC Education (T) see also TECA**

<b>EDUC</b>	<b>1100</b>	<b>Learning Frameworks</b>	<b>1-0-1</b>
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.			
<b>EDUC</b>	<b>1301</b>	<b>Introduction to the Teaching Profession</b>	<b>3-1-3</b>
An enriched, integrated pre-service course and content experience that: provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and course must include a minimum of 16 contact hours of field experience in P-12 classrooms.			
<b>EDUC</b>	<b>2301</b>	<b>Introduction to Special Populations</b>	<b>3-1-3</b>
An enriched, integrated pre-service course and content experience that: provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301			

## **ELMT Computer Information Technology and Systems (N) see also BCIS, CETT, COSC, CPMT, IMED, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY**

<b>ELMT</b>	<b>2435</b>	<b>Certified Electronics Technician Training</b>	<b>3-3-4</b>
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. <i>Scheduled for December 2020 deactivation</i>			

---

## **ELPT Construction Technology (N)** see also CBFM, CNBT, CRPT, MBST, PFPB and WDWK

**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.

## **EMAP Public Administration/Homeland Security (N)** 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 Paramedicine(N)**

**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 1170 Rapid Patient Assessment (Europe only)** **1-0-1**  
The course is designed to train medical care providers to determine the seriousness of a patient's condition in the first few minutes of a patient encounter. It focuses on the "Sick not Sick" method of assessment; a systematic initial assessment aimed at recognizing life threatening conditions. The method is then applied to multiple scenarios.

**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 1271 Sports and Physical Training Injuries (Europe only)** **2-0-2**  
The course is designed for the pre-hospital care provider emphasizing musculoskeletal injuries incurred during physical activity. The course is designed to build upon and extend the knowledge gained by pre-hospital care providers during an Emergency Medical Technician certification course; or similar training.

**EMSP 1272 EMT-B Refresher (Europe only)** **2-0-2**  
The course is designed to refresh the Certified Emergency Medical Technician Basic with changes in trends; policies; and procedures. This course includes a review of basic knowledge and skills required to meet the National Registry of Emergency Medical Technician Basic Recertification. The course follows the Department of Transportation Emergency Medical Technician Refresher curriculum and the new education standards.

**EMSP 1273 Advanced Airway Management (Europe only)** **2-0-2**  
The anatomy and physiology of the respiratory system; the use of airway adjuncts; oxygen therapy; and airway care are reviewed. Then anatomical considerations and the steps in the performance of endotracheal and esophageal intubation in the adult are considered. Endotracheal intubation in the infant is presented. The steps to be followed in assisting a Paramedic during intubation are presented.

<b>EMSP 1291</b>	<b>Special Topics in Emergency Medical Technology/Technician</b>	<b>2-0-2</b>
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.		
<b>EMSP 1305</b>	<b>Emergency Care Attendant</b>	<b>1-4-3</b>
Preparation for certification as an Emergency Care Attendant (ECA)/Emergency Medical Responder (EMR).		
<b>EMSP 1338</b>	<b>Introduction to Advanced Practice</b>	<b>3-0-3</b>
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.		
<b>EMSP 1355</b>	<b>Trauma Management</b>	<b>2-3-3</b>
Knowledge and skills in the assessment and management of patients with traumatic injuries. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). Co-requisite: EMSP 1356 and EMSX 1355. See also admission requirements.		
<b>EMSP 1356</b>	<b>Patient Assessment and Airway Management</b>	<b>2-3-3</b>
Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). Co-requisite: EMSP 1355 and EMSX 1356. See also admission requirements.		
<b>EMSP 1391</b>	<b>Special Topics in Emergency Medical Technology/Technician</b>	<b>2-4-3</b>
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.		
<b>EMSP 1401</b>	<b>Emergency Medical Technician-Basic</b>	<b>2-7-4</b>
Preparation for certification as an Emergency Medical Technician (EMT). Upon successful completion of this course and EMSP 1160, students are eligible to take the exam to be certified as an Emergency Medical Technician by the Texas Department of State Health Services and/or National Registry of EMT. Prerequisite: Current CPR certification. Co-requisite: EMSX 1401. See also admission requirements.		
<b>EMSP 2135</b>	<b>Advanced Cardiac Life Support</b>	<b>1-0-1</b>
Theory and skills necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency.		
<b>EMSP 2143</b>	<b>Assessment Based Management</b>	<b>0-3-1</b>
A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Prerequisites: EMSP 2444, EMSP 2434 and EMSP 2263. See also admission requirements.		
<b>EMSP 2160</b>	<b>Clinical – Emergency Medical EMT Paramedic</b>	<b>0-3-1</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Co-requisite EMSP 2458. See also admission requirements.		
<b>EMSP 2164</b>	<b>Practicum-Emergency Medical Technology/Technician EMT Paramedic</b>	<b>0-10-1</b>
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Upon successful completion of this internship course, students are eligible to take the exam to be certified as a Paramedic by the National Registry and then apply for Paramedic certification by the Texas Department of State Health Services. Prerequisites: EMSP 2262 and EMSP 2263. See also admission requirements.		
<b>EMSP 2206</b>	<b>Emergency Pharmacology</b>	<b>2-0-2</b>
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Prerequisites: Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT). See also admission requirements.		
<b>EMSP 2262</b>	<b>Clinical-Emergency Medical Technology/Technician EMT Paramedic</b>	<b>0-10-2</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Upon successful completion of this course, EMSP 1356, EMSP 1355, EMSP 1338 and EMSP 2206, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. This course is designed to meet the clinical requirements for the Advanced EMT portion of the program. Prerequisites: EMSP 1356 and EMSP 1355. Co-requisites: EMSP 2444 and EMSP 2434. See also admission requirements.		
<b>EMSP 2263</b>	<b>Clinical-Emergency Medical Technology/Technician EMT Paramedic</b>	<b>0-10-2</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Upon successful completion of this course, EMSP 2330, EMSP 2305, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2262. Co-requisites: EMSP 2330, EMSP 2305, and EMSP 2143. See also admission requirements.		
<b>EMSP 2300</b>	<b>Methods of Teaching Emergency Medical Service</b>	<b>2-2-3</b>
Focuses on instructional preparation, presentation, and evaluation, also essential knowledge, skills, and practices required to provide quality EMS educational programs applicable to the adult learner.		

<b>EMSP 2305</b>	<b>EMS Operations</b>	<b>3-0-3</b>
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Upon successful completion of this course, EMSP 2263, EMSP 2330, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2444, EMSP 2262 and EMSP 2434. Co-requisites: EMSP 2330, EMSP 2263, and EMSP 2143. See also admission requirements.		
<b>EMSP 2330</b>	<b>Special Populations</b>	<b>2-2-3</b>
Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. Upon successful completion of this course, EMSP 2263, EMSP 2305, and EMSP 2143, students are eligible to enter their Field Internship (EMSP 2164). Prerequisites: EMSP 2444, EMSP 2262 and EMSP 2434. Co-requisites: EMSP 2305, EMSP 2263, EMSP 2143 and EMSX 2330. See also admission requirements.		
<b>EMSP 2434</b>	<b>Medical Emergencies</b>	<b>3-3-4</b>
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Upon successful completion of this course, EMSP 2444, EMSP 2206, EMSP 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 and EMSP 1356. Co-requisites: EMSP 2444, EMSP 2262, EMSP 1338 and EMSX 2434. See also admission requirements.		
<b>EMSP 2444</b>	<b>Cardiology</b>	<b>3-3-4</b>
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 and EMSP 1356. Co-requisites: EMSP 2434, EMSP 2262 and EMSX 2444. See also admission requirements.		
<b>EMSP 2458</b>	<b>Critical Care Paramedic</b>	<b>3-3-4</b>
Prepares healthcare personnel to function as members of a critical care transport team. Co-requisite: EMSP 2160. See also admission requirements.		

## ENGL English (T)

<b>ENGL 1301</b>	<b>Composition I</b>	<b>3-0-3</b>
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. TSI Skills: R, W.		
<b>ENGL 1302</b>	<b>Composition II</b>	<b>3-0-3</b>
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.		
<b>ENGL 2307</b>	<b>Creative Writing I</b>	<b>3-0-3</b>
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. TSI Skills: R, W.		
<b>ENGL 2311</b>	<b>Technical and Business Writing</b>	<b>3-0-3</b>
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.		
<b>ENGL 2322</b>	<b>British Literature I</b>	<b>3-0-3</b>
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.		
<b>ENGL 2323</b>	<b>British Literature II</b>	<b>3-0-3</b>
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.		
<b>ENGL 2327</b>	<b>American Literature I</b>	<b>3-0-3</b>
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.		

<b>ENGL 2328</b>	<b>American Literature II</b>	<b>3-0-3</b>
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.		
<b>ENGL 2332</b>	<b>World Literature I</b>	<b>3-0-3</b>
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.		
<b>ENGL 2333</b>	<b>World Literature II</b>	<b>3-0-3</b>
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 (T)

<b>ENGR 1201</b>	<b>Introduction to Engineering</b>	<b>2-0-2</b>
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.		
<b>ENGR 1304</b>	<b>Engineering Graphics I</b>	<b>3-0-3</b>
Introduction to computer-aided drafting using CAD software and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. Prerequisite: Math 1314		
<b>ENGR 2301</b>	<b>Engineering Mechanics – Statics</b>	<b>3-0-3</b>
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.		
<b>ENGR 2302</b>	<b>Engineering Mechanics – Dynamics</b>	<b>3-0-3</b>
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.		
<b>ENGR 2305</b>	<b>Electrical Circuits I</b>	<b>3-0-3</b>
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 2413 with a grade of "C" or above. Co-requisite: MATH 2414 with a grade of "C" or above.		
<b>ENGR 2332</b>	<b>Mechanics of Materials</b>	<b>3-0-3</b>
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 (T)

<b>ENVR 1401</b>	<b>Environmental Science I</b>	<b>3-3-4</b>
A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Laboratory activities will 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 (N) see also AGRI

<b>FDST 1323</b>	<b>Principles of Viticulture I</b>	<b>2-3-3</b>
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.		
<b>FDST 2320</b>	<b>Principles of Viticulture II</b>	<b>2-3-3</b>
Principles and practices of grapevine production, including vineyard establishment, vine training and pruning, canopy management, nutrient and water.		

---

## FIRT Fire Protection (N)

<b>FIRT</b>	<b>1301</b>	<b>Fundamentals of Fire Protection</b>	<b>3-0-3</b>
Orientation to the fire service, career opportunities, and related fields. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.			
<b>FIRT</b>	<b>1303</b>	<b>Fire and Arson Investigation I</b>	<b>3-0-3</b>
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.			
<b>FIRT</b>	<b>1307</b>	<b>Fire Prevention Codes &amp; Inspections</b>	<b>3-0-3</b>
Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.			
<b>FIRT</b>	<b>1309</b>	<b>Fire Administration I</b>	<b>3-0-3</b>
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.			
<b>FIRT</b>	<b>1311</b>	<b>Fire Service Hydraulics</b>	<b>3-0-3</b>
Principles of the use of water in fire protection. Includes application of hydraulic principles to analyze and solve water supply problems. Not offered in Texas.			
<b>FIRT</b>	<b>1315</b>	<b>Hazardous Materials I</b>	<b>3-0-3</b>
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.			
<b>FIRT</b>	<b>1319</b>	<b>Firefighter Health and Safety</b>	<b>3-0-3</b>
Firefighter occupational safety and health in emergency and non-emergency situations. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.			
<b>FIRT</b>	<b>1338</b>	<b>Fire Protection Systems</b>	<b>3-0-3</b>
Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.			
<b>FIRT</b>	<b>1349</b>	<b>Fire Administration II</b>	<b>3-0-3</b>
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.			
<b>FIRT</b>	<b>2309</b>	<b>Firefighting Strategies and Tactics I</b>	<b>3-0-3</b>
Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of staffing and equipment to mitigate the emergency.			

## FREN French (T)

<b>FREN</b>	<b>1411</b>	<b>Beginning French I</b>	<b>4-2-4</b>
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
<b>FREN</b>	<b>1412</b>	<b>Beginning French II</b>	<b>4-2-4</b>
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: FREN 1411 with a grade of "C" or above.			
<b>FREN</b>	<b>2311</b>	<b>Intermediate French I</b>	<b>3-0-3</b>
This course includes grammar review, composition, and reading of French masterpieces, with conversation based on material read. Prerequisite: FREN 1411 and 1412 with a grade of "C" or above.			
<b>FREN</b>	<b>2312</b>	<b>Intermediate French II</b>	<b>3-0-3</b>
This course continues reading of French masterpieces and drill on syntax as needed for reading, composition, and conversation. Prerequisite: FREN 2311 with a grade of "C" or above.			

## GEOG Geography (T)

<b>GEOG</b>	<b>1301</b>	<b>Physical Geography</b>	<b>3-0-3</b>
This course introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment.			
<b>GEOG</b>	<b>1302</b>	<b>Human Geography</b>	<b>3-0-3</b>
This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender, and ethnicity.			

---

**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 (T)****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 (T)****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 (T)****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. TSI Skills: R.

**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. TSI Skills: R.

**GRPH Graphics and Printing Technology (N) 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 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.

---

<b>GRPH</b>	<b>2309</b>	<b>Digital Pre-press</b>	<b>2-4-3</b>
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.			
<b>GRPH</b>	<b>2338</b>	<b>Press Operations II</b>	<b>2-4-3</b>
Maintenance and operation of large sheet-fed offset press systems and production of process-color jobs with hairline registration. Prerequisite: GRPH 1309.			
<b>GRPH</b>	<b>2488</b>	<b>Internship - Graphics &amp; Printing Equipment Operator, General Production</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.			

## **HALT Agriculture (N) see also AGCR, AGEQ, AGMG and AGAH**

<b>HALT</b>	<b>1319</b>	<b>Landscape Construction</b>	<b>2-3-3</b>
Exploration of landscape construction materials and the methods used for installation. Topics on soil preparation, including wood, concrete, and masonry construction; and landscape lighting, including pools, spas, and general construction details.			
<b>HALT</b>	<b>1322</b>	<b>Landscape Design</b>	<b>2-3-3</b>
A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.			
<b>HALT</b>	<b>1324</b>	<b>Turf Grass Science and Management</b>	<b>2-3-3</b>
Coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.			
<b>HALT</b>	<b>1338</b>	<b>Irrigation Water Management and Conservation</b>	<b>2-3-3</b>
Application of the science of soil-water plant relations and climatic conditions to develop effective scheduling and management of irrigation water systems for residential, commercial, industrial, park, and golf courses. Water conservation issues, water policies and codes and other related matters will be discussed.			
<b>HALT</b>	<b>1345</b>	<b>Golf/Sports Field/Park Management</b>	<b>2-3-3</b>
Instruction in the management of golf courses, sports fields, and municipal parks departments. Topics include record keeping, budgeting, labor management, maintenance programs, financial reports, personnel management, and business functions.			
<b>HALT</b>	<b>1470</b>	<b>Horticulture – Home Gardening</b>	<b>2-3-4</b>
This course provides the student with the fundamental skills necessary for planting and maintaining vegetable gardens crops, from both a home gardening and a commercial level of production. Specific topics include studies of soils, fertilizer, water requirements, container gardening, hydroponics gardening, pest control, composting, and plant propagation.			
<b>HALT</b>	<b>2308</b>	<b>Greenhouse Management</b>	<b>2-3-3</b>
Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management.			

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

<b>HAMG</b>	<b>1313</b>	<b>Front Office Management</b>	<b>3-0-3</b>
Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation.			
<b>HAMG</b>	<b>1321</b>	<b>Introduction to the Hospitality Industry</b>	<b>3-0-3</b>
An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.			
<b>HAMG</b>	<b>1340</b>	<b>Hospitality Legal Issues</b>	<b>3-0-3</b>
A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws.			
<b>HAMG</b>	<b>1342</b>	<b>Guest Room Management</b>	<b>3-0-3</b>
A study of the working relationship among housekeeping, front office, and maintenance in the lodging industry.			
<b>HAMG</b>	<b>2301</b>	<b>Principles of Food and Beverage Operations</b>	<b>3-0-3</b>
An overview of food and beverage management in various hospitality environments. Emphasizes cost controls from procurement to marketing and sales.			
<b>HAMG</b>	<b>2307</b>	<b>Hospitality Marketing and Sales</b>	<b>3-0-3</b>
Identification of the core principles of marketing and sales in their impact on the hospitality industry.			
<b>HAMG</b>	<b>2332</b>	<b>Hospitality Financial Management</b>	<b>3-0-3</b>
Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.			

---

<b>HAMG</b>	<b>2337</b>	<b>Hospitality Facilities Management</b>	<b>3-0-3</b>
Identification of hospitality building systems and facilities; to include sustainability and risk management.			
<b>HAMG</b>	<b>2388</b>	<b>Internship - Hospitality Administration and Management</b>	<b>0-9-3</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Consent of the program coordinator.			

## **HART Heating, Air Conditioning and Refrigeration (N)**

<b>HART</b>	<b>1341</b>	<b>Residential Air Conditioning</b>	<b>2-4-3</b>
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisite or Co-requisite: HART 1401 and 1407.			
<b>HART</b>	<b>1401</b>	<b>Basic Electricity for HVAC</b>	<b>3-3-4</b>
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Prerequisite: department consent required.			
<b>HART</b>	<b>1403</b>	<b>Air Conditioning Control Principles</b>	<b>3-3-4</b>
A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. Prerequisite: HART 1401 and 1407.			
<b>HART</b>	<b>1407</b>	<b>Refrigeration Principles</b>	<b>3-3-4</b>
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Prerequisite: Department consent required.			
<b>HART</b>	<b>1445</b>	<b>Gas and Electric Heating</b>	<b>3-3-4</b>
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Prerequisite or Co-requisite HART 1401.			
<b>HART</b>	<b>2341</b>	<b>Commercial Air Conditioning</b>	<b>2-4-3</b>
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisites: HART 1401 and 1407.			
<b>HART</b>	<b>2342</b>	<b>Commercial Refrigeration</b>	<b>2-4-3</b>
Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Prerequisites: HART 1401 and 1407.			
<b>HART</b>	<b>2431</b>	<b>Advanced Electricity for HVAC</b>	<b>3-3-4</b>
Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices. Prerequisites: HART 1401, 1403, 1407 and 1445.			
<b>HART</b>	<b>2436</b>	<b>Air Conditioning Troubleshooting</b>	<b>3-3-4</b>
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: HART 1401, 1403, 1407 and 1445.			
<b>HART</b>	<b>2438</b>	<b>Air Conditioning Installation and Startup</b>	<b>3-3-4</b>
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Prerequisite or co-requisite: HART 1407.			
<b>HART</b>	<b>2445</b>	<b>Residential Air Conditioning System Design</b>	<b>3-3-4</b>
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Prerequisite: HART 1407.			
<b>HART</b>	<b>2449</b>	<b>Heat Pumps</b>	<b>3-3-4</b>
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Prerequisites: HART 1401, 1403, and 1407.			
<b>HART</b>	<b>2488</b>	<b>Internship - Heating, A/C, Ventilation and Refrigeration Maintenance Technology/ Technician (HAC, HACR)</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. Prerequisite: Department approval required.			

## **HIST History (T)**

<b>HIST</b>	<b>1301</b>	<b>United States History I</b>	<b>3-0-3</b>
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. TSI Skills: R, W.			

<b>HIST</b>	<b>1302</b>	<b>United States History II</b>	<b>3-0-3</b>
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. TSI Skills: R, W.			
<b>HIST</b>	<b>2301</b>	<b>Texas History</b>	<b>3-0-3</b>
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. TSI Skills: R, W.			
<b>HIST</b>	<b>2311</b>	<b>Western Civilization I</b>	<b>3-0-3</b>
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. TSI Skills: R, W.			
<b>HIST</b>	<b>2312</b>	<b>Western Civilization II</b>	<b>3-0-3</b>
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. TSI Skills: R, W.			
<b>HIST</b>	<b>2321</b>	<b>World Civilizations I</b>	<b>3-0-3</b>
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. TSI Skills: R, W.			
<b>HIST</b>	<b>2322</b>	<b>World Civilizations II</b>	<b>3-0-3</b>
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. TSI Skills: R, W.			
<b>HIST</b>	<b>2381</b>	<b>African-American History I</b>	<b>3-0-3</b>
A survey of the social, political, economic, cultural, and intellectual history of people of African descent in the formation and development of the United States to the Civil War/Reconstruction period. African American History I includes the study of African origins and legacy, trans-Atlantic slave trade, and the experiences of African Americans during Colonial, Revolutionary, Early National, Antebellum, and the Civil War/Reconstruction Eras. This course will enable students to understand African American history as an integral part of U.S. history. TSI Skills: R, W.			
<b>HIST</b>	<b>2382</b>	<b>African American History II</b>	<b>3-0-3</b>
A survey of the social, political, economic, cultural, and intellectual history of people of African descent in the United States from the Civil War/Reconstruction period to the present. African American History II examines segregation, disenfranchisement, civil rights, migrations, industrialization, world wars, the Harlem Renaissance and the conditions of African Americans in the Great Depression, Cold War and post-Cold War eras. This course will enable students to understand African American history as an integral part of U.S. history. TSI Skills: R, W.			
<b>HITT Office Technology (N) see also MDCA, POFI, POFM, and POFT</b>			
<b>HITT</b>	<b>1301</b>	<b>Health Data Content and Structure</b>	<b>2-4-3</b>
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.			
<b>HITT</b>	<b>1303</b>	<b>Medical Terminology II</b>	<b>2-4-3</b>
A continuation of the study of medical terms through word origin and structure, abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Prerequisite: HITT 1305 or equivalent.			
<b>HITT</b>	<b>1305</b>	<b>Medical Terminology I</b>	<b>2-4-3</b>
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.			
<b>HITT</b>	<b>1341</b>	<b>Coding and Classification Systems</b>	<b>2-4-3</b>
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.			
<b>HITT</b>	<b>1349</b>	<b>Pharmacology</b>	<b>2-4-3</b>
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Prerequisite: HITT 1305 or MDCA 1309 is a recommended prerequisite or co-requisite for this course.			

---

<b>HITT</b>	<b>2335</b>	<b>Coding and Reimbursement Methodologies</b>	<b>2-4-3</b>
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisites: HITT 1341 and HITT 1305. Recommended Co-requisite: POFM 2310.			
<b>HITT</b>	<b>2361</b>	<b>Clinical – Health Information/Medical Records Technology/Technician</b>	<b>0-9-3</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Completion of all first and second semester courses in the degree plan and departmental approval required.			

## **HLAB Histological Technician (N)**

<b>HLAB</b>	<b>1301</b>	<b>Introduction to Histotechnology</b>	<b>3-2-3</b>
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.			
<b>HLAB</b>	<b>1302</b>	<b>Histotechnology I</b>	<b>2-3-3</b>
Introduction to the basic theories and practices of histotechnology. Includes laboratory safety, fixation, tissue processing, embedding, microtomy and cryotomy, and routine staining.			
<b>HLAB</b>	<b>1305</b>	<b>Functional Histology I</b>	<b>3-3-3</b>
Recognition, composition, and function of cells, cell life cycles, blood, and basic tissue types.			
<b>HLAB</b>	<b>1443</b>	<b>Histotechnology II</b>	<b>3-3-4</b>
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.			
<b>HLAB</b>	<b>1446</b>	<b>Functional Histology II</b>	<b>3-3-4</b>
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.			
<b>HLAB</b>	<b>1460</b>	<b>Clinical - Histologic Technology/Histotechnologist I</b>	<b>0-24-4</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.			
<b>HLAB</b>	<b>2341</b>	<b>Registry Review</b>	<b>3-0-3</b>
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.			
<b>HLAB</b>	<b>2434</b>	<b>Histotechnology III</b>	<b>3-3-4</b>
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.			
<b>HLAB</b>	<b>2460</b>	<b>Clinical - Histologic Technology/Histotechnologist II</b>	<b>0-24-4</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis on employment skills, review of ethical and legal behavior, and professional development. Prerequisite: HLAB 1460.			

## **HMSY Public Administration/Homeland Security (N) see also EMAP**

<b>HMSY</b>	<b>1337</b>	<b>Introduction to Homeland Security</b>	<b>3-0-3</b>
Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.			
<b>HMSY</b>	<b>1338</b>	<b>Homeland Security Emergency Communications Management</b>	<b>3-0-3</b>
A study of public safety communication system interactions. Topics include political and policy basis of emergency management, technology, mitigation, and disaster recovery. Includes an overview of incident command systems, emergency management, mitigation for emergency managers, and individual and community disaster education.			
<b>HMSY</b>	<b>1340</b>	<b>Homeland Security Intelligence Operations</b>	<b>3-0-3</b>
A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, management of operations, classification, production and analysis, and assessment of threat vulnerability. Source development will be conducted.			
<b>HMSY</b>	<b>1341</b>	<b>Critical Infrastructure Protection</b>	<b>3-0-3</b>
Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures.			
<b>HMSY</b>	<b>1342</b>	<b>Understanding and Combating Terrorism</b>	<b>3-0-3</b>
Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.			

---

**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 (N) 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 (N) 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 (T)**

**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

## **IBUS International Business/Trade/Commerce (N)**

**IBUS 1301 Principles of Exports 3-0-3**  
Export management processes and procedures. Includes governmental controls and compliance, licensing of products, documentation, commercial invoices, and transportation. Emphasizes human and public relations, management of personnel, finance, and accounting procedures.

**IBUS 1302 Principles of Imports 3-0-3**  
Practices and processes of import management operations including such factors as government controls and compliance. Emphasizes the preparation and understanding of import documents such as customs invoices, packing lists, and commercial invoices.

**IBUS 1305 Introduction to International Business and Trade 3-0-3**  
The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

**IBUS 1341 Global Supply Chain Management 3-0-3**  
International purchasing or sourcing. Includes the advantages and the barriers of purchasing internationally, global sourcing, procurement technology, and purchasing processes. Emphasizes issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics.

**IBUS 2332 Global Business Simulation 3-0-3**  
A simulation of a global environment. Students will engage in business practice and theory. The simulation may include researching foreign business cultures and importing and exporting products. Emphasizes participation in all business decisions related to running a simulated company.

---

## **IFWA Hospitality Management (N)** 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 (N)** see also BCIS, CETT, COSC, CPMT, ELMT, 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.

## **ITAL Italian (T)**

**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 (N)** see also BCIS, CETT, COSC, CPMT, ELMT, IMED, ITNW, ITSC, ITSE, ITSW, ITSY

**ITCC 1314 CCNA 1: Introduction to Networks 2-4-3**  
IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

**ITCC 1344 CCNA 2: Switching, Routing and Wireless Essentials 2-4-3**  
Describes the architecture, components and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Prerequisite: ITCC 1314 or ITNW 1325

**ITCC 2420 CCNA 3: Enterprise Networking, Security, and Automation 3-3-4**  
Describes the architecture, components, operations and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasizes network security concepts and introduces network virtualization and automation. Prerequisite: ITCC 1344.

## **ITNW Computer Information Technology and Systems (N)** see also BCIS, CETT, COSC, CPMT, ELMT, IMED, ITCC, ITSC, ITSE, ITSW, ITSY

**ITNW 1308 Implementing and Supporting Client Operating Systems 2-4-3**  
The fundamentals of managing and configuring local, network, and distributed network clients. Topics may adapt to changes in industry practices. Prerequisites: ITNW 1325 or ITCC 1314 *Will be available for course offering January 2021*

**ITNW 1309 Fundamentals of Cloud Computing 2-4-3**  
Introduction to Cloud computing from a business and technical perspective, including Cloud concepts, services, architecture, system integration, connectivity, data center migration, administration, security, compliance and technical support. Coverage includes preparation for industry certifications. Topics may adapt to changes in industry practices. Prerequisites: None *Will be available for course offering January 2021*

**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 1325 Fundamentals of Networking Technologies 2-4-3**  
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Prerequisites: None

<b>ITNW 1336</b>	<b>Cloud Deployment and Infrastructure Management</b>	<b>2-4-3</b>
Focus on Cloud infrastructure, deployment, security models, and key considerations in migrating to Cloud computing. Includes the technologies and processes required to build on-premise and Cloud environments, including computation, storage, networking, virtualization, business continuity, security, and management. Prerequisite: ITNW 1309. <i>Will be available for course offering January 2021</i>		
<b>ITNW 1337</b>	<b>Introduction to the Internet</b>	<b>2-4-3</b>
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		
<b>ITNW 1345</b>	<b>Implementing Network Directory Services</b>	<b>2-4-3</b>
In-depth coverage of the skills necessary to install, configure, and administer Network Directory service. Prerequisites: ITNW1316 or concurrent enrollment.		
<b>ITNW 1454</b>	<b>Implementing and Supporting Servers</b>	<b>3-3-4</b>
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Prerequisites: 12 hours of CITS coursework with at least 9 hours of Network coursework (any combination of ITNW and/or ITCC).		
<b>ITNW 2427</b>	<b>Advanced Cloud Concepts</b>	<b>3-3-4</b>
Focus on enterprise Cloud architecture, with advanced topics including multi-Cloud platforms inclusive of computing, networking, storage, monitoring and database. Prerequisite: ITNW 1336 <i>Will be available for course offering January 2021</i>		
<b>ITNW 2488</b>	<b>Internship - Computer Systems Networking and Telecommunications</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 30 semester hours in computer science courses and consent of the Department Chair.		

## **ITSC Computer Information Technology and Systems (N) see also BCIS, CETT, COSC, CPMT, ELMT, IMED, ITCC, ITNW, ITSE, ITSW, ITSY**

<b>ITSC 1301</b>	<b>Introduction to Computers</b>	<b>3-1-3</b>
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. COSC 1301 is an acceptable substitution for this course. Prerequisites: None		
<b>ITSC 1309</b>	<b>Integrated Software Applications I</b>	<b>2-4-3</b>
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. BCIS 1305 is an acceptable academic substitution for this course. Prerequisites: None		
<b>ITSC 1316</b>	<b>Linux Installation and Configuration</b>	<b>2-4-3</b>
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.		
<b>ITSC 1325</b>	<b>Personal Computer Hardware</b>	<b>2-4-3</b>
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Prerequisites: None		
<b>ITSC 1415</b>	<b>Project Management Software</b>	<b>3-3-4</b>
Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools. Prerequisites: 6 semester hours in computer science courses.		
<b>ITSC 2325</b>	<b>Advanced Linux</b>	<b>2-3-3</b>
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.		
<b>ITSC 2439</b>	<b>Personal Computer Help Desk Support</b>	<b>3-3-4</b>
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Prerequisites: 21 hours of CITS coursework.		
<b>ITSC 2486</b>	<b>Internship - Computer and Information Sciences, General</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: 30 semester hours in computer science courses and consent of the Department Chair.		

## **ITSE Computer Information Technology and Systems (N) see also BCIS, CETT, COSC, CPMT, ELMT, IMED, ITCC, ITNW, ITSC, ITSW, ITSY**

<b>ITSE 1302</b>	<b>Computer Programming</b>	<b>2-4-3</b>
Introduction to computer programming including design, development, testing, implementation, and documentation. COSC 1336 is an acceptable academic substitution for this course. Prerequisite: ITSE 1329 or COSC 1315.		

---

**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.  
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.  
Prerequisites: None

**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.

## **ITSW Computer Information Technology and Systems (N) see also BCIS, CETT, COSC, CPMT, ELMT, IMED, 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 or ITSE 1359 or COSC 1315.

## **ITSY Computer Information Technology and Systems (N) see also BCIS, CETT, COSC, CPMT, ELMT, IMED, 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: 3 hours of Network coursework (ITNW or ITCC) or concurrent enrollment.

**ITSY 2345 Network Defense and Countermeasures 2-4-3**  
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 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: ITSC 1316 or ITNW 1325 or ITCC 1314 or concurrent enrollment with either.

**ITSY 2459 Security Assessment and Auditing 3-3-4**  
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) or departmental approval.

**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

## **KINE Kinesiology (T)**

**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 1120/1121 Tae Kwon Do 0-3-1**  
The purpose of this course is to introduce students to the Martial Art of TAE KWON DO, which involves physical activity as well as mental discipline.

**KINE 1122/1148 Kickboxing 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

<b>KINE 1125/1126 Physical Conditioning</b>	<b>0-3-1</b>
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.	
<b>KINE 1127/1128 Soccer</b>	<b>0-3-1</b>
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.	
<b>KINE 1132/1133 Swimming</b>	<b>0-3-1</b>
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).	
<b>KINE 1135/1136 Tennis</b>	<b>0-3-1</b>
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.	
<b>KINE 1137/1138 Volleyball</b>	<b>0-3-1</b>
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.	
<b>KINE 1139/1140 Water Fitness</b>	<b>0-3-1</b>
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.	
<b>KINE 1143/1144 Weight Training</b>	<b>0-3-1</b>
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.	
<b>KINE 1146/1147 Yoga</b>	<b>0-3-1</b>
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.	
<b>KINE 1149/1150 Jogging</b>	<b>0-3-1</b>
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.	
<b>KINE 2100/2104 Zoomba Cardio</b>	<b>0-3-1</b>
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.	
<b>KINE 2105/2106 Krav Self-Defense</b>	<b>0-3-1</b>
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.	
<b>KINE 2107/2108 Boot Camp</b>	<b>0-3-1</b>
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.	
<b>KINE 2109/2110 Eagle Fit</b>	<b>0-3-1</b>
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.	
<b>KINE 1301 Introduction to Physical Fitness &amp; Sport</b>	<b>3-0-3</b>
A course which introduces the student to the fields of health, physical education, and recreation. Emphasis on the scope and organization of professional activities, opportunities and qualifications of the professional physical educator. This course does not replace the physical activity course(s) requirement for the award of the Associate of Arts, Associate of Science or Associate of Applied Science degrees. Prerequisite: None.	
<b>KINE 1304 Personal/Community Health I</b>	<b>3-0-3</b>
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 or Associate of Applied Science degrees. Prerequisite: None.	
<b>KINE 1306 First Aid</b>	<b>3-0-3</b>
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 CPR and Basic Life Saving (BLS) 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 or Associate of Applied Science degrees. Prerequisite: None.	

---

<b>KINE</b>	<b>1308</b>	<b>Sports Officiating I</b>	<b>3-0-3</b>
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 or Associate of Applied Science degrees. Prerequisite: None.			
<b>KINE</b>	<b>1321</b>	<b>Coaching/Sports/Athletics I</b>	<b>3-0-3</b>
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 or Associate of Applied Science degrees. Prerequisite: None.			
<b>KINE</b>	<b>1338</b>	<b>Concepts of Physical Fitness – Personal Trainer – NCSF Trainer Certification Course</b>	<b>3-0-3</b>
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 ACSM-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 or Associate of Applied Science degrees. Prerequisite: KINE 1143.			

## **KORE Korean (T)**

<b>KORE</b>	<b>1411</b>	<b>Beginning Korean I</b>	<b>4-2-4</b>
This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.			
<b>KORE</b>	<b>1412</b>	<b>Beginning Korean II</b>	<b>4-2-4</b>
Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed. Prerequisite: KORE 1411 with a grade of "C" or above.			
<b>KORE</b>	<b>2311</b>	<b>Intermediate Korean I</b>	<b>3-0-3</b>
This course includes grammar review, composition, and reading with conversation based on material read. Prerequisite: KORE 1411 and 1412 with a grade of "C" or above.			
<b>KORE</b>	<b>2312</b>	<b>Intermediate Korean II</b>	<b>3-0-3</b>
This course continues reading and drill on syntax as needed for reading, composition, and conversation. Prerequisite: KORE 2311 with a grade of "C" or above.			

## **LGLA Paralegal/Legal Assistant (N)**

<b>LGLA</b>	<b>1301</b>	<b>Legal Research and Writing</b>	<b>3-0-3</b>
Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.			
<b>LGLA</b>	<b>1307</b>	<b>Introduction to Law and the Legal Profession</b>	<b>3-0-3</b>
Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.			
<b>LGLA</b>	<b>1317</b>	<b>Law Office Technology</b>	<b>3-0-3</b>
Computer technology and software applications within the law office emphasizing the paralegal's role in the use of law office technology. Prerequisite: Completion of BCIS 1305 or ITSC 1309 is recommended.			
<b>LGLA</b>	<b>1345</b>	<b>Civil Litigation</b>	<b>3-0-3</b>
Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes paralegal's role in civil litigation.			
<b>LGLA</b>	<b>1351</b>	<b>Contracts</b>	<b>3-0-3</b>
Presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.			
<b>LGLA</b>	<b>1353</b>	<b>Wills, Trust and Probate Administration</b>	<b>3-0-3</b>
Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.			
<b>LGLA</b>	<b>1355</b>	<b>Family Law</b>	<b>3-0-3</b>
Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.			
<b>LGLA</b>	<b>1372</b>	<b>National Security Law</b>	<b>3-0-3</b>
Emphasizes emerging issues of national security laws, terrorism and national security crimes, national security detentions and trials, military tribunals, and clandestine operations. It includes legal challenges to Intelligence Operations and Collection, as well as legal issues involved in detaining and interrogating terrorist suspects, and prosecution of accused terrorists and their supporters in criminal courts and before military tribunals.			
<b>LGLA</b>	<b>1391</b>	<b>Special Topics in Paralegal/Legal Assistance</b>	<b>3-0-3</b>
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.			

<b>LGLA 2303</b>	<b>Torts and Personal Injury Law</b>	<b>3-0-3</b>
Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.		
<b>LGLA 2311</b>	<b>Business Organizations</b>	<b>3-0-3</b>
Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role.		
<b>LGLA 2313</b>	<b>Criminal Law and Procedure</b>	<b>3-0-3</b>
Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.		
<b>LGLA 2321</b>	<b>Military Law</b>	<b>3-0-3</b>
Principles of operation and management of military law are presented as applicable to paralegals including detailed coverage of Uniform Code of Military Justice (UCMJ), claims, military administrative law, legal assistance, and civil law as it applies to the military.		
<b>LGLA 2333</b>	<b>Advanced Legal Document Preparation</b>	<b>3-0-3</b>
The use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law. Prerequisite: LGLA 1345.		
<b>LGLA 2335</b>	<b>Advanced Civil Litigation</b>	<b>3-0-3</b>
Implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills acquired in prior civil litigation courses. Prerequisite: LGLA 1345.		
<b>LGLA 2388</b>	<b>Internship- Paralegal/Legal Assistant</b>	<b>0-9-3</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.		

## **LMGT Logistics (N)**

<b>LMGT 1319</b>	<b>Introduction to Business Logistics</b>	<b>3-0-3</b>
A systems approach to managing activities associated with traffic, transportation, inventory management, warehousing, packaging, order processing, and materials handling.		
<b>LMGT 1321</b>	<b>Introduction to Materials Handling</b>	<b>3-0-3</b>
Introduces the concepts and principles of materials management to include inventory control and forecasting activities.		
<b>LMGT 1323</b>	<b>Domestic and International Transportation Management</b>	<b>3-0-3</b>
An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues.		
<b>LMGT 1325</b>	<b>Warehouse and Distribution Center Management</b>	<b>3-0-3</b>
Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time, and continuous replenishment.		

## **MATH Mathematics (T)**

<b>MATH 1314</b>	<b>College Algebra</b>	<b>3-0-3</b>
A study of relations and functions, polynomial functions and equations of degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, the binomial theorem, and mathematical induction. This course 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 or concurrent enrollment in DSMA 0493/NCBO Intermediate Algebra. TSI Skills: M.		
<b>MATH 1316</b>	<b>Plane Trigonometry</b>	<b>3-0-3</b>
Topics include trigonometric functions, radian and degree measure, circular functions, solving right and oblique triangle problems, deriving and verifying trigonometric identities, inverse trigonometric functions, and solving conditional equations. Prerequisites: Appropriate placement score or completion of the appropriate level of Developmental Studies course. TSI Skills: M.		
<b>MATH 1324</b>	<b>Mathematics for Business and Social Sciences</b>	<b>3-0-3</b>
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. TSI Skills: M.		
<b>MATH 1325</b>	<b>Calculus for Business and Social Sciences</b>	<b>3-0-3</b>
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I. Prerequisite: MATH 1324 or MATH 1414.		

<b>MATH 1332</b>	<b>Contemporary Mathematics (Quantitative Reasoning)</b>	<b>3-0-3</b>
Topics include sets, logic, number theory, geometric concepts, consumer finance, and an introduction to probability and statistics. Prerequisite: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course or concurrent enrollment in DSMA 0492/NCBO Beginning Algebra. This course is for non-mathematics, non-science, and non-business students. TSI Skills: M.		
<b>MATH 1342</b>	<b>Elementary Statistical Methods</b>	<b>3-0-3</b>
Topics include the collecting, organizing, and displaying of data; measures of central tendency, measures of variation, histograms, probability; probability distributions, binomial distributions, normal distributions, linear regression and their applications. Prerequisites: Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course or concurrent enrollment in DSMA 0394/NCBO Developmental Math for Statistics. TSI Skills: M.		
<b>MATH 1350</b>	<b>Mathematics for Teachers I</b>	<b>3-0-3</b>
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is the first semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of elementary analysis. Prerequisite: A grade of "C" or above in MATH 1314.		
<b>MATH 1351</b>	<b>Mathematics for Teachers II</b>	<b>3-0-3</b>
Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This is the second semester of a two-semester sequence designed for prospective elementary and middle school teachers. This course extends the foundational ideas of mathematics so that prospective elementary/middle school teachers have an explicit understanding of these concepts. Prerequisite: A grade of "C" or above in MATH 1314.		
<b>MATH 1414</b>	<b>College Algebra (Calculus Path)</b>	<b>4-0-4</b>
A study of relations and functions, polynomial functions and equations of degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, the binomial theorem, and mathematical induction. This course 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. TSI Skills: M.		
<b>MATH 2318</b>	<b>Linear Algebra</b>	<b>3-0-3</b>
Topics include finite dimensional vector spaces; linear transformations and matrices; quadratic forms; and eigenvalues and eigenvectors. Prerequisite: MATH 2414 with a grade of "C" or better within the last 5 years.		
<b>MATH 2320</b>	<b>Differential Equations</b>	<b>3-0-3</b>
First and second order differential equations and their applications. Laplace Transforms, Fourier Series, and their applications. Prerequisite: MATH 2414 with a grade of "C" or better.		
<b>MATH 2412</b>	<b>Precalculus Math</b>	<b>4-0-4</b>
Topics include applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Prerequisite: MATH 1414 with a grade of "C" or better within the last 5 years. (A previous study of trigonometry is helpful but not required.)		
<b>MATH 2413</b>	<b>Calculus I</b>	<b>4-0-4</b>
Calculus I is a first course in calculus which emphasizes limits and continuity; the Fundamental Theorem of Calculus; derivatives and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule; the mean value theorem; rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions; and an application to calculation of areas. Prerequisite: MATH 2412 with a grade of "C" or above.		
<b>MATH 2414</b>	<b>Calculus II</b>	<b>4-0-4</b>
Calculus II is a second course in calculus which emphasizes differentiation and integration techniques of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; and improper integrals. Prerequisite: MATH 2413 with a grade of "C" or better within the last 5 years.		
<b>MATH 2415</b>	<b>Calculus III</b>	<b>4-0-4</b>
Calculus III is a third course in calculus which emphasizes vectors and vector-valued functions; partial differentiation; Lagrange multipliers; multiple integrals; Jacobians; and application of the line integral which includes Green's Theorem, the Divergence Theorem, and Stoke's Theorem. Prerequisite: MATH 2414 with a grade of "C" or better within the last 5 years.		

## **MBST Construction Technology (N) see also CBFM, CNBT, CRPT, ELPT, PFPB and WDWK**

<b>MBST 1507</b>	<b>Masonry I</b>	<b>2-7-5</b>
Introduction to masonry including safety, tools and equipment, masonry materials, theory, terminology, federal and state guidelines, building plans, mortar mixing and spreading. Emphasis on the fundamentals of laying bricks and block. Prerequisite: CRPT 1429.		

## **MDCA Office Technology (N) see also HITT, POFI, POFM and POFT**

<b>MDCA 1302</b>	<b>Human Disease/Pathophysiology</b>	<b>2-4-3</b>
A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. Prerequisite or Co-requisite: HITT 1305 or MDCA 1309 is recommended.		

---

**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 (N)**

**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 3-1-2**  
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 2-2-2**  
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 (N) see also BMGT, BUSG and HRP0**

**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.

---

<b>MRKG 1311</b>	<b>Principles of Marketing</b>	<b>3-0-3</b>
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.		
<b>MRKG 2333</b>	<b>Principles of Selling</b>	<b>3-0-3</b>
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.		

## **MSMG Military Science Management (ROTC) (N)**

<b>MSMG 1201</b>	<b>Introduction to the Army</b>	<b>2-2-2</b>
This course focuses on introduction to the Army and basic soldier skills. It introduces Cadets to the Army and the Profession of Arms. Students will examine the Army Profession and what it means to be a professional in the U.S. Army. The overall focus is on developing basic knowledge and comprehension of the Army Leadership Requirements Model while gaining a complete understanding of the Reserve Officers' Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student. Cadets also begin learning map reading and land navigation. Students will have initial classes on field craft, first aid, individual/team movement techniques that will include a weekly three hour lab facilitated by MS III Cadets and supervised by MS IV's and cadre. This course is occupationally related and serves as preparation for careers in Leadership and as a United States Army Officer. Prerequisite: None		
<b>MSMG 1203</b>	<b>Foundations of Leadership</b>	<b>2-2-2</b>
This 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 critical thinking, time management, goal setting, and communication. Cadets learn the basics of the communications process and the importance for leader's to develop the essential skills to effectively communicate in the Army. Cadets will begin learning the basics of squad level tactics that will be reinforced during a three hour weekly lab facilitated by MS III Cadets, supervised by MS IVs and cadre. This course is occupationally related and serves as preparation for careers in Leadership and as a United States Army Officer. Prerequisite: None		
<b>MSMG 1310</b>	<b>Leadership and Ethics</b>	<b>2-2-3</b>
This course focuses on leadership and ethics. The course adds depth to the Cadets knowledge of the different leadership styles. Cadets will conduct a leadership analysis of famous leaders and self-assessment of their own leadership style. The Army Profession is also stressed through understanding values, ethics and how to apply both to different situations they may encounter as a leader. Army values and ethics and their relationship to the Law of Land Warfare and philosophy of military service are also stressed. Students are then required to apply their knowledge outside the classroom in a hands-on performance-oriented environment during a three hour weekly lab facilitated by MS III Cadets, supervised by MS IV's and cadre. This course is occupationally related and serves as preparation for careers in Leadership and as a United States Army Officer. Prerequisite: MSMG 1203.		
<b>MSMG 1312</b>	<b>Army Doctrine and Decision Making</b>	<b>2-2-3</b>
This course focuses on Army doctrine and decision making. The course begins with analytical techniques, creative thinking skills and the Army problem solving process as related to situations faced by leaders when making decisions. TLPs and OPORD will lead Cadets to an understanding of Army Doctrine and Symbolology. Squad tactics will be covered in classes on Unified Land Operations, Offensive Operations and Defensive Operations. Students are then required to apply their knowledge outside the classroom in a hands-on performance-oriented environment during a three hour weekly lab facilitated by MS III Cadets and supervised by cadre. This course is occupationally related and serves as preparation for careers in Leadership and as a United States Army Officer. Prerequisite: MSMG 1310.		

## **MSSG Massage Therapy (N)**

<b>MSSG 1105</b>	<b>Hydrotherapy/Therapeutic Modalities</b>	<b>1-1-1</b>
The use of accepted hydrotherapy and holistic healthcare modalities of external application of temperature for its reflexive effect.		
<b>MSSG 1109</b>	<b>Health and Hygiene</b>	<b>1-1-1</b>
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.		
<b>MSSG 1207</b>	<b>Business Practices and Professional Ethics</b>	<b>1-3-2</b>
The study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency.		
<b>MSSG 1371</b>	<b>Healthcare Communications</b>	<b>2-2-3</b>
This local needs course addresses massage therapy in three healthcare settings. Licensed Massage Therapy Instructors, working as part of a healthcare team in chiropractic, behavioral health and hospital settings, take students through the intricacies of massage therapy in these settings. This course includes SOAP Charting and an introduction to documentation for insurance claims.		
<b>MSSG 1411</b>	<b>Massage Therapy Fundamentals I</b>	<b>2-6-4</b>
Introduction to the theory and the application of skills necessary to perform basic massage skills. Prerequisite or Corequisite: MSSG 1413.		
<b>MSSG 1413</b>	<b>Anatomy and Physiology for Massage</b>	<b>3-3-4</b>
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.		
<b>MSSG 2101</b>	<b>Chair Massage</b>	<b>0-2-1</b>
Therapy and practice of chair massage using proper techniques for a variety of settings. Prerequisite or Corequisite: MSSG 1411.		

<b>MSSG 2130</b>	<b>Advanced Massage Therapy Techniques</b>	<b>0-2-1</b>
Advanced concepts of massage. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Prerequisite: MSSG 1105.		
<b>MSSG 2287</b>	<b>Internship – Massage Therapy/Therapeutic Massage</b>	<b>0-8-2</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: MSSG 1413, MSSG 1109, MSSG 1207, MSSG 1411, MSSG 2101, MSSG 2313, MSSG 1105, MSSG 2314, MSSG 2311, MSSG 2130 and MSSG 1371.		
<b>MSSG 2311</b>	<b>Massage Therapy Fundamental II</b>	<b>2-4-3</b>
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. Prerequisites: MSSG 1413 and MSSG 1411 Corequisite: MSSG 2313.		
<b>MSSG 2313</b>	<b>Kinesiology for Massage</b>	<b>2-2-3</b>
Applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. Includes theory and practice of functional muscle testing. Prerequisite: MSSG 1413.		
<b>MSSG 2314</b>	<b>Pathology for Massage</b>	<b>2-2-3</b>
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. Prerequisite: MSSG 1413.		

## MUAP Music Applied (T)

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
<b>MUAP 1137</b>	<b>Brass I</b>	None	<b>0-1-1</b>
<b>MUAP 1138</b>	<b>Brass II</b>	MUAP 1137	<b>0-1-1</b>
<b>MUAP 2237</b>	<b>Brass III</b>	MUAP 1138	<b>0-2-2</b>
<b>MUAP 2238</b>	<b>Brass IV</b>	MUAP 2237	<b>0-2-2</b>
<b>MUAP 1169</b>	<b>Piano I</b>	None	<b>0-1-1</b>
<b>MUAP 1170</b>	<b>Piano II</b>	MUAP 1169	<b>0-1-1</b>
<b>MUAP 2269</b>	<b>Piano III</b>	MUAP 1170	<b>0-2-2</b>
<b>MUAP 2270</b>	<b>Piano IV</b>	MUAP 2269	<b>0-2-2</b>
<b>MUAP 1157</b>	<b>Percussion I</b>	None	<b>0-1-1</b>
<b>MUAP 1158</b>	<b>Percussion II</b>	MUAP 1157	<b>0-1-1</b>
<b>MUAP 2257</b>	<b>Percussion III</b>	MUAP 1158	<b>0-2-2</b>
<b>MUAP 2258</b>	<b>Percussion IV</b>	MUAP 2257	<b>0-2-2</b>
<b>MUAP 1101</b>	<b>Strings I</b>	None	<b>0-1-1</b>
<b>MUAP 1102</b>	<b>Strings II</b>	MUAP 1101	<b>0-1-1</b>
<b>MUAP 2201</b>	<b>Strings III</b>	MUAP 1102	<b>0-2-2</b>
<b>MUAP 2202</b>	<b>Strings IV</b>	MUAP 2201	<b>0-2-2</b>
<b>MUAP 1181</b>	<b>Voice I</b>	None	<b>0-1-1</b>
<b>MUAP 1182</b>	<b>Voice II</b>	MUAP 1181	<b>0-1-1</b>
<b>MUAP 2281</b>	<b>Voice III</b>	MUAP 1182	<b>0-2-2</b>
<b>MUAP 2282</b>	<b>Voice IV</b>	MUAP 2281	<b>0-2-2</b>
<b>MUAP 1117</b>	<b>Woodwinds I</b>	None	<b>0-1-1</b>
<b>MUAP 1118</b>	<b>Woodwinds II</b>	MUAP 1117	<b>0-1-1</b>
<b>MUAP 2217</b>	<b>Woodwinds III</b>	MUAP 1118	<b>0-2-2</b>
<b>MUAP 2218</b>	<b>Woodwinds IV</b>	MUAP 2217	<b>0-2-2</b>

## MUEN Music (T)

**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 (T)

<b>MUSI 1116</b>	<b>Sight Singing and Ear Training I</b>	<b>1-1-1</b>
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.		
<b>MUSI 1117</b>	<b>Sight Singing and Ear Training II</b>	<b>1-1-1</b>
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.		
<b>MUSI 1181</b>	<b>Piano Class I</b>	<b>1-1-1</b>
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.		
<b>MUSI 1183</b>	<b>Voice Class I</b>	<b>1-1-1</b>
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.		
<b>MUSI 1188</b>	<b>Percussion Class I</b>	<b>1-1-1</b>
Class instruction in the fundamental techniques of playing and teaching percussion instruments. Prerequisite: None.		
<b>MUSI 1192</b>	<b>Guitar Class I</b>	<b>1-1-1</b>
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.		
<b>MUSI 1303</b>	<b>Fundamentals of Music</b>	<b>3-0-3</b>
This course is to lay the foundation for music literacy. Introduction to the basic elements of music theory, including scales, intervals, keys, triads, elementary ear training, notation, meter, and rhythm. Courses does not apply to a music major degree.		
<b>MUSI 1306</b>	<b>Music Appreciation</b>	<b>3-0-3</b>
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.		
<b>MUSI 1307</b>	<b>Music Literature</b>	<b>3-0-3</b>
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.		
<b>MUSI 1311</b>	<b>Music Theory I</b>	<b>3-0-3</b>
A continuation of Music Fundamentals. Harmonic progressions, seventh chords, cadences, pentatonic, and modal scales with an introduction to four-part writing. Prerequisite: Placement exam by the instructor. This course should be taken concurrently with MUSI 1116. This course is required for music majors.		
<b>MUSI 1312</b>	<b>Music Theory II</b>	<b>3-0-3</b>
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.		
<b>MUSI 2116</b>	<b>Sight Singing and Ear Training III</b>	<b>1-1-1</b>
A continuation of Sight Singing and Ear Training II. Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures This course should be taken concurrently with MUSI 2312. This is a required course for music majors. Prerequisite: MUSI 1116		
<b>MUSI 2117</b>	<b>Sight Singing and Ear Training IV</b>	<b>1-1-1</b>
A continuation of Sight Singing and Ear Training III. Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony This course should be taken concurrently with MUSI 2312. This is a required course for music majors. Prerequisite: MUSI 2116		
<b>MUSI 2311</b>	<b>Music Theory III</b>	<b>3-0-3</b>
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.		
<b>MUSI 2312</b>	<b>Music Theory IV</b>	<b>3-0-3</b>
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.		
<b>MUSI 2389</b>	<b>Academic Cooperative</b>	<b>2-4-3</b>
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.		

---

## **PFPB Construction Technology (N)** *see also CBFM, CNBT, CRPT, ELPT, MBST and WDWK*

**PFPB 2409 Residential Const. Plumbing I** **3-3-4**  
Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home.

**PFPB 2445 Residential Const. Plumbing II** **3-3-4**  
Installation of residential plumbing fixtures used in single- and multi-family housing. Prerequisite: PFPB 2409.

## **PHIL Philosophy (T)**

**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. TSI Skills: R.

**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. TSI Skills: R.

**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. TSI Skills: R.

**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 (T)**

**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. TSI Skills: M.

**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. TSI Skills: M.

**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 (N)

<b>PLAB 1323</b>	<b>Phlebotomy</b>	<b>2-2-3</b>
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.		
<b>PLAB 1391</b>	<b>Special Topics in Phlebotomy/Phlebotomist</b>	<b>3-3-3</b>
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.		
<b>PLAB 1460</b>	<b>Clinical: Phlebotomy/Phlebotomist</b>	<b>0-12-4</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.		

## POFI Office Technology (N) **see also HITT, MDCA, POFM and POFT**

<b>POFI 1301</b>	<b>Computer Applications I</b>	<b>2-4-3</b>
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.		
<b>POFI 1349</b>	<b>Spreadsheets</b>	<b>2-4-3</b>
Skill development in concepts, procedures, and application of spreadsheets. Prerequisite: POFI 1301.		
<b>POFI 2301</b>	<b>Word Processing</b>	<b>2-4-3</b>
Word processing software focusing on business applications. Prerequisite: POFT 1329 with a minimum grade of "C".		
<b>POFI 2331</b>	<b>Desktop Publishing</b>	<b>2-4-3</b>
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.		
<b>POFI 2386</b>	<b>Internship - Business/Office Automation/Technology/Data Entry</b>	<b>0-9-3</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.		

## POFM Office Technology (N) **see also HITT, MDCA, POFI and POFT**

<b>POFM 1302</b>	<b>Medical Software Applications</b>	<b>2-4-3</b>
Medical software applications for the management and operation of health care information systems. Keyboarding proficiency recommended.		
<b>POFM 1317</b>	<b>Medical Administrative Support</b>	<b>2-4-3</b>
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.		
<b>POFM 1327</b>	<b>Medical Insurance</b>	<b>2-4-3</b>
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.		
<b>POFM 2310</b>	<b>Intermediate Medical Coding</b>	<b>2-4-3</b>
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.		
<b>POFM 2386</b>	<b>Internship - Medical Administrative/Executive Assistant and Medical Secretary</b>	<b>0-9-3</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Departmental approval required upon completion of certificate requirements.		

## POFT Office Technology (N) **see also HITT, MDCA, POFI and POFM**

<b>POFT 1301</b>	<b>Business English</b>	<b>2-4-3</b>
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding skills recommended.		
<b>POFT 1307</b>	<b>Proofreading and Editing</b>	<b>2-3-3</b>
Instruction in proofreading and editing skills necessary to assure accuracy in business documents.		

<b>POFT 1309</b>	<b>Administrative Office Procedures I</b>	<b>2-4-3</b>
Study of current office procedures, duties and responsibilities applicable to an office environment.		
<b>POFT 1319</b>	<b>Records and Information Management I</b>	<b>2-4-3</b>
Introduction to basic records and information management systems including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.		
<b>POFT 1325</b>	<b>Business Math Using Technology</b>	<b>2-4-3</b>
Skills development in business math problem solving using technology.		
<b>POFT 1329</b>	<b>Beginning Keyboarding</b>	<b>2-4-3</b>
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.		
<b>POFT 1349</b>	<b>Administrative Office Procedures II</b>	<b>2-4-3</b>
In-depth coverage of office procedures with emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1301, POFT 1329, POFT 1309 and concurrent enrollment in or completion of second year office technology courses recommended.		
<b>POFT 2312</b>	<b>Business Correspondence and Communication</b>	<b>2-4-3</b>
Development of writing and presentation skills to produce effective business communications. Prerequisites: POFT 1301 or ENGL 1301.		
<b>POFT 2333</b>	<b>Advanced Keyboarding</b>	<b>2-4-3</b>
A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Prerequisite: POFT 1329 and POFT 2301.		
<b>POFT 2386</b>	<b>Internship - Administrative Assistant and Secretarial Science, General</b>	<b>0-9-3</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.		

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

<b>PSTR 1301</b>	<b>Fundamentals of Baking</b>	<b>2-4-3</b>
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.		
<b>PSTR 1302</b>	<b>Cake Baking and Production</b>	<b>2-4-3</b>
Principles and techniques of cake production. Emphasizes ingredient identification, functions, mixing, and baking. Prerequisite: PSTR 1301.		
<b>PSTR 1305</b>	<b>Breads and Rolls</b>	<b>2-4-3</b>
Concentration on fundamentals of chemically and yeast raised breads and rolls. Instruction on commercial preparation of a wide variety of products.		
<b>PSTR 1306</b>	<b>Cake Decorating I</b>	<b>2-4-3</b>
Introduction to skills, concepts and techniques of cake decorating.		
<b>PSTR 2307</b>	<b>Cake Decorating II</b>	<b>1-5-3</b>
A course in decoration of specialized and seasonal products. Prerequisite: PSTR 1306.		
<b>PSTR 2331</b>	<b>Advanced Pastry Shop</b>	<b>2-4-3</b>
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.		
<b>PSTR 2350</b>	<b>Wedding Cakes</b>	<b>1-5-3</b>
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 (T)**

<b>PSYC 1300</b>	<b>Learning Framework</b>	<b>3-0-3</b>
A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) 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.		
<b>PSYC 2301</b>	<b>General Psychology</b>	<b>3-0-3</b>
Survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. TSI Skills: R.		

---

<b>PSYC</b>	<b>2308</b>	<b>Child Psychology</b>	<b>3-0-3</b>
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. TSI Skills: R.			
<b>PSYC</b>	<b>2314</b>	<b>Life Span Growth and Development</b>	<b>3-0-3</b>
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. TSI Skills: R.			
<b>PSYC</b>	<b>2315</b>	<b>Psychology of Adjustment</b>	<b>3-0-3</b>
Study of the processes involved in adjustment of individuals to their personal and social environments. TSI Skills: R.			
<b>PSYC</b>	<b>2316</b>	<b>Psychology of Personality</b>	<b>3-0-3</b>
The study of various approaches to determinants, development, and assessment of personality. TSI Skills: R.			

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

<b>PSYT</b>	<b>1309</b>	<b>Health Psychology</b>	<b>2-2-3</b>
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.			
<b>PSYT</b>	<b>1429</b>	<b>Interviewing and Communication Skills</b>	<b>3-3-4</b>
This course provides instruction for the development of interviewing and communication skills in professional relationships. Students are encouraged to explore personal issues which may affect their ability to remain objective in the clinical setting. Demonstration of skills learned serves as an integral part of the lab process. Recommended: to be taken in the first semester.			
<b>PSYT</b>	<b>2321</b>	<b>Crisis Intervention</b>	<b>2-2-3</b>
Examination of crisis management and intervention theories in assisting clients in crisis situations. This course introduces assessment skills and techniques in rating the severity of crisis in three areas; affective, cognitive and behavioral.			
<b>PSYT</b>	<b>2331</b>	<b>Abnormal Psychology</b>	<b>2-2-3</b>
An examination and assessment of the symptoms, etiology, and treatment procedures of mental, emotional, and behavioral disorders. Attention is paid to diagnostic criteria, predisposing factors, and dual diagnosis. Recommended prerequisite: PSYC 2301.			
<b>PSYT</b>	<b>2345</b>	<b>Principles of Behavior Management and Modification</b>	<b>2-2-3</b>
An analysis of behavior management and cognitive theories and techniques with emphasis on their applications. Topics covered include basic principles of behavior and behavior change, procedures to establish new behaviors, and procedures to increase desirable behaviors and decrease undesirable behaviors. Genetic, cultural, environmental, and social factors will be considered, as well as predisposing factors, perceptions, and prior learning.			

## **RBTC Robotics (N)**

<b>RBTC</b>	<b>1301</b>	<b>Programmable Logic Controllers</b>	<b>3-0-3</b>
A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.			
<b>RBTC</b>	<b>1305</b>	<b>Robotic Fundamentals</b>	<b>3-0-3</b>
An introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems.			
<b>RBTC</b>	<b>1343</b>	<b>Robotics</b>	<b>3-0-3</b>
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.			
<b>RBTC</b>	<b>1345</b>	<b>Robot Interfacing</b>	<b>2-4-3</b>
A study of the basic principles of robot controllers, controller input/output, memory, and interfacing with computer integrated manufacturing.			
<b>RBTC</b>	<b>1347</b>	<b>Electro-Mechanical Devices</b>	<b>3-0-3</b>
A study of electro-mechanical devices found in robotic systems. Includes transformers, switches, and solid state relays.			
<b>RBTC</b>	<b>1351</b>	<b>Robotics Mechanisms</b>	<b>3-0-3</b>
The application of principles and the calculation of practical problems involving four bar linkages, cams, gears, and gear trains. Topics include vector quantities, angular displacement, motion concepts, velocities, and motions.			
<b>RBTC</b>	<b>1355</b>	<b>Sensors</b>	<b>3-0-3</b>
Study of basic principles of industrial sensors for automated systems. Emphasis on the operation and application of position, rate, proximity, opto-electronics, ranging, and pressure switches.			

---

<b>RBTC</b>	<b>1391</b>	<b>Special Topics in Robotics Technology/Technician</b>	<b>3-0-3</b>
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.			
<b>RBTC</b>	<b>2339</b>	<b>Robot Programming and Diagnostics</b>	<b>3-0-3</b>
Emphasis on the programming of industrial robots, the development of programming techniques, and the diagnosis of faults in systems.			
<b>RBTC</b>	<b>2345</b>	<b>Robot Application, Set-up, and Testing</b>	<b>2-4-3</b>
A capstone course that provides the student with laboratory experience in the installation, set-up, and testing of robotic cells. Topics include maintenance.			

## **RELE Real Estate (N)**

<b>RELE</b>	<b>1200</b>	<b>Contract Forms and Addenda</b>	<b>2-0-2</b>
Promulgated Contract Forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms and case studies involving use of forms. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.			
<b>RELE</b>	<b>1219</b>	<b>Real Estate Finance</b>	<b>2-0-2</b>
Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.			
<b>RELE</b>	<b>1303</b>	<b>Real Estate Appraisal</b>	<b>3-0-3</b>
A study of the central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting.			
<b>RELE</b>	<b>1311</b>	<b>Law of Contracts</b>	<b>3-0-3</b>
Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.			
<b>RELE</b>	<b>1315</b>	<b>Property Management</b>	<b>3-0-3</b>
A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.			
<b>RELE</b>	<b>1325</b>	<b>Real Estate Mathematics</b>	<b>3-0-3</b>
Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements.			
<b>RELE</b>	<b>1406</b>	<b>Real Estate Principles</b>	<b>4-0-4</b>
An overview of licensing as a real estate broker and salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community real estate principles reinvestment. This course meets the Texas Real Estate Licensing Act (TRELA) requirements for a core course on Real Estate principles. Fulfills the 60-hour requirement for salesperson license.			
<b>RELE</b>	<b>2301</b>	<b>Law of Agency</b>	<b>3-0-3</b>
A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of agency. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate Agency Law.			
<b>RELE</b>	<b>2488</b>	<b>Internship- Real Estate</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: RELE 1311, 1406, 2301, and consent of the Department Chair.			
<b>RELE</b>	<b>2489</b>	<b>Internship- Real Estate</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: RELE 2488 or BMGT 2488 or BMGT 2370 and consent of the Department Chair.			

## **RNSG Nursing (N) see also HPRS**

<b>RNSG</b>	<b>1115</b>	<b>Health Assessment</b>	<b>0-3-1</b>
Development of skills and techniques required for a comprehensive nursing health assessment within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community will be included throughout the course. Prerequisite: HPRS 2300, BIOL 2401, BIOL 2420, ENGL 1301. Co-requisite: RNSG 1413, RNSG 1262, BIOL 2402.			

<b>RNSG 1229</b>	<b>Integrated Nursing Skills II</b>	<b>1-2-2</b>
Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse patients across the life span. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. 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.		
<b>RNSG 1262</b>	<b>Clinical-Nursing I (RN Training)</b>	<b>0-9-2</b>
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The concepts of communication, caring, community, and clinical reasoning are used throughout the course. Prerequisites: BIOL 2401, BIOL 2420, ENGL 1301, HPRS 2300. Co-requisites: RNSG 1115, RNSG 1413, BIOL 2402.		
<b>RNSG 1331</b>	<b>Principles of Clinical Decision-Making</b>	<b>2-3-3</b>
Examination of selected principles related to the continued development of the professional nurse as a provider of patient- centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes; perioperative care; pain; respiratory disorders; peripheral vascular disorders; immunologic disorders; and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. The concepts of communication, caring, community, and clinical reasoning are used throughout the course. Prerequisite: ENGL 1301, HPRS 2300, BIOL 2401, BIOL 2402, BIOL 2420, RNSG 1115, RNSG 1413, RNSG 1262. Co-requisites: PSYC 2301, RNSG 2213, RNSG 1363. Articulation Option Perquisites: RNSG 1229, HPRS 2300, PSYC 2301, ENG 1301, BIOL 2401, BIOL 2402, BIOL 2420. Articulation Option Co-requisites: RNSG 2213, RNSG 1363, PSYC 2314.		
<b>RNSG 1347</b>	<b>Concepts of Clinical Decision-Making</b>	<b>2-3-3</b>
Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of patient- centered care, patient safety advocate, member 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 or communication, caring, community, and clinical reasoning are used throughout the course. Prerequisites: PSYC 2301, RNSG 1331, RNSG 2213, RNSG 1363. Co-requisites: RNSG 1412, PSYC 2314, RNSG 2362. Articulation Option Prerequisite: PSYC 2314.		
<b>RNSG 1363</b>	<b>Clinical -Nursing II</b>	<b>0-18-3</b>
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The concepts of communication, caring, community, and 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.		
<b>RNSG 1412</b>	<b>Nursing Care of Childbearing and Childrearing Family</b>	<b>3-3-4</b>
Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application or systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childbearing family from birth to adolescence; and competency in knowledge, judgment, skill and professional values within a legal/ethical framework. This course lends itself to a blocked approach. 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.		
<b>RNSG 1413</b>	<b>Foundations for Nursing Practice</b>	<b>2-7-4</b>
Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision- making and critical thinking. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community, and clinical reasoning are included throughout the course. Prerequisite: BIOL 2401, BIOL 2420, ENGL 1301, HPRS 2300. Co-requisites: RNSG 1262, RNSG 1115, BIOL 2402.		
<b>RNSG 2213</b>	<b>Mental Health Nursing</b>	<b>1-3-2</b>
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families. The concepts of communication, caring, community, and clinical reasoning will be included throughout the course. This course lends itself to a blocked approach. Prerequisites: BIOL 2402, RNSG 1115, RNSG1413, RNSG 1262. Co-requisites: RNSG 1331, RNSG 1363, PSYC 2301. Articulation Option Prerequisites: RNSG 1229, HPRS 2300, BIOL 2402, BIOL 2420. Articulation Option Co-requisites: RNSG 1363, RNSG 1331, PSYC 2314.		
<b>RNSG 2221</b>	<b>Professional Nursing Leadership and Management</b>	<b>1-3-2</b>
Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community and clinical reasoning will be included throughout the course. Prerequisites: RNSG 1347, RNSG 1412, RNSG 2362, PSYC2314. Co-requisites: RNSG 2331, RNSG 2363, ELCT.		
<b>RNSG 2331</b>	<b>Advanced Concepts in Adult Health</b>	<b>2-3-3</b>
Application of advanced concepts and skills for the development of the professional nurses roles in caring for adult patients and families. Emphasis on advanced knowledge, judgment, skills and professional values within a legal/ethical framework. 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 (N) see also CHEF, HAMG, IFWA, PSTR and TRVM**

**RSTO 1204 Dining Room Service 3-0-2**  
Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel.

**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.

## **RUSS Russian (T)**

**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 (N) 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 (T)**

**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. TSI Skills: R.

**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. TSI Skills: R.

---

**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. TSI Skills: R.

**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 (N)**

**SOCW 2361 Introduction to Social Work 3-0-3**  
An overview of the history and development of social work as a profession. The course is designed to foster a philosophical, historical, and critical understanding of the social work profession, including social work values, ethics, and areas of practice utilized under a Generalist Intervention Model. (SOCW 2361 is included in the Social Work Field of Study.)

**SOCW 2362 Social Welfare: Legislature, Programs and Services 3-0-3**  
This course offers a historical and contemporary examination of legislature and resulting programs, policies, and services in the context of the social welfare system in the United States. Special attention is given to the political, economic, environmental, and social conditions that prompted the development of legislature to meet the needs of vulnerable populations. Societal responses to legislation are also considered. (SOCW 2362 is included in the Social Work Field of Study.)

**SOCW 2389 Academic Cooperative 3-0-3**  
A supervised experiential learning course designed to integrate program study with introductory exposure to the field of social work. In conjunction with individual study and/or seminars, the student will set specific goals and objectives in the study of social work and/or social institutions. The academic cooperative is not a social work skills-based practice experience, but instead, an observational volunteer experience. The course must include a minimum of 80 contact hours (48 hours in a social service setting). Prerequisite: SOCW 2361  
Recommended Prerequisite: SOCW 2362.

## **SPAN Spanish (T)**

**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 (T)**

**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 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. TSI Skills: R, W.

---

## TECA Child Development (T)

### 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 must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The 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 must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. 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 the 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. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. 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 (N)

### 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 (N) see also CHEF, HAMG, IFWA, PSTR and RSTO

### 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.

## VNSG Nursing - LVN (N)

### 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

2-0-2

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. 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.

<b>VNSG 1230</b>	<b>Maternal-Neonatal Nursing</b>	<b>2-0-2</b>
A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Fall Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160, 1301, 1219, 1429, 1560. Fall Corequisites: VNSG 1432, 1234, 2360. Spring Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Spring Co-requisites: VNSG 1429, 1234, 1360.		
<b>VNSG 1234</b>	<b>Pediatrics</b>	<b>2-1-2</b>
Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process. Fall Prerequisites: 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.		
<b>VNSG 1301</b>	<b>Mental Health &amp; Mental Illness</b>	<b>3-0-3</b>
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.		
<b>VNSG 1323</b>	<b>Basic Nursing Skills</b>	<b>1-7-3</b>
Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions. Prerequisites: BIOL 2401, HPRS 2300. Co-requisite: VNSG 1126, 1222.		
<b>VNSG 1360</b>	<b>Clinical - Practical Nurse II</b>	<b>0-17-3</b>
An intermediate/advanced health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Co-requisites: VNSG 1230, 1234, 1429.		
<b>VNSG 1429</b>	<b>Medical - Surgical Nursing I</b>	<b>3-2-4</b>
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.		
<b>VNSG 1432</b>	<b>Medical - Surgical Nursing II</b>	<b>3-2-4</b>
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.		
<b>VNSG 1560</b>	<b>Clinical - Practical Nurse II</b>	<b>0-25-5</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Fall Adm. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1126, 1323, 1222, 1227, 2331, 1160. Fall Adm. Co-requisites: VNSG 1301, 1219, 1429.		
<b>VNSG 2331</b>	<b>Advanced Nursing Skills</b>	<b>1-6-3</b>
Application of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisites: BIOL 2401, HPRS 2300, VNSG 1323. Co-requisites: VNSG 1227, 1160.		
<b>VNSG 2360</b>	<b>Clinical – Practical Nurse III</b>	<b>0-17-3</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Capstone course. 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.		
<b>VNSG 2560</b>	<b>Clinical – Practical Nurse III</b>	<b>0-25-5</b>
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Capstone course. 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 Construction Technology (N)

<b>WDWK 1413</b>	<b>Cabinet Making I</b>	<b>2-5-4</b>
Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools. Prerequisite: CRPT 1429 .		
<b>WDWK 2351</b>	<b>Cabinet Making II</b>	<b>2-4-3</b>
Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation. Prerequisite: WDWK 1413.		

---

## WLDG Welding (N)

<b>WLDG 1312</b>	<b>Introduction to Flux Cored Arc Welding</b>	<b>2-4-3</b>
An overview of terminology, safety procedures, and equipment set-up. Practice in performing various joints using Flux Cored Arc Welding (FCAW) equipment.		
<b>WLDG 1313</b>	<b>Introduction to Blueprint Reading for Welders</b>	<b>2-4-3</b>
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Prerequisite: WLDG 1323.		
<b>WLDG 1317</b>	<b>Introduction to Layout and Fabrication</b>	<b>2-4-3</b>
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Prerequisite: WLDG 1313, WLDG 1323 and WLDG 1425.		
<b>WLDG 1323</b>	<b>Welding Safety, Tools, and Equipment</b>	<b>2-4-3</b>
An introduction to welding careers, equipment and safety practices, including OSHA standards for industry.		
<b>WLDG 1425</b>	<b>Introduction to Oxy-Fuel Welding and Cutting</b>	<b>3-3-4</b>
An introduction to oxy-fuel welding and cutting, safety, set up and maintenance of oxy-fuel welding, and cutting equipment and supplies. Prerequisite: WLDG 1323.		
<b>WLDG 1428</b>	<b>Introduction to Shielded Metal Arc Welding (SMAW)</b>	<b>3-3-4</b>
An introduction to the shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Prerequisites: WLDG 1323 and WLDG 1425.		
<b>WLDG 1430</b>	<b>Introduction to Gas Metal Arc (GMAW) Welding</b>	<b>3-3-4</b>
Principles of gas metal arc (GMAW) welding, setup and use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. Prerequisites: WLDG 1323.		
<b>WLDG 1434</b>	<b>Introduction to Gas Tungsten Arc (GTAW) Welding</b>	<b>3-3-4</b>
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs. Prerequisites: WLDG 1323.		
<b>WLDG 1435</b>	<b>Introduction to Pipe Welding</b>	<b>3-3-4</b>
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Prerequisite: WLDG 1457.		
<b>WLDG 1457</b>	<b>Intermediate Shielded Metal Arc Welding (SMAW)</b>	<b>3-3-4</b>
A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. Prerequisite: WLDG 1428.		
<b>WLDG 2406</b>	<b>Intermediate Pipe Welding</b>	<b>3-3-4</b>
A comprehensive course of pipe using the shielded metal arc welding (SMAW) process. Welding will be done in various positions. Topics covered include electrode selection, equipment setup and safe shop practices. Prerequisite: WLDG 1435.		
<b>WLDG 2435</b>	<b>Advanced Layout and Fabrication</b>	<b>3-3-4</b>
An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills. Prerequisite: WLDG 1317.		
<b>WLDG 2443</b>	<b>Advanced Shielded Metal Arc Welding (SMAW)</b>	<b>2-6-4</b>
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisites: WLDG 1323 and WLDG 1457.		
<b>WLDG 2447</b>	<b>Advanced Gas Metal Arc Welding (GMAW)</b>	<b>3-3-4</b>
Advanced topics in gas metal arc welding (GMAW). Includes welding in various positions. Prerequisite: WLDG 1430.		
<b>WLDG 2451</b>	<b>Advanced Gas Tungsten Welding (GTAW)</b>	<b>3-3-4</b>
Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: WLDG 1434.		
<b>WLDG 2453</b>	<b>Advanced Pipe Welding</b>	<b>2-7-4</b>
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.		
<b>WLDG 2488</b>	<b>Internship - Welder/Welding Technology</b>	<b>0-19-4</b>
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval required.		

---

# Continuing Education

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

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

Continuing Education classes may be offered in the following areas:

## **Professional Development & Workforce Education**

Basic Peace Officer Academy  
Basic Jailer Course  
Manufacturing  
Project Management Professional Certification Program  
Project Management Professional Exam Boot Camp  
Telecommunications Course  
Truck Driving  
Veterinary Assistant

## **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)

## Manufacturing

This program includes five courses with curriculum developed by Manufacturing Skills Standards Council (MSSC). This program is approved by Manufacturing Institute to instruct transition soldiers to an assessment of Certified Production Technician (CPT). (Total 352 hours)

### **OSHT 1001 Introduction to Safety and Health**

An introduction to the basic concepts of safety and health. (48 hours)

### **MFGT 1002 Introduction to Automated Manufacturing**

Overview of automated manufacturing principles; including manufacturing process, control systems, and measurement theory. (80 hours)

### **ENTC 2031 Manufacturing Materials**

Identification of materials used in manufacturing including metals, plastics, composite materials, concrete, ceramics and wood. Includes application of material properties and quality standards for selection of materials to manufacture components. (64 hours)

### **INMT 1019 Manufacturing Process**

Exploration of a variety of methods used in manufacturing. Theory and application of processes including but not limited to metal forming, welding, machining, heat treating, plating, assembly procedures, and process control considerations, casting and injection molding. (80 hours)

---

**MFGT 1006 Mechanical Principles in Automated Manufacturing**

Overview of mechanical principles used in automated manufacturing. Includes common measurement methods, engineering drawings, and mechanical methods used in automated manufacturing. (80 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 demonstrate the safe operation and compliance with the law in various maneuvers of a commercial vehicle in different traffic situations; operate a tractor-trailer combination; and maneuver the vehicle safely frontward and backward around various obstacles. (Total 210 Contact Hours)*

### **CVOP 1013 Professional Truck Driver I**

Overview of the State of Texas Class A Commercial Drivers License written test. Includes preparation for mastery of the Commercial Drivers License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation. (105 hours)

### **CVOP 1040 Professional Truck Driver II**

A continuation of Professional Truck Driver I. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. (105 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 1005 Veterinary Medical Terminology**

Introduction to word parts, directional terminology, and analysis of veterinary terms. (32 hours)

### **VTHT 1011 Veterinary Clinical Skills**

Survey of basic veterinary and nursing care skills. Includes aseptic techniques and operating room procedures, and the roles and responsibilities of the veterinary team in a clinical setting. (40 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)

### **VTHT 1017 Veterinary Office Management**

Practical experience in management of the veterinary practice. Emphasis on client relations, record keeping, inventory, employment skills, and computer skills in the veterinary environment. (48 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 340 Contact Hours)*

### **MDCA 1009    Anatomy and Physiology for Medical Assistants**

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. (48 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 1060    Clinical-Medical Clinical/Assistant**

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. (80 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. (68 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. (48 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. (46 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. (30 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. (46 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. (78 hours)

**PHRA 1060 Clinical-Pharmacy Technician/Assistant**

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. Explore the fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. Course includes an-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement, and inventory control. (50 hours)

---

# Fort Hood Transition Programs

## SAP - Winterprise Systems Business Analysis

*Courses must be taken in the order listed to ensure prerequisite requirements.*

### **BMGT 1091 Introduction to Enterprise Systems**

This course is an introduction to enterprise systems with a particular emphasis on SAP software. This includes the fundamentals of enterprise resource planning (ERP) systems concepts and the importance of how they are used within an organization. Students will have an applied curriculum that takes them through the following business processes: financial and cost accounting (FICO), production, sales, material planning, and inventory & warehouse management. Students will learn the front-end end user perspective of each of these areas on the most current SAP system, and become comfortable with creating standard business documents such as general ledger postings, purchase orders, production orders, sales orders, and goods movements' postings in and out of the warehouse.

### **ITSC 1091 ERP Configuration**

This is an advance level course that will focus on the implementation phase of enterprise (ERP) systems. Emphasis is on based on three key areas of: defining and assigning user organizational levels (company code, plant, storage location, etc..), defining master data requirements (chart of accounts, cost centers, customer master data, vendor master data, material master data), and implementation of business rules for each module of an enterprise system. Students will have a back end look of enterprise system and complete hands on exercises using the SAP IMG implementation tool where they will create the required organizational elements and master data, and then test out the configuration for each business process (FICO, production, sales, MRP, and IWM). Prerequisite: BMGT 1091.

### **ITSC 1092 Enterprise Systems, Tools, Concepts, and Careers**

This seminar course provides an overview discussion of ERP emerging trends and projects. This can include a look at new ERP software tools, reviewing case studies on ERP implementation issues, discussion of "big data" generated by enterprise systems and data analytics tools, and a preview of career opportunities for those with an ERP skillset.

### **BMGT 1097 ERP Business Process Integration with Simulation**

This seminar course emphasizes the integration of enterprise systems within an organization using a sequence of ERP simulation games. Students will compete as corporate teams to make common business decisions such as product lines, sales pricing, advertising, production levels, and distribution markets using one or more ERP simulation games (Distribution game, Manufacturing game, etc..) with the ultimate goal to see who will be the most profitable. The objective of these exercises is to show how a common ERP system is used by managers to carry out business decisions.

### **BMGT 1095 ERP Program CAPSTONE**

This capstone course in ERP systems leads students through the official SAP TERP10 (training in ERP for 10 days) certification course culminating in the SAP professional certification exam. Students will complete a rigorous curriculum that includes the integration of the complete supply chain and business process to include FICO, Purchasing, Manufacturing, Sales, MRP, Inventory & Warehouse Management, Enterprise Asset Management, Project Systems, and Business Intelligence. The knowledge base will include the integration of organizational levels, master data, business process, and reporting. After completion of this final course and exam students will be awarded an SAP Certification and will be ready for a career as an SAP implementation consultant. Prerequisite: BMGT 1091 and ITSC 1091.

# Personnel

## Deans

**Janice Anderson**, Dean of Instruction  
**Sharon Davis**, Dean, Educational Technology  
**Jacqueline Haire**, 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  
**Julie Starkey**, Dean, Student Success  
**Dr. Johnelle L. Welsh**, Dean, Student Services

## Associate Deputy Chancellors

**Cliff Gaines**, Associate Deputy Chancellor, Information Technology  
**Ted Gonzalez**, Associate Deputy Chancellor, Business Services  
**Mark Harmsen**, Associate Deputy Chancellor, Facilities and Construction  
**Holly Jordan**, Associate Deputy Chancellor, Human Resource Management  
**Robert W. Liberty**, Associate Deputy Chancellor, Financial Management  
**Deborah L. Shibley**, Associate Deputy Chancellor, Legal Affairs

## Associate Deans/Other

**James D. Barton**, Internal Auditor  
**Kerstin Brooks**, Associate Dean of Instruction, Central Campus  
**Eva Hutchens**, Associate Dean, Enrollment Services  
**Stephen O'Donovan**, Associate Dean, Admissions, Registration and Records  
**Mark Pollett**, Associate Dean of Instruction, Service Area and Adult Education  
**Annabelle L. Smith**, Associate Dean, Financial Aid/Veterans Services

## Personnel

**Janice Allen**, Site Director, Lampasas, Goldthwaite and Evant SAC  
**Meaghan Allshouse**, Science Associate  
**Jodi Andrews**, Director, Records Retention and Central Registration  
**Beatrice Aponte**, Application Information Specialist/Trainer  
**Pattie Aponte**, Assistant Manager, Accounts Receivable  
**James Atchley**, IT Desktop Technology Service Manager  
**Debra Austin**, Director, Payroll Services  
**Nelida Baker**, Coordinator, Graduation  
**Troy Barber**, Education Transitions Counselor  
**Joseph Barragan**, Director, Security Services  
**Kimberly Barrett**, Academic Advisor  
**Mychala Bates**, Coordinator, Course Scheduling  
**Karen Bentley**, Coordinator, Financial Aid  
**Lawrence Briggs**, Academic Advisor  
**Wilma Brown-Smith**, Disability Coordinator  
**Debbie Bush**, Coordinator, Non-Traditional Learning  
**Douglas Bussell**, Coordinator, Institutional Research and Effectiveness  
**Dr. Jennifer Cameron**, Director, Institutional Effectiveness  
**Michelle Carridge**, Academic Advisor  
**Diana Castillo**, Quality Liaison, C&I Campus Operations  
**Marcine Chambers**, Director, CTC Foundation  
**Fred Chavez**, Director, Planetarium Programs and Outreach, Mayborn Science Theater  
**Teresa Chavez**, Director, Continuing Education  
**Kimberley Christian**, Director, Recruitment Communications and Outreach  
**Bret Clough**, Science Associate  
**Justin Conover**, Lead Student Services Advisor EOC  
**Jennifer Cowfer**, Coordinator, Marble Falls SAC  
**Pearl Creviston**, Director, Financial Aid

**Charese Cruz**, Lead Student Services Advisor EOC  
**Julie Davenport**, Director, Systems Engineering, Distance Education and Educational Technology  
**Shaun Davis**, Manager, Employee Benefits  
**Sonia Davis**, Student Services Advisor EOC  
**Janill Deal**, Director, Public Education and Special Projects  
**Natasha Dewayani**, Coordinator, Course Scheduling  
**Karen Dewees**, Coordinator, Student Services  
**Kelsey Donckels**, Science Associate  
**Erika Einhaus**, Graduation Evaluator/Advisor  
**Laszlo Eosze**, Lab Coordinator, Computer Science, Central Campus  
**David Fisher**, Evaluator, Gatesville TDCJ/SAC  
**Michelle Flores**, KNCT-FM Station Manager  
**Karen Freeland**, Academic Advisor  
**Victor Gates**, Director, Testing Services  
**Shelly Gonsalves**, Director, Human Resource Management  
**Marcos Gonzalez**, Director, Accounting  
**Chris Gotcher**, Science Associate  
**Rebecca Gutierrez**, Coordinator, GoArmyEd/eArmyU  
**Monica Griego**, Lead Academic Advisor  
**Debbie Hansen**, Director, Evaluations and Graduation  
**Teresa Hattaway**, Coordinator, GoArmyEd, DL Records and Registration  
**Debbie Havens**, Executive Coordinator to Chancellor/Board of Trustees  
**Myrna Hawkins**, Student Services Advisor EOC  
**Sharon Herman**, Coordinator, Evaluations, Student Services  
**Diane Hernandez**, Coordinator, Public Education  
**David Hickman**, Director, Risk Management  
**Cori Hinson**, Evaluator/Advisor, Student Services  
**Tammy Holloway**, Director, Business Services  
**Keisha Holman**, Director, Career Services  
**Ranita Horn**, Evaluator, Student Services, Fort Hood Campus  
**Sharon Hughes**, Evaluator, Student Services, Fort Hood Campus  
**Richard R. Ibarra, Jr.**, Intramural Director  
**Steven Ivy**, Program Manager, MSE/MOS Troop School, Fort Hood Campus  
**Mary Jackson**, Science Associate  
**Sam Jackson**, Math Resource Coordinator, Central Campus  
**Ricci Johns**, Coordinator, Brady SAC  
**Kenneth Jordan**, Director, Facilities and Construction  
**Georgianna Karppl**, Coordinator, Degree Audit  
**Retta Kasper**, Student Services Advisor EOC  
**Jeanette Kendrick**, IT Information Systems Consultant  
**Patryce Kennerson**, Coordinator, Veteran Services  
**Kristy Kothe**, Site Director, Fredericksburg  
**Stephanie Ledlow-Arndt**, Associate Registrar of Technology  
**Tracy Lehmkuhler**, Manager, Accounts Receivable  
**Richard Lewis**, Academic Advisor, Evening and Weekend Advising  
**Carla Littlefield**, Director, IT Customer Service  
**Timothy Loomis**, Academic Advisor, Veterans Services  
**Rebecca Lopez**, Director, International Student Services  
**Gerald Mahone-Lewis**, Director, Student and Employee Assistance Program/Substance Abuse Resource Center  
**Veronica Martin**, Director, CATE Center Advising  
**Regina Martinez-Woodruff**, Manager, CTC Bookstore  
**Morgan Matlock**, Coordinator, Professional Development Programs  
**Angela May**, Distance Learning Quality Assurance Manager  
**Wendy Martel**, Coordinator, College Development & Foundation  
**Linda McCottrell**, Vocational-Technical Advisor, Perkins  
**Barbara Merlo**, Director, Community Relations & Technical Publications  
**Kristine Miller**, Coordinator, Course Scheduling  
**Zeyra Montez**, Academic Advisor  
**Paulino Moralez**, TSI Coordinator/Advisor  
**Teresa Morris**, Coordinator, Document Imaging and Electronic Workflow  
**Atina Myazoe**, Student Services Advisor EOC

**Sarah Mylcraine**, Coordinator, Community Enrichment Programs  
**Michelle Nicolaus**, Assistant Director, Development and Alumni Relations Liaison  
**Terri K. O'Connor**, Manager, IT Infrastructure Support, Computer Operations  
**Michael Oliver**, Business Office Supervisor  
**Theresa-Marie Orellana**, Coordinator, Student Support Center  
**Sherry L. Pollett**, Director, Financial Services  
**Ron Porter**, Disability Coordinator  
**Victoria Putzer**, Student Services Advisor EOC  
**Jeff Pyeatt**, Recruiter/Advisor  
**Jeffery Rankin**, Director, SAC Gatesville, Hamilton, Goldthwaite, San Saba  
**Barbara Riffel-Darter**, Director, IT Information Systems  
**Felicia Robinson**, Director, Instructional Services  
**April Rocha**, Science Associate  
**Gail Roderique**, Supervisor, Accounts Payable  
**Charlie Roseberry**, Director, C&I Records and Registration  
**Rudy Sandoval**, Director, Government and Community Relations  
**Chad Sappenfield**, Manager, Reprographics  
**Dr. Christy Shank**, Director, Disability Support Services  
**Betty Smith**, Student Services Advisor EOC  
**Matthew Soisson**, Manager, Inventory Control  
**Akeila Stevens**, Student Services Advisor EOC  
**Sheree Stover**, Student Services Advisor EOC  
**Jacqueline Thomas**, Coordinator, EEO  
**Michelle Thompson**, Evaluator/Advisor, Student Services  
**Tonia Turner**, Coordinator, STEM Program  
**Mariceli Vargas**, Director, Student Life & Activities  
**Bruce Vasbinder**, Coordinator, Community Relations and Marketing  
**Laythia Waddell**, Supervisor, CTC Transcripts  
**Ida Walker**, Student Services Advisor EOC  
**Dexter Ward**, Building Coordinator, Fort Hood Campus  
**Nadine Webber**, Evaluator, Gatesville TDCJ/SAC  
**Charlotte Wesley**, Coordinator, Advising & Success Programs  
**Christopher White**, Academic Advisor  
**Amy Williams**, Director, Admissions and Recruitment  
**Michelle Williams**, Evaluator/Advisor, Student Services  
**Connie B. Williamson**, Coordinator, Fort Hood Records and Business Office  
**Lacriesha Wills**, Coordinator, Transfer Articulations  
**Billy Woodson**, Director, Instructional Development  
**David Scott Wyman**, Coordinator, Employee Training and Technology  
**Michele Yamasta**, Coordinator, DL Admissions and Registration  
**Kelley M. Yeonopolus-Holman**, Coordinator, Budget Management  
**Joseph Young**, Director, Instructional Technology  
**Mariana Zavala**, Coordinator, Outreach & Communication  
**Teresa Zinke**, Director, Child Development Center

# 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

**Michael Hutyra**, Assistant Chief Flight Instructor (1998)  
 Aviation Science  
 B.S., University of Central Texas

**Richard E. Whitesell**, Department Chair (1995, 2020)  
 Chief Flight Instructor  
 Aviation Science  
 A.A.S., Central Texas College  
 B.A.S., University of Central Texas

## Business Administration/Paralegal/ Hospitality/Public Administration/Com- munication and Media Technology

**Guadalupe Bluhm de Saldivar** (2018, 2019)  
 Hospitality  
 A.A.S., Central Texas College  
 A.A.S., Central Texas College

**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

**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

**L. Leslie Ledger**, Department Chair (1995, 2002, 2014)  
 Business Administration - *Management*  
 B.B.A., Texas State University  
 M.B.A., University of Texas at Austin

**Ramona Lezo** (1996, 2002)  
 Hospitality  
 A.G.S., Central Texas College

**Mark S. Murgia** (2001)  
 Hospitality (Fort Hood Campus)  
 A.G.S., Jefferson Community College  
 A.A.S., Central Texas College  
 B.S., Excelsior College  
 M.B.A., Tarleton State University

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

---

**Dr. Angela Reese**, Online Manager (2007, 2013)

Business Administration  
B.B.A., University of North Texas  
M.B.A., Tarleton State University  
D.B.A., Walden University

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

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

**Raymond Stephens**, Homeland Security and Emergency Management Program Coordinator (2013, 2014)

Homeland Security and Emergency Management  
A.A., Central Texas College  
B.A., American Military University  
M.A., American Military University  
M.S., Texas A&M University-Commerce  
D.B.A., Northcentral University

**Cynthia A. White** (1996)

Business Administration - *Accounting*  
A.G.S., Central Texas College  
B.B.A., University of Texas at Austin  
M.P.A., University of Texas at Austin

## Child Development

**Dr. Laura Lamber**, Online Manager (2009, 2011, 2019)

Child Development  
B.S., Texas Christian University  
M.S., University of North Texas  
Ph.D., Texas Woman's University

## Communications

**Dr. Dianne L. Blomberg**, Online Manager (2007)

Communications  
B.A., Metropolitan State College of Denver  
M.A., University of Northern Colorado  
Ph.D., University of Denver

**Dr. Brenda Cornell** (2003)

Communications - *English*  
B.A., Millsaps College  
M.A., University of Southern Mississippi  
Ph.D., University of Southern Mississippi

**Dr. G. Robert Criswell** (1975) (2016)

Communications – *Speech*  
B.A.,E., Northwestern Oklahoma State University  
M Ed., Southwest Texas State University  
Ed. D., Baylor University

**Joshua W. Everett** (2002)

Communications - *English*  
B.A., Texas A&M University  
M.A., Stephen F. Austin State University

**Anelia Fairfield** (2015)

Developmental Studies – *Writing*  
B.A., Mississippi State University  
M.A. Mississippi State University

**Jonathon Frost** (2019)

Communications - *Speech* (Fort Hood Campus)  
B.A.,  
M.A., Auburn University  
Additional graduate studies, Louisiana State University at Alexandria

**Jane M. Gibson** (1979)

Communications - *Modern Languages*  
B.A., Abilene Christian University  
M.A.T., Southwest Texas State University

**Dr. J. Eric Hazell** (2013)

Communications (Fort Hood Campus)  
B.A., Southeastern Oklahoma State University  
M.A., Oklahoma State University  
M.A., University of Texas at Austin  
Ph.D., University of Maryland College Park

**Dr. William Heath**, Department Chair (2009, 2015)

Communications - *English*  
B.S., Southwest Texas State University  
M.Ed., University of Houston  
Ed.D., University of Houston

**Dr. Thomas Klincar** Online (2015)

Communications – *English*  
B.S., Southern Illinois University  
M.S., University of Southern California  
D.A., De La Salle University

**Michael D. Matthews** (2001)

Communications - *English*  
B.A., University of Texas at Austin  
M.F.A., Southwest Texas State University in San Marcos  
Additional undergraduate studies, University of Texas at Austin

**Victoria Moultry** (2016)

Communications - *Speech*  
B.A., Michigan State University  
M.A., Michigan State University

**Dr. Phyllis Nairn** (2015)

Developmental Studies - *Reading*  
A.A., St. Johns River Community College  
B.S., University of Mary Hardin-Baylor  
M.Ed., University of Mary Hardin-Baylor

**Tammy Phillips** (2017)

Communications - *English*  
B.A., Texas A&M University  
M.A., National University

**Dr. Brent J. Royster** (2012)

Developmental Studies - *Writing/ESOL*  
B.S., Ball State University  
M.F.A., Bowling Green State University  
Ph.D., Bowling Green State University

**Dr. Federico R. Schweizer** (1998)

Communications - *Foreign Language*  
B.M., Mississippi State University  
M.A., University of Arkansas  
Ph.D., University of Texas at Austin

**Jordan D. Smith** (2016)

Communications – *Speech/Director of Forensics*  
B.S., Sterling University  
M.A., Wichita University

**Dr. Rhonda S. Sullivan** (1999)

Communications - *English*  
B.A., Western Maryland College  
M.A., West Virginia University  
Ed., Cert., Methodist College

**Katherine (Paige) Tracy**, Online Manager (2015)

Communications  
B.F.A., Baylor University  
M.A., Baylor University

**Dr. Lisa M. Volle** (1987, 1993)

Communications - *Modern Languages*  
B.A., Juniata College  
M.A., West Virginia University  
Ph.D., University of Texas-Austin

**Bethany Winkler** (2006)  
Communications - *Speech*  
B.S., Howard Payne University  
M.A., Texas A&M University

## Computer Information Technology and Systems

**Norman D. Ahlhelm** (1999, 2016)  
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

**Douglas P. Edwards** (1999)  
Computer Information Technology and Systems  
A.A.S., Austin Peay State University  
A.G.S., Central Texas College  
B.S., University of Central Texas  
M.S., University of Central Texas  
Additional graduate studies, Capella University

**Shawn N. Grigsby** (2014)  
Computer Information Technology and Systems  
A.G.S., Central Texas College  
A.A.S., Central Texas College  
B.S., Tarleton State University  
M.S., Tarleton State University

**Tracy M. Martin** (2014)  
Computer Information Technology and Systems  
B.A.S., University of Mary Hardin-Baylor  
M.S.I.S., University of Mary Hardin-Baylor

**Dr. Katherine N. Oser**, Department Chair (2004, 2009, 2013)  
Computer Information Technology and Systems and  
Electronics  
A.A.S., Central Texas College  
B.S., Tarleton State University  
M.S., Texas A&M University-Central Texas  
Ph.D., University of Mary Hardin-Baylor

**Karen L. Owens** (2018)  
Computer Information Technology and Systems - *Online Manager*  
B.S., University of Phoenix  
M.S., University of Phoenix

**Jacqueline Van Dyke** (2016)  
Computer Information Technology and Systems  
B.S., Tarleton State University

**William 'Joe' Welch** (2016)  
Computer Information Technology and Systems  
B.S., U.S. Naval Academy  
M.S., Naval Postgraduate  
M.S., Nova Southeastern University

## Electronics

**Norman D. Ahlhelm** (1999, 2016)  
Electronics  
A.A.S., Community College of the Air Force  
B.S., Embry-Riddle Aeronautical University  
M.S., Colorado Technical University

## 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

**Julie Andrada** (2017, 2018)  
Fine Arts - *Visual Arts*  
B.A., Brooks Institute of Photography  
M.F.A., Brooks Institute of Photography

**Celinda Hallbauer** (1998)  
Fine Arts - *Music*  
B.M., University of Texas at Austin  
M.M., Baylor University

**Yesenia Herrington** (2017)  
Fine Arts - *Drama*  
B.A., Southwestern University  
M.F.A., University of Texas at Austin

**James M. Salter**, Department Chair (2002, 2010)  
Fine Arts/Drama and Film Studies  
B.A., California State University, Sacramento  
M.F.A., Baylor University

**Dr. David Thomas** (2014, 2018)  
Fine Arts - *Music*  
B.A.M., California State University, Long Beach  
M.M., Arizona State University  
D.M.A. University of Georgia

**Katherine Paige Tracy**, Online Manager (2015)  
Fine Arts - *Visual Arts*  
B.F.A., Baylor University  
M.A., Baylor University

## Health Sciences

**Phillip Bannister** (2015)  
Health Sciences - *EMT/Paramedic*  
A.A.S., Kilgore College

**Megan Biggs** (2015)  
Health Sciences - *Associate Degree Nursing*  
A.A.S., Angelo State University  
B.S.N., Angelo State University  
M.S.N., Grand Canyon University

**Kimberly Brock** (2014)  
Health Sciences - *Associate Degree Nursing*  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., Regis University

**Priscilla Clark** (2003, 2007, 2010, 2015, 2018)  
Health Sciences- *Associate Degree Nursing*  
A.A.S., Central Texas College  
B.S.N., University of Texas at Arlington  
M.S.N., Texas A&M University - Corpus Christi  
D.N.P., American Sentinel University

**Cameron Cooper** (2017)  
Health Sciences - *EMT/Paramedic*  
A.S., Columbia Southern University

**Viola Crowder-Moger** (2019)  
Health Sciences- *Massage Therapy Director*  
M.B.A., University of Mary Hardin-Baylor

**Aaron Donelson** (2016)  
Health Sciences - *Associate Degree Nursing*  
A.A.S., Owens Community College  
B.S., University of Findlay  
M.S.N., Walden University

**Sean Harbert** (2018)  
Health Sciences - *Associate Degree Nursing*  
B.S.N., Eastern Washington University  
M.S.N., University of Washington

**Diana Haug** (2019)  
Health Sciences – *Vocational Nursing*  
A.A., Rowan College at Burlington County

**Teresa Johnson** (2019)  
Health Sciences - *EMT/Paramedic*  
A.A.S., Central Texas College

**Julie Jordan** (2016, 2018)  
Health Sciences - *EMS Program Director*  
A.A.S., Central Texas College  
B.S., Columbia Southern University

**Veronica King** Assistant Chair (2014)  
Health Sciences - *Associate Degree Nursing*  
B.S.N., University of Texas Health Science Center  
M.S.N., Monmouth University

**Brenda Krause** (2019)  
Health Sciences – *Associate Degree Nursing*  
B.S.N., Midwestern State University  
M.S.N., Texas A&M University-Corpus Christi

**Angela Lester** (2018)  
Health Sciences – *MLT/Phlebotomy Program Director*  
B.S., Texas Tech University  
M.S., Texas Tech University

**Sharon Megarry** (2017)  
Health Sciences - *Associate Degree Nursing*  
A.S., River University  
B.S., River University  
M.S.N., Capella University

**Neil Moody** (2018)  
Health Sciences – *Histology Program Director*  
A.A., South Puget Sound Community College  
A.S., George Washington University  
B.S., Thomas Edison State University

**Keri Phillips** (2015)  
Health Sciences - *Vocational Nursing*  
B.S.N., University of Mary Hardin-Baylor  
M.S.N. Ed., University of Phoenix

**Timothy Rabroker** (2016)  
Health Sciences - *EMT/Paramedic*  
A.A., Temple College  
B.S., Texas A&M University

**Lamen Ramirez** (2018)  
Health Sciences - *Vocational Nursing*  
A.A.S., Galen College of Nursing

**Dr. Susan Ramnarine-Singh** (2007, 2010, 2018)  
Health Sciences - *Nursing Programs Director/Professor*  
M.S.N., University of Hawaii  
M.P.A., University of San Francisco  
Ed.D., Walden University

**Tammy M. Samarripa** Department Chair (2002, 2005, 2018)  
Health Sciences  
A.A.S., Central Texas College  
B.A., American Military University

**Dr. Jennifer Sanderson** (2019)  
Health Sciences - *Associate Degree Nursing*  
B.S.N., California State University  
M.S.N., George Mason University  
Ph.D., University of Texas at Austin

**Kimberly Simmons** (2006)  
Health Sciences - *Clinical Coordinator Associate Degree Nursing*  
A.A.S., Central Texas College  
B.S.N., University of Texas - Arlington  
M.S.N., Texas A&M - Corpus Christi

**Patricia Vasbinder** (2009)  
Health Sciences - *Associate Degree Nursing*  
B.B.A., University of Mary Hardin-Baylor  
B.S.N., University of Mary Hardin-Baylor  
M.S.N., University of Texas at Austin

**Dr. Brittany Williams** (2018)  
Health Sciences - *Vocational Nursing*  
B.S.N., Old Dominion University  
M.S.N., Old Dominion University  
D.N.P., Old Dominion University

## Industrial Technology

**Benjamin Boyd** (2020)  
Industrial Technology - *Automotive*  
A.A., Central Texas College  
A.A.S., Central Texas College

**Jeremiah Edwards** (2013)  
Industrial Technology - *Welding*  
A.A.S., Central Texas College

**Ernest Finney** (2019)  
Industrial Technology - *Craftsman Trades*  
A.A.S., Central Texas College

**Patrick Gering** (2018)  
Industrial Technology - *Heating and Air Conditioning*  
A.A.S., Central Texas College

**Jay Jackson** (2017)  
Industrial Technology - *Heating and Air Conditioning*  
B.S., University of Mosul - Iraq

**William Kirshner** (2008)  
Industrial Technology - *Diesel*  
A.A.S., Central Texas College

**Raymond Lawrason** (2017)  
Industrial Technology - *Automotive*  
B.S., Excelsior College

**Aaron Otis** (2019)  
Industrial Technology - *Welding*  
A.A.S., Central Texas College

**Brian Turner** (2018)  
Industrial Technology - *Manufacturing*  
B.S., Kansas State University

**Ronnie Turner**, Department Chair (2005, 2014)  
Industrial Technology - *Welding*  
A.A.S., Central Texas College

**Bobbi Waddle** (2014)  
Industrial Technology - *Graphics & Printing*  
A.A.S., Central Texas College  
B.S., Texas A&M University - Central Texas

## Kinesiology

**Marilyn L. Mapes** Department Chair (2009, 2018)  
Kinesiology  
B.S., University of Mary Hardin-Baylor  
M.S. Ed., Tarleton State University

---

**Reineer Schelert** (2004)  
Kinesiology  
B.S., Lubbock Christian University  
M.S., Texas Tech University  
Additional graduate studies, Texas A&M University

**Erikè L. Willes** (2007)  
Kinesiology  
B.S., University of Mary Hardin-Baylor  
M.S. Ed., Tarleton State University

## Mathematics

**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.B.A., Tarleton State University-Central Texas  
M.Ed., University of Texas at Arlington

**Donna Brewer** (2019)  
Mathematics (Fort Hood Campus)  
A.G.S., Central Texas College  
B.S., Tarleton State University  
M.S., Troy University

**Steven Burrow** (2008, 2009)  
Mathematics  
B.S., Tarleton State University  
M.S., Tarleton State University

**Jennifer Cabaniss** (2005)  
Mathematics  
B.S., Baylor University  
M.Ed., Texas A&M University

**Dr. Audrie Cruz-Sealey** (2010)  
Mathematics  
B.S., Tarleton State University  
M.S., Tarleton State University  
Ph.D., Capella University

**Florence T. Culp** (2004)  
Developmental Studies - *Mathematics*  
B.S., Tarleton State University  
M.S., Tarleton State University

**Ellen M. Falkenstein** (2006)  
Developmental Studies - *Mathematics*  
B.A., University of Virginia  
M.S., George Mason University

**Yolanda F. Goins** (1996, 2005)  
Mathematics  
B.A., Kentucky State University  
M.S., University of Mississippi

**Sam Jackson** (2017)  
Engineering and Mathematics  
B.S. University of Technology  
M.A., Saint Mary's University

**Dr. Jeannette Larsen** (2018)  
Mathematics  
B.S., University of North Texas  
Ph.D., University of North Texas

**Barbara J. Little**, (2005, 2019)  
Developmental Studies - *Mathematics*  
Social and Behavioral Sciences - *Economics*  
B.S. Baylor University  
M.S. Baylor University

**Matthew Lyles** (2007, 2012)  
Mathematics  
B.S., University of Virginia  
M.A., Arizona State University

**Debra Prescott**, Department Chair (2002, 2010)  
Mathematics  
B.S., Southwest Texas State University  
M.S., Southwest Texas State University

**Kristine Trevino** (2012)  
Mathematics  
B.S., Tarleton State University  
M.S., Tarleton State University

**Gene Jeff Seim** (2012, 2016)  
Developmental Studies - *Mathematics*  
A.A., Mendocino College  
A.S., Mendocino College  
B.S., Tarleton State University  
M.S., Texas A&M University

## Mental Health Services

**Marlene K. Henry** (2011)  
Mental Health Services  
B.S., Tarleton State University  
M.S., Tarleton State University/Texas A&M-Central Texas

**Dr. Renee Henry**, Department Chair (2003, 2014)  
Mental Health Services  
B.S.W., University of Mary Hardin-Baylor  
M.S.S.W., University of Texas at Arlington  
Ed.D., University of Mary Hardin-Baylor

**Bertha Kondrak** (2003)  
Mental Health Services  
B.A., University of Texas at Austin  
M.S.S.W., University of Texas at Austin

## Office Technology

**Debbie R. Clark** (2004, 2012, 2019)  
Office Technology  
A.A.S., Central Texas College  
B.S., Tarleton State University  
Additional graduate studies Tarleton State University  
M.Ed., University of Arkansas  
Additional graduate studies, University of Arkansas

**Cindi Dunn** (2009, 2013, 2016)  
Office Technology  
B.S., Southwest Missouri State University  
B.S., Southwest Missouri State University  
M.B.A., University of Missouri

**Lovie A. Dunn**, Department Chair (1994, 1995, 2015)  
Office Technology  
A.A.S., Central Texas College  
B.S., University of Central Texas

**Kerwin J. Flaherty** (2017)  
Office Technology  
A.S., Kaplan University  
B.S., Southern New Hampshire University  
M.S., Southern New Hampshire University

**Melissa E. Gonzalez** (2011)  
Office Technology  
B.P.S., University of Mary Hardin-Baylor  
M.S., Tarleton State University

**Eva L. Hearn**, Medical Technology Program Coordinator  
(2012, 2016)  
Office Technology  
B.S., Tennessee State University  
M.P.H., University of Oklahoma - Health Science Center

**Cynthia D. Long** (1995)  
Office Technology  
B.B.A., Tarleton State University  
M.B.A., Tarleton State University  
M.L.S., Sam Houston State University

**Amy McAnally** (1999)  
Office Technology  
A.A.S., North Central Texas College  
B.A.A.S., University of North Texas  
M.Ed., Lamar University

## Protective Services

**Jonathan E. Cella**, Department Chair (1999, 2004)  
Protective Services  
A.A.S., Central Texas College  
B.S., University of Central Texas  
M.C.J., University of Central Texas

**William S. Lorenz** (2014)  
Protective Services  
B.S., University of Central Texas  
M.C.J., University of Central Texas

**Clifton O. Osborne** (2016)  
Police Academy  
A.A.S., Central Texas College  
B.S., Tarleton State University  
M.A., American Public University

**Johnnie Thomas, Jr.** (2019)  
Police Academy

**Bradford Watson** (2019)  
Police Academy  
B.S., Black Hills State College  
M.P.A., University of South Dakota

## Science and Agriculture

**Onadia Cabrera-Mora** (2019)  
Science - *Biology*  
B.S., Universidad Autonoma de Santo Domingo  
M.D., Universidad Autonoma de Santo Domingo

**Peggy Cheney** (2017)  
Science - *Biology*  
B.S., University of Wyoming  
M.A., University of North Texas

**Keeton Ehrig** (2018)  
Science - *Agriculture*  
B.S., Texas Tech University  
M.Ag., Texas Tech University

**Dr. Andrea M. Foskett**, Co-Department Chair (2014, 2019)  
Science - *Biology*  
B.E., University of Madras  
M.S., Texas A&M University  
Ph.D., Texas A&M University Health Science Center

**Dr. Richard Kopec** (2009)  
Science - *Biology*  
M.P.A., Indiana State University  
M.S., University of Houston  
Ph.D., University of Houston

**Zackary Martin** (2016)  
Science – *Environmental Science*  
B.S. Southwest Texas State University  
M.A. Texas State University

**Richard H. Moore** (2002)  
Science - *Service Area Campus*  
B.S.Ed, Texas Tech University  
M.Ed., Texas A&M University

**Dr. Syed G. Rabbani** (1991)  
Science - *Physics/Astronomy*  
B.S.C., University of Dacca  
M.S.C., University of Dacca  
M.S., Marquette University  
Ph.D., University of Arkansas

**Dr. Steven W. Salvato** (1995, 2013, 2016)  
Science - *Chemistry*  
B.S., Angelo State University  
M.S., University of Tennessee  
Ed.D., Texas A&M University - Commerce  
Additional graduate studies, University of Tennessee

**Cristina Martinez Summers** (2002)  
Science - *Biology*  
B.S., University of Texas at Austin  
M.S., Texas A&M University

**Ramey Wauer** (2018)  
Science – *Biology*  
B.S., Angelo State University  
M.S. Angelo State University

**Dr. Daniel J. Wegert**, Co-Department Chair (2013, 2019)  
Science - *Geology*  
B.S., Northern Kentucky University  
M.S., Eastern Kentucky University  
Ph.D., Baylor University

**Sandra Whisler** (2001)  
Science - *Biology*  
B.S., Ohio State University  
M.S., Ohio State University

## Social & Behavioral Science

**Dr. Pamela D. Alcasey** (2013)  
Social and Behavioral Sciences - *Sociology*  
B.A., Colorado Mesa University  
M.S., Baylor University  
Ph.D., Texas Woman's University

**Karah Arriaga** (2019)  
Social and Behavioral Sciences - *Psychology & Sociology*  
B.S., University of Texas at Austin  
M.A., Sam Houston State University  
Ph.D., Grand Canyon University

**Dr. Kenneth Bass**, (2011)  
Social and Behavioral Science - *Religion Philosophy*  
B.B.A., University of Houston  
M.A., Biblical Studies – Asbury Theological Seminary  
Ph.D., Baylor University

**Dr. Joyce Bateman-Jones** (2001)  
Social and Behavioral Science - *Psychology*  
B.S., Hardin-Simmons University  
M.A., Our Lady of the Lake University  
Ed.D., Baylor University  
L.D., University of Mary Hardin-Baylor

---

**Dr. Daniel Bush** Online (2015)

Social and Behavioral Science - *History*

M.A., University of Washington

Ph.D., University of Washington

**Dr. Tracy Cook**, Department Chair (2003, 2012)

*Social and Behavioral Sciences - Government*

B.A., University of Texas Austin

M.A., St. Mary's University

Ph.D., Baylor University

**Dr. Winfield S. Craig** (2015)

Social and Behavioral Science - *History*

M.A., Florida State University

Ph.D., Florida State University

**Philip Crosby** (2014)

Social & Behavioral Sciences - *Government*

B.A., Tarleton State University

M.A., American Public University

**Dr. Charles D. Grear** Online Manager (2015)

Social and Behavioral Science - *History*

B.A., McMurry University

M.A., Texas Tech University

Ph.D., Texas Christian University

**Dr. Anthony Jordan** (2018)

Social and Behavioral Sciences - *Government*

B.A., University of Southern Mississippi

M.A., University of Southern Mississippi

Ph.D., University of Nevada, Las Vegas

**Dr. Daniel G. Karppi** (2000)

Social and Behavioral Sciences - *History/Government*

B.A., St. John's University

M.A., Baylor University

Ph.D., Baylor University

**Barbara J. Little**, (2005, 2019)

Social and Behavioral Sciences - *Economics*

Developmental Studies - *Mathematics*

B.S. Baylor University

M.S. Baylor University

**Geralyn Mack** Online Manager (2016)

Social and Behavioral Science - *Economics and Government*

B.A., Texas A&M University

M.A., Texas Tech University

**Dr. William R. Mack III** (2013)

Social and Behavioral Sciences - *Government*

B.A., University of Notre Dame

Ph.D., Texas A&M University

**Dr. Aragorn Miller** (2017)

Social and Behavioral Sciences - *History*

B.A., University of Texas at Austin

M.A., University of Texas at Austin

Ph.D., University of Texas at Austin

**Elizabeth Molitor** (2014)

Social and Behavioral Sciences - *Geography*

B.A., Texas State University

M.S., Texas State University

**Mervyn Robert** (2016)

Social and Behavioral Science - *History*

B.A., University of Hawaii

M.A., University of North Texas

Ph.D., University of North Texas

**Dr. Mourad M. Sebti** (1987, 1990)

Social and Behavioral Sciences - *Economics*

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

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

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

M.B.A., West Virginia University

Ph.D., University of Texas at Arlington

**Dr. Meredith Sims**, Online Manager (2016)

Social and Behavioral Sciences - *Anthropology, Philosophy, Psychology, and Sociology*

B.S., Tarleton State University

M.S., Tarleton State University

Ph.D. – Walden University

**Dr. C. Leighann Temple** (2018)

Social and Behavioral Sciences - *Government* (Fort Hood Campus)

B.S., Texas A&M University - Commerce

M.S., Texas A&M University - Commerce

Ed.D., University of Mary Hardin-Baylor

**Alan Vangroll** (2014)

Social & Behavioral Sciences - *History*

B.A., Troy State University

M.S., Tarleton State University

**Dr. Lisa M. Volle** (1987, 1993)

Social and Behavioral Sciences - *Anthropology*

B.A., Juniata College

M.A., West Virginia University

Ph.D., University of Texas-Austin

**Michael J. Walls** (2011, 2014)

Social and Behavioral Sciences - *History* (Fort Hood Campus)

A.A., DeAnza College

B.S., University of Phoenix

M.A., Sam Houston State University

**Dr. Sheri Worth** (2014)

Social & Behavioral Sciences - *Psychology*

B.A., Oklahoma State University

M.S., Oklahoma State University

Ph.D., Oklahoma State University

# Emeriti Faculty and Staff Members

**William C. Alexander** (1981-2011)  
Deputy Chancellor Emeritus of Texas Campus Operations and Distance Learning

**Dr. Wynona Alexander** (1969-2010)  
Department Chair Emeritus of Fine Arts

**Exelia O. Alfred** (1985-2002)  
Professor Emeritus of Nursing

**Thomas R. Allen** (1993-2011)  
Professor Emeritus of Social Sciences

**Dr. James R. Anderson** (1988-2012)  
Chancellor Emeritus

**Kenneth W. Austin** (1993-2013)  
Dean Emeritus of Continental Campus

**Gordon D. Bacon** (1986-2011)  
Department Chair Emeritus of Early Childhood Professions

**Bill Beebe** (1981-2010)  
Deputy Chancellor and Contracting Officer Emeritus

**Richard Carney** (1990-2015)  
Department Chair Emeritus of Kinesiology

**Elva Chase** (1980-2006)  
Professor Emeritus of Learning Resource Center

**Donna Chumney** (1990-2010)  
Professor Emeritus of Chemistry

**Jerri S. Cleaver** (1998-2016)  
Professor Emeritus of Office Technology

**David Coleman** (1989-2014)  
Professor Emeritus of Computer Science

**B.J. Cummings** (1982-2008)  
Professor Emeritus of Auto Collision

**Colvin Davis** (1989-2014)  
Dean Emeritus of American Preparatory Institute

**Susan Davis** (1991-2010)  
Professor Emeritus of Nursing

**Dr. Stanford P. Dyer** (1992-2015)  
Professor Emeritus of Social Sciences

**Robert C. Farrell** (1976-2011)  
Deputy Chancellor Emeritus of Resource Management

**Dennis Ford** (1993-2013)  
Professor Emeritus of Computer Science

**Harriet C. Foster** (1983-2011)  
Professor Emeritus of Nursing

**Dr. John R. Frith** (1998-2014)  
Department Chair Emeritus of Business Administration

**Robert A. Garner** (1981-2016) Professor Emeritus of Communication

**James Gebhardt** (1978-2016)  
Professor Emeritus of Aviation Science

**Martha T. Gibson** (1991-2016)  
Professor Emeritus of Computer Science

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

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

**Marget Hagen** (1997-2016)  
Professor Emeritus of Social Science

**Audrie E. Hall** (1976-1999)  
Professor Emeritus of Electronics

**Tim Hall** (1969-1999)  
Professor Emeritus of Mathematics

**Dr. John Henderson** (1970-2010)  
Department Chair Emeritus of Communications

**Patrick Hidy** (1976-2006)  
Department Chair Emeritus of Science and Agriculture

**Joseph Hogan** (1991-2011)  
Professor Emeritus of Criminal Justice

**Christine Holden** (1990-2018)  
Department Chair Emeritus of Kinesiology

**Anna Holston** (1988-2009)  
Professor Emeritus of Communications

**David Hubbell** (1995-2011)  
Professor Emeritus of Communications

**John Hunt** (1990-2018)  
Professor Emeritus of Communications

**Kay D. Insogna** (1989-2005)  
Professor Emeritus of Mathematics

**Nancy Isett** (1984-2010)  
Professor Emeritus of Fine Arts

**Margaret Jennings** (1982-2007)  
Dean Emeritus of Library Services

**Jeanette Jost** (1979-2007)  
Professor Emeritus of Nursing

**David Lazarus** (1997-2017)  
Professor Emeritus of Hospitality & Culinary Arts

**Gloria L. Lyons** (1974-2002)  
Professor Emeritus of Nursing

**Herbert J. Maglietta** (1974-2011)  
Associate Dean Emeritus of Vocational/Technical Programs  
Department Chair Emeritus of Engineering, Drafting and Design, and Office Technology

**Catherine M. Mason** (1973-1995)  
Professor Emeritus of Early Childhood Professions

**David McClure** (1977-2014)  
Associate Dean Emeritus of Guidance and Counseling

**Don Mikles** (1973-2010)  
Dean Emeritus of Central Campus

**Marilynn Neumann** (1982-2002)  
Professor Emeritus of Nursing

**James C. Nixon** (1980-2011)  
Dean Emeritus of Fort Hood and Service Area Campus

**Fred J. Ostertag** (1974-2006)  
Dean Emeritus of Europe Campus

**Dr. Jane Perschbach** (1996-2017)  
Professor Emeritus of Computer Science

**Donna Poteet** (1989-2009)  
Professor Emeritus of Medical Lab Technician

---

**Gary Ragsdale** (1971-1999)  
Professor Emeritus of Office Administration

**Paula Ray** (1976-1999)  
Professor Emeritus of Biology

**Patricia Reid** (1980-2010)  
Professor Emeritus of AD Nursing

**Dr. Shirley L. Robertson** (1981-2005)  
Professor Emeritus of Nursing

**Max Rudolph** (1996-2018)  
Department Chair Emeritus of Telecommunications

**Noel Schnitz** (1969-1999)  
Dean Emeritus of Library Services

**Elwood H. Shemwell** (1974-1999)  
Deputy Chancellor Emeritus of Campus Operations

**Shane K. Simon** (1981-2016) Professor Emeritus of  
Communication

**Mary L. Simpson** (1984-2011)  
Professor Emeritus of English

**Dr. Phyllis P. Sisson** (1983-2011)  
Professor Emeritus of Developmental Studies

**Dr. Antonio V. Suarez-Barrio** (1973-1996)  
Professor Emeritus of Criminal Justice

**Doris Louise Sutton** (1984-2005)  
Professor Emeritus of Mathematics

**Ella Teague** (1968-2004)  
Professor Emeritus of Physical Education

**Susan Thomason** (1992-2015)  
Department Chair Emeritus of Nursing

**Harvey A. Tolbert** (1971-1999)  
Professor Emeritus of Business Administration

**Dr. Edward L. Wagner** (1994-2016) Department Chair  
Emeritus of Mathematics and Developmental Studies

**Albert Waite** (1990-2012)  
Professor Emeritus of Social Sciences

**Joan Waldrop** (1985-2007)  
Administrator Emeritus of Continental Campus

**Timothy Walker** (1984-2005)  
Professor Emeritus of Welding

**Ben H. Wickersham** (1975-2007)  
Deputy Chancellor Emeritus of Educational Program and  
Support Services

**Beverly J. Wickersham** (1975-1999)  
Professor Emeritus of English and Developmental Reading

**Delores Williams** (1995-2017)  
Professor Emeritus of Nursing

**Dennis Williams** (1969-1999)  
Professor Emeritus of English

**Martha S. Williams** (1990-2011)  
Professor Emeritus of Nursing

**Raiford Williams** (1968-1997)  
Professor Emeritus of Agriculture

**Dr. Kenneth Word** (1977-2010)  
Department Chair Emeritus of Mathematics

**Dr. Donnie D. Yeilding** (1974-2002)  
Professor Emeritus of English

**Dr. Thomas D. Yeilding** (1976-2003)  
Professor Emeritus of Social and Behavioral Sciences

# Index

## A

Absences 51  
Academic Advising 44, 50, 54  
Academic Fresh Start 11  
Academic Misconduct 56  
    Cheating 56  
    Collusion 56  
    Plagiarism 6  
Academic Course Load 50  
Academic Policies and Procedures 50  
Academic Probation, Suspension, Dismissal 56  
Adding or Dropping Classes 17  
Address Changes 57  
Admissions 8  
    Active Duty Army Using TA (GoArmyEd) 10  
    Auditing a Class 11  
    Aviation Science 17  
    Bacterial Meningitis Requirement 8  
    CATE Center Programs 10  
    Community Non-Native Speakers 12  
    Early Admission, High School Students 11  
    Former CTC Students, Readmissions 9  
    CTC Students, Previously Attended CTC Outside of Texas 9  
    Distance Learners 10  
    Health Sciences 8  
    Individual Approval 10  
    International Students 12  
    Mental Health Services 17  
    New CTC Students, First-Time Students 9  
    Readmission - Member of US Armed Forces 10, 51  
    Students Age 17 or Younger 11  
    Transfer Students 9  
    Transient Students (Non Degree Seeking) 10  
Admissions and Registration 8  
Adult Education and Literacy 7  
Alcohol and Other Drug Abuse 57  
Alumni and Friends Association 47  
Americans with Disabilities Act 6  
Articulation Agreements 7  
Associate of Applied Science Degree, General Requirements 60  
Associate of Applied Science Degrees  
    Agriculture  
        Agriculture Production 63  
        Equine Management 65  
        Horticultural Development 65  
    Automotive Mechanic/Technician 66  
    Aviation Science 68  
    Business Management  
        Accounting Technician 71  
        Business Management 69  
        Logistics and Global Supply Chain Management 75  
        Marketing & Sales Management Specialization 73  
        Real Estate Specialization 74  
    Child Development 76  
    Computer Information Technology and Systems  
        Cyberdefense - Information Assurance 81  
        Information Technology 83  
        Network Cloud Support and Cybersecurity 86  
        Network Systems Administrator 85  
    Computer-Aided Drafting and Design 93  
    Craftsman Trades 89  
    Diesel Engine Technician and Maintainer 91  
    Electronics  
        Electronics Engineering Technology 87  
    Graphics and Printing 101  
    Health Sciences  
        Nursing, Associate Degree 125  
        Nursing Option for Articulating Student 126  
        Vocational Nursing (see Certificates of Completion)

    Heating, Air Conditioning, and Refrigeration Mechanic/Repairer 103  
    Histologic Technician 105  
    Hospitality Management  
        Baking and Pasty Specialization 110  
        Culinary Arts 109  
        Restaurant and Culinary Management 106  
        Hotel Management Specialization 107  
        Food and Beverage Management Specialization 112  
    Medical Laboratory Technician 119  
    Mental Health Services  
        At-Risk Youth Specialization 120  
        Chemical Dependency Specialization 121  
        Social Work Specialization 123  
    Office Technology  
        Office Technology 129  
        Medical Coding and Billing 132  
        Medical Office Technology 131  
    Paralegal/Legal Assistant 134  
    Paramedicine  
        Emergency Medical Technology 135  
    Protective Services  
        Criminal Justice 137  
        Corrections Specialization 136  
        Fire Service Administration 138  
    Public Administration  
        Homeland Security and Emergency Management 139  
    Robotics Technology 118  
    Welding 146  
Associate of Arts Degrees  
    Art, Field of Study-General Studies Track 95  
    Art, Field of Study - Studio Track 95  
    Commercial Art 96  
    Communication and Media Technology 78  
    Drama, Field of Study - General Track 97  
    Drama, Field of Study - Design/Technical Track 97  
    Drama, Field of Study - Performance Track 98  
    General Studies Degree 100  
    Interdisciplinary Studies 114  
    Journalism/Communications 79  
    Modern Language 80  
    Music 93  
    Social Science 144  
    Teaching Certification 145  
Associate of Science and Associate of Arts Degree Requirements 60  
Associate of Science Degrees  
    Agriculture Science 63  
    Biology - Human Biology 141  
    Biology - Organismal 141  
    Business Administration 69  
    Chemistry 142  
    Computer Science 81  
    Engineering 94  
    Environmental Science 142  
    Geology 143  
    Kinesiology 115  
    Mathematics 117  
    Mathematics, Field of Study 117  
Attendance Policy 51  
Auditing Classes 11

## B

Bacterial Meningitis 8, 48  
Board of Trustees 2  
Bookstore 48

## C

Calendar 5  
Campus Life 47  
Career Center 45  
Central Texas College Foundation 43

## Certificates of Completion

### Agriculture

- Agriculture Industries, Level II 64
- Production Technology, Level I 64

### Automotive Mechanic

- Automotive Technician, Level II 67
- Automotive System Specialist 67
- Basic Automotive Technician 66

### Business Management

- Accounting Specialist, Level I 72
- Accounting Technician, Level I 72
- Business Management, Level I 70
- Entrepreneurship, Level I 71
- Global Supply Chain Management Specialist 75
- Human Resources Management, Level I 71
- Logistics Specialist, Level I 75
- Marketing & Sales Management, Level I 73
- Real Estate Sales Agent, Level I 74
- Supervision, Level I 70

### Child Development

- Child and Youth Serving Professional 77
- Child Development Instructional Aide/Teacher Assistant, Level II 76
- Administrator's Credentials, Level I 76

### Computer-Aided Drafting and Design, Level I 93

### Computer Information Technology and Systems

- Computer Helpdesk Specialist, Level I 84
- Computer Systems Technician, Level I 84
- Cybersecurity, Level I 83
- Cyberdefense - Information Assurance, Level I 82
- Cyberdefense - Information Assurance, Level II 82
- IT Industry Certification Preparation Program 85
- IT Network Analyst 83
- Network Server & Cloud Administrator 87
- Telecommunications Technician, Level I 86
- Web Technologies 84

### Craftsman Trades

- Building Trades, Level I 90
- Carpentry Trades, Level I 89
- Construction Trades, Level I 90
- Residential Construction (Brady only) , Level I 90

### Diesel

- Basic Diesel Technician 92
- Diesel System Specialist, Level I 92
- Diesel Technician, Level II 91

### Electronics

- Computer Maintenance Technician 88
- Electronics Instrument Technician 88
- Entry Level Electronics Technician 88
- Telecommunications Technician 83

### Graphics and Printing Technology

- Graphics and Printing Technology, Level II 101
- Graphic Design, Level I 102
- Press Operations, Level I 102

### Health Sciences

- Prospective ADN Student 125
- Prospective Articulating Student 126
- Vocational Nursing, Level II 127

### Heating, Air Conditioning, and Refrigeration

- Air Conditioning and Refrigeration Technicians Assistant 104
- Heating, AC, and Refrigeration, Level II 103
- Residential Heating, AC, and Refrigeration, Level I 104

### Hospitality Management

- Baking, Level I 111
- Baking and Cake Decorating 111
- Baking Skills 111
- Culinary Arts, Level I 110
- Culinary Skills, Level I 109
- Food and Beverage Management, Level I 113
- Food Service Operations, Level I 112
- Hospital Property Management, Level I 108
- Restaurant Management 106
- Restaurant Operations, Level I 107
- Restaurant Skills, Level I 110
- Rooms Division, Level I 108
- Service Management 108

### Massage Therapy, Level II 116

### Medical Laboratory Technician

- Phlebotomy Technician 119

### Mental Health Services

- At Risk Youth Advanced, Level II 121
- Basic Mental Health Professional, Level I 120
- Chemical Dependency Counseling, Level II 122
- Community Health Worker 124
- Criminal Justice Addictions, Level II 122
- Substance Abuse Prevention Specialist 123

### Office Technology

- General Office Assistant, Level I (TDCJ only) 130
- Medical Coding and Billing, Level I 133
- Medical Office Technology Professional Level I 132
- Medical Office Technology Specialist, Level I 131
- Medical Office Technology Support, Level I 132
- Office Technology Professional, Level I 130
- Office Technology Specialist, Level II 129
- Office Technology Support, Level I 130

### Paralegal/Legal Assistant 134

### Paramedicine

- EMT-Paramedic, Level I 135

### Protective Services

- Basic Police Officer 137
- Basic Police Officer Academy Non Credit Certificate 208
- Criminal Justice Studies Specialization, Level I 137
- Fire Protection Technology 138

### Public Administration

- Emergency Management, Level I 140
- Homeland Security, Level I 140
- Homeland Security and Emergency Management, Level I 139

### Robotics Technology, Level I 118

### Welding Technology

- Farm & Ranch, Level I 147
- Industrial Welding Transition 147
- Pipe Welding 147
- Structural , Level I 147
- Welding Technology, Level II 146

### Chancellor's Message 3

### Child Care. See Child Development Center

### Child Development Center 48

### Classroom Visitors 58

### College Calendar 5

### Community Non-Native Speakers 12

### Complaint Process 46

### Continuing Education Programs and Courses 207

#### Basic Peace Office Academy 208

#### Basic Jail Course 208

#### Basic Telecommunicator Course 208

#### Truck Driving 199

#### Clinical Medical Assistant Training Program 210

#### Certified Nurse Aide Training Program 210

#### Licensed Massage Therapy 210

#### Manufacturing 208

#### Pharmacy Technician 211

#### Project Management Professional Certification Program 209

#### Project Management Professional (PMP) Exam Boot Camp 209

#### SAP - Winterprise Systems Business Analysis 212

#### Veterinary Assistant 209

### Core Curriculum 59

### Course Descriptions

#### Accounting

##### ACCT 150

##### ACNT 150

#### Agriculture

##### AGAH 151

##### AGCR 151

##### AGEQ 151

##### AGMG 151

##### AGRI 151

FDST 177  
 HALT 180  
**Anthropology** ANTH 153  
**Art** ARTS 154  
**Autobody Repair** ABDR 150  
**Automotive Service and Repair** AUMT 155  
**Aviation Science**  
 AIRP 152  
 AVIM 156  
**Biology** BIOL 156  
**Business/International Business Trade**  
 BMGT 157  
 BUSG 158  
 BUSI 158  
 IBUS 184  
**Chemistry** CHEM 161  
**Child Development**  
 CDEC 158  
 TECA 204  
**Communications-Journalism** COMM 165  
**Communications and Media Technology** COMM 165  
**Community Health-See Mental Health Services**  
**Computer Information Technology and Systems**  
 BCIS 156  
 COSC 166  
 ITCFC 185  
 ITNW 185  
 ITSC 186  
 ITSW 187  
 ITSY 187  
**Construction Technology**  
 CBFM 158  
 CNBT 165  
 CRPT 167  
 MBST 191  
 PFPB 196  
 WDWK 205  
**Criminal Justice-Protective Services**  
 CJCR 162  
 CJLE 162  
 CJSA 163  
 CRIJ 167  
**Diesel** DEMR 168  
**Developmental Studies**  
 DSED 172  
 DSLA 172  
 DSMA 170  
 DSRE 171  
 DIRW 172  
**Drafting and Design**  
 ARCE 153  
 DFTG 169  
 Drama DRAM 169  
**Economics** ECON 173  
**Education** EDUC 173  
**Electronics**  
 CETT 160  
 CPMT 166  
 ELMT 173  
 ELPT 174  
**Emergency Management** EMAP 174  
**Emergency Medical Services** EMSP 174  
**English** 176  
**English for Speakers of Other Languages** DSLA 172  
**Engineering** 177  
**Environmental Science** 177  
**Fire Protection** FIRT 178  
**French** FREN 178  
**Geography** GEOG 178  
**Geology** GEOL 179  
**German** GERM 179  
**Government** GOVT 179  
**Graphics and Printing**  
 ARTC 153  
 GRPH 179  
**Heating and Air Conditioning** HART 181  
**Histology** HLAB 183

**History** HIST 181  
**Homeland Security** HMSY 183  
**Hospitality Management**  
 CHEF 160  
 HAMG 180  
 IFWA 185  
 PSTR 198  
 RSTO 202  
 TRVM 204  
**Human Resource Management** HRPO 184  
**Humanities** HUMA 184  
**Industrial Math** TECM 204  
**Italian** ITAL 185  
**Kinesiology** KINE 187  
**Korean** KORE 189  
**Logistics Management** LMGT 190  
**Manufacturing (Noncredit)** 208  
**Marketing** MRKG 192  
**Massage Therapy** MSSG 193  
**Mathematics** MATH 190  
**Medical Laboratory** MLAB 192  
**Mental Health Services**  
 CHLT 161  
 CMSW 164  
 CNBT 165  
 DAAC 167  
 PSYT 199  
 SCWK 202  
 SOCW 203  
**Military Science-ROTC** MSMG 192  
**Music**  
 MUAP 194  
 MUEN 194  
 MUSI 195  
**Nursing**  
 HPRS 184  
 RNSG 204  
 VNSG 204  
**Office Technology**  
 HITT 182  
 MDCA 191  
 POFI 197  
 POFM 197  
 POFT 197  
**Paralegal/Legal Assistance** LGLA 189  
**Phlebotomy** PLAB 197  
**Philosophy** PHIL 196  
**Physics** PHYS 196  
**Psychology** PHYS 198  
**Real Estate** RELE 200  
**Robotics** RBTC 199  
**Russian** RUSS 202  
**Social Work-See Mental Health Services** 203  
**Sociology** SOCI 202  
**Spanish** SPAN 203  
**Speech** SPCH 203  
**Welding** WLDG 206

## D

Degree Programs 55  
 Degrees, Certificates, and Occupational Skills  
     See Associate of Applied Science Degree  
     See Associate of Arts Degrees  
     See Associate of Arts in General Studies Degree  
     See Associate of Science Degrees  
     See Certificates of Completion  
     See Occupational Skills Achievement  
 Determining Residence Status 34  
 Developmental Study Courses 56  
 Directory Information 58  
 Disability Support Services 44  
 Discipline 56  
 Discrimination 6  
 Dismissal 56  
 Distance Learning 7

## E

Early College High School 11  
Email 58  
Emeriti Faculty and Staff Members 211  
English for Speakers of Other Languages (ESOL) 13  
Equal Opportunity Policy 6  
Evaluation of Previous Education and Training 46  
Excessive Developmental Study Hours 59  
Excessive Undergraduate Hours 59  
Executive Officers 2  
Excused Absence - Military 51

## F

Faculty 214  
Falsification of Records 57  
Family Educational Rights and Privacy Act of 1974 (FERPA) 53  
Federal College Work-Study Program 36  
Fees  
    Course Challenge 31  
    Diploma Replacement 31  
    FAA Exam (Knowledge Test) 31  
    GED Testing 31  
    Individualized Instruction  
        Aviation Science 31  
        Music 31  
        Overflight 31  
        Physical Education 31  
    Installment Plan 31  
    Late Payment 31  
    Nursing Insurance, Fees and Testing 31  
    Return Check 31  
    Student I.D. or Meal Card Replacement (per card) 31  
    TSI Assessment 31  
Fees-Continuing Education 31  
Field of Study 59  
Filing a Grievance. See Equal Opportunity Policy  
Financial Aid 37  
    Appeal Process 39  
    Applying for Financial Aid 37  
    Deadlines for Filing 37  
    Drops and Withdrawals 39, 42  
    Eligibility Requirements 37  
    Financial Aid Advisor 41  
    Grades and Grade Point Average 38, 39  
    Grants 40  
    Hazlewood Educational Benefits 44  
    Loans 40  
    Maximum Time Frame 38  
    Repeated Courses 40  
    Return/Repayment of Title IV Funds 41  
    Satisfactory Academic Progress Policy 38  
    Selective Service Registration Compliance 37  
    Scholarships 43  
    Transfer Courses 37  
    Veteran Benefits 43  
    Vocational Rehabilitation 44  
    Warning and Suspension of Financial Aid 38, 39  
    Withdrawals 42  
    Work Study 40  
Food Service 48  
Fort Hood Campus 7  
Foundation Scholarships 43

## G

GED. See High School Equivalency Examination  
General Information 5  
Grade Designations 55  
Grades Accepted in Student's Program of Study 54  
Grading Policy 55  
    Change of Grade (Appeal Process) 55  
    Grading System 55  
    Grade Point Averaging 55  
    Grades and Financial Aid/TA/VA 55

Incomplete Grades 55  
Repeating a Course 55  
Grades in Developmental Study Courses 56  
Graduate Guarantee Program 58  
Graduation 46  
    Applying for Graduation 47  
    Commencement 47  
    Graduation Requirements 46  
    Replacing a Lost Certificate or Degree 47  
    Honors 47  
    Reverse Transfer 47  
Grants  
    Federal PELL Grant 40  
    Federal Supplemental Educational Opportunity Grant 40  
    Texas Educational Opportunity Grant 40  
Grievances. See Equal Opportunity Policy  
Guarantee for Job Competency 58

## H

Harassment and Discrimination 6  
Hazlewood Educational Benefits 44  
Hazing and Disruptive Activities 57  
Health Services 48  
High School Students  
    Dual Credit 11  
    Early Admissions 11  
    Early College High School 11  
History of the College 4  
Honor Roll 56  
Honor Societies  
    Phi Theta Kappa 57  
    Sigma Kappa Delta 57  
    Psi Beta Psychology National Honor Society 57  
Housing  
    Residence Hall 48, 49

## I

Incomplete Grade 50  
Information Release. See Directory Information  
Installment Payment Plan 33  
Institutional Challenge Exams 45  
Institutional Purpose 5  
International Student Services 12, 41  
Intramural Sports 48

## J

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 6

## K

KNCT-FM 48

## L

Leadership 2  
Learning Resource Center 45  
Lending Library 45  
Library 49  
Loans 40  
    Repayment 41

## M

Maximum Credit Earned 50  
Maximum/Minimum Course Load 50  
Military Readmissions 10, 57  
Mission, Vision, Values and Institutional Purpose 5  
Multidisciplinary Studies Degree 50

## N

Name Changes 57  
Natatorium and Physical Education Center 48

## O

Obligations to the College 57  
Occupational Skills Achievement  
    Child Development Associate 77  
    Computer-Aided Drafting & Design 93  
    Network Administrator 87

## P

Parking 49  
Participation in Class 51  
Personnel Directory 213  
Phi Beta Psychology 57  
Phi Theta Kappa 57  
Placement Examinations 13  
Probation 56  
Probation, Suspension, and Dismissal Policies 56  
Program and Course Availability 6  
Program Completion 50  
Program Timelines 50  
Programs of Study 57, 61

## R

Readmission Requirements 9, 10  
Refunds 30  
Registration 16  
    Adding or Dropping Classes 17  
    CATE Center Courses 16  
    Late Registration 17  
    New Student Registration 16  
    Official Enrollment 17  
Religious Holy Days 51  
Required Degree Planning 50  
Room & Board, and Deposits 32  
    Residence Hall Deposit 32  
    International Student Deposits with Application 12  
Repeating a Course 52  
Residence Hall 13, 30, 44  
Residency Information for Tuition Purposes 34  
    Distance Learners 35  
    Domicile and Residence in Texas 34  
    General Rules and Regulations 34, 35  
    In-District and Out-of-District Students 37  
    Married Students 35  
    Military Personnel 35  
        After Assignment in Texas 36  
        Continuous Enrollment 36  
        Honorably Discharged Veterans, their Spouse and Dependents 36  
        Nonresidents Assigned to Duty in Texas 36  
        Out-of-State Military 36  
        Spouse and Dependents who Previously Lived in Texas 36  
        Survivors 36  
    Non-U.S. Citizens 34  
    Temporary Absences from State 35  
    Reclassification 33  
    Student Responsibilities 35  
    Waivers 36  
Residency for Degree and Certificate 46  
ROTC (Army) 49

## S

Satisfactory Progress Standards 51  
Scholarships, CTC Foundation 43  
Semester Credit Hours 60  
Service Area 7  
Sigma Kappa Delta 57  
Six-Drop Rule 52  
Social Security Numbers 58  
Statement on Harassment and Discrimination 6  
Strategic Planning 5  
Student and Employee Assistance Program 45

Student Classification 53  
Student Financial Assistance 37  
Student Grievances. *See* Equal Opportunity Policy  
Student I.D. Cards 49  
Student Organizations 47  
Student Responsibilities 57  
Student Services 44  
    Academic Advising 44  
    Career Center 45  
    Child Care Assistance 45  
    Disability Support Services 44  
    Evaluation of Previous Education and Training 46  
    International Student Services 44  
    Learning Resource Center 45  
    Lending Library 46  
    Testing Services 45  
    Transcripts, CTC 45  
Student Travel 48  
Summons 57  
Suspension 56

## T

Table of Contents 4  
TEC 51.907 Course Withdrawal Limit Policy 52  
Testing Services 45  
    American College Test (ACT) 45  
    Automatic Transmission Rebuilders (ATRA) 45  
    Automotive Service Excellence (ASE) 45  
    Diagnostic Tests 45  
    English Language Test 45  
    Health Education Systems, Inc. Admissions Assessment (HESI A2) 45  
    High School Equivalency Examination 45  
    IMAC Auto Air Conditioning Examination 45  
    Institutional Challenge Examinations 45  
    Special Accommodations 45  
    TSI Testing 45  
Texas Common Course Numbering System 60  
Texas Success Initiative (TSI) 14  
    Tests 16  
    Exemptions and Waivers 14  
    Minimum Scores 16  
    Prior TASP Exemptions 16  
Third Course Repeat 52  
Timelines to Complete Degree 50  
Title IX 6  
Transcripts, CTC 45  
Transfer Students 9. *See also* General Admission Requirements For All Students; Transcripts and Test Scores  
Transfer Credits, General Information  
    Transfer Credits, Acceptance by CTC 54  
    Credit Transfer to Other Colleges or Universities 53  
    Transfer Dispute - Academic Courses 54  
Tuition and Fees 31  
    College Costs, Tuition Schedule 31  
    Continuing Education 31  
    Exemptions and Waivers 31  
    Installment Payment Plan 33  
    Laboratory Fees 31  
    Nocredit Refunds 33, 34  
    Other Fees 31  
    Room and Board, Residence Hall 32  
    Refunds of Room and Board and Deposits 33  
    Refunds of Tuition and Fees 33  
Tuition Rebate Program 60

---

## **U**

Uniform Application of Standards 8

## **V**

Veteran Benefits 43

Visitors 58

Vocational Rehabilitation 44

## **W**

Withdrawal From Classes 52

Limitation on Course Drops 52

Workforce Education and Training 7, 207

# Central Texas College Around the World

as of June 2020

## 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  
Fort Benning, GA  
Fort Bragg, NC  
Fort Campbell, KY  
Fort Knox, KY  
Fort Lee, VA  
Fort Polk, LA  
Fort Riley, KS  
Fort Rucker, AL  
Fort Sill, OK  
Fort Stewart/Hunter Army Airfield, GA  
Fort Wainwright, AK  
Joint Base Elmendorf -Richardson, 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

Naval Base Coronado, CA  
Navy Base San Diego, CA  
Norfolk, VA  
San Diego, CA

### Europe Campus

Germany  
Bahrain  
Djibouti  
Egypt  
Italy  
Kuwait  
Qatar  
Spain



**FOR  
STUDENTS  
OF THE  
REAL  
WORLD**

**CTCD.EDU**

**254.526.7161**